

BALLENTINE FARMS ARCHITECTURAL IMPROVEMENT GUIDELINES



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TABLE OF CONTENTS

PAGE

1. GENERAL INFORMATION	3
2. APPLICATION / NOTIFICATION PROCEDURE	3
3. ADDITIONS / CHANGES	5
4. AWNINGS	6
5. BASKETBALL BACKBOARDS & HOOPS	6
6. BOAT & RV STORAGE	7
7. DECKS	7
8. DOG HOUSES	8
9. FENCING	8
10. GARBAGE/RECYCLING STORAGE PAD	9
11. GARDENS / COMPOST PILES AND CONTAINERS	9
12. LANDSCAPING	10
13. PLAY EQUIPMENT & PLAYHOUSES	11
14. RETAINING WALLS	11
15. SHEDS	12
16. STORAGE TANKS	12
17. SIGNS	12
18. SPAS & HOT TUBS	13
19. SWIMMING POOLS	13
20. TREE REMOVAL ON HOMEOWNER PROPERTY	14
21. WALKWAYS, PATIOS AND DRIVEWAYS	14
22. MISCELLANEOUS	15
23. APPLICATION FORM	16

GENERAL INFORMATION

Ballentine Farms is a community, which has an Architectural Committee, Board of Directors, and a Management Company. The Management Company (Sentry Management, Inc.) has the sole responsibility to enforce the Architectural / Maintenance Guidelines and all Covenants, as explained in the Legal Documents.

When you closed on your home, your real estate agent or closing attorney must provide a copy of the Declaration, Bylaws and Articles of Incorporation; you will be asked to sign a statement which acknowledges you have read, understood and agree to abide by these documents. If you decide to rent your home, it is the owner's responsibility to ensure the renter receives a copy of all documents, as owner you will be held accountable for the actions, or lack of, of any renters. A copy of the lease must be submitted to the management company within ten (10) days of signing.

The purposes of these rules are to maintain a specific appearance and sense of well being in our community; sometimes allowing each homeowner to make minor alterations to his/her home in order to adapt the home to the needs of your family and landscaping ideas. While each home will have its own personality, these controls will ensure that property values in the Community will not be affected by any "non-traditional" actions or improvements.

Please take the time to inspect your home and property for any needed maintenance/repairs. On a regular basis, you should check and make repairs to the following items: air filters, trees, shrubbery and other landscaping, decks, fences, drainage, driveways and walkways, play equipment, siding, paint, roofs, etc.

The Rules of this community were put in place to ensure that each resident would be able to live in this community and feel welcome, safe, and secure. In addition to the rules covered in the Covenants, your Board of Directors has approved additional rules. These rules and regulations do not change or override the Declaration and Bylaws, and may be subject to future changes.

APPLICATION / NOTIFICATION PROCEDURES

The specifications and general review criteria used by the Architectural Review Committee as the basis for their decision are found in this document "Ballentine Farms Architectural Improvement Guidelines" and the "Ballentine Farms Home Owners Covenants". Additional copies may be obtained from Sentry Management, Inc. and Applicants should review the following guidelines in conjunction with the Covenants in detail and be aware of current practices for this type of application in the Ballentine Farms Sub-Division. Please note that each application will be reviewed individually and prior approval of a given style does not constitute "automatic" approval; every application is evaluated on a case-by case basis.

The attached application form must be submitted to the Sentry Management, Inc., who will review the submission for completeness and retain a copy on file. The application is then forwarded to the Architectural Review Committee, who reviews the request and responds to Sentry Management, Inc. with a decision. The following is a list of typical changes requiring approval. This list of

changes and/or additions includes, but is certainly not limited to:

- Any Additions/Changes to an Existing Structure (Including Color Changes)
- Awnings
- Basketball Backboards & Hoops
- Boat/RV Storage
- Decks and Front or Side Entrance Porches
- Dog Houses
- Fencing
- Garbage/Recycling Storage Pad
- Gardens/Compost Piles
- Landscaping
- Play Equipment/Play Houses
- Retaining Walls
- Sheds
- Storage Tanks
- Signs
- Spas & Hot Tubs
- Swimming Pools
- Tree Removal on Homeowner Property
- Walkways/Patios & Driveways

As part of the review process, every application package must include an Architectural Request form. This form asks for detailed information about the project which includes; but is not limited to diagrams, drawings, photos, rooflines, dimensions, colors, plot plans, types of plantings, and signatures of your neighbors. If the plot plans are not available, a plat plan, site plan, or reasonable facsimile which shows the location of the proposed alteration or addition, the existing building, and the property lines may be acceptable.

