

Four Seasons at Gold Hill
Architectural Control Handbook
January 2017

Prepared by:

Four Seasons at Gold Hill
Home Owners Association Board of Directors
Gold Hill Road
Fort Mill, SC 29708

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1 Scope

This Architectural Control Handbook (ACH) is prepared and maintained jointly by the Four Seasons at Gold Hill (FSGH) Home Owners Association Board of Directors and the Architectural Control Committee (ACC). The purpose of Architectural Control, and the Architectural Control Committee, is to ensure that the Community is maintained to provide for visual harmony and soundness of repair, avoid activities that would hamper the aesthetic or property values, further the comfort of Members and guests, and promote the general welfare and safety of the Community. The ACC will regulate the design, appearance, use, and maintenance of the exterior of all Buildings, roadways, parking areas, landscape areas and Common Property.

FSGH is an age-qualified community subject to recorded Covenants, Easements and Restrictions and Bylaws with the association thereof granted the power to enforce certain Guidelines and Regulations. It is hereby declared that, notwithstanding any agreements to the contrary; all residents, owners, boarders, caregivers, etc. are subject to such Architectural Control.

Any action by the ACC may be appealed in writing within 15 days to the Board of Directors by any party deemed by the Board of Directors to have standing as an aggrieved party. A vote of a majority of the full authorized membership of the Board of Directors may affirm, modify or reverse any such decision.

Actions by residents, either in the form of modifications without ACC approval, modifications beyond that which was approved, or any other act which is deemed an ACC violation, may result in fines, legal action, suspension of member privileges, and/or removal of the modification. The ACC may contact any resident deemed to be in violation to discuss the issue and resolution amicably. If resolution is not obtained, a written notice will be mailed to the resident. Any and all costs incurred by the HOA and ACC may be assessed to the homeowner, including legal costs incurred.

2 Background

K. Hovnanian provided official documents to all new home buyers with their initial homeowners' packet. The documents were the Bylaws, CE&Rs, Regulations, and Guidelines, all of which contained information relating to Architectural Control. This document, along with the FSGH Resident Handbook (RH), replaces the Regulations and Guidelines. All current referenced documents are available on the Four Seasons at Gold Hill web site and/or from the Board of Directors.

The ACH supplements the CE&Rs and the By-Laws, and is not meant to duplicate or replace the content of either document. In accordance with the Four Seasons By-Laws, Article XII, the Board of Directors has established an Architectural Control Committee. Section 8 of the CE&Rs addresses the purpose of Architectural Control, prohibited activities, committee membership, procedures, liability, appeal, and associated fees. Maintenance, improvements, and modifications of the Common Property by or on behalf of the HOA are exempt from the requirements of ACC review. Article XII of the Bylaws addresses the purpose, powers, and authority of the ACC, and appeals of ACC decisions to the Board of Directors. This handbook should be used together with the two referenced documents. Should there be conflict between this document and the Bylaws or CE&Rs, it is unintentional, and the Bylaws and/or CE&Rs take precedence. To the extent that any government ordinance, building code or regulation requires a more restrictive standard, the government standards shall prevail. To the extent that the Government ordinance is less restrictive, this Handbook, the Bylaws, and/or the CE&Rs shall prevail. Refer to Article 1 of the CE&Rs for definitions that apply to Four Seasons at Gold Hill.

3 Guidelines for Residents

This section presents guidance with respect to many of the most common requests. Check this section before acting or making an ACC Request for Architectural Approval.

Unless specifically stated to the contrary, all actions affecting a property, landscape or exterior of a home, require submitting a Request for Architectural Approval. Residents shall not proceed prior to receiving written ACC approval.

