

MILLS BRANCH VILLAGE ARCHITECTURAL REVIEW APPLICATION

In an effort to provide and protect each owner's rights and values it is **required** that any owner or groups of owners considering improvement and /or change of their property, other than minor landscaping, **must submit** an **ARCHITECTURAL REVIEW APPLICATION FORM** to the Architectural Review Committee (ARC) for the plan improvement and/or change. If any property improvement/change is made that has not been approved, the Committee/Board has the right to ask the owner to remove the improvement and/or change from the property.

In order for the ARC to consider your request all items marked with an "•" must be submitted with this application. Failure to submit **all** the requested information will result in your application being returned to you for completion.

Date: _____	Name of Owner: _____
Property Address: _____	Home Phone #: _____
Business Phone (optional) _____	E-Mail Address (optional) _____

Plat Plan	Dimensions	Distance From Fences	Paint Color Sample	Shingle	Construction Material	Brochure (if possible)	Company (person doing)	TYPE OF IMPROVEMENT
•	•	•			•		•	Decks – Sidewalks – Driveways
•	•				•		•	Fence – Gates
•	•	•	•	•	•	•	•	Gazebo
•			•	•	•	•	•	Home improvement (Examples garage doors-motion lights-windows-gutter-solar screens-awnings-shutters)
•	•	•			•	•	•	Landscape-Figurines-Arbors (Height needed)
			•			•	•	Painting
•		•				•	•	Basketball goals (permanent)
•	•	•			•	•	•	Playground Equipment
•		•				•	•	Pool's
•		•				•	•	Basketball goals (Portable)
•				•			•	Roof (year warranty, Manufacturer, Series, & color name)
•	•	•	•	•	•	•	•	Shed
•	•	•			•	•	•	Spa
•	•	•	•	•	•	•	•	Spa (with enclosure)
•	•	•	•	•	•	•	•	Sun rooms – Porches
•							•	Tree Removal

The ARC maintains the right to request additional information that they deem necessary before approval will be granted. Please be aware that the above list may not cover all items needing approval. If in doubt please call Kingwood Association Management. The ARC request that you submit an application on **any** item that changes the appearance of you property.

FOR OFFICE USE ONLY	
Received on _____	Returned to homeowner on _____
All necessary information received ? YES NO	Paint/Shingles received and approved ? YES NO
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Returned for _____	

I understand that the ARC will act upon this request at their first scheduled meeting upon receipt of my completed application. I will be contacted as quickly as possible with their decision. I agree not to begin property improvement/changes until the ARC notifies me of their approval. This approval is valid for 120 days if work has not started a new request must be submitted.

Signature _____
Proposed Construction Start Date _____
Proposed Construction Completion Date

Exhibit A
Mills Branch Village Community Association
Policy for Exterior Repainting, Re-bricking, or
Re-Shingling of Structures in the Community

Recognizing the responsibility of the Association's Architectural Control Committee, as provided in the Architectural Guidelines for Mills Branch Village CA., to control the exterior design and color of structures in the community; And recognizing that the Association may not always have historical documentation for what colors previously existed, or were previously ACC-approved, on residences and appurtenant structures, in the community; On July 8, 2004, the Board of Directors of the Mills Branch Village Community Association adopted the following policy with regards to repainting of structures in the community; On January 13, 2005 the Board of Directors adopted the following policy with regards to re-roofing of structures in the community; On April 6, 2010 the Board of Directors adopted the following policy with regards to new fencing.

- (1) As used in the Protective Covenants of Mills Branch Village C.A., the phrase "No building, shed, playhouse, or such accessory structure or improvement of any character shall be erected, placed or altered", the term "altered" shall be interpreted to include repainting, re-bricking, or re-shingling in any color, regardless of how closely the new paint, brick, or shingle matches the pre-existing paint, brick, or shingle.
- (2) No repainting, re-bricking, or re-shingling, regardless of whether or not the new paint, brick, or shingle matches the pre-existing paint, brick, or shingle, shall be permitted **without the prior written approval of the Architectural Control Committee**. Each repaint, re-brick, re-roof, or addition of a shed, or playhouse will be reviewed on a case-by-case basis as to aesthetic harmony with the community.
- (3) As used in the Architectural Guidelines of the Mills Branch Village C.A., the proposed colors must be harmonious with each other and with the colors of exterior brick and roofing materials. The principal colors of the dwelling and garage situated on a lot, including the garage door, must be muted earth tone and must not be the same color as any adjacent or facing dwelling on a neighboring lot. The Directors agree that, as used in the Architectural Guidelines, the term "muted earth tone" refers to colors that resemble rocks, soil, earth, being variations of brown, yellowish brown, etc. The board also acknowledges that several homes in the community are currently painted blue, purple, and burgundy – colors which are obviously well beyond the range of muted earth tones. ACC/DRC may approve similar paint colors on neighboring structures in cases where the brick or accent colors are substantially different from those of the neighboring structure. The soffits, fascia boards, window, and door trim and rain gutters must also be an earth tone color; however the shades of trim color may be deeper than the principal color of the dwelling or garage. When rain gutters are painted, their color must match the color of the fascia board trim. When maintenance free gutters are installed or replaced, their color must match (as closely as possible) the fascia board trim or previously approved existing gutters.
- (4) The proposed shingles must carry a documented 30-year warranty, and be high definition or architectural in appearance, **and must not be "3-tab" in construction**. The color of the shingles must be weathered wood, sable wood, barkwood in color, or a color which is ruled by the Architectural Control Committee to be aesthetically harmonious with the community, with the color of white to be specifically disallowed.
- (5) The proposed fencing can be a maximum of six feet six inches which is a six foot picket with a six inch rot board. Fencing going in-between the garage and the house can be between four feet and six feet six inches.
- (6) **SAMPLES WITH BRAND NAMES OF ALL MATERIALS ARE REQUIRED.**