

COVE CREEK CLUB

**SUPPLEMENT TO
ARCHITECTURAL GUIDELINES, RULES AND
REGULATIONS
FOR
CONSTRUCTION REPLACEMENTS AND
IMPROVEMENTS**

Revised March 2010

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1.0 OBJECTIVE AND MISSION

The overall objective of this document is to serve as a guide to both the members of the Architectural Control Committee (ACC) and the homeowners in maintaining and enhancing Cove Creek Club's (CCC) carefully designed environment and ensuring continuing appreciation of property values. These guidelines and standards address additions as well as other improvements for which homeowners will most often submit applications to the ACC. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to what improvements may be made in the community of CCC.

The specific objectives of this document are to:

- a. Provide uniform guidelines to be used by the ACC in reviewing applications submitted to the ACC. This is not intended to replace the original guide for new home construction but rather to be a supplement for existing residences.
- b. Assist homeowners in preparing an acceptable application to the ACC.

The mission of the ACC is to work in conjunction with the CCC Homeowner's Association Board of Directors and represent the interests of the whole community. The ACC exists in order to regulate the external design, appearance and locations of the property and improvements in such a manner as to preserve and enhance values and to maintain sightlines, views and achieve a harmonious relationship among structures and the natural vegetation and topography.

NOTE: Homeowners are advised to contact the Queen Anne's County and other governmental authorities for information on required permits as well as building codes and safety requirements prior to any type of building construction, either external or internal. The ACC is not responsible for obtaining any governmental permits that are required.

2.0 ACC REVIEW CRITERIA

The ACC evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are

taken into account when evaluating the particular design proposal. This is done because what may be an acceptable design of an exterior in one instance may not be for another. It is important to remember that exterior changes to homes due to their relative proximity to each other are more noticeable and have a high degree of impact on adjoining properties.

The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application design.

2.0.1 Validity of Concept

The basic design must be sound and appropriate to its surroundings.

2.0.2 Design Compatibility

The proposed addition or other improvement must be compatible with the architectural characteristics of the applicant's house and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

2.0.3 Location and Impact on Neighbors

The proposed addition or improvement should relate favorably to the landscape, the existing structure and the neighborhood's overall design. The primary concerns are aesthetics, access, view, sunlight, ventilation and drainage. For example, decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy and view. As another example, an inappropriate "clutter" of play equipment, or an ill-planned landscape scheme may also adversely affect the existing neighborhood environment.

2.0.3 Scale

The size and proportions of the proposed addition or improvement should relate well to adjacent structures and its surroundings. Color may be used to soften visual impact. Parts of an addition that are similar in design to an existing house (such as siding roofs and trim) should match in color and composition.

2.0.5 Workmanship

Workmanship is another standard that is applied to all additions or improvements. The quality of work should be equal to or better than that of the community. Poor workmanship, besides causing the owner potential problems, can be visually objectionable to others. Safety hazards are also a concern when the work is sub-standard.

2.0.6 Timing

Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. A schedule of project completion shall be submitted with the required application. Prompt completion of the project is required. Extensions may be granted with ACC's approval.

2.0.7 Drainage

Proper drainage must be considered in all projects. Homeowners must ensure that water flows off their property to common drainage ditches, avoiding standing water. In addition, they must make sure that the water is not directed over adjacent homeowner's property nor shall it impede existing drainage patterns from adjacent properties.

2.1 Review Procedures

All applications for architectural, landscape and property changes shall be submitted to the Architectural Committee for approval. The application shall be submitted to Club Manager, who will log-in the application and forward it to the Architectural Committee members. Application Request forms are available from the Clubhouse office.

Applications must contain all elements of information as listed in the Design Guidelines and accompanied by the Application Request Form. A sample of the Application Request Form is provided in Appendix A. It is the responsibility of the applicant to ensure the Club Manager has received the application. The ACC will review the application, and if complete, will begin the approval process. Incomplete applications will be returned to the homeowner for additional information. All applications must be approved in writing by the ACC before any work begins.