- 3.1 Coatings and coverings are not permitted on driveways nor on walkways from the porch to the driveway.
- 3.2 Detached buildings are not permitted.
- 3.3 Owners have complete control over home interiors but are fully responsible for damage to their own home, adjacent property and/or homes caused by internal or external improvements.
- 3.4 Nothing shall be done to any home which will impair the structural integrity or which will structurally change a home. No Owner may make any exterior additions, alterations, or improvements without the prior written approval of the ACC.
- 3.5 Irrigation system improvements for single family homes may be installed without prior approval of the ACC. Irrigation system changes for townhomes and common HOA property must be submitted to the ACC for approval.
- 3.6 Landscaping changes which affect the turf area and/or shape must be submitted for approval to the ACC. However, before submitting their approval request to the ACC, owners should review the details of their planned changes to the turf area and/or shape with the Grounds Committee.
- 3.7 Satellite antennas (also referred to as satellite dishes) shall be installed on the rear or back rear roof, such that an unobstructed signal may be received. If an obstruction is present, the ACC will determine, in consultation with the satellite provider, if necessary, the appropriate location. All satellite antennas shall be installed such that they are less visible from the street on which the residence is located, and shall be 24 inches by 36 inches wide or smaller. Satellite antennas are not permitted to be installed at ground level. Prior approval is required for any satellite antenna.
- 3.8 Screened porches shall be of a design and construction complementary to the house design, and bearing similarity to approved neighboring porches. The roof shall also be of a design complementary to the house roof – gable or hip roofs are preferred. If neither gable nor hip, the minimum pitch shall be 20%, and roof shingles the same as the home roof must be applied. Screened porch additions to townhomes are not permitted.
- 3.9 No part of any front or side entry/porch/courtyard shall be enclosed by screen or walled structure.
- 3.10 Skylights and tubes may be installed in single-family homes without prior approval of the ACC. Such additions to townhomes are not permitted.
- 3.11 Storm doors on entranceways must be of the type designated as “Full View” by the manufacturer and include the manufacturer’s description or brochure with the approval request. The storm door color shall either be white, or shall be a color similar to the existing door and/or shutters. See also 3.32. Wood storm doors are not permitted.

- 3.12 Sun rooms shall be of a design and construction complementary to the house design. Exterior finish (siding, trim, roof shingles, etc.) shall match the existing exterior house finish. The roof shall also be of a design complementary to the house roof – gable or hip roofs are preferred. If neither gable nor hip, the minimum pitch shall be 20%, and roof shingles of the same design as the home roof must be applied. Sunroom additions to townhomes are not permitted.
- 3.13 The planting or replacement of shrubs and/or flowers in existing beds does not require ACC approval. Likewise, owners may replace shrubs or flowers that look sick, dead or are undesirable. Replacements should be selected to keep the beds well landscaped. Beds may not be removed nor their shape altered without ACC approval. All changes to Common property require ACC approval.
- 3.13.1 Regardless of their location, all tree removals, replacements or additions require ACC approval. Owners are fully responsible for damage to utilities, to their own home, to adjacent property and/or homes caused by these improvements.
- 3.13.2 SC Law requires that before digging, owners arrange for FREE location of underground utilities by dialing **811**, or from a cell phone in York County, calling **(888) 721-7877**.
- 3.13.3 In order to preserve the visual harmony of the community, problematic trees must be replaced rather than just removed. If, after receiving the owner's input, the ACC judges that circumstances or location warrant, the ACC may approve the removal of a tree without replacement. Each cut-down tree must have its stump ground out.
- 3.13.4 If the ACC approves non-replacement of the tree, then protruding roots must be removed and the tree's bed must be re-grassed at a level matching adjacent turf. Or instead, that bed may be converted to a shrubbery/flower planting bed whose contents, border, mulch, size and shape must be specified in the application. The bed must be planted so as not to be left bare in any season.
- 3.13.5 Changing the bed size and/or shape requires ACC approval. (cf. 3.6)
- 3.13.6 Approval requests for tree replacement or tree addition must specify the new tree's species and variety, its size at planting, and its expected mature height and width. (Approval may be subject to ACC, GC, and York County regulations and guidelines with respect to what varieties can be planted.)
- 3.14 Vegetable gardens of any kind require prior ACC approval, no matter whether shrubbery or grass was previously in the area. Vegetable gardens will be subject to more scrutiny by the ACC than shrubbery plantings, because unlike shrubs, their primary purpose is not to beautify. Owners are advised to keep gardens small (no larger than 30 square feet), and to take measures to shield view from the street.
- 3.15 Owners may place bird feeders (not in excess of 10 feet in height), in reasonable quantities, in existing beds without ACC approval. Items over two feet in height, and all fountains, require prior ACC approval. Residents should be aware that bird feeders can attract rodents and other pests, and hence may be required to remove such bird feeders.
- 3.16 As long as the same colors are used, owners may repaint the painted surfaces on the exterior of their home, without prior approval of the ACC. If a change in color is desired, or the siding is being painted, ACC approval is required. Door and window trim, gutters, soffits, downspouts, etc. must be white. See also 3.32 and 3.33.

