

Arbor Village Condominium Association

ARCHITECTURAL CONTROL COMMITTEE REVIEW GUIDELINES

The Architectural Control Committee and the Building and Grounds Committee have merged and now function under the Building and Grounds committee name. All submissions to the Architectural Control Committee now go to Building and Grounds.

Given the general plan of the Arbor Village Condominium complex as established when the Association was created and the Articles of Incorporation were filed with the State of Iowa, modifications to the exterior of existing improvements, placement or posting of any object or thing on the exterior of any home, condominium or common area shall be subject to Architectural Control Committee (ACC) review and approval. Examples of items requiring review are fences, sheds, patios, decks, additions, signs, antennas, satellite dishes, and lighting. This list is not all encompassing. When in doubt, ask a member of the Committee.

A unit owner wishing to plant trees, shrubs, and plants on the side of the their unit must submit a plan and make a request through the Architectural Control Committee. Once permission is granted the area is established it is a limited common area. Care and maintenance of this area will be the unit owners responsibility.

Submitting a request for architectural review:

All plans and specifications must be submitted to the ACC. They should to be sent or delivered to the AVCA Secretary for submittal to the ACC.

The written submission shall contain the name, address and telephone contact information of the owner submitting the proposal. Identify the lot or unit involved and provide applicable information from the following checklist:

Submittal Checklist

1. Site Plan showing the location of modifications or additions.
2. Elevation of the structure with reference to the existing and finished lot grades and any possible view line from the street or adjacent properties.
3. The general design (i.e. construction drawings, structural details, elevation drawings, etc.) and/or pertinent information necessary for the ACC to determine if the design is aesthetically pleasing and in compliance with the community standards.

4. The exterior finish material and colors, including roofing materials, if applicable (color samples should be included with submittal).
5. Neighbor Acknowledgement, if necessary (see list of modifications that require neighbor acknowledgement).

Neighbor Acknowledgement

When reviewing requests submitted, the ACC takes into consideration many factors, including how the change will affect the neighboring homes in the community.

The following is a suggested list of items for which the ACC usually requests neighbor acknowledgement. Any type of modification that has the potential of impacting your neighbors must be considered:

1. Exterior structures visible from neighboring lots.
2. Gazebos or large trellis structures.
3. Fences
4. Decks
5. Specialty lighting
6. Hot tubs / spas
7. Structural modifications or additions
8. Patio covers, awnings, sunrooms, screened enclosures, etc.
9. Antennas

Review process by the Architectural Control Committee:

Upon the ACC's receipt of the above information, the committee will review your application to confirm it is complete. If your application is not complete you should receive notice within thirty (30) days.

If complete, the ACC will consider the design, harmony with the existing structures, topography, view obstructions, impact to neighbor open space, and other factors.

This process may take up to four (4) weeks. After the determination has been made, you will be notified in writing regarding the status of your request. Possible determinations are: approved, denied, approved with conditions or pending (more information needed).

Compliance with local building codes is the responsibility of the homeowner and the committee recommends that research take place prior to submission to the ACC.

If the proposal includes common elements of a Condominium, it may be subject to an Agreement of Maintenance Responsibility and all associated legal, processing and recording fees.

Passed, approved and adopted on 14th of August 2014

Arbor Village Condominium Association

ARCHITECTURAL CONTROL COMMITTEE NEIGHBOR ACKNOWLEDGEMENT

Requestor to complete all items in this section.

The owners(s) of the specific lot(s) listed below hereby acknowledge and understand the modifications that (owners) _____ of lot/unit (#) _____ address _____ are proposing. (attach site plan, diagrams, proposals, photos and other details as necessary):

Project Description:

Neighbor Acknowledgement Date: Lot Number Street Address

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All owners of affected homes must sign. Use additional sheets as necessary.

Architectural Control Committee Approval Request

NAME: _____

ADDRESS: _____

UNIT / LOT: _____

PHONE(S): _____

PROJECTED START DATE: ____/____/____ PROJECTED COMPLETION DATE: ____/____/____

PHOTOS / DRAWINGS

Attach supporting materials for request (brochures, proposals, etc.)

ACC USE ONLY: Date received: _____

☐ Incomplete / Pending

☐ Approved

☐ Conditionally Approved

☐ Denied

Must submit _____

Comments _____
By: _____ Date: _____