

Winston Ridge

Homeowners Association, Inc.



WINSTON RIDGE

Architectural Guidelines

and

Community Standards

Effective September 22, 2025

TABLE OF CONTENTS

Introduction	1
Part 1: Architecture Guidelines	2
ARCHITECTURAL REVIEW COMMITTEE (ARC).....	2
THE ARCHITECTURAL REVIEW COMMITTEE PROCESS.....	3
REVIEW CRITERIA.....	3
APPEAL PROCEDURE.....	5
BLANKET APPROVALS.....	6
COMMON IMPROVEMENTS THAT REQUIRE APPROVAL	8
Part 2: Community Standards	10
Trash and Recycling Bins	10
Toys/ Play Equipment.....	11
Basketball Goals	11
Parking.....	11
Windows	11
Boats, Trailers, Commercial Vehicles, etc.....	11
Paint and Stain	11
Auto Repair.....	11
Pets.....	11
Signage.....	12
Other/General.....	12
Violations and Penalties.....	12

Introduction

In a planned community such as Winston Ridge Plantation, the question naturally arises as how to maintain a harmonious, quality development as the community matures. The following guidelines attempt to provide a meeting ground between private interests and the broader interest of the community.

The Declaration of Covenants runs with the land and is binding with all homeowners and should be fully understood. Please retain these additional Guidelines as part of your permanent papers. You should make these Guidelines and Standards as well as the Restrictive Covenants available to any renters of your home, keeping in mind that as the owner, you are responsible for compliance by renters and will be held responsible for the actions of your renters. In the event any owner needs copies of the Guidelines and Standards or the Restrictive Covenants, please contact the management company or these documents are readily available to owners by logging into your owners account <https://emp.cincwebaxis.com>

The fact that each homeowner is subject to these Covenants should assure all homeowners that the standards of design quality shall be maintained, enhancing the community's overall environment and protecting property values.

The intent of these guidelines is:

- To ensure quiet enjoyment for the residents;
- To minimize problems and expenses for the association;
- And to provide the architectural integrity of the neighborhood.

The cooperation of each owner will be mutually beneficial.

Note that in the case of any contradiction between anything in this document and any Federal (United States), State (North Carolina) or local (Franklin County) law, regulation, or ordinance, the Federal/State/local rules/laws/ordinances take precedence and apply.

Note also that the guidelines and standards herein are to supplement, not replace or override, the Winston Ridge Restrictive Covenants and any amendments or supplements. If there is a contradiction between the Restrictive Covenants or any amendments to the Covenants and these guidelines and standards, the Restrictive Covenants shall control. Any reference to a specific Restrictive Covenant within this document is not meant to be an exclusive listing of applicable Covenants to the provision or the neighborhood, and is provided as a starting point for review. It is the owner's responsibility to make sure they comply with all Restrictive Covenants, their amendments and supplements, and these guidelines and standards.

Part 1: Architecture Guidelines

ARCHITECTURAL REVIEW COMMITTEE (ARC)

The Declarations establish an Architectural Review Committee, from now on referred to as the ARC, to be comprised of three (3) representatives to rule on architectural submittals.¹ The ARC is charged with conducting the review of all applications for exterior changes and with rendering a decision to the applicant within 45 days of receiving a complete application. The ARC will respond in writing with either an approval or denial. If more information is needed by the ARC to make a decision, a denial will be sent with the reason for the denial. A homeowner may submit a new application for the same project addressing the concerns contained in the denial or may appeal the denial as provided for in the guidelines. If the ARC fails to render a decision in the allotted 45 days, the application will be considered to have been approved.

The ARC may from time to time publish and promulgate architectural standard bulletins, which shall be fair, reasonable, and uniformly applied. The ARC shall be responsive to technological advances or general changes in architectural designs and materials and related conditions in future years and use its best efforts to balance the equities between matters of taste and design (on the one hand) and use the entitlements of private property (on the other hand).

