

Hampton Meadows Homeowners Association

*****ARCHITECTURAL REVIEW COMMITTEE NOTICE*****

The purpose of the Architectural Review process is to ensure that any additions or modifications to property maintain the appearance and property values of the community and do not unreasonably impact the rights of the surrounding neighbors who may be affected by the modification/addition.

Any improvement or addition including but not limited to, painting, fence installation, landscaping, patio covers/ pergolas, pool/spa, awnings, recreational structures, etc. must first be approved by the Architectural Review Committee and/or Board of Directors. Provisions regarding the Committee can be found in the Association's Declaration of Covenants and Restrictions.

The AR Committee is responsible for reviewing proposed plans, as well as any City of Desoto requirements, to minimize complications. The Association requires written approval on file. The "**Architectural Review Procedures**" and "**Request for Architectural Approval (Form A)**" and "**Neighborhood Awareness (Form B)**" forms are enclosed with this notice and are to be submitted with the actual set of plans that will be used. If prior approval is not obtained, the owner may be asked to remove the improvement at owner's expense and may be subject to fine. One of the principle objectives of these procedures is to ensure that any proposed changes or additions to an owner's property do not adversely affect the appearance standards of the community. The Board of Directors urges every homeowner to abide by the Covenants and Restrictions and architectural review procedures to achieve this goal.

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Hampton Meadows Homeowners Association

To make a request for Architectural Review, complete Form A, Form B and submit it with all back-up documents to:

Hampton Meadows Homeowners Association, Inc.
P.O. Box 2048
Desoto, Tx, 75123

Specific Requirements for Submission:

All Improvements must be made in accordance with the Master Declaration of Covenants, Conditions and Restrictions for Hampton Meadows and the Hampton Meadows Architectural Review Committee Guidelines. Please review these documents carefully, and make sure your plans comply with their requirements. Unless specifically exempt, all Improvements must be approved by the Architectural Review Committee. A general rule of thumb is this - imagine you are on the Committee and you are reviewing the submission. Do you have everything necessary in order to visualize the completed product so you can make a judgement? If there are no unanswered questions in your mind based on the submission, then it is likely your submission will be acceptable.

PLEASE NOTE: THE PROCESS OF ARCHITECTURAL REVIEW MAY TAKE UP TO 30 DAYS.

Painting - submit paint samples - large samples help give a better impression of color than small ones. Indicate the color in general terms of the houses on either side of yours (Example - light beige with brown trim).

Landscaping - Include a plot plan showing in detail what you intend to accomplish. Be sure to show existing conditions as well as your proposed improvements. If you will be planting trees and shrubs, be sure to indicate the type and size on the drawing.

If you will be installing rock or bark mulch in planting beds, be sure to specify the type, color and size. If you are using edging, be sure to specify the type of edging. If you are installing a retaining wall, you must indicate how it will be constructed.

IT IS EXTREMELY IMPORTANT TO RECOGNIZE THAT YOU MAY NOT ALTER THE DRAINAGE ON YOUR LOT BY YOUR LANDSCAPE IMPROVEMENTS.

Fencing - Be sure to show the location of the proposed fencing on a plot plan and describe the type of fence and whether you intend to seal or stain it.

Roofing - Submit manufacturer's sample or brochure showing the type and color of shingle you are using.

Brick - If you are using brick you must submit a sample or brochure indicating the color of brick.

Building Additions - If you are constructing a room addition to your home, you must submit full working drawings for the improvement. This would include floor plans and elevations of all exterior views as well as construction details.

Patio Covers or Gazebos - You must submit a plot plan showing the proposed location in addition to elevations showing construction and exterior appearance. Also include exterior finish if other than natural.

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Architectural Review Questions and Answers

- **What is Architectural Review?**

Architectural Review is the power of the Homeowners Association to govern the exterior appearance of all properties in the community upon which homes are built.

- **Where does this authority come from?**

The authority comes from the Declaration of Covenants, Conditions and Restrictions for the Association which is a legal document recorded with the Clerk & Recorder prior to any home being purchased.

- **Do I have a choice regarding this Architectural Review process?**

No. By virtue of the purchase of your home in your community, you have subjected yourself to the legal documents of the Association and to the jurisdiction of the Committee.

- **Why are there architectural standards?**

The benefit of Architectural Review is basically two-fold. First, the community in which you live will maintain its attractive appearance if there are standards. Second, if the community maintains its attractive appearance, the value of all properties in the community will be retained at a higher level than if there were no Architectural Review and approval.

- **What type of exterior changes require approval of the Association?**

All the following improvements require Committee approval. This list is not intended to be all-inclusive because the basic concept is any exterior improvement requires approval.

- Painting
- Siding replacement
- Garage door replacement
- Accessory buildings, such as storage sheds
- Window replacement with other than original type installed
- Dormer installation
- Re-roofing
- Sidewalk, fence and deck installation
- Basketball backboard installation
- Decorative items or sculptures
- Trees, shrubs, full landscaping changes
- Changing color of any exterior item such as roof, paint, rock
- Awnings
- Dog runs (if allowed in the Covenants)

Note: A manufacturer's brochure is good to include for any submission, if appropriate (example — gazebo kit).

