

THE VILLAGE AT PEBBLE LAKE

Architectural Review Guidelines



This publication has been reviewed by The Village at Pebble Lake HOA Board of Directors and is made available to all residents as guidance on the ARC approval process and community standards. Questions can be directed by Email to the ARC Committee Chair at arc.board@pebblelakehoa.com.

SPRING 2021

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I. INTRODUCTION

The Village at Pebble Lake Board of Directors has authorized an Architectural Review Committee (ARC) to review and make recommendations on applications from townhouse owners who wish to make property changes which are not authorized by "[The Village at Pebble Lake Rules and Regulations](#)". The purpose of the ARC is to maintain a consistent and harmonious neighborhood character, one that is architecturally and esthetically pleasing, that confers a benefit on townhouse owners by protecting the value of their properties and promotes the maximum enjoyment of their homes by all residents. For any alteration or modification of individual properties, homeowners must apply to the ARC for approval of submitted plans. ADA and other federal or state law compliance modifications warrant the homeowner to apply for a waiver from the Board.

ARC is charged with preserving the exterior appearance of *The Village at Pebble Lake*. The "**Guidelines for Architectural Review**" have been established to assist residents in understanding what modifications need approval and how the process works.

II. REVIEW CRITERIA**

Townhouse owners should consider the following criteria as they begin their modification planning.

1. **Validity of Concept:** The basic idea must be sound and appropriate to the surroundings.
2. **Landscape and Environment:** Exterior changes may not unnecessarily change the natural landscape or surrounding environment.
3. **Relationship of Change to Surrounding Properties:** Change should relate harmoniously, physically, and visually to neighbors' properties.
4. **Protection of Neighbors:** Consideration will be given to matters such as surface water drainage, sight/sound buffers, preservation of view, light and air, and any other aspects which may have significant effect on the surrounding properties.
5. **Design Compatibility:** Change must be harmonious with the design characteristics of the community setting in terms of style, scale, materials and color.
6. **Workmanship:** Quality of work must be equal to or exceed that of existing properties.

III. MODIFICATION STANDARDS

The following are the ARC Modification Standards that apply to all properties, townhouse owners, and residents. This list is derived from a number of sources including, [*"The Village at Pebble Lake Rules and Regulations"*](#) dated February 15, 2019, and the original [*"The Village at Pebble Lake Guidelines for Architectural Review"*](#) dated July 1, 2019, and from Board approved modifications since the publication of those documents. Structural modifications which predate the original ARC guidelines dated July 1, 2019 shall be grandfathered and allowed to remain in place; no such modification shall be considered a precedent for future applications. A list of the grandfathered modifications is on file with ARC, the Board, and ACS West. **All** modifications after July 1, 2019 are subject to ARC review and Board approval.

Awnings*

Awnings are not permitted on the front of the properties. Door awnings are allowed on the rear of the townhouse and require an *ARC Modification Request* for approval of color and material(s). Frames need to be made of metal and attached to the home. Covers can be made from vinyl, polyester, acrylic, or canvas in black or red color only.

Barbecue Grills*

Barbecue grills **may not** be stored on the front porch or side yard when not in use. If kept in good repair, barbecue grills may be stored in the backyard. No permanent (built-in) grills are permitted. A 3' x 2' temporary paver base may be used to secure and level a barbecue grill in the backyard **only** without digging into the ground, without ARC approval.

Basketball Goals*

Prohibited.

Clotheslines*

Prohibited.

Container Gardens*

No *ARC Modification Request* is required if the change is within the following guideline. Container gardens within three feet of the property are allowed, not to exceed fence height or allowed to grow into neighboring yards. Container must be free-standing and not attached to the property.

Concrete Patio

See Patios.

Dog Houses/Animal Houses*

Prohibited.

Doors*

No *ARC Modification Request* is required if the change is within the following guideline.

Front storm doors must be white or the same color as existing wood trim and must be of full-view design (no cross rail) with **no** ornamental features; screen inserts may be installed in storm doors. No other screen doors allowed.

Rear storm doors must be white or the same color as existing wood trim.

Rear entry doors must be made of a similar material as the original door and a color of the existing wood trim. See the **Building Maintenance Committee** section of the HOA website for the approved colors.

Exterior Decorations*

Outdoor seasonal decorations may be displayed for up to one month prior to and one month after the holiday season. On generally recognized patriotic holidays or any other time where the flag of the United States of America is displayed, residents must follow established flag protocol.

Exterior Walls*

Nothing may be added to any exterior walls that requires drilling, nailing, screwing, or gluing or in any way creates a permanent attachment without approval by ARC.

