

Rockbridge Community Association, Inc.

Architectural Guidelines

**Revised & Approved
March 26, 2024**

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Appendix

OWNER/AGENT APPLICATION FOR ARCHITECTURAL/LANDSCAPING REVIEW

TOP NINE LIST

Below are some of the most important items to remember when maintaining your property. This list will also guide you when planning exterior changes to your home and garden. **Please remember all exterior changes/improvements must be approved in writing prior to any changes being made.**

1. Fences

- Get written approval prior to any installation or changes.

2. Signage

- No signs are permitted in windows, except for alarm and pet signs.
- Signs expressing support of, or opposition to, political candidates are allowed not more than 60 days before the election and must be removed 2 days following the event.
- Homemade signs in yards are prohibited.

3. Dog Waste

- Maintenance of the yard to keep it free from offensive odors is required.
- Please note all homeowners are required to pick up after their pets. Please be courteous!

4. Garbage Cans

- Trash storage needs to be screened from the road in front of the home.

5. Toys/Basketball Goals/Play Equipment

- No items (toys, bikes, garden equipment, trash containers, chairs, wood, recycling bins, etc.) may be left in front or side yards or on porches when not in use.
- Basketball goals must be upright at all times.
- Metal play equipment is not permitted.

6. Parking

- Parking is prohibited on the grass or the medians.
- Street parking is discouraged. If you have space in your driveway, please move your cars off the street.

7. Satellite Dishes

- Satellite dishes may be no more than one meter (30") in diameter and have a hidden cable.
- Placement of the dish on the roof is preferred. 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 preferred.
- Dishes placed in the front yard are prohibited, unless written architectural approval is received.

8. Mailboxes and Posts

- Must be repainted or replaced in original colors and style.

9. Boats, Trailers, etc.

- Storage of campers, tractor trailers, and commercial vehicles over 10,001 lbs. GVW is prohibited.
- Boats, watercraft, and trailers may be parked on a Lot as long as they are in a closed garage.

INTRODUCTION

The Architectural Guidelines are designed to maintain a harmonious and high-quality development as the community matures. These guidelines strive to balance individual and community interests.

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 available to any renters of your home. In the event you need additional copies of this document or The Declaration of Covenants for the community, please contact the management company.

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

The rules, responsibilities and procedures outlined in these Guidelines have been approved by the Board of Directors (BOD), in compliance with the community's Declaration of Covenants.

The intent of these guidelines are:

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

The cooperation of each owner is appreciated and mutually beneficial.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

The Declarations establish an Architectural Review Committee (ARC), to be comprised of at least three (3) members to rule on architectural submittals. The ARC will review all applications for exterior changes and render a decision to the applicant within 30 days of receiving a *complete* application. The ARC will respond in writing with either an approval, approval with conditions, disapproval, or a request for more information on the project.

More information may be required for the ARC to make an informed decision. It is the Homeowner's responsibility to provide that information in a timely manner. If the ARC fails to decide (after receiving all required information) in the allotted 30 days, the approval will not be required, and the application will be considered to have been approved.

The ARC will publish architectural bulletins and updates, as needed. These guidelines will 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. The ARC will strive to balance the equities between matters of taste and design, and use of private property. Bulletins and updates will supplement the Declaration and are incorporated herein by reference.

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 the Application for Architectural/Landscaping Review to the management company. The application will then be forwarded to the Architectural Review Committee. **Please note the ARC has thirty (30) days to review the application.** 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.** Complete applications will be considered on an individual basis, using these Architectural Guidelines. Out of courtesy, we request you inform your neighbors of your proposed improvement(s). **Note:** when attaching to a neighbor's fence, written approval must be obtained from the neighbor.
2. The Management company will record the date the application is received, perform a cursory review, and request missing information from the owner. The application package will then be forwarded to the ARC within two working days. After their review, the ARC may require additional information, as detailed in 4d, below. The **30-day timetable** begins when the application is complete and appropriate for review.
3. The committee will act on the application within **30 calendar days** from receipt. In most cases the owner will receive a response within three weeks.
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. **APPROVAL WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed.
 - c. **DISAPPROVAL:** 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 Process section for more details)*
 - d. **ADDITIONAL INFORMATION REQUIRED:** The Committee has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once management receives the information. The owner should follow the same submission procedure. The Architectural Review Committee will act swiftly on all re-submissions.

