

BELLEWOOD HOMEOWNERS' ASSOCIATION

ARCHITECTURAL REVIEW PROCESS AND ARCHITECTURAL GUIDELINES

The following information has been compiled to summarize and organize the Architectural Review Process and is not intended to substitute any official obligations of the ARC, the BHOA Board or a homeowner. The Declaration of Protective Covenants, Conditions, Restrictions and Easements for Bellewood and the ByLaws of the Bellewood Homeowners' Association should be consulted as the definitive source of information related to the ARC and homeowner responsibilities.

1. ARCHITECTURAL REVIEW COMMITTEE – GENERAL INFORMATION

A. Philosophy and Purpose

- The original design concept of Bellewood is a planned community of intertwining houses and gardens which, taken together, create a sense of place.
- One of the most effective methods of assuring the protection of the original design concept of a community is through the establishment and maintenance of an architectural review process.
- It is the philosophy and intention of the architectural review process to create a consistency, and as a result an enduring personality that will enhance the appeal of the subdivision as a whole and each individual home over time.
- The philosophy of the Bellewood Homeowners' Association in regards to compliance with the Architectural Review Process as well as the Bellewood Architectural and Landscaping Standards is fundamental to the overall concept and the architectural and landscape integrity of the neighborhood.
- The Bellewood Homeowners' Association has established an on-going committee, officially designated as the Architectural Review Committee (ARC), with the purpose of guiding residents in upholding the architectural and landscape integrity of the community.
- The ARC shall review and approve applications for any alterations to our houses or structures on our properties, for any addition of permanent structures and for any significant changes to landscaping on the personal lots within our community.
- Nothing in Bellewood visible from outside a lot can be installed, erected, placed, constructed, altered to, modified, reconstructed or renovated without prior ARC approval (unless expressly permitted in the Covenants). This requirement does not apply to improvements made to the any of the common areas by the Association.

B. Authority

- The authority of the Architectural Review Committee is set forth in the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Bellewood and the ByLaws of the Bellewood Homeowners' Association, which encumber every unit in Bellewood.
- To the extent necessary to carry out its purpose, the ARC shall have the power-to do each and everything necessary and suitable to perform and accomplish such purpose.

- The ARC is responsible for carrying out its duties on behalf of all members of the Homeowners' Association, you and your neighbors.

C. Members

- The ARC shall consist of at least three (3), but no more than five (5) homeowners provided that the ARC shall have an odd number of members. Members of the ARC are appointed by the Board for one (1) year terms. The members of the ARC shall designate a chairperson from among the members. Current ARC members and their contact information may be found on the Bellewood website.

D. Meetings

- The ARC shall hold regular meetings at least once every three (3) months or more often as may be needed.

E. Voting

- The presence of a majority of the ARC members shall constitute a quorum for the transaction of business. The act of a majority of the members of the ARC at any meeting shall constitute an act of the ARC.

F. Responsibilities

In accordance with the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Bellewood and the ByLaws of the Bellewood Homeowners' Association, the ARC is empowered to perform the following services:

1. To promulgate Architectural and Landscape Guidelines in compliance with the Development-Wide Standard.
2. To monitor and determine whether existing structures and improvements in any part of Bellewood comply with the Architectural and Landscape Guidelines. (Ongoing monitoring of Guideline compliance on behalf of the ARC follows different procedures than these described below.)
3. To determine whether plans and specifications comply and are consistent with the Architectural and Landscape Guidelines.
4. To communicate and report ARC activities to the Board and to seek assistance from the Board when appropriate.
5. To maintain copies of all applications, plans, specifications, documents and ARC records.

2. ARCHITECTURAL REVIEW PROCESS

The following is an outline of the steps involved in the architectural review process from preliminary application to final inspection.

A. Submission Process

Residents who wish to make alterations or additions to the exterior of properties or landscapes located in Bellewood must follow the ARC's review process and obtain written approval before starting any project.

1. Complete and submit the Bellewood Architectural Review Committee (ARC) Request Form application.
 - ARC approval is not needed for standard maintenance actions like replacing wood rot or repairing gutters and repainting the amended area; however, completion and submittal of the ARC Maintenance Update form is required. Please feel free to reach out to any ARC member if you have any questions about the proper form to use for your specific project.
2. The request application should include all the required information and be as detailed as possible. Enclose any required documentation, including plans and samples.
3. Obtain endorsement from the ARC-designated third-party vendor, if requested by the ARC.

