

Hidden Pointe
Architectural Control Procedure Guidelines
AS ADOPTED BY THE BOD JUNE 11, 2007

These guidelines are intended to aid the Hidden Pointe homeowner's compliance with Article V "Architectural Control" found in "Declaration of Covenants, Conditions, and Restrictions."

1. Should a homeowner desire to make an exterior change to his home, he/she must submit in writing full details of the change to the Architectural Control Committee (ACC). Examples of such change include:

- Additions of or change of storm or exterior doors.
- Installation of attic ventilation roof fan.
- Change of shutters (type or color).
- Painting the exterior of an exterior door a color different than when the house was constructed.
- Addition of or change to gutters.
- Addition of concrete or mortar containing structures including patios.
- Constructing a fence or any man-made screening device.
- Construction of a deck.

Note: Replacement in-kind of any home exterior component or repair in-kind of such does not require a prior submittal of plans.

2. Once the ACC has the initial submittal in-hand, an evaluation will be made to determine if:

- Sufficient details are provided to understand the homeowner's intent.

If the ACC feels more information is necessary, the homeowner will be requested to supply such information so the ACC can accurately process the request.

When no further details are required, the homeowner's request is considered complete and will be processed with a formal response to the homeowner within 90 days.

- The proposed change complies with Hidden Pointe covenants, rules, and architectural harmony.
- The proposed change is impacted by any regulatory requirements including Federal, North Carolina State, and New Hanover County.

3. The ACC meets to consider the proposed change and may visit the homeowner to better understand the intent of the change.

4. With all information in-hand, the ACC Chairperson will provide the Board of Directors (BOD) the ACC recommended approval, approval with exceptions, or

rejection of the homeowner's request for proposed change.

5. The BOD considers the ACC recommendation and votes to accept, reject, or accept with modifications.
6. The BOD sends a letter to the homeowner stipulating the final decision on their request.

Process Flow Diagram

