

## ARCHITECTURAL REVIEW POLICIES & PROCEDURES

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### CARLYLE AT FALLS LAKE HOMEOWNERS ASSOCIATION, INC.

The Carlyle at Falls Lake Homeowners Association Architectural Review Committee (ARC) reviews homeowners' proposals for changes or additions to their property, including, but not limited to, the following:

- Grading, elevation work, landscaping, or tree work
- Construction, installation or modification of any structure such as a garden or tool shed, guest house, sunroom, garage, pool, pool house, hot tub, deck, patio, porch, fence, gate, gazebo, arbor, wall, bench, walkway, driveway, parking pad, stonework around culverts, fountain, fish pond, children's play house or swing set
- Improvements such as screening-in a room, changing exterior paint colors, adding uplights or other exterior elements

Article V of the Declaration of Covenants, Conditions, Easements and Restrictions for Carlyle at Falls Lake Subdivision (hereafter Declaration of Covenants) provides that no changes or construction shall begin until a homeowner has obtained written approval from the Carlyle ARC.

#### Submitting Plans and a Request for Architectural Review

Homeowners wishing to make any changes to their property should complete the form titled ***Carlyle at Falls Lake Request for Architectural Review***. This form is available from the chair of the ARC and is on the CarlyleNeighbors.org web site. (A copy of this form is attached to this document.)

The homeowner must attach a plot plan showing the exact location of the modification, as well as any drawings, maps, materials (such as paint samples), or other documents that may assist the ARC in understanding the nature of the modification. A homeowner must submit TWO copies of the completed form, along with one copy of all related documents and materials, to:

Carlyle Homeowners Association  
P.O. Box 97444  
Raleigh, NC 27614-7444

Upon receipt of the completed form and all necessary documents and materials, the chair of the ARC will notify the homeowner, in writing, by email or by telephone, that such request has been received.

#### Architectural Review Committee (ARC)

Members of the ARC are homeowners in the Carlyle neighborhood who volunteer to serve and are confirmed by the Board. There are at least 3 people on the ARC and no more than 11. The

chair of the ARC is an elected Board member. Members of the ARC review plans, and may ask for additional information from the homeowner.

After the ARC has voted, the chair of the ARC will notify the homeowner in writing of the committee's decision. If, for any reason, the ARC does not vote on the request for approval within 30 days of receipt of the completed forms and all necessary documents, the request is deemed to have been denied. See Declaration of Covenants, Article V.

For projects costing more than \$15,000, approval by our Board of Directors is also required. The Board will vote on the proposal at its next regularly scheduled meeting or during a specially scheduled meeting, if necessary. The Board is made up of at least three and no more than seven volunteers who are homeowners in the Carlyle neighborhood, each of whom serves for a term of three years. See Carlyle at Falls Lake By-Laws for voting and quorum rules.

If the request is approved, the chair of the ARC will provide the homeowner with a letter stating that the work described in the request for approval has been approved, and this letter may be relied on by third parties.

#### Appeals Process

If a homeowner wants to contest a decision, he or she can take the matter to the full Carlyle Board of Directors. The homeowner must state that he or she is contesting such decision in a letter written to the chair of the ARC and the President of the Board of Directors. The homeowner should include an explanation of the issues and/or reasons for seeking review by the Board.

Upon receipt of such letter, the chair of the ARC will forward to the Board all relevant materials and documents. Board members reserve the right to request additional information from the homeowner, architect, builder or other parties to help them understand the proposal.

The Board will vote on the proposal at its next regularly scheduled meeting or during a specially scheduled meeting, if necessary.

After voting, the President of the Board will notify the homeowner, in writing, of the Board's decision. The Board will make every effort to notify the homeowner of its decision within 30 days of receipt of the homeowner's letter asking for review by the Board.

#### Standards for Approval

The purpose of the review process by the ARC and the Board is to ensure that any additions or improvements on a homeowner's property maintain and enhance the appearance of the neighborhood.

Article V of the Declaration of Covenants provides that approval or disapproval may be based upon any grounds, including purely aesthetic and environmental grounds, which in the sole discretion of the ARC or Board are deemed sufficient.

