



ARCHITECTURAL REVIEW
COMMITTEE
HANDBOOK

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SECTION 1, INTRODUCTION

- The Blue Heron Architectural Review Committee (BHARC) was established to perform the following tasks:
 1. To ensure that individual lot owners follow the protective covenants use restrictions established by Blue Heron Woods and agreed upon by lot owners upon purchase of property within Blue Heron Woods,
 2. To ensure that regional laws established by local conservation districts are not violated, and to protect the Blue Heron Woods Property Owners Association from incidental charges levied against individual property owners for violating said laws.
- This handbook works in conjunction with:
 1. Co-Permittee Agreement Assumption of Responsibility Under a General or Individual NPDES Permit for Storm water Discharges Associated with Construction Activities (Pike County Conservation District - PCCD)
 2. Public Offering Statement for Blue Heron Woods, A Planned Community, Exhibit 'A': Declaration of Protective Covenants: Article 6 - Use Restrictions
- NOTE: This handbook shall not be construed to conflict with state or local building regulations, as it shall not change any of the restrictions or set-backs, etc. In addition, the establishment of the BHARC and the enforcement of the Use Restrictions and Conservation Laws do not alter the Declaration of Covenants or the By Laws of this Association.

SECTION 2, PROPERTY OWNER'S RESPONSIBILITY

1. The property owner is responsible for ensuring that any construction is completed in accordance with the approved plans, specifications, and local, state, federal building, health and safety codes.
2. The property owner is responsible to comply with the Use Restrictions, in Exhibit 'A' of the Public Offering Statement, including the completion of all exterior construction within one year of permit date.
3. The property owner is responsible for compliance with the National Pollution Discharge Elimination Systems (NPDES).
 - a. Contacting the Pike County Conservation District (PCCD), 570.226.8220
4. The property owner is responsible for the actions of his/her contractor or persons as it relates to construction at the owner's property.
5. The property owner is responsible for the actions of his/her contractor or persons as it relates to the Seasonal Weight Load Restriction Regulations passed by the Board of Directors and displayed on signs near the main entrances during the affected dates. The complete details of this regulation can be found at our website, www.blueheronwoodspoa.com
6. No changes or alterations are to be made to the approved plans or drawing without the approval of the Architectural Review Committee.
7. A permit will not be issued by the Committee until all compliance issues have been approved by the Committee.
8. A permit will not be issued by the Committee until the property owner satisfies all back owed dues or fines to the community and is therefore in "good standing."

9. In the event of a transfer of ownership, the seller must communicate this change of ownership to the BHARC. The buyer of the property is responsible for contacting the Blue Heron Woods Board of Directors to sign the Blue Heron Woods Public Offering Statement. Both of these actions must be completed within 30 days after transfer of ownership.

SECTION 3, PERMITS REQUIRED

The following require a permit from the BHARC. They fall under **three categories**:

1. New Home, or an addition onto a residence which adds a roof or removes trees and is greater than 500 square feet. This permit requires prior approval from the PCCD verifying that the NPDES is being followed.
2. Addition onto a residence which adds a roof or removes any trees up to 500 square feet, or an Outbuilding/ Accessory Structure (Sheds and enclosures)
 - a. NOTE: Outbuilding/Accessory Structure is defined as any structure not attached to the residence that does not have concrete footings.
3. Tree Removal of more than 400 square feet

SECTION 4, PERMIT APPLICATION PROCEDURE

1. Fill out the BHARC Application, **Attachment 'A'**.
2. Fill out the 50% Rule Letter, **Attachment 'B'** and have it notarized.
3. Mail the following to: **Blue Heron Woods POA, PO Box 606, Hawley, PA 18428**
 - a. Completed BHARC Application
 - b. Completed 50% Rule Letter, notarized.
 - c. Verification and approval letter from the PCCD, if applicable. This is required for a new residence or an addition greater than 500 square feet. A permit will not be issued until this step is met. If your builder does not communicate with the PCCD and/or does not send them the necessary professional plans, then you are required to do this on your own.
 - d. One set of complete plans and plot survey, if applicable. This is required for everything except tree removal.
 - e. Building Permit from the Applicable Township
4. The BHARC will review your information related to compliance with our Covenants, Article 6, Section 6.01, including minimum above grade square footage, roof pitch, and percentage of lot clearance.
 - a. For Tree Removal of more than 400 square feet, this review will involve a site inspection by the BHARC of the tagged trees that are proposed to be removed.
5. If approved, the BHARC will send a permit which is dated and valid for one (1) year from date of issuance, and construction may begin.
 - a. If the application is for a new residence, according to our use restrictions no land may be cleared until a valid building permit has been issued by your township.
6. If not approved and a revision is required, then the following must be resubmitted and mailed:
 - a. Completed BHARC Application

- b. One set of complete revised plans, or new verification from PCCD where applicable
7. Once the re-review is approved, a permit from BHARC will be mailed to the applicant and valid for one (1) year from date of issuance.
8. If a permit needs to be extended, the BHARC must be notified a minimum of thirty (30) days prior to expiration requesting an extension and including an explanation of a valid reason for extension. The following must be submitted and mailed in for review:
 - a. BHARC Application, indicating reason for request of extension.
 - b. Extension fee of \$100 which is valid for an extension of six (6) months from date of BHARC issuance.

