

HARBORGATE PROPERTY OWNERS' ASSOCIATION: **ARCHITECTURAL GUIDELINES**

PURPOSE: To preserve the natural beauty of Harborsgate, maintain the neighborhood as a pleasant and desirable environment, establish and preserve harmonious design for the community and to protect the value of our property. The Architectural Control Committee (ACC) is charged with the responsibility of examining, approving, or disapproving any proposed new home or renovation to achieve these goals.

POLICY: The policy of the ACC is that construction and landscaping plans must be submitted for design approval prior to proceeding. It may be required the ACC modify or change any part of the following guidelines with Board of Director approval. The guidelines herein replace and supersede all prior Architectural Guidelines. Those contemplating the initiation of construction and/or exterior renovation or alterations, including color changes, need prior approval from the ACC before they proceed.

AUTHORITY: The authority of the Architectural Control Committee is set forth in Article X of the Bylaws of Harborsgate Property Owners Association, Inc., and Declarations of Restrictive Covenants. The ACC is responsible for carrying out its duties on behalf of all members of the Association for the benefit of the Harborsgate community.

MEMBERS: The ACC shall include a minimum of three (3) members appointed by the Board of Directors and the Property Owners Association.

TERM: The term of each member shall be one (1) year with no limit to the number of terms a member shall serve. In the event a member resigns his/her position, the Board shall appoint someone to fill the vacancy.

LIABILITY OF ACC MEMBERS: No member of the ACC shall be liable to any lot owner for any decision; action or omission made or performed by such ACC in the course of his/her duties unless such member acted in bad faith or in reckless disregard of any person. Neither the Harborsgate Subdivision Board of Directors (BOD) nor the Architectural Control Committee (ACC) shall be responsible or liable for any defects in any plans or specifications submitted, revised, or approved, or any defects in construction undertaken pursuant to such plans and specifications.

FEES: For any new construction project that requires a Davidson County building permit (excluding piers and decks), the ACC shall collect a fee sufficient to cover the expense of reviewing drawings and related data and shall collect a fee to establish a Property Damage Bond. The Board of Directors shall have the right to increase or decrease the amount of fees from time to time, as necessary.

Non-Refundable Fee: \$500 – Plan Review Fee, and

Refundable Fee: \$3,000 – Property Damage Bond.

The Property Damage Bond is a cash deposit reserved for payment of any non-repaired damage to common areas, including roadways and roadsides (adjoining and across from the construction site) as a result of construction work. The Association shall be entitled to retain said deposit and apply same to any such required repair, provided the owner shall remain fully liable for all costs and expenses of such required repair in excess of said deposit. Photographs of the lot and common areas will be taken prior to the start of construction.

Provided no damage was incurred, the owner's deposit will be refunded at the completion of home construction, driveway installation and front yard landscaping.

PLANS APPROVAL: All plans for new construction or subsequent alterations must be submitted and approved by the ACC prior to the beginning of construction. In order to discharge its responsibilities, the ACC requires that you:

1. Submit one (1) copy of your home plans digitally, specifications and site plans for review and approval in advance of construction or alterations; and
2. If project requires a county permit, excluding piers and decks, submit a one-time \$500 Plan Review Fee and a \$3,000 Property Damage Bond. Make checks payable to Harborsgate Property Owners Association; and
3. Complete the attached Application Form and submit it with your plans.

It's important to note that submissions will not be reviewed for, nor will the ACC certify compliance with the following:

1. Building Code; and
2. Governmental agency requirements; and
3. Adherence to good engineering practices.

HOUSE PLANS: The ACC recommends house plans to be submitted digitally which can be printed on an 11 X 17 sheet of paper. Blueprints should be of the exterior, including: front, side and back of the elevation along with the pitch of the roof. Interior floor plans are not required. The plans must specifically delineate that minimum square footage requirements stated elsewhere in the Covenants and Guidelines are achieved or exceeded.

