

NOTICE

TO: COVENTRY WOODS AND COVENTRY GLEN HOMEOWNERS AND TENANTS

FROM: COVENTRY OF CARY HOMEOWNERS ASSOCIATION, INC.

DATE: May 2023

RE: ADOPTED ARCHITECTURAL GUIDELINES

The Board of Directors has updated and approved these ARCHITECTURAL GUIDELINES. These Guidelines are designed to be followed by owners and tenants when planning exterior changes to their property.

Please retain these Guidelines as part of your permanent papers. Owners should make these Guidelines available to renters, if applicable.

When you desire to make an application, please duplicate copies of the form attached at the end of these Guidelines. Requests for change will not be considered unless submitted with the application form and appropriate exhibits.

Please return completed applications to the Management Firm at the address shown on the application form. Applications will be stamped by the Management Firm with the date received. This date will be the first day of the 30-day review and approval period. All applications will be forwarded to the Architectural Review Committee (ARC) for review.

Please read and follow these Guidelines. **You MUST obtain approval IN WRITING from the ARC BEFORE the start of any exterior change. The ARC is allowed up to 30 days to act on an application. Therefore, please do NOT commit labor or materials until you have received written approval.**

Your adherence to these Guidelines will ensure that you will receive a response to your application at the earliest possible date.

COVENTRY OF CARY

Architectural Guidelines



Revision History:

- Written - September 13, 1994*
- Revision A - September 21, 2000*
- Revision B - March 1, 2002*
- Revision C - December 2, 2009*
- Revision D - September 17, 2010 - includes new policy on awnings*
- Revision E - November 21, 2010 - grammatical correction in awnings section*
- Revision F - July 28, 2012 - revision to fence guidelines*
- Revision G - January 16, 2013 - addition of prohibition on above-ground pools*
- Revision H - August 18, 2013 - addition of rules re: tree removal*
- Revision I - November 24, 2013 - change of rules re: yard signs*
- Revision J - March 29, 2014 - change of rules re: solar panels*
- Revision K - October 5, 2014 - change of rules re: HVAC equipment; includes new ARC request form*
- Revision L - August 8, 2017 - change of rules re: fence types; other fence styles may be approved on a case-by-case basis*
- Revision M- February 3, 2023 - solar panel approval needs to go through the ARC for approval with placement and color*
- Revision N- January 2024- removal of boat trailer to just say trailers, clarification to fencing guidelines*

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I. INTRODUCTION

The Coventry Board of Directors and the Board's Architectural Review Committee (ARC) present the following updated Guidelines designed to assist homeowners in complying with the Declaration requirements (Article VIII Declaration and Paragraph 18 Restrictive Covenants) for obtaining prior approval for exterior changes on any property owned individually or in common in Coventry. The intent of these Guidelines is to ensure the equitable and consistent handling of all applications for ARC approval.

In a planned community such as Coventry, the question naturally arises as to 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 Coventry community.

Control for maintaining the quality of design is through the “Declaration of Covenants of the Coventry of Cary HOA” and the “Restrictive Covenants of the Woods and Glen of Coventry.” The Covenants run with the land and are binding on all homeowners and renters and should be fully understood. That each homeowner is subject to these Covenants should assure all homeowners that the standards of design quality will be maintained, enhancing the community's overall environment as well as protecting property values.

The Declaration establishes an ARC comprised of three or more persons appointed by the Board. **Article VIII Declaration and Paragraph 18 Restrictive Covenants require the ARC's prior written approval of any exterior change, addition or alteration to any property.** Such changes include any building, fence, wall or other structure that may be added or altered. It further requires that the plans, specifications and location showing the nature, kind, shape, height, and materials be approved in writing as to harmony in external design and location in relation to surrounding structures and topography. Each property owner should read the “Declaration and Restrictive Covenants” to obtain a full understanding of the Architectural Control Requirements.

The ARC is charged with conducting the review of all applications for exterior changes and rendering a decision to the applicant in writing within 30 days of receipt of the application. If an application is denied, the applicant may appeal to the Board of Directors. The Board may reverse or modify the ARC's decision by a majority vote of the Board. If the ARC fails to approve or disapprove a request for a change within 30 days after receipt of the application, approval will not be required and Article VIII Declaration and Paragraph 1B Restrictive Covenants will be considered to have been waived.