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ARCHITECTURAL REVIEW PROCEDURES

PRIOR TO BEGINNING ANY EXTERIOR IMPROVEMENTS, RENOVATIONS OR MODIFICATIONS, THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

1. Submit a written request Form (A) for architectural review to the ARC or Board of Directors describing the nature of the proposed improvement or modification.
2. Neighboring homes (both sides, behind, opposite) subject to affect by improvements must be advised of the proposed work. Prior to plan submittal, the "Neighbor Awareness Form" Form (B) must be executed by adjacent neighbors/owners. Concerns of neighboring homeowners and will be a factor the Architectural Review Committee will consider however, a neighbor does not have veto power over the proposed project. (Note: Existing Covenants and Restrictions do restrict view obstructions.)
3. Submit three (3) sets of plans, including, where appropriate, site grading plan, lot line plan depicting existing structures as well as proposed structures, specifications, material types, landscaping plans including plant types, sizes and quantities and exterior color samples. The plot plan must show specifically what presently exists and the proposed change(s). (Note: There is NO ENCROACHMENT of common area permitted.)
4. The Architectural Review Committee will review the proposed plans and generally, you will receive written response within thirty (30) days of receipt of the plans by the Board(s). If the plans are denied, a reason for denial and/or request for alteration will be issued.
5. AFTER the Committee has approved your plans, you may proceed with the improvement. At that time, the written approval may be taken to the local government entities to obtain necessary permits. One set of plans will be returned to you for your records, one set of plans will be issued to the Architectural Review Committee, if any will retain one set of plans.

APPROVAL OF PROPOSED PLANS DOES NOT WAIVE THE NECESSITY OF OBTAINING ANY REQUIRED CITY OR COUNTY PERMITS. OBTAINING A CITY PERMIT DOES NOT WAIVE THE NEED FOR ASSOCIATION ARCHITECTURAL CONTROL APPROVAL

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ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM (A)

Any modifications to your property must be submitted to the Architectural Review Committee for approval *PRIOR* to any work or modifications being constructed on your property. Please allow up to 30 days for complete processing. Include complete descriptions, dimension, style, type drawings, materials being used, colors, etc. The more information you can provide will help to expedite your application. Please attach a copy of final boundary survey showing the location of improvement in relation to other structures and having lot lines marked. Survey should be marked with x's plotting the location of fences.

Date Submitted _____ Phone # _____ Fax # _____

Owner _____ E-mail: _____

Property Address _____ City _____ Zip _____

Lot _____ Block _____ County _____

Mailing Address if different from above: _____

*CORNER LOT: Yes or No
Yes or No*

REAR or FRONT ENTRY LOT:

Contractor _____ Phone # _____ Fax # _____

ITEMS FOR REVIEW

_____ Building Elevations
 _____ Color Selections
 _____ Doors
 _____ Drainage Plan
 _____ Fence
 _____ Floor Plan

_____ Landscape Plan
 _____ Mail Box
 _____ Structural Addition
 _____ Swimming Pool
 _____ Windows
 _____ Shed

Other: _____

Homeowner Comments – Attach or state specific material list, color samples, picture or rendering.

Homeowner is responsible for compliance with all applicable city ordinances and permits if application is approved. AN APPROVAL DOES NOT RELIEVE APPLICANT FROM OBTAINING THE NECESSARY BUILDING PERMITS FROM THE GOVERNMENTAL AGENCIES INVOLVED. THIS REQUEST MUST BE SUBMITTED IN TRIPLICATE. ONE COPY EACH TO: ARCHITECTURAL COMMITTEE, BOARD OF DIRECTORS, APPLICANT.

Return to:
 Hampton Meadows HOA **Mail:** P.O. Box 2048, **Desoto Tx, 75123**
Email: hamptonmeadowshoa2012@gmail.com

FOR BOARD USE ONLY		
DATE RECEIVED	DATE APPROVED	DATE DENIED
DATE OF LETTER	DATE OF SIGNATURE	DATE MAILED

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NEIGHBOR AWARENESS FORM (B)

IMPACTED NEIGHBOR STATEMENTS: The attached plans were made available to the following neighbors; whose signatures appear below. I/We have secured their consent without objections; except as noted.

FACING NEIGHBOR

Name: _____ (print) _____ (signature)

Address: _____

Phone: _____ Objection: YES _____ NO _____

Notes: _____

ADJACENT NEIGHBOR 1

Name: _____ (print) _____ (signature)

Address: _____

Phone: _____ Objection: YES _____ NO _____

Notes: _____

ADJACENT NEIGHBOR 2

Name: _____ (print) _____ (signature)

Address: _____

Phone: _____ Objection: YES _____ NO _____

Notes: _____

ADJACENT NEIGHBOR 3

Name: _____ (print) _____ (signature)

Address: _____

Phone: _____ Objection: YES _____ NO _____

Notes: _____

The above neighbors have reviewed the plans I am submitting for Architectural Approval. I understand neighbor objections do not, in themselves, cause denial. However, the Architectural Committee will contact the neighbors to determine if their objections are applicable, if necessary. Submitted By:

Name: _____ (print) _____ (signature)

Address: _____ Phone: _____ Date: _____