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.
 - 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:** Many design changes require a permit and the City and/or County may not issue a permit without the written approval of the ARC. Please plan accordingly. **THE ARC HAS 30 DAYS TO REVIEW ALL REQUESTS, AFTER ALL THE APPROPRIATE INFORMATION IS SUBMITTED.** It is strongly suggested that the City and/or County be contacted to determine what permits or approvals are required by a City and/or County Ordinance. Architectural Review Committee approval does not substitute for approval by the City and/or County. It is the **homeowner's responsibility to acquire appropriate approvals, permits, etc.**

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 the 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 fence 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 is noted for an appeal:

1. Within 15 business days after receipt of a notice of disapproval, the homeowner must file a written appeal with the Architectural Review Committee through the management company.
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 any correspondence and pertinent information to the BOD, immediately.
4. The Board of Directors will determine the date and the time that the appeal will be heard. Normally, this will be during the next scheduled Board meeting. To reverse an Architectural Review Committee decision, requires a majority vote of the BOD.
5. No work may progress during this appeal process.

VIOLATIONS AND PENALTIES

An exterior change made without the required approval of the ARC constitutes a violation of the Declaration of Covenants and Community Guidelines. **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 will be taken:

1. The ARC will investigate any reported violation and attempt to bring the owner into compliance. Homeowners will be notified in writing of the violation and are expected to bring the violation into compliance within thirty (30) days.
2. Should the owner fail to act upon the recommendations for corrections, the Committee shall submit the matter to the Board of Directors.
3. The homeowner will be invited to a hearing with the BOD where the homeowner will have an opportunity to be heard and present evidence. Failure to appear shall result in a fine beginning to accrue on the day after the scheduled hearing date. Of course, if the violation were brought back into compliance prior to the hearing, no hearing would be necessary.
4. After the hearing, the BOD shall respond to the homeowner with a decision in writing within five (5) days. 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.

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 of 1999, allows planned residential communities the ability 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.

Fees: A violation may also result in payment of damages incurred by the Association in having the work removed or modified, as well as a fine assessed by the Association. Attorneys' fees, court costs, site assessment will all be incorporated into the fine process.

**** Please remember Owners are responsible for their renters.**

EXPLANATION OF STANDARDS

The Standards that follow are the procedures and guidelines applied by the ARC to assist the Association and its members in the design review process. It is hoped that these Standards will serve as a positive tool to assist in the full and free use of each homeowner's property in a manner that is consistent with the aesthetic and harmonious development of the community.

There are three major categories of items for specific home improvement guidelines:

BLANKET APPROVALS

COMMON IMPROVEMENTS

APPEARANCE STANDARDS

These guidelines identify which improvements are permitted and how approvals can be secured. **Items not specifically mentioned here require approval.**

BLANKET APPROVALS

Items in this category do **not** require approval, *provided the guidelines are followed.*

- Plants, shrubs, and flowers planted within three (3) feet of the front of your house should not grow taller than the lowest portion of your home's windows.
- Bedding borders must be constructed of common landscaping borders and should not exceed sixteen (16) inches in height. Cinder blocks are not allowed.
- Plantings of flowers and shrubs around trees or mailboxes.
- Mailboxes and posts, if repainted or replaced, must be done in original colors and style.
- Low voltage lighting.
- Hose caddies affixed to the home or enclosed in appropriate containers.
- Outside seasonal decorations may be displayed up to five (5) weeks prior to, and three (3) weeks after the holiday season.
- Vegetable gardens in rear yards, provided they are not noticeable from the front street, do not exceed allowed fence heights, or grow through to the neighbor's yard.
- Removal of trees that are less than six (6) inches in diameter and less than four (4) feet above the ground. All other trees must have approval of the ARC and possibly neighbor signatures. Any dead tree may be removed without approval.
- Lawn furniture, barbecue equipment, toys, bikes, trampolines, etc. if kept in good repair. These must be stored in the rear of the home when not in use.
- Attic turbines, if they are mounted on the rear of the home roof, extend no higher than the roof peak, and are no more than 12 inches above the roof surface.

