

**Quail Hollow Estates
Quail Hollow Homeowners Association, Inc.
Architectural Review Committee
Guidelines, Process and Application**

INTRODUCTION

Quail Hollow Estates is a mixed residential community with both multi-family and single-family homes. The neighborhood is divided into four separate residential communities. These four residential communities vary somewhat in style but have several defining characteristics and many commonalities. All four communities are part of an umbrella association, Quail Hollow Homeowners Association (QHHA), whose purpose is to provide and manage the community amenities and administer the community-wide standards by which all communities are required to operate, including architectural control.

The Architectural Review Committee was established and guidelines formulated to ensure Quail Hollow Estates maintains its architectural character, spirit and value. The guidelines are comprised of design philosophy, submittal procedure and standards. The Board has adopted these guidelines. Any conditions, materials or procedures not defined within the CC&R's and these guidelines shall become a matter of judgment on the part of the Architectural Review Committee. The purpose is to provide a procedure and establish guidelines for assisting each owner to obtain required approvals.

Installation prior to proper Architectural Review Committee approval is a violation of the Association's Covenants, Conditions and Restrictions and owner may be subject to fines and/or be required to remove the installation and return the property to original condition.

ARCHITECTURAL GUIDELINES

The purpose of the architectural guidelines is to preserve and enhance the property values and attractiveness of the entire Quail Hollow Estates neighborhood and ensure the maintenance of high development standards for the benefit of all owners. These guidelines have been established to provide a broad framework within which the quality of design and style will be assured. These guidelines are intended to ensure that Quail Hollow Estates continues to reflect an architectural quality and style consistent with the natural beauty of the community.

In general, any additions, alterations or modifications to houses, fences, walls, screens, landscape plantings and other structures must be approved in advance by the Architectural Review Committee (ARC) [or Architectural Committee (AC) as stated in the CC&Rs] as stipulated by the Covenants. This includes, but is not limited to, home additions, accessory buildings, fences, patios, balconies, decks, significant plantings, tree removal, windows and doors, and color changes when repainting. It also includes architectural changes when making exterior repairs or reconstruction as a result of environmental or other damage, but does not include like kind repairs with no architectural changes. Each of the three community associations (East, South and West) is responsible for exterior maintenance on condominiums in their individual community; however, virtually no changes to the exterior of these homes are permitted without ARC approval. While exterior maintenance of Single Family Homes is the responsibility of the individual owner, virtually no changes to the exterior of these homes are permitted without ARC approval.

It is important to note that the guidelines are applicable to all current and future exterior building and property alterations and/or improvements. These guidelines will be utilized by the Architectural Review Committee to evaluate and approve/disapprove property alterations and/or improvements throughout the community. The design or style of improvements should attempt to enhance the natural setting of the community and complement any community design elements. Improvements must be sensitive to adjacent properties as well as the community as a whole. The intent is to protect all owners with guidelines and a process for assuring that modifications and improvements are: 1) consistent with the harmony of exterior design in Quail Hollow Estates; 2) located appropriately with regard to surrounding structures and topography; and 3) constructed using high quality material and workmanship.

Architectural Review Criteria

The Architectural Review Committee shall be guided by, but not restricted by, the following general criteria in its decision-making process:

Architectural Integrity - Proposed alterations must be architecturally sound and appropriate to the surroundings, and compatible with the established architectural characteristics of the property, the surrounding properties, and the neighborhood setting. Quality of workmanship, architectural style, materials, colors, and construction details must be consistent and in harmony with the existing structures.

Color - The color of proposed alterations or additions to existing structures must have doors, shutters, trim, siding, roofing, etc. that match or are complimentary with the color of the primary structure.

Scale - The size of improvements must be consistent in scale to the existing surroundings.

Workmanship - The quality of workmanship of alterations and additions must be equal to or better than that of the primary structure and neighboring properties, including construction specs within standard tolerances (square corners, plumb lines, uniform application of paint or stains, etc.).

