

To: Homeowners of the Meadows
From: the Meadows Board
May 8, 2014

Homeowners:

At the recent Homeowners Association meeting on April 28th there were questions and some discussion regarding Homeowner-initiated construction and landscape changes in the Meadows. Specifically:

- What was considered a “major” vs. “minor” change in structure or landscaping?
- What is the “approval form” that must be filed with the Board or the Architectural Review committee? Could homeowners have the Design Review and Approval Form used by the Board more readily available to them?
- What needs to be approved and by whom? Can these processes be expedited?

This note addresses these questions.

- **What is considered a “major” vs. “minor” change in structure or landscaping? What needs to be approved by the Board?**

The DCCR's use the words “*materially alters*” in describing changes that must be approved by the Meadows' Board. The Board, in actuality, does not consider the following to “materially alter” or to need the review and approval by the Board: replacing flowers, shrubs or sod with similar plantings of the same size and in generally the same places; routine trimming of trees; removal of shrubs or flower plantings; repainting of homes, house trim, or driveways with Meadows-approved colors; or replacing siding or house trim with approved similar materials of the appropriate color; or replacing roofing with approved roofing materials of the appropriate color. These Board-approved materials are listed in the DCCR's, which all homeowners have received. If further clarification is needed, call Mike Schmidt or John Chavers. **All other changes proposed must be routed through the Meadows Architectural Review committee (Mike Schmidt, Chairperson) before any work begins.**

The Board believes these considerations will facilitate homeowners in maintaining their homes in good order and commensurate with the high standards of the neighborhood.

- **What is the “approval form” that must be filled with the Board or the Architectural Review committee? Could homeowners have the Design Review and Approval Form used by the Board more readily available to them?**

The “Design Review Application” form is attached. It is also now posted on the Atlantic Community Management website, under the Sugar Mill link. -

Meadows. It can be downloaded, completed, and submitted electronically to Mike Schmidt at drbones5000@aol.com.

- **- What needs to be approved and by whom? Can these processes be expedited?**

For projects/changes considered to “*materially altering*”, the Architectural Review Committee Chairperson and the President of the Board may, at their discretion, visit the site and talk with the homeowner. The entire Board of the Meadows will review proposals of this nature for approval. For example: construction of a new house, additions, changes that alter the appearance or footprint of the house, the removal or changes of driveways and walkways, planting of large trees, the removal or addition of significant plantings that are visible from the street or country club.

You, the Homeowner, are ultimately responsible for assuring that changes you make to your structures and landscaping are appropriate, done well and reviewed in the correct way. Therefore, if a homeowner is uncertain if (or wants assurance that) their project is “*minor and routine*” and need not be reviewed, they should submit their proposed changes to Architectural Review Committee on the Design Review Application. Just the Committee Chairperson and the President of the Board will review such changes for approval. This will expedite such projects.

End

mjs

5/6/14

DESIGN REVIEW APPLICATION
for
Architectural Control Committee
of
The Meadows

APPLICATION DATE: _____

APPLICANT'S SIGNATURE: _____

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

IMPROVEMENTS OR CHANGES TO PROPERTY

PLEASE WRITE A BRIEF DESCRIPTION OF WHAT YOU PLAN TO DO AND INCLUDE A DRAWING OF THE PLANNED LANDSCAPING OR MINOR CONSTRUCTION. FOR MAJOR CONSTRUCTION, WE NEED BLUEPRINTS, INCLUDING ELEVATIONS AND SETBACKS, E.G., NEW HOMES, ADDITIONS, PATIOS, POOLS, ETC.

CONSTRUCTION SITE LOCATION

ADDRESS: _____
SMHOA UNIT: _____
LOT: _____

CONTRACTOR INFORMATION

NAME: _____
PHONE: _____
ADDRESS: _____
CITY: _____
STATE: _____
CONTRACTOR'S LICENSE NUMBER: _____

SCHEDULE FOR THE PROJECT

ESTIMATED START DATE: _____
ESTIMATED COMPLETION DATE: _____

(Note: dumpsters must be removed from the work site no more than one week after completion of the work)

COLOR SPECIFICATIONS

(SIGNIFY OK OR NA)

DIVEWAYS AND WALKWAYS = *BATTLESHIP GREY*: _____
ROOFING = HAMILTON GREY/BLUE: _____
GUTTERING = MEADOWS BLUE: _____
HOUSE TRIM AND DOORS = MEADOWS BLUE: _____
HOUSE WALLS = MEADOWS GREY: _____

APPLICATION REVIEW AND APPROVAL DATES

THE MEADOWS BOARD:

~ ALL PROJECTS ~

ARCHITECTURAL CONTROL COMMITTEE CHAIR
PERSON:_____

MEADOWS BOARD CHAIRPERSON:_____

~ MAJOR CONSTRUCTION OR LANDSCAPE CHANGE ~

BOARD SECRETARY:_____

BOARD TREASURE:_____

GROUNDS COMMITTEE CHAIRPERSON:_____

SPECIAL CONSIDERATIONS OR COMMENTS:

SUGAR MILL BOARD:

DESIGN REVIEW COMMITTEE CHAIRPERSON:_____

SPECIAL CONSIDERATIONS OR COMMENTS:

Return to the Architectural Review Committee Chairperson:

Mike Schmidt
478-1912
drbones5000@aol.com

(END)
5/14