



# ARCHITECTURAL REVIEW COMMITTEE (ARC)

The Raintree ARC is responsible for interpreting and enforcing the restrictions that are set forth in the Covenants, Conditions and Restrictions (CC&R's) of Raintree Homeowner's Association, Inc. Our goal is to maintain the integrity, architecture and uniformity of our neighborhood while also protecting our community's property values.

## Frequently Asked Questions

### When do I need to submit an ARC Request Form?

Below you will find a summary of the most commonly requested changes that need an ARC Request form and approval by the ARC Committee. For specific details, rules and regulations, please read the Raintree HOA Covenants, Conditions & Restrictions that can be found on the VOR website under the Raintree neighborhood. **If you are replacing/repairing/installing something with the exact same existing item you do not need to submit an ARC Request.**

- Changing exterior paint colors
- Installing new windows
- Replacing siding
- Installing a fence, party wall or privacy fence
- Adding a deck
- Adding a porch
- Installing a pool
- Adding a shed
- Adding, replacing a mailbox
- Cutting down trees and other vegetation (**alive or dead**)
- Garage or carport addition
- Improving/adding drainage
- Adding a playhouse, treehouse or trampoline
- Exterior house addition or alteration
- Replacing roof with a new color
- Replacing or adding a driveway

# Frequently Asked Questions

## Where can I locate a copy of the Covenants, Conditions and Restrictions?

You can view and print the Raintree HOA Covenants, Conditions and Restrictions by going to our website, [www.villageofraintree.com](http://www.villageofraintree.com), clicking on the **Neighborhood** tab and then selecting **Raintree** from the drop-down menu.

## How do I submit my ARC Request Form?

The ARC Request form can be downloaded from the Village of Raintree website ([www.villageofraintree.com](http://www.villageofraintree.com)) under the Raintree neighborhood tab. Please complete the form and include all required supporting documentation. You can email, mail or drop off your ARC Request. Email your request to [andre@csiproperties.com](mailto:andre@csiproperties.com). Drop off or mail your request to **Raintree ARC, 8900 Raintree Lane, Charlotte, NC 28277**. If you have any questions regarding your ARC Request submittal please contact **Andre Barrett** (Onsite Community Manager ~ CSI Property Management) at the above listed email or **704-846-2797**.

## What do I need to include with my ARC Request Form?

Depending upon what type of improvement/repair you are making there will be different requirements for what needs to be submitted. If it is some type of structure we will require a site plan. If a site plan is required most of the time this will be a house location survey with the improvements drawn in the exact location they will be located. With many requests actual pictures of the yard and/or subject will be asked for as well. Example: You are requesting to cut down a tree. We will ask for a picture of said tree.

### **EXTERIOR PAINT COLORS**

Please submit paint swatches of all colors with information regarding color placement (body, trim, accents, etc).

### **WINDOW REPLACEMENT**

Please include a brochure, example photos, type of windows and the color or finish.

### **SIDING REPLACEMENT**

Please include a brochure, example photos, type of siding and the color or finish.

### **FENCES, PARTY WALLS and PRIVACY FENCES**

Please include a site plan with the fence location drawn on the survey as well as all gates (if any). Also, please include a photo/brochure of the type of fencing you will be installing. More detailed information for fencing requirements/restrictions are found in the CC&R's.

### **DECKS and PORCHES**

Please include a site plan with the deck/porch location drawn on the survey. Please include a photo/brochure that shows the type/material of deck/porch you will be installing. Include color swatches of the paint or stain color.

# Frequently Asked Questions

## **POOLS/FENCING**

Please include a site plan with the pool and surrounding fence location drawn on the survey. Add a photo, sketch or brochure of what the pool and fencing will look like and the materials to be used.

## **SHED, MAILBOX, PLAYHOUSE, TREEHOUSE or TRAMPOLINE**

Please include a photo/rough sketch of where the item will go and give rough dimensions of the item. For sheds, playhouses and treehouses we will require more detailed information depending upon the complexity of the project. Playhouses, treehouses and trampolines may not be seen from the street.