House plans must include the following at a minimum:

1. Exterior plans as well as elevation drawing for all exterior sides; and
2. A complete description of all exterior surfaces specifying material, texture, and color; submitting actual samples of exterior materials, including color are highly encouraged; and
3. A cross-section of walls; and
4. A recap of the total number of square feet of the interior heated livable floor space; and

5. A detailed site plan submitted digitally which can be printed on an 11 X 17 sheet of paper, showing the following:
- A position of all proposed structures, including residence, garage walls, and fences, along with the setback distances of each structure from the property lines.
 - The location of all walls, septic tanks, drainage fields and propane tanks (buried or above ground)
 - The proposed location of driveway, sidewalk, landscaping details and parking areas including materials to be used and the finished floor elevation of the house.

APPROVAL PROCESS: The application, plans, material samples, and checks should be delivered to the Chairman of the ACC. The Chairman of the ACC schedules a meeting with the homeowner and/or their representative within 14 days after receiving the application. During this meeting, the homeowner and/or representative shall present the project to the ACC to include construction timeline, rules, and exceptions for the Harborside BOD, and answer questions posed by members of the ACC. The ACC has thirty (30) days in which to review and take action. Every effort will be made to expedite the process. Upon review completion, the ACC will provide written confirmation indicating its approval or rejection along with comments. A property owner who is not satisfied with the Committee's decision has the following two (2) options:

1. Modify the application and resubmit (the thirty-day approval process begins again with each submittal); or
2. Appeal the denial to the Board of Directors by sending written notice to the Board, and to the ACC Chairman, requesting a hearing. The written request must clearly state the basis for the appeal with supporting documentation.

ARCHITECTURAL CRITERIA: The criteria outlined below reflect the exterior architectural elements that should be considered in the design and site plan of your home. The ACC uses these general guidelines in its plans review.

SIZE OF THE HOME: A minimum of one thousand, six hundred (1,600) enclosed home square feet has been specified in the Restrictive Covenants for Harborside Homes. Minimum enclosed living area is defined as heated living areas, excluding garages, carports, porches, terraces, decks, attics, unfinished basements, and bulk storage areas that are heated.

DESIGN: The most important requirement for the house exterior is that it be in harmony with the surrounding environment. To accomplish this, the design must be sensitive to the existing natural elements as well as to the neighboring homes. The following design styles are not permitted:

1. "A-Frame" style homes with roof lines extending to or near ground level.
2. Adobe
3. Octagonal

4. Flat Roof Structures
5. Trailers/Mobile Homes
6. Modular Homes- However, purely at the discretion of the ACC, a custom designed multiple pod modular home of a non-rectangular design including architectural features including but not limited to gables, multiple roof lines, pitch and other features that enable the proposed home to achieve the community's standards may be considered on a case-by-case basis. Building materials and standards stated herein must be achieved Simple rectangular modular homes are expressly forbidden and cannot be approved under any circumstances.

SETBACKS: All homes must meet setback requirements as set forth in the Deed Restrictions, Homeowners Association documentation, Davidson County, and all other governmental regulations and guidelines. All structures shall be at least 10 feet from the side property line of any lot, except that they shall be at least 20 feet from the side property line abutting a street. The front setback line (facing any community street/road) shall meet or exceed Davidson County subdivision regulations; however, notwithstanding anything herein to the contrary, said front setback line shall not be closer than fifty (50) feet to any existing or newly constructed road. On waterfront lots, the owner must verify the setback requirements of Cube (as the lake management company). **SPECIAL NOTE:** depending on the specific Harborside lake lot involved, the owner is advised that some lots have grandfathered limited or no lake setbacks while other lots have larger setbacks and it is the responsibility of the owner to verify this with Cube prior to initiating construction.

EXTERIOR SIDING MATERIALS: Exterior material choices are brick, stone, stucco, cement board or some other commercially available materials. A home completely sided with vinyl or aluminum is not permitted. A combination of siding with brick or stone accents, excluding foundations, is acceptable.