- Satellite Dishes
 - No more than 1 meter (30 inches) in diameter, and with a hidden cable.
 - The 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 preferred.
 - Dishes placed on poles in the front yard are prohibited, unless written architectural approval is received.
- Front Storm Doors
 - White or the same color as the existing trim
 - "Full view" design
 - Anodized aluminum/baked-on enamel
 - Unadorned
- Back Storm Doors
 - White or the same color as the existing trim
 - Anodized aluminum/baked-on enamel
- Exterior Painting of existing trim / Maintenance / Garage Door
 - Provided that material and color remain the same, no approval is required for standard maintenance of the house exterior
 - Garage doors are not to be painted but replaced with a factory colored door
 - Painting on the exterior trim must be maintained in uniform and good repair, with no peeling, chipping, cracking, or discoloration.
- Hot Tubs
 - Hot tubs may not be visible from the front street
 - Must meet all City/County/State requirements, including: fencing, plumbing and electrical
- Repainting the porch and handrail in the same color does not require approval
- Fences if being repaired using the same materials and color as the original fence
- Play Equipment / Treehouses
 - All play equipment should be located in the rear of the house, not the side or front yards, or porches.
 - Play equipment must be located at least three (3) feet from property lines
 - Treehouses are prohibited
 - Metal play equipment is prohibited
 - Basketball goals are to be placed on the rear third (toward the house) of the driveway or parking pad
 - Goals should be mounted on a single pole with a backboard that is predominantly 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
 - One basketball goal is allowed per house
 - It is required that players be courteous and not hinder a neighbor's property during normal play
 - Goals are not to be placed so basketball is played in the street

- Moveable basketball goals are to be located on the driveway, away from the street end when not in use
- Basketball goals need to always be upright, except goals may be safely laid down ahead of inclement weather.
- Rain Barrels
 - Rain barrels, with a maximum capacity of 90 gallons, may be placed under the downspouts at the rear of a home so they are not visible from either side of the house. Any connector hoses from the downspout to the rain barrel must be the same color as the downspout. The rain barrels must be black, brown, or dark green in color or the exterior of the barrel must be painted to closely match the body or trim color of the home. Spray paints which adhere to plastic can be found at local discount stores and home improvement centers. If surrounded with plant material, the plant size must be at least 3-gallon in size, so that the rain barrel will be screened from view within 2 years. This blanket approval applies to the installation of a total of two (2) rain barrels. If an owner desires to place more than two rain barrels on their property, they must obtain prior approval of the ARC, indicating the proposed location of the barrels on the request.
- Signage
 - No signs are permitted in windows, except for alarm and pet signs
 - Signs expressing support for, or opposition to, political candidates are allowed not more than 60 days before the election and must be removed 2 days following the event
 - Celebratory signs for graduations are allowed for a period of two weeks before the event they celebrate and three weeks after the event
 - Birthday signs or larger displays are allowed for one day before and one day after the day itself
 - Signs advising “children at play” can be displayed when children are playing and should be removed when they are not playing
 - Signs promoting a business or service must be submitted for ARC approval with a picture and dimensions included. Approved signs will be allowed to remain for one (1) month
 - Exception—signs displayed by a vendor who just performed service at the home will be allowed for a maximum of two weeks
 - Small signs displaying positive messages are permitted
 - All signs, except for vendor signs and “children at play” signs should be placed close to the house, at least ten (10) feet away from the curb

COMMON IMPROVEMENTS

Items in this category require approval. An application must be submitted and meet these guidelines. Approval is not limited to constraints listed here, but approval is likely to be given when the following guidelines are followed.

