



**Topic:**  
Architectural Review & Standards

**Adopted:**  
10/1/2024

## **Purpose**

The purpose of this Policy Resolution is to provide a temporary and expedited process by which property owners within Ashton Place at Brunswick may perform necessary repairs to their homes and property following a “**Named Storm**” (as defined by the National Hurricane Center). This policy is intended to balance the need for timely restoration with the community's architectural standards and the oversight responsibilities of the Board of Directors.

## **Section 1 – Authority and Activation**

This policy shall be enacted only upon a majority vote of the Board of Directors and shall specify the period of time during which it is in effect. The Board may modify, extend, or revoke the policy at any time, with notice to the membership.

## **Section 2 – Applicability and Scope**

This policy applies to all residential properties within Ashton Place at Brunswick HOA and is intended to apply only in the aftermath of a declared Named Storm event that results in physical damage to homes or other permanent structures.

Under this policy:

- Homeowners are permitted to initiate repairs to existing structures damaged by the storm without prior Architectural Review Committee (ARC) approval, provided all conditions of this policy are met.

This policy does not apply to:

- Construction of new structures
- Expansion or relocation of existing structures
- Non-storm-related modifications or aesthetic changes

## **Section 3 – Temporary Emergency Repair Authorization**

### ***Permitted Repairs Without Prior ARC Approval***

Homeowners may undertake in-kind repairs (same materials, colors, and design) to the following components:



- Roofs (shingles, underlayment)
- Fences (panels, posts, gates)
- Siding, exterior walls, gutters, windows, doors
- Porches, patios, and driveways
- Other features previously approved by the ARC

***Requirements and Conditions***

Homeowners are responsible for ensuring that any repair complies with Brunswick County building codes and permit requirements in addition to this policy.

***All repairs must***

- Match existing materials, colors, and architectural style
- Comply with all local building codes and permitting requirements
- Be completed by licensed and insured contractors where required by law

***Homeowners must:***

- If feasible, homeowners are encouraged to include the ARC committee in repair notifications to maintain uniform documentation.
- Provide photographs of the damage and planned scope of repair work, upon request
- Refrain from making design or material changes unless ARC approval is granted

***Non-Compliance***

- Unauthorized modifications, non-conforming repairs, or changes not matching existing conditions will be subject to standard enforcement procedures, including fines and potential restoration requirements.

**Section 4 – HOA-Maintained Property**

Homeowners must report any damage observed to HOA-maintained property (e.g., perimeter fencing, landscaping, signage, common areas) to the Association’s management company within 72 hours of discovery. Homeowners may not make repairs or alterations to HOA-owned assets unless expressly authorized in writing by the Board or management company.

**Section 5 – Duration of Policy**

This policy shall be in effect for a duration set by the Board of Directors at the time of activation. The Board may extend, modify, or terminate the policy at its discretion, based on the severity of the storm damage and the needs of the community.



### **Certification and Approval**

This Policy Resolution was adopted by a vote of the Board of Directors on \_\_\_\_\_, and shall remain in effect as outlined herein. A copy of this policy shall be provided to all homeowners via email and posted on the Association's website.

\_\_\_\_\_  
Charles Smith, President

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Barbara Walker, Secretary

(SEAL)