

## **Bel-Tane First Addition Design Review Process**

Ready to Build? Great! We welcome your new home or other improvement into our neighborhood and look forward to working with you and getting to know each other. All improvements on the 22 lots within the Bel-Tane First Addition residential development are governed by the CC&R's which also established an Architectural Review Committee (ARC). According to the CC&R's, the committee shall be made up of at least 3, and not more than 5, lot owners within the Bel-Tane First Addition. Currently, the elected Board of Managers for the HOA also serves as the ARC. The role of the ARC is to guide the continued development of the Bel-Tane First Addition by fostering a balance between the beautiful natural forest environment of our neighborhood with the unique desires of each homeowner. The goal is to achieve a cohesive vision for our community while optimizing the value of our residential and community assets. More specifically, the ARC is tasked with:

- *Managing the improvement application and approval process for our members;*
- *Monitoring the Bel-Tane First Addition development for violations of standards/guidelines;*
- *Fairly enforcing standards set forth in the governing documents;*
- *Making subjective and objective decisions about guideline compliance;*
- *Making recommendations to the board of directors regarding design approvals;*
- *Reviewing guidelines for adequacy and recommending possible changes; and*
- *Educating the members regarding our guidelines.*

The ARC has the authority to set design guidelines and review all proposed improvements to any lot. Written approval to proceed must be received from the ARC before any excavation or construction work begins. The design review process is intended to be a cooperative one where the ARC works closely with lot owners, architects, and builders in applying the overall intent and specific rules of these guidelines during design and construction. Please note that these guidelines are considered a working document which will continue to evolve along with the needs and requirements of the community. The Bel-Tane First Owner's Association and the ARC reserve the right to amend, change, or revise these guidelines at any time.

### **Overview of Process:**

We strongly encourage all owners to contact the ARC early in your design process. We request submittal of preliminary design information to help ensure the guidelines presented below are understood and correctly applied in your proposed designs. This will eliminate wasted time and resources in your design process and will enable you to present the vision for your home or other future improvement to your lot, and also to discuss any potential concerns with the guidelines presented. After review of your preliminary plans, the ARC will provide verbal feedback with an understanding that you, the owner, are proceeding with final design. It is important to note that this first stage review is not approval to proceed with excavation, tree cutting/removal or construction.

During the second phase of the review process, owners are required to submit final architect/construction plans and site plans for their home (or subsequent improvement) and complete a checklist including specifying exterior materials and color selections. The plans must detail the height of all structures and the specific placement/location of all exterior equipment on the submittal drawings (i.e. heat pumps, electrical meters, generators, HVAC, propane bottles/size). Prior to approval, we also will require that the intended driveway and building footprint be marked on site, and that any trees that are planned to be removed are also clearly marked. Preservation of a healthy forest environment is very important to our neighborhood development. Clear-cutting of lots, or removing trees for view or commercial purposes, is not allowed. The goal of the design and approval process is for the ARC to have a complete understanding of the impact of your plan on the development.

After all requested information has been received, the ARC has up to 30 days to review these plans and provide comments and/or a written approval with notice to proceed (although we will work cooperatively to accommodate your schedule needs). It is expected that the ARC's review will be performed in parallel with other permitting requirements, such as Bonner County Planning and Building. Prior to written approval to proceed, the owner must provide copies of all other required permits, including Bonner County, to the ARC, as well as a refundable construction damage deposit to the HOA.

**Failure to obtain written approval of the ARC for any and all construction, modification, or alteration of any improvement shall constitute a violation of the CC&R's and may require modification or removal of such unauthorized improvement at the Owner's expense. Please note that no individual Board member, individual ARC member, Consulting Architect, or other individual is authorized to give verbal approval of any proposed plans for improvement. Thus, no Owner may infer approval for a proposed Improvement based upon a conversation with any individual Board member, ARC member or Consulting Architect. And architectural approval is valid only if it is in writing and from the ARC.**

Once written approval to proceed is received from the ARC, construction must be completed within 12 months, per the CC&R's, and the approval expires if construction has not been initiated within 6 months.

## Architectural/Construction Guidelines

The guidelines outlined below are provided to help owners in their design process. Please note that each owner's plan is still subject to the ARC review, and the ARC has complete authority to approve or disapprove any design or design element, at the ARC's sole discretion. Per the CCR's, all decisions of the ARC shall be final and binding.

