

Preston Falls Villas
Book of Resolutions Part 1., Item a.
Architectural Control Committee and
Use of the Architectural Request Form
Approved: 12/01/2012
Revised:05/23/2016
Revised:08/25/2016

1. Jurisdiction/Purpose

CCRs Article VII, Section 1. General: *“No site preparation on any Lot or change in grade or slope of any Lot or erection of building or exterior additions or alterations to any building situated upon the Property or erection of or changes or additions in fences, hedges, walls and other structures, or construction of any swimming pools or other Improvements on the property shall be commenced, erected or maintained until the Architectural Control Committee (ACC) has approved the plans and specifications therfor and the location of such improvements. The Board shall designate the number and appoint the members of the ACC on an annual basis.”*

CCR Article VII, Section 3, Procedure: *“No improvement of any kind or nature shall be erected, remodeled or placed on the (exterior of the home including front doors, stoops, porch structures, landscaping) Property until all plans and specifications therfor and a site plan therfor have been submitted to and approved in writing by the ACC, as to:*

- (i) quality of workmanship and materials, adequacy of structural design, dimensions, etc.*
- (ii) conformity and harmony of the external design, color, type and appearance of exterior surfaces*
- (iii) location with respect to grade and topography, etc.*
- (iv) other standards set forth in the CCRs”*

1. ACC Continued Responsibility

The ACC as representatives of the BOD must continue to be engaged in projects to ensure that our Resolutions are adhered to and changes are reviewed. This includes the requirements of the Architectural Request Form (ARF) since it is a component of this Resolution.

2. Preliminary Discussion

Many of the conditions of the ARF are unique to our Townhome Community with limited parking, neighbor engagement and approval and the access to different areas of the building. Therefore, it is recommended that a preliminary discussion be held between the Homeowners and the ACC to review the ARF and the applicability of its various components.

3. Special Notes for the Architectural Request Form (ARF)

- Landscape Plans that are part of an exterior change to the structure fall under the direct purview of the ACC, however; the Landscape Committee is notified and becomes part of the approval process. Landscape Plans, changes or landscape renewal that are not part of an ARF are handled by the Landscape Committee, Reference the Landscape Resolution, Part 1., Item g.
- In those cases, where the ARF is complicated, creates extensive changes to the structure and design of the Townhome, the ARF will require an Architect's participation for both the design process and to provide renderings of all affected sides. In such cases the entire BOD maybe incorporated into the ACC to broaden the perspective of the committee.

**ARCHITECTURAL REVIEW FORM
OWNER/AGENT APPLICATION FOR
ARCHITECTURAL REVIEW**

Community	Preston Falls Villas	Date	
Owner's Name		Day Phone	
Home Phone		e-mail	
Address		Fax	
City, State, Zip			

If an agent is submitting on the behalf of a home owner, complete the following.

Name		Company	
Industry		Phone	

In accordance with the Declaration of Covenants, conditions, and Restrictions for this Community application is hereby made for review and approval of the following described modifications:

Brief Description

Submit application to:

	<i>For office use only</i>	
Chairman and Members of the Architectural Control Committee	Approved	Date:
	Not Approved	Date:
	Approved as Noted Below	Date:

It is hereby understood and agreed that approval of this application by the Architectural Committee does not constitute compliance with applicable North Carolina law, Wake County, or Cary Ordinances. All permits must be applied for and posted as required and work should be completed by a licensed contractor in accordance with the permits. In support of this application, the following items must be submitted, actions taken or conditions met as applicable:

ONE SET OF PLANS: The plans will show the following: floor plan, exterior elevations, roof design, exterior materials and finishes, plant selections, (where applicable), and such other items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions. Extensions of the existing footprint of the Townhome shall be marked with stakes for ACC and Neighbor review.