Please refer to the attached Architectural Request Form or specific requirements for additional items and further clarification. If something described here is not clear or easily understood, please contact Sentry Management, Inc. for further guidance/information. No project may be started without formal Architectural Review Committee review and written approval.

It is the applicant's responsibility to provide the Sentry Management, Inc. and the Architectural Review Committee with sufficient information as indicated on the application form. If blueprints are included, one set will be held on file by the Sentry Management, Inc..

Incomplete applications, those with insufficient detail or improper format will be returned for revisions to the applicant. Every attempt will be made to complete the review of each application within forty-five (45) days of being received by Sentry Management, Inc.. Following the receipt of an approval notice, the homeowner will have thirty (30) days to begin the project, and an additional ninety (90) days from starting to complete the project.

If you disagree with any comments or requests made by the Architectural Review Committee, you should contact Sentry Management, Inc. and ask for an opportunity to present a written appeal of your concerns at the next, regularly scheduled Board meeting. At this time they will hear and take into consideration your objections. They will not be required to make a decision without reviewing the legal documents and discussing the matter with the Architectural Review Committee. You will be informed of the appeal decision as quickly as possible.

In the event that the owner fails to properly maintain the improvements in accordance with such standards, Sentry Management, Inc. and/or the Board or Directors shall provide the owner written notice of its maintenance requirements and thirty (30) days to meet these requirements. Upon the owner's failure to meet these requirements within the time allowed, the Board of Directors shall have the maintenance done and will add such cost to the owner's next monthly assessment after such maintenance is completed.

ADDITIONS / CHANGES

General Considerations: Additions often have an impact on neighboring property. Plans must be well thought out to minimize any adverse impact. Applicants should consult with neighbors while making plans. All external changes to homes and property must have approval from the Architectural Review Committee before any work begins. This includes, but is not limited to the following:

Rooms (any addition that adds square footage), garages, screened porches, windows, awnings, changes to exterior doors (including color), etc. When in doubt, submit a request form.

New roofs, siding, windows and exterior doors should match the current architectural style and color of the house, and be located to relate well with the existing structure. Changes in grade or drainage must not adversely affect adjacent property. If possible, roof pitch should match the original roof. Flat roofs are discouraged.

Conduct: The applicant must ensure that all contractors, etc. control the conduct of their employees while working on your home. Loud music, profanity, and other unbecoming behavior will not be tolerated. Work must not begin before 7:00 AM and cleanup must be completed before 6:00 PM, unless there is an emergency.

Site Cleanliness: Work sites must be maintained in a clean and orderly manner at all times.

Your application should include the following:

- A plot plan (plat, site plan, or reasonable facsimile) showing the location of the proposed alteration or addition, the existing building, and property lines.
- Construction plans, including elevations, views showing relationship with house.
- Photographs showing existing conditions of proposed addition site.
- A description of the color and material which blends with the color of the house.
- Any other relative information to the request.

AWNINGS

General Considerations: Awnings may be appropriate for rear or side yard patios and decks, or over an exposed entrance.

Awnings must be consistent with the architectural style and scale of the house. The color of the fabric must be compatible with the existing house colors. Any exposed frames must be painted to match the trim or the dominant color of the house.

Your application should include the following:

- A drawing to scale of the awning configuration and the existing element to which it will be attached.
- A sample of the material large enough to show the true color.
- A plan of the house showing the location of the awning.

The following unacceptable items are prohibited:

- Wood.

Please note that frames must be removed if the awning is permanently removed (permanently removed is considered six (6) months or longer).

