

# CHURCH POINT HOMEOWNERS ASSOCIATION, INC.

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c/o The Select Group, 2224 Virginia Beach Blvd., Suite 201, Virginia Beach, Virginia 23454  
(757) 486-6000 fax: (757) 486-6988 email: [bgarrett@theselectgroup.us](mailto:bgarrett@theselectgroup.us) website: [www.theselectgroup.us](http://www.theselectgroup.us)

## ARCHITECTURAL CHANGE APPLICATION SUBMISSION GUIDELINES AND PROCEDURES

The information below is important if you are planning any external changes to your home or property. Under Church Point's Declaration of Restrictions, all such changes must be reviewed and approved by the Board of Directors **prior to execution of any work.**

Please familiarize yourself with the requirements and procedures outlined below.

**Requirements:** From its beginning, Church Point has maintained tight controls over the types of buildings, structures, and exterior design permitted in the development. The developer originally exercised this control, and when the developer completed his work in 1997, enforcement of the Declaration of Restrictions passed to the Church Point Homeowners' Association through the currently elected Board of Directors along with Rules and Regulations.

The Declaration lists a number of design requirements, including for example but not limited to:

- Brick or stucco exteriors, rather than vinyl siding on new construction.
  - It is recommended to match existing exteriors on renovations and additions.
- No detached garages or other buildings.
- Plumbing and roof stacks must be in the rear of the house and painted to match the roof.
- Each home must have a gas light.
- Other items can be found in paragraphs 1-9 of the Declaration of Restrictions.
- Additionally, new fences must comply with Fence Standards in the Rules and Regulations. If replacing or modifying existing fence, the material must match existing installed fence and comply with Fence Standards.

New construction, and any alteration to existing homes, are covered by these restrictions and are subject to review and approval by the Board of Directors. The types of changes that are subject to review include swimming pools, fences, additions, docks and piers, exterior painting, replacement windows, driveways, mail boxes --basically, anything that significantly affects the external appearance of the building or property. If you have a question about whether the proposed project needs approval, please contact the Architectural and Rules Enforcement Committee (AREC) or the President of the Board of Directors. Email addresses are: [arec.churchpointhoa@gmail.com](mailto:arec.churchpointhoa@gmail.com) and [president.churchpointhoa@gmail.com](mailto:president.churchpointhoa@gmail.com).

The key considerations in the Board's review are the aesthetic quality of the changes and how well the changes are in keeping with the Church Point neighborhood and with the specific location. The Board considers enforcement of the architectural standards as one its most important functions because it helps maintain the beauty and integrity of the community.

**Procedures:** For any proposed exterior changes to resident's property, the following procedures apply, effective January 18, 2011:

1. Homeowner must submit the 2-page Application for Architectural Review Form (attached)

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at the end of this document) to the HOA via the property manager. The application must include a detailed description of the requested changes so the Board can make a full assessment.

2. If it is a tenant/renter of the property submitting the application, there must be a signed affidavit from the homeowner of record approving the requested project scope of work.
3. The homeowner submitting the application requesting approval for a project MUST BE CURRENT AND UP TO DATE ON ALL ASSOCIATION DUES AND FEES.
4. As part of the application, resident must obtain the signatures of adjacent and visually affected neighbors, so that they are informed of the proposed project. This is important to promote good relations in the neighborhood and to allow neighbors to voice any concerns or questions about the project to the Board of Directors.
5. The property manager will assign a REFERENCE NUMBER to the application and forward a copy of the application to the Architectural and Rules Enforcement Committee (AREC) Chairman. The AREC Chairman will assign the review of the application to a member of the committee. They will review the plans, contact the homeowner to view the project area and discuss any questions if necessary. The AREC will review all findings and make a formal recommendation to the Board of Directors.
6. The Board will consider the AREC's recommendation and discuss any issues or concerns raised by Board members. The Board will hear any concerns from neighbors and then vote whether to approve or disapprove the application. The goal is to have a Board decision within 30 days of receipt of the application.
7. The Board's decision will be provided to the property manager, who will immediately send out a letter to the resident either informing them that the application has been approved, or providing reasons for disapproval.
8. If the application is approved, the letter from the property manager will include a blue Work Approval Permit. This permit must be displayed in a window visible from the street while work is in progress. If the work also requires a city permit, the Church Point permit should be posted next to the red city permit.
9. At the conclusion of the work, the resident must notify the property manager in order to arrange for a final inspection by a member of the AREC. The final inspection is intended to ensure the work accomplished is in compliance with the work originally approved by the Board. The completed permit will be taken by the inspector and retained in the property manager's files.
10. If a proposal is disapproved, the resident may appeal to the Board and request a hearing to review the decision. A quorum of at least three Board members must be present at the hearing. Both the resident and the Board may request others to attend the hearing (for example, the contractor, the Architectural and Rules Enforcement Committee, neighbors, or others).

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## APPLICATION FOR ARCHITECTURAL PROJECT REVIEW

Reference Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

**IMPORTANT: DO NOT BEGIN ANY WORK UNTIL APPLICATION HAS BEEN APPROVED**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONES: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DESCRIPTION OF PROJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's Name \_\_\_\_\_ Contractor's Phone \_\_\_\_\_

Planned Start Date \_\_\_\_\_ Planned Completion Date \_\_\_\_\_

**NEIGHBOR NOTIFICATION:** In an effort to promote goodwill, the Board requires that applicants notify their adjacent and visually affected neighbors about the planned improvement/project. Please provide your neighbors signatures below, to signify their awareness of the project. If neighbors have questions or concerns about the project, they may be addressed to Select Group immediately at the address/phone listed above. The Select Group will advise those neighbors of the date for the Board of Directors meeting in which this application will be review so their concerns may be presented in person or in writing. It is recommended the homeowner notify neighbors to the left, right, front and back of your home.

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Submit completed application and supplemental information, if applicable, to The Select Group at the address or fax number at the top of the first page of this form or email to:  
[jstrickland@theselectgroup.us](mailto:jstrickland@theselectgroup.us)

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Reference Number: \_\_\_\_\_

Application review is assigned to the Architectural and Rules Enforcement Committee. A member of the AREC will review the application, visit the home to meet with homeowner and review in person the scope of the project.

**ARCHITECTURAL AND RULES ENFORCEMENT COMMITTEE RECOMMENDATION**

RECOMMENDED: \_\_\_\_\_ NOT RECOMMENDED: \_\_\_\_\_

COMMENTS:

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Application is presented to the CPHOA Board of Directors by a member of the AREC. The Board of Directors then votes on the disposition of the application.

**CHURCH POINT BOARD OF DIRECTORS REVIEW AND DETERMINATION**

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

COMMENTS:

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\_\_\_\_\_  
President, Board of Directors

Date \_\_\_\_\_

A member of the AREC will then return to the home to review the completed project and ensure it was completed to the specifications as originally requested and approved.

**ARCHITECTURAL AND RULES ENFORCEMENT COMMITTEE FINAL REVIEW**

COMPLETED AS APPROVED: \_\_\_\_\_ NOT COMPLETED AS APPROVED: \_\_\_\_\_

COMMENTS:

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**IF THE PROJECT IS NOT COMPLETED PER ORIGINAL DESIGN AND SUBSEQUENT BOARD APPROVAL, THE BOARD RESERVES THE RIGHT TO TAKE ACTION AS APPROPRIATE AND NECESSARY TO ENSURE COMPLIANCE WITH ORIGINAL APPLICATION TO EXTENT LEGALLY ALLOWABLE.**