

MASON OAKS  
COMMUNITY ASSOCIATION, INC.

**COMMUNITY STANDARDS AND  
DESIGN GUIDELINES**

A HANDBOOK FOR  
MASON OAKS  
HOMEOWNERS

Revised March 1, 2021

Community Code # 1

## **Introduction**

These Community Standards and Design Guidelines were developed to guide property owners and builders in maintaining and enhancing the Mason Oaks community by setting forth requirements, procedures and technical criteria to be used for the comprehensive review of plans for the construction or modification of exterior building and landscape elements. These Community Standards and Design Guidelines have been promulgated in accordance with the Governing Documents of the Mason Oaks Community Association, Inc. All site work, landscaping, structures, improvements, and other items placed on or added to a home or lot shall conform to the requirements of these guidelines. The standards and guidelines cover a broad scope of design elements including but not limited to buildings, accessory structures, fencing, drives, walls, lighting, hardscape and landscape. The standards and guidelines are intended to promote a consistent level of quality design throughout the Mason Oaks community.

The Declarant under the Declaration of Covenants, Conditions and Restrictions for the Mason Oaks Community Association, Inc., referred to herein as the “Community Founder”, or the Design Review Committee, as applicable, shall render approvals in accordance with the Community Standards and Design Guidelines. As used herein, the term Design Review Committee, or DRC, shall include the Community Founder for so long as the Community Founder elects to exercise the design review functions provided for in Article 9 of the Declaration of Covenants, Conditions and Restrictions for the Mason Oaks Community Association, Inc.

Variances or exceptions to the guidelines may be granted on the basis of unusual programmatic requirements, peculiar site constraints, hardship, extenuating circumstances or architectural merit as determined by the DRC. While the guidelines establish requirements and intent, they are not the exclusive basis for the DRC’s decisions, and compliance with the guidelines does not guarantee approval.

Plans submitted for review shall comply with all applicable building codes, zoning regulations, design standards and other requirements of government entities having jurisdiction over the building project, all of which supersede and take precedence over any guideline or standard established in this document in the event of an inconsistency. Approval by the DRC does not relieve the applicant of responsibility for obtaining all other necessary approvals and permits required by the Town of Wake Forest, Franklin County, the State of North Carolina and other agencies having jurisdiction over the building project.

The review process begins when an owner (the “applicant”) submits an application along with plans, drawings and other relevant information to the DRC for processing and review. The information required to be submitted is more fully discussed in these Community Standards and Design Guidelines. Pursuant to the governing documents, the DRC is required to render a decision within established time periods all as more fully set forth in Article 9 of the Declaration of Covenants, Conditions and Restrictions for the Mason Oaks Community Association, Inc.

The DRC, or its designated representative, may make observations and/or inspections of the improvements at its discretion, to verify compliance of the improvements with the associated DRC approved application. To ensure compliance, the DRC is empowered to enforce the Community Standards and Design Guidelines, including an action in a court of law.

**Please remember to contact North Carolina 811 by calling 811 or 1-800-632-4949, or go to [www.nc811.org](http://www.nc811.org) to have any underground utilities identified before you dig prior to installing any improvements or any plants.**

## **DESIGN GUIDELINES**

**AIR CONDITIONING UNITS/HEAT PUMPS.** Window or wall mounted air conditioning units (or fans of any type) are not permitted. Relocation of exterior central air conditioning units and heat pumps may be permitted on a case-by-case basis. When installing or relocating a heat pump or air conditioning unit, visibility of the equipment from adjoining properties and from the street must be taken into account. Homeowners are not required to seek approval from the DRC in order to replace a heat pump or air conditioning unit if the replacement equipment is installed in the original equipment's location.

**ANTENNAS/SATELLITE DISHES/CABLE TV WIRES.** Satellite dishes which are larger than one meter in diameter are prohibited. Satellite dishes which are one meter in diameter or less are permitted, subject to the following guidelines:

- ◆ **Location & Installation.** Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. Devices are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. Whenever possible, the devices should be located in the rear yard, below the height of DRC approved fencing. If devices must be installed at roof level, they should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home.

Any such installation must be done in a professional manner and all cables must be concealed. The installation must conform to the manufacturer's guidelines and any Town of Wake Forest or Franklin County safety, zoning and other applicable requirements.

Wires should be concealed next to downspouts, house trim boards, or in the recessed areas of the house to the extent possible in order to make the wires inconspicuous.

- ◆ **Screening.** To the extent possible, dishes and antennas should be hidden by approved screening so that the devices are not visible either from the street or to other lot owners.

**ATTIC VENTILATORS.** Attic ventilators and turbines, roof vents or other roof projections should be black and mounted on the back side of the roof ridge line so as to have no, or minimal, visibility from the front of the home.

**AWNINGS.** Window or patio awnings will be allowed only on rear or side elevations where they will not be visible from the street or obstruct views from neighboring properties. No awnings on front sides of homes will be permitted, even if the view is hidden from the street or other properties. The selected awning color should be a solid, neutral color, and as closely as possible approximating the brick, stone, siding or trim color of the house.

The awning fabric should be a heavy cotton, vinyl or canvas-type material. Plastic or aluminum awning coverings are not permitted.

Awnings must be retractable and attached to the home.

Awnings must be kept clean and in excellent repair.