FOUNDATIONS: Foundations must be constructed of concrete block or reinforced concrete. Exposed concrete block foundations are unacceptable. Crawl spaces or basements are required.

ROOFS: One of the most visible elements of any home is the roof. Its ultimate appearance in relation to the entire structure should be carefully considered. The roofing material is to be fungus resistant and be of tab or shake design. The committee will consider other materials such as metal if the texture, color, and weight are satisfactory. Pitches less than 6/12 on all roof levels (except dormers) are not allowed and overhangs must be at least twelve (12) inches. The following materials are unacceptable if exposed:

1. Aluminum panel/sheeting
2. Fiberglass panels/sheeting
3. Steel
4. Tar paper
5. Tin

SOLAR COLLECTORS: Flat integrated roof panel located on the side or back of the roof shall be permitted. Panels that are raised above the roof area unacceptable unless they blend with the roof.

DECKS AND PORCHES: Compatibility with the architecture of the primary structure should be taken into consideration when selecting deck and porch designs. If the area is elevated to a level that creates uninhabitable space below, the lower area must be underpinned with lattice or other concealment material such as landscaping, so as to be screened from the street or neighboring property.

EXTERIOR COLORS: Colors of surrounding home should be taken into consideration when selecting exterior colors. Choice of exterior paint colors, brick and mortar colors and roof colors must be submitted for ACC approval for new or pre-existing homes.

GARAGES: A minimum attached two-car, garage with door(s) is required. All attempts should be made to orient the garage so that door(s) are screened and not visible from the street. The design should be consistent with the architecture of the primary structure. Carports or porticos are not permitted. The minimum mandatory garage size is 720 square feet with a minimum configuration of 24 feet by 30 feet. The home design should emphasize internal storage for not less than 2 cars plus lawnmowers, tractors, golf carts, general storage, etc. Garage door(s) should remain closed as often as possible.

DRIVEWAYS & PARKING: Driveways should be carefully located for practicality as well as overall aesthetic appearance. In some cases, it may be desirable to create a two or three car parking area, which can double as a turn-around area. Primary driveways must be hard surface and constructed of asphalt, concrete, stone, or brick material. Materials and a sketch of the driveway and parking plan must be approved by the ACC.

FENCES: Fences shall only be used to enclose areas behind a house and may be no higher than five (5) feet. Lot perimeter fencing is not allowed. Chain link, vinyl or solid fencing is not permitted. The committee encourages the use of decorative black wrought iron/painted aluminum or rough-hewn for woods (such as split rails) as fencing materials.

SCREENING: Screening in HVAC, above ground propane tanks and other service equipment, utility and garbage areas and kennels is required if they are visible from the street and neighboring property. They are encouraged to be screened by planned shrubbery and plantings or approved fencing or lattice.

TREES: It is realized that not all trees can be saved and incorporated into the final site design; however, extreme care should be taken to retain as many trees as possible. Removal of existing live trees greater than eight (8) inches in diameter outside the foundation, driveway and septic system footprint must have ACC approval.

If, at any time, the homeowner determines a potential danger to persons or property from a tree that is leafless, diseased, or leaning precariously located on property, the homeowner can remedy the danger by pruning, removing or other acceptable means. There is no expectation to delay the remediation of

the danger to get approval from the Architectural Committee. The homeowner shall notify the Head of the Architectural Committee as soon as possible through writing to include explanation of situation, course of action to remove or reduce the danger and, a photograph of the tree, pole, etc. that presents a potential danger.

LANDSCAPING: Proper landscaping adds the finishing touches to your home. We strongly recommend that you obtain the advice of a professional landscaper to develop the landscape plan. Basic foundation landscaping within six (6) months of a finished home is a minimum requirement to be completed before construction is considered complete. Waterfront lot owners must comply with regulations set forth by Cube Carolina Shoreline Management Plan regarding landscaping or tree removal. See website chc@cubecarolinas.com for application information, or call 704-422-5555 or 704-422-5525

LIGHTING: No lighting shall be installed on a structure or property to cause a “nuisance” or unsafe condition to include but not limited to elevation creating a light field beyond property lines, reducing sight line on any roadway or driveway, deviating from existing design and appearance in neighborhood, creating a situation of abandonment should the homeowner leave or sell the property.