ARCHITECT REVIEW AND APPROVAL: Any substantial change affecting the structure, size and shape of a Villa requires an Architect's review and the Architect's conceptual renderings (all affected sides) of the proposed change. It is expected that the Architect's drawing and completed project plan will allow the ACC and neighbors to understand the form, fit and function of the project.

CONTRACTOR REQUIREMENTS:

- Must carry General Liability and Workers Compensation Insurance
- Must execute project as approved by the Town of Cary and the ACC
- Must adhere to applicable specifications in the PFV Book of Resolutions (Failure to do so may result in Homeowner/Contractor correcting issues at his/her expense)

CONTROL OF WASTE AND BUILDING MATERIALS:

- Use of "dumpsters" or large waste receptacles must be specified and including ACC approved location, frequency for emptying, and removal after the project is complete. If dumpsters or large trash receptacles are not used, trash must be removed daily.
- The use of Porta Johns must be specified including location, frequency for emptying, and removal after the project is complete.
- Hydraulic oil from Cranes, Dump Trucks and Excavators and motor oil from vehicles must be treated with "Oil Dry" and removed at the end of the day or the following day. Mud from excavation operations shall be cleaned from the street at the end of each day.

CONTROL OF PARKING: It is recognized that parking is limited for any of the Townhomes and prior to the beginning of construction, a Parking Plan must be submitted to the ACC for review and approval. The plan must provide unfettered access to residents and emergency/service vehicles. Emergency and service vehicles need 12 feet of travel space.

USE OF HEAVY EQUIPMENT: It is understood that the Preston Falls Villas is a Townhome Community with limited access between buildings and limited access from the golf course. The need and application of heavy equipment must be a part of the planning process for the modification and must be submitted as part of the ARF package.

SUMMARY OR BRIEF DESCRIPTION: A written statement summarizing nature, style, setback, height, and square footage of proposed modification, if applicable, and

how the dimensions and nature of the propose modification compare with the site specifications and other requirements set forth in the documents and whether any variance requests are necessary.

If the application is incomplete, the Architectural Committee will notify the applicant and the application will not be further considered until receipt of these materials. The approval process will not begin until all documents have been obtained by the Architectural Committee.

NEIGHBOR INVOLVEMENT: Your neighbors have the right to know of your future plans. Please schedule a meeting with to obtain signatures (approvals) from all property owners having common lot lines with your property. These meetings shall include a member of the ACC. Additionally, these same meetings with ACC representation will be held with other property owners who reasonably view the improvement from their property or in normal transient to and from their property.

For those projects that meet the requirements to engage an Architect, all Homeowners in the building must be made aware of the change and have the opportunity to review plans, etc. The “Approval” of these residents is not necessarily required.

Signature of Owner (See Note 1, below)		Date	
Signature of Agent		Date	
Signature		Date	
Of		Date	
Neighbors		Date	
		Date	

Note 1: Your signature indicates that you have read this ARF and applicable Resolutions and will conduct this Project in compliance with this ARF and the PFV Book of Resolutions.

Note 2: If your neighbor fails to approve the ARF, please note the reason.

CHECK LIST FOR SUBMITTAL:

Plot Plan included?	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Floor Plan	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Elevation (s)	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Exterior Finish Samples	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Roofing Plan	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Landscaping Plan	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Parking Plan	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Heavy Equipment Plan	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Architect Review/Approval	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No
Architect Renderings of all affected sides	<input type="checkbox"/> Yes N/A	<input type="checkbox"/> No

If your plans or specifications change for any reason, including Code required changes; you are required to re-submit your updated plans and specifications to the ACC for re-approval.

You will need approval from the full BOD if your plans call for external wall treatment other than stucco (excluding windows, doors and trim).

The ARF must be submitted in triplicate if you do not have capability to submit/receive electronically.

ACC CONTINUED RESPONSIBILITY:

Since the construction activity associated with major projects challenges many of our Resolutions (Parking, paint, handrails, etc.), the ACC must continue to be engaged in the project to see that requirements are met, including the requirements of the ARF which is also a Resolution.