



Black Horse Run of Durham

11402 S. Lowell Rd, Bahama NC 27503 | bhrbod@gmail.com

Submit all requests for changes or additions to Black Horse Run of Durham’s Board of Directors via mail or email:

- Mail to: Black Horse Run of Durham HOA, PO Box 33, Rougemont 27572
- Email: bhrbod@gmail.com

Please attach/include any drawings and/or sketches that will aid in making a decision regarding your request.

Name: _____

Address: _____

Lot #: _____

Telephone: _____

Email: _____

Date: _____

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including existing structures:
 - A. Plot Plan – “top down view” – should be drawn on a copy of your lot survey.
 - B. Elevation(s) – “side view(s)” – one or more as necessary.

3. A permit and inspection by Durham County may be needed.

4. As a part of the review process, your neighbors have the right to present their views either verbally or in writing, about your requested improvements. You must give notification to all property owners having common lot lines with your property, by providing them with a copy of your architectural request form.

Please have each affected homeowner sign this form to indicate that notification has been made.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON FOR THE CHANGE/ADDITION _____



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ARCHITECTURAL COMMITTEE: _____

Approved

Conditionally Approved

Disapproved

Comments

Signed: _____

Date: _____

Helpful Tips for submitting your Architectural Request

One of the main purposes of the Homeowners Association is to maintain and enhance the aesthetic value of the Property as specifically described in the Declaration of Covenants and Restrictions for the Association. The Architectural Review Process is central to fulfilling this obligation.

Architectural Review Committee members are homeowner volunteers and the review process allows 30 days for them to review and make a decision on a request.

To facilitate the speediest review of your request, please ensure that you have provided all the necessary information, including (but not limited to) the items shown below. Please be sure to thoroughly review the Covenants & Restrictions and the Architectural Guidelines for your association before submitting a request.

1. Complete the Architectural Request Form in its entirety and submit with all attachments as per the instructions on the form.
2. Contact the BHR Board of directors (bhrbod@gmail.com) if you have questions **prior** to submitting the form. Incomplete requests will be returned to the applicant.
3. Signatures of property owners having adjoining lot lines & lots that can reasonably view the change. The signature serves only to acknowledge that the neighbor was notified of the proposed change and does not “approve” any request. **Make note of someone’s refusal to sign or if the home is vacant.**
4. Plot plan (minimum requirement for all requests that add/remove anything from the property):
 - a. Official plot diagram or accurate map from the county real estate website
 - b. Articulate the distances from lot lines for the proposed addition (e.g. deck, fence etc.)
 - c. Note the distances from existing structures on the lot
 - d. Verify that your setbacks comply with the Covenants and ordinances
5. Written description of the requested change.
 - a. Be specific, emphasize external view and placement on the property, and provide details showing compliance to the architectural standards.
 - b. Attach pictures or illustrations of all proposed changes
 - c. Color photos should be labeled (name & address, description)
6. Where applicable and for larger projects:
 - a. Explicitly note the location for building material storage during construction, porta potty locations, soil disposal plan, drainage plan, erosion control and detailed landscaping or revegetation plan (as applicable).

7. For fence requests:
 - a. Specify what material will be used in detail (e.g. pressure treated pine wood, vinyl etc.).
 - b. State the height of the fence and dimensions of the components (e.g. width of boards).
 - c. Specify the finish (e.g. paint, stain, natural) and the exact color and attach color samples
 - d. Name the style of the fence and attach photos from brochures etc.
 - e. Specify the top of the fence e.g. convex, gothic, dog-eared, rainbow, scalloped, etc.
 - f. Note which way the 'front' (smooth side) of the fence will be facing if there are supporting posts on one side only (the posts would be on the back of the fence).
 - g. Distance from property lines described in addition to shown on the plot plan drawing.
8. For landscaping requests:
 - a. When submitting landscaping changes, please attach a plant list (key) containing botanical and common names, quantities and sizes (if applicable) with the map.
 - b. Clearly mark and explain all additions and changes on the lot diagram including the addition or removal of flower beds, shrubs, trees, mulch, grass etc.
 - c. Clearly identify and explain any and all changes that are non-vegetative e.g. pavers, gravel etc. Attach pictures and material samples (brochures, website etc.)
9. For tree removal:
 - a. Note the tree type and trunk diameters (or circumference) measured 2 feet above the ground (refer to your ARC Guidelines for specific requirements in Black Horse Run).
 - b. Trees must be noted on the plot plan and also clearly marked with ribbon or paint.
 - c. The request must include your re-planting plan or specifically state no replacement.
 - d. State specifically what will be done with the tree stumps and the wood after it is cut.
10. For structural changes and improvements: Drawings and Elevation Drawings (or photos, magazine cut-outs or company brochure)-if applicable need to convey a visual image of the completed request change. They should be to scale in order to show a relationship to location, height, etc., with the dimensions and scale used clearly marked on all drawings.
 - a. Provide details of colors, materials etc.
 - b. Be sure to explain what will be removed as well as what will be added i.e. ensure that ALL exterior changes are fully explained and include a color photo of existing structure.

11. For roof replacement or additions:
 - a. Explicitly note the pitch of all rooflines in the request, if applicable.
 - b. Provide specific information about the shingle manufacturer, type, color etc. and attach a brochure or website link. Also include a photo of the house with current roof
12. For painting requests: Submit color samples. Specify different colors for siding, doors, shutters and trim. When sending a request electronically, ensure that color samples are scanned on a plain background. Electronic colors look different from actual colors therefore a physical sample will almost always be required for color changes. Also submit picture of home with current color(s).
13. Windows & doors: attach a current photo of home & a brochure that contains the brand name, model number, color, and a picture. In lieu of a brochure a website link may be acceptable.

Please don't hesitate to contact the Black Horse Run Board of Directors at bhrbod@gmail.com if you have any questions