¹ “...(No) erection of buildings or external additions or alterations to any building situated upon the Property ... shall be commenced, erected or maintained on any Lot until the (ARC) has approved the plans and specifications thereof and the location of such Improvements. [Winston Ridge Restrictive Covenants, Article X, Section 1]

THE ARCHITECTURAL REVIEW COMMITTEE PROCESS

The Declaration of Covenants requires prior written approval for any improvements to an owner's lot. Therefore, do not commit labor or materials until you have received written approval.

1. Owner submits to the Architectural Review Committee, in care of the management firm, an Application for Architectural Improvement. **Please note the Architectural Review Committee has forty-five (45) days to review the application; however, their goal is to respond in 30 days or less.** Should nothing be received within 30 days, please call to follow up. Occasionally items get lost in the mail and the review period does not start until Community Association's management company receives the completed application. It is the responsibility of the homeowner to confirm that the application was received. Complete applications will be considered on individual merit, using these documented standards. [Restrictive Covenants, Article X Section 7]
 2. The application, noted with the date of receipt by the manager, is turned over to the Architectural Review Committee within two working days.
 3. The committee will act on the application within **45 calendar days** from receipt (goal of 30 days or less).
 4. The committee's decision will be noted on the application. The owner will be notified by management of all final decisions, either:
 - a. **APPROVAL:** The application is approved as submitted.
 - b. **DENIAL:** The application is denied. The owner can appeal to the Architectural Review Committee within 15 business days. Further escalation may require the involvement of the Board of Directors. (*see Appeal Committee Process section for more details*). The ARC will include the reason for the denial with the decision.
 5. **Architectural Review Committee inspection:** The Architectural Review Committee reserves the right to visit your lot and inspect the improvement. This will be done for two specific reasons:
 - a. to ensure that the application details were followed and to note problems encountered which might help other residents on similar projects; and
 - b. to learn any "pointers" that other residents may employ in more easily completing an improvement project.
 6. Once work has begun on an improvement, it must be completed within 90 days. Applications are valid for 1 year from the date of approval.
- ** Please note:** It is strongly suggested that the City and/or County be contacted to determine what permits or approvals are required. Architectural Review Committee approval does not substitute for any required approval or permit by the City/County. It is the homeowner's responsibility to acquire appropriate approvals, permits, etc. from the City/County.

REVIEW CRITERIA

The ARC evaluates each application on the individual merits of the application and the standards listed below:

Validity of Concept - The basic idea of the exterior change must be sound and appropriate to its surroundings.

Landscape and Environment - The exterior change must not unnecessarily destroy the natural landscape or the achieved man-made environment.

Relationship of Structures and Adjoining Property - The proposed change should relate harmoniously among its surroundings and to existing buildings and terrain that have a visual relationship to the change.

Protection of Neighbors - The interest of neighboring owners should be protected by making provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and other aspects of design, which may have substantial effects on neighboring property. For example, fences may obstruct views, breezes or access to neighboring property. The ARC should consider the various and appropriate criteria and exercise discretion in determining which of these criteria will be governing in each specific application.

Design Compatibility - The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony in style, scale, materials, color and construction details.

- a. Scale: The three-dimensional size of the proposed change must relate satisfactorily to adjacent structures and their surroundings.
- b. Materials: Continuity is established by use of the same or compatible materials as used in the existing home. Siding materials and shingles must match existing structure.
- c. Color: Color may be used to soften or intensify visual impact.

Workmanship - The quality of work must be equal to or exceed that of any existing structure. Poor practices may cause the owner problems and may be visually objectionable to others. For example, a wooden structure not properly treated and maintained may in a short period start to decay and become unsightly to the owner and neighboring property owners.

APPEAL PROCEDURE

If the applicant disagrees with the decision of the Committee in its review or inspection, the process for an appeal is:

1. Within 15 business days after receipt of a notice of disapproval, the homeowner must file a written appeal with the Architectural Review Committee at the address of contact for the community.
2. Upon receipt of the appeal, the ARC may contact the homeowner and schedule a review of any further information relating to the request and appeal.
3. Should the ARC determine that the disapproval remains, the homeowner may request (within 7 days) that the appeal be forwarded to the Board of Directors. It is the responsibility of the ARC to forward all correspondence and other pertinent information regarding the application to the BOD at this time. The owner may also submit any additional documentation they wish the BOD to consider.
4. The Board of Directors shall then establish the date and the time that the appeal will be heard. Normally this will be made at the next scheduled Board meeting in a closed session with the resident that is appealing and the ARC members present. To reverse an Architectural Review Committee decision, requires a majority vote of the BOD.²
5. No work may begin during this appeal process time period.

