

ARCHITECTURAL REVIEW PROCESS

Manchester Homeowners Association

May 2, 2023

Document Purpose. The purpose of this Architectural Review Process is to inform and assist Manchester homeowners in complying with the [Protective Covenants for Manchester](#) Subdivision

Architectural Committee Charter. The Architectural Committee is chartered and appointed by the Manchester Board of Directors, who are accountable for all decisions. The Committee is intended to function as a diverse, helpful jury of homeowner peers, collaborating with the requesting homeowner, as well as the Board of Directors.

The Architectural Committee is charged with conducting a timely review of all applications for any homeowner proposed changes that affect the exterior appearance of the property, and which may have an impact on the community, as described in the Manchester Covenants. These scenarios are summarized for homeowner convenience in a companion document entitled Summary of [Architectural Review Requirements](#). A preliminary ruling will be made and returned to the applicant within 30 days of receipt by the Board, although every attempt will be made to do so sooner. This time excludes possible collaboration with the HO on solutions.

As a general rule, exceptions to the Covenants will not be approved by the Architectural Committee, but will be referred to the Manchester Board for consideration. Formal Covenant changes could be necessary. ***Any additions or situations that require permits or other approval of Wake County or other government authorities are the responsibility of the homeowner.***

Application process. All requests must be submitted on the [Request for Architectural Review form](#). This form can be printed from the Manchester website, completed, photographed, and emailed to the Manchester HOA Board at manchesternchoa@gmail.com.

Review Process. The Board Secretary will log each request in the HOA Google Drive folder, and forward it to the Committee Lead member for action within 2 days. The date received by the Board Secretary starts the 30 day review period. The Lead Committee member will advise all other Committee members of the request. A joint review will be performed by all members. The review may include further discussion with the homeowner, a visit to the homeowner's property, possible discussion with impacted neighbors, or other methods as determined by the Committee. After review, the Lead Committee member will brief the Board, offering a recommendation(s) and communicating unresolved open issues or "gray areas" for Board consideration and action, within the 30 day approval period. It is recommended that the homeowner review plans with immediate neighbors, BEFORE submitting the application.

Recommendations by the Committee will be made only with the consent of all homeowner members of the Committee. If a unanimous recommendation cannot be reached, the Board will determine the outcome. A Committee member cannot vote on his/her own request.

Record Keeping A file of all requests (approved and disapproved) shall be maintained by the Board secretary. A log of positive and negative impacts judged by committee members will also be kept and shared with any Manchester homeowner upon request.

Inspection of Approved Changes At the discretion of the Board and the Committee, the Committee may inspect during the installation and upon completion. Following inspection, the Committee may recommend further action by the Board to address any significant deviations from the prior agreed plan.