

Hardscrabble Plantation Architectural Guidelines

Adopted by the Hardscrabble Plantation Board of Directors, November 28, 2017
Updated October 7, 2022.

Introduction

The purpose of this document, *Hardscrabble Plantation Architectural Review Guidelines*, hereafter referred to as ARC Guidelines, is not to supersede existing *Hardscrabble Plantation Declaration of Protective Covenants and Restrictions*, hereafter referred to as Covenants, but to act as a reference guide to the homeowner and give clarification of the standards that the Architectural Review Committee (ARC) uses to approve various projects on the homeowners' or Association property.

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A. Architectural Review Committee Charter

The Architectural Review Committee (ARC) is charged by the Covenants at Hardscrabble Plantation to establish procedures and standards for the construction, alteration, or improvement of property within the Hardscrabble Plantation community.

The Board of Directors shall appoint the ARC each year consisting of three persons (Chair and two committee members), all of who shall be a member of the Association. A member of the Board of Directors shall serve as the Liaison to the ARC. The ARC will make every effort to maintain or increase the aesthetics and value of our beautiful community.

The ARC shall establish and promulgate from time to time, the community wide standards for construction or alterations of residential units, appurtenances, and landscaping requirements of Hardscrabble Plantation. The Association shall make these standards available to the owners, builders, and developers who seek to engage in development of or construction upon the common areas or properties of Hardscrabble Plantation.

Community-wide standards are independently amendable by the ARC in accordance with the terms set forth in the *Bylaws of Hardscrabble Plantation Homeowners Association, Inc.* (Bylaws). An amendment to the community-wide standards shall be effective upon adoption by the ARC and need not be recorded in the Office of the Register of Deeds of Durham County. The ARC shall be subject to the jurisdiction and authority of the Board of Directors.

As stated in Article IV, 5. "No residence, building, fence, wall, driveway, mail box, bus shelter, swimming pool, satellite dish/antenna, storage facility, landscaping, lighting structure, utility shed, or other structure or appurtenance shall be erected, altered, remodeled, added to, or allowed to remain upon any Lot unless the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same have been submitted to and approved in writing by the [ARC], and construction must be accomplished in strict conformity with such plans approved, unless otherwise expressly agreed to in writing by the ARC." All homeowners and/or builders or contractors must comply with the procedures explained in Hardscrabble Builders Procedures (refer to page 11). The plans for grading and landscaping of property shall also require the prior written approval of the ARC. Unless and until a plan of alteration to existing structure is approved by the ARC in writing, no construction, alteration or repair shall be undertaken which affects the external appearance of any improvements to the common areas, to a residential unit, or to the homeowner's properties.

No building on the common areas or the homeowner's properties shall be utilized for a type of use other than that for which it was originally designed without the prior written approval of the ARC. In addition, mature live trees on the properties, as defined by the Covenants, Article IV.11., may not be cut down or removed without the prior written

approval of the ARC.

Nothing contained herein shall be construed to limit the right of an owner to remodel the interior of their residential unit or to paint the interior in any color desired.

In the event that the ARC fails to approve or disapprove a **completed application** by the owner for a proposed improvement to a residential unit or other property located within the Hardscrabble Plantation community within thirty (30) days after submission to the ARC, the ARC will have waived its right to approve or disapprove the application. After submission, a follow up call from the applicant to the ARC Chairperson should be made to ensure proposal receipt.

Notes:

- A completed application is deemed “received by the ARC” when it has been reviewed by a quorum of ARC members during the closest regularly scheduled or called ARC committee meeting, conference call, or email-guided communications.
- Any completed application that is in clear violation of the Covenants shall **NOT** be deemed legal and/or approved regardless of whether or not the ARC responds within the thirty (30) day period.

The property owner is solely responsible for obtaining any and all governmental permits required for any new construction or alterations.

B. ARC Purpose and Procedures

The following explains the purpose and responsibility of the ARC and outlines the guidelines and procedures presently being implemented by the ARC for any new construction or alterations to an existing property.

ARC Purpose

The ARC regulates the external design, appearance, location, as well as improvements of the Hardscrabble Association and its member's properties in such a manner that it:

- Promotes those qualities in the environment that bring value to all properties in Hardscrabble.
- Fosters the attractiveness and functional utility of the community as a place to live, including a harmonious relationship between structures, vegetation and topography.