2.2 Appeal of An ACC Decision

If a homeowner wishes to appeal a decision (including but not limited to architectural changes, maintenance requirements, covenant and/or ACC Guideline violations), **the homeowner may submit a written request for a meeting with the ACC. If after the meeting the applicant is still unsatisfied with the ACC's decision, they may then use the following procedures:**

2.2.1 Notice of ACC Decision

After the receipt of an ACC notice the homeowner must submit a written notice of appeal to the Board of Directors. The appeal shall be submitted to the Board of Directors within thirty (30) calendar days.

2.2.2 Notice of Appeal

The notice of appeal must contain the following:

- a. A copy of the homeowner's application, if applicable.
- b. A copy of the ACC's notice of decision, maintenance or violation notice.
- c. An explanation from the homeowner detailing the reasons for appealing the ACC's decision.

2.2.3 Appeal Review

The Board of Directors has forty-five (45) calendar days to review the appeal. During this process the Board of Directors will hear and review any concerns expressed by neighbors or other interested parties related to the proposed architectural change. The decision of the Board of Directors will be sent by letter to the homeowner's address with a copy furnished to the ACC.

2.2.4 Board Decision

The decision of the Board of Directors in the matter of the appeal is final.

2.3 Enforcement Procedure

The Declaration of Covenants, Conditions and Restrictions authorize the ACC to ensure compliance of all lots with the Association's architectural standards.

2.3.1 Violation Confirmations

All violations will be confirmed by a site visit of a majority of ACC members.

2.4 Changes Requiring ACC Approval

The Declaration of Covenants, Conditions and Restrictions explicitly state that all exterior alterations require the approval of the ACC. Once a plan is approved it must be followed or a further application requesting approval of a modification must be submitted to and approved by the ACC.

Each application is reviewed on an individual basis. There are no "automatic" approvals. For example, a homeowner who wishes to construct a deck identical to one already approved by the ACC is still required to submit an application.

2.5 Elements of an ACC Application

For some homeowners the most difficult part of the application is adequately describing the request. Generally the following items should be a part of every application.

2.5.1 An ACC Application Form

A sample ACC application form is provided as Appendix A. It contains instructions and lists the documentation required for submission to the ACC. An incomplete application will cause delays in approval since the application must be returned to the homeowner for missing information before it can be approved. Ensuring your application contains all required information before its submission can avert delay and frustration.

2.5.2 A Site Plan

A site plan is a scaled drawing of your entire lot (plat) that shows the dimensions of the property, adjacent properties, if applicable, and all improvements including those covered by the application. Contour lines may be required where drainage is a consideration. A base for a site plan for single applications can be the plat plan provided to you when you purchased your home. More complex applications may require larger scale (ten [10] to twenty [20] feet to the inch scale) enlargements of the plat plan of county approved development or site plans.

Proposed changes should be indicated including dimensions and distances from adjacent property lines, height off the ground, as in the case of decks and porches.

2.5.3 Material and Color

Samples of the materials and colors to be used and an indication of the existing colors and materials shall be provided. Where materials and/or colors are compatible but different from those of the existing structures, samples or color chips shall be submitted for approval. If a new or innovative material is being proposed, a sample of the material and the manufacturer's specification sheet shall also be provided with the submission.

2.5.4 Drawings and Photographs

A set of ¼" equals one foot scaled drawings and a photograph showing the existing conditions should be provided. A homeowner should not be intimidated by any shortcomings as a draftsman or architectural illustrator since a graphic description may be in the form of a manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. The sketch or photograph should be accompanied by a written description.

3.0 CONSTRUCTION REPLACEMENTS AND IMPROVEMENTS

NOTE: In this document, the yard that abuts the road is the front yard. On corner lots it is the side where the front entry door is located. Any

substantive change to the exterior of the home must be approved by the ACC. The following items are ones most often requested:

3.1 Fences

Fencing is generally one of three types: delineation (property lines, etc), part of the house or screening.

Property line fences or fences meant to delineate specific areas shall be 3 rails; split rail or picket, natural or painted wood, vinyl or PVC fences. If they serve also to contain pets or small children, black or dark green **14 gauge galvanized welded wire fencing with a spacing dimension of approximately 2" horizontal and 4" vertical** should be stapled to the homeowner's side of the fence.

