

# Country Club Village 4&5 Homeowners' Association

## ARCHITECTURAL DESIGN REVIEW COMMITTEE GUIDELINES

The purpose of this newsletter to advise you of the system that the Architectural Design Review Committee will be using to review plans and specifications submitted for review. This also will provide you with guidelines that the Committee is using in determining whether the proposed project complies with the Declaration of Covenants and Restrictions

The Country Club Village Phases 4 and 5 Homeowners Association Declaration of Covenants and Restrictions outlines the rules, regulations, and limitations placed on homeowners with respect to modifications and use of their homes, landscaping, and common areas. The Architectural Design Review Committee is mandated by the Association Declaration of Covenants and Restrictions to promote

**"An attractive, harmonious residential development having continual appeal."**

In keeping with this mandate, the Committee oversees homeowner aesthetic updates and modifications including, but not limited to:

Landscaping	Decks, porches, gazebos
Driveways	Above-ground permanent structures
Swimming pools, spas, hot tubs	Play structures
Ornamental ponds	Awnings
Living space additions	Facade alterations

In addition, the Architectural Design Review Committee has the authority to develop standards and approve or disapprove plans. In addition to the standards found in the Covenants, the Committee has developed a set of Design Guidelines for specific improvements.

## **PROCESS:**

Homeowners are **REQUIRED** to submit plans and specifications to the Committee prior to commencing any projects. In many cases, Plymouth Township will not issue a building permit for the project until a signed letter from the Architectural Review Committee is provided.

The Architectural Design Review Committee is made up of volunteers. The Committee members will do their best to respond promptly to your requests, but ask that you submit the plans at least two (2) weeks prior to scheduled initiation of a project to allow adequate time for the review and approval process.

The same process will be followed for all submissions:

1. Homeowner describes the project in detail on the Architectural Review Application Form. This form and drawings/specifications of the design are submitted to the Committee Chairperson by emailing to the Board at: [board@ccv45.com](mailto:board@ccv45.com).
2. The Chairperson will record the date of receipt and assign the review to a Committee member.
3. The Committee member conducting the review will examine the plans and contact the homeowner. An appointment will be made to discuss the plans at the homeowner's house. The assigned Committee member and possibly one other member will attend this meeting.
4. The assigned Committee member will make a determination regarding approval and report to the Committee Chairman. If necessary, the Chairperson will call the full Committee to review and make a final decision. In general, the Committee will take into account the following:
  - a. The contents of the plans and specifications
  - b. Existing conditions at the home site
  - c. Existing conditions at adjoining properties
  - d. Existing conditions in the Phases 4 and 5
  - e. The homeowner's plans for future construction and landscaping work
5. The Committee member will contact the homeowner to advise them of the committee's approval or rejection. A letter will be written to document the decision.

## GUIDELINES:

The Architectural Design Review Committee has developed the following guidelines for items not specifically covered in the Association Declaration of Covenants and Restrictions. Items not included in this list will be reviewed by the Committee on a case-by-case basis.

- ▶ Porches, decks, and structure additions. Structures elevated above the ground shall not extend from the side houseline with the exception of:
  - Cresthaven models, whose structure should not extend further than the porch option offered by Pulte as part of the original construction.
  - Deck access walkways.
  
- ▶ Driveways, driveway extensions. Limitations are as follows:
  - Cement colors shall be neutral.
  - Extensions in the area of the garage may not exceed widths of 16 feet or lengths of 20 feet, and they may not extend beyond the rear houseline.
  - Extensions on original driveways (forward of the front house line) are limited to 3 feet maximum.
  - Circular driveways can have a maximum width of 16 feet and shall be reasonably screened from the street and adjacent property owners by landscaping.
  
- ▶ Pools, hot tubs, spas, ornamental ponds.
  - These items shall be located behind the house and within the side house lines.
  - Adequate landscaping is necessary so as to screen the item, including any fencing, from view of the street and adjacent property owners.
  - Swimming pools must meet specific fencing guidelines as set by Plymouth Township.
  - Fences around swimming pools shall be of neutral color and consistent in design with the fence at the Country Club Village of Plymouth community pool, located in Phase 1.
  - Homeowners must inform neighbors on adjacent properties of the intent to install a pool, hot tub, spa, or ornamental pond.
  
- ▶ Fences.
  - Chain link fences, perimeter fences, and solid fencing are prohibited.
  - Decorative, short extent fences as part of landscaping plans will be evaluated on a case by case basis.
  
- ▶ Basketball backboards. These shall be transparent.
- ▶ Brick mailbox enclosures. These are prohibited.
- ▶ Brick or other decorative pillars, with or without lighting, shall match or complement the house colors. These shall be located between the house and the sidewalk, and not between the sidewalk and street.
- ▶ Play structures. Should be in the rear of the house, entirely within the houselines. Submit plans for design and location to the Architectural Design Review Committee.
- ▶ Tennis courts, recreational courts, basketball courts (not a part of the driveway). These items and associated fencing or lighting are prohibited.

Please submit the attached form with your design plans to the Chairperson of the Architectural Design Review Committee.

**Country Club Village 4 & 5 Homeowners Association  
Architectural Review Form**

**Submitters Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**Lot #:** \_\_\_\_\_

**Phone Numbers:**

**(h)** \_\_\_\_\_ **(w)** \_\_\_\_\_ **(cell)** \_\_\_\_\_

1. Please review your copy of the Declaration of Covenants and Restrictions before completing.
2. Please review the Guidelines set by the Architectural Design Review Committee before completing.
3. Indicate the type of changes you are planning on making.
4. Attach plans and specific details of materials, colors, styles, etc as noted under the appropriate section.
5. Deliver this form, plans and details by email to [board@ccv45.com](mailto:board@ccv45.com) or by postal mail to Country Club Village 4&5 Homeowners Association, P.O. Box 700972, Plymouth, MI 48170.
6. To ensure the review process is completed prior to your construction schedule, please provide as much advanced notice as possible. One to two weeks is advisable.

**Modifications for Review (check all that apply)**

**A. Porches, Decks, and Structure Additions**

Attach plans, specify materials, dimensions, style, photos, drawings

**B. Driveways / Driveway extensions**

Attach plans, specify materials, dimensions, style, colors, drawings

**C. Pools and Spas**

Attach plans, specify materials, dimensions, location on lot, drawings

Neighbors (adjacent lots) must be informed of your plans prior to submitting them to the committee.

**D. Other Please describe:** \_\_\_\_\_

Attach plans, specify materials, dimensions, location on lot, drawings