ROADS: No alteration or trenching of the roads will be permitted without Board of Directors approval. Any damage or alteration to the roads because of construction will be the responsibility of the property owner.

RIGHT OF WAYS: No structures, except mailboxes, of any kind including the installation of a streetlight may be placed in the right-of-way of any street in the subdivision without the express written permission of the Harborside Architectural Control Committee. The written request for this type of project shall be considered as an improvement project and follow the existing ACC review requirements.

MISCELLANEOUS:

1. Installation of large, obtrusive satellite dishes will not be permitted. Placement of small dishes (twenty-four inches or smaller) that are located and/or landscaped to minimize visibility are generally acceptable as long as they are not in or adjacent to a front yard.
2. Gazebos and trellises should be architecturally compatible with their surroundings and adjacent structures.
3. All outdoor structures over three (3) feet in height, excluding fences, shall be placed inside the same front, side and back yard setbacks designated for home construction. No structures, including stand-alone auxiliary buildings can be built on a contingent lot that does not have a home on it.
4. Exterior detached Auxiliary Buildings will be considered on a case-by-case basis. See Amendment page attached for specifications and requirements of Auxiliary Buildings.
5. Flagpoles are permitted but must be professional in appearance and continuously maintained in straight and true position. They should be no higher than 20’ and only standard 3’x5 flags flown.

American flags or North Carolina State flags are the only acceptable full-time flags to fly. Foreign national flags are limited to an occasional 24-hour display for special celebrations such as National Independence Day. (Ex. Mexican flag for Cinco de Mayo). Controversial flags such as a Confederate flag are forbidden and subject to be removed. A low voltage solar light can be used to light the flag at night as long as it is not a bright nuisance light. A 6' house flagpole can also be attached to the siding of your house to display seasonal, welcome or American flags.

6. From this date forward no private tennis courts shall be constructed on a member's contiguously owned lot.
7. In ground swimming pools will be approved on an individual basis. Approval will be based on the size of the property, supplying the committee with approval from Cube that the proposed location meets their set-back requirements and from the county's health department that the design meets their regulations. All pools must be inground and not above ground stand-alone pools. All State and County regulations regarding fencing must be adhered to. No spot lighting or overnight lighting which will be a nuisance to adjacent properties shall be used. Must be built on homeowner's primary lot and not on a contiguously owned lot.
8. Chimneys must be faced with an approved material and should complement the architectural elements of the home.
9. Dog pens and dog runs are strongly discouraged but may be acceptable if they are architecturally compatible with the surrounding and adjacent structures and they are placed in the backyard. Dog pens must be screened so as to not be visible from the street or adjoining properties.
10. Blasting within a subdivision requires proper permitting. Those responsible must meet all state, county and local requirements and will be liable for any damages. Should your property be subject to blasting, the ACC must be notified.

OWNER/CONTRACTOR REGULATIONS: During the course of the construction process, the owner, the owner's agent and/or the contractor will be responsible for abiding by the following rules and regulations set forth in the Architectural Guidelines.:

1. The lot may not be cleared, and construction may not begin until ACC approval has been granted.
2. Changes to construction that alter exterior appearance will not be made without first obtaining ACC approval.
3. Construction workers' vehicles must be parked in such a manner as not to impede traffic flow or damage property.
4. Should damage occur to roads or roadsides, repairs to return to pre-construction conditions must be made immediately.
5. At the start of construction, a portable toilet shall be positioned on the owner's property, outside of the street right-of-way and inconspicuously as possible.

