

## Arboretum Architectural Control - Building and Landscape Changes

All building and landscape architectural changes must be approved by the Architectural Review Committee (ARC) as per Article Nine (IX) of the Arboretum Covenants. Lot owners must submit all desired changes in writing in advance. *Renters* wishing to make architectural changes should discuss this issue with the lot owner. Only lot owners can submit an ARC request.

Under no circumstance will a verbal request be considered.

Architectural changes include but are not limited to: changes to the exterior of the house, patios, fences, landscaping. You are encouraged to seek out advice and answers from the HOA Board or the ARC if there is any ambiguity about what is or is not an architectural change. When in doubt, please submit an ARC form.

An ARC form should be submitted for the following:

- Adding or removing trees or shrubs in any area of your property
- Adding any shrubs, trees, or other plants that create a *new* bed or area
- Play equipment that is “permanently” installed in the yard (e.g., trampolines, slides, swings, etc.)
- Lawn replacements and / or additions
- Any construction to address drainage issues
- Any hardscaping change that uses construction materials; e.g., wood, metal, shingles/roofing, stone and/or concrete (e.g., fences, patios, paved areas, house facades, skylights, siding, gutters/gutter guards, shutters, pillars, retaining walls, porch additions/modifications, decks, flower boxes), or painting the exterior of the house
  - Fences may be erected no closer than 6 inches from the property line on all sides of the perimeter of the lot and may not extend past the sides of the home into the front of the yard out toward the sidewalk
  - Fences can only be black aluminum and no taller than 4 ½ feet (54 inches) in any spot
  - Wood fences, privacy fences, picket fences, split rail fences (with the exception of one that was grandfathered in), vinyl fences or chain link fences are not allowed
  - Fence maintenance shall be the responsibility of the Owner and all damage shall be repaired within thirty (30) days of written notification by the Association
    - If a homeowner chooses not to repair their fence – the entire fence must be taken down within 30 days of written notification by the Association
  - If a homeowner chooses to “tie-in” to or “share” existing neighbor’s fences or other perimeter fences, the homeowner must obtain their neighbor’s signature on the ARC form
    - All homeowner parties involved assume the potential risks and liabilities with fence sharing or tying in
    - Any issues that may potentially arise will be a neighbor-to-neighbor dispute
    - The Arboretum HOA and BOD will not be involved nor held liable
- A building addition or replacement (e.g., doors, windows, screen rooms, etc.)
- Addition or replacement of exterior “appliances” (e.g., heat pump, backup generator, solar panels, wind turbines, antennae, etc.)
- Exterior paint samples must be submitted with the ARC form

An architectural review form must be submitted to the management company who will forward it to the ARC. The ARC Committee has 45 days to approve or disapprove the plans submitted from day of submission. (Article IX, Section 4 of the Arboretum Covenants)

Lot owners are not permitted to make any changes until approval has been sent via email or postal service from the management company. If a homeowner proceeds without written approval, then the BOD may escalate the violation (i.e., not providing an ARC form or making changes prior to ARC approval) to a due process hearing. In addition, failure to repair or remove fences within the timeline can result in the homeowner being fined up to \$100 per day until the violation is remedied.

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An ARC form does NOT need to be submitted for seasonal plantings into EXISTING beds/areas (e.g., annual flowers, replacement of existing perennials, bulb planting, replacement of existing vegetable/herb garden, free standing pots on front or back porches). Seasonal plantings include refresh and / or replacement of mulch or pine straw.

Architectural Change Requests should be made utilizing the form found on the CAS website. The following link takes you directly to where you will see the Architectural Request Form. Link to the form: [Arboretum - Community Association Services, Inc. \(casnc.com\)](https://casnc.com)

In your request, be sure to include;

- Summary description of the project
- A sketch or set of plans drawn or printed, as best as you can to show where the work is to be done
- A landscaping plan of plants or trees, if applicable
- Summary to include dimensions, style, color, specification and square footage and details
- Pictures of what you want to use or replace with, or of the area in which you want to address. Pictures can be emailed with the ARC
- Please note that any neighbor signatures indicate acknowledgement and not an approval

Submit your ARC form to the Community Manager's email address noted in the form.