

Reinhardt Estates Homes Association, Inc.

Home Design Application to Approval Board

OBJECTIVES

The overall objective of this document is to serve as a uniform guide to both Reinhardt Estates Homes Association, Inc. (Association) Homeowners and the members of the Approval Board for creating responsible construction that is respectful and enhances our community. These guidelines and standards address improvements to homes within the Association. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to permissible improvements within our community.

The specific objectives of this document are:

- To provide uniform guidelines to be used by the Approval Board in reviewing applications in light of the goals set forth in the Founding Documents of your community and the actions of the Board of Directors.
- To assist homeowners in preparing an acceptable application to the Approval Board
- To increase homeowners awareness and understanding of the Declaration of Conditions, Covenants, Restrictions and Reservations of Easements for Reinhardt Estates, and applicable Resolutions of the HOA Board of Directors.
- To describe the organization and procedures involved with the architectural standards established by the Declaration of Covenants, Conditions, Restrictions and applicable resolutions of the HOA Board of Directors.
- To illustrate basic design principles that will aid the homeowner in developing exterior improvements that are in harmony with the immediate neighborhood.
- To assist homeowners in maintaining a well-kept community in order to protect and enhance the economic property and aesthetic values, and the overall desirability of the homes within our community.

DESIGN REVIEW SUBMITTAL PROCEDURES

1. A home owner shall notify the Association's President or Secretary of any application with the City of Fairway for a permit seeking approval to undertake within the Reinhardt Estates Subdivision (a) a Substantial Construction Matter , (b) the Construction of a Detached Accessory Structure, (c) any proposed Construction to a Principal Building which would expand the footprint of the existing Principal Building located on the subject property, and/or (d) other matters about which Association may ask to be notified.

2. Upon receipt the President or Secretary of the Association will send a letter to the owner of the subject property applying for such a permit requesting that such owner submit copies of all documents requested in the design review application (attached), all along with a \$50.00 check made payable to Reinhardt Estates Homes Association and delivered to the Approval Board Chair.

3. The Approval Board will then review such plans to determine if the proposed Construction complies with the relevant deed restrictions and will notify the Association President or Secretary of such determination.

4. After receipt of such determination, the Association President or Secretary will notify the applicant.

Any questions regarding these guidelines and procedures or application submissions should contact:

Blake Reeves
Reinhardt Estates Homes Association, Inc. President
5900 Cherokee Drive
kcbaker@gmail.com

Peter Ho
Approval Board Chair
6106 Lockton Lane
petermho@yahoo.com

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OWNER _____

FEE: \$50.00

PROPERTY ADDRESS: _____

MAIL ADDRESS (If different)

CELL PHONE _____ HOME PHONE _____ EMAIL _____

THIS APPLICATION IS FOR REVIEW AND APPROVAL OF THE FOLLOWING DESCRIBED IMPROVEMENTS. ANYTHING NOT LISTED HERE AND NOT CLEARLY SHOWN ON PLANS WILL NOT BE A PART OF THIS REVIEW. APPROVAL IS FOR ASSOCIATION PURPOSES ONLY AND DOES NOT CONSTITUTE APPROVAL AS TO COMPLIANCE WITH APPLICABLE STATE, COUNTY OR CITY LAW, BUILDING AND SAFETY REQUIREMENTS OR ZONING ORDINANCES.

NATURE OF PROJECT: (CHECK ALL THAT APPLY)	
Tear down and new construction (no vinyl siding or vinyl fencing)	<input type="checkbox"/>
Addition to existing home (room addition or patio enclosure)	<input type="checkbox"/>
Concrete work (vertical) that is visible from street	<input type="checkbox"/>
Painting of exterior of dwelling or accessory building – that is substantially dissimilar in color from other exterior paint colors in Reinhardt.	<input type="checkbox"/>
Property and or Retaining walls – new installation or changes to existing	<input type="checkbox"/>
Other _____	<input type="checkbox"/>

A COMPLETE COPY OF FINAL PLANS MUST BE ATTACHED, SHOWING:	
Survey, Site Plan, Roof Plans, Elevations and Floor Plans (Required for New Construction)	<input type="checkbox"/>
Site Plan, Roof Plans, Elevations and Floor Plans (Required for addition to existing home)	<input type="checkbox"/>
Exterior Materials and Finishes – links to websites is acceptable	<input type="checkbox"/>
Landscaping Plan (Required for New Construction)	<input type="checkbox"/>
Include review fee of \$50.00, Check to be made to Reinhardt Estates Homes Association, Inc.	<input type="checkbox"/>

You may be required to submit a copy of your property and liability insurance policy for the subject property.

