

## **Cottonvale Architectural Review Board Application**

All exterior changes to the home must be approved by the Homeowner Association's Architectural Review Board (ARB). Homeowners will receive written notification of the Board's decision within 60 business days. Once approved it is the Homeowner's responsibility to ensure that the installation complies with the submitted and approved request.

Submittal Date: \_\_\_\_\_ Lot number: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Please supply details including, but not limited to: Location, size, materials, color and pictures. Please submit a site survey (site plan) for any additional structures with the new structure drawn on survey. (Example: fence, play equipment, pools, and spas).

Item(s) requested and relevant information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you would like your approval sent to an address other than the home address please list address:

\_\_\_\_\_  
\_\_\_\_\_

Please fax, email or send application to:

Cottonvale POA  
2702 Whatley Avenue, Suite A-3  
Savannah, GA 31404  
admin@ecoastalmgt.com

If you have additional questions or concerns, please call 912-354-7987.

## Cottonvale ARB Guidelines

As dictated by the covenants, any and all changes, alterations, or other modifications to the exterior of your 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 board. 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 outside of this predetermined aesthetic, and thus, approval should be requested prior to enacting any changes on the part of the homeowner.

Below you will find a list of common aesthetic choices that are commonly submitted for ARB approval, items that are not approved by the ARB and a list of items that do not require ARB approval. This list does not encompass all items, but rather the common items that are typically desired. Keep in mind that all changes must be submitted for approval, not only the items listed below.

### ITEMS COMMONLY SUBMITTED FOR APPROVAL:

- **Color Changes-** If you would like to change the color of your front door, shutters or any other visible item you would need to submit a color swatch.
- **Fences-** A SITE PLAN SHOWING WHERE THE FENCE WILL BE LOCATED IN RELATION TO THE HOME IS REQUIRED FOR REVIEW. Shadow box fencing is the only style of fencing that is approved in the community for front and sides of the home, aluminum fencing may be permitted on the back, for some lots only. The fence is required to be stained “Johnny Murphy Green” which is available at Sherwin Williams. No fence shall be constructed closer to the front lot property line than one half of the depth of the home (single family homes only). Fencing facing the street will be buffered with a minimum of 3 gallon shrubs spaced a maximum of 4’ apart. 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.
- **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 you may wish to add a wooden or lattice style buffer, this would require approval as well.
- **Gutters-** Gutters must be a color that is cohesive with your home.
- **House Numbers-** Letters must be black and 4” in height.
- **Patio-** Extending a back patio with concrete or pavers.
- **Landscaping Changes-** If you would like to add a bed in a location that currently contains 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.
- **Lawn Ornamentation-** Any statutory, lawn ornamentation, landscape lighting and decorative patio items.
- **Landscape Edging-** Edging submissions should be either metal edging or pour concrete edging.
- **Parking Pad-** Additional driveway for parking.
- **Patio Furniture-** Patio furniture not located on the back patio needs to be submitted for approval. Pictures must be provided along with location.
- **Screened Porches/Glassed Sunrooms**

- **Sheds/Outbuildings-** Sheds and outbuildings must be permitted by the city, built on a permanent foundation, and the exterior must be the same material/colors as the exterior of home. The roof would need to be shingled with the same shingles matching the home and a drawing would need to be submitted with materials and color swatches included. The shed/outbuilding would need to be located within the building setback lines and a site plan showing all dimensions from the property lines and home.
- **Storm Doors-** Storm doors must contain a solid piece of glass or screen. A picture must be submitted for design approval.
- **Swimming Pools-**Require a fee of \$250.00 with submission for review. In ground pools require a site plan showing the location of the pool as well as a set of drawings from the builder. Above ground pools will not be approved.
- **Swing Sets/Playgrounds-**A SITE PLAN SHOWING THE LOCATION OF THE SWINGSET/PLAYGROUND IN RELATION TO THE HOME PROPERTY LINES IS REQUIRED. Swing Sets and Playgrounds cannot exceed 9' in height and the yard must be fenced as a prerequisite for approval. The playground must be contained within the building setbacks.
- **Trampolines-**A SITE PLAN SHOWING THE LOCATION OF THE TRAMPOLINE IN RELATION TO THE HOME PROPERTY LINES IS REQUIRED. An approved fence is a prerequisite for approval. Trampoline must be located in the center of the back of the home and at least 10' from the rear property line.

ITEMS NOT PERMITTED:

- Rocks as landscaping mulch.
- Canopies –any item that includes fabric of any kind (wooden pergolas are typically approved, but still require an ARB request)
- Artificial flowers
- Above ground pools
- Flagpoles
- Basketball Hoops (when not in use)
- Garden Flags
- Welcome signs by front door.

APPROVAL NOT REQUIRED FOR THE FOLLOWING ITEMS:

- Pine straw, pine bark, and cedar chips of natural colors are acceptable without approval for single family homes only. Sprinkler Installation
- Sod replacement or adding sod to a back yard that did not have sod at the time of closing.
- Adding live flowers to an existing landscape bed
- **HOLIDAY DECORATIONS-** All holiday decorations must be removed within fifteen (15) days of the particular holiday or celebration. Consideration of neighbors should be exercised when decorating for any occasion. All holiday lighting should be considered temporary and may not be installed prior to (30) thirty days before the holiday and must be removed within (15) fifteen days after the holiday. Decorations may not include any audio that can be heard beyond the limits of the lot.

Please note that the ARB guidelines may be adjusted or revised from time to time as desired by the ARB board. Because the guidelines may change it is imperative that you obtain approval for each and every item you desire to insure that you will never be asked to remove or make changes to an improvement because the guidelines have changed. All ARB requests will be reviewed within 30 business days. If additional information is needed you will be contacted for those items. If you do not receive a written response within 30 business days, please contact our office at 912-354-7987 or [admin@ecoastalmgt.com](mailto:admin@ecoastalmgt.com). It is your responsibility to obtain approval, keep copies of all approvals received, as well as pass them to successors if the improvement is still applicable when you sell the home.

**If you have any questions with regard to what is approved or not approved, please contact our office prior to improvements being made at 912-354-7987 or [admin@ecoastalmgt.com](mailto:admin@ecoastalmgt.com).**

**Guidelines updated: 5.4.2021**