



Article 1 – Introduction

Swan Lake Estates Homeowners Association is committed to maintaining the aesthetics and safety of the neighborhood. This includes the responsibility to review and approve changes to a lot or residence.

Article 2 – Purpose

The architectural guidelines establish policies for evaluating proposed changes to a lot or residence. The guidelines address various aspects of the property, including but not limited to safety, compliance with Covenants, Conditions, & Restrictions (CC&Rs), compliance with local building codes and zoning laws, design, structural modification, aesthetics, and landscaping.

Article 3 – Architectural Control Committee (ACC) Scope of Approval Powers

The ACC does not have the authority to approve changes prohibited by CC&Rs. Where changes are not expressly prohibited by CC&Rs or other provisions of HOA governing documents, approval will be based upon the guidelines established within this policy. The Board of Directors may provide a temporary variance to the CC&Rs to mitigate safety and security issues.

Article 4 – Guidelines

1. Proposed changes must comply with CC&Rs, local building codes and zoning laws.
2. Owners must submit detailed plans and specifications outlining the proposed changes as directed by the ACC.
3. Proposed changes must maintain or enhance the overall aesthetic and value of the community.
4. All contractors used for renovations must be properly licensed and insured.
5. Owners are responsible for obtaining all necessary permits for the proposed changes.
6. Owners must agree to maintain the proposed changes and keep them in good condition.
7. Any changes that could potentially impact neighboring properties or the HOA must be approved by the ACC.
8. Owners will remove any modifications that do not comply with HOA guidelines at their own expense.

Article 5 – Code Compliance

Any change to a lot or residence must comply with the HOA governing documents and be approved by the HOA via the ACC. However, ACC approval authority only extends to compliance with the HOA governing documents and is not a substitute for any ancillary requirements imposed by local building codes or zoning restrictions. If the scope of the modification makes it necessary, the owner is responsible for obtaining separate approvals from local building code and zoning enforcement entities.

Article 6 – Architectural Change Request (ACR)

Owners will submit an ACR through the Homeland Neighborhood Management portal, (<https://homeland.cincwebaxis.com>). The ACC will notify owners if additional information or documentation is required, such as construction plans, permits, or professional quotes. In

accordance with the neighborhood covenants, the ACC will provide a decision on the request within 30 days following receipt of all requested documentation.

Article 7 – Decision Requirements

Any ACC decision regarding an ACR must:

1. Be made in good faith and not be unreasonable, arbitrary or capricious,
2. Not conflict with any governing provision of law, and
3. Be made in writing.

Article 8 – Approval

A majority of ACC members must approve a request for changes to an owner's property.

Article 9 – Disapproval & Reconsideration (Appeal)

1. If an ACR is disapproved, the ACC will provide a written decision that includes both an explanation of why the request was disapproved and a description of the procedure through which the owner may seek reconsideration of the decision.
2. When an ACR is disapproved, the owner is entitled to reconsideration by the Board of Directors at the next board meeting. However, if the initial disapproval of the request was made by the board at a duly held board meeting, no reconsideration is required.

Article 10 – Conflict of Interest

The members of the ACC will abide by the HOA Conflict of Interest policy.

Article 11 – Record Retention

Records of ACRs will be retained in accordance with the HOA Record Retention policy.

Certification: This Architectural Review Policy supersedes any previous version. The covenants and bylaws governing the Swan Lake Estates Homeowners Association take precedence over this document. This policy was adopted by the Board of Directors on January 14, 2025.

Juliane Wyatt, Secretary