## **CUTTING DOWN TREES and VEGETATION**

An ARC Request form is required for cutting down trees whether they are **alive or dead**. Please include a photo of the tree/trees/vegetation that you want to cut down/remove. If the tree is not visibly dead we may require an arborist's report to insure we aren't cutting down healthy trees. **An arborist report is from a certified arborist.** It is not an opinion from your tree removal company. Arborist's do not charge a fee for this report. They will assess the health of a tree and also include risk management mitigation should the tree be healthy but pose safety concerns. Should the tree/trees need to come down we may request that for each tree you cut down you plant a new tree so future generations can enjoy the beautiful tree canopy we enjoy in Raintree.

## **HOUSE ADDITION, GARAGE, CARPORT and DRIVEWAY**

Please include a site plan, final plans and specifications showing the nature, kind, shape, height, materials, basic exterior finishes and color, and floor plans thereof, proposed driveway/carport location and front, side and rear elevations thereof.

## **ROOF REPLACEMENT**

Please include a brochure, example photos, type of material and the color or finish.

## **Do I need to submit county or city permits?**

The homeowner and/or contractor are responsible for obtaining all applicable city and county permits prior to beginning construction. While you are free to include these permits, we do not require them for review. Failure to secure the necessary permits or authorization from the local or state authorities subjects the applicant to serious penalties, including the removal of the non-permitted improvement. If a copy of a permit is required as a condition of approval by your community, we will notify you.

## **When will I hear back from the ARC?**

The ARC meets regularly each month and we review each request as they are submitted. We will review and respond to you in a timely manner and will let you know if any additional information is required.

## **When can I start my project?**

Once the ARC has sent you written approval for the request, you can proceed with your project.



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

# Raintree Architectural Review Committee (ARC ) Project /Change Request Form

Homeowner Name(s) \_\_\_\_\_

Address of Project \_\_\_\_\_

Contact Information: Phone \_\_\_\_\_

Email \_\_\_\_\_

Estimated cost of Project: \_\_\_\_\_ Plans, Drawings, Photos, Samples Submitted? **YES NO**

Mecklenburg County Building Permit(s) Required and Attached? **YES NO** (See [www.charmeck.org](http://www.charmeck.org))

Each homeowners association or sub-association/committee within the Village of Raintree has DIFFERENT Covenants, Conditions & Restrictions and Bylaws. Copies of your HOA CC&RS are available on the VOR website [www.villageofraintree.com](http://www.villageofraintree.com) along with Board and ARC contact information. A separate ARC submission guideline may also be available for our specific area. ARC's usually meet monthly, so be aware of meeting dates and allow sufficient time for adequate review. **DO NOT START ANY WORK UNTIL APPROVED.** Unapproved work may be subject to HOA board actions including fines and liens. *The Architectural Review Committee reserves the right to request more information to clarify this request. Requests for multiple changes should be submitted separately.* The VOR office cannot make decision, but can guide you to the right contacts. VOR office: 8900 Raintree Lane, Charlotte, NC 28277 Phone (704) 846-2797

**Type of Modification**

- Addition     Fence     Exterior Paint Color Change     Exterior siding change     Deck/Patio     Roof
- Window Replacement     Porch     Playground Equipment     Pool     Other: \_\_\_\_\_

***Important: Please attach a detailed description of improvements/modifications including the following information, if applicable:***

- |  |   |
|--|---|
| 1. Location  | 7. Plans/Drawings   |
| 2. Size  | 8. Roof Design  |
| 3. Color (include paint samples)                                     | 9. Exterior Finish  |
| 4. Contractor  | 10. Dimensions  |
| 5. Material  | 11. Utilities   |
| 6. Copy of property survey,<br>with proposed changes/additions shown | 12. Types of plants, quantities, addition or<br>removal of existing or new planting bed, edge<br>treatment. |

**\*Do not forget to include current picture of home.**

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

**I acknowledge the content of this document accurately describes the scope of work to be done and any deviation from original plans that have been approved must be re-submitted for approval. All construction shall be completed within 12 months and debris shall be promptly removed. Approvals are valid for 12 months.**

