

Black Horse Run Board
Architectural Control Committee
What We Do
April 2019

- I. The Black Horse Run (BHR) Architectural Control Committee (ACC) operates under the authority of ARTICLE VI of our Covenants as found on page 549 as recorded. The ACC performs annual inspections of our Community to determine the current state of homeowners' compliance with the sections of the Covenants listed in Book 2197, pages 552 – 555, as filed with the State of North Carolina, County of Wake, in October 1973 (see ACC website) and evaluates proposed architectural changes to individual properties in the community. In accordance with the Covenants a minimum of three members will comprise the ACC.

- II. Committee Members and General Responsibilities:
 - a. All committee members are volunteers with an interest in ensuring community-wide compliance with the BHR Covenants serving one-year terms which may be renewed each year.
 - b. Committee meetings, for the purpose of planning and discussing inspections, should be held twice per year, but ad hoc meetings or on-site visits can be scheduled as needed. Efforts to conduct routine business electronically are encouraged.
 - c. Committee member responsibilities include conducting inspections, documenting results, conducting follow-up inspections as necessary, and providing input to the Chairperson on project proposals.
 - d. Committee Chairperson'S responsibilities include coordinating ACC requests with the BHR Business Office, organizing and leading ACC meetings, ensuring all project proposals are complete before sending to the committee for evaluation, consolidating inspection (drive-thru) data and taking action on violations in accordance with the "BHR Covenants Violation Process." In addition the Chairperson will insure a smooth transition of leadership at the end of his/her term. The Chairperson will be confirmed each year in January by a vote of members of the Committee.
 - e. Provide for educational outreach to the community with regard to covenant provisions and possible solutions to resolve violations.

- III. Annual Inspections:
 - a. Inspections to be conducted in early Spring of each year with a follow-up inspection to be completed each Fall.
 - b. The results of these inspections are discussed and documented within the ACC and those violations that are considered actionable violations of our Covenants are provided to the BHR Office Manager with guidance on how to contact the resident(s) in question. The violation notification process is coordinated between the ACC Chair (on behalf of the Committee) and the Business Office

with the ACC Chair managing compliance review/updates and providing feedback to the Office for additional action as necessary. Generally, the first notification is via phone call or email from the Business Office. Lack of a favorable response within 14 days will initiate the Covenants Violation Notification Process as attached. This process has the potential of the Board, at the recommendation of the ACC, to impose a fine (per NC General Statute 47F) if a Covenant violation is not corrected.

- c. Listed here are the Covenant Violations specifically listed in our Covenants:
 - i. Building a structure, fence, or wall without approval of the ACC
 - ii. Failure to meet setback requirements
 - iii. Unclean, unsightly or unkempt conditions of buildings and fences
 - iv. Non-operating cars, unused objects or apparatus in public view
 - v. Garbage, junk, trash, debris
 - vi. Un-mowed or unmaintained lawns/yards
 - vii. Offensive or noxious activity
 - viii. Temporary units, i.e., trailer, camper, tent, shack, garage, barn, other out-buildings
 - ix. Signs (commercial) in view of the public
 - x. No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot except that horses, dogs, cats, or other pets may be kept provided that they are not kept, bred, or maintained for any commercial purposes
 - xi. Garbage (trash) receptacles in public view
 - xii. Fuel tanks or similar storage receptacles in public view
 - xiii. More than one horse per ½ acre

IV. Project Proposal Evaluation

- a. Proposals from residents are generally submitted in accordance with our Project Proposal Process (see ACC website) to the BHR Business Office to be recorded by our Business Manager. The proposal is then forwarded to the ACC Chair for review to ensure that all required information is included, e.g., project measurements, location of project on the property (to include set-backs), types of materials to be used.
- b. The project proposal is then forwarded to all members of the ACC for immediate review. At this point questions can be posed and answered, and a vote is taken by the ACC to approve or deny the project. All efforts should be made between the ACC and the resident to rectify issues that would cause the project to be disapproved. Our goal is to help our homeowners achieve their objectives within the boundary of our Covenants, not to stand in their way.
- c. The results of the vote, and explanation if disapproved, will be provided to the BHR Business Manager to advise the resident. If denied, the resident may modify the project and resubmit if desired.

V. Internal ACC Projects. Internal projects, such as fence repair, fence painting or cleaning that require funding, will need to be approved by the BHR Board. The ACC

Chairperson or project person should present the proposed project at a regularly scheduled monthly Board meeting to have the funds approved.

- VI. Resources Available
 - a. BHR Covenants
 - b. BHR Covenants Violation Process, April 2019
 - c. ACC Team Members
 - d. The BHR Business Office (Jane Burkey), 919-847-3131
 - e. The BHR Board of Directors
 - f. Volunteers

BHR Board of Directors
ACC Committee