

## Reserve at Pilottown Home Owners Association Building Approval Process

Dear HOA Member: The Reserve at Pilottown Homeowners Association (HOA) would like to welcome you and congratulate you on your plans to build your new home. To maintain the architectural integrity of our community all Reserve at Pilottown lots are deed restricted requiring any new construction and exterior renovations or additions be approved by our HOA Architectural Review Committee (ARC) before construction is begun.

The process of building plan approval begins with the builder and home owner completing the ARCHITECTURAL AND LOT USE STANDARDS FORM, which can be found on our web site along with the Declaration of Restrictions and the Architectural and Lot Use Standards. These documents help the builder and homeowner understand and comply with the building HOA standards that govern all exterior aspects of your home and lot.

Once your complete building application is submitted to the HOA ARC, we will begin the building plans approval process, that can take up to 30 days to complete.

***The best way to speed up your building plans approval is to ensure the initial application submitted to the HOA is 100% complete and your house plans comply with HOA standards. (If this is done, approval normally takes two weeks or less)***

*The following items need to be submitted with the ARCHITECTURAL AND LOT USE STANDARDS FORM to complete your building application:*

1. Two checks payable to "RESERVE at PILOTTOWN MAINTENANCE CORP. "
  - a. One for \$500 for the Architectural Review
  - b. One for \$2,000 for the grading and curb/road escrow
2. Two Complete Sets of paper Building Plans to scale 1/4" = 1 foot, with PDFs.
3. Sample chips of material, colored brochures and/or palette strips of all material used on the exterior of the home
4. Plot Plan
5. Final grade plan
6. Landscape plan

When all required items are ready, they should be delivered to the Chairperson of the Architectural Review Committee. (check the HOA web site for current chairperson information) <https://reserveatpilottown.wixsite.com/reserveatpilottown>

Upon receipt of your application, you will receive a confirming email. In the event that any above items are missing, you will be notified. **The Building plan review will not begin until all required items are received.** Your completed building plans will be sent for architectural review to ensure the plans for your new home comply with the our Architectural and Lot use Standards.

Once your building application is approved you will receive written notification from the HOA board allowing your construction to proceed.

If there are any problems with the submitted documents you will be notified immediately of the problems so they can be resolved as quickly as possible. Please reach out to us if any questions.

Glenn Dunnington

Chairman, Reserve at Pilottown, ARC