

HIDDEN POINTE ON THE LAKE  
Architectural Control Procedure Guidelines

Adopted June 2007  
Revised June 2010

These guidelines are intended to aid the homeowners in complying with Article V, "Architectural Control" found in the document, "Declaration of Covenants, Conditions, and Restrictions" Instrument #2003068767.

1. Should a homeowner desire to make an exterior change to their home, they must submit in writing, the full details of the change to the Architectural Control Committee ( ACC). Examples of such changes include:
  - Change of exterior door or addition of a storm door
  - Changes to windows
  - Replacing a screened wall with any other material
  - Changes to lighting or other structural components including the addition of ceiling fans on front porches
  - Installation of attic ventilation roof fans
  - Change of shutters (type) Approved colors listed on "Shutter Criteria"
  - Painting an exterior door other than when the house was constructed
  - Addition of or change to gutters
  - Addition of concrete or mortar containing structures including patios
  - Constructing any man-made screening devices

**The addition of blinds on the inside of back screen rooms  
does not require approval**

**NOTE:** Replacement in-kind of any home exterior component or repair in-kind of such does not require a prior submittal of plans.

2. Once the ACC has the initial submittal in-hand, an evaluation will be made to determine if:

- Sufficient details are provided to understand the homeowners' intend.

If the ACC feel more information is necessary, the homeowner will be requested to supply further information so the ACC can accurately process the request.

When no further details are required, the homeowners' request is considered complete and will be processed with a formal response to the homeowner within 90 days.

- The proposed change must comply with Hidden Pointe Covenants, Rules and architectural harmony.
- The proposed change is impacted by any regulatory requirements including Federal, North Carolina State and New Hanover County regulations.

3. The ACC meets to consider the proposed change and may visit the homeowner to better understand the intent of the requested change.

4. With all information in-hand, the ACC Chairperson will provide the Board of Directors (BOD) the ACC recommended approval, approval with exceptions or a rejection of the request.

5. The BOD considers the ACC's recommendation and votes to accept, reject or accept with modifications.

6. The BOD sends a letter to the homeowner notifying them of the decision regarding their request.

7. Upon completion of the project, a final inspection may be required.