ARC Responsibility

The ARC has the responsibility for review and approval of new construction as well as the Architectural Review Forms that cover changes to existing properties. The ARC is also responsible for insuring that projects are implemented according to the ARC-approved plans and in the timeframe specified by the covenants. The ARC will assist in the investigation of covenants violations pertaining to "Architectural and Appearance Control" (Covenants Article IV) as such matters have been referred to the ARC by the Covenants Committee.

Procedures

New Housing Approval Process

The Builder/Homeowner shall comply with the Hardscrabble Builders' Procedures included on page 11. Prior to construction beginning, the Builder/Homeowner submits the Builder's Proposed Plans Form (refer to Appendix) and all necessary documents to the ARC. The ARC must approve/disapprove the application within 30 days of receipt (Covenants Article IV, 5.).

Association Member Housing Approval Process

Present Association members who wish to make changes in accordance with the Covenants and ARC Guidelines must complete the ARC Request Form (refer to Appendix) and submit it to the ARC along with the indicated necessary supporting documentation (refer to ARC Requirements & Application Checklist, page 12). The ARC will review each submission and respond to the Applicant within (30) calendar days after receipt date on the Form. The ARC must approve/disapprove the application within 30 days of receipt (Covenants Article IV, 5.).

C. Neighborhood ARC Guidelines

There are many changes and additions that property owners can make to their property. The ones described below are those that have been the most common. If your project is not included on these pages, refer to the one that is closest in concept to your project and use it as a guide for preparing an application to the ARC or contact a member of the ARC for assistance.

Owners observed making changes and/or additions to the properties, without ARC approval may be subject to hearing and fines.

It is the responsibility of the homeowner to obtain all permits required by the county (Durham or Orange County) and to ensure the project meets applicable county building codes. Finally, please consider the effect your project will have on your neighbors when making your plans.

1. Additions - structural modifications to the principal residential structure - e.g. rooms, garages, greenhouses, screened porches, sunrooms etc.

General considerations - Applicants are encouraged to consult with neighbors while making plans. Concept drawings or preliminary plans may be submitted for review and comment before more detailed plans are made.

Specific details - The design must be compatible in scale, massing, character, materials, and color with the original house. If possible, the location of the addition should not have an adverse impact on neighboring properties or impair the view of neighbors. Additions should be located to minimize the removal of trees and the destruction of natural areas. The ARC may require supplemental landscape treatment to visually soften the addition. New windows and doors should match, and be located to relate with existing windows. Changes in grade or drainage must not adversely affect adjacent property. If possible, roof pitch should match the original roof.

2. Awnings

Specific details - Awnings must be consistent with the architectural style and scale of the house. The color of the fabric must be compatible with the existing house colors. Any exposed frames must be painted to match the trim or the dominant color of the house.

* Please note that frames must be removed if the awning is removed.

3. Decks

Specific details - Modifications to existing decks must provide continuity in detailing, such as material, color, location of posts, design of the railing, and use of trim. The size of the deck should be consistent with the scale of the house and yard. Decks must be constructed with rot-resistant material. Decks, sunrooms, screened porches, and other heavy superstructures must be visually tied to the ground and architecturally integrated with the house by landscaping, lattice, etc.

4. Dog houses and Dog Runs

Specific details - Doghouses must be located in the rear yard. They should be painted to blend with their immediate surroundings or left to weather naturally. Landscaping may be required to soften the structure visually. Dog runs must follow the guidelines for fencing.

5. Fencing

General considerations – An “open” type of fencing is required. If the desired end is privacy and screening, then this should be addressed with shrubbery and landscaping (see 6. Landscaping, Yard Ornamentation and Irrigation Systems). All proposed fences must be submitted to the ARC for approval.

Specific details – Fencing must measure from 3’ to 5’ in height from the finished grade to the top of the fence. The fence must be located no closer to the front of the property than a point on the property lines even with the front corners of the house. (**Note:** Fencing is allowed in front of homes only in the Country Lake Estates section of Hardscrabble Plantation.)

Fencing should relate to the materials, colors, and architectural style of the home. No “stockade” or “shadowbox” (pre-fabricated, privacy) fencing is allowed. No chain link fencing is allowed on the street-facing side of any lot. Vinyl-coated (brown, black, or green) chain link fencing and posts will only be allowed on the rear and sides. Note: Corner lots may have more than one street-facing side. Vinyl-coated (brown, black, or green) wire mesh used to increase security, as part of an existing “open” fence must be placed on the inside of the fence and not extend above the top of the fence. Fencing finished on only one side must be constructed with the finished side facing out. Fences should be located so that trees protected by our Covenants do not have to be removed.

