

PROCEDURES FOR ARCHITECTURAL REVIEW

The Architectural and Covenant Committee (ACC) is charged with the responsibility to review all applications "according to established procedures, and in a consistent and prompt manner". This summary will clarify those procedures:

1. The applicant prepares the Application for Architectural Review or Request for Architectural Change forms.
2. All completed review applications and hearing requests shall be mailed to Greenbrier Property Owners Association Architectural and Covenants Committee, P.O. Box 13943, New Bern, N.C. 28561. As an alternative, the applicant may hand deliver the application to the ACC Chairperson or Co-Chairperson or GPOA liaison to the ACC to activate the review process. Phone contact with the ACC Chairperson or Co-Chairperson, or the GPOA liaison to the ACC can be made to obtain forms and information.
3. The Board Representative (President or Treasurer or alternate) will check the P.O. Box five days a week. The thirty (30) day decision period required by the covenants begins when the completed form is received; however, the ACC will endeavor to provide a written decision to all applicants within five (5) to seven (7) days of receipt of any application not involving new home construction and/or an addition, outbuilding, or the like. This date will be noted on the form upon receipt. Two (2) sets of forms and blueprints, as now specified in the guidelines, are needed by the ACC Committee. If not complete, the package will be returned to the applicant and the applicant will assume responsibility for the delay. Phone notification to the applicant will be made by the ACC Chairperson or Vice Chairperson.
4. Completed applications and plans received will be relayed the same day to the ACC Chairperson (or Vice Chairperson or designee), who activates the process by selecting a lead review person and scheduling a review time and date with other ACC members.
5. The Committee Chairperson gives both sets to the lead ACC review person involved. The ACC Representatives will conduct a physical on-site inspection of the location based on the plans submitted. On-site inspection procedure shall follow pre-construction guidelines of proper tree flagging, building envelope staking, stringing or painting, property line marking and consistent application of tree-cutting policy, wetlands restrictions and natural buffer zone protections. At least three Representatives must conduct major construction projects, two Representatives for simple tree removal, roofing, remodeling, etc. If any controversy arises it will be discussed and resolved at the next ACC meeting.
6. After the successful review all notes and sign-offs should be on both sets of applications. One set of the signed applications will be delivered to the GPOA liaison person for GPOA approval and notification of the approval to the applicant. This copy of the application should be returned to the applicant because it may contain restrictions or other conditions added by the reviewing team. The second copy of the application should be returned to the ACC Chairperson who will place it in the applicants file in off-site storage when the project is complete.

7. If the review cannot be approved or is in some way controversial both sets of applications will be returned to the ACC Chairperson. The Chairperson will conduct an ACC meeting where the inspecting team will report on their observations and concerns. A quorum of the committee is seven members with a simple majority required to conduct business. Members "of the minority" may communicate "a minority point of view" to the Board of Directors. The ACC Chairperson will get the full committee to vote on a resolution to recommend to the GPOA and he will write a note to the GPOA liaison person describing the problem and the ACC recommendation. A copy of this note will be delivered to each ACC member as feedback to insure that his or her recommendation is accurately relayed to the GPOA.
8. The review team will not indicate to the applicant any recommendation it might be making to the GPOA. The applicant must not be given the impression that this review is the end of the process. The review team must reiterate that the GPOA Board of Directors will take the final action.
9. The applicant must be informed by the inspecting team that no lot clearing or preliminary construction work is to be started until final approval by the GPOA Board of Directors.
10. The ACC Chairperson (or designee) shall call the Committee for all regular and special meetings as required. Regular meetings will normally be held on the first Tuesday of each month at The Emerald Golf Clubhouse, located at 5000 Clubhouse Drive, New Bern, North Carolina, 28562, from 7:00 to 8:00 p.m., or longer if necessary. At least one person experienced in reading blueprints, specifications, etc. shall be present at each meeting. Special meetings will be considered exceptional. Non review special meetings may be called as needed for any purpose. Notes from the meeting and all recommendations to the GPOA will be prepared by the ACC chairperson and given to the GPOA liaison person in time for the next GPOA Board of Directors meeting. A copy of this note will be delivered to each ACC member as feedback to insure that his/her recommendation is accurately related to the GPOA.
11. There is no appeal of the committee's review. The committee recommends to the GPOA Board of Directors approval, approval with modifications or disapproval.
12. There shall be a charge for plan review adopted by the Board of \$50 for each new home built (no charge for additions or renovations). This will cover file and storage expenses, copying and postage, and any professional service fees incurred by the committee. These charges shall be published and included with any material sent to applicants, effective October 1, 1995.
13. The "Definitions" page has been omitted since each item is defined in the text of the document.

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