\_\_\_\_\_  
(Signature Applicant)

\_\_\_\_\_  
(Date MM/DD/YY)

**Design Approval**

- Yes                       Conditional Approval                       No

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks / Special Comments: \_\_\_\_\_



# HOA Violations

## **ARC REQUEST FORM NOT SUBMITTED AND ARC APPROVAL NOT RECEIVED**

- No ARC Request received and approval given for any kind of construction, reconstruction, remodeling, alteration, or addition to any structure, building, fence, wall, drive, path or improvements of any nature.

## **TREES and VEGETATION**

- No trees, shrubs, bushes or other vegetation having a diameter of three (3") inches or more than twelve (12") inches above the ground shall be cut, destroyed, or mutilated except with prior written consent and permission of the ARC. Dead or diseased trees, shrubs, bushes, or other vegetation shall be cut and removed promptly by the property owner after notifying the ARC and getting written permission to proceed.

## **GARBAGE and RECYCLING CANS**

- Garbage and recycling cans are required to be stored out of view from the street (behind the home) and not out on the street for more than a 24-hour period after trash pick-up. Plans for all screens, walls, and enclosures must be approved by the ARC.

## **MAINTENANCE**

- All lots and exterior of homes shall be maintained in a neat and attractive condition. This includes, but shall not be limited to painting, repairing, replacing and caring for roofs, gutters, downspouts, building surfaces, front doors, removing mildew and mold, trees, shrubs, lawn care, leaf removal and walks.
- Please clean up any debris from your property including trash on streets and sidewalks around your property.
- Please keep all outdoor furniture organized and maintained.
- Please remember to clean up after your pet at all times and dispose of pet waste properly.

## **TRAILERS, CAMPERS, BOATS and VEHICLES**

- No trailer, house trailer, boat, boat trailer, camper, stored vehicle or any other such vehicle shall be permitted on any lot unless garaged.
- Trailers or commercial vehicles are only allowed for work being performed on property and cannot be left parked overnight.
- No vehicle shall be parked on the front, back or side lawn of any lot, excepting areas on lots which have been paved for parking purposes.

## **HOUSE PAINTING**

- A change in color or materials on the whole house or any part thereof must be approved by the ARC.

## **STORAGE**

- No lumber, brick, stone, cinder block, concrete or other building materials, scaffolding, mechanical devices or anything used for building purposes shall be stored on any lot except for the purpose of construction for an appropriate length of time to complete said construction.

# HOA Violations

## MAILBOXES

- Any mailboxes not attached to the main dwelling structure shall be consistent with the character of Raintree and require approval by the ARC. Mailboxes need to be maintained in good working order and appearance.

## SIGNS

- Real estate signs are permitted only on property that is advertised for sale. Political signs and contractor signs can only be placed on a lot by the Owner and can not remain on a lot for more than 14 days. No other advertising signs are permitted on any lot and no advertising signs of any kind shall be placed on Common Areas.

## NUISANCES and UNSIGHTLY MATERIALS

- Each Lot Owner shall refrain from any act or use of his/her lot which could reasonably cause embarrassment, discomfort, annoyance or nuisance to the neighborhood. No noxious, offensive, or illegal activity shall be carried on upon any lot. No lot shall be used in whole or in part for storage of rubbish of any character whatsoever, nor shall any substance, thing, or material be kept upon any lot which will emit foul or noxious odors, or that will cause any noise that will or might disturb the peace and quiet of the occupants of surrounding property. No trash, rubbish, stored materials, wrecked or inoperable vehicles or similar unsightly items shall be allowed to remain on any lot outside an enclosed structure.

## HOBBIES and ACTIVITIES

- The pursuit of outside hobbies or inherently dangerous activities including specifically, without limiting the generality of the foregoing, the assembly and disassembly of motor vehicles and other mechanical devices, the shooting of firearms, fireworks, or pyrotechnic devices without the written consent of the HOA.