BASKETBALL BACKBOARDS & HOOPS

General Considerations: On residential property, portable and permanent basketball hoops should be located and treated in such a manner as to keep them visually unobtrusive. In selecting a location, the applicant must also consider the effect the basketball hoop and its normal use will have on the neighbors and their property.

Specific Details: Portable hoops must be moved to the garage or side of the house at the end of the day. Permanent, in ground, hoops must be approved by the Architectural Review Committee before installation. Basketball backboard hoops attached to the home are not allowed. All hoops must be maintained and removed from the property when no longer used on a regular basis. For safety reasons, make sure you know who is using your equipment at all times.

Free standing basketball backboards must be located a minimum of ten feet back from the curb. The plane of the basketball backboard must be perpendicular to the horizon.

Your application should include:

- A plot plan (plat, site plan, or reasonable facsimile) showing the location of the proposed alteration or addition, the existing building, and property lines.
- A manufacturers drawing, sketch or photograph.
- Any other relative information to the request.

BOAT / RV STORAGE

General Considerations: Exterior storage of boats, recreational vehicles, tractors, and other such equipment can negatively impact neighboring properties. We strongly recommend, whenever possible, that these be stored either in the garage or at an off premises storage area.

Specific Details: If the vehicle is to be stored on the premises, consideration must be given as to means of screening it from the street and neighboring properties. Under no circumstances is the vehicle to be normally stored in full view. Typical ways of accomplishing this include storage under a deck, storage in its own enclosure alongside the house, or any other location on the property where it is not visible from the street/neighboring properties.

Your application should include:

- A plot plan showing the house, location of the storage site, and the property lines.
- Construction plans, including elevations, views showing relationship with house, description/sample of materials and colors.
- Photographs showing existing conditions of proposed storage site.

DECKS

General Considerations: A deck has a significant impact on the appearance of a house and may also affect the privacy and right of enjoyment of adjacent residents. These two factors are weighed heavily in the review of requests for decks. Storage of non patio items on the deck is not allowed.

Specific Details: Decks must be in the back of and compliment the home. They must meet all building codes as required by the city/town and must be constructed using pressure treated wood, must be natural in finish and should be sealed with protectant. The deck itself and any landscaping shall not prohibit proper drainage and allow water to flow away from the foundation or your neighbors' yard.

Deck screens and enclosures of any sort are to be considered permanent (to include two walls and the roof attached to the primary residence), and finished in the same color scheme as the primary residence.

Modifications to existing decks must provide continuity in detailing, such as material, color, location of posts, design of the railings, and use of trim. Plantings are recommended at post foundations and under low decks to screen structural elements and to soften the structure visually. Decks with sun rooms, screened porches, and other heavy super structures must be visually tied to the ground and architecturally integrated with the house. Integration is a function of size, color, design detailing, height above ground, and relationship to the ground.

Your application should include:

- A plot plan, with dimensions, showing the house and the location of the deck on the house.
- Construction plans, including details of railings, benches, doors, etc.
- Photographs of the existing condition of the house where the deck will be constructed.

If the application is for an extension of an existing deck, and will be identical in construction, including substructure and finished appearance, detailed construction plans need not be included in the application.

DOG HOUSES

General Considerations: Dog houses should be located in the back of the house and not be obtrusive.

Specific Details: They should be painted to blend with their immediate surroundings and should blend with the color of the house. Landscaping may be required to soften the structures visually. Prefab chain-link dog runs generally will not be approved unless screened by wood fencing or located in a heavily planted area and coated black. Appropriate ground preparation must be done in order for the dog house to sit level with the horizon.

Your application should include:

- A plan, with dimensions, showing the location of the dog house, property lines, and principal building.
- A description of the color and material which blends with the color of the house.
- A description of the dog house to include dimensions, pictures, construction drawings, etc., as applicable.

FENCING

General Considerations: Fencing can detract from the open character of Ballentine Farms property and may have both a visual and a physical impact on adjoining property. Careful consideration must be given to the fencing concept and execution. For reasons of privacy, the use of shrubbery, trees, and landscaping is preferred. In some cases, small sections of fencing as part of a landscaping plan may be considered. The openness of Ballentine Farms is one of our greatest assets and should be preserved whenever possible.

