

# **DALTON FARM HOMEOWNERS ASSOCIATION**

C/O J & J Management Services, LLC

1961 Route 6

Carmel, NY 10512

(914) 646-5108 ext. 103

Fax (914) 610-4755

Email: nicole@jjmanagementservices.com

## **Architectural Review Board Application Information & Criteria**

### **STEP 1**

Complete the application form by filling in the homeowner information portion and check off the appropriate anticipated improvement.

### **STEP 2**

Next to each improvement listed on the application form is a series of numbers denoting required information listed on the Application Criteria Form. Each item denoted must be completed in full or your application will be returned until complete.

### **STEP 3**

Submit the required application form including all supporting documents, forms, drawings, property site plans, etc. to any of the contacts listed above or drop off at the on-site office located on the second floor of the Roosevelt House. For your convenience there is a mail slot in the office door. (Please do not mail forms) On site office is open Tuesday and Thursday.

### **STEP 4**

ARB members will review the application and forward it to the monthly Board of Directors meeting. Applications must be submitted by the First of the month to be considered for approval in that month. Applications received later than the First of the month will be reviewed the following month. Following the Board of Directors meeting, a written approval form will be mailed to you.

### **Submissions must include the following, as required:**

- An ARB form
- A drawing or sketch of the improvement(s)
- A copy of the property site plan indicating the location of the improvement(s)
- Dimensions
- Color sample
- Promotional material, flyer advertisement or picture
- Copy of building permit if applicable
- Copy of contractor's Certificate of Insurance

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**ARCHITECTURAL REVIEW BOARD SUBMISSION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

EMAIL: \_\_\_\_\_

TYPE OF IMPROVEMENT Please Check Appropriate Type and enter brief description

\_\_\_\_ Landscaping 1, 2, 4B, 5, 6 \_\_\_\_\_

\_\_\_\_ Lighting 1, 2, 3, 4A, 4B, 5, 7 \_\_\_\_\_

\_\_\_\_ Decking 1, 2, 3, 4A, 4B, 5, 7 \_\_\_\_\_

\_\_\_\_ Fencing/Walls 1, 2, 3, 4A, 4B, 5, 6, 7 \_\_\_\_\_

\_\_\_\_ Painting/Staining 1, 4B, 5, 6 \_\_\_\_\_

\_\_\_\_ Grading/Drainage 1, 2, 3, 4A, 5 \_\_\_\_\_

\_\_\_\_ Structural 1, 2, 3, 4A, 5, 6 \_\_\_\_\_

\_\_\_\_ Hardscape (patio, masonry) 1, 2, 3, 4A, 5 \_\_\_\_\_

\_\_\_\_ Other (follow applicable criteria) \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## **ARB APPLICATION CRITERIA**

If a homeowner's account is in arrears, they may not submit any plans to, nor receive approval from, the ARB.

Please adhere to the following steps to ensure compliance in an effort to efficiently process your application:

**1)** Review the pertinent sections of the Dalton Farm Offering Plan to determine whether your request is in accordance with the same.

**2)** Contact the following utility companies to ensure your request does not conflict with the location of utility lines, etc. Please note once application is approved you will need to contact Dig Safely (811) before commencing any digging.

Phone – Frontier Communications – 845-227-3200

Cable – Comcast – 1-800-972-8805

NYSEG – 1-800-241-0618

**3)** Contact the Town of Beekman Building, Fire & Zoning Department at 724-5300 and ensure your request meets local and state building code specifications. You will be required to apply for a permit with the Building Department and submit a copy of same to the ARB prior to commencing work.

**4A)** The applicant shall supply the ARB with plans and specifications for the proposed work prepared by a licensed architect, professional engineer or other appropriate professional, together with a clear and concise description of the procedures to be followed in performing such work.

**4B)** Attach a drawing or sketch of the improvement and indicate the location on your property site plan.

**5)** The applicant and the applicant's contractors and subcontractors shall supply the ARB with evidence reasonably satisfactory to the ARB of liability insurance in the amount of \$250,000 naming as additional insured the APPLICANT, DALTON FARM HOA, and J & J MANAGEMENT SERVICES, LLC. No work shall commence until J & J Management Services has received a Certificate of Insurance.

**6)** Attach paint or stain selection and supplies, promotional material, flyer advertisement, or picture.

# **DALTON FARM HOMEOWNER ASSOCIATION**

## **ARB GUIDELINES**

The main purpose of the ARB is to insure that any changes to the exterior of the homes and to the grounds preserve the look of Dalton Farm and its character. No complete set of rules can be developed to insure that purpose. As a consequence, the work of the ARB in many instances will involve a judgment call.