6. Landscaping, Yard Ornamentation and Irrigation Systems

General considerations – Structural elements introduced into an open area must not be intrusive and must be appropriate to their surroundings. Size, scale, color, and material are important criteria for acceptability. Landscaping plans need not be submitted if the planting number is placed in a random pattern in the yard. Homeowners should be cautious when installing certain species of plantings, as they can be very invasive and/or poisonous. The ARC retains the authority to enforce removal of any species that is determined detrimental to neighboring property. Removal of trees is covered under “14 - Tree Removal”. All irrigation systems require a completed application and must have the approval of the ARC before being installed.

Specific details - Landscape plans **MUST** be submitted for approval in the following situations:

- When required by the ARC as part of a submission for structural additions and alterations.
- When structural or decorative elements are to be located forward of the front corners of the house (e.g. arbors, built-in barbecues, sculptures, decorative lighting, walkways and/or other types of permanent/stationary items).
- When planting along property lines or installing plantings that have a direct impact on a neighboring property.
- When installing an irrigation system, the submission must specify location of the back-flow preventer and cross connection.

7. Painting/Staining/Exterior Color Changes

General considerations - The following specifications and guidelines apply not only to the siding of buildings, but also to doors, shutters, trim, windows, etc. All requests for new exterior colors and architectural design changes must be presented for ARC approval. No request for approval is needed to reuse existing approved colors.

Specific details - Selected colors must be harmonious with the other colors used on the structure, e.g. roofing and brick, and should be harmonious with the other colors used in the neighborhood.

8. Patios

Specific details - Patios should be located to the rear of the front corners of the house or located within a fully enclosed area. All patios will be reviewed with respect to their visual impact on adjacent property. Landscape plans may also be requested for approval for construction of patios.

9. Specialized Playground Equipment/Tree houses/Playhouses

Specific details - Play equipment should be placed in rear yards only. When selecting the location of all play equipment/structures, the view from adjacent properties must be considered. Consideration should be given to lot size, equipment size, material, design, amount of visual screening, and relationship to neighboring property. Equipment constructed from natural materials is encouraged. Tree houses are generally discouraged because of their visibility from neighboring property. Playhouses should be placed in rear yards and must be in scale with the size of the yard and existing buildings. Natural vegetation or additional landscaping should screen playhouses. Specialized sport activity equipment must have ARC approval. Tree houses and playhouses larger than 6 feet by 6 feet must also have ARC approval.

10. Retaining Walls

General considerations - Retaining walls should be as unobtrusive as possible and built to the minimum height needed to serve their function.

Specific details - Materials may be brick, natural stone, square corner timbers, or concrete, depending on location and contextual relationship. Rounded landscape timbers will not be approved due to their lack of stability when used to retain earth. The ends of the walls should be tapered into the ground rather than abruptly ending in space. If the height of the wall would require a railing to comply with county building codes, the applicant should consider stepping the wall in a terracing effect.

11. Shed/Work Shop/Gazebo/Out Buildings

Specific details - Structures must be located to the rear of the front corners of the house. If close to an existing building, said structure should be compatible with the architectural details of the building, (e.g. colors, material, roofing). It is unacceptable to use an aluminum or pre-fabricated metal storage structure. When selecting a location for a structure, views from adjacent property must be considered. Structures located in natural areas should be painted or stained to blend with the background. The ARC may require additional landscaping to screen or visually soften the shed.

12. Spas/Hot Tubs

Specific details - Spas/hot tubs must be located in the rear yard away from adjacent property so that their use, presence, and noise of the mechanical equipment do not adversely affect the use of the adjacent property. They must be an integral part of a deck, patio, or landscaping.

- Mechanical equipment, pipes, and wiring must be concealed.
- Spas/hot tubs must be screened from adjacent property.
- The understructure of spas/hot tubs set into above ground decks must be screened.
- Drainage plans for spas/hot tubs should be submitted with the application for approval by the ARC.

