

# **Ranch Community Property Owners Association**

## **Architectural Guidelines and Rules**

### **Purpose of Architectural Guidelines and Rules**

The Board of Directors for the Ranch Community Property Owners Association (RCPOA) has established the Architectural Control Committee (ACC) to have oversight over the covenants found in homeowners Bill of Assurance concerning architecture. The sole purpose of the Architectural Guidelines and Rules for the Ranch Community Property Owners Association is to create an environment for safety, above market property value appreciation, and harmonious community. These guidelines attempt to do so by establishing set rules for the following activities:

- New Construction, Reconstruction
- Remodels and Additions
- General Property Appearance

Each of the three areas have several subcomponents that will be addressed in detail throughout this document along with a detailed outline of the process for approval. This document is also accompanied with the necessary forms required to complete any ACC application.

If any of the standards contained within this document conflict with applicable local building codes, then the applicant should follow those applicable jurisdictions code sets and note them in the application to RCPOA ACC.

### **New Construction, Reconstruction (areas covered)**

- Lot easements
- Exterior Architectural Plans
- Landscaping
- Construction Materials
- Building Placement
- Demolition
- Fences & Walls
- Solar Panels
- Drainage

### **Remodels and Additions (areas covered)**

- Exterior remodeling (other than general repairs to existing structure)
- Additions to home
  - Garage
  - Additional Rooms
  - Out Buildings
  - Patio Structures, Cabanas, Gazebos & Trellises
  - Pools & Hot Tubs
  - Driveway extensions
  - Fences and Walls
  - Excavation
  - Solar Panels
  - Sports Courts
  - Flagpoles
  
  - Drainage

### **General Property Appearance (areas covered)**

- Landscaping Appearance
- Building disrepair
- Safety Issues
- Driveway Clutter
  - Trash bins not visible from street view
- Environmental Issues
- Portable Buildings
- Trampolines
- Other structures
- Drainage

### **Process for Review**

Application –RCPOA provides the necessary application and forms on its website (RCPOA.com) under the Documents tab

- New Construction Application
- Remodels and Additions

**Procedures** – Completed forms can be submitted to Trisha Guenther at POA Services, Inc. via email [trisha@poainc.com](mailto:trisha@poainc.com). Once fully completed forms are received the ACC has two weeks to review and render a binding decision. If additional information is needed the additional time to

receive said information is added to the two-week timeline for review. POA Services will email completed ACC requests to the RCPOA ACC and the President of The Ranch Board of Directors.

**Decisions** – ACC will provide a decision in writing back to homeowner via email. Copies of all decisions will be kept by RCPOA Manager (POA Services, Inc.) in the homeowners (lots) file. ACC members should not be contacted for documentation.

**Appeal** – Homeowner may appeal the ACC's decision to the RCPOA Board. The Board will have (30) days to review and render a decision.

**Dues** – Homeowners who are more than a year behind in payment of dues to the RCPOA and not on a current payment plan will not have any ACC submission reviewed and therefore will be restricted from making changes to property specified in this document.

**Neighbor Awareness** – Please be aware that as part of this process the submission will be shared with all adjoining neighbors for feedback. Neighbors are not voting members in the approval process but ACC will take input from neighbors affected by project.

What to submit- Below is a list of items needed to make an applicant's submittal complete:

**Preliminary Submittal** - Conceptual Plan the preliminary submittal is encouraged as it will allow the ACC to become aware of the proposed project and allow for general comment back to homeowner prior to the submission of the final submission. Any general concerns can be addressed prior to homeowner making final plans thus reducing re-work by contracted staff. The preliminary submission is voluntary and **NOT** a requirement.

- Draft drawing of building plan
- Building plan position on lot showing all necessary easements
- General written overview of project
  - Purpose of project
  - Any variances that may be sought

**Final Submission** – Listed below is a complete description of items needed in the final submission. Once the ACC deems the submission complete the two-week timeline will begin. Any additional information needs and the required additional information will be added to the timeline.

- Engineering Survey
- Plot Plan
  - Grading Plan – show contours lines and draining plans for lot
- Roof Plan
- Floor Plan

- Elevations
- Fence & Wall Plans
- Pool Plans
  - Include location of pool operating equipment, slides, diving boards
- Landscape Plans
  - Show plans for landscapes, drainage, walks, decks
  - General description of plants used and grass type(s)
- Mechanical and Solar Plans
- Exterior Colors and Finishes

### **Additional Approvals**

Approval of any proposed improvements by the RCPOA ACC does not eliminate the need to obtain any further permits required by governmental entities with jurisdiction (City, State, etc.). RCPOA ACC cannot advise the owner regarding these permit needs, codes or requirements. RCPOA ACC decisions will be made on a case by case basis and can be made as an exception. Exceptions will not waive the future authority of either the RCPOA ACC or the RCPOA Board of Directors.

