

ARCHITECTURAL CHANGE APPLICATION GUIDELINES

Echo Hill South Association, Inc.

A. Association Restrictions

The Echo Hill South neighborhood was designed for harmony with its natural wooded setting. The layout of the lanes and road eyebrows, the house styles and their situation on single lots, the retention of mature trees, and the inclusion of common land reflect the developer's desire to preserve the natural character of the landscape.

To help maintain the character of this special neighborhood, the Echo Hill South Association's "Declaration of Covenants and Restrictions" established guidelines governing private lots and the Echo Hill South common land. According to the restrictions, proposed changes to houses or lots must be submitted for review and be approved by the Association's Architectural Committee, made up of EHSA Board members. The committee seeks to ensure that changes are made in harmony with surrounding structures and with the character of the neighborhood. Only with the approval of the Architectural Committee, and the Board of Directors, can homeowners undertake regulated changes.

These procedures are designed to reduce conflict between neighbors, and to maintain our neighborhood's appeal and the aesthetics of the neighborhood.

B. Types of Changes

1. Structural. "No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location...have been submitted and approved..." (Article VII, Section 1).

2. Storage Containers. "No fuel oil storage tank shall be maintained outside any buildings unless the same shall be buried. No garbage can shall be maintained outside of any building unless the same shall be maintained out of view in a receptacle approved by the Architectural Committee" (Article VI, Section 6).

Liquid propane fuel tanks need to be buried or adequately screened from view with shrubbery or wooden fencing constructed and painted to blend with other

existing structures on the lot. Proposals to install and screen tanks in this manner must be submitted to the Architectural Committee for approval.

3. Common Properties. No alterations of any kind may be made to the Echo Hill South Common Properties without the explicit approval of the Board of Directors. To locate home property lines, EHS Common Properties, and town of Amherst properties please refer to the Town of Amherst Residential Boundaries Map found on the Town of Amherst Website:

<https://www.amherstma.gov/400/Amherst-Maps-Property-Info>

C. Procedures for Applicant

1. **Application.** An Association member (homeowner) proposing exterior structural changes must complete an **Architectural Change Application**, and submit the completed form to the EHSA Board. The form is available on the EHSA website at www.echohillsouth.org, or by written request from the EHSA Board.

The form must be completed and returned to the Board, at least 30 days before construction is scheduled to commence. Applicants' EHSA Annual Assessment Fees must be paid in full for the application to be considered.

2. **Review Process.** The EHSA Architectural Committee will review the application within 30 days of receipt. After initial review, one or more spokespersons on the committee may request a site visit to visually assess and/or discuss the application with the homeowner before a final decision is made.

The Board may seek additional information from the applicant and may take photographs of the site. *Please remember that the individuals reviewing the proposal are volunteers who give of their personal time. Proposals should be submitted well ahead of the planned work to enable the Committee to conduct a responsible review. The Board, for its part, strives to respond to applications as quickly as possible.*

3. **Approval.** Following the review, a written decision will be provided to the applicant. If the Board feels that modifications to the proposal would make it acceptable, conditions to that effect will also be included. An **approval is good for one year from the date the application is approved** by the Board, after which time the proposal must be resubmitted for a new review.

4. **Appeal.** In the case of a rejected proposal, reasons will be included in the written decision. The applicant may appeal the Board of Directors' decision by submitting the original application form along with the reason(s) for the appeal directly to the Board. In this case, a new 30-day period will begin. The decision of the Board is final.

5. **Notification by Owner.** The owner shall notify the Board of the approximate date that the work will begin and end.

6. **Notification of Abutters.** Any property within a 120' distance to an applicant's lot boundary is considered an abutter. Please use the mapping tools available on the Town of Amherst Website to determine accurate property lines, and abutters.

<https://www.amherstma.gov/400/Amherst-Maps-Property-Info>

The EHSA Board strongly requests that homeowners notify abutters in advance of any construction, as a general courtesy.

7. **Final Review.** The Echo Hill South Association Board of Directors reserves the right to inspect the site with the owner upon completion of the project. Any apparent intentional misuse of the approved agreement will be addressed individually by the EHSA Board of Directors.

8. **Liability for the Common Properties.** The Echo Hill South Common Properties may not be entered or disturbed in any way during the process of tree removal or architectural change except with explicit prior approval by the Board of Directors. The private property owner is responsible for restitution to the Echo Hill South Association for any damage to the Common Properties which might occur during the approved change on his/her property, even if the contractor is at fault.

9. **Approved Application Transfer to New Owner.** An approved application may be transferred to a new owner who adds the following signed statement to a copy of the application: "I will abide by the conditions of the approval and assume full responsibility that the work performed will conform to the approved plan." A copy must be returned to the Board before any work may begin. The original one year timeline still applies.

Adopted by the Board of Directors, 1/9/94; revised 1/12/13; further revised 05/15/2023.