BASKETBALL APPARATUS (e.g. BACKBOARDS/POLES/HOOPS). Only permanently installed basketball apparatus may be permitted and should be sited with attention given to minimizing visibility of the apparatus from the street. For homes with side entry garages, the permitted location of the basketball apparatus is the opposite side of the driveway from the garage doors. Locations which result in the back of the basketball apparatus facing the street are not permitted. For homes with front-entry garages the location of the basketball apparatus should take into consideration minimizing the impact on the streetscape. Landscaping may be required in some conditions to soften the view of the basketball apparatus. **Portable basketball apparatus are not permitted.**

All basketball apparatus shall meet the following additional criteria:

1. Backboards should be clear or “smoke” (tinted gray) acrylic, white or neutral in color.
2. Poles should be black or other dark color such as dark brown or dark green to blend in with the landscape. Brightly colored poles are not permitted.
3. Poles, nets and play area must be kept in good repair.

Screening of basketball apparatus (poles and backboards): It may be unavoidable that the location of the basketball apparatus be within the direct view of the road and neighbors. In such cases, a landscape plan should be submitted that would soften the view of the basketball apparatus.

CARPETING. Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, decks, patios, etc.) are prohibited and will not be approved.

CHIMNEYS/METAL FLUES. Chimneys for fireplaces installed on the exterior of homes must match both the design and materials of original chimneys on similar houses in the community. With the exception of the short, side-exiting exhaust flues used for gas fireplaces (which do not extend past the roofline), all chimneys must be brick, and the brick must match the house brick (if any). No exposed metal flues (chimney stacks) will be allowed on the exterior walls of any homes. Flues will be considered on the upper 2/3 of rear roofs. Chimney caps or shrouds on all woodburning fireplaces, including freestanding exterior fireplaces, must be approved by the DRC.

CLOTHES LINES. In order to protect the aesthetic values of the community, clothes lines or similar apparatus for the drying of clothes outdoors may only be placed in the rear yard of a Lot and must be shielded to the maximum extent reasonably possible from the view of other areas of the community. Clothes lines may not be used for any purpose other than drying clothing and no clothing items shall remain on clothes lines longer than necessary for the items to dry.

DECKS. All decks must be approved by the Design Review Committee. Homeowners are advised to consider the following:

Elevated and ground level decks are an extension of the house which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done, but must be drawn to scale and show dimensions. Refer to the Design Review Application Checklist for other information to be submitted with an application for a deck.

Any adverse drainage impacts which might result from the construction of a deck, patio, or screened porch should be considered and remedied. Approval will be denied if the Design Review Committee believes that adjoining properties are adversely affected by changes in drainage. The DRC's approval of any deck application does not ensure that any potential adverse drainage issues are resolved. The use of a partially porous surface or the installation of mulch beds adjacent to a deck, patio, or porch are possible ways to mitigate drainage concerns. The following factors will be considered in the review of deck applications:

1. Location: Decks and patios should generally be located in rear yards. Side yard locations may be evaluated on their individual circumstances. Decks are prohibited at frontages. The privacy of adjacent homes, aesthetics, visibility and other positive/negative features will be considerations in evaluating the location.
2. Scale and Style: Decks and patios, particularly elevated decks, should be of a scale which is compatible with the home to which it is attached, to adjacent homes and to the environmental surroundings.
3. Materials: Pressure-treated wood, or cedar, or composite wood (e.g. "Trex" or equal) may be used for deck surfaces and possibly for other elements, such as deck posts/rails and skirting with DRC approval.
4. Color: May be left natural or stained with DRC approved stain colors.
5. Placement: Decks must be located within lot lines. No deck or portion thereof may intrude in any manner into HOA space. Decks cannot be built in non-construction easements.
6. Stairs: Stairs should not be placed so they provide direct access to the deck from the front of the home. Stairs are not to be visible from front view of property or street.
7. Landscaping: Landscaping around decks, patios, and screened porches is strongly encouraged to soften corners and views from adjacent lots.
8. Privacy Screens/Walls: Privacy screens or walls appended to decks are not permitted in the case of elevated decks. They will be considered on a case by case basis when requested for

ground level decks. If allowable, the approved privacy fence height is 6' (overall height). The approved fence material is VINYL in a board on board style (with optional lattice topper if desired) in the color Almond (to match the approved community standard fence).

9. Safety Barrier: If a deck is not constructed by the original builder of the house, the temporary safety barrier at the access door to the future deck is approved in the following materials and finish:
  - a. horizontal wood rails that are painted or stained to match the exterior trim color.
  - b. aluminum or iron rails that are painted or stained to match the exterior trim color.A detail of the proposed barrier (that meets code requirements) must be submitted for approval.

DOG HOUSES AND DOG RUNS. Dog houses, kennels and dog runs are prohibited.

EXTERIOR DECORATIVE OBJECTS. Exterior decorative objects may be permitted in rear yards only. Approval will be required for all exterior decorative objects, whether natural or man-made, which were not a part of the original construction design. Examples include but are not limited to: bird houses, bird baths, boulders, large decorative rocks, driftwood, weather vanes, sculptures, statues, plaques, fountains, free-standing poles of any type (including garden flags), house address numerals, and any other ornament or object.

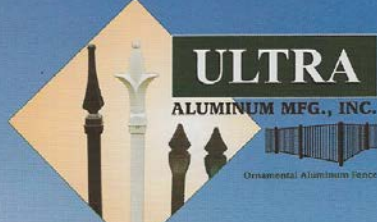
All items will be evaluated in terms of their general appropriateness, size, location, and compatibility with architecture and environmental design qualities. Items will be limited to rear yard locations and should not be visible from the front yard or street.