B. Project Review

- ARC members are not professional architects, designers or landscapers. Inasmuch, the ARC may determine a project requires the professional opinion of a third-party vendor selected by the ARC, as allowed by the covenants.
- Payment of fees for professional opinions for individual projects is the responsibility of the homeowner and the ARC will notify the homeowner if these services are required.
- The ARC shall take action and provide written approval within thirty (30) days of receipt of the application.

C. Decisions

Upon receipt of a properly completed application, the ARC will review the applicant's plans and specifications and render one of the three following types of decisions:

1. Approved
2. Approved, Subject to Limiting Conditions
3. Disapproved

If applicants are Approved, the decision may include non-binding comments rendered to encourage changes the ARC deems desirable.

If applications are Approved, Subject to Limiting Conditions, the applicant must make changes to the plans and accommodate these conditions and proceed without resubmitting an additional request.

Approval provided by the ARC is final and may not be revoked or rescinded provided that there has been homeowner adherence to and compliance with the approved plans and to any additional conditions attached to the approval. Approvals for any plans associated with a particular unit do not waive the ARC's right to disapprove similar plans associated with a different unit.

The ARC may disapprove plans due to

- the failure of the homeowner to provide requested information during the design review process,
- the failure of proposed plans to comply with the Declaration of Covenants or Architectural and Landscape Guidelines or
- any other matter in which the ARC determines the plans fail to provide the conformity and harmony of external design and general quality with the standards of Bellewood.

In the case that an application is denied, the homeowner may request assistance and advice from the ARC so the homeowner can prepare and resubmit another application.

D. Written Approvals/Oral Statements

- Applications for approvals will be returned with the ARC's decision, comments, and limiting conditions in writing.
- Applications that are denied will be accompanied by a statement of the grounds upon which the action was based.
- Oral statements should not be relied upon unless incorporated into written approvals or noted on design documents and signed by a member of the ARC.
- Approvals are valid for a period of six (6) months. Applicants should begin work associated with approved plans within this time period.

E. Project Completion

- It is the homeowner's responsibility to ensure the quality of work performed, to obtain any required city permits and to comply with the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Bellewood, the ByLaws of the Bellewood Homeowners' Association and the Architectural and Landscape Guidelines.
- The ARC may inspect the project to determine if the modifications and/or installations are in the conformity and harmony of external design and general quality of the existing Development-Wide Standard.
- If the resident wishes to make any changes to the originally approved design submitted, a written notice and supporting materials must be submitted and approved by the ARC. Any requested changes must maintain the spirit and intent of the original project submission.
- After project completion and upon written request of the homeowner, or by the ARC's own initiative, the ARC will issue a Certificate of Compliance. The Certificate will identify the unit and the project, state that the application and plans were approved, and the work performed complies with the Declaration and the Guidelines.

F. Violations

- If any improvement is made, otherwise than in accordance with the plans and specifications approved by the ARC or without the request for approval, it will be considered nonconforming.

- If the ARC determines a nonconforming improvement exists, they shall notify the Board of Directors.
- The Board shall provide written request to the homeowner to remove the nonconforming improvement and restore the property to the same condition prior to the nonconforming work.
- If the homeowner fails to perform the required remedial action, the Board shall have the Right of Abatement as detailed in the Declaration of Covenants

3. ARCHITECTURAL GUIDELINES

“The existing houses originally designed by Stephen Fuller, in conjunction with the original landscape installations designed and modified over time by Alec Michaelides, exhibit the conformity, harmony of external design and general quality that together constitute the Bellewood Architectural and Landscape Guidelines. As adopted by the ARC, these standards are to be met for any future exterior modifications.”

The sole architectural design firm selected by the ARC to endorse any improvement intended by an Owner for a structure on a Unit is Stephen Fuller Designs. www.stephenfuller.com/neighborhoods is the website of this company on which Bellewood is described as “an intimate neighborhood where houses and gardens intertwine.”

In addition to the overall Guidelines stated above, some items have specific, required design elements as stated below:

AWNINGS

Awnings must be black in color and constructed of canvas.

BRICKS

Most sidewalk and kneewall bricks are “Old Dominion” and are in short supply in 2017. Please consult the ARC if replacing bricks. Bricks located on sidewalks, driveways, kneewalls, private homes, or any other location, may not be painted.

DECKS

Decks should be constructed of stained or painted wood. (See Handrails for additional requirements.)

DRIVEWAYS

A specific type and color of paint must be used and can be provided upon request. The current acceptable standard is Sherwin Williams H&C Solvent-based Solid Color Concrete Stain in the color Sandstone. The label reflects “Color Top.”