13. Swimming Pools

General considerations - Swimming pools, decking, and associated security fencing must be planned and designed to conform to the character of the area in which they are located. An aboveground swimming pool will not be approved. Concept or preliminary plans may be submitted for review and comment before more detailed plans are made.

Specific details - Pools should be located in rear yards and away from adjacent property. Mechanical equipment must be concealed and located so not to have an adverse effect on the use of the adjacent property. Security fencing should be limited to the pool area. The fence design and location must be considered at the time the pool is planned, and must conform to local ordinances. Landscaping will usually be required to soften the visual impact of the fence and other exposed structures.

14. Tree Removal

General considerations - Any and all tree removal should be announced to the ARC prior to beginning work to receive verbal (or written) approval and an email approval notice from HRW Inc. shall be placed on your mailbox. The email approval notice will be provided by ARC through HRW Inc. in advance of any tree cutting (excluding typical and customary trimming).

Specific details – As noted in the Covenants, no live Beech, Dogwood or Redbud trees of any size may be removed without specific approval. No live trees located more than 20 feet from the foundation of the principal residential structure that are 12 or more inches in diameter (3.14 feet in circumference) when measured 2 feet above ground may be removed without specific written approval. Removal of live trees will be approved if their continued existence would be detrimental to existing structures. In many cases, the ARC may require replacement of trees being removed. “Detrimental conditions” include physical intrusion by trees, roots and branches on buildings or other structures in a way that could cause damage, or could block paths and sight lines from vehicles.

Trees damaged by storms or other events which are 12 or more inches in diameter (3.14 feet in circumference) when measured 2 feet above ground also require ARC approval if the trees are still standing and do not pose a safety threat. Trees damaged by storms or other events which are 12 or more inches in diameter (3.14 feet in circumference) when measured 2 feet above ground and have substantially fallen and/or pose a safety threat can be removed without ARC approval.

15. Removal of Existing Structures

General considerations - The removal of any building, major addition, fence, wall, or structural element, which changes the exterior appearance of property, must be approved by the ARC. Removal of such items as basketball backboards, playhouses, dog runs, and sheds is not a concern of the ARC as long as the area is restored.

16. Satellite Dishes and Rooftop Antennas

General considerations – Large C-band satellite dishes (those ranging from 6 feet to 12 feet in diameter) and rooftop antennas are not permitted at Hardscrabble Plantation. In general, we are asking that you consider your neighbors' views and neighborhood curb appeal when installing satellite dishes.

Specific details – Direct broadcast satellite dishes/rooftop antennas will be restricted to 1-meter (39.37 inches) maximum diameter and must not be visible from the street as long as this does not restrict reception. A ranking of preferred positioning is as follows: first choice is rear rooftop, then rear yard, side roof top, side yard, and front yard in descending order. Appropriate landscaping and/or screening must conceal the satellite dish all year long and will be required if the satellite dish must, for reasons of reception be located in the front of the property. Installation of landscaping and/or screening should be completed within 30 days of satellite dish installation.

17. Boat and Recreational Vehicle Storage and On-Street Parking

As stated in covenants Article V, 1.c, "Boats, trailers, campers, tents, or temporary housing or buildings shall not be permitted on any Lot except in areas where they cannot be viewed from any street within Hardscrabble Properties." Any exceptions must be approved by the ARC. The view from neighboring properties should be considered when selecting a location for storage of any of the above. Applications for location and screening of any of the above must be submitted to the ARC for approval.

18. Solar Energy Systems

ARC shall review the application for approval of the installation or use of a solar energy system in the same manner as an application for approval of an architectural modification to the property. ARC shall have the right to disapprove an application for a proposed solar energy system based on aesthetics pertaining to profile, size, mass, color, texture, material, and other aesthetic criteria considered by the ARC pursuant to Covenants, Conditions & Restrictions (CC&Rs) and the guidelines referenced herein. ARC shall review an application for a proposed solar energy system based on all requirements pertaining to the built structures on each property, specifically as it relates to setbacks and heights. ARC may require alteration or substitution of the solar energy system based on CC&R requirements as well as any other regulations. Should a homeowner allow a solar energy system unapproved by the ARC to be installed without approval or not as approved, ARC may require removal of such solar energy system at the homeowner's expense, in addition to other remedies available at law, and the homeowner shall reimburse Southbridge Homeowners Association for any and all expenses, including legal expenses and/or violation fines, required to enforce this guideline.