Fences that are part of the house should be considered as architectural elements thereof. They can provide abundant outdoor "rooms" at a low cost. As part of the house, these fences should be colored the same as the siding of the house itself.

Screening fences are generally opaque as are many fences included as part of the house. These fences (with the exception of split rail or picket) are required to be painted the same color as the siding of the house.

3.1.1 Design Criteria

a. Location. Fencing shall be erected along property lines in the rear and side yards not to extend forward of the rear plane at the side of the home. Short segments of privacy fencing that are an architectural element of the home are permitted so long as they are the same color of the home and do not exceed six feet in height. Fencing involves boundary line consideration. Therefore, applications must show exact relationship with property lines. The planting of bushes, shrubs, hedges or other living vegetation as a substitute for fencing material also requires ACC's approval.

b. Style. Rubber coated chain link is discouraged, but may be needed for pools. Galvanized chain link and stockade fences are prohibited.

c. Height. The height of all vertical fences shall be no more than six feet.

3.2 Storage Sheds

Storage sheds can negatively affect both the individual property and the neighborhood. An inconsistently placed or poorly designed storage shed can visually negate an otherwise desirable residential area. Therefore, it is important to remember in designing and locating a shed that there are aesthetic considerations. As a result, all storage sheds should be compatible with both the architecture and the landscape surrounding the house.

3.2.1 Design Criteria

- a. Location. The location for sheds shall be in the rear or side yard.
- b. Design. There are four basic design types: adjacent/attached to the house; adjacent to the fence; part of a gazebo, deck or other outdoor improvement; or free standing with landscaping. The architectural design of the shed should be compatible with the design of the house, i.e., same materials, same color scheme, same roof pitch, same detailing. The roof slope and the type and color of the roofing material (shingles) must match as close as reasonably possible to those currently on the house. Freestanding sheds must have landscape screening.

3.3 Greenhouses, Solar Collectors, Wind Turbines and Exterior Mechanical Equipment

Greenhouses are acceptable pursuant to the Design Guidelines. Exterior mechanical equipment must be at the rear of the house or hidden from public view and adjacent residences. Mechanical equipment includes pumps, condensers, HVAC, propane tanks, etc. Every effort must be made for solar collectors and wind turbines to be located at the rear of the house, hidden from public view and adjacent residences. Special dispensation shall be given to collectors and turbines if they cannot be located as mentioned.

3.4 Patios, Decks and Gazebos

Prior to the installation of any patio, deck or gazebo, an application to the ACC shall be submitted and approved.

3.4.1 Design Criteria

a. Location. Other appropriate sections of these guidelines should be consulted prior to submitting the application.

b. Under-deck Storage. Raised decks have a visual impact on neighbors and the surrounding area. When using an under-deck area for informal storage the impact on neighbors must be kept in mind, and the area must be enclosed with matching or complimentary deck materials. The area underneath raised decks screened with accessible material must be maintained so as to present a neat appearance.

c. Materials and Color. Materials should have natural materials that simulate brick, wood, stone or composite material such as "Trex" is acceptable on decks.

d. Drainage. Changes in grade or other conditions that will affect drainage should be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

e. Site plan and detailed drawings of patio, deck or gazebo.

3.5 Front Storm and Screen Doors

Rising energy costs have encouraged homeowners to take measures to conserve energy through the installation of storm doors. Prior to the installation of any front exterior storm or screen door, an application to the ACC shall be submitted and approved.

3.5.1 Design Criteria

Only full view doors (screen or glass) will be considered. These should be without ornamentation. Storm and screen doors should match the same color as the architectural wood trim around the door or the exterior door color.

3.6 Sun Control Devices

Applications for awnings, canopies and all other exterior sun control devices should be processed in the same manner as other exterior changes. Awnings and canopies are prohibited in the front of the house. Detailed drawings or pictures are required as well as proposed location.

3.7 Recreation and Play Equipment

Homeowners often express interest in permanently installed swing

sets, basketball backboards, tot lots, etc. Most equipment of this sort, though commercially available, is less than pleasing in appearance. Creatively designed equipment is encouraged. The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Prior to the installation of any equipment, an application to the ACC shall be submitted and approved.