- 3.17 Owners may repair exteriors as long as the original plan specifications are followed, without prior approval of the ACC. Changes to the exterior appearance require ACC approval.
- 3.18 Fenced-in yards, patios and/or enclosures are not permitted. In the rear yard, fence material may be erected as safety features or as part of an overall decorative plan. All fence material must be of white vinyl or vinyl-clad material with a high degree of openness. No fencing or panels may be erected without prior approval of the ACC.
- 3.19 Wireless dog “fences” are permitted with ACC approval. Requests must include an accurate, clear site drawing showing the location of the wires and their distances to property lines, sidewalks, and the home. Wires must be buried at least eight (8) inches below the ground surface within owner’s property. System must be properly maintained and pet excrement must be promptly discarded.
- 3.20 Hot tubs are not permitted.
- 3.21 Man-made screens and shade devices must appear as an integral part of the home elevation and shall be made of materials that complement the home. Fabric awnings or similar shading devices are permitted only on the rear of the home. The color, which must be solid, must be muted and consistent with the color of the home. Awnings or such other devices shall have a retractable feature, either mechanical or manual, for storage in inclement weather and when not in use. Awnings on townhomes must include an automatic retracting feature with a wind sensor set at a maximum of 25 mph to protect the awning and structure in cases of inclement weather. Fixed awnings are not permitted. Window and door awnings are not permitted.
- 3.21.1 Approval requests must include (1) the manufacturer’s product description or brochure; (2) a color name and a sample of the material; (3) a specification of a wind safety mechanism; and (4) a drawing of the head-on view of the installation location on the home (including doors, windows etc.)
- 3.22 Window-mounted and any protruding through-the-wall air conditioners are not permitted, except as follows.
- 3.22.1 Air conditioners other than whole-house air conditioning units may be installed through sunroom walls if installed (1) low to the ground below window-level; (2) on a sunroom wall not visible from the street; and (3) shrubs or other landscaping is used to obscure it from outside view.
- 3.23 Open-flame, non-gas-fired fire pits, barbeques, and the like are not permitted.
- 3.24 Roof shingles used for roof repairs shall be of the same design and color as the existing shingles.
- 3.25 All roof replacements require prior ACC approval. The shingles used for roof replacements may be of the varieties known as 3-tab, architectural, or dimensional. The color may be the color and type originally provided by K. Hovnanian (20-year Tamco Black Walnut) or one of the designated colors and samples on file in the Clubhouse Office.
- 3.26 Low-profile roof-mounted exhaust fans may be installed with certain restrictions. Wind turbines are prohibited.
- 3.26.1 Single Family homeowners may install low-profile roof-mounted electric or solar-powered exhaust fans. Prior ACC approval is not required.

