

**ARCHITECTURAL REVIEW POLICIES AND PROCEDURES**  
**Of the**  
**ROBINSON SPRINGS PROPERTY OWNERS ASSOCIATION**  
**October 2013**

In order to fulfill its obligation under the RSPOA Protective Covenants, Restrictions, Obligations, and Conditions, as revised in \_\_\_\_\_ 2013, and recorded in Book \_\_\_ Pages \_\_ - \_\_ of the Stowe Land Records, the RSPOA Architectural Review Committee has established the following policies and procedures to enable it to conduct a fair and transparent design review process.

Design Review Philosophy

The Review Committee is charged with enforcing the specific requirements of the Robinson Springs Protective Covenants. In doing so, the Review Committee may also make a qualitative judgment about whether the proposed design will add to the value of the community. The Review Committee shall be concerned about aesthetic characteristics only and does not assert specific architectural expertise. It is the sole duty and responsibility of the lot owner to employ an architect or other person to design the applicant's project in an appropriate manner.

The primary objective of the Review Committee is to support the continued development of Robinson Springs as the premier residential community in Stowe. In keeping with the original thinking behind the Robinson Springs Development, we support projects that honor the rural and natural aspects of the development and that add to the value of the homes located within it. Robinson Springs is a community of diverse architectural styles, lot sizes, and home sizes unified, however, by a design quality and aesthetic that has developed over time. In reviewing proposed projects, the Review Committee gives preference to projects that are harmonious in style and quality with existing homes. The Review Committee shall consider, among other things, the harmony of the external design, color, size, and location of any structure in relation to surrounding structures and topography.

Design Specifications

As stated in the RSPOA Declaration of Protective Covenants, the only structures permitted upon each lot shall be one single-family residential dwelling having two or more bedrooms and containing at least One Thousand Five Hundred (3,500) square feet; one garage of not more than a three-car capacity; one barn or other compatible outbuilding; one small storage shed for gardening equipment; one tennis court or paddle tennis court and fencing; and one swimming pool and fencing. No building site for any residential dwelling shall be located on a slope having a vertical gradient steeper than fifteen percent (15%). No house trailers or mobile homes shall be placed, kept, or maintained on any lot. Carports are prohibited. Prospective and current homeowners should note that, while the previous protective covenants include a minimum square footage of 1500, it is unlikely that such a small structure will be considered to add value to the

neighborhood. Most homes currently exceed 3,500 square feet, and the committee finds this to be the standard in the neighborhood.

Additionally, the Review Committee may approve other ancillary structures that are architecturally consistent, meaning that they are closely similar in design and utilize the same building materials as the primary dwelling on a lot. This requirement of architectural consistency applies equally to structures on the same lot and to structures that are built on two or more lots as part of one design scheme.

#### Material Specifications

**Siding:** The use of natural stone, wood, and brick is encouraged. The use of pre-fabricated materials is discouraged and will only be allowed if, in the sole discretion of the Review Committee, it is of sufficient quality and appearance to be consistent with the appearance and quality of existing custom-designed and “stick-built” homes in Robinson Springs.

#### Color Specifications

In keeping with the covenants that require that buildings be harmonious with the “rustic” or rural nature of the community, the use of a palette of “earth-tone” colors is preferred. The use of primary colors on exterior surfaces is discouraged and is unlikely to meet the requirement above.

#### Landscaping & Grading Specifications

Driveways, parking, and lawn areas shall conform to natural grades, with wooded areas substantially preserved and native growth protected. Prior to construction, the Review Committee reserves the right to require, at its sole discretion, that a tree assessment be conducted and certified by a qualified forester, whose services shall be paid for by the lot owner.

#### Status of Submission

The following items must be submitted to the Review Committee in order for the review process to begin:

- Application.**
- Description of the Project(s).** This will need to include a complete description of the materials to be used, the finishes, and dimensions. Also include color descriptions and samples.
- Complete set of Architectural and Landscaping Plans.** These should include:
  1. Survey, plot plan, or site plan showing the location of the project(s), its dimensions, and distances in conjunction with other structures or improvements on the lot and setbacks from the lot line.
  2. Floor plans of all proposed levels.
  3. Electrical and Mechanical Plans.
  4. Finish-grade Elevations of all facades.
  5. Complete materials list.
  6. Landscaping Plan.

7. Blasting plan and schedule.
  8. If current submission is for a renovation or addition, include the original architectural plans as approved by Robinson Springs, if available.
- **Submit.** Please submit your plans to the RSPOA Design Committee both in hard copy and in electronic format to the following addresses:
1. Hard copy to: Skip Wentz, CPA, PO Box 1017, Stowe, VT 05672
  2. Electronic copy to: John Cassella, President of the Board of Directors, RSPOA, [jcassella@deerwalk.com](mailto:jcassella@deerwalk.com)

