



St. Charles Community Association
P.O. Box 21664
Little Rock, Arkansas 72221-1664
stcharleslr@hotmail.com

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ST. CHARLES COMMUNITY ASSOCIATION
Architectural Control Committee

ARCHITECTURAL GUIDELINES

Community Information

POA Message Line: 501-224-1083
POA email: stcharleslr@hotmail.com
POA website: www.stcharleslr.com
Pool Message Line: (seasonal) 501-224-8505
Pool email: (seasonal) stcharleslrpool@hotmail.com
Solar Light Repair Reporting: 501-786-111D
Please include solar light number on base of light pole.
St. Charles CrimeWatch: 501-516-0041
Heather Starnes stcharleslrwatch@hotmail.com
Twitter: @stcharlesPOA
@SCCACrimeWatch
Facebook: St. Charles Community Association
Nextdoor.com: stcharlesar.nextdoor.com
Little Rock City Services 311
The 3-1-1 service is also online at:
<http://www.littlerock.org/CitizenServices/311-citizen-request.aspx>
City of Little Rock www.littlerock.org
Trash Pick-Up 501- 888-2208
Animal Control 501-376-3067
NW Police Division 501-918-3500
(to report speeding & request patrols)
Non-Emergency Police 501- 371-4829
Lt. Steve McClanahan LRPD 501- 918-3506
smmcclanahan@littlerock.gov
Officer Michelle Hill LRPD 501-918-3502
mhill@littlerock.gov
LR Board of Director for St. Charles (Ward 5): Lance Hines
lancehines@me.com
501-371-4510

St. Charles Community Association
P.O. Box 21664
Little Rock, Arkansas 72221-1664

ST. CHARLES COMMUNITY ASSOCIATION
ARCHITECTURAL CHANGE REQUEST FORM

(continued)

Lot #/Homeowner Name: _____

Description (materials/colors/photos) : _____

Please attach:

- **A copy of your property plat or survey (with improvements indicated) that includes a drawing of the exterior work requested for approval**
- **Copy(s) of all applicable City of Little Rock permits**

Expected Start Date/
Completion Date: _____

I (we) certify that I (we) agree not to make any changes in exterior plans and colors submitted or to make any exterior additions without written permission from the ACC.

Owner: _____

Date: _____

Architectural Control Committee Use Only:

Received via: _____ Date: _____

Approved: _____ Date: _____

Denied: _____ Date: _____

ST. CHARLES COMMUNITY ASSOCIATION (POA)
Architectural Control Committee (ACC)
ARCHITECTURAL GUIDELINES

St. Charles Community Association, including St. Charles, St. Michael and St. Thomas is a community of single family homes.

Community associations use covenants, rules and architectural guidelines to:

- Maintain, preserve, enhance and protect the property values and assets of the community
- Promote harmonious community living
- Preserve the common scheme and harmonious design of the community

The purpose of architectural guidelines is to document, measure, preserve and maintain architectural and environmental standards of the community and ensure that its residents continue to enjoy an attractive and appealing living area.

INTENT:

The **ACC** intends to maintain the entire development in harmony with the original developer and homebuilder' design plans, while still allowing opportunity for individual expression and general community improvement. Compliance with these guidelines will also protect, preserve and enhance property values.

AUTHORITY:

The architectural guidelines are an accepted part of the covenants; the Board of Directors (**BOD**) and the **ACC** have the

right to enforce compliance with these guidelines and standards. Declaration of Covenants and Restrictions, Article 8.

The **BOD** can and will take all necessary legal steps to ensure compliance with the architectural standards. But legal actions will be a last resort. It is hoped that differences on architectural decisions can be satisfactorily settled without the need for costly legal action.

ACC MAKEUP and VOTING:

ACC is a volunteer committee. Members are self-nominated and appointed by the **BOD** to serve one-year terms. **BOD** may temporarily appoint a member, or may appoint the whole **BOD** body to also act unilaterally as an **ACC** body, or may substitute one-for-one on the **ACC** in the absence of other **ACC** members to achieve an odd number allowing an **ACC** vote to proceed.

