



Governors Village

Architectural Review Board Procedures for Alterations and
Additions to Existing Home or Yard

(does not apply to Governors Village Townes or Lake Townes)

www.governorsvillagepoa.com (Towne Properties website)

www.governorsvillage.org (Governors Village website)

Updated December 2019

For New Construction: Use Architectural Design Guidelines

Architectural Review Board Purpose and Procedures and Homeowner Responsibilities

Composition of Architectural Review Board:

The Architectural Review Board (ARB) is a standing committee of the Governors Village Property Owners Association, Inc. The ARB is required under Article 10 of the Eighth Amendment to the Governor's Village Declaration recorded at book 845, page 500 of the Chatham County Register of Deeds ("the Declaration"). The ARB consists of 5 voting members and will at no time have fewer than three (3) voting members, who may, but shall not be required to be, also members of the Board of Directors.

- The Board will decide on an ARB Chair and the ARB members annually, typically between December and February, on or about when it elects the Officers and Committee liaisons.
- The ARB Chair may serve as chair for a maximum term of three consecutive years but may serve as a member for up to six years (inclusive of years as chair).
- ARB members may serve a maximum of six (6) consecutive years.
- While the ARB does not have the authority to choose its members, it may make recommendations to the Board for approval.
- If ARB Chair vacates the post for any reason, or is removed by the Board, the Board will select another ARB member to serve as Chair, or the Board will preside over the ARB until a new Chair is selected.
- If there are no willing volunteers to serve on the ARB, the Board will assume its responsibilities until a minimum of three voting members have been appointed.
- The ARB will review its processes, guidelines and documents at least once every three (3) calendar years and submit revised processes and documents to the Board for the Board's consideration. If no changes are recommended, the ARB must submit a summary of its review and explanation for not making changes.
- Approvals/denials of requests must be based on a vote of at least three ARB members. Individuals, including the ARB chair, may not make unilateral decisions.

The ARB serves at the pleasure of the Board and may be removed with or without cause at any time by the Board. Further, the Board reserves the right to revise, edit or modify the above procedures without notice to the membership and for any reason so long as the processes still remain consistent with Article 10 of the Declaration.

The ARB has several important purposes as established by the neighborhood covenants:

- To review and approve changes to enhance the property values in our neighborhoods.
- To guide residential development in architectural compatibility.
- To assure that all additions and alterations to existing homes meet the same standards of design excellence as the existing homes.

General Homeowner Responsibilities:

- It is the Owner's responsibility to verify and obtain the required utility and county licenses, permits, etc. for all site improvements.
- Property Owners must call an underground line locating service to map out all utility lines if you are going to be digging on your property. There is no charge, and the call is toll free: NC One Call Center, 800-632-4949. They require 72 hours advance notice for the service.
- Any alteration to property shall not prohibit proper drainage nor allow water to flow to a neighbor's property. The applicant is responsible for any drainage issues caused to neighboring properties.
- Most projects will have some impact on your neighbors. Please show consideration by discussing your project with them before commencing or submitting for approval. This will assure neighborhood compatibility and avoid possible conflicts.
- Homeowners are expected to maintain their properties in good and attractive condition. Regular neighborhood inspections by the association manager help maintain the neighborhood's appearance and value.
- Homeowners must comply with the ARB guidelines for all categories of projects and may not commence category 2 or 3 projects without ARB approval. Non-compliance will result in the ARB recommending a fine to the Board of Directors. The Board of Directors may impose fines of up to \$100 per day for unapproved or non-compliant alterations after notice and opportunity to be heard pursuant to N.C.G.S. §47F-3-107.1. In addition, the Board has the authority under North Carolina law to require homeowners to remove unapproved alterations at the homeowners' cost. This can be an extremely costly situation for the homeowner. Homeowners should not begin, or even contract for, exterior alterations until their application has been approved (unless otherwise stated in this document).

Architectural Review Board Procedures

Existing home and property alterations fall into 3 categories:

Category 1 - Projects not requiring ARB approval as long as the guidelines are followed.

Category 2 - Projects requiring ARB approval but are eligible for free, expedited electronic approval.

Category 3 - Projects requiring a full ARB review and approval.