3.7.1 Design Criteria

a. Location and Size. Equipment will be permitted only in rear yard locations and must be screened. Consideration must be given to lot size, equipment design, size and amount of visual screening. The equipment must be placed so as to avoid being a nuisance to the neighbors.

b. Basketball Backboards and Free Standing Basketball Hoops. Free Standing Basketball Hoops shall not be used on any street or cul-de-sacs. Basketball backboards attached to homes shall not be visible from the street.

c. Materials and Color. Equipment made of natural materials is encouraged. Submit a picture or dimensioned drawing.

3.8 Swimming Pools, Hot Tubs and Spas

Swimming pools, hot tubs and spas must be approved by the ACC. Above ground swimming pools are prohibited. All equipment must be screened.

3.8.1 Application

Applications need to include the following:

a. Site plan showing the relationship of the swimming pool, pool equipment (pumps, heaters, filters, etc), hot tub and spa to the applicant's house, property lines and adjacent houses.

b. Drainage plan.

c. Picture and/or detailed drawing of swimming pool, hot tub or spa including dimensions and materials to be used.

d. Plan for screening pool equipment from public view and adjacent residences.

3.9 Piers and Seawalls

No construction shall commence until all ACC applications as well as county, state and federal permits have been issued.

3.9.1 ACC Application

ACC Applications need to include the following:

- a. Site plan showing the proposed dimensions and location of the pier/sea wall in relation to the applicant's property/house, property lines and adjacent properties.
- b. Materials to be utilized. Location, height and photograph or product spec sheet of any lighting fixtures.
- c. Piers should be located in center of the property.
- d. Copies of all required governmental permits must be submitted to ACC before the start of construction.

3.10 New Roofs

3.10.1 Application

Applications need to include the following:

- a. Current type of shingle/color.
- b. Proposed type of shingle/color.
- c. Current color of house siding/trim
- d. Product spec sheet or sample material.

4.0 MISCELLANEOUS

4.1 All Exterior Antennas are Prohibited, except Satellite Dish Antennas.

4.1.1 Satellite Dish Antennas – General Considerations

Only DBS (Direct Broadcast Satellite) dishes, which are 18-24 inches or less in size, are permitted. Full size, lower power C band satellite dishes are prohibited. The siting of DBS dishes/receivers designed for over-the-air direct broadcast satellite services involves concerns of visibility and

placement. While the ACC understands that in our community the dish should face southwest 38 degrees above the horizon with few or no objects obstructing it, the Committee must direct that the dish be sited in an area that is as inconspicuous as possible from the streets, golf course and adjoining properties. An application for the dish antenna must be submitted and approved by the ACC prior to installation.

4.1.2 Specifications

Location: Ideally dishes should be located at least 30" from the nearest property line and 50' from the closest adjacent residence. Further, the dish should be located in the house so that it cannot be seen, or in an inconspicuous part of the yard screened with plants so as to not be visible from the streets, golf course or the adjoining properties.

Only if this is not possible should other inconspicuous areas be sought for installation. Other specific locations are listed below in order of preference. In all instances being inconspicuous from the streets, adjoining properties, and the golf course is vital:

- a. At the side or rear elevation of a residence where its placement is visually shielded by an architectural recess or by an overhang such as the eaves, painted to match the material it abuts, and not to extend beyond 24" from the wall.
- b. Rear yard, not to exceed 30" in height from grade, screened by planting.
- c. Side yard, not to exceed 30" in height from grade, screened by planting.

Materials: Only direct Broadcast Satellite Dishes which are 18-24" or less in size are permitted. In all cases where satellite dishes are approved to be installed, the ACC has determined that approval is conditional upon screening or otherwise distinguishing the dish to appear as unobtrusive as possible.

4.1.3 Application

Applications need to include the following:

- a. Completed application form.

b. Site plan, plat or house location indicating the exact location of the proposed satellite dish. House footprint, property lines, and other site features must all be shown.

c. Detailed drawing or catalog sheet showing the equipment including color and size.

4.2 Doghouses and Animal Runs/Enclosures are Prohibited

4.3 Exterior Decorative Objects

Approval will be required for all exterior natural land manmade objects to be placed in the front yard on a permanent basis.

