

Helpful Reminders from the Architectural and Grounds Committees

The purpose of the Architectural Committee and the Grounds Committee is to make sure that Dunbarton is maintained to keep a cohesive look and feel for all of its residents to enjoy. To accomplish this, all updates and changes made to the exterior of the homes or grounds in our community must be approved by the board. The Architectural and Grounds Request Form found in Front Steps is the first step in that process.

Here's our current process:

- 1) In the **Welcome: Important Info** on the Dunbarton Website, find and open **Submission Procedure for Architectural or Grounds Requests**. This will guide you to Front Steps and the form to complete.
- 2) The form should be filled out in Front Steps. If there are questions, please contact community manager Bryan Casale - bryan@casnc.com.
- 3) The request will be logged by the Community Manager and forwarded to the appropriate committee for review. The review may include a committee member reaching out to the homeowner for more information or requesting a site visit.
- 4) Once the appropriate committee reviews the homeowner request, they will make a recommendation to the Board "for approval" or "not recommended for approval" based on community materials standards, The Declaration of Covenants and Restrictions, general appearance, and quality to preserve neighborhood cohesiveness and maintainability. The Board has the final approval.
- 5) Once the Board makes a decision, the Community Manager will inform the homeowner of their decision. CAS Management will keep the paperwork on file.

If you have an Architectural and Grounds Request Form submission, please follow this timeline:

1. Turn in requests by the 20th of each month to the Community Manager, Bryan Casale via Front Steps.
His email contact information can be found on the Dunbarton website welcome page, <http://www.dunbartonnc.org/> and as noted previously above.
- 2) The appropriate committee receives the request from the Community Manager, gathers all information needed to make a recommendation, which is then reviewed at our monthly meeting on the first Thursday of each month.
- 3) The appropriate committee forwards their recommendation to the Board for their monthly meeting on the second Thursday of each month, after which the Community Manager is notified and will contact the homeowner with the Board's decision.

Filling out the Architectural and Grounds Request Form on Front Steps:

- Include as much information as possible including plan drawings or elevations where available.
- Pictures of existing conditions are helpful
- Include manufacturer specifications (measurements/colors/other pertinent details)
- We encourage everyone to talk to their neighbors about exterior changes.
- If you need a site visit or assistance with your submission, please reach out to anyone on the committee.

Note: The committees are aware that it is not always possible to meet the timeline for submissions and emergencies are known to happen. We will do our best to process all requests when they come in. If you have a compressed timeline or an emergency, please make sure to let us know.

- Thank you.