



# Greystone HOA

## POLICY #3

### INTRODUCTION TO ARCHITECTURAL REVIEW COMMITTEE (“ARC”) APPLICATION PROCESS

Welcome to the Architectural Review Committee (ARC) Application process. The ARC must approve all changes or additions to the outside of your home covering the entire lot, including major landscaping. All Applications are reviewed by the Greystone ARC.

**NECESSARY!** Here is a non-inclusive list of some examples of projects which REQUIRE ARC APPLICATION:

FENCES	DECKS	PAVING/CONCRETE	GAZEBOS/TRELLIS
RETAINING WALLS	TREE (Removal/Replacement)	PLAY STRUCT/TREEHOUSE	SHEDS
HOT TUBS/SAUNAS/POOL	WATER FEATURES	AIR CONDITIONERS	AWNINGS
SCREEN DOORS	RETRACTABLE SCREENS	SENSOR LIGHTING	EXTERIOR HOUSE REMODEL
ROOFING MATERIAL	PAINTING ANY STRUCTURES	WINDOW FRAMES	SOLAR PANELS

**NOT NECESSARY!** The following items may be placed upon the front porch or backyard area WITHOUT AN APPLICATION SUBMITTAL provided the following guidelines are observed and the items match the exterior of the building both in color scheme and architectural theme:

<b>PATIO FURNITURE:</b> May not deteriorate into a state of disrepair or it must be removed within fourteen (14) days of notification from management	<b>ANNUALS &amp; FLOWER POTS/BOXES:</b> Dead or diseased plants and/or flowers must be removed and replaced within fourteen (14) days of notification from management.	<b>WELCOME MATS:</b> Must be removed if the edges become frayed or unsightly.	<b>SEASONAL FLAGS:</b> One (1) flag per household may be displayed - not to exceed 2' X 3'. The flag may not fall into the state of disrepair and may not be offensive in nature as determined by the ARC.
<b>PORTABLE BARBECUES:</b> Backyard Only! Must be stored in an enclosed fenced yard or stored in the garage after use.	<b>MORE ON BACKYARDS:</b> If your backyard is not enclosed with a fence or approved plant material you may not store anything in your backyard.	<b>DOOR DECORATIONS:</b> If Holiday Decor- must match the exterior design & not to exceed 12" X12"	

SATELLITE DISHES HAVE THEIR OWN POLICY AND FORM, SEE POLICY #4

- Call your ARC Chairman with any process related questions
- Sign in to your Greystone website and review the Design Guidelines ([Policy #2: Design Guidelines / Handbook of the Architectural Review Committee \(ARC\)](#)) prior to filling out your ARC application
- Contact your local code enforcement for code and/or permit requirements prior to beginning construction

**EVERY APPLICATION MUST INCLUDE (CHECK OFF):**

- An ARC Application completely filled out and signed (see [Architectural Review Application](#)).
- Site Plan, marked up by the homeowner showing the location of the project and all dimensions, including distances from property lines, easements and existing structures
- Description of project (see below\*), pictures, drawings and/or plans

\*Project Description: (Attach another sheet if necessary) include plans, photos, colors, materials, measurements, etc. See Design Guidelines for more information.

1. Fencing: indicate that you will be using the approved design and color.
2. Roofing: indicate what manufacture you will be using and product.
3. Patio Cover: include location, design, dimensions, material and color.
4. Front/Rear Landscape and Hardscapes: include drainage and sprinkler lines, plant palette and location of plants and trees.
5. Permanent Barbecue/Free Standing Fireplace: dimensions, location and design.
6. Patio Slab: dimensions and finish.
7. Solar Energy Panels
8. Spa: size and location. Provide location and method of screening pump equipment.
9. Fountain or Water Feature: provide photo if possible. May not exceed height of perimeter walls.
10. Front walkways: Width, color and materials proposed
11. Side Gates: Provide design, material and color.
12. Lighting: Must provide locations and wattage to ensure it will not cause glare into neighboring homes.
13. Other: descriptions