

## **FALCONBRIDGE COMMUNITY ASSOCIATION ARCHITECTURAL IMPROVEMENT GUIDELINES**

### **Background**

It is the responsibility of the FCA Board to review and approve (or deny) any changes to existing properties in order to maintain a neighborhood community that is aesthetically pleasing and one in which all properties will be enhanced and their values protected.

**The Amended and Restated Restrictive and Protective Covenants of the Falconbridge Subdivision and Falconbridge South Subdivision** outlines certain restrictions applicable to all single-family homes in Falconbridge. This document is referred to as the "Covenants" of Falconbridge.

The following paragraphs are written as they appear in the "Covenants" under Article 13.

*Article 13. **Architectural Review:** No dwelling house, building, fence, walls, dog run, swimming pool, deck, or other structure of any kind (hereafter "Improvement") shall be erected, placed or altered on any lot and no clearing of trees or grading of land shall commence until the plans and specifications for such Improvement have been approved in writing by the Board of Directors of the Falconbridge Community Association (the Board") after review by an Architectural Review Committee appointed by the Board and limited to single family lot owners.*

*The plans and specifications for any Improvement submitted to the Board shall include floor plans, elevations showing exterior finishes, drainage and grades, driveways and walks, landscaping and the location of all proposed Improvements on the lot. The Board shall approve the proposed Improvements if it determines that the Improvements are in conformity and in harmony of exterior design with the existing structures in the area, that the location of the Improvements are appropriate with respect to topography and that the finished ground elevation and orientation are harmonious with the neighboring structures.*

*If the FCA Board fails to approve, disapprove or request additional information for a proposed Improvement within thirty (30) days after all required plans and specifications have been submitted to it in writing, the proposed Improvement shall be deemed to be approved.*

The purpose of the Architectural Improvement Guidelines (AIG) is first, to provide an equitable review process regarding applications for changes to existing properties; and second, to provide consistent, clear, technical and aesthetic guidance regarding any requested improvements as per Article 13 of the Covenants.

It is understood, generally, that good design by its nature is a subjective process which must continually address unique situations. While no two properties are alike, the Architectural Review Committee (ARC) and the FCA Board of Directors will do its best to make judgments that are in service to both the Property Owner requesting improvements and to the neighborhood in general. These judgments will be based on several factors: adherence to all Covenant, easement and code restrictions; aesthetic harmony and quality; and consideration of affected neighbors. The AIG form is provided to expedite this process.

### **Process**

1. Property Owner completes the FCA Architectural Improvement Guidelines (AIG) form with all supporting documents attached and submits four (4) copies to the Chair of the ARC.
2. Members of the ARC will review the application, visit the site and/or consult with the Property Owner and affected adjacent property owners. The ARC may request missing or additional information and/or suggest modifications to the proposed change.
3. The majority recommendation of the ARC will be forwarded to the FCA Board of Directors for a vote at their next scheduled meeting. The Property Owner will be notified of the Board's decision within forty-eight (48) hours of the meeting.
4. A written follow-up of the Board's action will be sent to the Property Owner and the ARC within five (5) working days. Copies of all documents involved will be retained in the ARC files.

my version

**FALCONBRIDGE COMMUNITY ASSOCIATION**  
**APPLICATION FOR ARCHITECTURAL IMPROVEMENT**  
**TO**  
**PROPERTY IN FALCONBRIDGE**

The undersigned hereby makes application to the Falconbridge Community Association Board of Directors for approval of the architectural modification to property in Falconbridge as set forth in the attached documents.

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

For Board Use Only:

Date received: \_\_\_\_\_

Signature of Board Member: \_\_\_\_\_

**FALCONBRIDGE COMMUNITY ASSOCIATION**  
**ARCHITECTURAL IMPROVEMENT GUIDELINES**  
**APPLICATION FORM**

Description of construction, improvement or alteration:

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Please complete all appropriate lines:

Lineal footage of fence \_\_\_\_\_ Height of fence \_\_\_\_\_  
Square footage of new heated and/or finished area \_\_\_\_\_  
Square footage or dimensions of new deck/porch/patio/driveway \_\_\_\_\_  
Dimensions of enclosed freestanding structures \_\_\_\_\_

Estimated beginning construction date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Contractor/Builder: \_\_\_\_\_

**PLEASE ATTACH:**

1. Site plan: Survey of property lines showing all existing structures and location of requested improvement and its approximate measurements from existing structures.
2. Construction Plan: Include design, elevations, floor plans, all measurements and dimensions.
3. Specifications List: A list of the major materials to be used on any structure. e.g. siding, roofing, fence material, paving material.
4. Landscape changes: addition or removal of shrubbery or trees
5. Any photos, brochures or other material that would explain the improvement.

Please Note: In addition to approval by the FCA Board, the Property Owner is responsible for applicable building codes, following local ordinances, and for obtaining all necessary permits prior to making any modifications to any existing structures. Applications will be reviewed only if all pertinent information is provided. (The 30 day period referred to in the last paragraph of Article 13 will not begin until all information is received by the ARC)

**FALCONBRIDGE COMMUNITY ASSOCIATION**

**CERTIFICATE OF APPROVAL FOR ARCHITECTURAL IMPROVEMENT**

The FCA Board of Directors hereby approves the architectural improvement in accordance with the plans and specifications for improvements as set forth in the Application filed by:

Applicant: \_\_\_\_\_ on

Date: \_\_\_\_\_

This action is effective this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
President or Board Member

\_\_\_\_\_  
Chair, Architectural Review Committee