### **Failure to obtain Approval from Ranch Community Property Owners Association ACC**

If you do not receive approval for proposed building or improvements to existing structure you may be required to remove or modify said structure based upon ACC requirements. Homeowner will be responsible for any cost to modify, remove, legal fees, or other cost incurred by ACC about the violation.

### **Timing**

Below is a list of timing requirements:

- Construction to begin within 120 days after ACC approval
- Construction to be complete after 180 days from the beginning of construction on improvements and 270 days for new home construction
- Additional Days may be granted by ACC

### **Amendments of Guidelines**

ACC with the approval of the RCPOA Board may amend these guidelines from time to time. Any new guidelines must be noticed to members of the RCPOA for a comment period of 60 days and will take effect after that time unless altered.

## Construction Criteria

It is the homeowner's responsibility to ensure that all contractors, sub-contractors, suppliers and others involved in the construction comply with the following requirements:

- Signs – No signs allowed on site larger than 18"x24"
- Hours of Operation – All construction activities shall be carried out between the hours of 7:00 am – 6:30pm or dusk if earlier (Monday – Friday) and 8:00am – 5:00pm (Saturday and Sunday).
- Trash – Trash from construction site must be placed in waste containers. Construction materials may not block sidewalks or streets.
- Use of Audio Equipment- Construction personnel are not permitted to use audio equipment such as boom boxes that are audible from property lines.
- If access is required from RCPOA property approval by ACC is required. The homeowner will be responsible to repair, rebuild RCPOA property damaged in the use of access. (Re-sodding, holes filled, trash removed, landscape replacement, structure/pavement repair).

## Architectural Standards

### Dwellings

- Lots are to be used only for residential purposes except as otherwise shown on the plat.
- Buildings allowed include:
  - Single detached single family residences not to exceed two and one-half stories in height when seen from the front or principal street facades
  - Private fully enclosed garage for the storage of motor vehicles owned and used by residents.
    - Garage to be of sufficient size to accommodate no less than two but not more than four motor vehicles
    - No portion of any garage space can thereafter be converted into living space or for any other purpose without prior written approval of the Architectural Control Committee.
  - Other outbuildings only as are incidental and related to the residential use of the lot.

## Other Structures

- No mobile home, trailer, tent, shack, garage, barn, or outbuilding erected on a lot shown on the plat shall at any time be used for human habitation.
- Outbuildings are allowed only as are incidental and related to the residential use of the lot. Equipment sheds must be no taller than 7 feet and must be behind a 6-foot privacy fence.

## Setbacks / Easements

- All construction must follow the minimum building setback lines shown on the plat from the front lot line, rear lot line and side street line.
- Interior lot line set back shall not be nearer than a distance equal to ten percent of the width of the lot at the front building line, or eight (8) feet, whichever is greater.
- Eaves, steps, balconies, and open porches shall be considered as a part of the building, but open terraces or patios without roofs shall not be so considered.

## Home Square Footage

- Finished heated and cooled living area shall equal or exceed 2,400 sq. ft. for a one-story building or 2,800 sq. ft. for a split level or a multi-level building.
- Finished heated living area is measured in a horizontal plane to the face of the outside wall on each level and does not include porches, patios, garages, breezeways, exterior stairways, Porte coheres, storage areas and outbuildings.

## Computation of square footage –

- All areas that are climate controlled by HVAC 100%.

## Exterior Building Walls

- Exterior veneer must be 70% laid masonry product such as Brick, Stone, Cultured Stone or Precast Concrete (any combination of these products can be added together to make up 70% masonry products).
- Up to 30% of the exterior veneer can be products such as wood siding, vinyl or aluminum siding, concrete board siding products EFIS (Exterior Finish Insulation Systems)/Dryvit or Portland based stucco.
- All exterior veneers must cover sub straight foundations to the ground on all sides of the house.
- All porches with foundations are required to have masonry product veneer on all sides of house to the ground.
- Treated wood decks to have approved veneers below deck to the ground.

## Yard Fences and Walls

- Walls and fences shall not exceed 6 feet in height
- No fences are allowed past front building line of home
- Any fences that joins existing fence must be equal in height at abutment.
- Proper drainage must be considered when designing the fence or wall
- Gates should match fence
- Acceptable materials are:
  - Treated lumber
  - Brick
  - Wrought Iron

## Fascia, Windows and Doors

- Acceptable materials are:
  - Vinyl
  - Aluminum
  - Wood

## Roofs and Rooftop Appliances

### Skylights

- Shall not installed on front elevation

### Rooftop Appliances

- Satellite Dishes and Antennas- All equipment should be concealed from public view and of reasonable size for residential use. ACC has sole discretion in this determination.