EXTERIOR LIGHTING. Lighting which is part of the original structure may not be altered without prior approval of the Design Review Committee. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house. No exterior lighting shall be directed or project outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

EXTERIOR PAINTING. An application is not required in order to repaint or restrain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenance.

FENCES. An application is required for all fence installations within the community.

To maintain a consistent appearance throughout Mason Oaks, the community standard fence is the Aluminum Picket fencing by Ultra Aluminum, 48" in height and black in color, as depicted below. "Puppy Pickets" are also allowable as depicted below.



**ULTRA**  
ALUMINUM MFG., INC.  
Ornamental Aluminum Fence

## Information & Specifications

| COMPONENTS                     | RESIDENTIAL                                                                                      | ULTRA                                                                                            | COMMERCIAL                                                                                       | INDUSTRIAL                                                    |
|--------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Pickets                        | 5/8" sq. x .050" thick                                                                           | 1" x 5/8" x .062" thick                                                                          | 3/4" sq. x .055" thick                                                                           | 1" sq. x .062" thick                                          |
| Rails: Top Walls<br>Side Walls | 1 1/8" x .062" thick<br>1" x .080" thick                                                         | 1 1/8" x .062" thick<br>1" x .080" thick                                                         | 1 3/8" x .065" thick<br>1 1/4" x .088" thick                                                     | 1 5/8" x .070" thick<br>1 5/8" x .100" thick                  |
| Standard Posts                 | 2" sq. x .060" thick<br>2" sq. x .080" thick<br>2" sq. x .125" thick<br>2 1/2" sq. x .100" thick | 2" sq. x .060" thick<br>2" sq. x .080" thick<br>2" sq. x .125" thick<br>2 1/2" sq. x .100" thick | 2" sq. x .080" thick<br>2" sq. x .125" thick<br>2 1/2" sq. x .100" thick<br>3" sq. x .125" thick | 2 1/2" sq. x .100" thick<br>3" sq. x .125" thick              |
| Gate Posts                     | 2" sq. x .125" thick<br>2 1/2" sq. x .100" thick                                                 | 2" sq. x .125" thick<br>2 1/2" sq. x .100" thick                                                 | 3" sq. x .125" thick<br>4" sq. x .125" thick                                                     | 3" sq. x .125" thick<br>4" sq. x .125" thick                  |
| Spacing Between Pickets        | 3 13/16"<br>(1 5/8" Available)                                                                   | 3 7/16"                                                                                          | 3 5/8"<br>(1 1/2" Available)                                                                     | 4"<br>(1 1/2" Available)                                      |
| Post Spacing                   | 72 1/2" on center                                                                                | 72 1/2" on center                                                                                | 72 1/2" on center<br>(8' wide available)                                                         | 72 3/8" on center<br>(8' wide available)                      |
| Heights Available*             | 36", 42", 48", 54",<br>60", 72"                                                                  | 36", 42", 48", 54",<br>60", 72"                                                                  | 36", 42", 48", 54",<br>60", 72"                                                                  | 36", 48", 60", 72",<br>84", 96", 108", 120",<br>132", 144"    |
| Standard Colors                | Pearl Black, White<br>Bronze, Forest Green,<br>Designer Beige                                    | Pearl Black, White<br>Bronze, Forest Green,<br>Designer Beige                                    | Pearl Black, White<br>Bronze, Forest Green,<br>Designer Beige                                    | Pearl Black, White<br>Bronze, Forest Green,<br>Designer Beige |

**STANDARD COLORS:**

Pearl Black

White

Bronze

Forest Green

Designer Beige

  
UAS-100 Spear Top

  
UAS-150 Staggered Spear

  
UAS-101 Spear Top w/ 5/8" Spacing

  
UAF-250 Flat Top w/ 5/8" Spacing

  
UAF-201 Flat Top w/ 1 5/8" Spacing

  
UAB-400 Ultra Picket  
UAF-200 Flat top Flush

  
UAS-350 Convex

  
UAS-300 Concave

*Colors shown represent an approximate comparison and may vary slightly to actual fence color*