#### Design Review Process

1. All new and existing lot owners should be provided with a copy of these policies and procedures.
2. All local realtors should be provided with a copy of these policies and procedures.
3. Upon notification that a lot has been purchased, the RSPOA attorney should notify the president of the RSPOA BOD. The president or the Head of the Review Committee should send the Application Letter (see Appendix A below) to the new lot owner, with a copy to his/her attorney and realtor.
4. Upon receipt of a complete application, the submission should be forwarded to all of the members of the BOD or the Design Review Committee.
5. The Design Review Committee should review, discuss, and approve or reject the proposed plan within 30 days. All communications relative to the review should take place via telephone or in-person meetings. Opinions and comments as to the proposed project should not be circulated via email. Committee members should abstain from discussing the project with persons outside the committee, unless the decision has been made to retain an architect to conduct an independent review, in which case all comments and concerns should be addressed to that architect.
6. Once a decision has been made, the Design Review Committee should send the Design Review Response Letter (see Appendix B below) to the lot owner, with a copy to his/her attorney and architect and/or contractor if so requested on the Application.
7. Violations should be brought to the attention of the president of the BOD and a letter detailing the violation should be sent to the lot owner.

Appendix A  
**RSPOA Architectural Review Committee Application Form**

Section 4 of the Robinson Springs Declaration of Protective Covenants, Restriction, Obligations, and Conditions specify that no improvement shall be constructed on any lot within Robinson Springs without the prior written approval of the plans and specifications for the proposed improvement by the Architectural Review Committee (the "Review Committee.") To assist in your compliance with this restriction, please complete the following form and submit it with your plans and specifications for the proposed improvement.

The plans and specifications to be so submitted will not be considered complete without all of the following items unless waived by the Review Committee:

- Application.** Please complete the Application below.
- Description of the Project(s).** This will need to include a complete description of the materials to be used, the finishes, and dimensions. Also include a color descriptions and a samples.
- Complete set of Architectural and Landscaping Plans.** These should include:
  - Survey, plot plan, or site plan showing the location of the project(s), its dimensions, and distances in conjunction with other structures or improvements on the lot and setbacks from the lot line.
  - Floor plans of all proposed levels.
  - Electrical and Mechanical Plans.
  - Finish-grade Elevations of all facades.
  - Complete materials list.
  - Landscaping Plan.
  - Proposed Blasting Plan and Schedule.
- Submit.** Please submit your plans to the RSPOA Design Committee both in hard copy and in electronic format to the following addresses:
  - Hard copy to: Skip Wentz, CPA, PO Box 1017, Stowe, VT 05672
  - Electronic copy to: John Cassella, President of the Board of Directors, RSPOA, [jcassella@deerwalk.com](mailto:jcassella@deerwalk.com)

Please submit this application and all required documentation to the Review Committee at least 30 days prior to your anticipated construction start date. The Review Committee is composed of several Robinson Springs homeowners who are volunteering their time for this process. They appreciate your understanding that they need time to review and discuss your plans.

Lot Owner Name: \_\_\_\_\_

Lot Owner Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Type:  Construction  Landscape  Pool  Fencing  Other

Brief Description: \_\_\_\_\_

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Date Submitted: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_

The undersigned property owner hereby acknowledges and agrees that he or she is solely responsible for determining whether the improvements, alterations, or additions described above comply with all applicable laws, rules, regulations, codes, and ordinances. All construction and installation of any improvements shall comply with local, state, and federal building and land use regulations.

The Design Review Committee shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances. This review and approval is not a review nor an approval for compliance with any local, state, or federal building or land use regulations.

Building, electrical, or plumbing permits may be required. The determination of the necessity of any permits is the sole responsibility of the lot owner. Obtaining the necessary permits is likewise the sole responsibility of the lot owner.

The lot owner agrees not to begin the proposed project(s) until the Review Committee notifies the lot owner, in writing, of its approval of the project. If any change is made that has not been approved, the Review Committee has the right to ask the lot owner to remove the improvement from the property and the lot owner agrees to do so.

Review Committee requests and decisions shall be emailed to the lot owner. If you would like to have your architect or contractor copied on the response, please provide their email addresses below.

Architect's Email Address: \_\_\_\_\_

Contractor's Email Address: \_\_\_\_\_

Lot Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix B  
**RSPOA Design Review Decision Form**

Dear \_\_\_\_\_,

Pursuant to your Application for Design Review for Lot \_\_\_ Robinson Springs, dated \_\_\_\_\_, the Design Review Committee has made the following decision.

Your Application is:

Approved as submitted

Approved with the following conditions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Rejected for the following reasons

1. The Application is incomplete. For reconsideration, please submit the following: \_\_\_\_\_
2. The project is in violation of the following RSPOA Covenants, Policies, and Procedures:
  - a. Size: \_\_\_\_\_
  - b. Siting: \_\_\_\_\_
  - c. Exterior form and appearance: \_\_\_\_\_
  - d. Materials: \_\_\_\_\_
  - e. Color: \_\_\_\_\_
  - f. Architectural style is inappropriate for this community: \_\_\_\_\_
  - g. Exterior lighting: \_\_\_\_\_
  - h. Finish grade elevation: \_\_\_\_\_
  - i. Aesthetics of project are not in harmony with the community:  
\_\_\_\_\_

We are happy to work with you to correct any of the deficiencies noted above.

Sincerely,

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RSPOA Design Review Committee

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Date