

The information below is important if you are planning any external changes to your home or property. Under Church Point's Declaration of Restrictions, all such changes must be reviewed and approved by the Board of Directors. Please familiarize yourself with the requirements and procedures outlined below.

Requirements: From its beginning, Church Point has maintained tight controls over the types of buildings, structures, and exterior design permitted in the development. The developer originally exercised this control, and when the developer completed his work in 1997, enforcement of the Declaration of Restrictions passed to the Church Point Homeowners' Association through the elected Board of Directors. The Declaration lists a number of design requirements, including for example:

- Brick or stucco exteriors, rather than vinyl siding
- No detached garages or other buildings.
- Plumbing and roof stacks must be in the rear of the house and painted to match the roof.
- Each home must have a gas light.
- Other items can be found in paragraphs 1-9 of the Declaration of Restrictions.

New construction, and any alteration to existing homes, are covered by these restrictions and are subject to review and

approval by the Board of Directors. The types of changes that require approval include swimming pools, fences, additions, docks and piers, mail boxes, major landscaping - - basically, anything that significantly affects the external appearance of the building or property. If you have a question about whether your project needs approval, please contact the Board president or the Architectural Standards Coordinator Robert Whipkey.

The key considerations in the Board's review are the aesthetic quality of the changes and how well the changes are in keeping with the Church Point neighborhood and with the specific location. The Board considers enforcement of the architectural standards as one its most important functions because it helps maintain the beauty and integrity of the community.

Procedures: For any proposed exterior changes to resident's property, the following procedures apply, effective 1 August 2008:

1. Resident must submit an application (see form below) to the HOA management firm – Select Group. The application must include a detailed description of the requested changes so the Board can make a full assessment.
2. As part of the application, resident must obtain the signatures of adjacent and visually affected neighbors, so that they are informed of the proposed project. This is important to promote good relations in the

neighborhood and to allow neighbors to voice any concerns or questions about the project to Select Group or the Board.

3. Select Group will forward a copy of the application to the Architectural Standards Coordinator – currently Robert Whipkey. Mr. Whipkey will review the plans, contact the applicant to view the project area and discuss any questions, and make a recommendation to the Board for approval, disapproval, or modification of the project.
4. The Board will consider the Coordinator's recommendation and discuss any issues or concerns raised by Board members. The Board will vote whether to approve or disapprove the application. The goal is to have a Board decision within 30 days of receipt of the application.
5. The Board's decision will be provided to Select Group, which will immediately send out a letter to the resident either informing them that the application has been approved, or providing reasons for disapproval.
6. If the application is approved, the letter from Select Group will include a blue Work Approval Permit. This permit must be displayed in a window visible from the street while work is in progress.

7. At the conclusion of the work, the resident must notify Select Group in order to arrange for a final inspection by a board member or designated representative. The final inspection is intended to ensure the work accomplished is in compliance with the work originally approved by the Board. The completed permit will be taken by the inspector and retained in Select's files.

8. If a proposal is disapproved, the resident may appeal to the Board and request a hearing to review the decision. A quorum of at least three Board members must be present at the hearing. Both the resident and the Board may request others to attend the hearing (for example, the contractor, the Architectural Standards Coordinator, neighbors, or others).

Below is an application form that has been newly revised, and is effective as of **1 August 2008**. Please use this current version of the form for your submission.