Design Guidelines

Reflectivity ▪ Solar panels may not reflect light or heat into neighboring homes and yards, common areas, or public rights of way.

Mounting

- Solar panels should only be installed in the rear of the home.
- Wall mounted solar panels are permitted in the rear of the home only.
- Roof-mounted solar panels are permitted so long as their installed location will not be seen from the street fronting the house. The Association realizes that for any houses located on corner lots where the back of the house or roof is visible from a side street, that installation of such devices on the back side roof may still be visible from the street abutting the side of Owner's lot, and installation on the back roof side of the house under these circumstances will not be considered a violation of these Rules.
- Any form of Ground-Mounted solar panel equipment is not allowed.
- Panel material for solar energy systems should be dark in color and/or be consistent with the existing character of the structure.
- Roof mounted panels should be laid out in a symmetrical rectangle or square pattern and should have the perimeter squared off with filler material to eliminate asymmetrical edges.
- Plumbing vents should be painted black when in between panels and should have gaps filled.
- All plumbing, electrical, and utility lines for the solar energy system shall be concealed from view.
- Conduit/piping abutting panels should be painted black and conduit/piping not against panels should be painted to match roof color. Conduit/piping going up a wall should be installed tight together and painted to match adjacent surface. Conduit/piping should be tight against drain spouts when a drain spout is on the wall being used. Conduit/piping must go through eaves not around. Conduit/piping should penetrate the roof, to the extent possible, and be contained within the structure. Conduit/piping that cannot be concealed should be painted to blend with the color of the adjacent surface. Conduit/piping will have single routing from panels and run tight against the panels to the point where it penetrates the roof. Conduit/piping must not run across the roof faces or over ridges, valleys or hips but should go through the roof and be concealed below the roof.
- Filler strips should be used between panels to fill any gaps and hide the roof.
- Solar panels should have end caps where an end is visible.
- Mounting brackets should be painted to match panel color or roof as appropriate.
- Piping and electrical connections will be located directly under and/or within the perimeter of the panel and invisible from all street angles. Panels are to be mounted on the same plane as the roof slope. The installation profile should be as level as practical.
- Panels should not project above the roof more than 7 inches.
- Screening with trees will be required where appropriate.

Mounting Angle

- Raised or tilted solar panels will only be installed on the rear roof.

Above-Ridgeline Panel Placement

- For aesthetic purposes, the highest point of a solar panel should be lower than the ridge of the roof where it is attached.

On-Going Maintenance

- All painted surfaces will be kept in good repair.
- All non-functioning solar installations will be repaired within 60 days or removed.
- The homeowner of the approved and installed solar energy system shall properly maintain such solar energy system to ensure that it does not dilapidate or create visual and/or aesthetic nuisance as determined by the ARC. Should the installed solar energy system not be properly maintained resulting in visual and/or aesthetic nuisance, ARC reserves the right to enforce any of its rights under the CC&Rs to insure homeowner compliance that may include, but not be limited to, fines and/or litigation.
- Should the installed solar energy system be no longer functioning, in use or in violation of any governmental regulation or requirement, the ARC may require owner to maintain the solar energy system in a good and aesthetically pleasing condition pursuant to the CC&Rs as well as these Guidelines, that may include the removal of said solar energy system if warranted and said removal shall include remedying the area of the removed system to its original state of compliance with the CC&R as determined by the ARC.

Solar “Request for Modification” Applications

- Submit scaled dimensioned roof plans showing the entire roof including hips, valleys and ridges.
- Show proposed panel locations on the roof including the dimensions of panels and setbacks from edge of roof.
- Show routing of piping/conduit/piping on roof.
- Show where piping/conduit/piping penetrates eaves and roof.
- Show all vents/obstacles on roof that will be in between the panels.
- Submit photos of roof, where practical. ▪ Provide drawing of wall were pipes/conduit/piping will go up wall to roof.
- Submit photos of wall. ▪ Include the manufacturer’s brochure.
- Sample of the proposed solar energy system and manufacturer’s literature shall be submitted with the application to the satisfaction of ARC.
- Calculations shall be provided with the initial application verifying the number and/or area of panels required for the proposed solar energy system.
- Photographs shall be submitted showing the location of the proposed solar energy systems and their visibility from neighboring structures and street(s).
- During the application process, the plans and submittals for the solar energy system will be made available for nearby homeowner’s review.

