

# Architectural Control Policy Guidance

December 14, 2019

In compliance with the Declaration of Protective Covenants for Overland Cove Subdivision a Townhome and Garden Home Community dated 6/19/2008 and the Overland Cove Homeowner Association Covenants & Restriction Enforcement Policy and Procedures dated 8/10/19 the Overland Cove Architectural Control Committee will follow the following Review and Approval Policy.

Homeowners planning to make architectural changes to exterior of their Townhome, Garden Home, Cottage or landscaping (other than replacement of deceased or dead landscaping with like kind) **must submit a detailed Architectural Change Request** to EREM, our management company, in accordance with Article VI Section 10 thru 32 of Declaration of Protective Covenants for Overland Cove Subdivision a Townhome and Garden Home Community dated 6/19/2008

The ACC Request Form can be found at the bottom of this document and on the EREM website.

## [Standard Form](#)

Submit the completed request form with related files, drawing, etc. to EREM allowing 30 days for review and approval. **(EREM will notify homeowner receipt of the request and this will start the 30-day approval period.)**

The HOA Board is suspending the **\$75.00** Fee to encourage the submission of plans prior to making changes.

***Homeowners starting or making changes to your property before submitting and receiving approval from the ACC will result in a \$100.00 fine and be subject to addition violation fines in accordance with the Overland Cove Homeowner Association Covenants & Restriction Enforcement Policy and Procedures dated 8/10/19. (i.e.; Architectural Design Violation \$500.00 fine if not resolved within 90 days of violation notice.)***

## **BUILDING/REMODELING REQUEST FORM**

In accordance with the recorded covenants, conditions and restrictions of Overland Cove Community, and in order to protect each individual owner's rights and values, any owner who is considering improvement of his deeded property is required to submit the following information to the ARCHITECTURAL CONTROL COMMITTEE for review and approval.

- 1) A completed Building/Remodeling Request Form
- 2) Complete and detailed building plans, listing materials and specifications
- 3) A property site plan/survey showing the location of the proposed improvement

**FAILURE TO SUBMIT THE REQUIRED INFORMATION (Items 1,2 & 3 above) PRIOR TO CONSTRUCTION MAY RESULT IN DELAY AND/OR DENIAL OF YOUR REQUEST.** A property owner considering any exterior improvements is urged to review the recorded deed restrictions prior to completing this request form.

## Architectural Control Request Form

This form has been prepared to allow you to request approval from the Architectural Committee for any changes to the exterior of you home including but not limited to landscaping changes, additional structures, porches, decks/patios and sidewalks/driveways.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

Unit: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Description: \_\_\_\_\_

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**NOTE:** Remember to attach any drawings, specifications or copies of permits needed to approve this request. Please review all the related documents for more information on what is required to successfully complete an Architectural Control Request. All forms must be completed in entirety and all required information included with each request before they may be approved.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Please send to: Executive Real Estate Management  
3313 Memorial Parkway Suite 127  
Huntsville, AL 35801  
Email: [manager@ereminc.com](mailto:manager@ereminc.com)