Fences

Requires an *ARC Modification Request*. Invisible fences are not allowed. Fences on the front porch are not allowed. Two types of fences are allowed: scallop or flat rail. All fence posts must be cemented in the ground. As a guide, past approvals have included the following materials and dimensions:

- White, vinyl, scallop top, 4' x 8' with 4' posts, 3" pickets, 2-7/8" spacing
- White, aluminum, scalloped top, 36', 54" tall, 3' rail, with a 1' - 4' gate
- White, PCV vinyl, 22' of 48" tall concave picket with 4' gate

Home Security (external device): No *ARC Modification Request* is required for camera/video home monitoring doorbell systems, such as, **Ring Video Doorbell** or **Nest**.

Lighting*

No *ARC Modification Request* is required if the change is within the following guideline.

Exterior lighting is limited to conventional white, clear, or flame bulbs, or bulbs that support specific organizations, e.g., a blue bulb in support of all officers and their families, or a green bulb in support of veterans.

Solar lighting at ground level to illuminate the front walkway is allowed.

String lights are allowed if non-intrusive on neighbors, not to be permanently affixed to the fence or home.

Floodlights require an *ARC Modification Request*.

Miscellaneous*

Any structural modification that requires digging (e.g. patios, walkways) will require the homeowner to contact **Miss Utility** to ensure underground lines are properly identified and marked. No items (barbecue equipment, toys, bikes, towels, swimsuits, garden equipment, fishing poles, trash containers, etc...) may be left on the front porch or front/side yards when not in use and if kept in good repair, may be stored in the backyard.

The following are specifically **prohibited**:

- window air conditioners or fans
- hot tubs
- above ground swimming pools; kiddie pools must be kept in backyards
- newly constructed or freestanding storage sheds
- basketball goals
- clotheslines

Patios

Stamped Concrete requires an *ARC Modification Request*. As a guide, past approvals have included: 4" thickness and 2" - 4" of stone.

Pavers require an *ARC Modification Request*. As a guide, preferred minimum requirements below are based on past approvals:

Preferred Minimum Requirements:

- Dig down 6" - 9"
- Crushed stone base 4" - 6"
- 1" polymeric sand bed on top of crushed stone
- Pavers on top of the stone and sand base
- Paver joints must be filled with polymeric sand
- Pave edges must be supported by hard plastic restraints with 10" spikes
- Minimum slope of 1/8" per foot
- Downspouts re-routed under the patio and exited outside the patio with a pop-up emitter two feet (2') from street
- All sprinklers must be capped

Pergolas

Requires an *ARC Modification Request*. Pergola must be permanently fixed in the ground, not freestanding, but **not** attached to the house. Any cantilever overhang is okay within the property line (submit your plat for property line verification). Must be white color to blend with townhome siding.

Plants, Shrubs, Flowers*

Plants, shrubs, and flowers may be planted by the homeowners within three feet (3') of the front or side of the house perimeter, or at the rear of the property close to the street and driveway. Any plantings must be maintained by the homeowner; the landscape vendor is

not responsible for maintaining these gardens. On the front of the house, plants may grow no higher than windowsill height.

Satellite Dish Installations*

Requires an *ARC Modification Request*. Homeowners will be responsible for any related roof issues including roof leakage or other issues resulting from installation. Satellite dishes are to be located at the rear of the house and are not to exceed two feet (2') in diameter. Wires must be hidden as much as possible. Removal and any damage done to roof is homeowners' responsibility.

Solar Panels

Requires an *ARC Modification Request*. In addition, the homeowner will need to adhere to the Solar Panel Policy and will be expected to read and sign THE VILLAGE AT PEBBLE LAKE TOWNHOUSE OWNERS ASSOCIATION, INC. MAINTENANCE COVENANT AGREEMENT which will be provided by ARC once the *ARC Modification Request* is received. HOA Board approval is required before work begins. Homeowners will be responsible for all maintenance outlined in the Maintenance Covenant Agreement.

Spas and Hot Tubs*

Prohibited.

Storage Sheds*

Prohibited.

Storm Doors*

See Doors.

Swimming Pools*

Prohibited.

Trash*

Trash containers must be kept in the backyard away from rear access roads. No trash or cigarette/cigar butts shall be discarded on the property. A 3' x 2' temporary paver base may be used to secure and level trash containers in the backyard **only** without digging into the ground, without ARC approval.

Walkways, Pathways, Stepping-Stones

Requires an *ARC Modification Request*. Any materials used, e.g., pavers, stone, slate, must be dug down and level with the ground for safety reasons and to allow lawn maintenance by the landscape vendor.