4.4 Exterior Lighting

No exterior lighting shall be installed or maintained in such a way as to cause discomfort to adjacent neighbors. All spotlight security lighting is to be directed inside the property boundaries. Pictures of fixtures shall be required.

4.5 Exterior Painting

The exterior of any building shall not be painted without the proposed color having been approved by the ACC beforehand. The application is to include a sample paint chip.

4.6 Gutters and Down Spouts

Gutters and down spouts shall match the existing trim or siding color and design and must not adversely affect draining on adjacent property.

4.7 Attic Ventilators

Attic ventilators or other mechanical approaches requiring penetration of the roof should be as small in size as functionally possible. They should be located on the least visible side of the roof and not extend above the ridgeline. A photograph or manufacturing specification sheet is required.

4.8 Landscaping and Vegetable Gardens

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring units and shade patterns of larger trees should always be considered.

Consideration should be given to the effect which planting will have on views from neighboring houses and property,. All gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, weeds and dead growth.

Flower gardens, shrubs, and trees shall be neatly maintained. All open lost areas shall be maintained in lawns or other material approved by the ACC. Hedges are prohibited.

Any changes to existing landscaping shall be submitted for approval. Applications are not required for replacement in kind of previously approved landscaping.

Elimination of existing landscaping requires ACC approval.

4.9 Maintenance Guidelines

Property ownership includes the responsibility for maintenance of all structures and grounds that are a part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases safety.

4.9.1 Exterior Appearance

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as porches, shutters, decks, fences, sheds and playground type of equipment.

While it is difficult to provide precise criteria for what the ACC deems as an unacceptable condition, the following cases represent some of the conditions that would be considered a violation of the Association Covenants:

- a. Peeling paint or stain that has deteriorated on the exterior.
- b. Playground type equipment which is either broken or in need of repainting.
- c. Fences with either broken or missing parts.
- d. Sheds with broken doors or in need or repair.
- e. Decks with missing or broken railings or parts. Porch decking shall be maintained according to provisions of section 3.4.1.1.c for decks.

4.9.2 Lawn and Yard Maintenance

Turf areas need to be mowed and maintained at regular intervals, maintaining a maximum height of six inches and minimum height of two inches. Bald spots and dead areas in the turf shall be reseeded. A minimum of 50% of the front yard must remain in natural vegetation (i.e., grass, shrubs or ground cover). Planted beds must be kept in a neat and orderly manner.

4.10 Porch/Enclosed Entry

4.10.1 Application

Applications need to include the following:

- a. Detailed drawing (plan and elevation) including dimensions and location.
- b. Materials to be utilized.
- c. Current color of house/trim.
- d. Proposed color of porch/enclosed entry.
- e. Paint/stain color samples.

4.11 Driveways

Change of driveway dimensions/surface.

4.11.1 Application

Applications need to include the following:

- a. Current driveway dimensions/surface.
- b. Proposed driveway dimensions/surface.

c. Site plan showing the proposed location relative to applicant's house, adjacent houses and property lines.

APPENDIX A

PROPERTY IMPROVEMENT REQUEST FORM

Cove Creek Club
 Architectural Control Committee
 144 North Creek Court
 Stevensville, MD 21666

(Architectural Control Committee Use Only)

Control No. _____ Date Received: _____ Date Processed: _____

Approved Approved as Noted Rejected Signature: _____

Notes / Comments: _____

(Applicant's Information)

Owner's Name: _____ Request Expedited Approval:

Property Address: _____ Stevensville, MD 21666

Lot Number: _____ E-mail: _____

Mailing Address: _____

Home Phone: _____ Cell: _____ Other: _____

Contractor: _____ Phone: _____ e-mail: _____

In accordance with the Declaration of Covenants, Conditions, and Restrictions referred to in the deed covering the property described above, I/we hereby apply for written consent to make the following alterations or changes:

TYPE OF IMPROVEMENT

Please review the Design Control Procedures on page 3. Check **ALL** boxes that apply and fill in all required information. Be careful to attach all required submission requirements to this application to ensure the committee's review.