D. Hardscrabble Builders' Procedures

In order to maintain the quality and value of Hardscrabble Plantation, there exists an Architectural Review Committee (ARC) that enforces community architectural standards in Hardscrabble. Therefore, prior to starting any construction on any home site, please provide the ARC with the following items:

1. Two copies of a scaled site plan indicating the location of the house on the lots dimensions. The site plan should also include the driveway, the approximate perk sites, and any outbuildings. One will be signed and returned to you, and the other will be kept in the appropriate ARC file.
2. Two sets of plans, including all elevations. One will be signed and returned to you and the other will be kept in the appropriate ARC file.
3. Two copies of the completed Builder's Proposed Plans Form (refer to Appendix). A signed copy will be returned to you at which time you may commence clearing of the home site.
4. All color swatches, samples, and materials descriptions requested on the Builder's Proposed Plans Form.

Please Note The Following:

- ARC may require supplemental landscape treatment to visually soften the impact on adjacent properties.
- Prior to clearing the lot, you must stake the area to be cleared in order that it may be approved.
- Silt fencing is required on any area that is cut more than 18" to prevent erosion silt from flowing onto other lots, streets or common areas.
- All exterior HVAC equipment must have screening from the street. Areas for trashcans must have screening from the street.
- Please keep the job sites clean and orderly and attempt to have a weekly clean up before the weekend. A rubbish container (40-50 gallon) must also be kept on site for lunch and other trash, paper, cans, and bottles. In areas where families are already moved in, please keep the music at a reasonable volume as a courtesy to the owners.

E. ARC Requirements & Application Checklist

****Home Owners – Important Notice****

Please review the ARC Guidelines, Bylaws, Covenants, and other Hardscrabble Plantation homeowner documents prior to completion of the ARC Review Form. You must submit the ARC Request Form to the ARC and obtain approval for any building changes, outside house painting, fencing, etc. prior to starting these projects. If you are adding additional buildings to your lot, you are responsible for obtaining all appropriate building permits to do so. Please contact the ARC Chair if you have any questions regarding submission arrangements. (ARC Chair contact and other Committee Chair contacts are on the Hardscrabble website or available from the HRW.)

The entire Request for Architectural Approval Process which includes each step of the process is included in document beginning on page 12. When approval is granted by the ARC, the ARC will issue an email approval through HRW Inc. which is described in the Request for Architectural Approval Process.

Room additions

- A plot plan (plot, site plan, or reasonable facsimile) showing the location of the proposed alteration or addition, the existing building, property lines and distances from the front and side property line.
- Detailed construction drawings to scales, including a full view of the addition, with elevations, as it will look attached to the existing structure. A view of the entire structure is necessary to help determine balance.
- Drawings or photographs showing the existing condition before the proposed changes.
- Samples of colors and material, if different from existing building.
- A landscape plan and plant schedule, if applicable or required.
- A completed ARC Request Form.

Awnings

- A drawing to scale of the awning configuration and the existing element to which it will be attached.
- A sample of the material large enough to show the true color.
- A plan of the house showing the location of the awning.
- A completed ARC Form.

Decks

- A plot plan showing the house, the location of the deck on the house, and the property lines.
- Construction plans, including details of railings, benches, doors, etc.
- A drawing to scale or a picture of the house elevation showing the location of windows, doors, etc. and the deck.
- Photographs of the existing condition of the house where the deck will be constructed.

Note – if the application is for an extension of an existing deck, and will be identical in construction, including substructure and finished appearance, detailed construction plans need not be included in the application.

- A completed ARC Request Form.

Dog Houses and Dog Runs

- A plan showing the location of the doghouse or dog runs property lines, and principal building.
- A description of the color and material.
- A description of the doghouse or run to include dimensions, pictures, construction drawings, etc. as applicable.
- A completed ARC Request Form.

Fencing

- A description of the fence design including dimensions.
- A foundation survey or scaled diagram showing the location of the house, property lines, and the proposed location of the fence and any gates.
- The materials and colors to be used. A photo of an existing similar fence is helpful.
- A completed ARC Request Form.

Landscaping

- A plan showing the location of the plant material, existing buildings, and property lines.
- A schedule of plantings.
- A description and location of any structural elements.
- Plastic or wire fencing, trees or plants of any kind that obstruct sight lines of vehicular traffic or that are detrimental to neighboring property are unacceptable.
- An irrigation map showing location of cross connection and backflow preventer.
- A completed ARC Request Form.