² Any BOD member who may also be a member of the ARC will be recused from this vote.

BLANKET APPROVALS

The following items do not require approval, provided the Restrictive Covenants and the guidelines mentioned are followed. Any other item or project requires approval by the ARC. If there is any question whether an improvement is covered by this section, an Architecture Request should be submitted.

- Plants, shrubs, flowering plants, and vegetable plants planted within three feet of the house, not to grow higher than 4 feet and do not grow into or over the property line into any neighbor's yard or hoa owned property or common areas.
- Bedding borders, if constructed of common landscaping borders not to exceed 8 inches in height.
- Plantings of flowers and shrubs around trees or mailbox.
- Mailboxes and posts, if repainted or replaced in original colors and design. [Art. XX, Section 11, para. 17]
- Hose caddies affixed to the home or enclosed in appropriate container.
- Outside holiday decorations, displayed up to five (5) weeks prior to and no more than three (3) weeks after the holiday season.

House Flags - A U.S. or state flag, seasonal flag, holiday flag, sports team flag, and school flag no greater than 4' X 6' may be flown on a flagpole attached to the house.

(**Flagpoles** installed in the ground and flags flown on those poles are addressed in the following section)

- Lawn furniture, barbecue equipment, toys, bikes, trampolines, etc., if kept in good repair. These must be stored within a garage or the rear of the property when not in use.
- Attic turbines, if they are mounted on the rear of the house roof, extend no higher than the roof peak, and are no more than 12" above the roof surface.
- Front Storm Doors
 - The same color as the solid door or existing trim
 - Of the "full view" design
 - Of anodized aluminum (including baked-on enamel)
 - Unadorned.
- Back Storm Doors
- In-ground irrigation/sprinkler systems.
- Hot Tubs
 - Hot tubs may not be visible from the street in front of the home.
 - Must meet all City, County, and State requirements (enclosed, fencing, plumbing, electricity, etc.)
- Low voltage landscape or walkway lighting.
- Play Equipment
 - All play equipment should be located behind the house, not the side or front yards or porches, and must be properly maintained.
 - Play equipment must be located at least 3 feet from property lines.

- Porch Enclosures
 - Approval is not required to screen in or enclose an existing porch with screen, EZ Breeze type of materials, or glass, provided the work is professional and there is no change to the existing colors or architecture of the house.

COMMON IMPROVEMENTS THAT REQUIRE APPROVAL

Items in this category as well as any other project not listed in the Blanket Approval section require an Architecture Request to be submitted and approved. Approval is not necessarily limited by the constraints listed here but is much more likely to be given when the Request is in compliance with these guidelines.

• Grading

- Major changes to the topography of a lot are required to be approved by the ARC prior to being started.
- Drainage and water flow patterns must be taken into consideration prior to the start of any grading or landscaping.

Note: The Association, its Board of Directors, nor the Architectural Review Committee accept any liability for any damage caused by such grading, whether or not a Request was approved.

• Trees

- Trees must be planted so that, when growing and mature, they do not impede public or community common spaces, including roads, sidewalks, and restricted rights-of-way, nor neighboring properties.
- **All trees must be maintained.** This includes watering, nourishing, and pruning as appropriate, and the timely removal of twigs, branches, leaves, and any other material that falls on the ground.

Trees must comply with the requirements contained in the Restrictive Covenants.

[Ref. Covenants Article XI, para. 4 (page 18)]

• Exterior Color and Maintenance

- When the material(s) and color remain the same, approval is not required for standard maintenance of the house exterior.
- For changes, a Request is required that specifies both the existing material and color, and the new material and/or color you wish to use; include a color sample from the store.

