

The Capes Homeowners Association (HOA)

Architectural Review Committee (ARC) Minor Improvement Approval Guidelines

The Architectural Review Committee (ARC) ensures all exterior modifications align with community standards, with a focus on preserving aesthetics and property values. **Homeowners must submit an ARC request *before* proceeding with applicable projects.** Please note, projects started without prior ARC approval may result in fines and/or require removal.

EXAMPLES OF PROJECTS REQUIRING PRE-APPROVAL FROM THE ARC:

1. Structural & Material Changes or Large Repairs/Replacements

- Roof Repairs or Replacement (greater than 10 sq ft)
- Deck, Porch, or Stair Repairs or Replacement (greater than 10 sq ft)
- Window or Door Replacements
- Driveway or Walkway Modifications
- Siding Repairs or Replacement (greater than 10 sq ft)
- New Exterior Paint or Stain/Changes to Existing Paint or Stain Color

2. Equipment & Utility Installations

- Propane Tanks.
- Generators, HVAC Units, Solar Panels
- Satellite Dishes, Antennas
- House Number Signage (new installation or changes to existing style)

3. Outdoor Features

- Fences, Gates, Privacy Screens.
- Exterior Lighting Changes or Additions
- Storage Sheds or Outbuildings
- Retaining Walls or Drainage Improvements
- Yard Decor

EXAMPLES OF PROJECTS THAT DO NOT REQUIRE ARC APPROVAL:

Minor Maintenance & Repairs

- Repainting or touch up with the same color (as long as it falls within the pre-approved HOA palette).
- Minor roof patching/shingle replacement (less than 10 sq ft, matching existing materials).
- Minor trim and fascia repair (less than 10 linear ft)
- Cleaning, power washing, sealing of decks, driveways, or siding.

Exterior Fixtures & Hardware

- Replacing light fixtures with the same fixture (within HOA-approved styles).
- Installing small security cameras/doorbells (non-intrusive to neighbors).
- Replacing house numbers (matching previously-approved designs).

Temporary & Movable Items

- Outdoor furniture, planters (not obstructing common areas).
- Portable propane tanks (grill use only) (within standard BBQ size limits).
- Temporary children's play equipment (must be stored when not in use).

Driveway & Walkway Upkeep

- Filling small cracks (less than 5 ft in length), resealing driveways (without altering material or layout).
- Sweeping, minor gravel additions, or leveling pavers (within existing pathways).

SUBMITTING AN ARC REQUEST

Homeowners must fill out the **ARC Request for Review** form, which can be found in two places:

- On the right sidebar of thecapeshoa.org.
- In the Architectural folder of the Owner Portal Library, under the label "Architectural Review Forms & Documents"

Completed forms should be submitted via email to manager@thecapeshoa.org.

Be sure to include the following with your request:

- A detailed project description, including materials, colors, and dimensions
- A site plan or photos of the proposed changes
- Contractor information, including proof of license and insurance for any contractor new to The Capes
- Any required permits or safety certifications (if applicable)

Failure to obtain approval may result in fines or mandatory removal of unauthorized modifications. If you are not sure if you need approval, please reach out to the ARC at arc@thecapeshoa.org before proceeding. Ensuring clear ARC guidelines will help balance aesthetic integrity with homeowner flexibility. Note – the ARC meets once per month. **The ARC will try to meet any specific timetable you have, but it is your responsibility to ensure you request approval at least one month before work is scheduled to begin.**