

## ARCHITECTURAL GUIDELINES

### OBJECTIVE AND AUTHORITY

Objective. Architectural guidelines are established to maintain a pleasing, marketable curb appeal throughout LeMar Estates. This includes consistency in architectural style, scale, materials, and details.

Authority. Section 7.11 of the Declaration gives the board of directors or its appointed committee authority to establish reasonable criteria for alterations that visibly affect the common elements or exteriors of units. The board has appointed an Architectural Review Committee (ARC) to develop criteria for gaining approval and for managing all aspects of architectural control.

Architectural Review Committee (ARC). Current ARC members are Nate Sandahl, Chair; Dale Kittelson; and Tom Zerull. Their contact information can be found on the Board of Directors page in the Governance Section of this website.

### ALTERATIONS

Alterations Requiring Approval. You must apply for, and receive written permission, from the ARC before making any alteration that visibly affects the exterior of your unit or its surrounding property. This includes new and replacement alterations.

Alteration Criteria. Your proposed alteration must meet the following criteria:

- Design. Design must be consistent with the original design installed by the builder unless a different design has been approved by the ARC.
- Color. Exterior colors must be consistent with the body and trim color palette adopted by the ARC.
- Other Structures. Sheds are not permitted. Privacy fences, unless already existing, are not permitted, and replacement of existing privacy fences is subject to ARC approval.
- Windows and Doors. Replacement windows, storm doors, and garage doors must conform to specifications adopted by the ARC. Check with the ARC before committing to purchase to make sure your selections conform. Windows shall match originals in design and color. Window treatments such as shutters or awnings are not permitted.
- Patios. Patios may not be enclosed, and awnings are not permitted. Concrete shall match concrete used in original construction.
- Landscaping. Inground plantings and replacements shall be neat, attractive, and maintainable. Landscape rock and border shall be consistent with existing landscaping found throughout the community.

- Other. Alterations affecting any other portion of a unit's exterior (such as its siding, trim, fascia, eaves, or roof) are subject to ARC specifications.

## **ONGOING MAINTENANCE AND FINANCIAL RESPONSIBILITY**

As a condition of receiving permission, you agree to assume financial responsibility for maintaining your exterior alterations in good working order and acceptable appearance. If an alteration is no longer desired or functioning, it is to be removed at your expense. If it is to be replaced, advance written permission is again required. If your unit is sold, this responsibility carries over to its new owner.

## **ALTERATION PROCESS**

The alteration process consists of four separate and distinct phases that must be completed in order for final approval by the ARC. Failure to do so could jeopardize receiving final approval. The four phases are:

1. Application. Request an application form from the ARC. When completing the form, please make sure all information is provided and legible. Submit available supporting information (e.g. contractor proposals, product brochures, spec sheets, color samples) with the form and return to the ARC.
2. Consideration. The ARC will consider the application and render its decision in writing. Permission will either be: 1) granted as submitted, 2) granted with modifications, or 3) denied. Do not commit to a contractor proposal or purchase products until ARC permission has been granted. In most cases, the ARC will render its decision within ten (10) days.
3. Implementation. Once written permission has been received, the alteration may be made. Please let the ARC know if the approved timeframe needs to be adjusted.
4. Confirmation. Contact the ARC when the alteration is completed. An ARC member will inspect the alteration and provide final written approval when the project has been satisfactorily completed.

## **GETTING AN EXTERIOR ALTERATION APPLICATION**

An application is available on our website for you to print and use. If you do not have print capability, please email Nate Sandahl (n.sandahl@lemar-estates.com) and request a hard copy.