

HOA MANAGEMENT INC.

Fence Guidelines

Should you decide to build a fence please locate the ARC Change Request form located in your HOA Packet or, if additional copies are requested, contact HOA Management Inc. at 865-558-3030.

All fences **must** be approved by the ARC. Keep in mind, no fence is to be constructed prior to the closing date that has been set.

In your application packet you must have the following approved:

- A completed application form.
- A plan view of the exact layout of the fence. **(Plot plan)**
- Description of all materials that will be used.
- Permit (If required).
- Allowable styles include Black Aluminum (four feet) or Wooden Privacy fences.
- If wooden privacy fence:
 - Must be six feet.
 - Pressure treated pine or western cedar (stain to match pressure treated pine).
 - Must be stained and sealed within 6-9 months of installation.
 - Must be stained with Olympic Honey Gold 5-year stain.
 - Must be cleaned and resealed every five years.
 - Must resemble picture that is attached.
- All fences must begin at two thirds (2/3) the length of the house to maintain overall consistency throughout the neighborhood.
- All fences must meet all code requirements for the county or city residing within and **if required** by the municipality, to pull permit before commencing on building a fence.
- No fence shall be installed in anyway to disturb or impede drainage of the lot or subdivision. Fences must be no less than 18 inches off all property lines and shall not impede drainage to any P.U.D.E., and also be 2 inches above the grass.
- Fences and gates must be maintained in good condition.
- Follow guidelines laid out in the Community CCRs, By Laws and Rules and Regulations.

EVALUATION

(Sketch design and description if necessary; manufacturers literature is welcome)

1. Indicate an anticipated start and completion date; changes/additions must be completed within 30 days of project start date.
 2. Include front and side view elevations with dimensions.
 3. Include location and depth of any required cuts or fills in the soil.
 4. Show the location of any existing utilities or drainage courses (if applicable or in close proximity)
 5. Utilities must be marked by contractors before any digging is permitted.
 6. Secure building permit(s) required (if applicable).
 7. Association is not responsible for fence removal/deconstruction by officials/entities exercising access right to easements.
 8. All Fences must be constructed so that the finished side faces the outside perimeter.
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- When submitting nature of improvement make sure to attach a plot plan, diagrams or drawings to help explain.
 - Must include type of materials, dimensions and color of fence.
 - Location of addition/change – Attach a plot plan of lot showing location of home and proposed addition and change.
 - Include estimated start date and estimated completed date.





ARC Application Process

Timing

Homeowners should allow for a minimum of 30 days after submitting a complete ARC request form. Some applications may require additional time for review, depending on complexity. (Refer to ARC request form instructions and ARC application located at the end of this document.)

Homeowners should keep in mind that the process described below is for ARC approval only. Homeowners are responsible for obtaining the proper building permits and maintaining compliance with all current building codes, permit requirements and regulations if required.

Initial submission – Homeowner submits the Architectural Review Committee (ARC) Request Form to ARC Chairman c/o HOA Management

- If complete, HOA Management forwards the request to the ARC.
- If incomplete, HOA Management notifies homeowner for re-submittal, however the time required for review is reset.
- ARC reviews the request and renders decision to HOA Management. Any additional information requested by ARC for properties resets the time.
- If approved, homeowner is notified and proceeds with the installation / modification.
- If denied, homeowner is notified and may resubmit an ARC Request Form incorporating the ARC requirements; however, the time required for review is reset.

The ARC reserves to the right to inspect an approved installation at any stage to verify that the installation is being installed or has been installed in accordance with the approved ARC Request Form.

ARC Request Form Instructions

These instructions will assist you in completing the enclosed application. However, you are urged to read and understand the ARC guidelines to ensure that the review process goes as smoothly as possible. In order to expedite your request, it is very important that we have all the required information regarding your project. Incomplete applications may result in unapproved request and you will have to resubmit your application. Should you have any questions about this packet or your project, please contact the Association Manager of HOA Management, Anna Hoekstra, at 865-558-3030 or email : annah@hoamanagementcorp.com.