Specific Details: Fences must be within 60" – 72" (5 – 6 ft) in height and not higher than 72" (6 ft) at the highest point and follow the natural grade of the land. All fences must be at or within two (2) inches of the property line if fencing the entire backyard. If there is a need to only fence a certain part of the yard – pool for example – it is the homeowner's responsibility to meet all Town requirements. It shall be built out of pressure treated wood, stained a natural color, slats should not be more than ½ inch apart. The top edge of the fence must be scalloped either up or down and the gates must be self closing. Fences may not extend past the middle point of each side of your home unless it is to cover the air conditioning units.

Please check your plat/plot plan for any easements on your property, fences should not be built over easements. Any damage caused by or incurred relating to the access of said easement is the sole responsibility of the homeowner.

Your application should include:

- A description of the fence design including dimensions.

- A foundation survey or scaled diagram showing the location of the house, property lines, and the proposed location of the fence and any gates.
- The materials and colors to be used.

GARBAGE/RECYCLING STORAGE CAN STORAGE:

General Considerations: The Ballentine Farms Homeowners Association encourages the storage of these cans inside the garage. Homeowner’s should adhere to careful consideration on storage location and execution of this, and there will be no variation from the specific details listed below.

Specific Details: The location of this outside storage for cans must be directly next to the house. The location to be used may not exceed 4’ x 6’ and should consist of a cement pad/patio or rock/stone for the base. Homeowners are encouraged to use lattice/fencing, along with adequate planting to conceal the cans from other homeowners view. Size, scale, color and material are important criteria for acceptability for lattice/fencing consideration. Changes in grade or drainage must not adversely affect adjacent property.

Requirements for bushes and lattice/fencing are as follows:

- The only two materials in addition to the bushes approved are lattice or fencing and the lattice/fencing cannot exceed 6’ in height
- Lattice may be white, natural, or stained to match an existing fence and is recommended that bushes be planted to soften the screening from other homeowners
- Fencing must match any current fence or be subject to the current guidelines
- If no lattice/fencing is to be used, bushes are to be planted on both sides to soften the screening from other homeowners. There is no restriction on the type of bush used, but they need to entirely conceal the garbage and/or recycle cans.

Your application should include:

- A plan showing the location of the storage area, existing buildings, and property lines.
- A schedule of installation and plantings.
- A description and location of any structural elements.

The following unacceptable items are prohibited:

- Trees or plants of any kind that obstruct sight lines of vehicular traffic.
- Trees or plants that is detrimental to neighboring property or common areas.
- Trees or plants placed on common property, which may be forcefully removed at the homeowner’s expense.
- Plastic or wire "fencing" used as bordering.

GARDENS/COMPOST PILES

General Considerations: Gardens/Compost Piles may have an impact on neighboring property. Plans should be well thought out to minimize any adverse impact. Applicants are encouraged to keep gardens/compost piles clean and tidy when not in use. Please note that Garden/Compost

Piles areas should not be used as a trash/refuse collection site.

Specific Details: If possible the location of the garden/compost pile should not have an adverse impact on neighboring properties or impair the view of neighbors. Gardens/Compost Piles should be located in the rear or side of the yard and not be obtrusive. Gardens should be located to minimize the removal of trees and the destruction of natural areas. Changes in grade or drainage must not adversely affect adjacent property.

Your application should include:

- A foundation survey or scaled diagram showing the location of the house, property lines, and the proposed site plan and location of the garden/compost pile.
- A description of any structural elements and materials to be used, as applicable.
- Drawings or photographs showing existing conditions before the proposed changes.

LANDSCAPING

General Considerations: The Ballentine Farms Homeowners Association encourages the planting of shrubbery, plants and trees, therefore landscape plans need only be submitted for approval in the following situations:

- When required by the Architectural Review Committee as part of a submission for structural additions or alterations.
- When structural or decorative elements are to be included, e.g. arbors, barbecues, bird baths, gazebos, patios (in ground), planters, retaining walls, sculptures, and walkways.