The **ACC** may independently review Architectural Change Requests with **ACC** members, obtain their approval signatures, and/or review disposition or concerns at a regularly scheduled **BOD** meeting. **ACC** is required to provide notification to homeowners of approval or disapproval of any proposed alteration within thirty (30) days after receipt of a properly completed application. Any application not so acted upon within the thirty day review period is automatically approved. The thirty day review period will only commence upon the receipt of a complete application form including adequate supporting documentation.

ARCHITECTURAL CHANGE REQUEST PROCEDURE:

The Architectural Change Request form is located online at www.stcharleslr.com and in the back of this booklet.

ST. CHARLES COMMUNITY ASSOCIATION ARCHITECTURAL CHANGE REQUEST FORM

Submit to: St. Charles Community Association
P.O. Box 21664
Little Rock, AR 72221-1664
Phone: 501-224-1083 Email: stcharleslr@hotmail.com
Date Submitted: _____
Lot # _____
Submitted via: _____

INSTRUCTIONS FOR SUBMISSION:

- 1. Complete the application entirely and submit (by email or mail). Partially submitted applications will not be processed.
- 2. You will then receive email confirmation of receipt and processing of your application.
- 3. If you do not receive an email confirmation of receipt of your application, please contact the SCCA at 501-224-1083 or stcharleslr@hotmail.com.
- 4. An unacknowledged application means that it was not received and is not being processed.

The **ACC** is granted thirty (30 days from receipt of complete Architectural Change Request Form to review and respond. Incomplete submissions will not be processed.

Lot #/Homeowner Name: _____

Address: _____

Mailing Address (if different from above)

Email Address: _____

Phone Number(s): _____

This submission is for final approval of: _____

Description (materials/colors/photos): _____

will be approved per lot.

Storage facilities of more than one level, with interior stairs, or with ceiling-header height greater than seven feet will not be approved. Storage facilities with vehicular garage doors will not be approved.

Shutters:

Replacement of shutters matching original builders' color, style, and dimension does not need **ACC** pre-approval. Addition of shutters, or change in color of shutters, must be pre-approved by the **ACC**.

Swimming Pools:

ACC approval is not required for portable children's pools not more than eight (8) feet in diameter and not more than 24 inches deep. The installation of other pools must be pre-approved by the **ACC** prior to installation. The submitted plans should include location and dimensions of the pool, other related equipment, fences, lighting arrangements, walkways, and pertinent information concerning the water supply system, drainage, and water disposal system. A pool must be behind the house and enclosed by a fence.

Trash and Recycling Bins:

Trash containers and recycling bins shall not be stored/remain on the curb and may not block sidewalks, mailboxes, or driving areas.

Window Air-conditioning Units:

Window air-conditioning units are not allowed.

Each home's design style and exterior architecture is unique. Therefore, home standards are the original builder's design, style, colors, application, dimension, form, fit and function for that home only and apply exclusively to that home only - except where a specific standard is further defined by Covenants or Guidelines. Standards for a home are only allowed to be revised or changed by the homeowner - if an approved Architectural Change Request form is on file in the permanent records of the POA. The approved Architectural Change Request form remains identified with, and applies to, the physical address of the home – regardless of resale, occupancy, or ownership.

Any permanent or temporary change to exterior appearance of a lot or dwelling, regardless of viewpoint, requests advance submission, (minimum thirty (30) days before implementation); of an **Architectural Change Request** form to the **ACC**. Oral requests will not be considered for approval.

Every Architectural Change Request is subject to review and approval by **ACC**. The Architectural Change Request submission, review and approval process is required for any alteration to appearance. All homeowners must receive approval from the **ACC** before proceeding with any exterior improvement or alteration. In addition, building outside one's property, either on a neighbor's property or common ground, will not be approved under any circumstances.

Incomplete Submissions: Applications must be complete in order to commence review process. Incomplete Architectural Change Requests will be returned to applicant with a statement of deficiencies which must be remedied prior to review. Incomplete submissions re-start the thirty (30) day approval cycle.

