

REQUEST FOR MODIFICATION APPROVAL

WHEN DO I FILE A DRB APPLICATION?

An application form must be submitted for any exterior project at your home. If in doubt about your particular project, contact Elite Management at: arc@emspm.com or 855-238-8488. All exterior improvements and modifications require prior approval. Installation prior to proper approval violates the Association's Covenants, Conditions, and Restrictions and may result in Compliance Assessments against your property. Approval by the Association, through the Design Review Board (DRB), does not in any way guarantee approvals by the Township, County, or any other agencies. Obtaining such approvals or permits are the sole responsibility of the applicant. DRB's function is to review your professionally submitted plans.

WHAT IS THE OBJECT OF THIS PROCESS?

To ensure that your planned improvement conforms to the Association's Declaration and enhances the beauty of the community and in no way inconveniences or encroaches upon your fellow Homeowners.

WHO MUST COMPLETE AND SUBMIT THIS APPLICATION?

Completion and submission of this application is the sole responsibility of the homeowner. While we encourage homeowners to hire professional help, this application must have the homeowner's signature and must come from the homeowner. Applications submitted by a contractor will not be accepted.

WHAT IS THE TYPICAL TIMELINE FOR REVIEW?

The DRB has 30 days from receipt of a complete application to respond to your request. The review period does not begin until all required documents are received by the DRB. The DRB reserves the right to request more information to clarify this application prior to making a decision.

WHERE CAN I FIND HELP WITH THIS PROCESS?

There are many landscape/hardscape/patio & deck examples online, and this can be a helpful place to start looking as you begin your project.

- *Landscape Plans*: You can submit your own landscape drawing or you can hire a professional to help you. If you choose to do your landscape project drawing yourself, DRB suggests you spend some time looking at the many drawing examples available online. Preparing a drawing so you and DRB can understand it can be a daunting task. DRB always recommends you contact professional landscapers to assist you in design and plant selection. This can save you time, money, and frustration putting your ideas on paper and into the ground.
- *Deck & Structural Plans*: Deck and other structural plans **must** be designed and drawn by a professional. The plans require a top view, side and front view (elevation) showing the detail of the deck post foundations and how the deck relates to the existing home. Stairs and balusters must also be detailed on the drawing. Tall decks may be enclosed underneath for bonus storage if the home design permits. The material must blend with the home design. All material must be specified (e.g.: composite, treated lumber). Raw treated lumber may be allowed to season no more than 6 months before stain or paint must be applied. The final color of the deck must be compatible with the wall color and trim of the home. The contractor or company name and contact information must be on all deck and other structural drawings. DRB will not accept DIY deck and other structural drawings.

- Deck Landscaping: All decks require a landscaping plan. The plan must have plants that help the deck blend with the environment and soften the hard edges. Tall decks are required to incorporate some taller plants on the corners. Landscaping must have some winter interest as well as summer colors. If in doubt, the homeowner should seek a professional landscaper.

Useful websites for landscape design ideas are:

<https://www.thespruce.com/landscaping-4127779>

<https://www.diynetwork.com/how-to/outdoors/landscaping>

<https://www.pinterest.com/explore/deck-landscaping/>

<https://www.bhg.com/gardening/landscaping-projects/landscape-basics/deck-landscaping-ideas/>

Please Note: These are merely examples. Some of the examples on these websites may not work with Stonehill Village's covenants, but there are many that will.

Please see "Guidelines" on our website, located near this application, for more specifics on Basketball goals, Fences, and other items.

I. Owner Information

Association & Neighborhood: _____

Owner Name: _____

Property Address & Lot #: _____

Email Address: _____

Phone Number: _____

Date Submitted: ____/____/____

II. Requested Change

**If you are submitting a request for more than one improvement, each request must be submitted on a separate form so the DRB can make a determination on your requests independently.*

Type of Improvement: (check)

**Please review the DRB policy for landscaping, as most structural improvements do require additional plans/documents to be submitted related to landscaping around the structural improvement.*

- | | |
|--|--|
| <input type="checkbox"/> Driveway/Concrete | <input type="checkbox"/> Playsets/Sports Equipment |
| <input type="checkbox"/> Porch | <input type="checkbox"/> Exterior Paint |
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Satellite Antenna | <input type="checkbox"/> Roof Replacement |
| <input type="checkbox"/> Pool/Hot Tub | <input type="checkbox"/> Landscaping |
| | <input type="checkbox"/> Other: _____ |

III. Specific Description of Improvement:

Location (on property) : _____

Size/Dimensions: _____

Color: _____

Materials: _____

Contractor Name & Number (if applicable): _____

Estimated Installment/Work Date: ____/____/____ ____/____/____

*Start date must be at least 30 days after submitting application to allow adequate time for review (Start) (Completion)

IV. Required Attachments

***NOTE:** DOCUMENTS BELOW **MUST** BE ATTACHED FOR APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL NOT BE FORWARDED FOR DRB REVIEW UNTIL ALL REQUIRED INFORMATION IS PROVIDED.