Construction Classification			<input type="checkbox"/> Category One	<input type="checkbox"/> Category Two	<input type="checkbox"/> Category Three
<input type="checkbox"/> Maintain Existing (e.g. painting the SAME color or reinstalling SAME roof)			<input type="checkbox"/> New / Additional Improvement		
<input type="checkbox"/> Change Existing (e.g. painting a DIFFERENT color or installing a DIFFERENT roof)			<input type="checkbox"/> New House / Building		
<input type="checkbox"/> Exterior Painting	<input type="checkbox"/> Change of Exterior Façade	<input type="checkbox"/> Fencing			
<input type="checkbox"/> Roof	<input type="checkbox"/> Porch	<input type="checkbox"/> Landscaping			
<input type="checkbox"/> Storm Door	<input type="checkbox"/> Deck	<input type="checkbox"/> Pier / Seawall / Rip-Rap			
<input type="checkbox"/> Driveway Surface	<input type="checkbox"/> Patio	<input type="checkbox"/> Satellite Dish			
<input type="checkbox"/> Other (Explain below):	<input type="checkbox"/> Enclosed Entry	<input type="checkbox"/> Pool / Hot Tub			
Additional Info _____					

ITEMS NEEDED FOR APPROVAL

Check ALL attached items. Please review Design Control Procedures below for **MANDATORY** items required for approval.
Landscaping plans shall have a list and size of plant materials. Landscaping samples are not required.

Basic Prerequisites	Category One	Category Two	Category Three
<input type="checkbox"/> Color / Paint Sample <input type="checkbox"/> Material Sample <input type="checkbox"/> Construction Specification	<input type="checkbox"/> Sketches or Color Photos <input type="checkbox"/> Electronic Plans Adobe pdf (For location of new items)	<input type="checkbox"/> Architectural Plans <input type="checkbox"/> Site Plan / Grading Plan <input type="checkbox"/> Landscaping Plan <input type="checkbox"/> Electronic Plans Adobe pdf <input type="checkbox"/> Plan Review Fee	<input type="checkbox"/> Architectural Plans <input type="checkbox"/> Site Plan / Grading Plan <input type="checkbox"/> Landscaping Plan <input type="checkbox"/> Electronic Plans Adobe pdf <input type="checkbox"/> Plan Review Fee <input type="checkbox"/> Compliance Deposit

If my application is approved, I fully understand that the approval is for only what I have indicated above and is based upon the facts that I have presented. I understand that all approved alterations or changes must be completed within six months of Committee approval unless a specific written exception is received. Approval expires if the work is not started within six months of the approval date.

All approvals are for conformity with existing architectural and aesthetic conditions within the community only. The Applicant has the sole responsibility for building permits, engineering, water flow and/or any others areas requiring professional or technical advice or approval. Furthermore, each Applicant shall be solely responsible for any damages to adjoining property owners and all other persons that may result from the approval herein requested.

If it is necessary to have materials delivered for construction of the proposed improvement, it should be known that the green space or community property belongs to The Cove Creek Club and therefore, if any damage is incurred in the delivery of these materials, it is the responsibility of the homeowner to assume the cost of repair.

Permission is hereby granted for members of the Architectural Control Committee to enter on my property to make reasonable inspection of any modification proposed or completed.

_____ Date

Owner's Signature

Additional Comments/Information: _____

ATTACHMENT B

SEE SUBMISSION REQUIREMENTS IN THE DESIGN GUIDELINES

CHECKLIST OF ITEMS NEEDED TO BE SUBMITTED TO THE ARCHITECTURAL CONTROL COMMITTEE FOR VARIOUS APPROVALS

- **FENCES**

- ❖ Site plan showing the location relative to the owner's property, adjacent houses and property lines including dimensions;
- ❖ Fence Type;
- ❖ Gate Type;
- ❖ Materials to be utilized; and
- ❖ Example of color stain or sealer color.

- **STORAGE SHEDS**

- ❖ Site plan showing the relationship to the owner's property, the adjacent house and property lines;
- ❖ Detailed drawing of the shed, including dimensions;
- ❖ Description and/or sample of materials to be used (including siding, trim and roof material); and
- ❖ Paint/stain sample.

