



ARCHITECTURAL APPROVAL REQUEST PROCESS

The Queen Anne Colony Architectural Committee is here to assist you in obtaining approval for any architectural additions and modifications you may wish to make to your home and property. The Queen Anne Colony Covenants require that owners receive approval before constructing, erecting, placing, removing or altering a structure on their property. This includes, but is not limited to: new construction homes and other primary structures, home additions, changes to siding or exterior paint color, roofs, front doors, windows, installing or altering fences, sheds, pools, extensive landscaping, removing any trees, installing or altering piers, docks, bulkheads, riprap, etc.

Per the Covenants, the Board of Directors shall approve or disapprove plans within 45 days, however we understand that time is of the essence and most requests are processed within two weeks.

Step 1 Obtain & fill out an Architectural Approval Form (AAF)

- Copies of the AAF can be found on our community website www.queenannecolony.org or by emailing Architectural@queenannecolony.org or HOA@queenannecolony.org

Step 2

Submit the completed AAF to the Architectural Committee Chair at Architectural@QueenAnneColony.org along with any required supporting documents.

Supporting documents required include, but are not limited to:

- Picture of original & proposed changes
- Color samples (paints, stains, etc)
- Aerial view and location of additions or modifications (ie location of shed, pool, deck, fence, home addition, etc)
- Fences, siding, roof, windows, etc will need a photo of what will be installed.
- Anything else you feel would be helpful in making a decision

Step 3 The **Chair** of the Architectural Committee will **assign** your AAF to a **Committee member**, who will review your request. The **committee member** will reach out to you directly with any questions or to request more information; they will be your point of contact throughout the process.

Step 4 The Architectural Committee submits your application to the Board of Directors, along with a recommendation to approve or disapprove.

- In the event that the Architectural committee member feels the request should not be approved, they will reach out to you with the explanation of how it does not meet our

community standards and restrictions, and will allow you to make the appropriate adjustments before making their recommendation to the Board of Directors.

- Should you feel you do not want to or cannot make any adjustments to your application to meet community standards, you may request a variance by making a presentation directly to the Board of Directors. This can be done at the next Board meeting, or remotely by Zoom (pending Board availability). *Please note variances are very rarely approved, and often need to show hardship.

Step 5 The Board of Directors review your AAF and vote to approve or disapprove.

Step 6 The Architectural Committee Chair will send you a letter of approval or disapproval on behalf of the Board of Directors, and you may begin your project!

Please remember, approval from the Board of Directors is only if it meets community standards. Your project may still require approval or permits from the County. It is your responsibility to check with the County and obtain necessary approvals and permits.

In the event where the County & Queen Anne Colony Covenants standards or restrictions differ, the stricter one will apply.

Any questions or concerns, please do not hesitate to reach out.

Thank you,

Architectural Committee Architectural@queenannecolony.org

Board of Directors HOA@queenannecolony.org