

## Fairwood Village ARC Application Process

Modifications to Home Maintenance, Home Modification, and Landscaping Modification.

2/25/2025 cm

The SBCA ARC's mission is to help maintain and protect property value and the overall attractive appearance of all of South Bay for the benefit of all homeowners. The SBCA's Design Standards govern what Fairwood homeowners may do to modify their home exterior and landscaping.

While the SBCA ARC applies to homeowner dwellings and landscaping, Fairwood has direct authority to manage homeowner requests to modify or utilize Fairwood's common areas. Thus the SBCA has no authority over Fairwood's common areas.

Fairwood homeowner requests to modify or in any way utilize Fairwood common areas must submit a "Common Area Project Application" directly to the Fairwood Board for consideration. This application is found under the applications section on this website. No SBCA oversight or approvals apply to Fairwood's common areas.

**SBCA ARC Applications.** When a Fairwood homeowner wishes to undertake a project on the exterior of their house and/or property, they must submit an ARC application form. All applications for the proposed improvements should be submitted using the appropriate SBCA ARC application form.

There are three (3) application forms available, which may be picked up at the Bay Club Front Office; obtained from the Fairwood ARC representative, the Fairwood website, the South Bay website at <https://www.plsbca.org/sbca-arc/>. The forms include:

1. **Building Maintenance & Repair:** For any project which changes the outward appearance on an existing home, while retaining the same building footprint. Examples include: changing a house color or replacing an existing deck with no size increase.
2. **Building Modification:** For any project which changes the exterior footprint or appearance of an existing structure. Examples include: painting a house a new color, changing the size of a deck, changing or adding exterior light fixtures, adding a new exterior generator, relocating a heat pump or propane tank, or adding solar panels.
3. **Landscape Modification:** For any project which changes the landscaping of an owner's lot. Examples include: adding walkways or patios, adding new flower beds, relandscaping a lawn area, cutting or trimming trees with a circumference of more than 6 inches measured 5 feet above ground, or planting new trees.

Refer to other examples of projects that do and don't require ARC approval below.

Contact the Fairwood Village ARC representative for any questions.

Applications must be complete when submitted. Incomplete applications will be returned to the applicant with a verbal or written statement of deficiencies that must be remedied in order for it to be considered for review.

**Supporting Documentation.** The application should include a complete and accurate description of the proposed improvement(s). To allow the ARC's evaluation supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc..

**Submitting a Completed Application.** All applications should be submitted to the Fairwood ARC representative. The application will then be reviewed by the Fairwood Board and then forwarded to the

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SBCA ARC for its approval or denial. The Fairwood Board has no authority to approve or deny an SBCA ARC application. Its responsibility is to review the application and forward it on to the SBCA ARC with a recommendation to Approve, Approve With Conditions, or Deny.

**Timing.** The SBCA ARC meets on the third Friday of every month. Applications must be received by the Fairwood ARC representative no later than the end of the month in order to be reviewed by the Fairwood Board and forwarded to the SBCA ARC for its meeting the second Friday of the following month.

**Approval.** The SBCA- ARC may approve, conditionally approve or disapprove any application. The SBCA ARC meetings is held on the third Friday of every month at 9:30 am at the Bay Club. Owners and Village-ARC representatives are encouraged to attend in case any questions concerning the application need to be addressed.

**Notice of Approval/Disapproval.** An SBCA letter will be issued once all project review has been completed and approved by the SBCA-ARC. The Owner and Fairwood ARC will also be notified of the ARC's decision. Approvals are valid for 90 days. A copy of the Approval Letter will be available at the Bay Club Front Desk by end of day the Monday following the monthly SBCA-ARC meeting.

**Request for Time Extension.** If the approved project cannot be completed prior to the 90 day approval expiration date, a written request form for a time extension, which is available on the SBCA website, should be submitted to the SBCA General Manager. The Owner has the right to a one time automatic 90 day approval. Any additional extensions will require SBCA ARC review.

