



ARCHITECTURAL REVIEW BOARD APPLICATION

All exterior changes to the home must be approved by the Spring Lakes Home Owners Association's Architectural Review Board (ARB).

Submittal Date: _____

Homeowner name: _____

Address: _____

Email address: _____

Please supply details including, but not limited to: Location, size, materials, color and pictures. Please submit a site survey, satellite image or sketch for any new structures with new addition drawn on the image along with dimensions. (e.g., fence, play equipment, pools, and spas).

Item(s) requested and relevant details:

Board responses will be sent to the email address provided on the application within 60 days of submission. Approvals will include a copy of the application noting the approval and date. The applicant bears responsibility to ensure that modifications do not exceed the limits of the approval.

Please email or send application to:

Stan Kleine at skleine@sentrymgt.com

Sentry Management, Inc.

119 Canal St.

Pooler, GA. 31322

For questions, please call 912-330-8937, ext. 50907.

Spring Lake ARB Guidelines

As per the HOA's covenants, any and all additions, alterations or other modifications to the exterior of a home or property need to be approved by the Architectural Review Board (ARB). The purpose of the ARB is to act as an aesthetic authority for the community to ensure the community maintains a harmonious appearance. All decisions made by the ARB regarding requests for modifications are based on this purpose and are at the sole discretion of the ARB. Failure to receive an ARB approval prior to making a change could be costly, as it may result in the need for removal or repair to the original condition. Violation(s) may be levied to those who deviate from this predetermined aesthetic and this process. For these reasons, approval should be sought prior to enacting any changes.

Below is a list of common requests that are submitted for ARB approval, items that are not approved by the ARB and a list of items that do not require ARB approval. The lists do not reflect *all* requests. All changes must be submitted for approval, regardless of whether they appear on the lists *unless specified as not requiring approval*.

ITEMS COMMONLY SUBMITTED FOR APPROVAL:

- **Fencing** – Shadow box fencing is the only style that is approved in the community. Fences must begin at the back corners of the house. When an ARB application is submitted, the lot and location will be reviewed and a detailed approval will be sent with regards to location and easements. Please keep in mind that every lot is different and lots that abut a lagoon, are on a corner or contain an easement will have specific requirements. It is the responsibility of the homeowner or the contractor to locate the property pins for appropriate placement of the fence. Any installation of fencing which abuts another property allows the abutting homeowner to tie-in, regardless of the ownership of the existing fence.
- **Screened Porches/Glassed Sunrooms**
- **Sheds/Storage buildings** – Sheds must be wood/siding and match the color scheme of the house. Roofs must match home roof color. No Rubbermaid type or metal sheds are permitted. Photos of the building and map placement is required when submitting an application for a shed to the ARB.
- **Gas Tanks/Water Filtration Systems** – A vegetative buffer will be required as part of the approval process. In lieu of or in addition to a vegetative buffer, it is possible to use a wooden or lattice style buffer. This would require approval as well.
- **Patio** – Extending a back patio with concrete or pavers.
- **Canopies** – Fabric canopies are permitted with an approved ARB application. They must be maintained and kept in good condition. Canopies that show signs of weathering, become tattered or otherwise fall into disrepair must be removed, A new ARB approval will be required for a replacement.
- **Landscaping Changes** – Common requests include creating a bed in a location occupied by grass/sod, adding bushes/trees to an area that is not currently part of a landscape bed or making any change that would be considered more than replacement of an existing tree or shrub.

- **Parking Pad** – Additional driveway for parking.
- **Trampolines** – Trampolines may not exceed 9 feet in diameter, and the yard must be fenced. In-ground trampolines may be approved without a fence.
- **Swing Sets/Playgrounds** – These can be approved as long as they do not exceed 9 feet in height and the yard is fenced.
- **Swimming Pools** – In-ground pools require a fenced yard and must be within the building setbacks and not located in an easement.
- **Patio Furniture** – Patio furniture not located on the back patio needs to be submitted for approval. Pictures must be provided along with location.
- **Storm Doors** – Storm doors must contain a solid section of glass or screen. A picture must be submitted for design approval.
- **Color changes** – Applications to change the color of the home's front door, shutters or any other visible item require submission of a color swatch along with the application.
- **Lawn Ornamentation** – Any statuary, lawn ornamentation, landscape lighting and decorative patio items.

ITEMS NOT PERMITTED:

- White, gray or lava-style rocks as well as black or red mulch for landscaping. Naturally colored beige or tan pebbles are typically approved, but they do require an ARB application that includes a picture of the actual stones to be considered.
- Fence stains or color of any kind (clear sealant is acceptable and recommended)
- Artificial flowers
- Above-ground pools
- Flagpoles
- Basketball goals (when not in use)

APPROVAL NOT REQUIRED:

- Pine straw, pine bark and cedar chips of natural colors
- Sprinkler/irrigation installation
- Sod replacement or new sod
- Adding live flowers to an existing landscape bed
- Gutters, provided that they are white and made of vinyl

Please note that the ARB guidelines may be revised periodically. Because the guidelines may change, it is required that homeowners submit new applications for each change, even if the modification is identical to one previously approved. Failure to do so could result in a notice (with a fine) to return modified property to its previous condition.

All ARB requests will be reviewed within 60 days, typically much sooner. If additional information is needed, the architectural review board will notify the applicant. In the absence of notification after 30 days, please request a status update from community manager Stan Kleine by emailing him at skleine@sentrymgmt.com or, if it is more convenient, calling (912) 330-8937, ext. 50907. It is the applicant's responsibility to obtain approval, keep a record of each approval granted and to transfer those records to the new owner at closing if there is a transfer of property.