### Attic Ventilation

- Power units, Ridge Vents and Turbine vents shall be placed on rear elevation
- Soil stacks shall be painted in such a manner to blend with roof

### Chimneys

- Shall have decorative caps

### Roofs

- Minimum roof slopes shall be 8/12
- Architectural grade singles or better, no 3-tab shingles allowed

### Interior Ceilings

- Interior ceilings must be at least nine (9) feet on first floor and eight (8) feet on second floor on home.

### Solar Power Systems

- Scale drawing must be submitted to ACC as with any other improvement or a part of new construction. Solar panels must be placed (1) at locations that take into consideration the aesthetic balance of the house and overall appearance of community, (2) in a plane parallel to the roof plane, (3) in a location that does not transmit glare on other house and may not exceed roof area. (4) Must be permanent and not movable or rotating.

### Patio Structures, Gazebos, Cabana's

- Max height of 15 feet
- Approved based upon lot view and symmetry of design with home

### Landscaping

- Lawn to be sodded with Zoysia grass
- Sprinkler system must be installed
- Landscape must cover 18 inches of front elevation at installation

### Exterior Lighting

- Exterior lighting must be low voltage (12v) and light source shall be concealed where possible. Lights should not be directed towards other homes or an annoyance to neighbors. Holiday lighting is permitted if it is not up for more than 60 days per holiday.

### Drainage

- Lot must be drained (contoured) in a manner that does not create excessive or focus run off into adjacent lots

### Pools, Spas, Hot Tubs, Fountains

- Plans must be submitted to ACC for review
- Plans approved based upon symmetry with home
- All pools must be fenced as to restrict access

- Pool/ Spa equipment must situate as to not be visible from street view and not in direct view of neighbor's view
- Salt water discharge must be connected to sewer
- Chlorine water discharge is to be situated where it will not collect water or create runoff hazards on adjacent lots
- Pools must be properly maintained for safe use or filled in if not maintained for a period of 6 months

#### Sports Court

- Sport Courts must be behind a 6-foot privacy fence and equipment cannot exceed 15 feet in height

#### Trampolines

- Trampolines must be behind a 6-foot privacy fence and equipment cannot exceed 15 feet in height

#### Storage Sheds

- Sheds must be complimentary to house construction in look and material and not visible from street. Sheds must be behind a 6-foot privacy fence and no taller than 7 feet unless they are architecturally similar to the house on lot and give an appearance as part of the home

#### Exposed Equipment

- All exposed equipment must be shielded from direct view of street

#### Dog Houses and Dog Runs

- Must be behind a 6-foot privacy fence
- Must be maintained not to cause odor
- Must not be drained in any way onto adjacent property

Flagpoles – No flag poles taller than 30 feet will be allowed. All poles must be made of rust resistant material (stales steel, aluminum). Flag poles in no case can be taller home.

Mailboxes

- Mailboxes will be constructed to the following standards:
  - Brick, stone, or cast iron
  - Conform to the USPS dimensions and placement
  - Are not painted unless masonry of house is painted accordingly
  - Design shall create harmony between home and mailbox

**Construction or Exterior Alterations:**

- No building, improvements or exterior alterations are permitted in Ranch Residential until approved in writing by The Ranch Community Property Association Architectural Control Committee.
- All applicable City of Little Rock permits are required.

I/We certify I/We have reviewed The Ranch Bill of Assurances and the Development and Design Standards above and I/We agree not to make any changes in exterior plans and colors submitted or to make any exterior additions without written permission from the Architectural Control Committee.

**Lot/Home Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Application for Architectural Control Committee Approval**

**Ranch Property Owners Association**

**Little Rock, AR**

Lot #: \_\_\_\_\_ New Construction (Y/N) Improvement (Y/N) Date Submitted: \_\_\_\_\_

Lot/Home Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone #(s): \_\_\_\_\_ Email address: \_\_\_\_\_

Builder: \_\_\_\_\_

Construction: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Description of Project:**

<Type description here>

Square Footage: \_\_\_\_\_ Exterior Materials \_\_\_\_\_

Pool: Y/N (if yes please submit plans)

**Description of Landscape:**

<Type description here>

**Any Variance Sought:**

<Type any variance here>

## Required Attachments

Please attach the following to application where applicable:

- Engineering Survey
- Plot Plan
  - Grading Plan – show contours lines and draining plans for lot
- Roof Plan
- Floor Plan
- Elevations
- Fence & Wall Plans
- Pool Plans
  - Include location of pool operating equipment, slides, diving boards
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