ARCHITECTURAL REVIEW COMMITTEE

The Chair of the Architectural Review Committee is appointed by the QHHA Board of Directors at the Executive Session immediately following the Annual Meeting of the Quail Hollow Homeowner's Association, which is held the first Monday in June of each year.

At the July Board Meeting, the Chair/Co-Chairs of the Architectural Review Committee will present the nine names of the committee members, ideally two representatives from each of the three condominium communities (East, South and West), and two representatives from Single Family Homes; with the ninth member being from any of the four communities.

Architectural Review Committee Purpose and Objectives

1. Supervise the architectural process to ensure preservation of the architectural and esthetic values of the properties.
2. Adopt and promulgate reasonable guidelines (architectural process) regarding the administration, interpretation and enforcement of the provisions of the QHHA Declarations. Input and guidance from the QHHA Board is strongly recommended.
3. Initiate actions to enforce the Covenants, Conditions and Restrictions included in the QHHA Declarations. Input and guidance from the QHHA Board is strongly recommended.

4. In the administration of the architectural process and in making any finding, determination, ruling or order, or in carrying out any directive contained in the Declarations relating to the issuance of permits, authorizations, approvals, rules or regulations, the Architectural Review Committee shall take into consideration the best interests of the Owners of the Properties, to the end that the Properties shall be preserved and maintained as a high quality residential community.

ARCHITECTURAL APPLICATION AND REVIEW PROCESS

The Architectural Review Committee has the responsibility for administering the architectural standards and guidelines. The intent of the Architectural Review Committee process is to assure owners that the standards of design within the community will be maintained. This in turn protects property values and enhances the community's overall environment for everyone.

All proposed modifications and additions to condominiums and single family homes within Quail Hollow Estates require application to and prior approval of the Architectural Review Committee.

Architectural Process—Individual Owners

The procedure for an individual owner to obtain approval for architectural changes involving their home shall be as follows:

1. Owner submits electronically (via email or QHHA website) or mail to the QHHA management company a completed Request for Architectural Approval Application and a copy of blueprints, drawings, brochures and/or photos that show views and elevations, specifications as to materials, colors, etc., and probable effects on neighbors and common grounds.
2. The QHHA management company will forward the application and all drawings, photos, etc. to the community (East, West, South) Board of Directors for approval. If approved, the community Board will submit the above to the Architectural Review Committee for approval.
3. Single Family owners shall submit the application and supporting documentation to the QHHA management company who will forward the application directly to the Architectural Review Committee chair/co-chair.
4. Upon approval by the Architectural Review Committee, the ARC chair/co-chair will notify the QHHA management company, who will formally notify the owner of the approval.

Review Process—Architectural Review Committee

1. Share the application and supporting documentation with all Architectural Review Committee members within a reasonable amount of time to consider the request. Call a meeting if necessary.
2. Physically visit the site, if necessary, examine the materials submitted and evaluate the proposed colors (view if available).
3. Consider and discuss as appropriate all factors involved in the changes, including but not limited to compliance with restrictions of community legal documents and expected impact on the community, with the objectives being to ensure preservation of the architectural and esthetic values of the property and to maintain the property as a high quality residential community.
4. Vote on the Request for Architectural Approval Application.
5. Distribute approval/rejection of application to the owner, the community Board of Directors, and the QHHA management company for filing. The QHHA management company will also inform the owner via formal letter.

Note 1: Owner should submit, if necessary, one copy of the approved proposal to the City of Charlotte to obtain a building permit.

Note 2: If either the community Board or the Architectural Review Committee reject the proposal, rejections should be made, if possible, with suggestions for changes and revisions that would more likely be approved.

Note 3: The owner is responsible for all costs related and affected by the approved change and should advise his insurance company to request coverage at owner's expense. Costs of community changes which are initiated for the common good and approved as such by the community Board will be the responsibility of that respective Board.

Note 4: The architectural review process typically takes up to 30 days from receipt to respond to your request. The process does not begin until all required documents are received. More complicated or unusual situations or situations that involve negotiation of changes to the application will likely take longer for a final decision.

