

# Arbor Hill Rules and Architecture Standards



## Abbreviated Version

The complete rules can be found at  
[www.myarborhill.com](http://www.myarborhill.com).  
Look on the "ARC Info and Rules" page.

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# Document Outline



- Introduction
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- Per Occurrence Fines
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- When to Submit an ARC request

*Note: ARC is Architecture Review Committee.*

# Introduction



This document provides an abbreviated version of the Arbor Hill (AH) Rules and ARC Standards. Creating this document doesn't cover all the rules or details but should help clear up some confusion on some of the processes and fining policies. Please refer and use the full document for the detailed information, which can be found on [www.myarborhill.com](http://www.myarborhill.com). Along with the complete AH Rules and ARC Standard's document, there is other helpful information on the website.

Arbor Hill rules fall into 2 categories – General and Architecture Standards. This document focuses on the types of fines and when to submit an architecture change request to PPM for review by the Architecture Review Committee (ARC) for all rule categories. It also gives the most common examples for violations.

In 2003, Arbor Hill, was developed with certain architectural characteristics to create a beautiful private gated community. These characteristics include specific styles of homes with neutral tones, natural landscaping, wood fences, and sidewalks.

One of the benefits of living in AH is that we are a Covenant Community. The Covenants were written to help preserve home values for generations to come. As residents of AH, we are all members of the Arbor Hill Homeowners Association (HOA) and have a stake in keeping our community thriving and home values high.

If you have any questions regarding your HOA account balance, ARC requests or just general information, please contact our management company, Premier Property Management (PPM) at 205-403-8787.

# Fines and ARC



## Fines

Violations that generate fines fall into 2 categories - Per Occurrence and Standard. Definition and examples are listed later in this document.

## When do I submit an architecture request form?

If you are planning on making changes to the outside of your home or property, you **Must** complete an architecture request form (also know as an ARC request) and submit it to PPM.

For the backyard , you generally don't need to complete an architecture request form if the change is below the fence height. Here are 2 examples where one is needed.

- Changes in the landscape that will change the flow of water to your neighbors.
- Any structure added that is above the fence line such as a storage shed, arbor, free standing patio cover of any type.

If you are not sure an ARC request is needed, it is best to call PPM and ask. Not submitting an ARC request could result in a serious fine.

The first AH rule states that residents must submit an Architecture Change Request form to PPM before making any outside changes. Not doing so, could result in a fine as high as \$5,000 and work that has started can be stop and any changes might need to be reversed. If you are not sure an ARC request is needed, submit one or ask PPM if one is needed. The ARC request form is on the AH website on the "ARC and Info / Rules" page.

# Per Occurrence Fines



Since the Rules and ARC Standards have been published on the Arbor Hill website, the board feels that this is your first warning before issuance of a “Per Occurrence” the fine. When these violations occur, you will receive a letter and a \$50 fine is automatically added to your account, per incident up to \$200/month.

**Examples of “Per Occurrence” violations:** *These are just some examples and for the full list, please see the Arbor Hill Rules and ARC Standards, which can be found on [www.myarborhill.com](http://www.myarborhill.com).*

- **Parking** is an ongoing issue in AH. The streets in AH are narrow and the driveways are configured close to each other. Both do not permit for safe street parking and traffic flow. Parking in the streets hinders emergency response vehicles, school buses, mail trucks and regular flow of traffic and creates driving hazards for other residents. Parking in the streets is for temporary use for visitors, contractors, repair trucks, etc. All visitors must follow the parking rules that can be found in the Rules and ARC Standards. As the homeowner, you are responsible for your visitors parking.
  - Parking on grass is not allowed
  - When parked in the street, the vehicles must be parked with the flow of traffic
  - Trailers, boats and/or RV’s are not permitted to be parked within AH
  - Vehicles must be parked so that they do not block or hang over the sidewalks and impede residents from walking on the sidewalks
  - At all times, please be sure not to block your neighbor's driveways, any mailboxes or fire hydrants
- **Yard maintenance** includes the following, but is not limited to:
  - Grass must be mowed and weed free
  - Mulch and pine straw must be refreshed

# Per Occurrence Fines - Continued



- **Solar lights** are **Not** Permitted.
- **Garden hoses** must be a subdued color and stored neatly out of sight or on a hose reel or similar container of neutral color when not in use. Neutral colors are black, brown, gray, tan – not red, pink, purple, etc.
- **Garbage and recycle cans** must be stored so that they are not visible from the street, except when placed out for trash pickup. Trash pickup days are Tues and Friday with recycling is on Weds. The trash cans may be put out on the curb, no earlier than 6pm the evening before and must be put away the evening of the pick up day. Proper storage locations are either within your garage or behind your home.
- **Signage** other than security alarm and “For Sale” are not permitted in yards. Houses that are for sale must use AH approved designed signs. Please contact PPM for more information.

# Standard Fines



Standard fines are applied where the property violation involves conditions which might require a longer time to resolve (see note below). In this case, a written warning (letter) is sent to the homeowner with a one-month grace period to correct the condition before incremental monthly fines begin. If the condition is not corrected within the 30 days or provisions haven't been made with PPM for an extension, a fine will be applied. The fine increase each month until the violation is corrected.

Fine amounts range from \$50 - \$150.

**Examples of "Standard" violations:** *These are just some examples and for the full list, please see the Arbor Hill Rules and ARC Standards, which can be found on [www.myarborhill.com](http://www.myarborhill.com).*

- **Yard maintenance** includes the following, but is not limited to:
  - Plants must be trimmed and weed free
  - Driveways and walkways, including sidewalks and aprons, must be kept clean and pressure washed.
- **House**
  - Chimney caps must be painted and not faded, rusty or peeling.
  - The house paint must be clean, not peeling, and not faded.
- **Home businesses** are not permitted within AH
- **Debris piles** that do not fit into a trash can, you can place it on your yard near the street but not blocking the sidewalk. You need to contact Hoover Public Works, 205-444-7543 to schedule a pickup of the debris. Also, please contact PPM to let them know that you have scheduled a pickup for this debris pile.

*Note: In some cases, shorter resolution times carry a standard fine. Consult the full AH Rules and ARC document for details of each violation.*

# When to Submit an Architecture Change Request Form (ARC)

The architecture change request form is reviewed by the Architecture Review Committee (ARC). The ARC is a group of Arbor Hill (AH) residents that are from different backgrounds. They make sure the request follow AH covenants, architecture standards and character of the neighborhood.

## **Not making changes**

If you are planning on having work done to your home or property and there will not be any changes, you **Do Not** need to complete an ARC Request Form.

Examples:

- Replacing doors or windows with the same exact item, style and color
- Painting the exterior of your home, the same color
- Replacing dead or dying plants, trees or shrubs with the exact same item

## **Making changes**

If you are planning on making changes to your home or property, you **Must** complete an ARC Request form.

Examples:

- Painting your home a different color
- Replacing or painting/staining your front door a different color
- Adding a screen porch or enclosing a screen porch with glass windows
- Adding security cameras or extra lighting that have dimensions larger than 4"x2"x4" and not white, brown or black in color. They must be mounted in an inconspicuous place on the house.