Each proposal is unique and requires consideration specific to the elements of the plan. However, in general, the finished project should harmonize with the homeowner's house and other structures and should fit in with the entire neighborhood. For example, structures such as guest houses and detached garages should be similar to a homeowner's house in terms of surface material (brick, stone, siding), color, style, proportion, and trim detail; windows should be of similar appearance, material and proportion; and roof shingles should match those on the main structure. Many proposals for structures will require landscaping to screen the new structure from the street and/or neighbors. Landscaping proposals should take into consideration the need for foliage during the winter months.

Special consideration should be given to placement of structures. Accessory buildings and fences should not be placed in front of a line extending out from the face of your house. Fences should have a black wrought iron appearance to make them less noticeable. All setbacks listed in our Declaration of Covenants should be followed.

### Additional Considerations

**Inaccurate or Missing Data.** Any plans or specifications that contain inaccurate or missing data or information when submitted shall not be deemed to be approved.

**Changes and revisions.** Any changes a homeowner makes to an approved plan, whether required by Wake County or for any other reason, require approval by the ARC prior to construction or installation.

**Approval by other entities.** Approval by a builder or Wake County does not constitute approval by the ARC. Once a homeowner takes possession of his or her house, approval for any changes must be obtained from the ARC. A homeowner may also need approval from Wake County.

**Right to inspect work.** Members of the ARC and the Board have the right to enter upon any lots during site preparation or construction to inspect the work being undertaken and to determine that such work is conforming to the approved plans and specifications.

**Written approval.** Homeowners must obtain written approval from the ARC. Even if a member of the ARC provides verbal approval of a plan, a homeowner must obtain written approval from the chair of the ARC.

If you have any questions at any time, please feel free to contact the Chair of the Architectural Review Committee or any Board member.

## Carlyle at Falls Lake Request for Architectural Review

Submit TWO signed originals of this form to:  
*Attach one copy of all your supporting documents  
(drawings, plot plan, descriptions, materials, etc.)*

**Carlyle Homeowners Association  
P.O. Box 97444  
Raleigh, NC 27624-7444**

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

Lot #: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Detailed Description of Project** (Must show details of plans and specifications including the nature, kind, shape, height, materials, exterior colors, siding, location and elevations of the proposed improvements, landscaping or plantings – use extra paper if necessary):

**Please include a copy of your plot plan** noting the exact area affected by the project.

**Approximate timeline:** \_\_\_\_\_

**Name of builder, landscaper,  
and/or other contractor:** \_\_\_\_\_

**I/We have read and understand the Carlyle at Falls Lake Architectural Review Policies  
and Procedures** (please sign and date).

_____ Homeowner	_____ Homeowner	_____ Date
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**Approvals of Architectural Review Committee:**

_____ Carlyle HOA President	Date	_____ ARC Chair	Date
_____ ARC Member	Date	_____ ARC Member	Date
_____ ARC Member	Date	_____ ARC Member	Date

## **Carlyle at Falls Lake Request for Architectural Review**

### **Reminders for Homeowners:**

1. You must receive approval **in writing** before beginning any project. A verbal okay from a Board member or a member of the Architectural Review Committee (ARC) is not sufficient. If you rely on a verbal okay, you will be liable for making any changes that the ARC or Board may require.
2. If the ARC fails to approve your plans and specifications within thirty (30) days after their receipt, approval will be deemed to have been denied.
3. Any plans and specifications that contain inaccurate or missing data or information when submitted shall not be deemed to be approved.
4. While your form should provide enough information for the ARC to review your plan, the ARC reserves the right to request additional information from the homeowner, architect, builder or other relevant party.
5. If you make any changes to your plans after submitting your form for approval, due to changes in availability of materials, requirements by Wake County or for any other reason, you must submit a new request form for approval before you begin construction or planting.
6. Approval by your builder or by Wake County does not constitute approval by the ARC or the Board of Directors.
7. The Board of Directors and the ARC shall have the right to enter upon any Lot during site preparation or construction to inspect the work being undertaken and to determine that such work is being performed in conformity with the approved plans and specifications.
8. If your request is approved, the chair of the ARC will provide you with a letter stating that the work has been approved, and this letter may be relied on by third parties.
9. Please refer to the Declaration of Covenants and the Architectural Review Policies and Procedures for more information, or contact a Board member or member of the ARC if you have any questions.