UAF-200 Flat Top

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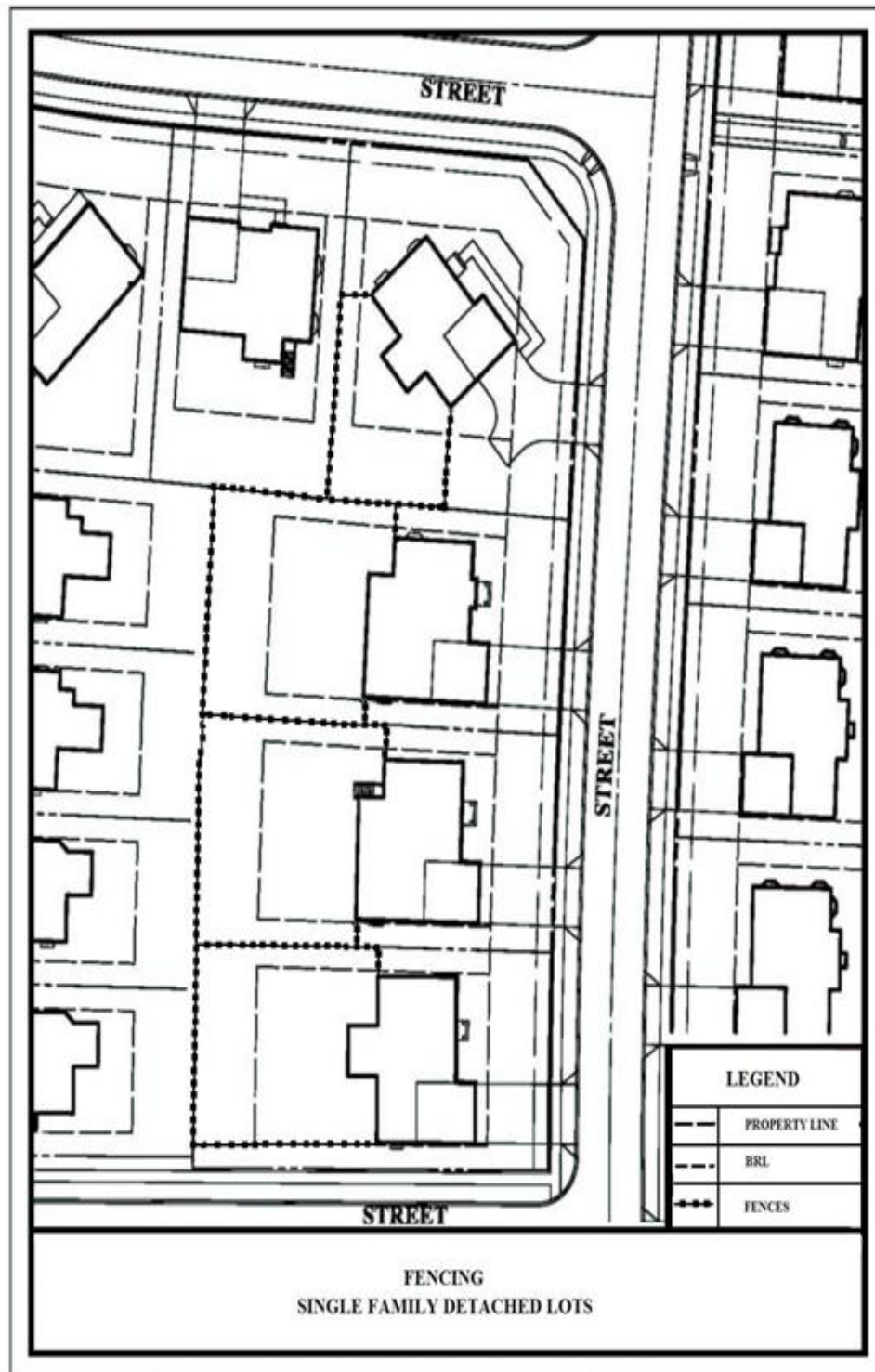
**d.d technologies**  
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STOCKING  
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 **AFA MEMBER**  
American Fence  
Association, Inc.



Fencing should be limited to rear yards only and should not extend forward of the rear corners of the house. Fencing may extend to the side and rear property lines except on corner lots where fencing should be held at least ten feet off the street side property line to provide appropriate visual set back from the street right-of-way and to accommodate landscaping along the street side of the fence. For corner lots, fencing should generally not be set closer to the street than the location of the front plane of the house on adjoining lots. Unit owners who back up to tree lines which extend into their property may elect to run the fence in front of the tree line. The fence can be installed with black vinyl coated *American Fence and Supply Co.* brand wire mesh, or an approved alternative, on the inside of the fence to keep pets in. Mesh fence should be the same height as, the top fence rail. Alternatively, or in combination, invisible electronic pet containment systems may be installed inside of the fence limits to contain pets within the property.

No fencing is permitted in front yards except in areas designated by the Community Founder. Fencing should be limited to rear yards only. General guidance on fence locations that may be permitted is provided in the graphic below:



PRIVACY FENCES. No privacy fences will be permitted.

FLAGPOLES. Permanent, free-standing flagpoles are prohibited.

Temporary flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require approval by the Design Review Committee when erected for a limited duration.

GUTTERS AND DOWNSPOUTS. All gutters and downspouts including replacements must conform in color and design to those installed originally. Gutter and downspout shall be aluminum and Almond in color. Gutter style is half-round or ogee. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout, requires approval. Gutters and downspouts must not be located in such a manner as to adversely affect drainage onto neighboring properties. Any tube or pipe used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks must be black or green plastic, or unpainted concrete.

HOT TUBS/SPAS. Exterior hot tubs or spas must be located on the ground level of the rear yard adjacent to the dwelling unit and must receive DRC approval prior to installation. The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. The tub or spa must be screened appropriately with either evergreens or privacy fencing or both depending on location. Soft muted colors that blend with the natural surrounds are suggested. Tubs or spas recessed into decks are preferred over free-standing hot tubs. If free-standing, the tub/spa must be enclosed on all sides with natural wood. Visibility and location will be considered along with the impact on adjacent properties for all approvals.

LANDSCAPING. Landscape alterations or additions should be integrated in a way that is harmonious with the existing landscaping on the lot and adjacent lots. Front yard landscaping will be carefully considered for its effect on the overall streetscape. Generally landscaping serves to visually soften or provide a finished look to a lot and should not create a fenced-in appearance, unless its purpose is explicitly as a landscape screening where required. Trees and large plants that will have a horizontal spread that will increase during growth to maturity should be planted at a distance from the property line that reasonably provides for the entire spread of branches to be within the Owner's property, or can be readily pruned to accomplish this. Generally, trees and large shrubs must be planted at least three feet inside the property line, with consideration given to the location of underground utilities and easements.

