

**Heritage Shores  
Plantation  
Architectural  
Committee**

Operations Overview

# Discussion Points

- Purpose of the Committee
- Necessity???
- Current Development
- Why Compliance is important
- How the committee will operate
- Frequently Asked Questions

# Current Members

- Marilyn Austin
- Carl Bartholomew
- Ted Nickens
- Ed Sanford (Chairperson)

# Purpose

The Architectural Committee exists on behalf of the Board to ensure that all improvements to the lots in Heritage Shores Plantation comply with the “Declaration of Covenants, Conditions and Restrictions”.

- The Committee was formed in April of 2001
- The Board has recently appointed 4 members
- Final authority remains with the Board
- Committee action is subject to Board Approval
- Committee members are appointed by and serve at the pleasure of the Board
- A key element of the Committee’s duties is to help owners understand and comply with the applicable provisions of the Covenants

# Why Is This Necessary?

- Compliance with the Covenants and by-laws is not optional– IT'S MANDATORY
- “To promote the best interests and protect the investments of ... Lot owners ...”
- To create a physically attractive community that has a “common scheme” of development
- To make Heritage Shores Plantation one of the best communities on the Albemarle

The Architectural Committee Exists To Reach These Objectives

# **To Establish & Maintain A Quality Community We Must:**

- Comply with all applicable provisions of our “Declaration of Covenants” with a high level of discipline
- Create a win/win approach that will stimulate voluntary compliance
- Adopt an atmosphere of clarity, flexibility and open communications
- Understand that creating a firm foundation guarantees a quality neighborhood that will provide investment protection

# Specific Responsibilities Of The Committee

- Review of all lot improvement plans
  - Home Construction
  - All “outbuildings” and connected structures:
    - ☒ Sheds, garages, and storage units
    - ☒ Separate housing units for animals
    - ☒ Including pens
    - ☒ Visible fencing
    - ☒ Swimming Pools & Ponds
    - ☒ Decks & Patios
- Create guidelines to assist lot owners with compliance

# Process:

- New Homes:
  - When a lot owner is ready to build, a copy of the home design plan and the approval request form must be submitted to the Board Secretary
  - The Committee reviews the plans  
If the plan is approved, the lot owner is notified immediately (approved form)
  - The county is notified in order to facilitate the issuance of a building permit
  - If the plan is not approved, the lot owner is notified along with the specific reasons for disapproval
  - Lot owners should allocate approximately 15 business days for this process

# Process (Cont'd)

- Additional Construction to improved Lots
  - A copy of the design plan and the “approval request form” must be submitted to the Board Secretary
  - The Committee reviews the plans
  - If the plan is approved, the lot owner is notified immediately (approved form)
  - The county is notified in order to facilitate the issuance of a building permit
  - If the plan is not approved, the lot owner is notified along with the specific reasons for disapproval
- General Guideline: Contact the Committee before initiating improvements

# Frequently Asked Questions:

**Q:** Why must I have my building plans approved? When I bought this property, I didn't expect anything like this.

**A:** There are specific requirements contained within the covenants and the Board has the responsibility to ensure that all construction is in compliance. The only way to ensure compliance is through the review and approval process. Ultimately the lot owner is responsible for reading, understanding and complying with the covenants. The design approval process is also there to assist the lot owner to comply. It is much less costly to receive upfront approval.

**Q:** How do I know when to submit plans for review?

**A:** Generally speaking, anytime that you are going to build any structure, you should contact the architectural committee and provide an overview of your plans. The committee is prepared to provide you with advice and assistance.

**Q:** If my plans are not approved, is there an appeal process?

**A:** If the committee does not approve your plans, you may appeal to the Board of Directors. The Board has final approval in all matters relative to lot improvement.

**Q:** Why does it take so long for approval?

**A:** The committee will make every effort to approve plans as soon as possible. Ten days will be the maximum time; generally, it should be much shorter. As a practical matter the building process in this area is very slow and this process should not cause any delays.

**Q:** What general things should the lot owner consider?

**A:** As you formulate construction plans, lot owners should include the approval process as a part of the upfront planning. Moreover, new home builders should consider future plans for things such as out buildings and garages because the covenants require these additional buildings to emulate the primary dwelling.

**Q:** What if I have additional questions?

**A:** Feel free to contact one of the Architectural Committee members. We are here to help.