ARCHITECTURAL REVIEW COMMITTEE (ARC) CHARTER
DEERLAKE VILLAGE COMMUNITY ASSOCIATION

PURPOSE:

To assist Deerlake Community property owners in the planning, building and completion of new structures and designated modifications to existing structures within the general architectural parameters of established Deerlake Community homes, regulations of the City of Brevard and any other applicable regulatory body, and to preserve the natural environmental beauty and healthy living that exists here**.**

GOALS:

To abide by the Covenants, the Rules and Regulations, and the New Construction and/or Modifications Standards in decision making regarding new-home construction and modification to existing structures. (The decisions of the committee are not bound or restricted by any precedent relating to existing residential construction/landscape on any other lot within Deerlake Village. No implied warranties of good workmanship, design, habitability, quality, fitness for purpose of merchantability shall arise as a result of any plans, specifications, standards, or approvals made or published by the New Construction Committee or its successors.)

MEMBERSHIP:

- Will consist of no fewer than five members approved by the Board. The Board will appoint a Chair. The committee is encouraged to make recommendations to the Board for both.
- The chair and the members of the ARC are appointed by the Board of Directors to serve three (3) year terms.
- No member of the Board of Directors shall serve as Chair of the ARC. However, a Board member may serve as a non-voting Acting Chair until another Chair can be recruited.
- It is recommended that no more than one member of a household be a member of the committee.
- Individuals may be reappointed by the Board to serve multiple consecutive or non-consecutive terms on the committee.
- A committee member may choose to resign at any time.
- The committee may use experts who are not committee members.

RESPONSIBILITIES:

Review and approve applications per the Rules and Regulations, Parts 8, 9 and 10, for the following:

- New construction and collection of performance deposits.
- Exterior modifications to existing structures.
- Maintain a file that documents all requests submitted to the ARC and subsequent Committee decisions relating to those requests.
- Seek assurance that new homes and other new construction with planned landscaping meet all restrictions of the City of Brevard, Deerlake Village and any other governmental agency having appropriate authority. This responsibility begins with approval of building and site plans prior to the owner obtaining permits required by Transylvania County and extends

through completion of construction, landscaping, issuance of a Certificate of Occupancy and site clean-up.

- Recommend variances to the Board from the provisions of the Covenants when literal application would result in unnecessary hardship, and if the granting of such variances would not materially harm other owners or the environment.
- Issue a formal permit for approved construction projects both new construction and modifications.
- Approve in writing, with signatures of both parties of all design changes.
- Communicate with requesting owner in writing the decisions made by a majority vote of the committee membership.
- Notify owners within 10 days of the appeal process if owners are not satisfied by decisions of the ARC.
- Communicate with the DVCA Board, through a liaison, of any anticipated problems with a request denial.
- Recommend to the Board that an Owner be fined or penalized for non-compliance with a regulation or policy only after the owner has been notified by the ARC and has not rectified the situation within the timeframe specified by the ARC.
- Notify the contractor and/or owner in writing of any violation of the Construction/Modifications Permits or of any applicable provisions of the declaration. (Failure to take corrective action within ten (10) days of the date of said notice, or to notify the Committee in writing of intent to take corrective action, subjects the violator to sanctions which may be imposed by the Board including forfeiture of all or part of the performance bond deposit and/or issuance of stop-work orders. The owner is ultimately responsible for contractor/sub-contractor adherence to all covenants and restrictions.)
- Report in writing quarterly to the Board all currently-active projects and a completion report on all projects completed during the past quarter. Completion reports shall include an accounting and explanation of any charges against the Performance Bond. (The committee may be invited to report on their activities at a Quarterly Meeting of the general membership.)
- Prepare financial reports as required.

MEETINGS:

The committee shall meet as required to prepare the quarterly and annual reports for the Board. Other meetings will be determined by the new construction or modification requests. The committee will keep minutes of these meetings which will be sent electronically to the Board liaison as well as committee members.

ANNUAL BUDGET:

An annual budget request will be prepared and submitted to the Finance Committee as required.

This Architectural Review Committee Charter was approved by the DVCA Board of Directors on the 8th day of January 2026.

Clarification of Responsibilities of the ARC and LRC

The Architectural Review Committee (ARC) and the Landscape Review Committee (LRC) will work cooperatively on new construction projects. It will be the responsibility of the ARC to collect landscaping plans for new construction and submit them to the LRC for review. The LRC will review and return the plans to the ARC with approval or recommendations. The ARC will communicate the results to the owner.

Projects Requiring Architectural Review Committee (ARC) Approval

1. All new construction.
2. Modifications to existing homes or accessory buildings. No temporary structures allowed.
3. Construction of decks, porch screening or enclosures.
4. Modifications including room additions, garage enlargement, changing color of house, adding trim or shutters.
    a. The ARC may request a digital elevation survey of the lot to ensure compliance of slope gradient retaining walls

Projects Requiring Landscape Review Committee (LRC) Approval

1. Landscaping of new homes.
2. Landscaping of existing homes.
3. Modification of driveway surfaces.
4. Changes or additions to exterior lighting (doorways, garages, floodlights, porches, yards, walkways).
5. Changes to grading affecting drainage.
6. Landscape structures of any kind including (but not limited to) arbors, trellises, railings, steps, walkways, gazebos, stone walls, or retaining walls.
7. Flagpoles.
8. Patios.
9. Pet enclosures – subject to a variance as approved by the Board.
10. Stand-alone pools, hot tubs, spas.
11. Tree removal or pruning after new construction.

Documentation Requirements for New Construction

1. Property owners and, if appropriate, contractors are expected to meet with the committee prior to finalizing plans to avoid problems later.
2. Property owners must submit an application form for new construction.
3. All submissions for consideration must be in writing, dated and signed, by the requesting owner. The request must identify the lot number and/or address affected by the request, and must include appropriate documentation and/or information as specified:
    a. A full set of plans including a site plan with streams located and a landscape plan, which may include a digital elevation survey of the lot to mitigate steep slope issues with retaining walls;
    b. Location of easements, erosion-control devices, drainage flow , and exterior lights;

c. To scale drawings if the footprint or elevation of the existing structure will be altered;
d. Description of any resulting noise or visual factors which may be seen or heard from the street or by neighbors;
e. Details of any environmental effect of the proposed new construction.

4. Property owners must receive a building approval permit or a variance approval permit from the ARC prior to the commencement of construction.

Documentation Requirements for Modifications

1. Property owners must submit an application form for modifications.
2. Depending upon the scope of project, the ARC may request property owners and, if appropriate, contractors to meet with the committee prior to finalizing plans to avoid problems later.
3. All submissions for consideration must be in writing, dated and signed, by the requesting owner.
4. Decks, room/garage additions or enlargements must supply the following documentation:
    a. A set of plans and an elevation drawing, which may include a digital elevation survey of the lot to mitigate steep slope issues with retaining walls;
    b. A site plan with boundaries and streams located (if applicable);
    c. Location of easements, erosion-control devices, drainage flow, and exterior lights where appropriate;
    d. Description of any resulting noise or visual factors which may be seen or heard from the street or by neighbors;
    e. Details of any environmental effect of the proposed new modification;
    f. For changing color of house, trim, shutters, or roof, a color sample must be submitted.
5. For adding or changing style of exterior features, material samples or pictures must be provided.
6. Property owners must receive a modification approval permit or a variance approval permit from the ARC prior to the commencement of construction.