- **SOLAR COLLECTORS AND/OR EXTERIOR MECHANICAL EQUIPMENT**

- ❖ Site plan showing dimensions and location of equipment and proposal for hiding them from public view and adjacent residences; and
- ❖ Description of solar collectors and/or exterior mechanical equipment.

- **PATIOS, DECKS AND GAZEBOS**

- ❖ Site plan and detailed drawing showing the dimensions of the patio, deck, gazebo and location as it relates to the applicant's house, adjacent houses and property lines;

- ❖ Description and/or sample of materials and colors to be used;
 - ❖ Description of grading and drainage changes;
 - ❖ Railing height, type and details;
 - ❖ Information on additional attachments, such as lighting, benches, flower boxes, etc.; and
 - ❖ Description of proposed screening approach.
- **FRONT STORM AND SCREEN DOORS**
 - ❖ Drawing, sketch and/or photograph of proposed door;
 - ❖ Color and material of the storm/screen door; and
 - ❖ Existing color of front door and trim around the front door.
- **SUN CONTROL DEVICES**
 - ❖ Proposed dimensions and location of awning, canopy and/or other sun control device as it relates to the applicant's house, adjacent houses and property lines;
 - ❖ Description of sun control device;
 - ❖ Color and material of proposed device; and
 - ❖ Detailed drawing and/or picture.
- **RECREATION AND PLAY EQUIPMENT**
 - ❖ Site plan showing relation of proposed play equipment to adjacent property lines, applicant's house and adjacent houses;
 - ❖ Dimensions, color and material of proposed play equipment; and
 - ❖ Plan for screening.
- **SWIMMING POOLS, HOT TUBS AND SPAS**
 - ❖ Site plan showing the relationship of the swimming pool, pool equipment (pumps, heaters, filters, etc.), hot tub, spa to the applicant's house, property lines and adjacent houses;
 - ❖ Drainage plan;
 - ❖ Picture and/or detailed drawing of swimming pool, hot tub, spa including dimensions and materials to be used; and
 - ❖ Plan for screening pool equipment from public view and adjacent residences.
- **SATELLITE DISH**
 - ❖ Site plan, plat or house location indicating the exact location of the proposed satellite dish. House footprint, property lines and other

- ❖ site features shall also be shown; and
- ❖ Detailed drawing or catalog sheet showing the equipment type, size, and color.
- **EXTERIOR LIGHTING**
 - ❖ Site plan showing the relation of object to the applicant's house, property lines and adjacent houses;
 - ❖ Picture and/or detailed drawing of object, including dimensions; and
 - ❖ Color and material of object.
- **EXTERIOR PAINTING**
 - ❖ Current house/trim colors; and
 - ❖ Sample paint chip for any proposed color change.
- **GUTTERS AND DOWN SPOUTS**
 - ❖ Current house/trim colors; and
 - ❖ Sample material and color proposed to be used.
- **ATTIC VENTILATORS**
 - ❖ Type, size, color and proposed location; and
 - ❖ Product spec sheet and/or photograph.
- **LANDSCAPING**
 - ❖ Site plan showing the relation of the plantings to the applicant's house, property lines and adjacent houses;
 - ❖ A description of the types and sizes of all plant materials; and
 - ❖ Any grading changes.
- **NEW ROOF**
 - ❖ Current type of shingle/color;
 - ❖ Proposed type of shingle/color;
 - ❖ Current color of house siding/trim; and
 - ❖ Product spec sheet or sample material.
- **PIER/SEA WALL**
 - ❖ Site plan showing the proposed dimensions and location of the pier/sea wall in relation to the applicant's property/house, property lines and adjacent properties;
 - ❖ Materials to be utilized;

- ❖ Location, height and photograph or product spec sheet of any lighting fixtures; and
- ❖ **NOTE:** Copies of all necessary permits need to be provided to the ACC prior to initiating construction

- **CHANGE OF DRIVEWAY DIMENSIONS/SURFACE**

- ❖ Current driveway dimensions/surface;
- ❖ Proposed driveway dimensions/surface; and
- ❖ Site plan showing the proposed location relative to applicant's house, adjacent houses and property lines.

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