ARC Process—Community-Wide/Multi-Community Impact Projects

In situations where proposed architectural changes have potential significant impacts on large portions of or all of any single community, or have potential significant impacts on multiple QHHA communities, the Architectural Review Committee shall closely coordinate with the QHHA Board of Directors concerning other anticipated impacts of the proposed architectural changes on the total Quail Hollow Estates community to provide opportunity for the QHHA Board to address and resolve those impacts, after which the Architectural Review Committee will make the final approval or disapproval decision. As with the Architectural Review Committee decisions described above, the Architectural Review Committee shall consider all factors involved in the changes, including but not limited to, compliance with restrictions of community legal documents and expected impact on the community, with the objectives being to ensure preservation of the architectural and esthetic values of the property and to maintain the property as a high quality residential community. Both the Architectural Review Committee and the QHHA Board of Directors shall consider input, recommendations and/or objections submitted in writing by any community Board of Directors and/or owner.

ARCHITECTURAL REVIEW COMMITTEE DISCLAIMER

The Architectural Review Committee is not responsible for ensuring structural integrity or compliance with state and local building codes. To the extent that any applicable law, ordinance, building code or regulation is inconsistent with the standards set forth, the more restrictive shall take precedence. Each owner is responsible for obtaining all necessary building permits and other government approval that may be required for proposed modifications or additions. Additionally, owners are responsible for locating public and private underground cables and wires (electric and communications) and piping (water/sewer/gas/etc.) prior to any modification requiring digging. NC law requires owners and/or contractors to call 811 or 1-800-632-4949 at least three working days before you plan on digging to locate public utilities. Location of private or community HOA owned utilities are the responsibility of the owner and must be coordinated with the community HOA board.

**Quail Hollow Homeowner's Association, Inc.
Request for Architectural Approval Application**

Submit this Form to the QHHA Management Company

I. Owner Information

Name	
Address	
Phone	
Email	
Date Submitted	

II. Requested change (please check)

Note: Each requested change requires a separate application.

- | | | |
|--|---|--|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Shed | <input type="checkbox"/> Exterior Paint |
| <input type="checkbox"/> Porch | <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Sunroom | <input type="checkbox"/> Hot Tub | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Gazebo/Playhouse | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Tree Addition/Removal |
| <input type="checkbox"/> Other (please specify): _____ | | |

III. Specific description of improvement, modification or change

Note: All information requested is required for application to be considered complete.

Location on property (specify)			
Size/dimension of modification			
Color			
Materials			
Proposed starting date:		Estimated completion date:	
Contractor name, address, phone, email (if applicable)			

IV. Required Attachments

Note: Attach all relevant documentation to your application to be considered complete. Additional details may be requested by the community Board or the Architectural Review Committee.

- a. Certain alterations such as, but not limited to, fences, structure additions or outbuildings may require a copy of recorded property survey with detailed measurements of location of proposed changes or additions clearly shown.

- b. Photos and/or drawings of samples of structures requested.
- c. Detailed structural plans or drawings including three views (front, top, and side) and must show architectural detail.
- d. Landscaping details (type, size and quantities of plants, hardscapes and garden features, including additions and removals).

Notes:

1. The Architectural Review Committee or community Board reserves the right to request more information to clarify this application.
2. Installation prior to proper Architectural Review Committee approval is a violation of the Association's Covenants, Conditions and Restrictions and owner may be subject to fines and/or be required to remove the installation and return the property to original condition.
3. Approval by the Architectural Review Committee does not in any way guarantee approvals by the City, County, or any other such agencies and all such approvals or permits are the responsibility of the applicant.

For Community Board of Directors use only.

Date completed application received						
Date application approved						
Community Board decision		Approved		Disapproved		Conditional Approval
Conditions (if applicable)						
Date approved application forwarded to ARC						

For Architectural Review Committee use only.

Date completed application received						
Date application approved						
ARC Decision		Approved		Disapproved		Conditional Approval
Conditions (if applicable)						
Date owner notified of decision						