Homeowners are encouraged to seek professional Landscape Architectural assistance when planning extensive landscape planting. Homeowner's should be cognizant of the type of trees planted near sidewalks and street curbs due to potential future damage. Any damage caused will be the responsibility of the homeowner and must be repaired at their expense.

Specific Details: Structural elements introduced into an open area must not be intrusive and must be appropriate to their surroundings. Size, scale, color and material are important criteria for acceptability. Changes in grade or drainage must not adversely affect adjacent property.

Your application should include:

- A plan showing the location of the plant material, existing buildings, and property lines.
- A schedule of plantings.
- A description and location of any structural elements.

The following unacceptable items are prohibited:

- Trees or plants of any kind that obstruct sight lines of vehicular traffic.
- Trees or plants that is detrimental to neighboring property or common areas.
- Trees or plants placed on common property, may be removed at the homeowner's expense.

- Plastic or wire "fencing" used as bordering.

PLAY EQUIPMENT / PLAY HOUSES

General Considerations: Generally, all play equipment should be placed in the backyard. Consideration should be given to lot size, equipment size, material, design, amount of visual screening, and relationship to neighboring property.

Specific Details: Such equipment must blend with the natural surroundings, shall be an appropriate size for the backyard and shall be screened. The equipment must be in good working order and shall be maintained at all times. Broken, rusted, or non used equipment must be removed. For safety reasons, make sure you know who is using your play equipment at all times. Equipment constructed from natural materials is encouraged. Tree houses are generally discouraged because of their visibility from neighboring property.

The following unacceptable items are prohibited:

- Permanent recreational ramps or jumps in a residential area.
- Tree houses fastened into the tree-itself since this method will damage or destroy the tree.

Your application should include:

- A plot plan showing the location of the play equipment in reference to the existing structure.
- A copy of available manufacturing information.

RETAINING WALLS

General Considerations: Retaining walls should be as unobtrusive as possible and built to the minimum height needed to serve their function.

Specific Details: Materials may be brick, natural stone, square corner timbers or decorative concrete, depending on location and contextual relationship. Rounded landscape timbers may not be approved in heights greater than one (1) foot above grade due to their lack of stability when used to retain earth, the strong horizontal lines created by the juxtaposition of the timbers, and their "Lincoln Log" appearance. The ends of the walls should be tapered into the ground rather than abruptly ending in space. If the height of the wall would require a railing to comply with county building codes, the applicant should consider stepping the wall in a terracing effect.

Every effort should be made to maintain the natural grade by utilizing terracing and limit the wall rise to two (2) feet maximum per tier.

Your application should include:

- A plot plan showing the location of the retaining wall, any existing buildings, and the property lines.
- A section view showing the construction details including the placement of dead man timbers.

- A description of the materials.
- Effects on neighboring property (ex. drainage, view, etc.).
- Landscaping plans identifying planting scheme used to soften the presence of the retaining wall.

SHEDS

General Considerations: Sheds must be placed in the backyard and must be in scale with the size of the yard and existing buildings. Sheds should have a simple design and the Architectural Review Committee may require additional landscaping to screen or visually soften the shed.

Specific Details: The shed must be painted or use siding that matches the color of the house. Sheds should be made from rot resistant material, to handle weathering, must be maintained and the doors will remain closed when not in use. Any building in disrepair must be removed from the property. Please check your plat/plot plan for any easements on your property, as buildings can not be located over easements.

The following unacceptable items are prohibited:

- Prefabricated metal storage sheds.

Your application should include:

- A plot plan showing the location of the shed, existing structures, trees and property lines.
- A description and the dimensions of the shed.
- A description of the color of the shed and the color of any nearby structure, if any.

STORAGE TANKS

General Considerations No exposed, above ground tanks will be allowed with the exception of the rain barrel guidelines noted below. Please refer to your legal documents for additional information.

Specific Details: The only storage tanks allowed are rain barrels.

- Only two (2) rain barrels are allowed per home. Rain Barrels may be:
 - Black, Dark Green, Brown or Terra Cotta in color.
 - No metal rain barrels/containers are allowed.
 - Rain barrels must be placed or installed at the rear of the house, or on the side of the house as long as it is not visible from a street. Rain Barrels may not be placed at the front of a dwelling.
 - Eighty (80) gallons is the maximum size of rain barrel allowed.