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

II. WHAT MUST HAVE ARCHITECTURAL REVIEW COMMITTEE APPROVAL?

The ARC's prior approval is required for **ANY CHANGE in the exterior** of a property pursuant to Article VIII Declaration and Paragraph 18 Restrictive Covenants. The aforementioned are shown below:

ARTICLE VIII ARCHITECTURAL CONTROL

No Building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made, nor shall a building permit for such improvement or change be made, nor shall any major landscaping or re-landscaping of any Lot be commenced or made (such construction, alteration and landscaping are hereinafter referred to as the "Improvements") until plans and specifications showing the nature, kind, shape, heights, materials, color and location of same shall have been submitted to and approved in writing by the Declarant. If the Declarant fails to approve or disapprove such proposed Improvements within thirty (30) days after the plans and specifications have been received by it, approval will not be required, and this Article shall be deemed to have been complied with. The Declarant shall have the right to charge a reasonable fee, not to exceed \$75.00, for receiving and processing each application. The Declarant shall have the right to promulgate and from time to time amend written architectural standards and construction specifications (hereinafter the "Architectural Guidelines") which may establish, define and expressly limit the standards and specifications which will be approved, including, but not limited to, architectural style, exterior color or finish, roofing material, siding material, driveway material, landscape design and construction technique. The Declarant shall not approve any Improvements, which it determines, in its discretion, not to be in harmony of external design, construction and location in relation to the surrounding structures, topography or the general plan of development of Coventry.

Declarant may, at any time, delegate the review and approval authority contained in this Article VIII to the Board of Directors of the Association, which, in turn, may delegate such authority, to an Architectural Committee composed of three or more persons appointed by the Board. Such delegation shall be made by the Declarant by recording in the Wake County Registry an Assignment Of Declarant's Rights. Declarant shall delegate such authority no later of the date upon which Declarant no longer has any Lots within the Property, or December 31, 2001, whichever is earlier. Any use of the term "Declarant" in this Article VI shall be deemed to apply to Declarant and, when appropriate, to the Board of Directors or the Architectural Committee. Nothing herein shall be construed to permit interference with the development of the Lots by Declarant in accordance with its general plan of development.

18. ARCHITECTURAL CONTROL. No building, fence, wall, driveway, parking pad, mailbox, or other structure shall be commenced, erected, maintained, or altered upon any Lot, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, exterior finishes and colors, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Declarant. If the Declarant fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, the plans and specifications shall be deemed to have been approved as submitted. Declarant may retain the services of a registered architect or engineer to review plans and specifications submitted pursuant to this Paragraph and shall have the right to charge a reasonable fee, not to exceed \$75.00, for receiving and processing each application. Any approval of plans and specifications by the Declarant shall not constitute or be construed as an approval by the Declarant of the structural stability, design, or quality of any building or improvement, or further constitute or be construed as approval by any governmental entity or to be a substitute for approval by the appropriate governmental agency. Declarant may, at any time, delegate the review and approval authority contained in this Paragraph 18 to one or more persons or firms, who need not be owners of property within the subdivision, by recording in the Wake County Registry an Assignment Of Declarant's Rights. Such authority may be further delegated by the person(s) or firm(s) so appointed, or their successors, by recording such additional Assignments as are necessary. Any use of the term "Declarant" in this Paragraph 18 shall be deemed to apply to Declarant and, when appropriate, to any person(s) or firm(s) to whom architectural review and approval authority has been delegated. Nothing herein shall be construed to permit interference with the development of the Lots by Declarant in accordance with its general plan of development.

This requirement applies to every homeowner's private property and any common areas.

III. REVIEW CRITERIA

The ARC evaluates each application on the individual merits of the application. The ARC's decisions are based on the standards in the following sections.

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 or blight 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 interests of neighboring owners and renters 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; dog pens may cause undesirable noises and odors or infringe drastically on views of neighboring property. The ARC should consider the various and appropriate criteria and exercise discretion in determining which of these criteria will govern 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.