Approval, Denial, and Appeals: Homeowners will be notified in writing when their application has been approved or

disapproved. The **ACC** reserves the right to refuse permission for a project that may be viewed as detrimental to neighboring properties or the community as a whole.

In cases where an application is denied by the **ACC**, the **ACC** may ask the homeowner to modify his/her alteration plans so the project may be given approval. This will give the homeowner a maximum opportunity to make the proposed alteration, while ensuring that the property change complies with the architectural standards

Homeowners have the option to appeal the denial decision of **ACC** within fifteen (15) days after the rendering of such decision and make an appeal thereof to the **BOD**. The request for appeal must be submitted in writing to the **BOD** via email to **stcharleslr@hotmail.com** or by mail to the SCCA post office box.

Upon request of such an appeal, at the next scheduled **BOD** meeting, the **BOD** shall allow the homeowner to present his/her case, explaining why he/she believes the application should be approved. In making his/her appeal to the **BOD**, the homeowner must present the same proposal as was made to the **ACC**. The intent here is to ensure that the facts on which appeals are made to the **BOD** are identical to the facts considered by the **ACC**. Any change in the facts essentially constitutes a new proposal, which must be considered by the **ACC** before it can be appealed to the **BOD**.

Within fifteen (15) days after the hearing, the **BOD** will rule on the appeal and notify the homeowner by letter of its decision. A majority of the **BOD** shall be required to reverse the decision of the **ACC**. The **BOD**'s decision is final and may not be appealed further, except in a court of law.

RESPONSIBILITIES OF HOMEOWNER:

Any exterior addition or alteration to a home's form, fit or

Color samples must accompany all requests. If repainting original color, no pre-approval is required.

Patios and Walks:

The installation of patios and walks must be pre-approved by the **ACC** prior to installation.

Recreation and Play Equipment (Children):

Installation of most commercially available play equipment, such as metal swing sets, does not require **ACC** pre-approval. However, play equipment that is made by the homeowner may require **ACC** pre-approval if it is substantial in size. For example, a small sandbox made by the homeowner would not require **ACC** pre-approval, but a homeowner-built playhouse would require **ACC** pre-approval. All play equipment shall be located in backyards. In determining where to locate play equipment, consideration shall be given to the impact of recreational activities involving the equipment will have on neighbors.

Re-Siding, Re-Styling, and Re-Roofs:

Pre-approval from the **ACC** is required when any structure is to be re-sided, re-styled, re-roofed in any material differing in color, texture, or style from the existing materials.

Retaining Walls:

The installation of retaining walls must be pre-approved by the **ACC** prior to installation.

Security Bars on Windows or Doors:

The use of exterior security bars or grates on windows or doors must be pre-approved by the **ACC** prior to installation.

Storage Units, Out Buildings and Sheds (Storage Facilities):

The installation of storage facilities must be pre-approved by the **ACC** prior to installation. Judgment for acceptable locations shall remain the exclusive right of **ACC**. No more than one shed

Landscaping:

Generally, landscaping does not require **ACC** pre-approval. However, no tree, hedge or other landscape feature shall be planted or maintained in a location which obstructs sight-lines for vehicular traffic on streets, driveways or roadways. Prior **ACC** pre-approval is necessary for the following cases:

- Substantial or total removal of turf and replacement with another material, such as mulch or gravel.
- Planting of shade trees or planting of trees on or near a two party property line.
- Plantings intending to form a hedge or natural screen.

Lighting:

Generally, lighting does not require **ACC** pre-approval. However, replacement or additional fixtures must be compatible in style and scale with the homeowner's house.

Livestock and Poultry:

There shall be no animals, livestock, or poultry of any kind raised, bred, or kept on any lot, except for dogs, cats, and other household pets — provided they are not kept, bred, or maintained for any commercial purpose.

