

# Chinquapin Townhall

## The Architecture Review Committee

### What does this presentation provide?

- Details regarding the Chinquapin Architecture Review process to facilitate a Q&A at the scheduled 31Mar26 townhall meeting:
  - History, why?
  - Recent updates to the Design Guidelines
  - How the Architecture Review Committee works
  - Next steps for the Committee/process
  - Statistics to date

# Architecture Review Committee - History

## Chinquapin “Design Guidelines for Single Family Residences”

- Issued 11/27/2012
- Revised 8/1/2017
- Revised on 1/6/2018
- Revised on 10/20/25 (based on community feedback received, modernize)

## Why Design Guidelines?

- Established per the Declaration of Covenants for Chinquapin
- The Design Guidelines can be updated by the BOD except they may not conflict with requirements in the Covenants

## Applicable Chinquapin Covenant Articles:

- Article VI - Restrictions and Requirements on Property Use
- Article VII - Design Review and Control

## Design Guideline updates (Oct 2025)...

- 1) Architectural related requirement revisions - minor updates to reflect modern building practices while maintaining the intention of the original document. Consolidated suggestions submitted to the Transition Committee by the community.**
- 2) Appeals process - added multiple opportunities to appeal a decision of the Architecture Review Committee in order to be more transparent and fair to homeowners per the governance model proposed by the Transition Committee.**
- 3) Fines - updated the fining structure (which hadn't changed in decades) to have the necessary and appropriate effect. The BOD selected the new fines.**
- 4) Fees - relatively the same for new builds; added a sliding fee structure for small projects; added ability to charge for professional services.**

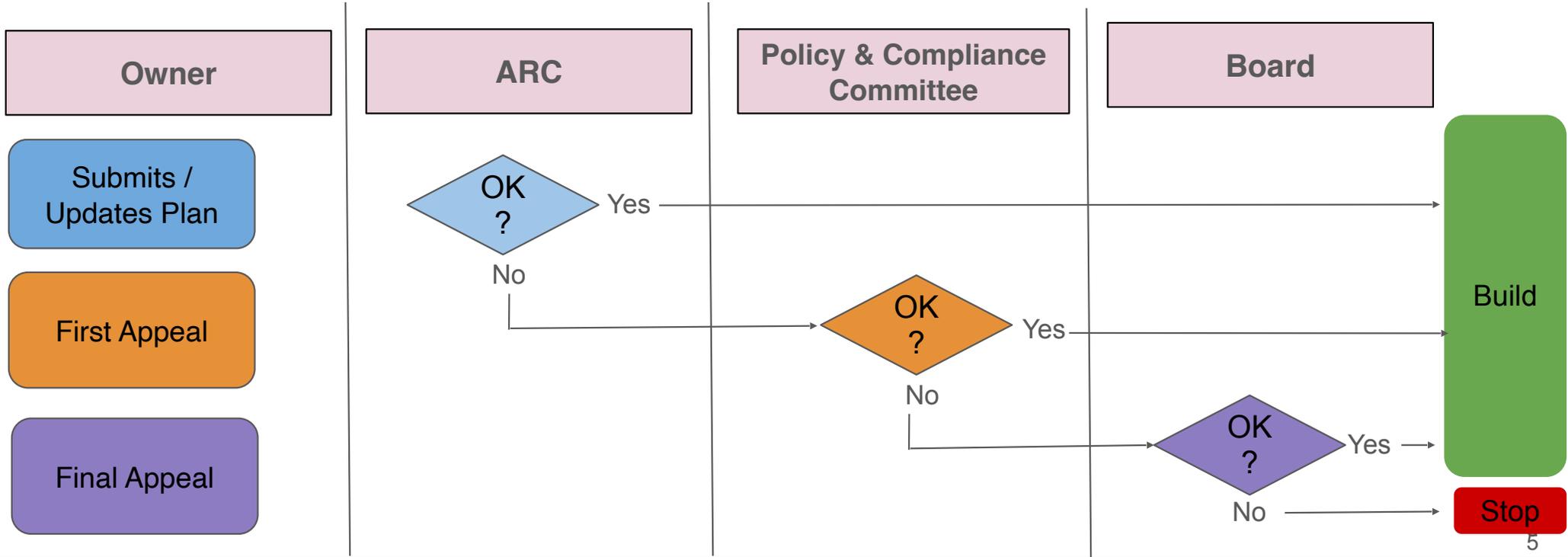
## Architectural related requirement revisions, examples...

<b>Before</b>	<b>Now</b>
Exterior cladding only natural wood or stone. Engineered wood or manufactured vinyl or cement products is prohibited.	Engineered wood or cement products require approval.
Gutters shall be half-round or square.	Gutters shall be half-round, K-style, or square.
No ogee-edged gutters or fluted downspouts.	-removed-
Windows shall be made of wood or exterior aluminum clad, and shall be glazed with clear glass.	Windows shall be made of wood, exterior aluminum, or composite clad, and shall be glazed with clear glass.
All Windows must be true divided lights or simulated divided lights with a minimum 3/4' muntin bars permanently affixed on the exterior and interior surfaces.	-removed-

# Appeals process - multiple opportunities to appeal an ARC decision

ARC decision → appeal to the Chinquapin Policy and Compliance Committee

Policy and Compliance Committee decision → appeal to the Chinquapin BOD



# Fines

To provide appropriate deterrence for inappropriate behaviors during construction.