Scale. The three dimensional size of the proposed change must relate satisfactorily to adjacent structures and their surroundings. For example, a detached storage shed of a disproportionate size to the area in which it is intended to be placed would not be satisfactory.

Materials. Continuity is established by use of the same or compatible materials as are used in the existing home. For example, an added storage shed should be made of the same or similar material as the home. Likewise, the shingles must also be the same or similar.

Color. Color may be used to soften or intensify visual impact. For example, the color of a fence should blend in with the surrounding natural environment or be painted to be in continuity with the existing home. A storm door should be painted to match the entrance door or the house trim color. A shed should be painted to match the existing home. House color, and house trim should “blend in” and not “stand out” (high contrast) from the other homes on the street.

Workmanship. The quality of work must be equal to or better than that of any existing structures. 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.

Timing. A property change may be built or installed either by owners or by contractor. However, projects that remain uncompleted for a long period of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must contain a proposed maximum time period from start to completion of construction. If the proposed time period is considered unreasonable, the ARC may disapprove the application. As a general rule of thumb, minor additions should be able to be completed within 7 days, whereas more labor intensive additions may take up to 30 days.

PLEASE DO NOT APPLY FOR A BUILDING PERMIT, PURCHASE MATERIALS OR COMMIT TO ANY CONTRACTOR in anticipation of instant approval by the ARC. Applicants should wait until they have received written application approval prior to purchasing or committing to such work. Homeowners should plan well in advance to allow time for application processing, which may take up to 30 days.

IV. DESIGN APPLICATION REVIEW PROCEDURES

The Association's procedures for application, review, inspection, appeal and enforcement of design review are outlined in this section.

Objectives.

The ARC, in examining each application for design approval, considers whether or not the exterior change is in conformance with the Declaration and Restrictive Covenants and the Guidelines outlined herein and briefly outlined below:

- A. To create a community which is aesthetically pleasing and functionally convenient, and
- B. To maintain a harmonious relationship among structures, vegetation, topography and the overall design of the community.

Application Procedure.

Complete the Application form and attach all required exhibits. Include full details of the proposed change. If the change is structural, fencing or grading, submit a sketch or plan and outline specifications. Please discuss your change with your neighbors. They may be able to offer valuable input. Be sure to include such information as type of materials, size, height, color, location, etc. Using a copy of your Plot Plan, provide a sketch of the location of a building, pen or fence as it relates to your house and lot. Mail, fax or deliver the application form to the Management Firm at the address shown on the application form. Incomplete applications will be returned, causing delay in obtaining approval.

The ARC will review the application within 30 days and will respond to you in writing through the Management Firm. Should you not hear from the Committee within 30 days, please call the Management Firm to follow up. Occasionally items do get lost in the mail and the 30-day review period does not start until the application is received by the Management Firm.

An application with all the required information will be considered by the ARC based on its individual merit, using these Guidelines as a basis for making a decision. The ARC's review process is outlined below.

Review Procedures.

During the ARC's consideration of an application, Committee members or a consulting architect may view the site and talk to the applicant or neighbors.

A quorum of the ARC is a majority of the total number of people serving on the ARC.

The ARC will consider the application and any data or comments received from immediate neighbors, other members or the consulting architect. After discussion of the application as submitted, the ARC will approve conditionally, disapprove, or approve the application, as submitted. The Committee should note in writing on each application the reason or reasons for conditional approvals or disapprovals.

The ARC will give each applicant written notice by use of a duplicate copy of the application or by writing a letter stating the decision.

The ARC will record its action and the notification to the applicant by placing copies of the executed application or letters in the Association's archives. Duplicate copies of all records will be forwarded to the Association's Management Firm. Copies will also be forwarded to the appropriate officers of the Board.

Conditional approval means that work may proceed as contained in the application. The ARC may inspect work in progress and request (either orally in writing) the applicant to correct any non-compliances with the approved design.

Final Approval and Walkthrough.

In cases of conditional approvals, final approval will be given once the ARC has reviewed the completed project.

Appeal Procedure.