Decks / Screened Enclosures / Outdoor Living Areas

- A deck should not extend beyond the side of the house.
- All decks should be on the rear of the house. No side or front decks are permitted.
- Decks may not be painted. When staining, a clear coat should be used otherwise the stain color needs to be approved by the ARC prior to staining.
- The deck will pose no drainage problems for you or your neighbors.
- The materials to be used are designed specifically for patio and/or deck designs.
- Screened enclosures must not be visible from the street in front of the home.
- All decks, patios, gazebos, and screened porches must blend in with the natural terrain.

Drives and Parking Areas

- Proposed changes in drives or parking pad additions must be submitted to the ARC.
- Gravel driveways or parking areas are not permitted.

Exterior Color and Maintenance (Changes)

- Exterior painting, repainting, or staining to match original colors need not be submitted to the ARC for approval. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Change of exterior color should be in harmony with the colors of the houses in the immediate area and MUST be approved by the ARC.
- For changes: The proposed new colors must be submitted for ARC approval. Submissions to the ARC must include a physical color sample from the manufacturer and the precise paint color code, manufacturer, paint/stain name, brand, plus a website link, if available. If the finished structure does not match the sample that was submitted, you may be asked to repaint.
 - Examples:
 - Behr PPU24 Downtown Grey
 - Benjamin Moore HC-27 Monterey White
 - Olympic Light Mocha Exterior Semi-Transparent Wood Stain
 - Behr Boot Hill Grey Semi-Transparent Waterproofing Stain
 - Valspar Model #WLLNGTN BRWN-1028086

- Trim on the home is to be the same color, or a lighter tone, than that of the siding color. All trim, including window trim, is to be the same color. Shutters and exterior doors may be painted an accent color conducive to the surrounding properties. Trim colors changes must be submitted for ARC approval. Submissions to the ARC must include a physical color sample from the manufacturer and the paint color code, manufacturer, paint/stain name, brand, plus a website link, if available. If the finished trim does not match the sample that was submitted, you may be asked to repaint.
 - Examples:
 - Behr PPU24 Downtown Grey
 - Benjamin Moore HC-27 Monterey White
- Material changes to the siding of the house must be submitted for ARC approval. Submissions to the ARC should include the precise siding color code, manufacturer, brand, and a website link to facilitate the review process.
 - Examples:
 - James Hardie Plank Fiber Cement Cedarmill Siding Gray Slate
 - Georgia-Pacific Vision Pro Model 531670A Clay
- New roofing colors must be similar to the existing roof color, harmonious with the surrounding houses, and submitted for ARC approval. Submissions to the ARC should include the color code, manufacturer, brand, and a website link to facilitate the review process.
 - Examples:
 - Desert Tan Oakridge Laminate Shingles
 - GAF Timberline Charcoal Laminate Architectural Roof Shingles
 - Owens Corning TruDefinition Duration Brownwood Roof Shingles
- Installation of metal roofing must be similar to the existing roofing color, harmonious with the surrounding houses, and submitted for ARC approval. Submissions to the ARC should include the color code, manufacturer, brand, and a website link to facilitate the review process.
 - Examples:
 - SM-Rib Galvalume Steel 29-Gauge Roof/Siding Panel in Black
 - Union Corrugating Ribbed Silver Steel Roof Panel Model# GAMR290800
- Per the review criteria in this document, all material and color changes must be in harmony with the surrounding neighborhood properties and are subject to ARC approval. If the finished structure deviates from the submitted sample, homeowners will receive written notification of the violation. Fines may be imposed up to \$100 per day, per violation, until the violation is rectified and brought into compliance with the submitted ARC request.