Painting/Staining/Exterior Color Changes

- Sample color chips of proposed new colors.
- A description of what is to be painted.
- A description of the colors of houses on either side and directly across the street.
- A completed ARC Request Form.

Patios

- A foundation survey, or facsimile, showing the location of the proposed patio, existing buildings, and property lines.
- The dimensions of the patio.
- A description of the materials to be used.
- A completed ARC Request Form.

Specialized Playground Equipment/Tree houses/Playhouses

- A plot plan showing the location of the shed, existing structures, and property lines.
- A description and dimensions of the shed.
- A description of the color of the shed and the color of any nearby structure, if any.

- A completed ARC Request Form.

Note: No application is necessary for swing sets.

Retaining Walls

- A plot plan showing the location of the retaining wall, any existing buildings, and the property lines.
- A section view showing the construction details.
- A description of the materials.
- A completed ARC Request Form.

Shed/Work Shop/Gazebo/Out Building

- A plot plan showing the location of the shed, existing structures, and property lines.
- A description and dimensions of the shed.
- A description of the color of the shed and the color of any nearby structure, if any.
- A completed ARC Request Form.

Spas/Hot Tubs

- A catalog clipping, description, color, material, and dimensions of the equipment.
- A plot plan showing the location of the equipment, existing structures, and property lines.
- A description and/or color photo or drawing of the type of screening to be used.
- A completed ARC Request Form.

Swimming Pools

- A site/grading plan showing the proposed pool, decking, fencing, existing structures and property lines.
- Construction plans.
- Fence design and location.
- Location and description of accessory equipment.
- A landscape plan.
- A completed ARC Request Form.

Tree Removal

- The identification of the tree(s) to be removed.
- The reason for removal.
- A completed ARC Request Form.

Removal of Existing Structures

- A clear description of what is to be removed.
- Photographs of the existing structure.
- A completed ARC Request Form.

Miscellaneous (Projects not mentioned above)

- A description of the project to include dimensions, color, materials, etc.
- A plan or diagram showing the location of the project, existing building, existing related architectural details, property lines, etc.
- A completed ARC Request Form.

F. Request For Architectural Approval Process

APPLICANT

- Completes Request For Architectural Approval Form
- Obtains Adjacent Property Owners Signatures
- Emails ARC Request Form with attachments to HRW, Inc. at architectureadmin@hrw.net.

HRW, INC.

- Receives ARC Request Form
- Puts Date Received on ARC Request Form
- Emails ARC Request Form with attachments to ARC Committee Members

ARC Chair

- Receives ARC Request Form with attachments
- Logs the ARC Request Form in the ARC Record of Actions Spreadsheet and assign an ID Number. ID Number shall be year and sequential request number...(i.e. 17001)
- Creates a Folder on an external hard drive specifically for the request. Folder shall be labeled ID No. – Last Name – Address (i.e. 17001 – Smith – 1000 E. Hardscrabble Drive)

ARC Committee

- Receives ARC Request Form with attachments
- Reviews the ARC Request Form with attachments for compliance with ARC Guidelines and Covenants.
- Email Review Comments to the ARC Chair

ARC Chair

- Review all ARC Committee Review Comments
- If there are unanimous opinions, ARC Chair will email HRW, Inc. at architectureadmin@hrw.net with ARC Committee Decision with an explanation. ARC Committee members will be copied on this email to HRW, Inc.
- If there are not unanimous opinions, ARC Chair will further discuss the issues via email or schedule a meeting with ARC Committee members to gain consensus.
- Once consensus is achieved, ARC Chair will email HRW, Inc. at architectureadmin@hrw.net with ARC Committee Decision with an explanation. ARC Committee members will be copied on this email to HRW, Inc.
- Record all decisions (Approval, Conditional Approval, or Disapproval) and any comments on the ARC Record of Action Spreadsheet.
- Save all email communications, review information, etc. in the Folder on the external hard drive

HRW, Inc.

- Email Applicant of ARC's decision, if approved.
- Under all circumstances: approved, conditionally approved, or disapproved, prepare letter outlining ARC's decision and mail via USPS to Applicant.

APPLICANT

- Attach the email approval notice to mailbox during the duration of the activity.