- Permitted Styles
  - Cottage Craftsman, Post and Beam, Log, Shingle and Bungalow, Mountain/Chalet
  - Not permitted – Provincial, French Colonial, Empire Style, Victorian, Pueblo, Medieval, Renaissance, post-modern or period styles, kit houses, prefabricated houses, metal houses, transportable houses
- Permitted Exterior Materials
  - Siding - Horizontal lapped wood siding, wood shingles or wood board and batten or logs are required
  - Exposed wood timbers under porches, porticos and entries
  - Natural stone such as slate, granite, cobblestone, flagstone and river rock
  - Brick in earthtones
  - Wood fascia, rakes, frieze and trim
  - Vents, Flashing/Sheet Metal must match or blend in with the surrounding color of the attached material
  - Not permitted – Concrete, Metal, Vinyl, Aluminum, or Adobe-Stucco siding or finishes, plastic, fiberglass or sheet metal panels, reflective finishes such as mirrored glass or reflective glazing
  - Hardiplank, LP and other man-made composite products are discouraged but may be approved as lap siding in individual board form on a case-by-case basis
- Permitted Exterior Colors – Owners must submit a color board (showing all exterior finishes) with their final design plans
  - Earthtones that are harmonious with nature and the surrounding forest environment are required
  - Materials and colors must be applied consistently to all elevations around the entire perimeter (no front “facades” or wraps on the front elevation only)
  - All bare/exposed wood must be finished semi-transparent or semisolid color stain or paint
  - Contrasting trim in the same color palette is encouraged
  - Not permitted – white, blue, lavender or any pastel colors
- Permitted Exterior Lighting
  - Exterior lighting which is attached to the house is permitted
  - Not permitted – ground mounted or other perimeter lights used as uplighting or “floodlights” aimed up at the house

- Permitted Roofing
  - Architectural (heavy) asphalt/composition shingles, wood shakes, slate shingles,
  - Metal is allowed but discouraged/not recommended due to bat infestations
  - Not permitted – plastic or fiberglass sheet (flat or corrugated), aluminum shingles, crushed rock, sod
- Solar Panel Rules
  - Permitted on the roof only, and must be bronze anodized or colored to match the roof to visually blend in (no bare aluminum)
  - Placed as low-profile as possible, in a plane parallel to the roof plane, and must be joined abutting each other with no gaps
  - Should not be visible from the Beltane Place road
- Awnings
  - Fabric awnings over decks and patios are permitted in earthtones that are harmonious with nature and the surrounding forest environment
  - Not permitted – awnings with scallops, fringes or other embellishments; boldy/brightly striped awnings (such as blue/white or yellow/white)
- Antennas and Satellite Dishes
  - No antennas, satellite dish or other broadcast device larger than 30 inches can be installed on the exterior or roof
  - Not permitted – ground mounting of any satellite dish or antenna
- Chimneys
  - Masonry is encouraged
  - Caps/spark arrestors must be painted to complement the home
  - Not permitted – unpainted and/ or reflective exposed metal flues/spark arrestors
- Other Exterior Items/Equipment
  - As reasonably practicable, all exterior mechanical equipment and accessories (such as heat pumps, electrical meters, generators, HVAC units, propane bottles, etc.) shall be concealed from view and shall be installed in a place and manner that minimizes any impact on neighboring lots and the view from the Beltane Place road
  - The use of buried propane tanks is encouraged
- Construction Rules/Requirements
  - A refundable construction/damage deposit of \$3,000 must be provided to the HOA prior to receiving Approval to Proceed from the ARC. The HOA will refund this deposit, less damages (if any) upon certification by the ARC after construction/cleanup have been completed
  - Hours permitted for construction (including excavation/tree cutting) are 7 am to 5:30 pm Mon – Fri and 8 to 5 on Saturday. Not permitted on Sundays or federal Holidays
  - No radios, stereo, speakers, amplifiers or other audio equipment used by construction workers (other than earbuds) while on-site

- Building permit (and Builders Signage, if desired) to be posted on-site, not larger than 36 X 36 inches
- Placement of any temporary structures (such as trailers) requires separate ARC approval
- All construction materials delivered to the site must be placed on the owner's lot (and must not be delivered, deposited or stored on any easements, common areas, or streets, or other member's property)
- Waste requirements
  - No burning of waste onsite
  - All rubbish, debris and unsightly materials or objects of any kind shall be regularly (at least once/week) removed from the lot and shall not be allowed to accumulate onsite or on any other lot, easement, street or common area
- Construction vehicles parking/etc. is restricted to that owner's lot (no vehicle associated with the construction shall block or be parked in any neighbor's driveway or any easements or common areas)
- Graveled driveway(s) are required to be constructed at the start of the project (to protect Beltane Place), and all common roads/easements to be clear/maintained/restored during and after construction
- Maximum of 2 driveways for ingress/egress, during and after construction (one is encouraged)
- Construction access/egress only through driveway (which must be flagged or fenced) onto that lot from the road
- Owner is responsible for cleaning up any remaining debris after construction and repairing or restoring roads, easements and common areas to previous or better condition
  - Any damage, debris, repair/restoration not taken care of appropriately by owner will be done by the HOA at owner's expense
- All other improvements also require review/approval by submittal to ARC prior to construction
  - Sheds/garages/out buildings
  - Spas/hot tubs/sports courts etc.
  - Fencing
    - Fencing of significant areas is discouraged as it impacts the movement of wildlife through the development. However, fencing is permitted on the sides or back of a home, but must not extend more than 20 feet from the home. Fencing shall be non-obscuring and not over 5 ft tall. Iron or powder-coated metal pickets or rails with decorative posts are encouraged.
    - Not permitted – chicken wire (or other types of woven wire, including plastic webbing or plastic-coated wire), metal or plastic chain link, rope, reeded or straw-like materials, aluminum, sheet metal, plastic or fiberglass panels, plywood (even if stained or painted), glass blocks or panels, concrete block