



# Important ARC Request Information

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*Architectural Review Committee*



Updated December 2022

# ALL ABOUT ARCHITECTURAL RULES

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## WHAT ARE THE ARCHITECTURAL RULES?

The Savannah Pointe community was developed with the intent that homes harmonize with each other and present a pleasing and consistent style. To ensure the preservation of the existing design and to prevent the introduction of design that is not in keeping with the community theme, the Board of Directors and the Architectural Review Committee (ARC) hereby recognizes and adopts the style and form of the existing community's Architectural standards as required by the governing documents. The ARC has the right to modify, revise, add, delete or make any changes to these guidelines by joint resolution with the Board of Directors.

The Architectural Guidelines are available to review here: [savannahpointehoa.com/neighborhood-documents](http://savannahpointehoa.com/neighborhood-documents)

## DO I HAVE TO SUBMIT AN ARC REQUEST?

In short, yes. Savannah Pointe has recorded covenants which are part of all deeded land in the community, and it requires its owners to take certain actions to preserve the aesthetic nature and character of the community. One of these required actions is that owners must seek approval from the ARC Committee prior to making any exterior modifications. **ALL exterior changes to homes (including landscaping, fences, gutters, roofs, exterior painting, solar panels, pools, edging, mulch to rock, etc.) requires an ARC approval before work begins. This includes items behind privacy fences. Any work starting without prior approval is subject to violation fines and possible legal action.**

## WHO REVIEWS ARC REQUESTS?

The Architectural Review Committee is responsible for reviewing all Architectural Modification Requests made by residents for improvements to the exterior of the house, landscaping, and/or additions. The Committee also reviews Architectural Guidelines and proposes changes and/or additions to the Board of Directors for adoption. The Committee members, who are fellow homeowners in the community, are appointed by the Board of Directors, and volunteer their time to review and render decisions on proposed modifications.

## HOW LONG DOES IT TAKE?

ARC requests are reviewed monthly. However, the ARC may take up to 90 days for you to receive a decision. You will be emailed of the decision to the email address on the ARC request form.



**NOTE:** The timeframe of 90 days is from the receipt of a complete application and all necessary forms and supporting documents. All ARC requests must be submitted in one package, with all of the required documentation, color samples, your plat survey marked with location of proposed changes, etc. Submitting an incomplete application will result in a denial. It's up to the homeowner submitting to ensure everything is included.

# HOW TO SUBMIT AN ARCHITECTURAL REQUEST (ARC) FOR APPROVAL

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To submit an ARC request, please follow the below steps.

## STEP 1 REVIEW THE ARCHITECTURAL GUIDELINES

- Before submitting any ARC request, the homeowner should review the relevant ARC Guidelines to ensure their request aligns with the rules.
- Requests that are outside the rules will be denied.
- You can review the rules here:  
[savannahpointehoa.com/neighborhood-documents](http://savannahpointehoa.com/neighborhood-documents)

## STEP 2 SUBMIT YOUR ARC REQUEST

### PREFERRED

Complete the online ARC request form at: [savannahpointehoa.com/arc-request-form](http://savannahpointehoa.com/arc-request-form)

OR

Print form, then complete. Either scan and email to [arc@savannahpointehoa.com](mailto:arc@savannahpointehoa.com) or mail to Savannah Pointe ARC, c/o Mega Agent Rental Management, 2635 Valleydale Road, Suite 200, Birmingham, AL 35244

- You must submit the required documentation, including a copy of your lot survey with drawings of the changes and measurements, vendor estimate/proposal, color photos, etc.
- Missing documentation will result in delayed or denied requests.

## STEP 3 ARC REVIEWS REQUEST

- The ARC Committee will review the request and notify you via email of any updates and the final decision. Make sure your email is updated!
- The ARC has up to 90 days to review submitted requests but usually is much faster. NOTE: The 90 days starts once all required documentation is received. Incomplete or missing documentation will delay the review or result in denial.

## STEP 4 NOTIFICATION OF ARC DECISION

- Only after receiving approval can you begin the requested changes.
- If you alter or change your plans after ARC approval, you must re-submit those changes to the ARC for re-review.
- Decisions are emailed to the homeowner.
- All notices and decision emails come from [arc@savannahpointehoa.com](mailto:arc@savannahpointehoa.com)



# ARCHITECTURAL REQUEST

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## WHAT DO I NEED TO SUBMIT?