### **Landscaping**

- Any landscaping beyond a 4-foot perimeter extending from the house and garage must be approved by the ARB. This includes tree and hedge removals and changes in grading and drainage.
- On Townhome lots, all landscaping must have a defined perimeter and not interfere with Association landscaping services.
- No live tree having a caliper in excess of 3", measured three feet from the ground, shall be removed from any lot beyond the four foot perimeter without ARB approval. The fine for this violation will be \$1,000 per tree, plus the estimated value of the tree that was removed.
- For permission to remove a dead tree, please contact J&J Management Services.
- Vegetable gardens require ARB approval. No plants may exceed 4 feet in height at full maturity and therefore, the planting of corn will not be accepted. Plans must show proximity to neighbors on all sides, if applicable.

### **Stone, Concrete and Brick Work**

- All stone, concrete and brick work, such as patios and paths, require ARB approval.

### **Lighting**

- No exterior lighting shall be installed on a lot without ARB approval and lighting is to be designed so that surrounding homes and common areas are shielded from such lighting to the satisfaction of the ARB.
- Mercury vapor and sodium lighting are completely prohibited

### **Fencing & Walls**

- Chain link fences are completely prohibited.
- Within the Commons area, 4-foot high white picket fences are allowed. Approval is required.
- In all other areas, with the exception of Townhomes, 4-foot high split rail fence with green meshing that blends into the environment is allowed. Approval is required.
- Retaining walls require ARB approval.
- All fences must be placed within the property line.
- Fences that border the road must be 18" to 3' from the road.
- Fences in front of the home are prohibited.
- Privacy fences require neighbor's approval.

### **Painting and Staining**

- Repainting or re-staining in the same color does not require approval.
- Any change in color of paint or stain requires approval and a color sample must be submitted.

### **Shutters**

- All shutters require approval and a color sample must be submitted.

## **Roofs and Siding**

- All roof replacements require ARB approval. Roof repairs may be made, but if a repair becomes a replacement, approval is required.
- All siding requires ARB approval. Colors must keep in character of the neighborhood.

## **Awnings**

- Approval is required for all awnings.

## **Decks**

- All changes to existing decks require approval.
- Plans must show proximity to neighbors on all sides, if applicable.
- Plans must show the type of material to be used.

## **Pools and Hot Tubs**

- Above ground pools are prohibited
- Hot tubs require approval.
- In ground pools require approval.
- All outdoor pool equipment must be hidden by fencing or landscaping.
- No slides, diving boards, or exterior lighting.
- Black aluminum “Saratoga” style fencing is required.

## **Play Sets**

- All play sets require approval.
- Plans must show proximity to neighbors on all sides, if applicable.

## **Propane Tanks**

- Propane tanks require approval.
- Plans must show location on lot.
- Propane tanks must be hidden by landscaping or lattice.
- Propane tanks require a building permit

## **Temporary Structures**

- Temporary structures such as tents, trailers and sheds are completely prohibited.
- Screen houses, gazebos and sun canopies are prohibited.
- Party tents require a request for permission from management and a time limit must be set.

## **Windows and Doors**

- All improvements to windows and doors require approval, including garage doors.
- To preserve the uniformity of the community, all garage doors, doors and windows in townhomes and carriage houses must be replaced in kind including, but limited to, design, with the exception of Griffen Street. On Griffen Street, when solid garage doors are replaced, they must be replaced with doors with windows.

## **Submissions must include the following, as required:**

- An ARB form, which is available in the Roosevelt House
- A drawing or sketch of the improvement(s)
- A copy of the property site plan indicating the location of the improvement(s)

- Dimensions
- Color sample
- Promotional material, flyer advertisement or picture
- Copy of building permit if applicable
- Copy of contractor's Certificate of Insurance

**Neighbor's View**

- All ARB submissions should consider the impact on the neighbor's view.

**To Submit:**

Please drop your submission off at the On-Site Management Office in the Roosevelt House on the second floor. There is a mail slot in the office door for your convenience. Please do not mail your submission as this may cause you to miss the monthly deadline! The ARB deadline is the First of the month. All submissions received after that date will be held until the following month.

**The Approval Process:**

1. A copy of your submission will be delivered to your local ARB Representative the week before the ARB meeting so that he or she has time to review it and perhaps visit your property as well. The original copy will be delivered to the ARB Chairman.
2. Your submission will be reviewed and discussed at the ARB meeting. A vote will be taken to approve it, approve it with restrictions, or reject it.
3. Submissions that are not unanimously approved by the ARB will go on to be reviewed by the Board of Directors at the next Board meeting. The Board will then make a final decision.
4. Following the Board meeting, a notice will be mailed to you.
5. The approved improvement must be completed within one year after which the approval will expire and a new submission must be filed.