Any deviation to the conditions stated above requires Architectural Review Committee approval prior to placement or installation.

SIGNS

General Considerations: Signs obstruct from the pleasant drive along our nicely landscaped streets, entrances and roadways and thus are not desired.

Specific Details: Signs are permitted under the following conditions:

- All signs are not to exceed the measurement of 24 x 36 inches.
- House For Rent/Sale - One (1) sign is permitted on the house for sale or one sign is permitted on the owner's lot, near the curb.
- Garage/Yard Sale – One (1) sign announcing garage/yard sales may be placed at your home for no more than twenty-four (24) hours. The signs may be put up no more than three (3) days before the actual event and must be removed within the allotted time after the event. Signs are restricted to 24 by 36 inches maximum. Lost Pets - One (1) sign permitted on the property where the animal belongs. No signs will be permitted on the Community Common Properties. In the event a pet is lost, we suggest that the owner contact the Ballentine Pool Committee and request that a notice be placed on the Bulletin Board.
- Special Events - Any sign related to a special event needs to be approved by the Architectural Review Committee prior to use. Special consideration will be given to requests for special event signs, and for additional signs with short term conditions.
- Sign Construction: Signs placed on Community Common Properties shall be professionally made and use permanent-type materials (e.g. wood, metal, rigid plastic). Hand drawn signs on paper or cardboard are not acceptable.
- Any other type of sign not specifically defined here shall not be displayed to the public from any home without the prior written consent of the Board; this includes religious and political signs outside of the following guideline.
 - Political signs are permitted per State law forty-five (45) days prior to through seven (7) days following an election.
 - United States flags and State flags are permitted at all times per Federal law. Placement of permanent in ground flag poles does require ARC committee approval.

SPAS and HOT TUBS

General Considerations: Spas / hot tubs must be located in the backyard away from adjacent property so that their use, presence, and noise of the mechanical equipment do not adversely affect the use of the adjacent property. A cover for the spa/hot tubs is required and it must be locked at all times when not in use.

Specific Details: They should be an integral part of a deck, patio, or landscaping. Mechanical equipment, pipes, and wiring should be concealed. Spas/hot tubs should be screened from adjacent property. The understructure of spas/hot tubs set into above ground decks must be hidden from exterior view.

Your application should include:

- Description, dimensions and product literature for the equipment.

- A plat/plot plan showing the location of the equipment, existing structures, and property lines.
- A description and/or photo or drawing of the type of screening to be used.

SWIMMING POOLS

General Considerations: Swimming pools, decking, and associated security fencing must be planned and designed to conform to the character of the area in which they are located. Concept or preliminary plans may be submitted for review and comment before more detailed plans are made.

Specific Details: Pools must be located in the backyard and away from adjacent property. Mechanical equipment should be concealed and located so as not to have an adverse effect of the use of adjacent property. Security and privacy fencing should be limited to the pool area. The fence design and location must be considered at the time the pool is planned, and must conform to local ordinances. Landscaping may be required to soften the visual impact of the fence and other exposed structures. Above-ground swimming pools are NOT permitted.

Your application should include:

- A site/grading plan showing, the proposed pool, decking, fencing, existing structures, and property lines.
- Construction plans.
- Fence design and location.
- Location and description of accessory equipment.
- A landscape plan.

TREE REMOVAL ON HOMEOWNER PROPERTY

General Considerations: When people think of Ballentine Farms, they should see trees. Please, protect, preserve and feel free to plant them.

Specific Details: No live ornamental trees (e.g. holly, dogwood, and redbud) may be removed without specific approval. No live deciduous or evergreen trees, the trunks of which are six (6) or more inches in diameter as measured two (2) feet above grade may be removed without specific approval. Removal of live trees will be approved if their continued existence would be detrimental. In most cases, the Architectural Review Committee may require replacements of owners choosing.

"Detrimental" conditions include physical intrusion by trees, roots, and branches on buildings or other structures in a way that could cause damage, excessive shade, or could block paths and sight lines from vehicles. Overgrowth may also be considered detrimental. Trees damaged by storms or other accidents on homeowner property may be removed by homeowner without approval.