Category 1 Projects:

- Minor landscaping projects (not in the strip between the sidewalk and the street) which have no drainage implications for neighboring properties and do not include structures or walls (including stacked blocks or rocks near property lines, or water features in front or side yards). Landscaping beds may be added, expanded or modified and must include mulch. Permitted plantings include flowers and plants/shrubs/trees commonly found in central North Carolina.
- Plants in the strip between the sidewalk and the street – Plants on the approved list below may be used without additional approval:
 1. Creeping Thyme Sun
 2. Creeping Phlox Sun
 3. Dwarf Mondo grass Sun/Shade
 4. Ajuga (Bugleweed) Part Sun/Shade
 5. Common Blue Violet Part shade/Shade
 6. Sedum Full sun

The ARB will consider other choices, if requested, through the category 2 ARB submission process.

- Sod or grass may be planted in existing yard areas and beds but may not replace original foundation beds along front and sides of home.
- Low-voltage, metal landscape lighting in landscape beds. Spot lights must not face neighboring homes.
- Painting of house and/or trim – No approval needed if same color(s).
- Painting of front door – Must be a single, solid color (no special effects).
- Staining deck or painting deck railing (paint color should match trim or house color).
- Roof shingles – No approval needed if they are the same style and are consistent with colors found throughout the neighborhood.

Category 1 Projects Continued:

- Irrigation system if designed and installed by a licensed, insured landscaper/contractor.
- Approved mailboxes and posts: Post and Pickets, LTD., 215 Tryon Road, Raleigh supplies and installs approved mailboxes. 919-772-7170.
- Satellite Dish – Must not be visible from the street.
- Any like-for-like replacement or repair of existing items (e.g., shutters, garage door, railings, lighting, fans, porch screen, gutters, leaders, air conditioning units).
- Replacement of rear door with same size door.
- Small tree removal (<4" caliper).
- Security systems (attached to home).
- Yard art in rear yard provided it is not easily visible to neighboring properties. Yard art constructed of plastic is not permitted. Statuary must not exceed 5' in height and 3' in width. Only one object exceeding 24" high X 24" deep will be allowed. For additional questions, please refer to ARB Resolution 2013-2.
- A single basketball goal.
- Signage
 - Only approved real estate signs may be used. Contact Towne Properties Management for more information.
 - Signs by painters, service companies, remodelers, etc. are not allowed and will be removed.
 - Open House signs are allowed from Friday-Sunday during the event.
 - Political signs placed in yards or windows are allowed 30 days prior to the election and must be removed 10 days following election.
 - Security system signs are permitted in the foundation beds around the house.

Projects that are not explicitly included in the Category 1 list must be submitted for ARB approval as either a Category 2 or Category 3 submission.

For Categories 2 and 3, the property owner must submit:

- Scaled site plan showing the location of the proposed alteration or addition, the existing building and the property lines.
- Detailed construction drawings of any alteration or addition drawn to scale. Drawings to include a full view of addition, with elevations, as it will look attached to existing structure.
- Samples of colors and materials. Please submit paint swatches to Towne Properties.
- Product brochures.
- Drainage plan.
- Drawings or photographs showing the existing conditions before the proposed changes.
- Landscape plan and planting schedule.

An architectural application requires the Architectural Request Form available from Towne Properties Management or the Governors Village websites by visiting:
www.governorsvillagepoa.com or www.governorsvillage.org.

For category 2 submissions, applications may be submitted whenever the homeowner would like to embark on an eligible project and has compiled all of the necessary information.

For category 3 submissions, applications must be submitted to Towne Properties Management by 5 PM on the Wednesday prior to the meeting. Property owners must provide all required information before it can be scheduled for review.

ARB applications should be submitted to:

Towne Properties Management
c/o Governors Village POA
PO Box 99149
Raleigh, NC 27624

Alternatively, applications can be faxed to Towne Properties Raleigh at 919-376-8800 or submitted electronically to the Community Service Administrator.

