

Sans Famille Architectural Guidelines

As prescribed by the Sans Famille covenants, Article VIII (p.17), a homeowner must secure written approval from the Architectural Committee and the Board of Directors prior to making any changes to the exterior of a home and to attached or unattached secondary structures.

- (1) The exterior of a home includes the outside surfaces of walls, windows, roofs, and foundations: chimneys; stoops; deck areas and enclosures. Changes include deletions, alterations, or additions that were not part of the original home constructed by the builder. Further, changes include any external use of brick, wood, concrete block, mortar, stone, glass, metals, or other building materials. This rule also applies to, but is not limited to, the following types of changes or additions: fences, sheds, room additions, awnings, light fixtures, chimneys, vents, gas tanks, exterior doors, deck extensions, patios, solar equipment, and antennas.
- (2) Any changes, additions, or renovations that are not in compliance with the provisions of the Covenants and of the Bylaws and with the regulations established by the Board of Directors will be in violation, and the homeowner will be liable for penalties. (Bylaws Article VIII, Section 1 [a], p.7.)

Procedure for Requesting Approval for Architectural Change

- (1) Obtain written approval from all homeowners whose property adjoins your own. (See the attached form.)
- (2) Describe the proposed change, including dimensions, materials, colors, sketches, etc. If approval is being requested for a fence, shed, or room addition, a copy of the plot plan for the house to which changes will be made should be included. The Chairman of the Architectural Committee may request additional information, such as pictures, samples of materials, etc., for certain kinds of changes. Also a member of the committee may visit the site.

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- (3) The Architectural Committee will consider a proposal for structural change as to its conformity with the Bylaws, impact on neighbors, and compatibility with the design of the original structure and general tone of Sans Famille. Proposals to change paint and/or trim colors will be sent by the Architectural Committee to the Board of Directors for approval.

Action by the Architectural Committee

- (1) The Architectural Committee will inform the homeowner in writing of its decision. In case of disapproval, a full explanation for the decision will be included and, if at all possible, changes will be suggested that might make the plan acceptable. The Committee's decision will be transmitted to the homeowner within 30 days of the receipt of the initial request.
- (2) If the Committee disapproves a proposal or imposes conditions unacceptable to the homeowner, the homeowner may appeal in writing to the Board of Directors or request a hearing before the Board at its next regular meeting.
- (3) Committee action will be documented, and the Chairman will send copies of all papers on each case to the President of the Board of Directors. Where infractions requiring penalties have occurred, the Architectural Committee will immediately transfer the case to the Board along with full particulars and a recommendation. Only the Board can apply penalties.