**EXHIBIT A**

**Stonefield Community Association, Inc.**

**Architectural Review Committee**

 **Guidelines**

**Overview:**

* A written justification for the authority of the Stonefield Community Association Architectural Review Board (ARB),
* Statement of Purpose of the ARB • ARB Guidelines for Board consideration.
* Stonefield Community Association, Inc. Owners’ and Association Roles and Responsibilities
* A process of application which demonstrates consideration for the home owner and the reality of securing contractors’ and work persons’ services, and
* Procedures for Proposed Exterior Changes Application forms

**Justification:**

The Stonefield Community Association, Inc. is responsible for safeguarding and preserving the safe and aesthetic quality of Stonefield members’ properties assuring that all properties within the community reflect elements of its cultural, social, economic, political and architectural history.

Covenants, Article VII, Section 7.03 (c. 1981)

*Pursuant to the provisions .of Section 7.01, the ARB may adopt, promulgate, amend, revoke and enforce guidelines, hereafter referred to as the Architectural Guidelines, for the purposes of: (a) governing the form and content of plans and specifications to be submitted for approval; (b) governing the procedure for such submission of plans and specifications; and (c) establishing policies with respect to the approval and disapproval of all proposed uses and all construction or alteration of any Structure on any Lot, and the Common Areas. The ARB shall make a published copy of its current Architectural Guidelines readily available to architects, builders, owners and prospective owners upon request. The ARB shall establish and promulgate Architectural Guidelines for Stonefield and such additional guidelines as the ARB may, in its discretion, deem necessary and appropriate for any specified portion thereof.*

**Statement of Purpose:**

The Stonefield Community Association, Inc. Architectural Review Board (ARB) is responsible for protecting and preserving the safe and aesthetic quality of Stonefield Community Association, Inc. members’ properties within the community.

**STONEFIELD COMMUNITY ASSOCIATION, INC.**

**ARCHITECTURAL REVIEW BOARD GUIDELINES**

**Introduction**

The ARB is responsible for the review of the maintenance of and all changes to the exterior of members’ properties. Their review includes new building construction, alterations, building additions, and demolitions. Even minor changes to the exterior of a property, such as paint color and signs may be reviewed administratively by the board composed of Association members a few of whom will also serve on its Board. The ARB will then forward its recommendation(s) to the Association Board of Directors for a decision and communication with the owner of the property reviewed.

**Guidelines**

The Stonefield Community Association, Inc. Architectural Review Board (ARB) duties include: protecting and preserving the safe and aesthetic quality of Stonefield Community Association, Inc. members’ properties assuring that all properties within the community are maintained in an aesthetically pleasing manner.

* The ARB reviews all changes to the exterior of members’ properties. Their review includes new building construction, alterations, building additions, and demolitions. Even minor changes to the exterior of a property, such as paint color and signs may be reviewed administratively by the board composed of Association members a few of whom will also serve on its Board of Directors.
* The Board process for vetting all owner applications for Proposed Exterior Changes will be as follows: the ARB will review each application submitting it with recommendations to the Board of Directors for its final review and disposition.
* The ARB will have the authority to recommend to the Board of Directors notice of owner infractions when the exterior of the property violates ARB standards as noted in the Guidelines.

No later than ten days following receipt of notice of infraction, the owner will correct or cause to be corrected the cited issue or satisfactorily communicate a corrective action plan to the Chair of the ARB. Should no action be taken by the owner, the Board may levy a fine of ten dollars ($10) each day of non-compliance. If after ninety (90) days of non compliance, the Board may file a lien against the property.

* Parking: No vehicles will be parked in any yard or on any lot.
* Signage: No signage will be displayed on the exterior of any premise except for rent, for sale and political campaign signs during the campaign period. Political signs must be removed from the premises no later than one week following the election. No other types of signs will be permitted except as approved by the ARC.
* Exterior paint colors: Exterior paint colors will be from the *Colors of Historic* *Charleston* selected and promoted by the Historic Charleston Foundation.
* Trash Placement: Owners will follow the directions of the jurisdiction collecting their disposable and recyclable trash.

**STONEFIELD COMMUNITY ASSOCIATION, INC.**

**Architectural Board (ARB)**

# PROCEDURES FOR MAKING CHANGES TO THE EXTERIOR

Any owner of property located in the Stonefield Community, Charleston, S C wishing to change the exterior of his/her property will follow these Guidelines. Exterior change to property includes: new building construction, alterations, building additions, and demolitions. Even minor changes to the exterior of a property, such as paint color and signs may be reviewed administratively by the ARC.

1. The owner of property located in the Stonefield Community,

Charleston, SC will submitan ‘Application for Change of Premise’s Exterior’ to the Chair of the Architectural Review Board (ARB) no later than six (6) weeks prior to beginning proposed changes. The application form is available on the STONEFIELD COMMUNITY ASSOCIATION, INC.web site or any member of its Board of Directors.

1. The ARB will review the application and submit its recommendations regarding the application to the Board no later than three (3) weeks of receipt of the plans. The Board will review and dispose the ARC recommendation within two (2) weeks following receipt of the application and the ARB recommendation.

1. The Board will formally notify the owner of its decision regarding the application.

1. In the event that the application is rejected, the Board may provide the owner with recommendations to make the proposed changes in accordance with the *ARB GUIDELINES*.

1. The owner may then resubmit the revised application with the appropriate modifications to the Chair of the Architectural Review Board.

1. The ARB will review the reapplication and submit its recommendations to the Board of Directors no later than one calendar week following the resubmission.

1. The Board of Directors will formally notify the owner of its decision regarding the resubmitted application.

**STONEFIELD COMMUNITY ASSOCIATION, INC.**

**ARCHITECTURAL REVIEW Board (ARB)**

**Application for Proposed Exterior Changes**

**Please submit two (2) copies of application form and all attachments to the Chair of the ARB no later than six (6) weeks before any change(s) is to be implemented.**

## Information on Subject Property

Physical Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Tax Map/Parcel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Property Owner Applicant

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:(W)\_\_\_\_\_\_\_\_\_\_\_\_\_ (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. PROPOSED CHANGE (PLEASE CHECK EACH APPROPRIATE BOX)**

|  |  |  |  |
| --- | --- | --- | --- |
| Addition  |   | Gazebo/Playhouse  |    |
| Porch  |   | Exterior Paint  |    |
| Shed  |   | Fence  |    |
| Deck/Patio  |   | Other changes (please specify):  |   |
|  |  |   |   |

**Description of Proposed Exterior Changes (Attach separate narrative if necessary):**

It should contain information on: dimension and size of structure, height, wall material, roof design and material, exterior finish and color, and utility

(electric, water) extensions.

REQUIRED ATTACHMENTS

* COPY of recorded property survey including measurements of location of proposed changes or additions, excluding painting and roofing, clearly shown.

* Photos of samples or clear hand or computer drawings of proposed structural changes including 3 views (front, top, side where necessary).

## Signature of Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct. (Signature also denotes commitment to pay invoice for required mail notices.)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_

# *For ARB Use Only*

|  |  |
| --- | --- |
| Date ARB received completed application.  |   |
| Date completed app reviewed  |   |
| Date homeowner notified of decision  |   |
| ARB Recommendation \_\_\_Yes \_\_\_No ARB Chair Signature  | Board Decision \_\_Approved \_\_\_Conditional Approval \_\_\_Unable to Approve Board President Signature   |
| COMMENTS: (REASONS for application decision and/or recommendations to owner.)   |