

Arrowhead Architectural Review Guidelines for New Construction

Arrowhead Architectural Guidelines

It is the intention of the Arrowhead Architectural Review Board of the Arrowhead Homeowners Association to have a set of guidelines to follow that will allow us maintain a consistent, aesthetically pleasing neighborhood. These guidelines apply to new builds and exterior changes to existing homes in our community. Following are the features that the committee reviews in order to preserve the character of the neighborhood.

1. Use of natural materials or synthetic materials combined with natural materials to result in a “natural look.”
2. Colors that are consistent with existing homes. Subtle earth tone colors are preferred, muted complimentary colors will also be considered. This applies to siding, trim, brick, stone, and shingles.
3. Architectural style consistent with existing neighborhood homes.

Review Process

New Builds and Additions requiring a building permit:

Prior to any exterior home construction and/or design (new or existing) and landscaping, homeowner and/or builder will need to meet with the Arrowhead Association Architectural Review Board (or Architectural Review Committee at Board’s direction) for review of their plans.

Upon meeting, the Architectural Review representative will provide the **Arrowhead Architectural Review Guidelines for New Construction** to the homeowner. The homeowner will provide to the Arrowhead Architectural Review Board via the HOA Board President two copies of the construction blueprints, site plans, and landscaping plans for approval.

Once all documents have been approved by the Architectural Review Board, a copy of the approved blueprint, site plan, and landscaping plan will be returned to the homeowner.

Construction shall not begin until all documents are approved by the Architectural Review Board.

The Board will review the proposed change and provide approval, or disapproval with rationale, to the homeowner.

Arrowhead Architectural Review Guidelines for New Construction and Exterior Renovations Requiring Building Permits

LOT # _____

OWNER _____

Purpose:

The Arrowhead Architectural Review Board has the responsibility to approve all building and landscape plans for compliance to the Covenants, Conditions, and Restrictions (CC&R's), for all new homes and any exterior home renovations requiring a building permit in Arrowhead Estates. This guideline review checklist has been put in place to ensure that the highest possible standards of quality are maintained at Arrowhead Estates, to safeguard homeowner property values.

To circumvent any possible oversights during the review process, the following checklist will be completed, initialed, and dated by the owner/builder and a member of the Arrowhead Architectural Review Board prior to building or renovating properties in Arrowhead Estates.

A copy of this checklist was given to the owner/builder on _____ by _____.

Building Checklist:

1. Site plan

- ☐ Is a complete site plan with topographic survey provided?
- ☐ Is the home appropriately sited to the road; to all setback requirements; to the neighbors; and to the vistas?
- ☐ Is the natural elevation of the lot maintained?
- ☐ Has drainage been considered and properly directed to the drainage ditch?
- ☐ Is adequate parking provided (a minimum of two cars off the street is required)?
- ☐ Does the overall scale of the house fit onto the lot such that it is not obtrusive to itself, the lot, or the neighboring residents?
- ☐ Are existing grades shown?
- ☐ Are all existing trees in excess of 3" shown?
- ☐ Is the location of each building or structure shown?
- ☐ Are all drives and parking areas shown?
- ☐ Are all drain lines shown?

2. Construction Blueprints

- ☐ Is there a complete set of Construction Blueprints prepared, designed, and stamped by a registered professional architect?
- ☐ Is a construction schedule provided?
- ☐ Are dimensional floor plans, elevations, and typical sections provided?
- ☐ Is it a single story?
- ☐ Is there a minimum of 2,000 livable square feet of enclosed dwelling on the main floor?

Note: Enclosed dwelling does not include garages, terraces, decks, open porches and like areas.

- ☐ Is the total height of the house not more than 26 feet above existing lot grade?
- ☐ Is there a minimum of a two car attached garage?
- ☐ Is roofing material a high quality architectural dimensional shingle with a minimum of a 25 year warranty?
- ☐ Are proposed exterior materials compatible with Guidelines and existing Arrowhead homes?
- ☐ Does the proportion of the home blend to provide a cohesive unity of the overall design?
- ☐ Does the overall plan provide a character and expression commensurate with existing homes in Arrowhead?

3. Architectural Features

- ☐ Are all exterior materials, products, finishes, and colors provided?
- ☐ Do all colors follow the Guidelines on outlined on Page 1 of this document?
- ☐ Are the architectural features consistent with those in the neighborhood?
 - Recommendations - large windows, sidelights, transoms, half circles, double fascia boards, with roof lines and elevation variations
 - Do the courtyard and entryway provide a sheltered attractive egress into the home?
 - Has attention been given to trim work around the windows, doors, and vents?

Landscaping Checklist: (applicable to renovations if existing landscaping and/or drainage will be significantly changed)

1. Landscape Plan

- ☐ Has a landscaping plan been prepared and designed by a registered, professional landscape architect?
- ☐ Have all finished grading elevations and drainage been provided?

2. Landscape Details

- ☐ Are all planting beds and turf areas shown?
- ☐ Are all plants, shrubs and trees identified along with the quantities and sizes of each one?
- ☐ Are all lighting, signs, walkways, decks, edgings, mulch and ground cover shown?
- ☐ Does the plan provided "character and expression" that will blend cohesively with existing Arrowhead homes?
- ☐ Is there an irrigation system plan showing coverage of 100% of the unbuilt area?
- ☐ Is there a backflow preventer?
- ☐ Are there any fences?