Before you begin your ARC request, please ensure you have all of the required information ready!

**You will need to submit the below required items in order for the ARC Committee to process your request. Missing items will delay your request and could result in possible denial. Remember, we need information that will allow us to determine that your request is within the ARC rules. If we cannot make that determination based on what you submit, we will have to delay or possibly deny your request until you provide the required information.**

There are several ways to submit your ARC request. The preferred way is to submit using the online ARC Request Form on our website. You may also print form, complete it, scan and email it with all documentation and photos to [arc@savannahpointehoa.com](mailto:arc@savannahpointehoa.com). You may print form, complete it and then mail with all documentation and photos to Mega Agents Rental Management or deliver to the HOA mailbox at the clubhouse.

## ONLINE FORM SUBMISSION (PREFERRED)

If you are submitting your request using our online ARC form ([savannahpointehoa.com/arc-request-form](http://savannahpointehoa.com/arc-request-form)):

1. Copy of your **lot survey** with locations of changes clearly marked with measurements
2. Copy of **vendor proposal/estimate** showing kind, shape, height, materials and color to be used and the location and measurements. (If doing yourself, copy of material receipts).
3. Include **color photos** of the materials/changes requested. Examples:
  - Color photos of fence panels, pavers, mulch
  - Sketches of landscape designs
  - Diagrams of solar panel install showing location of panels, conduits, electrical boxes, etc.
  - Photos of shrubs or trees you wish to plant
  - Photos of landscape edging and color
  - If changing paint color combination, include photos of your left and right neighbors' homes

## EMAIL, MAIL, OR HAND DELIVERED SUBMISSION

If you are submitting your request by mail, hand delivery or email to [arc@savannahpointehoa.com](mailto:arc@savannahpointehoa.com), you must include all of the above items, along with an ARC Request Form, which is available to download here: [savannahpointehoa.com/arc-request-form](http://savannahpointehoa.com/arc-request-form). By mail to: Savannah Pointe ARC, c/o Mega Agent Rental Management, 2635 Valleydale Road, Suite 200, Birmingham, AL 35244



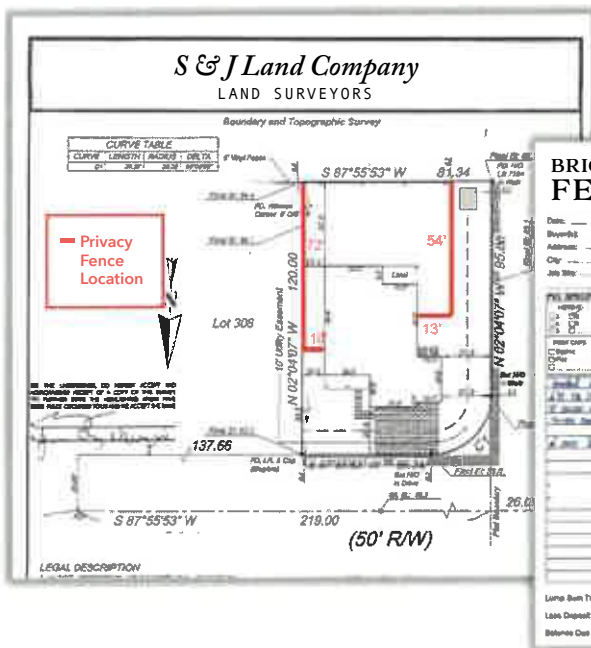
## QUESTIONS?

If you have any questions, please contact [arc@savannahpointehoa.com](mailto:arc@savannahpointehoa.com)

# ARCHITECTURAL REQUEST

## EXAMPLE OF PROPER LOT SURVEY MARKING & DOCUMENTATION

It's important to submit a copy of your lot survey, with the locations and measurements of the proposed changes clearly marked. Include the vendor estimate/proposal that has the materials, vendor name, and other information, and submit color photos of the materials.



A vendor estimate form for 'BRIGHTON FENCE'. The form includes fields for Date, Buyer's Name, Address, City, Job Site, P.O.P., Alt., Home Phone, Business Phone, Site Phone, and Fax. It also has sections for 'Fence Details' (Material, Height, Length, Post Spacing, Gate) and 'Fence Location' (Front, Back, Side). A small site plan diagram is included at the bottom right.

