

# **Summary of Architectural Guidelines for Existing Home Owners**

This guideline is a partial supplement to the ARB Guidelines, intended for use by existing home owners as a quick reference and should not be considered all inclusive.

## **Satellite Dishes**

- Must have ARB approval before installation-requires a Belfair Permit, Form #5
- Size may not exceed 20-inches in diameter if round, and not exceed 32-inches if elliptical. The overall height should not exceed 2-feet above finished grade.
- If mounted on roof, must not be visible from front street, the golf course, or neighboring lot
- If located on ground, must be painted Belfair green and screened by evergreen shrubs.

## **Landscaping and Accessories**

- All landscape accessory structures (i.e. arbors, trellises, birdhouses, statues, flagpoles, etc.) greater than 36” in height must be approved by the ARB
- All playground equipment (i.e. basketball backboards, hoops, nets) must be nature blending in color, portable (stored in garage when not in use) and approved by the ARB.
- No clotheslines, tool sheds, or doghouses permitted
- All Open Fire Pits built on wooden decks must adhere to fire code; Fire Pits can be no greater in size than 6 ft. by 20 inches in height.
- Landscaping additions to support home modification, pool addition, or substantially upgrade existing landscape (20% or more) requires updating the existing landscape plan and submitting the proposed changes for ARB approval.

## **Fences**

- No property line fences are permitted.
- Maximum fence height is 4’ if located within the building setback and 36” if outside the setback, but must be no closer than 10 feet to the

property line. 50% screening with evergreen shrubbery required at installation, growing to 75% by end of one year.

- Deer fences are not permitted

### **Pools and Spas**

- Location of pool and fencing must be inside normal building setback.
- All pool fences will be evaluated on a case-by-case basis.
- Top of pool or pool deck may not be over 36” above finished grade.
- Landscaping around pool must be significant and approved by the ARB.
- Pools should not be located near tee boxes or greens and must be within normal set back lines.

### **Existing Home Modifications**

- Any exterior home modification (including repainting and roofing) must follow same procedures as for a new home, which are:
  - Submit package including an application; color board, if applicable; and a new site plan and elevation plans showing all changes to ARB when applicable.
  - Pay fees and deposits.
  - Proceed with work after a Belfair Building Permit is issued.
  - Notify ARB when work is complete for final inspection.
  - Appropriate deposits will be refunded within 30 days after acceptable final inspections.
- Modification items requiring ARB approval:

Windows	Dormers
Chimney	Pool
Driveway Extension	Additional Bay to garage
Covered/Screened Porch	Porch/Deck/Patio
Enclose Existing Porch	Arbor
House or driveway material change	Pergola
Play Equipment	Hot Tub
Fountain	Skylight
Exterior Lighting	Exterior Fencing
Front Door Change	Shutters
Garage Door Change	Propane Tank
Landscape Change (20%)	Fences
Roof Replacement/Repair	Gutters
Repair/Replace/Repaint Exterior	

## **Tree Removal**

- NO tree measuring six (6”) inches or more in diameter at a height/distance of four ( 4’) feet above ground level, as well as no “Significant” tree eight (8”) inches or more in diameter (except as otherwise noted below in the case of Dogwoods, Redbuds and Magnolias) may be removed from any lot without prior written approval from the ARB.
- “Significant” trees, formerly referred to as “Specimen” trees, are:

American Holly	Dogwood (4”)	Red Maple
Bald Cypress	Hickory	Red Oak
Black Oak	Live Oak	Magnolia (4”)
Black Tupelo	Pecan	Sycamore
Cedars	Redbud (4”)	Walnut
Palmetto	<i>(will not be considered a mitigation tree)</i>	
Any species 24” or larger		

Outside of the construction process, removal of any such tree on a lot, while still being subject to the approval of the ARB, will be handled by the Director of Community Management.

Any request for the removal of such tree(s) must be submitted on an “Application for Tree Removal Form” filed with the Director of Community Management.

An independent POA employee arborist will do an assessment of the tree’s condition and provide a written report. The cost of the arborist report will be paid by the lot owner. If a permit is granted, a permit fee will be charged at \$25 per tree. The funds from the permit fee will go into a mitigation fund to replace trees in the Common area.

Mitigation may also be required for any tree removed from a lot. If the homeowner chooses not to replace the tree on his property, he must contribute to the POA tree mitigation fund at a rate of \$150.00 per caliper inch.

## **Property Maintenance**

The proper maintenance and upkeep of residences in Belfair is required by the Covenants. Members are requested to be conscious of the appearance of their home from the street, the golf course, and their neighbors. Part C, Property Owners' Responsibility of the Belfair Rules and Regulations outlines specific requirements. These may be accessed

on the Web Site through the "Governing Documents" section under the "About the Club" tab.

Failure to maintain properties in accordance with the Rules and Regulations could result in a \$10.00 per day fine.