- 3.26.2 Townhouse homeowners may install low-profile solar-powered roof exhaust fans on a rear roof surface or gable. Prior ACC approval IS required. Approval requests shall identify the placement, manufacturer and model, contracted company, actual roof installer and material and labor guarantees. Guarantees must be transferrable to future owners as well as to the HOA. The townhouse owner and future owners retain responsibility for maintenance of the fan and its installation.
- 3.27 Natural gas lines for barbeques require prior ACC approval. The approval request must detail the plan, and must include a picture of the new grill and a diagram of the back yard and patio showing the projected grill location and gas line. Installation guidelines are as follows:
- 3.27.1 The installation must be performed by York County Natural Gas Authority.
- 3.27.2 The gas pipe line must be installed at a depth of twelve (12) inches, and at least ten (10) feet away from the back of the house and have a cut-off valve at the end of the pipe.
- 3.27.3 The gas pipe line must be a solid hard pipe and cannot be the flexible type.
- 3.27.4 The gas grill must be a pedestal type approved by York County Natural Gas Authority, placed at least ten (10) feet away from the back of the house on the patio, and be secured with four (4) bolts.
- 3.27.5 Documentation from York County Natural Gas Authority stating the installation of a new gas pipe line and grill must also be provided.
- 3.28 Owners may include a retention wall in their request; however, the ACC may request plans approved and signed by a Professional Engineer, and certified by the Professional Engineer to have been built in accordance with said plans. Maintenance of owner-installed retention walls are the sole responsibility of the owner and subsequent owners of the property.
- 3.29 Soft natural mulches are preferred in all beds. ACC approval is required when replacing pine needles and soft natural mulches with stones or other materials. Minimum size of stones in beds must be 3 inches. Small stones and/or gravel will not be approved. If rocks or other material, of a size able to be thrown by a string trimmer are used in any areas adjacent to turf, then the use of a hard border material is required to ensure containment of the material.
- 3.30 Borders and edging around shrub and tree planting areas require ACC approval and must be made of a durable, hard material. Examples are stone, steel, brick, decorative concrete blocks etc. If steel edging is used, residents should take care that the end of the steel edging does not create a hazard.
- 3.31 Owners may propose landscape improvements to Common Property adjacent to, or including, their own property. All Architectural Control provisions shall apply as well to such improvements, with the exception that the Architectural Control Committee shall seek Board approval prior to giving approval to the owner. Also, owners must agree to maintain such improvements as though they were their own, in a manner consistent with the HOA's maintenance of common area landscaping.
- 3.32 If a change to the existing color of the front door and/or shutters (if present) is desired, color sample(s) must be submitted to the ACC for approval. Shutters and front doors are not required to be of the same color. Colors must be deemed to be harmonious with the other colors of the home and community. Muted, subdued colors are most approvable. Vibrant colors such as hot pink and orange will not be approved.

- 3.33 Single Family home siding may be painted after approval is granted by the ACC. The following are the provisions required for approval:
- 3.33.1 A manufacturer's color chip and data sheet, including specifications and application instructions, shall be included with the ACC application.
 - 3.33.2 The paint must be specifically designed by its manufacturer to be applied to vinyl siding.
 - 3.33.3 The paint must be applied according to the manufacturer's instructions.
 - 3.33.4 The color must already exist on at least one home in Four Seasons. The manufacturer's color chip for the paint to be used must be supplied to the ACC for verification, along with the address(es) of the home(s) upon which it exists.
 - 3.33.5 All exterior walls (except the front if brick or stone) must be painted the same color, as must the associated vinyl siding trim material on the home.
 - 3.33.6 The homeowner is responsible for any drips or overspray on the property of others.
 - 3.33.7 The homeowner is responsible for upkeep and maintenance.
 - 3.33.8 Because the painted surface may be more susceptible to accidental damage, the homeowner will be responsible for repair of damage from FSGH landscape maintenance activities which would not have damaged unpainted vinyl.

Owners must refer to the detailed instructions in the Bylaws and check with the Architectural Control Committee for specifics regarding all other actions before commencing.

4 Additional Approval Considerations

This section addresses additional factors which the ACC will use for the evaluation of approval requests, and addresses several provisos, conditions, or requirements which may be included in ACC approvals.

- 4.1 No additions or modifications to the primary structure shall be located closer than the distance that may be imposed by the appropriate municipal ordinance.
- 4.2 No additions or modifications to any Home shall be located between the front of the Home and the front property line of the Lot upon which it is located, and the side of the Home and either side property line of said Lot.
- 4.3 Decks, patios, or porches may only be constructed in the rear yard and may not extend beyond the sides of any Home or extend closer to any other building or any lot line than permitted by the appropriate Township ordinance. Decks may not be free-standing.
- 4.4 No additions, modifications, or accessory buildings shall be constructed on a Lot in an amount which exceeds appropriate Township ordinance.
- 4.5 Owners are responsible for all damage to existing structures or underground utility lines, systems, materials, irrigation, and drainage swales caused by installation of internal or external changes.
- 4.6 Owners must not obstruct any easements, landscaper or other rights of ways, drainage swales, nor adversely affect drainage or irrigation on his/her or any nearby property.