• Drives, Parking Areas, and Walkways

- Proposed changes in drives or parking pad additions.
- Gravel driveways or parking areas will not be permitted.
- Walkways will be limited to 1 walkway in the front yard and 1 walkway in the side yard. The walkways may be no wider than 4' and must be level, and properly manicured and maintained.

• Pools

- *No above ground swimming pools shall be located on any Lot.* [Article X, Section 6, para. 25]
- Requests for in-ground swimming pools shall be considered.

• Fences/Walls

- Approvable fence styles are: 4-foot black aluminum fence or 6-foot vinyl privacy fence. No wire, chain-link fences, or wooden fences (including dog enclosures) shall be approved.
- Fences shall enclose all or part of the back yard and shall extend no farther forward than 10 feet from the rear corners of the house unless requesting a variance or if the fence was a pre-construction installation.
- Fences are subject to variances based on drainage, topography, etc.
- Any pre-existing wood fence must be stained in clear or natural preservative every 2 years.
- Fences shall be maintained and kept in good repair. Replacement of any damaged or warped material (natural or manmade) shall be made within 30 days of discovery and match the existing fence.
- Any fence being replaced must meet the guidelines in place at the time of the replacement.
- The owner is responsible for all lawn maintenance on any of the owner's lot outside of the fenced area.

• **Outbuildings**

- Base no larger in size than 100 square feet.
- Constructed of wood, no aluminum or plastic sheds are allowed, with siding that matches the home exactly in color and composition (i.e. vinyl siding or hardiplank).
- A suitably constructed floor system or foundation is required so the shed floor is not on the dirt.
- An outbuilding must be placed on the property in a manner that minimizes visibility from the neighborhood roads.
- An outbuilding must be at least 3 feet from neighboring side property lines, 15 feet from the rear property line [Article XI, Section 2, para. 3].
- The outbuilding roof must match the home exactly in color and composition/shingle type and have a similar pitch.

• **Decks, Patios and Outdoor Living Areas**

- All structures should be at the rear of the house and not extend past the side of the house. No side or front decks or patios are permitted.
- A deck or patio may not pose any drainage problems for you or your neighbors.
- The materials to be used need to be designed specifically for patio and/or deck designs.
- Like outbuildings, any gazebo/pergola/pavilion with a peaked roof (not flat) shall have the roof made of shingles that which match the home exactly in color and composition/shingle type and have a similar pitch. Peaked metal roofs will not be approved for any structure.

• **Lamps**

- One walkway/entrance light on post is allowed, not to exceed 7 feet in height to base of light fixture.
- The post shall be made of metal or wood and painted black and be properly maintained
- The lamp design should be similar to existing house exterior lights or street lights.

• **Flagpoles (inground installation)**

- One flagpole may be installed per yard.
- Maximum height of pole: Not to exceed 12 feet above the ground.
- Maximum flag size: 4' x 6'
- Only US and NC flags can be flown on the flagpole.
- Location of the flagpole: The location of the flagpole must take into consideration the size of the lot and shape and location of the home on the lot. In no event may the flag, when fully extended, or the flagpole encroach into easements on the property or over property lines.
- The flagpole must be secured in the ground with concrete and must be landscaped such that the concrete anchor is not visible.
- The flagpole owner is solely responsible for the cost of any damage caused by the flagpole or flag.
- The ARC request must include:
- Proposed placement of the flagpole must be shown on map including distance from property lines and easements.
- The flagpole height above the ground and the size of the flag(s).
- If any illumination of the flag after sunset is being proposed, then such exterior lighting must also be included in the application and plans and must be approved. The ARC reserves the right to limit and take into consideration the quantity, location, visibility, production of lumens, color of light emissions, style and design of any such exterior lighting. The exterior light must be located and constructed so as not to create a nuisance and must be directed and positioned so as not to permit any light spill onto any adjacent property or rights-of way. For example, the exterior lighting must be shielded or hooded and have downward-directed light sources that eliminate glare. At any time, the

ARC/Board may re-evaluate and require changes or elimination of unduly bright lights that create a nuisance to adjacent owners or upon any lighting complaints received.