**An Application is Not Required for the following improvements:**

1. Planting of flowers in existing beds; however, flowers should be tasteful and blend well with the existing landscaping.
2. Portable planters on steps or walkways in a tasteful manner in keeping with the community. Use of artificial flowers in the front area of the home is prohibited.
3. Replacing mulch with a preapproved mulch (such as pine straw or shredded hardwood mulch) or stone.
4. Replacing landscaping with the same form and style of landscaping (i.e. bush for a bush, ornamental tree for ornamental tree, evergreen for evergreen)

**An Application is Required for the following improvements:**

1. New plantings for any single family home.
2. Addition of window flower boxes.
3. Installation of new landscape beds.
4. Tree removal should only be undertaken when necessary for aesthetic, grading or safety reasons and may also be necessary in order to accomplish a modification. An indication of the tree(s) to be removed and the reason for removal must be included in the application. Owners may be asked to offset any tree loss with new plantings.
5. Any modification that requires construction (including garden structures such as trellises, gazebo, etc.) or results in grade changes.
6. Any other landscaping modification, including landscape borders.

**In addition, the following requirements apply:**

1. Stockpiling of materials such as mulch and compost is not permitted.
2. Homes located on corner lots must have foundation plantings for front and side elevations visible from the street.
3. Plantings of trees and shrubs in the yard should be selected carefully so that when fully grown they will be appropriate height and width for their location in the yard.

Termite resistant landscape timbers may be used in rear yard gardens.

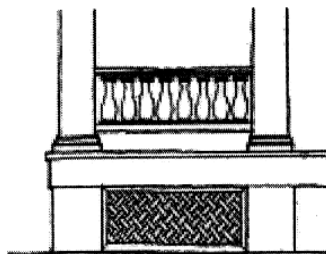
PATIOS. All patios require approval. In general, patios should be built in rear yards of private lots. Patios shall be built flush with the ground. Patios may be made of brick, flagstone, concrete pavers, stained, stamped or aggregate concrete, or standard concrete with picture frame finish. Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied.

PORCHES. Porches shall be wood, or masonry.

Masonry porches shall be faced with brick, with brick stoops. Masonry porch floors shall be aggregate concrete or other masonry finish such as brick or slate.

Wood porches shall be detailed to give a finished appearance that matches the trim and finish details of the home. Floors may be composite wood (“Trex” or equal). Wood porches, stoops, railings, etc., shall be trimmed and painted at frontages to match existing house trim colors. The undercroft of wood porches shall be skirted by a framed lattice with a maximum of 1-1/2 inch openings in the lattice and placed between (not over) piers as shown in the illustration below. Piers shall be approved colors of brick, local fieldstone, or parged block with a smooth finish, a minimum of 12 inches wide by 8 inches deep and located directly below each post or column.

Porches shall be a minimum of 6 feet deep. Porch openings shall be vertical in proportion. Posts shall be painted or stained to match the design intent of the home. Porch ceilings may be beaded vinyl “CertainTeed Beaded Porch Panel” or equal.



The undercroft of wood porches shall be skirted by framed lattice with a maximum of 1-1/2 inch openings in the lattice and shall be placed between (not over) piers, as shown.

RECREATION AND PLAY EQUIPMENT. Semi-permanent play equipment which either constitutes a structure or is appurtenant to an existing structure requires approval. Examples include sandboxes, play-houses, swing-sets, trampolines, etc. The following factors will govern approval of such equipment.

1. Location. It is the intention of the Community Standards and Design Guidelines that children’s play equipment be placed away from the “public realm”. The “public realm” includes neighboring properties and the streetscape (if applicable). The appropriate location for children’s play equipment is in the rear of private lots. Additionally, children’s play

equipment should be well-maintained, screened from view from the public realm, and shall not be placed beyond the lines of the house or garage.

2. Scale and Design. The equipment should be generally compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.
3. Color and Materials. Equipment constructed of wood and left in a natural condition to weather is encouraged, to blend with the natural environment.
4. Basketball Backboards. See section on BASKETBALL APPARATUS.
5. Sports Apparatus. Temporary and moveable equipment including but not limited to baseball rebounders, soccer goals, lacrosse goals, hockey goals and the like should be stored indoors when not in use. Other than Basketball Apparatus addressed elsewhere, permanent and immovable equipment such as baseball batting cages and fixed soccer goals and the like are not permitted.
6. Screening. Evergreen tree screening at a minimum of 5-6 feet in height upon installation is required to screen the equipment from the public realm.
7. Accessories. The accessories on trampolines (including poles, padding, base and netting) and other Play Equipment must be green, black or some other dark color to be approved by the DRC. Bright colors will not be approved.

SECURITY BARS. In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

## SIGNS.

1. Real Estate Signs. Only one real estate sign, advertising a property for sale or rent may be displayed on a lot. Signs may only be placed in the front yard of available properties. Such signs must be removed within one week following the sale or rental of a home. Real estate sign frames will be provided by the HOA and are the only approved real estate sign holders that may be used in the community inside of which any real estate sign must fit. Notwithstanding the preceding guideline, the placement of any sign remains subject to conformance with any governing jurisdictional ordinance.
2. Security Signs. Two security signs, each not exceeding a total of sixty-four (64) square inches may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door. A second sign may be posted

in the rear yard. All other signs are prohibited including but not limited to commercial and home office advertisements. Notwithstanding the preceding guideline, the placement of any sign remains subject to conformance with any governing jurisdictional ordinance.