1. Actual COPY of recorded property survey (or Greene County GIS map):

This document must show your property lines as well as all proposed and existing improvements, with exact dimensions. It **MUST SHOW** the location of your improvement with reference to your property lines.

2. Scaled drawings of your project. (See page 5 of this packet for more information.)

- Hand-drawn (DIY) plans must be precise, readable, and to scale. (DIY plans are acceptable for landscaping applications only.)

3. Photos and samples of existing home, landscaping, deck, patio, etc. (This will help DRB understand your requested project in relation to your existing property conditions.)

4. Cut Sheets for your project. (See page 5 of this packet for more information.)

- For Landscaping Requests, a Cut Sheet must be completed for each type of plant, indicating plant type, quantity, size at installation, and size at maturity. When a size range is given, please use the higher number.

V. Owner Certification

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property or HOA's common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement.

I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

DATE _____ OWNER SIGNATURE _____

.....**FOR ASSOCIATION USE**.....

Date Received _____ Received by _____

Date Approved _____ Date Disapproved _____ Letter Sent _____

Special Details or Provisions for Approval _____

You may submit your completed application via:

US MAIL:
Elite Management Services
P.O. Box 26366
Charlotte, NC 28221

OR

EMAIL:
arc@emspm.com

OR

FAX:
937-281-0157

Please allow 30 days for a review after all required information is submitted. Questions, concerns, submissions and follow-ups can be sent to Elite Management Services via ARC@emspm.com.

To assist you in correctly filing for a project we have included a step by step procedure for you to follow. We have also provided some useful links to websites that can assist you in choosing the appropriate plants for your home landscape. We want you to enjoy your landscape all season long!

Homeowner Plan Submission

1. **SCALED Drawing 1/4"=1' or 1/8"=1'** depending on the overall size of the project or density of the landscape plan. *(Please include a Scale-box: a box with a line inside the box that measures the equivalent of 8-feet if you're using a 1/8" scale, or a line that measures the equivalent of 4-feet if you're using a 1/4" scale. Please see online examples for more information.)*
2. Indicate what direction "North" is on your drawing.
3. Refer to website for plants permitted and not permitted.
4. Complete Cut-Sheet for each plant type. *(Blank cut-sheets are attached to this application)*
5. Complete landscape plan to scale. The landscape plan should encompass your entire lot for perspective. An additional detail drawing may be needed for more complex plans. *(Be sure the mature diameter of the plant does not trespass on your property line or is too close to your home. If a range of plant size is given always use the larger size for design purposes.)*
6. Email plan to ARC-Support.

Professional Installation Submission

(Acceptable directly from contractor only for new construction. Improvements to an existing home / lot must be submitted by the homeowner, though a professional can prepare the plans.)

1. Complete Scaled Drawing of the plan. Include a scale-box as explained above, and indicate which direction "North" is.
2. Complete Cut-Sheets per plant or provide a table that contains equivalent information
3. Email plan to ARC-Support.

A "Cut Sheet" is a page of specifications, instructions and dimensions etc. for each plant or material used. *(Blank forms attached to this application for your convenience.)*

Useful websites:

Plant finder-Missouri Botanical Garden

www.missouribotanicalgarden.org/.../your/plant

Beaver Creek Nursery plant guide

www.beavercreeknurseryin.com

THESE REFERENCES WILL GIVE YOU GUIDELINES ON THE MATURE SIZES OF THE PLANTS AND OTHER HELPFUL PIECES OF KNOWLEDGE.

