

To: Queens Grant Townhouse and Single Family Homeowners

From: Board of Directors of Queens Townhouse Association

Re: ARCHITECTURAL REVIEW GUIDELINES

**Mission Statement:**

The mission of the Architectural Review Committee is to maintain, preserve, enhance and protect the property values and assets of the Community. Other goals are to help promote harmonious Community living, preserve the common scheme and design of the Community. It is the intent of the ARC to use the Community's values and vision in making its decisions. This mission is carried out with respect and caring for the individuals and the Community which it serves.

The Board of Directors and the Architectural Review Committee (ARC) present to you these Guidelines designed to assist you in complying with the Declarations of Covenants, Conditions and Restrictions of Queens Grant Townhouse Association as recorded in Book 617, Page 153 of the Pender County Register of Deeds. These Covenants run with the land and are binding on all homeowners.

Changes to these Guidelines may be made periodically and without notice to homeowners. Every effort will be made to reissue the Guidelines when significant changes occur, but will be made available at all times on the Premier Management website at [www.premiermanagementnc.com](http://www.premiermanagementnc.com).

Homeowners must obtain prior written approval for any exterior change on any property individually owned or on any property owned in common by all property owners. Additionally, property must be maintained in compliance with the following Guidelines.

The primary purpose of the Architectural Review Guidelines is to maintain and enhance the appearance of the community by assuring that any newly added appurtenances, as well as basic changes to the property, are evaluated and approved in accordance with the Covenants and standards.

The Restrictive Covenants establish an Architectural Review Committee (ARC) to be made up of three or more representatives who are appointed by the Board. The Covenants require written approval from the ARC before any exterior change, addition or alteration on any property is begun. Such changes include: any building, fence, wall or other structure that may be added or altered, including a color change in paint on the exterior of the home. It requires that the plans and specifications show the nature, kind, shape, height, materials, and location of the same be submitted in writing so that they may be reviewed as to the harmony in external design and location in relation to surrounding structures and topography.

ARTICLE VII. Book 617, Page 153 of the Pender County Registry

**ARCHITECTURAL CONTROL**

No building, fence, wall or other structure shall be commenced, erected, or maintained upon the properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, heights, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with.

Return completed applications to Premier Management Company whose address is shown on the application form. Provided the homeowner has no outstanding monetary obligations to the Association, the application will be accepted and stamped by the Management Firm as to the date received. Three days after this date will be the first day of the thirty-day review and approval period. Because the ARC is made up of part-time volunteers, thirty days is required to act upon an application, so do not commit labor or materials until you have received approval.

The Architectural Review Committee is charged with conducting the review of all applications for exterior changes and to render a decision to the applicant within thirty days of receipt of the application. If an application is denied, the applicant may appeal to the Board of Directors. The Board may reverse or modify the committee's decision by a majority vote.

It is important to note that some violations exist to these adopted guidelines and Restrictive Covenants for Queens Grant Townhouse Association. In the circumstances surrounding each case, the homeowners are either protected by a "Grandfather" clause or were granted exceptions by the Board. As a general rule, exceptions will not be approved by the Architectural Review Committee, but will come before the Board of Directors for consideration.

Please keep in mind that many additions to your property may require the approval of the Town of Topsail Beach and the Town may require certain permits. Town of Topsail Beach regulations will take precedence of Queens Grant Townhouse Association Guidelines and Covenants. If you have any questions concerning this, please contact the Town of Topsail Beach directly.

#### EXTERIOR PAINT COLORS

All exterior painting, staining or exterior changes of your home must have approval from the Architectural Review Committee (ARC). These guidelines apply to those painting or staining their home a new color(s), as well as those painting or staining their home the existing color(s). Guidelines may vary depending if the home is a townhome or single family home.

#### HOW TO SUBMIT AN APPLICATION

Submit an Application with color samples and paint/stain identifications numbers or to review the Declarations and Covenants and access the Architectural Review forms go to:

Premier Management Company's website at [www.premiermanagementnc.com](http://www.premiermanagementnc.com)

Go under online services Community Documents. You will be prompted to enter your account number and last name.

## Architectural Request Form

Name of Community: \_\_\_\_\_

Name: \_\_\_\_\_ Date Form Submitted: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

### **Type of Changes:**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Fence                 | <input type="checkbox"/> Deck           | <input type="checkbox"/> Covered Porch | <input type="checkbox"/> Utility Building |
| <input type="checkbox"/> Patio                 | <input type="checkbox"/> Pool           | <input type="checkbox"/> Garage        | <input type="checkbox"/> Home Addition    |
| <input type="checkbox"/> Exterior Color Change | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Roofing       | <input type="checkbox"/> Landscaping      |
| <input type="checkbox"/> Other: _____          |   |  |   |

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Color: \_\_\_\_\_

Materials: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

### **INSTRUCTIONS: Please read and follow carefully.**

- Attach a **written description** of the scope of the proposed changes including the general nature of the work, location of the changes, colors and materials to be used plus any plans, drawings, photos or brochures necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or removals which may be necessary to accomplish the changes proposed.
- Attach a **property survey** with the location of the proposed changes clearly marked on the survey. This item **MUST** be included so that there is a clear understanding of precisely where the changes will occur in relation to the home, driveway, other structures and any easements or rights of way which may exist on the property.
- **For email requests:** please assembled electronically into a ***single email*** with preferably a single PDF attachment. Please include your Community's Name, your Last Name and your Property Address in the subject line.

**Mail, Email or Fax request <<Your Community's Name >>**

**and supporting P.O. Box 12051  
documentation to: Wilmington, NC 28405**

**Fax: 888-799-7626**

**Email: ARC@PremierManagementNC.com**

**IMPORTANT:** Please allow up to 3-4 weeks for the community to complete the review and response process. Requests which do not include the items described above will delay the process. The review and response is based on the community's governing documents and the information submitted with this request. **The property owner is responsible** for investigating and complying with any and all other local requirements, permits or jurisdictions the property is subject to.

### **Committee Use Only**

☐ Approved ☐ Denied

Comments:

\_\_\_\_\_  
(Name of Committee Member)

\_\_\_\_\_  
(Signature Of Committee Member)

\_\_\_\_\_  
(Date)