SKYLIGHTS. Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Consideration will be given to skylights on the front side of the roof ridge line only if constructed flush with the roof.

SOLAR PANELS. Solar panels and solar collectors are permitted but require an application and approval.

STORAGE SHEDS. Storage sheds are permitted in the rear yard but must adhere to the guidelines below.

- a. Design. The architectural design of the shed should fit the character of the community and complement the home.
- b. Materials. The finish materials may include approved pressure treated wood, cedar, cementitious siding, brick and stone.
- c. Colors. Muted off-whites and earth tones that blend in with the natural environment are preferred. Sheds may also be stained wood (stain color to be approved by DRC).
- d. Roof. The roof slope and the type and color of roofing material should match the house. Approved roof shingles are Tamko or Certainteed architectural grade shingle in the color “Weatherwood”. All metal roofing to be the color “brown”.
- e. Pre-Constructed Sheds. Appropriately trimmed and detailed pre-constructed sheds may be permitted with prior approval of the Design Review Committee.

STORM/SCREEN DOORS. Only full view storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. Provided that this criterion is met, there is latitude for a number of door styles. Approved door styles are illustrated in Appendix I. Doors with other decorative treatment, such as grills, are not permitted. Doors must be painted the same color as the unit entry door or the adjacent trim. If a storm door meets the aforementioned requirements an application is not required.

TREE REMOVAL. No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, no flowering trees in excess of 2 inches similarly measured, and no live vegetation on slopes of more than 20 percent gradient or marked “no cut” areas on approved plans, may be cut without the prior approval of the Design Review Committee.

WALKWAYS. Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, or poured concrete, finished in the same fashion as the walkway to which it adjoins). Long stretches of poured concrete should be avoided, and walkways of wood decking will generally not be approved. Walkways in the front or side yards where visible from the street should match the existing aggregate concrete walkway.

WINDOWS. DRC approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must also match the existing windows. See also REPLACEMENT WINDOWS and WINDOW DIVIDERS.

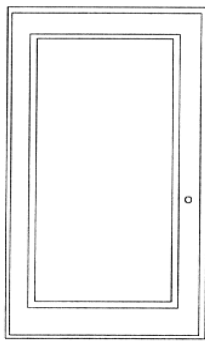
WINDOW DIVIDERS. Window dividers (mullions) installed in original windows must be retained. The Property Manager can assist with information on where to obtain replacements for broken or lost dividers.

## **APPENDIX I**

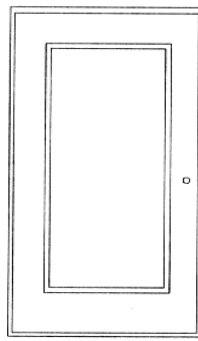
### **APPROVED STORM DOOR STYLES**

# Storm Door Detail

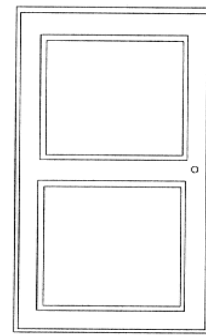
Five acceptable “full view” style storm doors are illustrated below. Door 1 is the preferred style. Door 2 has a wide border, Door 3 is a style which can either have removable glass and screen panels which can have self-storage of glass or a screen in the lower panel, Door 4 has kick plate and Door 5 has a wide border and a kick plate.



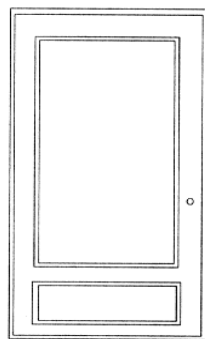
Door 1



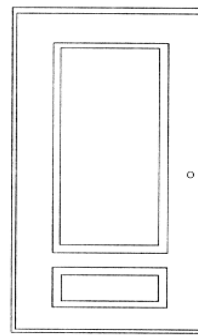
Door 2



Door 3



Door 4



Door 5

**APPENDIX II**

**DESIGN REVIEW APPLICATION**

Mason Oaks Community Association, Inc.

c/o Managing Agent (see \_\_\_\_\_ for contact information)

DATE RECD: \_\_\_\_\_

DRC DATE: \_\_\_\_\_

**DESIGN REVIEW APPLICATION**

**For changes or alterations to the exterior of a home or lot**

**ADDRESS:** \_\_\_\_\_

**HOMEOWNER NAME:** \_\_\_\_\_

**1. Check one:**

- ☐ The homeowner (owner of record) currently occupies the residence.  
☐ The homeowner (owner of record) does not currently occupy the residence. If the home is rented,

**\*Tenant's Name:** \_\_\_\_\_

*\* Signature of homeowner agreeing to proposed change required*

**2. Household Contact Information**

Home Tel: \_\_\_\_\_ Cell Tel: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Email: \_\_\_\_\_