Reminders:

- Each homeowner has the responsibility to submit an application form prior to making any changes to the exterior of their home or property.
- Written approval of the SBCA ARC is required prior to any starting any projects. If a homeowner begins a project before it is approved it will be immediately stopped until approval is issued.
- The SBCA has established a fine schedule to be assessed for violation of the ARC application and approval process. Violations include, but are not limited to, starting a project without SBCA ARC approval and/or deviating from the approved application's scope of work.

#### **Appendix A: Examples of Projects that Don't Require SBCA-ARC Approval**

This is not an inclusive list of projects, only common examples. Check the SBCA Design Standards and with the Village-ARC/Village HOA for more information.

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- 1. No Application is Necessary. No SBCA-ARC Approval is Required** for the following. See DS 4.2.2 (note that the homeowner is still responsible for obtaining any permit required by governmental authorities):
- Planting annuals in existing cultivated areas
  - Planting perennials, which do not exceed 42 inches in height at maturity
  - Replacement in kind of existing plants
  - Trim or remove dead or wind-felled trees (or trees felled by other sudden acts of nature) of any size, **provided** that a photo of the fallen tree, **before the tree is cut**, is available for subsequent review by the Village- ARC/ Village HOA or SBCA-ARC
  - Trim or remove live tree(s) that meet the following conditions - a) the tree's trunk has a diameter less than 6 inches at a height of 5 feet above the ground, and b) the tree's base is farther than 15 feet from the shoreline of marine waters\*
  - Routine maintenance of lawns, gardens and shrubbery
  - Paint house/trim exterior - same color
  - Replace heat pump - same location
  - Replace emergency generator - same location
  - Replace hot tub - same location
  - Add or replace satellite dish less than 1 meter in diameter
  - Replace propane tank - same location
  - Replace exterior light fixtures - same style and location
  - Replace skylights - same size, style and location
  - Replace solar panels - same size, style and location
  - Replace siding or roof with material, like or identical to original - same color and footprint
  - Paint or stain deck/railings - same color
  - Repair exterior of house or deck - keep same footprint, design and appearance
  - Repair walkway or driveway - keep same footprint, design and appearance
  - Making interior alterations or repairs that do not alter the exterior appearance of a house or structure
  - Install video doorbell

\*For shoreline lots, the applicant must ensure that the project is consistent with  
the Jefferson County Vegetation Management Formula.

Many projects may require a permit from Jefferson County or other governmental authorities.

## **Appendix B: Examples of Projects that Require SBCA-ARC Approval**

- II. **Application Required.** Projects that are to be reviewed by the Village- ARC or Village HOA and approved by the SBCA-ARC include, but are not limited to, the following examples. If there is no Village-ARC or Village HOA, then submit to SBCA-ARC Office. Submit applications using the following forms:

### **Building Maintenance/Repair Project Form:**

- Paint or stain house exterior new color
- Paint or stain deck new color
- Replace siding or roof with material or color different from original or current
- Replace exterior light fixtures with ones different from original or current

### **Building Construction/Modification Form:**

- New home construction and landscaping
- New or expanded room, if it changes the exterior footprint, including sunrooms or conservatories
- New or expanded garage
- New or expanded deck
- New or modified retaining wall
- New or expanded pet containment
- Add heat pump or change location
- Add emergency generator or change location
- Add or remove hot tub or change location
- Add propane tank or change location
- Add skylights or replace with different size, style or location
- Add solar panels or replace with different size, style or location
- Add exterior light fixtures or replace with different size, style or location
- Add security camera (other than video doorbell)

### **Landscape Form:**

- Modify landscaping (other than what does not require approval: See Part 1)
- New or expanded patio
- New or altered drain system
- New or expanded water feature
- New or expanded walkways or driveways
- Add flagpole
- Trim or remove a tree with a trunk diameter greater than 6 inches at 5 feet above the ground

**Many projects may require a permit from Jefferson County or other governmental authorities.**