If an applicant disagrees with the decision of the ARC, the following appeal process is to be followed: 1) the applicant should file a written appeal with the Board of Directors within fifteen (15) calendar days after receipt of the decision; and 2) the Board of Directors will establish the date and time the appeal will be heard, normally at the next scheduled Board meeting. The reversal of a decision requires a majority vote of the Board. Upon completion of the appeal, the applicant will be notified of the Board's decision in writing.

Correction Procedures.

Remedies: An exterior change made without the required approval of the ARC (or the Board if an appeal) constitutes a violation of the Declaration. A violation will require removal or modification of the work at the expense of the property owner or renter; or payment of damages incurred by the Association to have the work removed or modified.

Reports: The ARC will inspect authorized construction in progress as well as the community in general to identify apparent and flagrant violations. Additionally, all homeowners have the right to notify the ARC or Board of apparent violations of any provisions of these Guidelines.

The ARC will investigate each reported violation and attempt to influence the owner or tenant to bring the violation into compliance. ARC members may meet with the property owner having an improvement which is in violation, to discuss problems and agree on resolutions. Should the owner or tenant fail to follow up on agreed upon corrections, the ARC will submit the matter to the Board of Directors for final disposition. This could lead to the Association's filing legal action against the owner or tenant.

V. DESIGN GUIDELINES

GENERAL REPAIRS (Architectural approval not required) - All homeowners are responsible for regular maintenance and repairs to the existing structure, additions , etc. An application is not needed to effect repairs and restoration to original conditions.

ANTENNAS / SATELLITE DISHES (Architectural approval required) –

- Radio and TV towers are not permitted.
- *Roof mount* - Antennas or dishes are permitted (except for customary antenna (UHF / VHF), which do not extend more than ten (10) feet above the top roof ridge of the house, preferably on the back slope of the roof.
- *Ground mount* – A satellite antenna receiver or dish will be permitted on a lot under the following conditions:
 - Dish is not larger than two (2) feet in diameter.
 - Dish must be located in the rear yard and must be screened by plantings or by the home so that it cannot be easily viewed from the street.

AWNINGS

- Awnings are only allowed on the back side of a house
- Only retractable awnings are permitted (no permanent awnings)
- Awnings must be maintained properly and may not be allowed to become unsightly
- Prior approvals for awnings will be rescinded unless the awnings conform to the above requirements

BASKETBALL GOALS (Architectural approval not required) -

- Basketball goals may not be attached to the house.
- They must be freestanding either with a portable base or buried in the ground.
- They may not be located on the curb areas of the street, except those with a portable base located in a cul-de-sac. The following additional restriction applies to basketball goals used at the curb of the street:
 - They must be relocated away from the curb at the end of each day to an area on the driveway near the house or to an inconspicuous area at the side of the property off the main portion of the front yard.
- Basketball goals should be used with discretion, with consideration for noise that may disturb nearby neighbors. They may not be used between the hours of 11 p.m. and 7 a.m.

BOATS / TRAILERS / CAMPERS – No mobile house trailer, camper, RV, personal watercraft, boat, trailers, or commercial vehicle of any kind shall be parked on the street or nearer to the street than the front or side building setback lines. Proper screening as described in paragraph six of the Restrictive Covenants is required. No tractor trailer trucks or cabs shall be parked on any street or lot within Coventry.

It is the intent of this guideline to ensure that a natural visual buffer exists, surrounding all sides of a property and that a reasonable effort is made to protect the neighboring homes from a clear view of a stored boat, camper etc.

All boats stored on a lot shall require as a minimum the following types of improvements to the lot:

1. **GROUND COVER** – Ground cover, such as mulch or natural colored stone, is suggested prior to parking a boat on a lot to prevent the growth of weeds, grasses and underbrush and to avoid creating a potential home to vermin and snakes.
2. **SCREENING** - Some form of screening such as plantings, lattice or fencing to prevent the view from all sides should be used. Screening or fencing may be used near the stored boat or may be used along / near the property line to form a more natural visual barrier to the neighboring homes. It is best if some combination of both is used to form a more complete and natural visual barrier.

