

# Architectural Review Board (ARB) FAQ's:

Below are some frequently asked questions related to the ARB. You may also wish to refer to the ARB Guidelines for more detailed information – it is available online at [www.laureateparkhoa.com](http://www.laureateparkhoa.com) (“HOA Website”).

## Where can I find the ARB application?

The application is available online on the HOA website under the "Access HOA Documents" tab. The document is labeled "Design Review Board Application". The application itself also answers many of the questions you may have regarding your proposed work and requirements for submittal.

## How do I submit an application?

Instructions for submittal are noted on Page 3 of the application – submittals can be sent online at <https://www.titanhoa.net/ticket/arb/index.php> or via email to [titancares@titanhoa.com](mailto:titancares@titanhoa.com)

## Can I include more than one item on an application?

Yes. Projects such as pool, screen enclosure & fence or additional pavers, summer kitchen & fire pit would be appropriate for one application.

## Where can I find the lot survey of my home/property?

It should be included in the paperwork you received at closing - please see sample image below.



## I want to repaint my home - do I need to submit an application to the ARB?

If you are using the original colors, no. If you are changing any of the colors, yes. You can find the Approved Color Palette on the HOA Website. The palette colors are Sherwin Williams brand. If you are looking to use another brand, you will need to color match and provide actual paint samples of each for comparison.

### **I want to change the landscape at my home - do I need to submit an application?**

Yes - you will need to provide a copy of your originally approved landscape plan, along with a marked up plan that shows the proposed changes (i.e. additions, deletions, relocations, etc.). You will also need to provide the name, size and quantity of all plants being used. You can refer to the Laureate Park Landscape Standards on the HOA Website when choosing your landscape materials.

### **Where can I find my originally approved landscape plan?**

Your builder can provide you a copy. If you do not have access to this information, you can provide photos of the existing area, along with a sketch to show what you are proposing.

### **Am I able to add square footage to my existing home?**

Yes – you can add on to your existing home, add a second story apartment to your detached garage, add a covered walkway, etc. You will need to provide the architectural plans for the proposed work as part of your ARB application.

### **I want to install gutters on my home - do I need to submit an application?**

Yes - please keep in mind that you cannot tie into any existing permanent drainage in the community when designing your plan.

### **I want to subscribe to satellite TV service - do I need to submit an application for the dish?**

Yes. Please be sure to include a copy of your survey with the application, marked to show the proposed location, along with a photo that shows the location from the street view. Please keep in mind that the dish will need to be installed so as not to be visible from the street(s).

### **Other miscellaneous points:**

- Beyond the questions noted above, any and all modifications, additions, etc. to the exterior of your home and property will need to be submitted to the ARB for review
- Approved mulching materials are noted on the application, as well as in the Laureate Park Landscape Standards
- Screen enclosures can be either black or bronze frames with charcoal screen – white frames are not permitted
- Using rocks, gravel or stone as mulch materials is not permitted
- There are specific requirements for “For Sale” or “For Lease” signs – an ARB application is required for placing one in the yard, and the specifications are provided as part of the approval letter (NOTE: Only one sign is permitted per property, and only one Open House sign is permitted on the day of the event at the property – no directional signage leading to the property is permitted)
- Maximum height for fencing is 6', including any caps, posts, decorative finials, etc.
- French drains are allowed, but you are not permitted to tie into any permanent community drainage
- The ARB does have up to 30 days to review and provide comments on an application, once required documents have been provided by homeowner. However, it is not our intent to purposely hold up anyone's project, and we do work to move the applications along as quickly as possible.