Please be as detailed as possible when describing your improvement. If you are doing the work yourself, please reflect that on the application in space provided for Contractor Name. Should you elect to have a contractor perform the work, please list the company name in space provided. If you have a quotation from your contractor, please include that with your application. Construction materials must be consistent with the property's existing materials. Provide type, color, size, etc. when describing the materials. Detailed drawings are a requirement for all projects, specifically, a **Goodall drawing that shows your entire lot, property lines and an outline of the house (e.g., plot plan)**. Photographs, pages from catalogs, etc. will enhance the understanding of your project and should expedite the decision-making process.

Once you have the completed application and all pertinent attachments, please forward it and the attachments to the Association by email: annah@hoamanagementcorp.com or by mail to: Hayden Hill HOA c/o HOA Management* PO BOX 32627 * Knoxville TN * 37930

It is the homeowner's responsibility to ensure that the project is in compliance with all applicable codes and permit requirements. ARC approval does not relieve the homeowner of this responsibility.

Definitions: (Applicants should consult the ARC guidelines for more detailed information)

Landscaping: Includes mulched areas, flowers (perennials), trees, shrubs, rocks, borders and tree rings, and stepping stones; basically anything that is on the ground that does meet one of the other definitions.

Yard Art: Includes statues, outdoor furniture used as decoration, lawn ornaments, flags, etc.

Building Modification: Any addition that attaches to the house (e.g., sun room) or becomes part of the house where permanent exterior walls are added or removed or otherwise modified (new window/door, etc.)

Free standing Structure: Includes arbors, trellises and play equipment. An approved fence is required. **Other:** This box is used to identify projects / modifications not included in other definitions. Detailed descriptions are required.

Bill of Material: A list materials and components use to complete an improvement. This could include such things as type of roofing, type and size of lumber, etc. The information should readily be available from a contractor if one is used.

Garbage Enclosures - as a screen that conceals the garbage / trash container(s) and/or recycle bin(s) from the street, sidewalk, adjacent homes or rear neighbors.

Additions: - A permanent expansion of living space involving new exterior walls, roof and floor. An area using the same HVAC source as the rest of the home. A four season room.

Screen porch/sunrooms - Permanently attached enclosure that may involve an expansion of the roof of the home; a three season room that does not use the same HVAC source as the home.

Outbuilding -enclosures that are not attached to the home, such as sheds or enclosed storage units.



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ARCHITECTURAL CHANGE REQUEST FORM

**Submission of Plans to
Architectural Review Committee (ARC)**

Name _____ Mail To: **ARC Chairman**
Address _____ % **HOA Management**
City _____ State _____ ZIP _____ **PO Box 32627**
Phone(s) H _____ W _____ **Knoxville, TN 37930**

Date Submitted _____ Date Received by ARC _____

In accordance with the Covenants and Restrictions ("Declaration") of the _____ Homeowners Association ("Association") and the Association's rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

[Please attach a detailed (to scale) drawing or blueprint of your plan(s) and a copy of your community plat in duplicate.]



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Is this an amendment to a previous request? _____

If yes, approximate date of previous request: _____

I understand that under the Declaration and the rules and regulations, the Committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit Owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the _____, its Board of Directors, its agent and the Committee have no responsibility with respect to such compliance and that the Board of Directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.
8. I understand that a decision by the Committee is not final and that the Board of Directors may reverse or modify a decision by the Committee

120 SUBURBAN ROAD SUITE 103 KNOXVILLE, TN 37923

P O BOX 32627 KNOXVILLE, TN 37930 Phone (865)558-3030 FAX (865) 558-3017



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upon the written application of any Owner made to the Board of Directors within ten (10) days after the Committee makes its decision.

9. The contractor is: _____.
10. If approved within thirty (30) days, the work would start on or about _____ and would be completed by _____.

Signature of Homeowner