CLOTHESLINES – Clotheslines are not permitted

DECKS (Architectural approval required) - All new decks, deck expansions and deck upgrades must be approved by the ARC.

DECK COLOR (Architectural approval required only if the original Centex color or ARC previously approved color is being changed) - Natural wood color stain is preferred. However, if a homeowner wishes to paint his/her deck with a solid paint color, the paint color must match the siding or the trim color of the home on all vertical surfaces including stair risers, framing, railings, posts, and underpinning.

STORAGE UNDER DECKS - If the area under a deck is to be used as storage, the same criteria are suggested as for screening and fencing trashcans (see Trash Storage). Screening under the deck, however, should cover the entire area under the deck and should run from the band joists to the ground in a continuous fashion.

DECK RAILING AND PORCH RAILING – Previously, deck and porch railing made of wood or composite materials with the appearance of wood were the only styles that matched the homes in the Coventry subdivision. However, the new Coventry entrance walls were chosen with a design that incorporates wrought iron. Therefore, in keeping with the overall design concept of the neighborhood, Coventry homeowners now may also install deck railing and porch railing made of wrought iron or other metals that have the appearance of wrought iron. Examples are shown below:

Composite



Wrought Iron - 1



Wrought Iron - 2



DOG HOUSES (Architectural approval required) - Dog houses must be painted or stained to match the applicant's house and kept in good repair. Roof Material must also match that of the house. (See Dog Pens below for location requirements.)

DOG PENS (Architectural approval required) - Dog pens are to be constructed such that the animal can see out. The maximum square footage of the pen cannot exceed 60 square feet (e.g., 6' X 10'). The height of the pen cannot exceed 6 feet. Chain link fencing may NOT be used. 2-inch X 4-inch mesh may be used with split rail fencing to contain animals within the yard or pen. The mesh material must be kept in good repair and free of rust. The pen must be kept free of material that may create unpleasant odors.

Dog house /pen location – The dog house or pen should be located in the back yard of the property that is not highly visible from the street and must be located at least 10 feet from a neighbor's property line.

DRIVEWAYS (Architectural approval required) - Any driveway expansion project that **changes** the footprint of the original driveway must be approved by the ARC. Re-pour of existing shape of driveway does not need ARC approval. Concrete slab (natural color) is the only approved driveway material.

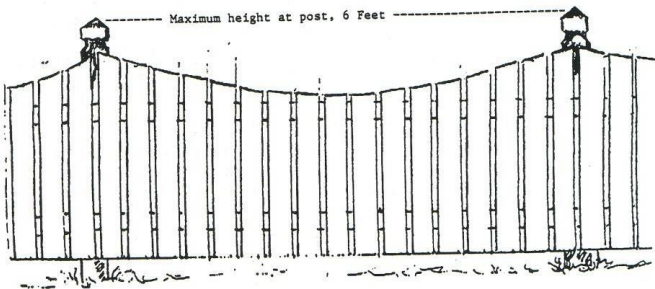
EXTERIOR PAINTING – (Architectural approval required) ARC approval is required only when any exterior color will be changed from the original Centex color or previously ARC approved color. (Exterior color includes siding, Shutters and Doors, and all trim. When submitting any ARC request for exterior painting you must complete and submit "Attachment A" along with the request form.

FENCES / WALLS – (Architectural approval required)

Fence Location - Fences / walls are not permitted to extend on any lot closer to any street than the front or side building setback line. All fences and walls must meet the requirements of the zoning ordinance of the Town of Cary.

Fence Design along Cary Parkway- Fencing along the Cary Parkway must be “downward scalloped” board fence with the highest point being no more than six (6) feet. Posts shall be notched dog-ear (see illustration below). Boards will be waterproofed and kept in good repair. This is a Town of Cary requirement.

COVENTRY OF CARY HOA, INC.
APPROVED 6 FOOT FENCE STYLE
"Downward Scallop"



Fence Design within Coventry - Fencing inside the neighborhood may be open (e.g., split rail) or closed. However if the fence is of a closed design, it may not be greater than five (5) feet high, unless it is a downward scallop design with its highest point being six (6) feet (see fence design along Cary Parkway). The finished side of the fence must face out.