Window Air Conditioners or Fans*

Prohibited.

Yard Signs*

One sign for the purpose of selling the property may be located in the homeowner's yard and may be no larger than 3' x 3'. No other signs in the yards or windows are permitted.

IV. SUBMITTING A MODIFICATION REQUEST

Per By-Laws Article 4, Section 4.15 and Covenants, Article V:

No structural change to property shall be commenced until plans and specifications have been approved by the Board of Directors.

1. Application for structural change must be submitted on the **Architectural Modification Request** form (see Attachment A) and must be complete in detailing the nature and scope of the change.
2. Decisions to approve or disapprove an application will be based on the Review Criteria and Standards established by the Board of Directors (as stated above).
3. The Board will act without undue delay and will approve or deny plans in a timely fashion, not to exceed 45 days of receipt of the homeowner's fully detailed application. The need to procure additional information may extend the processing time and may not be construed to be a waiver of authority by the Board.
4. Any structural change undertaken prior to receipt of Board approval is at the townhouse owner's risk. The homeowner may be subject to penalties and/or required to modify or return the property to its former condition, at the homeowner's expense, should the application be denied wholly or in part.

All structural modifications of individual properties must be submitted on the **Architectural Modification Request** form, included in this document as **Attachment A**, and submitted to the ARC at arc.committee@pebblelakehoa.com for consideration. ARC

recommendations are presented to the HOA Board for final approval. Homeowners must receive written approval from ARC **before** any work begins.

V. APPEALING A DENIED ARC MODIFICATION REQUEST

If the homeowner's application for change is denied, the homeowner may appeal the decision in a scheduled hearing before the Board of Directors.

Attachment A

The Village at Pebble Lake Townhouse Owners' Association
Architectural Modification Request
Per Bylaws, Article 4, Section 4.15, Covenants Article V

Submit Completed Request by Email to: arc.committee@pebblelakehoa.com

I hereby request approval to make the following modification to the exterior of my home in The Village at Pebble Lake.

Name(s) _____ Address _____
Preferred Contact: Phone(s) _____ Email Address _____

DESCRIPTION OF REQUEST (one modification per request form): _____

WORK TO BE PERFORMED BY _____

IMPORTANT! Attach a detailed plan, drawing, specifications, material, dimensions, colors (as applicable). Drawing must show precise location of modification in relation to other structures. If this is a DO-IT-YOURSELF project, provide very specific detail. If a PROFESSIONAL CONTRACTOR, provide copy of bid detail. *Please note, if your request is incomplete, it will be returned for additional detail. A response may be expected within 45 days after receipt of all information.*

I certify, by my signature, that I understand and agree to the following:

1. That I will begin the approved modification within 120 days (unless otherwise specified) and will complete it in a timely manner so as not to interfere with neighbors' access to and/or enjoyment of their properties.
2. That I assume total responsibility for the upkeep and maintenance of all modification(s) made in the area. I also acknowledge that obtaining insurance for the improvement is my responsibility.
3. That modifications will not in any way hinder yard care or any other Association maintenance responsibility.
4. That I accept total responsibility for any damage to person or property that may be caused by this modification.
5. That this document will become part of my contract and that these stipulations will transfer to succeeding homeowners.
6. That representatives of the Board of Directors and Architectural Review Committee are permitted to enter upon my property with notice at any reasonable time to: 1) inspect the area in advance of the proposed project; or, 2) while the project is in progress; or, 3) upon completion of the project.
7. That the Townhouse Owners' Association reserves the right to require removal or repair of the modification at my expense if: 1) the modification is not constructed or installed as per specifications submitted for approval with this request; or, 2) the modification is not maintained in a safe condition; or, 3) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.
8. That I have read and agree to follow HOA Rules and Regulations pertaining to architectural control and review as it applies to this modification.

_____ Date _____ Homeowner Signature(s) _____
Date all information is received by HOA _____ By: _____

NOTICE OF ACTION BY BOARD OF DIRECTORS

THIS MODIFICATION REQUEST IS:

APPROVED APPROVED WITH CONDITIONS DENIED DATE: _____

COMMENTS:

Signed: _____ Title: _____

If denied, homeowner may appeal the decision in a scheduled hearing before the Board of Directors.

October 2020

Footnotes:

** Referenced in the **Rules and Regulations** defined by the Board of Directors as outlined in **By-Laws Article 4, BOARD OF DIRECTORS, 4.11.f., POWERS AND DUTIES.***

*** Referenced in the original "The Village at Pebble Lake Guidelines for Architectural Review" dated July 1, 2019.*