Category 2 Submissions - Projects eligible for free expedited review (decision or feedback within 7 days of submission)

- House painting (includes gazebos and play equipment) that features a new color scheme. Submission must include electronic or paper color chips and must include a confirmation that the main house color is not similar to neighboring homes (this includes homes with pending or approved submissions that have not yet been painted). Approval will be based on judgment as to whether the proposed change will be noticeably inconsistent or visually incompatible with the property and surrounding neighborhood.
- Changes to the house façade that do not involve altering the construction of the house (e.g. shutters, same size doors and windows)
- Large tree (>4" caliper) removal. Please mark the tree and contact Towne Properties to report a dying or overgrown tree that needs to be removed. The association manager or ARB member will inspect and contact you. If it is very urgent because of a dangerous situation, send a photograph of the tree and surrounding property and proceed with removal.
- Yard art. Statuary must not exceed 5' in height and 3' in width. Only one object exceeding 24" high X 24" deep will be allowed. Yard art constructed of plastic is not permitted. For additional questions, please refer to Resolution 2013-2.

Category 2 submission results, or requests for additional information, will be communicated via email to Towne Properties and the homeowner within 5 business days of the submission.

Category 3 - Projects requiring full ARB review.

An expedited review can be requested for a \$50 fee and will be considered within 7 days – Check made payable to “Governors Village POA.”

- Any addition or modification requiring construction or demolition to an existing dwelling (including the addition of, or change in size to, doors and windows). Additions should be compatible in scale, character, materials and color to the original house.
- Decks, patios, porches, screened porches, gazebos, permanent fireplaces/fire pits, permanent grills, or any other permanent structure (storage sheds are not allowed and will not be approved).
- Major landscape projects.
- Changes to the grade of the lot.
- Any change resulting in possible drainage implications for neighboring homes.
- Retaining walls.
- Solar panels.
- Fences (additional details provided later in the document).
- Play equipment (additional details provided later in the document).
- Any project that is not explicitly included in the Category 1 or 2 lists.

The ARB typically meets on the second Tuesday of each month to review large or complex submissions that cannot be easily reviewed and approved electronically (Category 3 submissions). Homeowners are invited to attend the meeting concerning their application. Please contact Towne Properties or the website regarding the actual time and place. If the meeting time causes a hardship, please notify Towne Properties for an alternative.

Meeting results are forwarded via email to the association management company and the homeowner within 48 hours. Approvals remain valid for 12 months from date of approval. If the project is not started within 6 months, the approval expires, and a new request will need to be submitted for approval.

Homeowner's right to appeal ARB decisions: Governors Village Covenants section 10.1.7

Upon approval by the ARB of any plans and specifications submitted to the ARB, the ARB shall notify the applicant in writing, which notification shall set forth any qualifications or conditions of approval. In the event the ARB disapproves any plans and specifications submitted to the ARB, the ARB shall so notify the applicant in writing, stating the grounds upon which the disapproval is based. Any applicant may request a formal meeting with the ARB to review the plans and specifications disapproved, the meeting to take place no later than thirty (30) days after written request for such meeting is received by the ARB (unless applicant waives this time requirement in writing.) The ARB shall make a final written decision no later than thirty (30) days after such meeting. In the event the ARB fails to provide such written decision within thirty (30) days, the plans and specifications shall be deemed approved. Upon continued disapproval, the applicant may appeal the decision of the ARB to the Board of Directors of the Master Association within thirty (30) days of the ARB's written review.

Additional information for fences:

Fences - Currently, the 2 approved installers for approved fencing are:

Ace Fence Builders, 240 Cross St., Burlington, NC. 919-929-2719; and Seegar's Fence Company in Durham, NC. 919-489-5303.

The approved fence systems are manufactured by Digger Specialties and Southern Vinyl Manufacturing.

- Governors Village: white vinyl picket fences in 6' sections, 3' high.
- Governors Park: 48" high white vinyl picket in front or back yards or 6' white vinyl privacy fence allowed in back yard only.
- Governors Forest and Lake: black anodized aluminum fencing was approved for both Governors Forest and Lake. This fence is available from multiple manufacturers. The approved heights are 4' in the front and 6' in the rear.

Additional information for play sets:

Play equipment must be placed in rear yards and shall not be easily visible from the street (in front) or adjacent houses. Natural wood equipment is encouraged. Painted metal equipment should be dark green or brown to blend with natural areas. Landscape screening may be required by the ARB at some highly visible locations. No portion of the playset may be nearer than 6' to the applicant's property line. Dimensions: No platform may be more than 5' above the ground. The highest point of the play set must not exceed 6' in total height above the highest raised platform. Extensions to the play set may not exceed a total of 8' wide. Ground cover under and surrounding the play set must be specified in the application.