The legal owner must sign address any questions regarding this application. Signature acknowledges that if any work has commenced prior to receiving written approval from the Reinhardt Estates HOA, you will be liable for all costs necessary to bring the work up to the current standards.

I have read and understand that my contractor and I must comply with the most current version of the Design Guidelines and other governing documents of the Association

_____ **EMAIL:** CHECK HERE to request ALL written communications regarding this Application to be delivered only to the email address above. (If unchecked, all written communication regarding this Application will be mailed to the mailing address on file. This email directive does not extend to other Association communications such as billings, etc.; this option applies ONLY to this Application). Owner will be notified in writing of the review results, within 10 business days of receipted date of a complete Submittal package.

Owner Signature _____ Date: _____

Owner Signature _____ Date: _____

(FOR USE BY APPROVAL BOARD MEMBERS)

Reinhardt Estates Homes Association, Inc.

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PLAN SUBMISSION REVIEW (Last Amended on 12/5/13)

Property Address: _____
 Date Plans Received: _____
 Date Plans Reviewed: _____
 Reinhardt Estates Unit # _____

Property Owner: _____
 Property Owner Address: _____
 Property Owner Phone: _____
 Property Email Address: _____

SUBMITTALS			
Processing fee	<input type="checkbox"/>	Exterior material and finishes	<input type="checkbox"/>
Site plan and floor plans	<input type="checkbox"/>	Landscape plan	<input type="checkbox"/>
Exterior elevations	<input type="checkbox"/>	Other information	<input type="checkbox"/>
Roof design	<input type="checkbox"/>	Completed and signed application	<input type="checkbox"/>

DESIGN REVIEW - APPROVAL OF PLANS, (APPROVED December 5, 2013)

SIZE and SCALE	Meets Guidelines	Does Not Meet Guidelines	Not Applicable
Building footprint at 20% of Lot or less (calculation by Architect or Engineer, Example: Foundation S.F./Lot S.F. = .20 or less) for new construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New construction front door threshold elevation (first floor) shall remain the same as previous dwelling (Owner shall provide survey of existing home with topographic lines indicating front door threshold elevation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height of new structure does not exceed 50% above average height of adjacent neighboring homes, however for each foot above this limit, one additional foot for each side yard setback is required (top of roof or 30' maximum (same side of street or streets if home is a corner property)) for new construction or second floor addition to an existing home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No home shall occupy more than 75% of the width of the lot unless otherwise noted in respective Deed Restriction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A maximum of two garage bays may be on the front elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retaining walls are of acceptable materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPEARANCE	Meets Guidelines	Does Not Meet Guidelines	Not Applicable
Architecture and quality of materials consistent on all sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window styles and quality consistent on all sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stone or Brick incorporated in the front of house (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of man made stone products limited to areas where natural stone would not be structurally feasible (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vinyl siding for exterior, fencing, or cladding is not permitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPROVED AS SUBMITTED: YES NO IF DISAPPROVED (correct deficiencies and re-submit)

Date Approved: _____ Signature of Design Reviewer: _____

Comments/Suggestions:

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Background information pertaining to the process for Approval of Plans as outlined in Article VII of the Restrictions.

VII APPROVAL OF PLANS

No building, fence, wall or other structure shall be commenced, erected, or maintained, nor shall any addition thereto or change or alterations therein be made until plans and specifications, plot plan and grading plan therefor, or information satisfactory to the Owners shall have been submitted to and approved in writing by the Owners and a copy thereof, as finally approved, lodged with the Owners. In so passing upon such plans, specifications, plot plan and grading plan, the Owners may take into consideration the suitability of the proposed building or other structure and of the materials of which it is to be built to the site upon which it is proposed to erect same. the harmony thereof with the surroundings and the effect of the building or other structure as planned on the outlook from the adjacent or neighboring property.

The following Article XIII from the By-Laws of The Reinhardt Homes Association designates the Approval Board to approve plans.

ARTICLE XIII

APPROVAL BOARD

At such time as designated in writing by the Members, an Approval Board shall be formed as follows: and that board shall assume the duties of "approval of plans" as outlined in Article VII of the Restrictions.

The Approval Board shall consist of three (3) Members appointed by the Board of Directors, only one of whom need to be a Member of the Association. The other two shall be competent architects or engineers. All shall receive such compensation as the Association may from time to time determine.

The President of the Association shall be an ex-officio Member, or in his absence or inability or refusal to act, the Vice-President, shall be an ex-officio Member of the Approval Board, but shall not be deemed to constitute one of the persons appointed by the Board of Directors.

It shall be the duty of the Approval Board, generally, to do each and every act necessary to assist the Association in all things relating to the matters set forth in the Restrictions, or any supplement or amendment thereto, and in such other matters as the Association or its Directors may from time to time assign or delegate.