6. Soil erosion barriers must be installed to keep mud and water from running off the lot into the street and/or lake.
7. A dumpster must be onsite during the construction period and emptied regularly.
8. The lot and roadway must be cleared of debris including mud and stone daily during the construction period.
9. Contractors, subcontractors, materials suppliers and/or their respective employees or associates are required to drive carefully and obey all traffic laws, including the 25-mph speed limit, while in Harborsgate.
10. Owner will post "No Trespassing" signage. Trespassing on construction sites in North Carolina is illegal. In addition, liability may arise where a Landowner fails to exercise reasonable care.

INSPECTIONS: The ACC may inspect the site after a house or other improvement have been field staked and before tree removal and excavation work is started. Exterior only inspections may also be made as work progresses, home/property owner should be present if possible. Whenever possible, a minimum of two ACC members will be present during any inspection. The intent is to assure compliance with approvals granted by the committee for the protection of all concerned. Upon full completion of the project (including driveway paving and landscaping), the owner should request an ACC final inspection. Provided no damage was incurred, the owner's Property Damage Bond will be refunded.

Auxiliary Buildings Specifications

Addendum to ACC Guidelines

Storage and/or workshop Auxiliary Buildings are permitted in the community subject to the following binding requirements and regulations:

1. Prior to installation/construction, the proposed Auxiliary Building must be submitted for review and approval to the Architectural Control Committee (ACC)
2. No Auxiliary Building is permitted on property until house is under roof and the Auxiliary Building has been approved.
3. Auxiliary Buildings must be constructed of wood or other quality materials. Plastic, aluminum, or fiberglass units are expressly forbidden. For these purposes, "match" in these Guidelines means "match as closely as possible". Auxiliary Building's design and appearance must match in appearance or similar materials as the main house including shingles and siding materials, including horizontal or vertical style of siding. Roof of the Auxiliary Building is to be shingled to match the main house. External color scheme of Auxiliary Building is to match the main house using the same paint code whenever possible. The pitch of the Auxiliary Building's roof needs to match the main house roof structure. The Auxiliary Building's construction must be on-site, stick built. Auxiliary Buildings made from kits or prefab or site assembled, or site delivered as complete units, are strictly prohibited.
4. Minimum square footage is 144 square feet, with a Maximum square footage of 240 square feet, as measured on the outside dimensions of the Auxiliary Building. Additional storage inside of the Auxiliary Building in the form of a loft is not considered part of the square footage. There can be no more than one Auxiliary Building per lot. If the proposed building structure is over the 240 sq ft by definition it is not an Auxiliary Building, but rather it will be considered a garage/boat storage/addition to the main house and then will need to be attached to the house rather than a stand-alone and will need to meet all the requirements of the house construction.
5. An Auxiliary Building must be maintained in same manner as the maintenance requirements for the main house and lot.
6. An Auxiliary Building is expressly forbidden for use as additional sleeping space either overnight, temporary, or permanent. Plumbing is forbidden in any Auxiliary Building. Up to two windows that are similar in design to the main house are permitted as well as small screen vents on either side for ventilation. In addition to storage, it can be used as non-commercial day workshop/hobby space. Storage of dangerous chemicals and hazardous materials is forbidden other than typical yard and home maintenance quantities of gasoline, bug killer, weed killer, cleaners, etc., as long as these materials are stored in legal proper containers.