APPENDIX

Hardscrabble Plantation

HRW Inc. 4700 Homewood Court, Suite 380, Raleigh, NC 27609

Phone: 919.787.9000 Fax: 919.783.9534 architectureadmin@hrw.net

Builder's Proposed Plans Form

Date: _____ Lot #: _____

Builder Information (Name, Address, Telephone Number(s), Email Address):

Lot-Owner Information (Name, Address, Telephone Number(s), Email Address):

Street Address of New Home: _____

Architect/Designer: _____

Plan Name/Number: _____

Plot Plan Included (Y/N): _____

Setbacks: Front: _____ Sides: L: _____ R: _____

Heated Square Feet: _____

Garage Square Feet: _____

Number of Stories: _____

Foundation Material/Color: _____

Fireplace Chimney* (Type/Material): _____

Exterior Wall Material #1: _____

Color: _____

Exterior Wall Material #2: _____

Color: _____

Exterior Wall Material #3: _____

Color: _____

Roofing Material/Style/Color: _____

Fascia Color: _____

Window Trim Color: _____

Door Color(s): _____

Shutters Color: _____

Concrete Driveway Color: _____

Location Indicated on Site Plan (Y/N): _____

Deck/Patio/Porch (Type): _____

Location Indicated on Site Plan (Y/N): _____

*All fireplace chimneys on an exterior wall must be masonry or masonry veneer. Requires example of color swatch. If colors are not specified, then approval is contingent until such colors are received and approved by the ARC.

Please keep job sites clean and orderly and attempt to have a clean-up before each weekend. A rubbish container (40-50 gallon or larger) must be kept on site for food wrappers, trash, paper, cans and bottles. Please keep music at a reasonable volume as a courtesy to adjacent homeowners. Builder's Initials ()

Signed: _____

Builder (Name, Contact Signature, Date)

ARC Chair (Signature, Date)

Hardscrabble Plantation

HRW Inc. 4700 Homewood Court, Suite 380, Raleigh, NC 27609

Phone: 919.787.9000 Fax: 919.783.9534 architectureadmin@hrw.net

ARC Request Form

YOU MUST SUBMIT THIS REQUEST TO HRW FOR IT TO BE VALID. YOU CAN SEND IT TO THE EMAIL ADDRESS OR MAILING ADDRESS ABOVE.

Date: / /

HRW Receipt Date: / /

Project Start Date: / /

Est. Completion Date: / /

Homeowner Name: _____

Homeowner Address: _____

Homeowner Email: _____

Homeowner Signature: _____

Please review the ***Hardscrabble Plantation Architectural Guidelines*** prior to completion of this **ARC Request Form**. You must submit this ARC Request Form and obtain approval from the ARC for any building changes, outside house painting, fencing, etc. prior to starting a project. If you are adding buildings to your lot or performing any work which requires a building permit, you are responsible for obtaining all appropriate building permits.

1. Please provide an accurate narrative of the proposed home and/or landscape improvement change or addition. Include materials, color selections, structural details, similarities to existing structures, and anything that will help explain what the final work will look like. Use additional sheets if needed. Attach color samples or color manufacturer and codes for paint changes.

2. Please attached drawings to this request showing all proposed improvements including relationships to existing structures, landscaping, and lot lines. Two or more drawings are needed to clearly show proposed improvements including but not limited to:
 - Plot Plan – “top down view” – the improvement should be drawn on a copy of your lot survey or plat plan with your proposed change marked in colored ink.
 - Elevation (s) – “side, front, and rear view(s)” – one or more as necessary to accurately depict the work.
3. Attach paint or siding samples, if applicable. This includes black and white.
4. A permit and inspection by the County of Durham or County of Orange may be needed.

Homeowner: Please inform neighbors (homeowners adjacent to you or those reasonably able to view the project from their property) of your plans and obtain their signatures below.

Adjacent Homeowners: Your signature indicates you have seen and understand the proposed work / project. Your signature does not indicate your approval of the project. If you disagree with this project, please inform the ARC Chair or HRW of your concerns.

Date: / /

Name: _____

Signature: _____

Address: _____

Date: / /

Name: _____

Signature: _____

Address: _____

Date: / /

Name: _____

Signature: _____

Address: _____

ALL PROJECTS MUST BE COMPLETED WITHIN 12 MONTHS OF THE ARC APPROVAL.