DRB LANDSCAPE CUT SHEET
FOR EACH PLANT VARIETY

A **SCALED** DRAWING 1/4"=1' or 1/8"=1' IS REQUIRED WITH THE FOLLOWING:

COMMON NAME _____

BOTANICAL NAME _____

HARDINESS ZONE (USDA) _____
STONEHILL IS **ZONE #5b**

MATURE HEIGHT _____

MATURE WIDTH _____
NOTE: **PLANTS MUST BE LOCATED ONE HALF OF MATURE WIDTH, PLUS 3 FT. AWAY FROM PROPERTY LINE.**

SUN OR SHADE REQUIRED _____

ACTUAL SIZE BEING PLANTED _____

FIND YOUR ZONE BY VISITING WWW.USNA.USDA.GOV/HARDZONE
STONEHILL IS ZONE #5B

*
HERE ARE A COUPLE OF USEFUL/HELPFUL SITES:

WWW.MISSOURIBOTANICALGARDEN.ORG

WWW.BEAVERCREEKNURSERYIN.COM

*
PLEASE USE AS MANY SHEETS AS NEEDED TO COMPLETE YOUR REQUEST

DRB HARDSCAPE/FENCE CUT SHEET

A **SCALED DRAWING** 1/4"=1' or 1/8"=1' IS REQUIRED WITH THE FOLLOWING:

- * PROPERTY LINES MARKED
 - * EXACT LOCATION OF HARDSCAPE IN RELATION TO DRAWING
 - * TOPOGRAPHIC DRAWING OF PROPOSED PROJECT
-

PROJECT TYPE _____

PRODUCTS USED _____

MANUFACTURER _____

SPECIFICATIONS OF PRODUCTS _____

DIMENSIONS OF PROJECT --- HEIGHT _____ WIDTH _____ LENGTH _____

COLOR OR PHOTO EXAMPLE ENCLOSED _____

TOPOGRAPHIC- GRAPHIC REPRESENTATION OF THE SURFACE FEATURES OF A PLACE OR REGION ON A MAP, INDICATING THEIR RELATIVE POSITIONS AND ELEVATIONS

PHOTOGRAPHS OF THE LOCATION YOU WISH TO PLACE YOUR HARDSCAPE OR FENCE WILL HELP DRB UNDERSTAND YOUR CURRENT CONDITION AND HOW YOUR NEW ADDITION WILL FIT IN.

DRB Policy for exterior additions to homeowner lots after moving in:

DRB asks each homeowner to submit a landscaping plan to any improvement made to the exterior of their home or lot.

Why? One of many things that sets Stonehill Village apart from an average development is the attention to detail. Landscaping is the main difference. DRB feels the job is not complete until landscaping is added to the project. For all improvements made to your property, landscaping is the finishing touch.

Landscaping helps soften the hard-scapes and the hard-lines of homes after construction. Landscaping blends the home, deck additions, HVAC units, and play equipment into the environment.

Because of this, the majority of projects you do to your lot after purchasing your home requires some landscaping additions. DRB suggests you read the permitted and not-permitted plants listed on the website. After familiarizing yourself with the documents, you should consult a professional landscaper. Professional landscapers can help you find the perfect plants that will finish your project.

Landscaping adds value to your home that usually exceeds the money you spend for it.

What does the homeowner need to do?

1. Suggested landscaping to add to most projects would be foundation plantings (especially screening stepped foundations), screen plantings for hot tub privacy, HVAC units, etc. Larger landscaping items such as trees will add value and shade.
2. Application submission requirements listed in this application.

Why was there no or just minimal landscaping required from the builder?

The answer to this depends on in which neighborhood you call home. Each neighborhood was built with initial requirements specific to the neighborhood and builder. Some requirements were less stringent than others for initial construction – not because the same standards of landscaping didn't apply, but simply as a cost-control method for prospective purchasers. It is required that owners implement the appropriate landscaping at the time of your first improvement after moving in. As the residents in neighborhoods decide to make additions/improvements to their lots, landscaping will be required to help make the project more appealing.

Playset landscaping: All playsets require DRB approval and landscaping to help soften the look of the playset. This is because “beauty is in the eyes of the beholder.” Your next-door neighbor

may not be as enamored with your beautiful play equipment as you are. Therefore, DRB requires screening landscaping to be added on the sides of the playsets that face the neighbors' homes and any common space. Some play equipment, such as trampolines and soccer goals, require more landscaping to help blend the play equipment into the environment. Very few lots in Stonehill Village have the size needed to have trampolines and soccer goals. This is because of the amount of landscaping required to shield these objects. Additionally, objects such as trampolines are hazardous when left unattended. Trampolines require special permission from DRB. Trampolines require substantial landscaping and other safety items, such as a fenced in rear yard. Please note that Basketball goals has a separate "Guidelines" posted online.

These items addressed in many documents on the Stonehillvillage.com website under the tab "Bylaws" and in the Homeowners restricted section under "Bylaws". These documents should have been provided to you at your home's closing. If you have any questions, please contact ARC SUPPORT.