

The Island Homeowners Association
(River Run Phase 4 Local Association, Inc.)
Architectural Review and Approval Process

Purpose The purpose of architectural review is to help assure the high quality and appeal of homes and landscaping on The Island. The covenants require that *any* proposed additions or modifications to the exterior of homes and landscaping require prior approval of the Architectural Committee; the AC. Operating under authority of the Board of Directors of The Island Homeowners Association, the AC is composed of homeowners who volunteer their time to serve on the committee.

Standards The standards used to evaluate applications for architectural approval are the Declaration of Covenants, Conditions and Restrictions for River Run Homeowners Association, Inc. dated April 27, 1995 and the River Run Architectural Committee Rules and Regulations dated July 16, 2001.

Approval Application Process The process for applying to the AC for approval is to submit a written request to the committee through our management company, IMS. The request must include the following items:

- Architectural Review Application Form signed by owner who is applying.
- Architectural Project Notification Forms signed by adjacent owners.
- Architectural or landscape drawings showing location of the project on the lot, indicating setback measurements, height, square feet, location of service lines and other items that may be important to understand the proposed project.
- Technical information such as list and explanation of materials to be used, color samples, manufacturer's description and so on.

The application will be logged and submitted to the head of the AC for action. Members of the AC will meet as needed to consider applications and will sometimes request an on-site visit to better understand the conditions for the application. When the AC has made its decision on the application, the homeowner will be notified in writing.

Fee Schedule A nominal fee must accompany each Architectural Review Application form. This fee may be used by the AC to pay out-of-pocket costs such as copies of documents, consultation with an architect or engineer, legal review and so on. However, if no such costs are incurred, the full amount of the fee is refunded upon completion of the project and an acceptable final inspection by the AC. The fee schedule is:

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| ▪ New home construction/remodeling over \$10,000 | \$1,500 |
| ▪ Landscaping and exterior architectural changes or additions over \$5,000 | \$ 500 |
| ▪ Landscaping and exterior architectural changes or additions under \$5,000 | \$ 350 |

Timing The AC is allowed 20 days from the date of receipt to consider Architectural Review Applications. **Before you make any additions or modifications to the exterior of your home or landscaping, be sure to submit your plans well before commencing work to request approval through the Architectural committee. Approval can be a lengthy process and final approval is required before commencing work.**

Other Considerations An approved application is valid for one year from the date of approval. If the project is not completed within that time, a new application must be made. When the project is complete, the owner must request a final inspection and request for refund of the architectural fee.