Item	Before	Now
Beginning construction prior to approval being granted	\$5,000	<b>\$25,000</b>
No dumpster	\$500	\$1000
Burning without ARB permission	\$10,000	\$20,000
Littered site (per day)	\$500	\$500
No erosion control	\$500	\$1000
No temporary sanitation (job toilet)	\$500	\$2000
Parking in right-of-way	\$500	\$500/vehicle
Parking on shoulders and grass	\$100/day	\$200/day/vehicle
Building material in right-of-way (subject to cost to repair)	\$500	\$1000
Parking on adjacent property	\$500	\$1000
Non-conforming job sign	\$500	\$500
Damage to small trees, vegetation, or natural areas	\$500	\$1500

# Fines, continued.

Item	Before	Now
Unauthorized removal or destruction of trees eight (8) inches & larger in diameter - per tree	\$200/tree	<b>\$500/caliper inch/tree *</b>
Dumping debris of any kind on undeveloped parcel or other areas	\$1000	<b>\$5000</b>
Unauthorized plan change (minor)	\$1000	\$1000
Unauthorized plan change (major): Revocation of Chinquapin Permits and Forfeiture of all funds remaining on deposit.	All funds	All funds
Unauthorized finishes: Revocation of Chinquapin Permits and Forfeiture of all funds remaining on deposit. Cost of legal compliance order will be paid by property owner.	All funds + costs	All funds + costs
Incomplete or non-complying landscaping: Forfeiture of all funds remaining on deposit.	All funds	All funds

**\* - Note: tree topping or other actions which effectively kill a tree shall be considered an unauthorized removal.**

# Fees

## Effectively unchanged, flexible/lower fees for small projects

<b>Fee</b>	<b>Before</b>	<b>Now</b>
Preliminary Review Fee	\$100	\$100
Final Review Fee	\$250	\$250
Application Fee	N/A	\$3,000 for new residence; or 1% of project cost w/ \$3000 max
Compliance Deposit	\$10,000	\$10,000 for new residence; or 1% of project cost w/ \$10,000 max
Road Impact Fee	\$2,500	N/A
Water Connection Fee	\$3,000	\$3,000
Major Design Change for Review	\$200	\$200
Minor Design Change for Review	\$100	\$100
Professional Services	N/A	As billed
Initial inspection during final review	0	\$100
Inspections during construction (per day) due to deviations from approved plans	\$250	\$250
Penalty for Non-compliance (per day)	\$50	\$50

# Architecture Review Committee

## Interim Process

- All decisions are unanimous w/two members (satisfies 3 member voting)
- All responses (letters) are reviewed and concurred on prior to issue
- We are reviewing data as received as often as possible to be as responsive as possible
- Ideally, ARC should only be engaged once a properly completed and signed application is received
  - Rarely the case
  - When/if a properly completed application is received, response is quick

# ARC Requirements (O=Objective, S=Subjective)

	O	S		O	S
Contractor Information	3	4	Landscaping	6	7
Plans	9	1	Retaining Walls	2	3
Overall Home/Lot	10	0	Fencing	1	2
Exterior Walls	13	5	Driveways and Parking	3	4
Roofs and Gutters	21	5	Accessory Structures	1	2
Doors and Windows	12	3	Exterior Lighting	4	0
Exterior Colors	0	1	Trash Receptacles	2	0
Patios, Decks and Walls	0	4	Exterior Decorative Accessories & Installations	0	1

**Requirements:**

**87 Objective**

**42 Subjective**

# Example Requirements (Exterior Walls, reduced list)

Exterior Walls	
WO-3	Foundation Walls covered with 1X12 boards spaced 1" apart, traditional 3-layer stucco or natural stone.
WO-5	Wall sections may be built of no more than three materials and may only change along a horizontal line i.e., cedar shingles may be combined with wood siding when the material change occurs horizontally (typically at a floor line or a gable end) with the heavier textured material below the lighter.
WO-7	Walls of a single building must be built of the same materials in the same configuration except as approved by the ARC. Siding shall be horizontal, maximum 8"-10" exposure, vertical board and batten (boards to have 8" minimum to 14" maximum reveal, battens to have a minimum ¾" X 2" actual dimension), vertical board on board siding, or poplar bark siding. Wane edge siding may have larger exposure depending upon the boards selected but the exposure must be in proportion to the wall area.
WO-9	Stone veneer shall be a minimum 4" to 6" thickness, except in the case of cut stone veneer, which shall be a minimum of 2" thickness. No faux stone permitted.
WO-12	Trim shall be minimum grade 'B' trim lumber and shall be 3.5" to 6" in width at corners and around openings, except at the front door, which may be any size (3.5" minimum) or configuration approved by the ARC.
WS-1	Engineered wood or cement products requires approval.
WS-2	Decorative shingles must be approved.
WS-3	All stonework patterns are to be submitted for approval.
WS-4	Any stucco finishes other than sand or skip-troweled requires approval of the ARC.

Each requirement is evaluated by each reviewer who approves, requests clarification, or rejects. This "scoring" forms the basis of responses. If issues are resolved, authorization to proceed is issued.

# Architecture Review Committee - Next steps

## Engage an Architectural firm

- Several candidates identified so far, need to find additional options and conduct a selection
- Note: An architect will conduct more comprehensive reviews (we sometimes might miss something)
- Rework will be costly for the applicant/builder - key that submittal quality be improved
- Decision making will most likely still need to be in-house?
- Will require occasional quality check to ensure proper performance

## Expand the team

- Currently in process

# Architecture Review Committee - Statistics

## A total of 7 different builders are active in Chinquapin on various projects:

- Byrd Construction
- Complete Property Services of GA
- Down River Builders
- Fern Creek Builders
- Nicholson Homecrafters
- Riverstone Development Group
- Schumacher Homes

## New builds since the turnover (October 2025):

- Approved: Lots 19, 60, 110, C4, N11, W15
- Under review: Lots 13, 16

## Modification requests:

- Types: Garage, Expansion, Color change, Fencing, Tree removal
- Approved: Lots 39, C18, S12, 65, D7, E10
- Under review: Lots T5, 94, L2