Maintenance:

Property ownership includes the responsibility for maintenance of all structures and grounds that are a part of the property. This includes, but is not limited to, mowing grass, removal of trash, weeding, trimming, and pruning as appropriate. This also includes structural maintenance such as repairing visible defects in houses and fences and repainting/repairing them as needed.

Paint and Colors:

All exterior painting involving color changes from the original scheme requires **ACC** pre-approval. This requirement applies to siding, shutters, trim, roofing, and all other exterior painting.

function, without prior approval of the **ACC** will be deemed in violation of the community covenants. The homeowner may then be required to restore the addition or alteration to the original condition at the owner's expense.

The **ACC** will not knowingly approve a project that is in violation of any building or zoning codes. The responsibility of compliance rests solely with the homeowner, who will be held responsible for any building violations and the penalties they incur.

Approval of any project by the **ACC** does not waive the necessity of obtaining the required building or work permits, at the owners' expense. The obtaining of such permits does not relieve the applicant of the responsibility of obtaining the approval of the **ACC**.

All construction or alterations approved by the **ACC** must be commenced within six months following the date of approval, and must be completed within one year of the approval date. In the event that construction/alteration is not commenced within the six-month period, the approval of the **ACC** will be considered void. The homeowner must then resubmit the application for approval before undertaking the project. Also, there shall be no deviations from the plans and specifications approved by the **ACC** without the **ACC's** prior written consent.

As a common courtesy, you should inform your proximity neighbors of your project if it may temporarily impact them. Projects should be completed as expediently as possible in a manner that does not create a nuisance or annoyance to the neighborhood.

It is the homeowner's responsibility to keep children away and maintain a clean, safe work area.

PROPERTY GUIDELINES:

The ACC feels that the closer these guidelines are adhered to, the more harmonious and aesthetically pleasing the community will be. The ACC is open to other ideas and suggestion and will review projects not covered by these guidelines on a case-by-case basis. The ACC reserves the right to amend or revise these guidelines as necessary.

Antennas / Satellite Dishes:

External antennas or external receiving devices of any kind, except satellite dishes, are prohibited. Satellite dish units are allowed, however location and quantity are controlled by ACC. Dish must be installed in least conspicuous location on the property consistent with receiving a clear signal. ACC must be notified of addition of any dish.

Awnings:

The installation of awnings must be pre-approved by the ACC prior to installation.

Basketball Hoops:

Basketball backboards are permitted in driveways, providing they are located in such a manner that adjacent properties will not be adversely affected either in appearance or by trespass. Basketball backboards may be attached to the house without obtaining ACC pre-approval.

Boats, Trailers, Recreational Vehicles:

Boats, campers, trailers, boat trailers, house trailers, recreational vehicles, ATVs, UTVs or junk cars may not be stored/parked at any property beyond 7 days. Waivers extending the time period may be granted by the ACC upon written request.

Clotheslines:

Clotheslines or similar apparatus for the exterior drying of

clothes are not permitted.

Decks and Railings:

The installation of decks and railings must be pre-approved by the ACC prior to installation.

Decorative Objects (Exterior):

Seasonal decorations are permitted as long as they are removed when the season/holiday is over. (For example, no Halloween decoration in the summer.)

Driveways:

Any alterations to property driveways must be pre-approved by the ACC.

Fencing:

The installation of fences must be pre-approved by the ACC prior to installation. If you are simply repairing a current fence with similar materials, ACC pre-approval is not necessary.

Gardens:

Vegetable gardens are only allowed in the rear of homes.

Ladders:

Exterior-stored maintenance or construction ladders present a commercial and unsightly appearance. The intent of this guideline is focused on maintaining a residential appearance from a neighbor's view. Ladders that are stored on grass must be securely stored on edge, (not flat) to prevent accumulation of unsightly tall grass and weeds through sections of the ladder. When stored, the ladder must be closed, on grade, or safely hanging parallel to grade, on a suitable structure such as a fence. To reduce the possibility of the use of ladders for criminal intent in our neighborhood, all stored ladders must be locked to a secure post with a suitable cable-lock arrangement.