

# EVERETTE ESTATES HOMEOWNERS ASSOCIATION

## Everette Estates Architectural Review Committee Mission Statement

The Architectural Review Committee (ARC) is chartered under the Homeowners' Association's Declaration of Protective Covenants to ensure an aesthetically pleasing environment for the benefit of all members and for the protection of members' property values. The ARC is to carry out its responsibilities fairly on behalf of all members and deals with design and construction issues as outlined in the Declaration of Protective Covenants.

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The ARC's responsibilities relate to activities that change the appearance of lots, the exterior appearance of existing residences, and/or new construction. The FAQ sheet and the application form, available on the Everette Estates website, offer additional information on what the ARC covers and what you will need. However, you are always encouraged to reach out either by email or phone if you have any questions. It is better to ask than to begin a project that does not meet the Protective Covenants.

The ARC will make every effort to accommodate each property owner's request and work with them to complete their project(s). However, the ARC has a responsibility to act in the best interests of all Everette Estates' Homeowners in an effort to protect their interests and property values. For this reason ARC reviews each application in light of the needs and desires of the applicant, but will generally not approve an application that infringes on the equal rights of other Homeowners or the Association in general.

## *Architectural Review Committee (ARC) Frequently Asked Questions (FAQs)*

- **What is the Architectural Review Committee (ARC)?**
- **Why is it necessary to have an ARC?**
- **When is it necessary to make an application to the ARC?**
- **What form must be submitted?**
- **What supporting documentation is required?**
- **How long does this approval process take?**

- **How can I speed up the approval process?**
- **What if I disagree with the ARC decision?**
- **What are the most common ARC requests?**
- **What are yard definition drawings?**
- **How can I serve on the ARC?**
- **What are some examples of home improvements requiring ARC approval?**
- **Who do I contact to have my specific question answered?**
- **What is the Architectural Review Committee (ARC)?** The ARC is a group of volunteer neighbors who review requests to make exterior improvements, alterations, or changes to your home or lot. They review the written applications, make site visits prior to, during and after construction, and work with the Board of Directors regarding any violations.
- **Why is it necessary to have an ARC?** We all want our neighborhood to be the very best it can be. The ARC helps achieve this goal by ensuring all residents follow basic guidelines set forth in our Covenants. These guidelines work to keep our community beautiful and to keep housing prices on the rise.
- **When is it necessary to make an application to the ARC?** You must apply for any exterior improvements, alterations, or changes to your home or lot **prior** to starting any work. You must submit your application to the ARC 30 days prior to the start of your project. This will provide enough time for the ARC approval process. This process ensures our covenants are enforced fairly and accurately. Without an ARC approved application, the homeowner may be required to return the property to its former condition.
- **What form must be completed?** You must complete an Application for Architectural Change form.
- **What supporting documentation is required?** When making your ARC request, be sure to supply all of the required documentation: (1) Complete “Application for Architectural Change” form. (2) Describe, in detail, your proposed exterior improvements, alterations, or changes to your home or lot. (3) Provide sketches, drawings, pictures, color samples, materials, measurements, and/or any other data to aid the ARC. (4) Provide a copy of your plot plan noting the proposed changes to your property and measurements to the property lines.
- **How long does this approval process take?** The ARC has thirty (30) days to process your request once your completed request is received. (**Note:** An incomplete package of required documentation may delay the approval process.)
- **How can I speed up the approval process along?** You can help speed up the approval process by supplying all of the required information (see above for supportive documentation required) when you initiate the request. The clock starts for the ARC approval process when they receive a complete package.

- **What if I disagree with the ARC decision?** The decisions of the ARC are final per the Protective Covenants. You may appeal the decision to the ARC or modify your request and re-apply.
- **What are the most common ARC requests?** The most common ARC requests are for fences, storage sheds, decks, patios, screened in porches, hardscape/landscaping, exterior colors, and retaining walls.
- **What are yard definition drawings?** Yard definition drawings are property area descriptions that delineate the portions of property surrounding the home in the front, sides, backyard and back of the house. These definition drawings standardize the yard area information regarding where on an owners lot the ARC application project is referring to. They originate at the 4 corners of the main house footprint, exclusive of mid-sidewall bump out additions, decks, patios, windows or any other secondary projections.
- **How can I serve on the ARC?** ARC volunteers are appointed by the Board of Directors following the Annual Meeting or as necessary throughout the year due to turnover. To volunteer, contact a current Board member.
- **What are some examples of home improvements requiring ARC approval?** Refer to the ARC rules as outlined in the Declaration of Protective Covenants.
- **Who do I contact to have my specific question answered?** Contact the Everett Estates Architectural Review Committee at [everettearc@gmail.com](mailto:everettearc@gmail.com)