- **Atypical Trash Bin Screening**

Note 1: *“Storage facilities for garbage, trash and other refuse shall be out of sight of streets in the subdivision, either by placing such receptacles in the rear of the residence or providing a screening for them.”* [Winston Ridge Restrictive Covenants, Article X, paragraph 21]

Note 2: No approval is needed for residents that store trash and recycling receptacles

- In the garage
 - In the back yard in a location meeting the general provision above³
 - Using vinyl or hardiplank privacy fence panels which match the trim of the resident's home in color and composition
 - Using plantings which fully screen the receptacles year-round.
- If a resident would like to utilize a different method of screening the receptacles from street view, an ARC request must be submitted. If a resident is unsure that their screening method meets the criteria for screening, an ARC request must be submitted. Any screening method used must be maintained the same as the resident's home, fencing, or other landscaping.

- **Satellite Dishes**

- No more than one meter in diameter, with hidden cable.
- Preferred placement of the dish is on the roof. If placement is necessary on the side or front of the house, screening with plant material and/or painting the dish to match the background is also preferred
- Dishes placed on poles in the front yard are prohibited, unless written architectural approval is received.

Part 2: Community Standards/Restrictive Covenants

The following are some of the most important items to remember to maintain and enhance property values in the Winston Ridge Community. The items with the [referenced citation] are verbatim from the Winston Ridge Covenants; these restrictions cannot be suspended or modified by the ARC nor by the Board of Directors but can be changed only by a vote of the Winston Ridge residents in accordance with the procedures set forth in the Bylaws.

Additionally, this list will help assist you in planning any exterior changes to your property. Please remember all exterior changes/improvements, except those listed in the Blanket Approvals section, must be approved in writing prior to any changes being made.

Please remember Owners are responsible for their renter's failure to comply with these guidelines and the Restrictive Covenants.

Trash and Recycling Bins

- Trash storage needs to be located so it is not seen from the road that fronts your lot. See Part 1 for guidelines for screening trash/recycling bins from view. [Article XI, section 21 (pg. 21)]
- *All garbage and other refuse must be kept in stable, sanitary containers, and said containers shall be cleaned on a regular basis.* [Article X, para. 21]
- *Such garbage and refuse must be picked up and disposed of at least weekly.* [Article X, para. 21] Trash and recycling bins are to be placed at the street not earlier than the day before pick-up, and removed within 24 hours after pickup.

³ Receptacles need to be stored such that they are not visible at any point along the street running in front of the resident's home when walking or driving along that street.

Toys/ Play Equipment/Other Items

- No items (toys, bikes, garden equipment, wood, etc.) may be left in front or side yards or on porches when not in use.

Basketball Goals

- Basketball goals need to be erect at all times and placed on your lot or a private street, not on a public street.
- Basketball goals are to be placed on the rear third (toward the house) of the driveway or parking pad: goals are not to be placed so basketball is played in the street; when not in use, moveable basketball goals are to be located on the driveway, away from the street end.
- One goal per house.
- Goals should be mounted on a single pole with a backboard that is predominately white, clear or gray.
- Basketball goals are prohibited from being mounted directly on the house.
- Basketball goals may be cemented into the ground with ARC approval.
- It is required that players be courteous and not hinder a neighbor's property.

Parking

- No parking vehicles on lawns, medians or common areas. Parking over the sidewalk is prohibited, including sidewalks that go through driveways. Parking in the street overnight is discouraged, and no commercial truck, commercial bus, or other commercial vehicle of any kind should be parked in the street overnight.⁴
- Please do not park with 10 feet of stop sign, street signs and fire hydrants.
- For events such as Garage Sales or parties, it is the responsibility of the homeowner hosting the event to inform neighbors and make provisions to prevent damage to the neighbors' yards.

Windows

- Window unit air conditioners and window fans are prohibited.
- Appropriate window dressings are required (sheets, newspapers, blankets, etc. are prohibited).

Boats, Trailers, Commercial Vehicles, etc.