If absentee owned, alternate address: \_\_\_\_\_

**3. Proposed Changes (Check all that apply)**

- |                                                                                                                       |                                                      |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Major addition (sunroom, new room, screen/enclosed porch, permanent storage structure, etc.) | <input type="checkbox"/> Awning/trellis/ pergola     |
| <input type="checkbox"/> Basketball hoop/Backboard                                                                    | <input type="checkbox"/> Planter box                 |
| <input type="checkbox"/> Fence                                                                                        | <input type="checkbox"/> Deck                        |
| <input type="checkbox"/> Landscaping /plantings/trees/new planter beds                                                | <input type="checkbox"/> Fireplace/chimney/firepit   |
| <input type="checkbox"/> Patio/new paving or repaving                                                                 | <input type="checkbox"/> Outdoor lighting            |
| <input type="checkbox"/> Play equipment                                                                               | <input type="checkbox"/> Landscaping edgers          |
| <input type="checkbox"/> Storage shed                                                                                 | <input type="checkbox"/> Retaining or sitting wall   |
| <input type="checkbox"/> Window/Door change (other than Storm/Screen)                                                 | <input type="checkbox"/> Storm or screen door        |
| <input type="checkbox"/> Swimming pool                                                                                | <input type="checkbox"/> Exterior paint color change |
| <input type="checkbox"/> Other: _____                                                                                 | <input type="checkbox"/> Pond/Water feature          |

**Brief Description of the Proposed Change and/or Objective:** \_\_\_\_\_

Desired Start Date for the work: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**Before submitting the application**, it is the obligation of an applicant to inform property owners on all adjoining and nearby lots (both sides, rear, and front) who would be able to see the proposed changes and to obtain their signatures attesting to their having been informed. The signatures are not intended to denote agreement with the proposed changes. Neighboring property owners have the right to communicate with the DRC regarding any comments or concerns related to the proposed changes.

**Side 1 Address** \_\_\_\_\_ **Side 2 Address** \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**Rear Address** \_\_\_\_\_ **Front Address** \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

## **DESIGN REVIEW APPLICATION**

**ADDRESS:** \_\_\_\_\_

**HOMEOWNER NAME:** \_\_\_\_\_

By submitting a signed application, you acknowledge your understanding and acceptance of the conditions already described in this application, and also:

1. Approval of an application by the DRC shall in no way be considered as passing judgment on:
  - A. The correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed changes.
  - B. Whether the proposed changes are in compliance with applicable building and zoning codes of the Town of Wake Forest or Franklin County.
2. Approval of a particular set of plans, specifications or design, in no way may be considered as establishing a precedent applicable to subsequent submissions by the same or other applicants.
3. It is the applicant's responsibility to inform contractors, employees, or their subcontractors that work shall not begin until written approval is received by the applicant and any needed permits from the Town of Wake Forest or Wake County.
4. It is the applicant's responsibility to ensure that changes described in an approved application are faithfully implemented, and that no deviations may occur without prior written approval of the DRC. The mechanism for requesting such consent is submission of an amendment to the approved application, in which the desired deviations and reasons for changes are described.
5. It is understood that members of the DRC or agents of community management may enter the applicant's property, to observe and inspect the in-process or completed changes.
6. The changes approved in an application must be completed within the time period specified within the ***Declaration of Covenants, Conditions and Restrictions for Mason Oaks Community Association, Inc.*** If the work is not completed within that time, the approval shall be considered as having lapsed and been withdrawn. A request for an extension must be submitted to the DRC in the form of an amended application, describing the reasons why an extension is needed and proposing a new completion date.
7. In addition to receiving DRC approval, it is the responsibility and obligation of the applicant to obtain all required Town of Cary or Wake County building permits, to contact TN811, and to assure that the changes are completed in a workmanlike manner in conformance with applicable building and zoning codes and to promptly clear the site and dispose of construction debris.
8. It is the responsibility of the applicant to repair, and assume the cost thereof, for any damage done to community or County property, or that of neighboring property owners in the course of implementing approved changes.
9. It is the responsibility of the applicant to assure that contractors or others utilized to complete the approved changes comply fully with the approved conditions, specifications, etc., and other applicable procedures and guidelines stated in the ***Community Standards and Design Guidelines***.

**Your signature affirms that you understand and agree to abide by all the conditions described above and elsewhere in the application.**

**Homeowner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-owner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tenant/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DESIGN REVIEW APPLICATION CHECKLIST

**This checklist is made available to applicants as an aid to assure submissions are complete to a minimum standard and will provide sufficient information for the management staff and the Design Review Committee to complete the review efficiently. However, additional information may be requested in the course of review.**

### **PLEASE NOTE THE FOLLOWING:**

- ◆ Community management cannot guarantee receipt of faxed or emailed applications. Please contact the community management office to confirm receipt.
- ◆ “Elevation” is an architectural term defined as a detailed drawing of the front, side, and/or rear view of the structure.
- ◆ If submitted drawings are larger than ledger size (11” X 17”), please submit 2 copies.

### **MAJOR ADDITIONS/MODIFICATIONS**

#### **EXAMPLES: ROOMS, SCREENED OR ENCLOSED PORCHES, SUNROOMS**

- ☐ A copy of the final, recorded survey site plan showing the house location, also referred to as a plat, showing location of the structure or installation on the site. Please note that sales surveys or neighborhood surveys are not acceptable.
- ☐ Architectural elevation drawings (e.g., front, rear and side views) and plan views with dimensions showing the structure on the home. These must be drawn to scale, showing proportions and relationship to the existing house. Alternatively, a single three-dimensional view may be submitted.