7. An Auxiliary Building must be located on a lot using same setbacks and other regulations/requirements of the main house. To minimize visibility from the street the Auxiliary Building must be located directly behind the exterior side walls of the house. An Auxiliary Building expressly cannot be in the front or side yard of the house. In the case of excessive terrain issues, an appeal for a special variance of the location of an Auxiliary Building on the side-rear of the lot if setbacks are achieved can be made in writing to the Architectural Control Committee whose decision is binding and final. An Auxiliary Building cannot be located on an adjacent nor separate lot but can be on the same recorded lot as the main house if all the requirements of these regulations are achieved. No Auxiliary Building will be approved until plot location is staked for pre-inspection by an authorized ACC representative. In conjunction with the requirements of the Covenants, living trees over 8 inches in diameter are not to be removed to accommodate the building unless approved by the ACC due to the special confined space conditions of the specific lot involved.
8. The Auxiliary Building must comply with all State, County, and other jurisdictional agencies. If a lakefront property, the owner must verify the setback requirements of Cube (as the lake management company). SPECIAL NOTE: depending on the specific Harborsgate lake lot involved, the owner is advised that some lots have grandfathered limited or no lake setbacks while other lots have larger setbacks and it is the responsibility of the owner to verify this with Cube prior to initiating construction. If the proposed site of the Auxiliary Building exceeds the applicable lake setback requirements as confirmed with Cube, the property owner must separately receive written approval from Cube (as the lake management company). An Auxiliary Building over 144 sq. ft. will always require a building permit from Davidson County which must be obtained prior to initiating construction (including for electric service if electricity is to be included in the unit). The Auxiliary Building cannot be located on top of the septic system including its drainage field.
9. Prior to making application to the ACC, the applicant must notify adjoining lot owners of the planned Auxiliary Building to enable pre-discussion of potential issues to be addressed.
10. Ladders, tools, equipment, tractors, lawnmowers, carts, trailers, and other equipment with or without tarping cannot be parked against, affixed to, or leaned on the outside of the Auxiliary Building. Clutter around the Auxiliary Building is forbidden and must be quickly removed.
11. Doors to the Auxiliary Building are to have one set with locks for safety as well as security and are to be closed when the Auxiliary Building is not in use.
12. The Auxiliary Building must be carefully constructed to be stable and remain level. The Auxiliary Building is to be sufficiently anchored to avoid movement during the life of the unit.
13. Floor of the Auxiliary Building is to be concrete, thick gravel framed, or conventional wood floor. A foundation or slab must be properly constructed for any Auxiliary Building. The Auxiliary Building cannot be moved or relocated from its original approved site.
14. If the Auxiliary Building is on sloped terrain, solid skirting of wood, block, or concrete is required. Tin, aluminum, plastic, corrugated, metal and lattice skirting are not permitted on Auxiliary Buildings.

15. Cosmetic landscaping around the perimeter of the Auxiliary Building compatible with the main house is strongly encouraged, in which case the landscaping will need to aid in concealing the building as much as possible when viewed from the road.
16. Construction cannot be initiated in whole or in part prior to formal project approval by the ACC has been issued. The Auxiliary Building must be started and completed within one-year of the approval date, or the plan is required to be resubmitted for reapproval. If the project is not started within one-year of the approval date, the approval is automatically void.
17. Any damage to roads occurring during construction of an Auxiliary Building must be properly repaired at the owner's expense.
18. Any enforcement of violation of said Auxiliary Building will be via the Board in the form of requesting it be removed and if not removed within a specified time frame the Board can have it removed at the homeowner's expense.

APPLICATION FOR IMPROVEMENTS TO PROPERTY – NOT HOME CONSTRUCTION:

NOTE: The simple 3-page application form to be used to apply for property improvements is on the Harborage POA website under the “Documents” tab and sub-tab “Architectural Guidelines – Improvements”. Applicants need to print, complete, and sign this form and submit to the ACC along with any additional supportive information (such as pictures, brochures, swatches, samples, lot layout, etc.).

APPLICATION FOR NEW HOME CONSTRUCTION AND HOME ADDITIONS FOR:

Lot #: _____ located at Harbortown Address: _____

SECTION 1: REQUIRED CONTACT DATA

OWNER:

Name(s): _____

Current Address: _____

Home Phone: (_____) _____ Cell Phone (_____) _____

E-Mail Address: _____

BUILDER/CONTRACTOR:

Company Name: _____

Builder Name: _____ License #: _____

Address: _____

Office Phone (_____) _____ Cell Phone: (_____) _____

E-Mail Address: _____

Insurance Company: _____ Phone # (_____) _____

SECTION 2: REQUIRED RESOURCES BY ACC

All plans for new home construction and additions to existing homes must be submitted and approved by the ACC prior to the beginning of construction. The following items must be submitted prior to ACC project consideration.