EXTERIOR PAINT

Prior approval is required for any painting or staining of exterior surfaces, even if the intent is to duplicate the existing colors. Changes in paint color must be approved by a third-party vendor chosen by the ARC and at the expense of the homeowner.

The approved Sherwin Williams exterior paint finish for the body of the house (siding, dormers, garage doors) is Satin. The approved Sherwin Williams paint finish for the trim work (including doors and shutters) is Gloss.

The comparable finish for Benjamin Moore exterior paint is Soft Gloss/Satin for the siding and Semi-Gloss for the trim. If another paint vendor is being used, check with the ARC for the approved finish.

A maximum of three colors may be used on any one house; one for siding, one for window trim/garage doors/gutters/downspouts, and one for the front door/shutters. Window trim, including mullions and muntins, may not be any color other than a shade of white or cream. In areas where downspouts overlap bricked surfaces, the additional color of the brick may be used to camouflage the downspout. Vents or plumbing that appear on bricked surfaces should be treated the same way.

FENCES

Fences up to 42 inches in height must be of wood picket structure and fences above 42 inches in height must be of simulated wrought iron structure.

FENCES, GATES AND ARCHWAYS BETWEEN HOUSES

All white picket fences, all gates (except black patio gates), and archways between houses, attached or not attached to houses must be painted in a consistent color of white.

FRONT DOORS

Front doors must be constructed of wood, or wood and glass. Added privacy may be achieved through textured glass; seeded glass is the preferred material. The trim around the front door should match the window trim. Additional front door guidelines prepared by Stephen Fuller can be located under the ARC tab on the Bellewood website.

FURNITURE

Front porch and deck furniture should be constructed of wood, wicker, PVC or metal and should be in scale to the size of the area. Any fabric should be subdued in color and print.

GARAGE DOORS

Garage doors must be constructed of wood. The color of the garage door should match the trim color of the home.

GATES TO COURTYARDS AND PATIO DOORS

All black courtyard gates and patio doors must be painted in a consistent color of black. Courtyard gates and patio doors must be constructed of wood. However, PVC is an acceptable alternative to wood for the frame of the door only, not for the panels.

HANDRAILS

Handrails located on porches/decks/balconies must be constructed of wrought iron (matte black) or wood (white). New handrails installed on front stairs must only be constructed of wrought iron (matte black).

HARDWARE OF A DECORATIVE NATURE, INCLUDING LIGHTING FIXTURES ON PORCHES AND DRIVEWAY COLUMNS/HEADERS; AND INCLUDING DOOR HANDLES AND DOOR KNOCKERS

The homeowner should try to match in size, style, material and quality the decorative hardware, lighting fixture, or door knocker/handle that is to be replaced and submit photographs, material quality and dimensions to the ARC for approval, prior to installation.

LIGHTING

The standard intensity of all exterior lighting of houses is K3000 and white in color. No exterior lighting should create a nuisance to adjoining property owners.

RECREATION EQUIPMENT

Recreation equipment must be constructed of stained wood.

ROOFING SHINGLES

The two options for roofing in Bellewood are :

GAF Timberline HDZ in the color of Slate

Owens Corning Tru Definition Duration in the color of Estate Gray

Either option requires ARC approval prior to installation.

SHUTTERS

Shutters must be constructed of wood or PVC solid core and consist of a raised panel design.

WINDOW BOXES

Window boxes shall be a size to match the window width and a minimum height and depth of 8". All window boxes should be painted to match the wood trim of the home.

WINDOW TREATMENTS

The dominant interior window treatment for street-facing windows in Bellewood consists of pre-approved interior wooden shutters painted white and/or white wooden blinds. In the continued effort to maintain a consistent look that will enhance the appeal of the subdivision as a whole over time, the ARC has established a moratorium (effective 2024) on removing interior shutters or blinds currently in place. However, wooden blinds currently installed may be upgraded to interior wooden shutters with approval from the ARC. Similarly, homeowners may request approval to install interior shutters on windows currently lacking either blinds or shutters. Although we would like all homes to have shutters as originally installed, homeowners with no shutters or blinds on one or more windows (as of 2024), will be granted a variance. Per Bellewood's Covenants, the side of all window treatments which can be seen at any time from the outside of any structure located on a Lot shall be white, or off-white.

*LANDSCAPE GUIDELINES

The Bellewood Landscape Guidelines are included in a separate document available on the Bellewood webpage or by requesting a copy from an ARC or Board member.

**Please refer to Article 7: Use Restrictions and Rules in the Covenants and the BHOA Rules for additional information on some of the items listed above.