Note: No visible fences shall be constructed for functional or decorative purposes.

- Are yards sodded, hydroseeded or seeded to the road edges and all property lines?

Recommendations - irrigation controller should be placed in the garage for maintenance purposes; select plants that are disease, wildlife and insect resistant; plantings should be rated for USDA Plant Hardiness Zone 4; edging should be considered for defining bedding areas; and the soil within the subdivision is a heavy alkaline clay so consideration should be given to amending the soil with humus, topsoil, etc. to provide conditions compatible with the plantings.

Miscellaneous

1. Lot Owner's Responsibilities

- a. Provide two copies of the site plan, construction blueprints, samples of all exterior colors, and roof materials to the Architecture Committee Chair for approval.
- b. Require the contractor to maintain the lot in a reasonable, clean and uncluttered condition throughout (including weed control).
- c. Require the contractor to keep the roadway clean of debris and dirt generated during the construction process.
- d. Construction cannot start before 8AM nor continue past 8PM.
- e. Contact "Miss Dig" and the Grand Traverse Resort (GTRS) Property Manager prior to any construction or dirt moving to mark all utilities.
 - i. It is the owner's responsibility and liability to repair any utilities damaged during construction.
- f. Driveway
 - i. Before excavation is started, a permanent driveway culvert is to be installed.
 - ii. Flared end culvert is recommended.
- g. Timing
 - i. New construction must have a certificate of occupancy issued within 12 months from the start of construction.
 - ii. Every effort must be made to have the final grade completed as soon as the exterior of the home is complete.

2. Silt Fence

- a. Prior to construction, a silt fence is required to be placed in appropriate areas to contain exposed soil within the construction boundaries of the lot. Any overflow or damage to surrounding lots will be cleaned up and repaired by the owner/builder.

I have read all of the above, and agree to abide by the same. I agree that no plans, specifications, or any of the above items, as approved, will be changed by me, without written authorization by the Architectural Review Board. I further agree not to commence construction until all approvals from said Board are received. I further agree that any damage to any roadways or common areas, caused by me or any subcontractors will be repaired forthwith by me. I acknowledge that the Association has the right to proceed at law or in equity to compel compliance to the terms of this agreement.

Confirmed (owner/builder sign and date) _____

Architecture Review Board acknowledgement of receipt (sign and date)

APPENDIX A: Arrowhead Architectural Regulations on Exterior Colors and Materials

- A. These Regulations shall govern the construction of any new home within Arrowhead Estates and exterior modifications to any existing home within Arrowhead Estates.
- B. The Board of Directors of the Arrowhead Association have adopted an approved color scheme that meets the guidelines of “subtle earth tones and muted complimentary colors”. (hereafter “Approved Colors”) for use by the Architectural Review Board in analyzing appropriate exterior colors for use in Arrowhead Estates.
- C. The Board of Directors have adopted approved materials that meet the guidelines of “natural or synthetic materials that result in a natural look” (hereafter “Approved Materials”) that may be used on the exterior surface of a new or existing home within Arrowhead Estates, including but not limited to roof, windows, brick, stone, trim, doors, walls, and garages.
- D. Only Approved Colors and only the Approved Materials shall be used on the exterior of any home in Arrowhead Estates. Accent Colors, not included in the Approved Colors, may also be used for specified areas of the exterior such as trim, doors, and shutters. However, such a use of Accent Colors will require the written approval of the Architectural Review Board.
- E. No new home plans shall be approved, and no new home shall be constructed, unless all proposed exterior surface colors and materials are first approved by the Architectural Review Board.
- F. Failure to use Approved Colors or failure to use Approved Materials shall serve as a basis for the Architectural Review Board to reject new home plans.
- G. No exterior modifications or replacements, including but not limited to repainting or resurfacing, shall be made to any existing home, without prior approval of the Architectural Review Board.
- H. In reviewing the exterior colors and materials for any new home or the modification of exterior colors for any existing home, the Architectural Review Board shall determine:
 - a. That the proposed colors to be used are Approved Colors;
 - b. That the proposed materials are Approved Materials;
 - c. That the combination of such colors and materials is aesthetically acceptable;
 - d. That the exterior colors and materials of the new home or existing home, once modified, will be consistent with the overall aesthetics of Arrowhead Estates; and
 - e. That any deviation from the Approved Colors or Approved Materials will not adversely impact the aesthetic character of Arrowhead Estates.
- I. Any deviation from the Approved Colors, Approved Materials or submitted plans without prior written approval of the Architectural Review Board shall be deemed a violation of these Regulations.
- J. The Board of Directors shall have all powers granted by the Covenants, Conditions and Restrictions governing Arrowhead Estates, the Arrowhead Association Articles of Incorporation and Bylaws and all powers granted by law to enforce these Regulations. Such powers shall include, without limitations, the right to levy fines and assessments, and the right to order any homeowner to modify an exterior surface of their home to comply with these Regulations.
- K. As used herein, the term “home” shall include any garage or other structure.