- 4.7 Submissions for landscaping changes must include an accurate, clear drawing, showing all existing site features with labels including trees (size and type), shrubs, property lines, adjacent land uses (e.g., street, neighbor, common area). Also include any additional hardscape that Owner desires to install, such as brick, masonry, wood edging, concrete, rocks, or other inert materials. Color pictures, brochures and color samples of products shall be submitted with application to assist the ACC in understanding the application.
- 4.8 Owners are responsible for the care and maintenance of all additions and alterations.
- 4.9 New request submittals will not be considered while a violation exists, except if the submission is only for the correction of an existing violation.

5 Home Appearance and Maintenance

This section addresses continuing care and maintenance of resident homes.

Section 5.5, RESTRICTIONS, of the CE&Rs broadly addresses prohibitions with regard to home appearance and displays of all kinds. However, section 5.36, Deviations, empowers the Board to allow reasonable deviations. This section of the ACC Handbook includes paragraphs which address the specific deviations determined to be allowed.

- 5.1 Unsightly and/or unsafe conditions on a Member's property relating to dead trees, fallen trees, fallen limbs, etc. must be promptly corrected by the property owner.
- 5.2 If the property owner fails to correct such condition within fourteen (14) days after the Architectural Control Committee has given written notice, the ACC shall have the right to correct the unsatisfactory condition and the expense shall be billed to and borne by the property owner.
- 5.3 Mailboxes and newspaper tubes shall be of the same design, size, color, appearance and placement as the mailboxes originally provided. Plants and any decorative material on mailboxes shall extend to no higher than the lowest part of the scroll-work below the paper tube. Temporary event displays (flags, balloons, announcements, competition winners, etc.) may be affixed above the scroll-work, but must be removed when the event is concluded, and shall in no case be displayed for longer than 30 days. There are no restrictions on mail-post American flag displays except that they cannot be tattered, frayed, or faded. Replacement reflective numerals may be obtained from Cal Graphics, 2975 Lesslie Highway, Rock Hill, SC, 29730, phone (803)324-0636, identified as "FourSeasons Mailbox Specifications."
- 5.4 No tower, television antenna or other antenna shall be erected on a home or lot except with the prior approval of the Architectural Control Committee.
- 5.5 Free-standing flagpoles are not allowed. One bracket-mounted flagpole is allowed as long as it is used to fly only the American Flag. No flag may extend so that the end protrudes more than 4 feet from the exterior wall of the Home to which it is attached. Flags may not rest or drape upon trees or shrubbery. All flags shall be maintained in good condition and should not be displayed on days when the weather is inclement. Proper lighting is required for nighttime display of the American Flag.

- 5.6 Outdoor signage and displays are not permitted, except as specified herein. Security or fire and rescue decals may be displayed on windows, and/or security warning signs not to exceed 12" by 12", placed at ground level. Personalization, including initials, surname, welcome signs, and the like, on or nearby the doorway are allowed, as are floral wreaths and seasonal decorations. Additionally, up to two flags or banners, each no greater than 16" square, may be placed within the planting beds abutting the home. These may be, for example: team logos during sports season, seasonal, or patriotic in nature. Displays generally intended to persuade others, such as political signage, are not allowed. Only one For Sale sign may be displayed and it must be in accordance with the established Four Seasons design. See also 5.11 below. A realtor leaflet box may be attached to or be adjacent to the For Sale sign.
- 5.7 Lawn ornaments, bird feeders, statues, furniture, barbeque grills, sculptures, and artifacts shall not be placed in turf areas. Placement in beds shall be such that lawn care is not impeded.
- 5.8 Holiday decorations are allowed. Holiday decorations may be displayed up to two weeks in advance of a holiday, and for up to two weeks following the holiday. An allowed exception is Christmas, where decoration may be displayed as early as Thanksgiving. Lawns with holiday decorations and/or wiring in turf areas will not be cut or trimmed.
- 5.9 Residents (including townhome residents) are responsible for the care and maintenance of all exterior features including, but not limited to, driveways, walks, patios, shrubbery, and decks. Townhome building exteriors are the responsibility of the HOA, with the exception of owner-added features, which are the responsibility of the respective townhome owner.
- 5.10 Townhome owners are responsible for return of exterior surfaces to their original condition prior to modification after removal of items such as awnings, satellite antennas, flag brackets, and any other additions or changes.
- 5.11 Year-round floral wreaths on windows and front door area are allowed, within limitations. Wreaths are limited to no more than two on the side of a home, in addition to a wreath on or at the front door (see also 5.6), and may be no greater than 20 inches in diameter.
- 5.12 Window-boxes for floral plantings are allowed on single-family homes, though prohibited on townhouses. Window-boxes cannot be wider than the window to which they are attached and no more than two per single family home are allowed. Window-boxes must be maintained year-round with attractive plantings (either live or artificial).
- 5.13 Garage doors shall be white, kept in good condition, and shall remain unadorned with displays of any kind. Replacing garage doors does not require ACC approval. However, the replacement door must be white and of the same design as the original.

