

Richmond Hill Architectural Review Board Application

All exterior changes to the home must be approved by the Homeowner Association's Architectural Board (ARB).

Submittal Date: _____ Lot number: _____

Homeowner Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Please supply details including, but not limited to: Location, size, materials, color and pictures. Please submit a site survey or sketch for any additional structures with new structure drawn on survey. (Example: fence, play equipment, pools, and spas).

Item(s) requested and relevant information:

If you would like your approval sent to an address other than the home address please list address:

Please fax, email or send application to:

Landmark 24
Attention: Heather Locke
2702 Whatley Avenue, Suite B-1
Savannah, GA 31404
Fax: 912-354-5322
hoa@landmark24.com

If you have additional questions or concerns, please call 912-354-7987

Homeowners will receive written notification of the Board's decision within 30 business days. Once approved it is the homeowner's responsibility to insure that the installation complies with the submitted and approved request.

Richmond Hill ARB Guidelines

As dictated by the covenants, any and all changes, alterations, or other modifications to the exterior of your home or property need to be approved by the Architectural Review Board (ARB). The purpose of the ARB is to act as an aesthetic authority for the community to ensure the community maintains a harmonious appearance. All decisions made by the ARB regarding requests for modifications are based on this purpose and are at the sole discretion of the ARB board. Failure to receive an ARB approval prior to making a change could be costly, as it may result in the need for removal or repair to the original condition. Violation(s) may be levied to those who deviate outside of this predetermined aesthetic, and thus, approval should be requested prior to enacting any changes on the part of the homeowner.

Below you will find a list of common aesthetic choices that are commonly submitted for ARB approval, items that are not approved by the ARB and a list of items that do not require ARB approval. This list does not encompass all items, but rather the common items that are typically desired. Keep in mind that all changes must be submitted for approval, not only the items listed below.

ITEMS COMMONLY SUBMITTED FOR APPROVAL:

- **Fences-**
 - Cottonham- Shadow box fencing is the only style of fencing that is approved in the community for fencing your entire yard and must be stained with a green stain that is available at Plantation Hardware. Fences must begin at the back corners of the house. When an ARB application is submitted, the lot and location will be reviewed and a detailed approval will be sent with regards to location and easements. Please keep in mind that every lot is different and lots that abut a lagoon, are on a corner, or contain an easement will have specific requirements. It is the responsibility of the homeowner or the contractor to locate the property pins for appropriate placement of the fence. Any installation of fencing which abuts another property allows the abutting homeowner to tie-in, regardless of the ownership of the exiting fence.
 - Cottonham- 4' aluminum fencing (Lowe's, #250400B, Home Depot #763009531) is approvable as long as it starts at the back corner of the home, nearest the driveway, running to the front corner of the detached garage, nearest to the home. Gate must be placed close to the home. Fence may not extend beyond the home or beyond the corner of the garage. This style fencing will not be approved in any other area. Details and examples will be provided with approval.
 - The Preserve and The Retreat- Shadow box fencing is the only style of fencing that is approved in the Preserve. Fences must begin at the back corners of the house. When an ARB application is submitted, the lot and location will be reviewed and a detailed approval will be sent with regards to location and easements. Please keep in mind that every lot is different and lots that abut a lagoon, are on a corner, or contain an easement will have specific requirements. It is the responsibility of the homeowner or the contractor to locate the property pins for appropriate placement of the fence. Any installation of fencing which abuts another property allows the abutting homeowner to tie-in, regardless of the ownership of the exiting fence.
 - Hickory Hills- Please submit the style desired for approval. Style must be cohesive with the home.
- **Screened Porches/Glassed Sunrooms-** Must have a shingled roof to match the homes and the materials must be cohesive with the home.
- **Gas Tanks/Water Filtration Systems-** a vegetative buffer will be required as part of the approval process. In lieu of or in addition to a vegetative buffer you may wish to add a wooden or lattice style buffer, this would require approval as well.
- **Patio-** Extending a back patio with concrete or pavers.

- **Landscaping Changes-** If you would like to add a bed in a location that currently contains sod, adding bushes/trees to an area that is not currently part of a landscape bed or making any change that would be considered more than replacement of an existing tree or shrub.
- **Parking Pad-** Additional driveway for parking.
- **Swing Sets/Playgrounds/Trampolines-** All permanently installed exterior recreational equipment including play yards (swing sets, slides, tree houses, trampolines, etc.) must have the ARB approval. The maximum height of the equipment shall not exceed 12 feet, with the exception of the community amenity area. Recreational equipment shall be located on any lot as not to be visible from street when viewed from the front of the home. The equipment must be placed in a manner that is directly behind the home and will not protrude from the side of the home so that when a person is standing in the street the equipment cannot be seen when looking down the left or right side of the home. Homeowners/Residents/Guests hereby waive all claims against Richmond Hill Plantation HOA, Landmark 24, or partners of individually or otherwise, for any and all injuries, claims for damages that might incur as a result of installation and use of any external recreation equipment placed by Homeowner/Resident. Any equipment placed without prior ARB approval will be subject to possible violation as per Covenants, and association Rules and Regulations, including fines and removal of equipment at homeowner's expense. No equipment installed for children's recreational use, shall be installed or placed within the front or side yard of any lot or in any easement or common area adjacent to a lot.
- **Swimming Pools-** In ground pools require a fenced yard and are within the building setbacks and not located in an easement.
- **Patio Furniture-** Patio furniture not located on the back patio needs to be submitted for approval. Pictures must be provided along with location.
- **Storm Doors-** Storm doors must contain a solid piece of glass or screen. A picture must be submitted for design approval.
- **Color changes-** If you would like to change the color of your front door, shutters or any other visible item you would need to submit a color swatch.
- **Gutters-** Gutters must be a color that is cohesive with your home.
- **Lawn Ornamentation-** Any statutory, lawn ornamentation, landscape lighting and decorative patio items.

ITEMS NOT PERMITTED:

- White, Grey or lava rocks as part of landscaping (Naturally colored/beige/tan pebbles are typically approved but do require an ARB application with a picture of the actual stones to be considered)
- Fence stains or color of any kind for The Preserve and The Retreat sections (Clear sealant is acceptable and recommended)
- Canopies –any item that includes fabric of any kind (wooden pergolas are typically approved, but still require an ARB request)
- Artificial flowers
- Sheds or outbuildings are not permitted
- Above ground pools
- Flagpoles
- Basketball Hoops (when not in use)

APPROVAL NOT REQUIRED:

- Pine Straw, Pine Bark and Cedar chips of natural colors are acceptable without approval
- Sprinkler Installation
- Sod replacement or adding sod to a back yard that did not have sod at the time of closing

- Adding live flowers to an existing landscape bed

Please note that the ARB guidelines may be adjusted or revised from time to time as desired by the ARB board. Because the guidelines may change it is imperative that you obtain approval for each and every item you desire to insure that you will never be asked to remove or make changes to an improvement because the guidelines have changed.

All ARB requests will be reviewed within 30 business days. If additional information is needed you will be contacted for those items. If you do not receive a written response within 30 business days please contact our office at 912-354-7987 or hoa@landmark24.com. It is your responsibility to obtain approval, keep copies of all approvals received, as well as pass them to successors if the improvement is still applicable when you sell the home.

If you have any questions with regard to what is approved or not approved please contact our office prior to improvements being made at 912-354-7987 or hoa@landmark24.com

Guidelines updated: 12.5.18