



Architectural Review Board Application

All exterior changes to the home must be approved by the Homeowner Association's Architectural Board (ARB). The ARB's job is to help maintain the high value of your assets and your home. This form must be submitted for any changes to the exterior of your home or property. (Example: fences, gas tanks, play equipment, paint changes etc...)

Submittal Date: _____

Homeowner Name: _____

Address: _____

Lot number: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Please supply details including, but not limited to: Location, size, materials, color and estimated time for completion. Please submit a site survey for any additional structures with new structure drawn on survey. (Example: fence, play equipment, pools, and spas)

Berkeley Walk ARB Guidelines

As dictated by the covenants, any and all changes, alterations, or other modifications to the exterior of your home or property need to be approved by the Architectural Review Board (ARB). The purpose of the ARB is to act as an aesthetic authority for the community to ensure the community maintains a harmonious appearance. All decisions made by the ARB regarding requests for modifications are based on this purpose and are at the sole discretion of the ARB board. Failure to receive an ARB approval prior to making a change could be costly, as it may result in the need for removal or repair to the original condition. Violation(s) may be levied to those who deviate outside of this predetermined aesthetic, and thus, approval should be requested prior to enacting any changes on the part of the homeowner.

Below you will find a list of common aesthetic choices that are commonly submitted for ARB approval, items that are not approved by the ARB and a list of items that do not require ARB approval. This list does not encompass all items, but rather the common items that are typically desired. Keep in mind that all changes must be submitted for approval, not only the items listed below.

ITEMS COMMONLY SUBMITTED FOR APPROVAL:

- **Fences-** Enclosing the existing fencing is permitted. Extending the fence beyond the existing fence requires all homes in a building to do this at the same time.
- **Screened Porches/Glassed Sunrooms**
- **Gas Tanks/Water Filtration Systems-** a vegetative buffer will be required as part of the approval process. In lieu of or in addition to a vegetative buffer you may wish to add a wooden or lattice style buffer, this would require approval as well.
- **Patio-** Extending a back patio with concrete or pavers.
- **Landscaping Changes-** If you would like to add a bed in a location that currently contains sod, adding bushes/trees to an area that is not currently part of a landscape bed or making any change that would be considered more than replacement of an existing tree or shrub.
- **Patio Furniture-** Patio furniture not located on the back patio needs to be submitted for approval. Pictures must be provided along with location.
- **Storm Doors-** Storm doors must contain a solid piece of glass or screen. A picture must be submitted for design approval. The color of the door frame must match the existing trim.

ITEMS NOT PERMITTED:

- Fire Pits
- Canopies –any item that includes fabric of any kind (wooden pergolas are typically approved, but still require an ARB request)
- Artificial flowers
- Sheds or outbuildings are not permitted
- Swimming pools
- Flagpoles
- Basketball Hoops

Please note that the ARB guidelines may be adjusted or revised from time to time as desired by the ARB board. Because the guidelines may change it is imperative that you obtain approval for each and every item

you desire to ensure that you will never be asked to remove or make changes to an improvement because the guidelines have changed.

All ARB requests will be reviewed within 60 business days, typically 30 business days. If additional information is needed you will be contacted for those items. If you do not receive a written response within 30 business days please contact our office at 912-354-7987 or hoa@landmark24.com. It is your responsibility to obtain approval, keep copies of all approvals received, as well as pass them to successors if the improvement is still applicable when you sell the home.

If you have any questions with regard to what is approved or not approved please contact our office prior to improvements being made at 912-354-7987 or hoa@landmark24.com