

Dear Avery Park Lot Owner:

The Avery Park Community Association formed an Architectural Review Board (ARB) in 1996. This ARB is comprised exclusively of Avery Park Lot Owners and works under the leadership of the Avery Park Community Association's Board of Directors (BOD) and in conjunction with Investment Property Management (IPM), the management company for Avery Park (AP).

The current members are:

Paul Kalicky

Pat Salamone

Tom Weaver – Chair

(Contact information available in the AP Member Directory)

The role of the ARB is to act as a facilitator between property owners and IPM during the architectural review process. IPM is responsible for approval of all building plans for new homes as well as structures, improvements, or modifications to existing buildings larger than 500 square feet. Improvements less than 500 square feet may be approved by the ARB without a formal review. Additionally, the ARB acts as an enforcement arm of the BOD to ensure compliance of the Architectural Design Standards (ADS).

In accordance with ARTICLE 9, Section 9.1, of the Covenants, Conditions and Restrictions (CCR), “no exterior structure or improvement shall be placed, erected, installed, or made upon any Property/Unit, or adjacent to any Property/Unit, without first obtaining written approval from the ARB.” This written approval now comes from IPM. This approval is required **prior** to lot clearing and start of construction. **Additionally, any modifications, improvements or remodeling of existing structures- including additions, buildings, structures, fences, patios, decks, walls or exterior alterations to an existing home, whether permanent or temporary, where the changes affect the exterior of the structure must also be approved prior to commencement of work.**

It is the mission of the Avery Park ARB to promote, protect and preserve the aesthetics of the properties in Avery Park by enforcing all ADS in a fair and consistent manner. This will be done by following the guidelines which promote the balance and harmony of homes within the natural environment in a sustainable manner. Additionally, the ARB/IPM will consider, respect and value each owner's plans, specifications, individuality and vision when reviewing an application for construction. **Conformity and harmony of existing design and consistence with plans of existing residences will be vital in the approval process. The location of the structure with respect to the lot topography will also be considered.**

To correctly facilitate the home building process, the following items are discussed below:

- Architectural Design Standards (ADS)
- Plan submission content
- Plan submission mailing address
- Review process and timing
- Construction fees and deposit

Architectural Design Standards

The ADS are available on the Avery Park community web site. Please ensure that you and your builder are familiar with these standards. The standards are to be used in conjunction with the Covenants, Conditions and Restrictions for Avery Park. Compliance failures may result in fines levied.

Content of Plan Submissions

Prior to the commencement of any work, including staking and lot clearing, plans must be submitted to IPM. All forms required as part of the application process are listed on the website under “ARB Documents.” A checklist of all items required to complete the application will help assure all required documents are completed.

**Required items not accompanying the application will be cause for rejection by IPM and returned to the owner.**

**Note: For improvements/alterations to existing properties, the “Avery Park Home Improvement/Exterior Alteration Application” shall be completed and submitted for approval. Approval must be provided prior to the commencement of work.**

Mailing Address for Plans Submissions

<b>US Postal Service:</b>	<b>UPS/Fed Ex or In Person:</b>
IPM	IPM
P. O. Box 580	2602 Hendersonville Rd
Arden, NC 28704	Arden, NC 28704

Review Process/Timing

All plans will be acted upon within 30 days in the form of a written letter.

Fees and Deposits

**The following fees must be submitted along with the required forms for any new, single family home plans:**

- a. Architectural Review Fee (non-refundable, payable to IPM)           \$1500.00**
- b. Road Impact Fee (non-refundable), payable to Avery Park HOA   \$3000.00**
- c. Site Damage Deposit (refundable), payable to Avery Park HOA   \$1500.00**

**For home improvements as defined under Section 6.9 of the ADS, a \$50.00 (non refundable) review fee is required.**

Any questions or concerns should be addressed to the ARB Chair, Avery Park Board of Directors or IPM (828) 650-6880.