Fences / Walls

- All fence requests will be reviewed on a case-by-case basis.
- Fences must enclose all or part of the backyard and extend no further forward than the rear corners of the house. Variances on this guideline may be considered to enclose side doors on garages, HVAC equipment, propane tanks or lower-level windows.
- Fences must not be taller than six (6) feet.
- Pressure-treated wood, black aluminum and white, tan, or gray PVC vinyl are permitted fence materials.
- Other fence materials or proposed color coating not listed above are subject to the ARC's review and approval.
- The smooth side of the fence must face outward.
- Fences must be maintained and kept in good repair. This includes, but is not limited to, broken pickets, rusted hardware, severely deformed wood, and missing sections. For houses where a long length of fence faces a street, landscaping is encouraged.
- If a fence has already been installed on your property at the time of purchase, you may extend the existing fence, after approval by the ARC. The extension must be made of the same materials and be of the same style as the existing fence.

Garage Door Screens

- Screens must be kept in good condition and can be down only when the garage door is open.

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.

****Neither the Association, its Board of Directors, nor the ARC accepts any liability for any damage caused by such grading, whether or not the ARC approved the request.**

Lamps and Landscape Lighting

- One walkway/entrance light on a post is allowed, not to exceed seven (7) feet in height to the base of the light fixture.
- The post shall be of metal, painted black.
- The lamp design should be similar to existing house exterior lights.
- Entrance lighting on ARC-approved walls on the sides of driveway entrances will be considered providing they match existing light fixtures.

*Note: low voltage lighting does not need ARC approval.

**The Association requests that all exterior lamps be on from dusk to dawn. It is the homeowner's responsibility to change out lightbulbs.

Mailboxes

- All mailboxes must be repainted if approximately 20% or more of the surface shows signs of rust or peeling paint.
- Newly replaced mailboxes must reasonably match the appearance and composition of nearby mailboxes.

Ponds

- Decorative and Koi ponds must be approved by the ARC.
- Ponds deeper than 18 inches must have a fence around them or be in a yard that is entirely enclosed by a fence.

Pools

- Above-ground swimming pools are prohibited.
- Requests for in-ground swimming pools will be considered by the ARC on a case-by-case basis.

Storage Sheds

- Only one shed per lot will be approved.
- They are no larger than 14' x 20' in size. (A permit may be required.)
- They are constructed of wood or composite material that imitates wood. No aluminum or other material sheds are allowed.
- They are placed on the property behind the home so the shed cannot be easily seen from the road in front of the home.
- They must be at least 10 feet from the neighboring property.
- They must be screened from adjacent properties and from street view.

- Siding material must be similar in color and composition to the home.
- Roof must have a similar pitch, materials, and color as the home.
- They must be on a permanent foundation (i.e. concrete slab, concrete piers, or brick crawlspace with auger style anchors.) No dirt foundations will be permitted.
- Sheds shall be used for storage and recreational purposes only. Sheds are not to be used for living quarters.
- If a shed has already been installed on your property, you may extend or make modifications up to the maximum shed size, after obtaining ARC approval.

Trees

- Dead trees and shrubs in the front and side yards must be removed and replaced with a similar type of tree or shrub and approved by the ARC.
- Dead plantings should be replaced as soon as possible, within six (6) months of noticing the problem.
- For continuity in appearance, each home must have at least one (1) tree in the front yard.
- Replacement trees should be at least five (5) feet tall when planted, preferably larger.
- Homeowners are reminded to water and fertilize new trees and shrubs until they are well established.

Windows

- Window air conditioning units are prohibited.
- Fans in windows are prohibited.
- Appropriate window dressings are required. Sheets, newspapers, blankets, etc. are prohibited.

Electric Vehicle (EV) Chargers

- Charging stations and EV chargers must be installed either in a garage, or the side of home. ARC approval is required for installation location and to ensure installation meets community guidelines.
- Charging stations and EV chargers must be installed by a licensed contractor.
- The homeowner(s) is accountable for all expenses related to the installation and utilization of electric vehicle chargers.
- The homeowner(s) is accountable for all expenses related to damages or architectural changes resulting from the installation, maintenance, repair, removal, and replacement of EV chargers.
- EV charging stations installed in accordance with these regulations are deemed to be the personal property of the lot owner.