Such architectural plans should include (if applicable):

- ☐ Length, width and height measurements throughout
- ☐ Size of materials to be used as trim\*
- ☐ Size of corner boards\*
- ☐ Size of cap plates covering wood beams\*
- ☐ Size and construction of concrete base
- ☐ Size of doors and windows, materials used\*
- ☐ Size of trim around windows and doors\*
- ☐ Measurements of gutter boards, and board and batten\*
- ☐ Dimensions of roof overhang
- ☐ Dimensions of all exterior materials shown on plans with details of roof overhangs
- ☐ Finish and color \*
- ☐ Roof plans, pitch of roof, materials used and color\*
- ☐ Step risers, treads, and handrails
- ☐ Any other information necessary to assist the DRC in making a judgment on the request. Photographs may be helpful.

***\*As an alternate to specifying the starred items, a statement may be included that the items will match those used on the home.***

## DESIGN REVIEW APPLICATION CHECKLIST

### ALL APPLICATIONS REQUIRE THE FOLLOWING:

- ☐ Completed Design Review Application
  - ☐ A copy of the final, recorded survey site plan showing the house location, also referred to as a plat, showing location of the structure or installation on the site. Please note that sales surveys or neighborhood surveys are not acceptable.
- 

### BASKETBALL HOOP/BACKBOARD – LANDSCAPING IS REQUIRED

- |                                                                       |                                                             |
|-----------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Style (photograph, sketch, or catalog photo) | <input type="checkbox"/> Color/finish of backboard and pole |
| <input type="checkbox"/> Dimension/size                               | <input type="checkbox"/> Landscaping screening plan         |
| <input type="checkbox"/> Proposed location                            |                                                             |

### PLAY EQUIPMENT– LANDSCAPING IS REQUIRED

- |                                                                    |                                                     |
|--------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Brochure or catalog photo and description | <input type="checkbox"/> Landscaping screening plan |
| <input type="checkbox"/> Color/finish                              | <input type="checkbox"/> Proposed location          |
| <input type="checkbox"/> Dimensions/size                           |                                                     |

### DECK, TRELLIS, PERGOLA– LANDSCAPING MAY BE REQUIRED

- ☐ Scaled drawing showing elevations or three dimensional view, and dimensions including length, width, and height
- ☐ Materials, color/finish (provide samples)
- ☐ Detailed sketches of railing design(s) and built-in benches and gates, if applicable
- ☐ Landscaping screening plan, if required

### DECK AWNING

- ☐ Materials, color/finish (provide samples)

### FIREPLACE/CHIMNEY/FIREPIT

- ☐ Scaled drawing showing the elevation drawings, or three dimensional view and dimensions including length, width, and height
- ☐ Materials, color/finish (provide samples)
- ☐ Landscaping screening plan for large-scale projects

### LANDSCAPING

- ☐ Landscaping plan drawing with plants and other materials indicated, including sizes of shrubs and trees at the time of planting and at maturity (provide pictures, if available)
- ☐ Samples, pictures and brochures of any border material

### OUTDOOR LIGHTING

- ☐ Total number of lights and approximate distance from each other
- ☐ Height of lights from ground to the top of the fixture
- ☐ Width of light fixtures at widest point
- ☐ Picture or catalog illustration of light fixtures
- ☐ Wattage of lighting \_\_\_\_\_ ☐ Solar ☐ low voltage

### PATIO

- ☐ Scaled drawings showing dimensions and location
- ☐ Samples, pictures or brochures of materials

*Design Review Checklist Page 2*

### GARDEN BEDS/LANDSCAPING EDGERS/GARDEN WALLS/PLANTER BOXES

- ☐ Height of the raised bed(s) from the lowest point to the highest point
- ☐ Length and width of raised bed(s)

- ☐ Materials (i.e., stone, brick, etc.)
- ☐ Picture or catalog illustrations of materials to be used, including color and finish
- ☐ Mulch color – black or brown

#### **FENCE**

- ☐ Sketch, photograph or brochure showing design (including gates, if any)
- ☐ Length and height of fence
- ☐ Materials
- ☐ Picture or catalog illustrations of materials to be used, including color and finish

#### **RETAINING WALL**

- ☐ Materials (stone, brick, or interlocking architectural pre-cast blocks)
- ☐ If a railing is required, information about height, design, material and color information
- ☐ Color/finish of materials (photographs or catalog photos)
- ☐ Landscaping screening plan
- ☐ Dimensions

#### **WALKWAY**

- ☐ Scaled drawings showing dimensions, including location, width, length, and total footage
- ☐ Samples, pictures or brochures of materials
- ☐ Color/finish (photograph or catalog brochure)

#### **STORAGE SHED**

- ☐ Scaled drawings showing dimensions, including location, width, length, and total footage
- ☐ Samples, pictures or brochures of materials
- ☐ Color/finish (photograph or catalog brochure)

#### **STORM DOORS**

Some storm door models have been pre-approved. Please refer to the Storm Doors guidelines or contact community management for more information. Pre-approved storm doors do not require an application, provided they are primed and painted to match the front door or adjacent trim color exactly. If the door you have selected is not on the list, the following information is required:

- ☐ Brochure or catalog photo and description
- ☐ Color/finish (photograph or catalog brochure)

#### **PAINT COLOR CHANGE**

- ☐ Paint or stain brand and number, and color swatch
- ☐ Specification of areas to be painted and color to be used (a sample drawing of the house, listing areas to be painted and colors to be used, would be helpful)

#### **SWIMMING POOL**

- ☐ Detailed drawings showing location, shape, materials, color and location of fence
- ☐ Landscaping screening plan
- ☐ Fence design, location colors and materials
- ☐ Location of mechanical equipment