6 ACC Request Submission and Review Process

Your completed REQUEST FOR ARCHITECTURAL APPROVAL form must be brought to the Four Seasons' Clubhouse Director for scanning and forwarding to our Property Manager who will then coordinate with the ACC, and your request will be acted upon.

Applications may not be faxed, as it is often difficult to interpret photographs. A REQUEST FOR ARCHITECTURAL APPROVAL form (pp.15-16) is attached for your use. All forms should be completed with the necessary information and supporting documentation. Generally, the Homeowner (HO) will receive an approval or denial letter within twenty days. (If the county needs to be consulted it could be as long as thirty days.) Additional REQUEST FOR ARCHITECTURAL APPROVAL forms may be downloaded from the Four Seasons at Gold Hill web site at www.FourSeasonsGoldHill.org.

The Four Seasons Architectural Control Committee may be contacted via email at ACC@FourSeasonsGoldHill.org.

- 6.1 Submit the ACC Request (using the form included at the back of this handbook) describing the desired modification. Include and attach the documents stipulated on the form. Please be sure to fill in **ALL** the required sections and information. **Incomplete or incorrectly completed forms will not be approved.** Feel free to contact the ACC for assistance or with any questions you may have.
- 6.2 The Property Manager will record the request, and forward the package to the members of the Architectural Control Committee. (In certain instances, the Board may also be copied.) If an approval or denial letter is not received within 20 days, then the resident shall consider the application not submitted, and the resident should contact the Four Seasons ACC for assistance.
- 6.3 The ACC members will review the submission. As part of their review process, depending on the request, the ACC may request additional information from the submitter; may visit the subject home; may request opinions from affected neighbors; may obtain legal opinion; and may obtain information from York County, nurseries and vendors, and other municipal organizations.
- 6.4 If the ACC Request is denied, reason(s) for the denial will be provided. A limited or conditional approval may be included, as may suggestions for resubmission.
- 6.5 If the ACC Request is approved, the work may begin immediately, but must commence within 120 days of the approval, and must not take longer than 90 days from start to finish. Approvals, to be valid, must be in writing. Should events preclude completion within 90 days, the resident shall notify the ACC as soon as the events become evident, and request an extension in writing.
- 6.6 If the plans submitted by an Owner require a building permit, the approval by the ACC is not a guarantee that such plans will be approved by any governmental agency. If the governmental agency requires modification to such plans, such modifications shall also be submitted for, and be subject to, approval or denial by the ACC for the Owner to remain in compliance with these guidelines.

7 Revisions

The Board and ACC may make revisions to this document from time to time by way of published addendums or revisions to this document. Suggestions from residents for additions and/or modifications to this document are welcomed.

The most-current version of this document is always available on the Four Seasons website at www.FourSeasonsGoldHill.org.

The Architectural Control Committee may be contacted via email at [ACC@ FourSeasonsGoldHill.org](mailto:ACC@FourSeasonsGoldHill.org).

With each revision to this document an entry will be made to this table briefly describing the change and the date.