- **SURVEY PLAN**

Must contain a north arrow and scale and must show all property lines along with any road, utility, or drainage easements.

- **SITE PLAN**

Must contain a north arrow, scale and contour lines and must show the location of the proposed structure along with setbacks, the lot number of adjacent lots (if any), as well as the location of any proposed driveways, walkways, retaining walls, and/or fencing. Plan should also show location of the proposed septic leach field and repair area. The location of a buried or above ground propane tank should be indicated on the site plan. A detailed site plan submitted digitally which can be printed on an 11 X 17 sheet of paper.

- **ARCHITECTURAL PLAN (Full Size Blueprints)**
Must show each level with dwelling area square footage, building elevations on all sides, indicating materials, door and window locations, and roof pitch(es). A detailed site plan submitted digitally which can be printed on an 11 X 17 sheet of paper.
- **PRELIMINARY LANDSCAPE PLAN (whether professionally or owner drawn)**
Must show location of sidewalks, pathways, planting beds and natural areas and indicate general type of plants, shrubs, and trees to be used. Also, any planned outdoor grills, fireplaces, patios, hot tubs, or koi ponds should be noted. If trees with trunks greater than 8 inches and that lie outside the foundation and septic system footprint are slated for removal, please show location, and provide justification for removal.

SECTION 3: EXTERIOR SPECIFICATIONS

Every attempt should be made to submit samples of roofing material, stone facing, siding and exterior paint colors. Also, please identify the material type, color, and manufacturer for the following construction items.

<u>Item</u>	<u>Material Type/Manufacturer</u>	<u>Color</u>
Brick		
Stone		
Siding		
Trim and Fascia		
Windows		
Exterior Doors		
Shutters		
Driveway/walks		
Foundation Walls		
Roofing		
Chimney		
Deck(s)		
Railing(s)		

SECTION 4: PROJECT TIMELINE

The project is estimated to start on the ____ day of _____, _____.

Estimated completion date for the project is on the ____ day of _____, _____

Proposed work hours are from ____: ____ a.m. to ____: ____ p.m.

Owner's Comments to include requested exceptions to the guidelines or other information for ACC considerations. Please use back of page if necessary.

_____(continue on back)

We, the undersigned, have read, understand, and will comply with the current Harbortown Architectural Guidelines. The owner(s) agree to be bound by and comply with all requirements of the Harbortown Restrictive Covenants and the By-Laws of Harbortown Property Owners Association.

_____ Owner(s) Signature	_____ Date
_____ Contractor Signature	_____ Date

ARCHITECTURAL CONTROL COMMITTEE PROJECT SUMMARY

The submitted application, plans, samples, and other documentation to include any requested.

☐ Approved as presented.

☐ Denied as presented, noting the following required modification(s) as documented on back of page.

_____ Signature of ACC Member	_____ Date
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Internal Use ONLY

Application Date ____/____/____ Received by _____
 Approval Date ____/____/____ Delivered by _____
 Denial Date ____/____/____ Delivered by _____
 Revision Date ____/____/____ Received by _____
 Review Fee: \$_____ Check # _____ Deposited on ____/____/____
 Damage Bond: \$_____ Check # _____ Deposited on ____/____/____

Recommended ACC Inspections/Actions

<u>Date</u>	<u>Inspection/Action</u>	<u>Participating ACC Members</u>
____/____/____	Initial Photo – undisturbed	_____
____/____/____	“Stake Out” Inspection	1. _____ 2. _____
____/____/____	Framing – Dry Inspection	1. _____ 2. _____
____/____/____	Building Completed Inspection	1. _____ 2. _____
____/____/____	Landscaping Inspection	1. _____ 2. _____
____/____/____	Neighborhood Impact Inspection	1. _____ 2. _____
____/____/____	Project Complete Photo	_____

Damage Bond Refunded on ____/____/____ in the amount of \$_____

If Damage Bond Retained, state reason: _____
