

CERA Architectural Review Committee

Purpose and Intent

This Committee serves as an advisory and recommending body to the Subdivision Trustees. The Committee reviews the architectural and site elements of proposed improvement projects against a set of established Architectural Review Guidelines to promote consistency and good quality architecture as a means to promote and maintain the character and property values within the subdivision. The impact that the improvement projects have upon the view of the adjacent property owners will be considered when evaluating a project.

Committee Membership

This Committee shall consist of one (1) chairman and four (4) other members, if possible. While not mandatory, every effort shall be made to include one member from each street in the subdivision. The chairman and Committee members shall serve as long as they are willing and shall only be removed by resignation or a majority of the Trustees. The intent is to preserve the Committee membership in order to establish a level of consistency over the long term. The chairman shall be appointed by the Trustees based upon some level of professional competence or experience related to construction, engineering or design. Committee members shall be suggested by Trustees, other members or the committee chairman and approved by all other committee members. Membership on this committee is limited to those homeowners who are in good standing and current with all dues. Homeowners, designers and contractors shall be allowed to make a presentation of their project to the committee. Any homeowner who receives a “negative recommendation” can resubmit revised plans that address any specific concerns of the committee.

Committee Responsibilities

This Committee shall convene within ten (10) days of any submittal to consider the proposed project. The results of this review shall be forwarded to the applicant and to the Trustees in a written form along with any concerns, suggestions, questions, conditions of recommendation and with either a positive, negative or conditional recommendation within five (5) days of the meeting. The Committee recommendation will be determined by a simple majority vote among the Committee members. The subdivision Trustees can either accept or reject the decision of the Committee and are in no way bound to the input of the Committee. Standard forms and reports shall be developed and used by this Committee. Any committee member who has a personal interest in any proposed project shall recuse himself from the meetings and will not be eligible to vote.

Submittal Requirements

All applicants shall provide one (1) copy of all relevant plans and documents with sufficient details to adequately convey the nature of the project. Submittals shall include a site plan, landscaping details and all exterior elevation drawings. Structural, mechanical, electrical, plumbing and interior drawings are not required. Sketches, renderings and/or photographs may be acceptable depending upon their accuracy, level of detail and scope of the project, however, larger projects should include the following: site plan, written description of the project, dimensioned elevation views, exterior finish materials and colors, project duration, landscaping plan and any significant changes to the existing grades or storm water runoff patterns. It is suggested and encouraged, but not required, to provide approval signatures from the surrounding property owners who are directly affected by the project. **Complete sets of design and construction plans are not required for smaller projects.**