Revision History	
Date	Change Description or Area
11 Nov 2007	Initial release includes changes from documents distributed by K. Hovnanian.
1 Dec 2007	Holiday wiring and decorations in turf areas.
24 Aug 2008	Townhome exterior restoration, fee removal, and resident mailbox appearance.
Dec 2010	Mailboxes and satellite antennas.
May 2012	Satellite antennas, skylight tubes, fence material, invisible dog fences, awnings, roof material, attic ventilation, barbeque grills, and lawn furniture.
Sep 2012	Backyard natural gas line installations, awning wind sensors, satellite antenna location, retention walls, and submission acknowledgement.
Nov 2012	Displays.
June 2013	Electronic dog fences, porch and sunroom roofs, trees, gardens, fire pits, written approvals, Revision History format, Application Form.
June 2014	Edging around planting areas. Wreaths and window-boxes. Owner improvements to Common Property. Mail tube reflective numerals. Submission process.
Jan 2015	Mailbox numeral specification, flags on mailboxes, garage doors, shutter and front door colors. Painting of vinyl siding.
Oct 2015	Revised tree removal and replacement, planting beds and borders, townhouse roof-fan, team logos in planting beds, sunroom air conditioners, and submission form.
Mar 2016	Placement of flags or banners in planting beds (5.6).
Jan 2017	(3.1) driveway & walkway coatings; (3.23) fire pits; Title of Sec 4; (4.7) form submission requirements; (5.13) replacement of garage doors; (5.5) American Flag display; (5.6) For Sale signs; Sec 6 ACC request process; Form – Request for Architectural Approval; various minor language corrections & clarifications.



REQUEST FOR ARCHITECTURAL APPROVAL

Four Seasons at Gold Hill Homeowners Association

**Complete all items and provide all supporting data as requested.
Incomplete forms will cause delays in the review of your application.**

Print neatly ♦ Read carefully

Date: _____

Property Owner's Name: _____

Property Address: _____ Lot #: _____

Telephones: Home: _____ Cell: _____

E-mail Address: _____

Contractor: _____ Contractor's Phone: _____

***Always check the most recent Architectural Control Handbook
for specific regulations and requirements.***

Place a ✓ in the box to indicate the kind of property modification requested in this application.

- Satellite Antenna/Dish** – see section 3.7 for requirements.
- Painting** – indicate what will be painted: _____
See sections 3.16 and 3.33 for requirements.
- Storm Door** – indicate the color: _____
See section 3.11 for requirements.
- Awning** – see section 3.21 for requirements.
- Landscaping and/or Patio** (including tree replacement or removal) describe:

Tree replacement's species and size: _____

Tree replacement's mature height: _____ mature spread: _____

Owners **MUST ATTACH A CLEAR DRAWING** of the relevant section of the property so the ACC can fully understand what the Homeowner wishes to accomplish. This drawing must show:

- 1) property lines with adjacent land uses labelled (e.g. street, neighbor, common area)
- 2) the home and existing site features labelled (e.g. patio, driveway, trees, shrubs, drainage lines, beds, turf, etc.)
- 3) the location(s) and dimensions of the changes being applied for
- 4) their distance(s) to/from the home, planting beds, property lines, easements, open space, drainage, trees, neighboring homes, etc.
- 5) identification (color, size, type) of any hardscape that the Owner desires to install (e.g. mulch, brick, masonry, concrete, rocks, etc.) with color pictures, brochures and color samples of products to assist the ACC in understanding this application.



REQUEST FOR ARCHITECTURAL APPROVAL
Four Seasons at Gold Hill Homeowners Association

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Structural items (including, sunroom, pergola): _____

Owners **MUST ATTACH TWO** (2) different drawings of the relevant area of the property:

- 1) The first drawing needs the same details as described in the previous Landscaping section.
- 2) The second drawing is an “elevations” detail drawing with a head-on view and a side view. The drawing shows the dimensions - the height, width, and distance above the finished grade and all details of the proposed request. Be specific in order to expedite the architectural review process.

Other – describe: _____

Be specific so the ACC can fully understand what you wish to accomplish.

Estimated start date: _____ Estimated days to complete: _____

The property owner agrees not to proceed prior to receiving written ACC approval.

Property Owner's Signature: _____ Date: _____

Avoid denials or approval delays. Prior to its submission, it's always a good idea to have your request form for LANDSCAPING or STRUCTURAL ITEMS checked for completeness by a member of the ACC.

All approval requests must be brought to the Four Seasons' Clubhouse Director for logging, scanning and forwarding to our Property Manager for ACC review.

DO NOT directly mail or e-mail any forms to Cedar Management.
Only forms submitted through the Clubhouse Director will be considered.