- Recreational vehicles, watercrafts, boats, trailers, etc. may only be parked in an enclosed garage. [Restrictive Covenants, page 18, para. 5 and 6]
- Mobile house trailers (whether on or off wheels), recreational vehicles and campers are prohibited.
 - *Any vehicle which has advertising of any type, whether a display, a name or logo painting on the vehicle, an attached sign, or otherwise, must be parked in a garage.* [Article XI, Section 2, para. 5]

Paint and Stain

- Paint and stain must be maintained in uniform and good repair (with no peeling, chipping, cracking, or discoloration) on the trim or siding of any home, outbuilding, mailbox, deck, or any other structure.

Auto Repair

- No portion of the property may be used for the repair of automobiles requiring over 48 hours to repair.

Pets

- No portion of the properties can be used to tie up pets or for breeding.
- No doghouses or pet enclosures should be visible from the street.
- Excessive dog noise will be treated as a noise ordinance violation.
- Maintenance of the yard to keep it free from offensive odors is required.

⁴ If you have space in your driveway, please move your cars off the street. For safety and aesthetic purposes your driveway should be full of cars if you are parking on the street.

Please note that all homeowners are required to pick up after their pets anywhere in the neighborhood. Please be courteous!

Signage

- Signs may be placed in the homeowner's yard for the express purpose of selling or renting the property. Political signs may be placed on the homeowner's property expressing support or opposition to a candidate or referendum issue, not more than 45 days before the election and must be removed within 7 days following the event. Security, burglar alarm, or dog fence signs shall be located discreetly in the front yard of the house. No signage may be located in the common area, with the exception of an open house or community event. Yard/Garage Sale signs are permitted the day prior to and of the event and then need to be removed, promptly. No signs are permitted in windows, with the exception of alarm and pet signs. [Article X para. 24]

Other/General

- Properties should be free of any debris.
- No clotheslines may be erected or maintained on any lot.
- No concrete or similar sport/basketball court is allowed on a private lot.
- All garage doors should be kept in the closed position unless it is in use.
- Motorcycles/motorbikes, go-carts, and any other type of motorized vehicle that produces excessively loud noises shall not be allowed in the subdivision. Any use of the shoulders of paved streets by motorized vehicles is expressly prohibited. See Restrictive Covenant Article XI, paragraph 22, page 21.

Violations and Penalties

Violations may be violations of the Restrictive Covenants, the architectural guidelines, and/or the community standards, or architectural/exterior changes, or a failure to obtain the required approval of the ARC. A violation may require removal or modification of the work at the expense of the property owner. When a violation is determined to have occurred, the following steps shall be taken:

1. The Winston Ridge property management company will periodically inspect the Winston Ridge properties. Violations may also be submitted by homeowners to Elite and should include details of the violation as well as a photo or photos of the violation. Homeowners will be notified in writing of any violation(s) and are expected to resolve the violation within ten (10) days unless an appeal of the violation is timely submitted.
2. If the owner disagrees with the notice of violation, the owner must appeal the notice to the board in writing by emailing the property management company employee(s) assigned to Winston Ridge within five (5) days of the date of the notice. A hearing on the owner's appeal shall be conducted at the next monthly board meeting in closed session. If the board determines a violation occurred, the owner is expected to resolve the violation within thirty (30) days of the date of the board's decision. After the hearing, the BOD shall respond to the homeowner with a decision in writing within five (5) days. A quorum of board members must be present for the due process hearing and the decision of a majority of the board members in attendance shall be submitted to the owner. Any penalties or costs relating to the violation (and the date from which the accrual shall begin) shall be noted in the letter from the BOD. At the hearing, the homeowner will have an opportunity to be heard and present evidence.

Fines: Fines will be levied on a daily basis of up to \$100 per day, per violation, until the violation is rectified. The North Carolina Community Act passed in January 1999 allows planned residential communities to uphold standards that will protect and ensure homeowners of maintained property values, with regard to holding all property owners accountable for abiding by the existing covenants, guidelines, and standards.

Fees: A violation may also result in payment of damages incurred by the Association in having the work removed or modified, as well as attorneys' fees, court costs, and/or site assessments.