Your application should include:

- The identification of the tree(s) to be removed.
- The reason for its removal.

WALKWAYS, PATIOS AND DRIVEWAYS

General Considerations: Walkways, Patios, and driveways should be located in the appropriate areas of the lot.

Specific Details: Patios and walkways should be constructed with existing matching, natural colored concrete, slate, flagstone, or brick. All patios will be reviewed with respect to their visual impact on adjacent property. Driveways and driveway extensions should be constructed with matched colored concrete, brick, cobble stones or asphalt. Changes in grade or drainage must not adversely affect adjacent property.

Only patio type furniture may be kept on decks and patios. Laundry, towels, or bathing suits may not be left to dry. Storage containers may not be placed or stored on decks, patios and balconies.

The following unacceptable items are prohibited:

- Dirt, gravel or grass.

Your application should include:

- A foundation survey, or facsimile thereof, showing the location of the proposed patio/walkway/driveway, existing buildings, and property lines.
- The dimensions of the walkway, patio, driveway, or driveway extension.
- A description of the materials to be used.

MISCELLANEOUS

General Considerations: There are many changes and additions that property owners can make to their property. The ones described on the previous pages are the most common. If your project is not included on the previous pages, refer to the one that is closest in concept to your project and use it as a guide for preparing an application to the Architectural Review Committee. You may also call the Sentry Management, Inc. office for assistance.

Specific Details: Consider your neighbors and please ask/inform them of your decisions for all/any changes. It is not a “nicety”; it should be a “courtesy”.



ARCHITECTURAL REQUEST

**Ballentine Farms
Homeowners Association, Inc.**

Name: _____ Date: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

Request: _____

Description of Materials: _____

**(REQUIRED) Please draw the improvement on a plat map with a side view included.
Attach Drawings, Maps, Pictures and/or Additional Information.
Please Submit To: Ballentine HOA, c/o Sentry Management, Inv.
3700 National Drive, Suite 203, Raleigh, NC 27612**

In support of this application the following items must be submitted.

One Set of Plans: The plans will show the following: plot plan, floor plan, exterior elevations, roof design, exterior materials and finishes, plant selections, (roof design, floor plan, landscaping plan, where applicable), and such other items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

Summary: Written statement summarizing nature, style, setback, height and square footage of proposed modification, if applicable, and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the documents and whether any variance requests are necessary.

If the application is incomplete, Sentry Management, Inc. will notify the applicant and the application will not be further considered until receipt of these materials. The approval process will not begin until all documents have been obtained by Sentry Management, Inc..

Your neighbors have the right to know of your future plans. Please obtain signatures from all property owners having common lot lines with your property along with property owners who reasonably view the improvement from their property.

Signature

Date

I acknowledge that the requesting property owner has shown (me/us) the details of the proposed improvement described on this form and that (my/our) signature represents only (my/our) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

NAME	SIGNATURE	ADDRESS	LOT #	PHONE

The Committee will render a decision within 45 days of receipt of complete application. Should the Architectural Review Committee deny your request, you may appeal to your Board of Directors in writing within 30 days. Submit your appeal to Charleston Management so that it can be reviewed by the Board at their next scheduled meeting.

Initial Here

Submission without a Plat Map/Survey: I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association and its Agents from any responsibility.

Initial Here

Disclaimer: The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/ restrictive than those established by the Association, the more stringent/ restrictive requirements prevail.

Note:

Is your plat plan included	Yes		Must include!	
Is your fence or floor plan included	Yes		No	
Is the elevation plan included	Yes		No	
Are the exterior finish samples included	Yes		No	
Other: Roofing Plan, Landscaping Plans, etc.	Yes		No	

O F F I C E U S E O N L Y		Date _____
Received <u>Complete</u> Application: _____		Entered Response in Computer: _____
<input type="checkbox"/> Mailed: _____	<input type="checkbox"/> Faxed: _____	<input type="checkbox"/> Emailed: _____
Approved: _____	Approved w/Conditions: _____	Denied: _____
Comments/Conditions: _____		