SECTION 5, FEES AND FINES

1. Depending on your site plans, there may be a fee related to your plot design and the regulations imposed by the NPDES Permit. This will involve a discussion between you, your builder, and the PCCD. Any fees involving this step do not involve the BHARC. Your builder will most likely handle communication with the PCCD and take care of meeting the NPDES permit. In this case, any fees for this service should be included in your original cost with your builder.
2. There is NO initial fee due to BHARC for review of compliance with the Blue Heron Woods Declaration of Protective Covenants Article 6, Section 6.01. - **ONLY** for extensions.
3. Should an applicant/member fail to apply for an extension of their permit beyond the 1-year limitation, the BHARC will report this violation to the Blue Heron Woods Board of Directors. The Board may assess a fine for this violation of the Covenants Article 6, Section 6.01, as defined by the Penalty Assessment, Article 8 of the By-Laws. Each day beyond the 1-year limit that the owner is in violation may constitute as a violation.

SECTION 6, APPEALS

1. Any applicant/member disagreeing with a decision of the Architectural Review Committee, as it relates to his/ her application, may appeal such decision first to the Architectural Committee within thirty (30) days of the date of decision.
2. A request for an Appeal Hearing shall be made in writing to the Architectural Review Committee, stating the reasons for disagreement.
3. Upon receipt of the written request for an appeal within the proper time period, the Architectural Review Committee shall schedule a hearing within thirty (30) days from the date of receipt of the request.
4. The applicant/ member requesting the appeal shall be notified of the date, time and place of hearing. He/ She may present any additional materials, documentation, and testimonials.
5. The Architectural Review Committee shall communicate its final decision to the member within ten (10) days of the closing of said hearing.
6. Should the applicant/ member disagree with the Architectural Review Committee's Final Decision, he/she may further appeal such decision to the Board of Directors. A

- request for such an appeal hearing shall be submitted in writing to the Board within thirty (30) days of the date of the Architectural Review Committee's decision.
7. The Board of Directors shall schedule a hearing on said appeal on the date of its next regularly scheduled meeting, or no later than the date of its following regularly scheduled meeting.



**ATTACHMENT A -
ARCHITECTURAL REVIEW COMMITTEE APPLICATION**

Application Type & Fees (please check one):

1. _____ New Construction/Addition over 500 square feet (NO FEE)

- I have included:** _____ **PCCD Paperwork/Approval Letter**
 _____ **Copy of Construction Plans/Plot Survey**
 _____ **50% Rule Letter, Notarized**
 _____ **Township Building Permit**

2. _____ Addition 500 Square Feet and Under/Outbuilding/Accessory Structure (NO FEE)

- I have included:** _____ **PCCD Paperwork/Approval Letter**
 _____ **Copy of Construction Plans/Plot Survey**
 _____ **50% Rule Letter, Notarized**
 _____ **Township Building Permit**

3. _____ Removal of Trees greater than 400 square feet (NO FEE)

- I have included:** _____ **50% Rule Letter, Notarized**

4. _____ Permit Extension (Fee: \$100) (Include Reason for Extension)

- I have included:** _____ **Extension Fee (Payable to Blue Heron Woods POA)**

Owner/ Agent: _____

Phone: _____

Address: _____

Cell: _____

City, State, Zip: _____

Fax: _____

Contractor: _____ **PA Reg#:** _____

Phone: _____

Address: _____

Cell: _____

City, State, Zip: _____

Fax: _____

Property Information:

Lot Number: _____

Reason for Extension, If Applicable:

I certify that all of the above information is true. I also certify that I am aware and will follow the Seasonal Weight Load Restriction Rule and will make all contractors aware of this rule. I understand not following this rule may result in a fine by the Board of Directors.

Owner/ Agent Signature: _____

Date: _____

If questions, please CONTACT us at:
<http://www.blueheronwoodspoa.com/> or bhwarc@gmail.com

MAIL TO: Blue Heron Woods POA, PO Box 606, Hawley, PA 18428

OFFICE USE ONLY:

Application Fee Check #: _____

Permit #: _____

Approved Date: _____



**ATTACHMENT B -
50% Rule Letter**

Owner Name
(Please Print): _____

Lot # _____

To the Blue Heron Woods Architectural Review Committee:

We, the undersigned, acknowledge the existence of, and understand the meaning of, Article 6 Use Restrictions, Section 6.01(k) of the Declaration of Protective Covenants of Blue Heron Woods that states: "...Not more than fifty (50%) percent of any Lot may be cleared."

We hereby declare that during construction of our new home or addition, or removal of trees, that we will not violate this Covenant under penalty of fines assessed by the Board of Directors of Blue Heron Woods Property Owners Association.

Owner
Signature: _____

Date: _____

Contractor
Signature: _____

Date: _____

State of _____ County of _____

The above Signed (or attested) before me on _____ (date)
by _____ (name(s) of Owner/Contractor).

Signature of notarial officer:

Title of office: _____

My commission expires: _____