APPEARANCE STANDARDS / MAINTENANCE

- Paint and stain must be maintained in uniform and good repair, without peeling, chipping, cracking, or discoloration.
- No items such as toys, bikes, garden equipment, trash containers, lawn chairs, wood, recycling bins, etc. may be left in front or side yards or on porches when not in use. Basketball goals must be stored upright. Metal play structures are prohibited.
- No parking is allowed on lawns or common areas. Parking over sidewalks is prohibited. Parking in the street is discouraged. Do not park within 10 feet of corners, stop signs, or street signs. 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 neighbors' yards.
- To allow easy passage of emergency vehicles, please do not park on the street unless your driveway is full of cars.
- Campers, tractor trailers, recreational vehicles, and commercial vehicles are prohibited. Boats, watercraft, and trailers may be parked on a Lot if they are in a closed garage.
- No portion of the property may be used for the repair of automobiles requiring over 48 hours to repair.
- No portion of the property may be used to tie up dogs or for breeding. No doghouses should be visible from the street in front of the house. Excessive dog noise will be treated as a noise ordinance violation. Maintenance of the yard to keep it free from offensive odors is required. All homeowners are required to pick up after their pets. Please be courteous!
- Properties should be free of any debris.
- No clotheslines may be used on any lot.
- Vegetable gardens are allowed in backyards only.
- Trash storage must be screened from the road.
- 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 60 days before the election and must be removed 2 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 the day of the event, and then must be promptly removed. Temporary signage during the period of home improvements is permitted for up to two weeks. Signs must be removed as soon as the job is completed. No signs are permitted in windows except for alarm and pet signs. Homemade signs in yards are prohibited.

****These standards are in addition to any listed in the Declaration of Covenants.**

OWNER/AGENT APPLICATION FOR ARCHITECTURAL/LANDSCAPING REVIEW

Community		Date	
Owner's Name		Day Phone	
Home Phone		E-mail	
Address		Fax	
City, State, Zip			

If an agent is submitting on behalf of the owner, complete the following:

Name		Company	
Industry		Phone	

In accordance with the Declaration of Covenants, Conditions, and Restrictions for this Community application is hereby made for review and approval of the following described modifications: (brief description)

--

Submit application to:

CAS Inc. 1930 North Salem St, Ste 101 Apex, NC 27523-8204 Fax: 919.367.7715	<i>For office use only</i>	
	Approved	Date
	Not Approved	Date
	Approved as noted below	Date

It is hereby understood and agreed that approval of this application by the Architectural Committee does not constitute compliance with applicable North Carolina law or and County Ordinances. All permits must be applied for and posted as required and work should be completed by a licensed contractor.

In support of this application, the following items must be submitted:

One set of plans: The plans will show the following: plot plan, floor plan, exterior elevations, roof design, exterior materials and finishes, plant selections, (roof design, floor plan, landscaping plan, where applicable), and such other items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

Summary: Written statement summarizing nature, style, setback, height and square footage of proposed modification, if applicable, and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the documents and whether any variance requests are necessary.

If the application is incomplete, the Arch. Committee will notify the applicant and the application will not be further considered until receipt of these materials. The approval process will not begin until all documents have been obtained by the Arch. Committee.

Your neighbors have the right to know of your future plans. Please obtain signatures from all property owners having common lot lines with your property along with property owners who reasonably view the improvement from their property.

Signature of Owner		Date	
Signature or Agent		Date	
Signature of Immediate Neighbors		Date	

Please check the following:

Is your plat plan included?	☐ Yes	Must include!
Is your fence or floor plan included?	☐ Yes	☐ No
Is the elevation plan included?	☐ Yes	☐ No
Are the exterior finish samples included?	☐ Yes	☐ No
Other: Roofing Plan, Landscaping Plans, etc.	☐ Yes	☐ No