Other fence styles may be approved on a case-by-case basis.

If the fence is of a closed design, plantings are required where the fence is visible from the street directly in front of the owner's house so that no more than two thirds (2/3) of the surface area is visible from the street directly in front of the owner's house (and side street in the case of a corner lot) within two (2) years of fence construction.

Fence Material - Preferred fencing material is wood.

White or black vinyl (PVC) or wrought iron/aluminum (white or black) of the styles - Classic Gothic Picket (4'x 8'x 2 x 2), American Gothic Picket (4'x 8' x 1 x 4), and Avalon design are also approved. These fences must not exceed 4 ft in height. **All pvc and other non-wood material fences of closed or open design cannot exceed 4 feet.**

Chain link fences are not permitted.

Fence Color - Natural wood color, white and black are the only approved colors for any fence.

GRADING – (Architectural approval required) Major changes to the topography of a lot could result in flooding due to improper drainage into a neighbor’s yard. Such changes are required to have approval prior to being started. Neither the Board nor the ARC accepts any liability for any damage caused by such grading action, whether the project was approved by the ARC or not.

HOLIDAY DECORATIONS – All exterior holiday (seasonal) decorations and displays should be removed within 30 days after the holiday.

HVAC EQUIPMENT – Installation of non-central, non-permanent HVAC equipment must be approved by the ARC.

LANDSCAPING – Architectural approval is normally not needed for small biodegradable landscaping projects (examples: small flower gardens, adding accent trees and shrubs throughout the lot, resodding lawns, etc.). However, if any planting is hedge or row form being considered for the front or side front yards that will act as a “fence,” an application for such an addition should be submitted to the ARC.

Caution should be exercised while digging holes so as not to cut utility lines. Before digging, homeowners must contact U-LOCO to request the company to come out and mark utility lines.

MAILBOXES – Changes (in design or color) to original mailboxes or original mailbox posts are not permitted.

PARKING – Parking on the street is permitted, but it promotes neighborhood safety and security if vehicles are parked in garages or on driveways. Cars parked on both sides of the street directly opposite each other should be avoided. All motor vehicles parked or stored outside a garage must have a current registration. Vehicles are to be parked or stored only on parts of the lot that have been improved for that purpose (i.e., garage, driveway, or parking pad). **PARKING IS NOT ALLOWED IN THE YARD AREA.**

PLAY EQUIPMENT / SWINGSETS – (Architectural approval not required) Stationary play equipment and swing sets must be located in the rear yard. They must be located at least ten (10) feet from neighboring property lines. They must be maintained and kept in good repair.

SHEDS / STORAGE BUILDINGS – (Architectural approval required) Detached freestanding storage sheds are discouraged. Where possible, storage sheds should be attached to the house. In most cases, this is less expensive than a freestanding structure, is more aesthetically pleasing, and is more convenient. However, if an owner feels there is no structural way to add a storage shed to the house, an application can be submitted for permission to erect such a structure.

Sheds must meet the following minimum criteria:

1. Siding material must be similar in color and composition to the home.
2. Roof must have a similar pitch, similar materials, and similar color as that of the home.

3. Sheds must have a suitably constructed floor system and a brick foundation.
4. Maximum size of any storage shed is 80 square feet. Neither the width nor length may exceed ten (10) feet.
5. Placement of a detached shed in relationship to the house should be behind the house and not in side yard areas. Sheds must be located at least ten (10) feet from neighboring property lines.
6. Sheds may not be located in a drainage easement or anywhere else where they could adversely affect drainage on an adjacent property.
7. Sheds must be screened from adjacent properties and street view through the use of landscaping.

Whether attached or freestanding, all sheds must be approved by the ARC.

SIGNS – No sign of any kind shall be displayed on any lot or common area with the exception of:

- “FOR SALE” or “FOR RENT” signs of not more than six (6) square feet in size
- Signs that advertise Coventry Social activities installed by Coventry Social Committee members
- Signs expressing support or opposition to political candidates or referendum issues not more than six (6) square feet in size. Such political signs shall not be placed on a lot earlier than sixty (60) days before the election and shall be removed within two (2) days after the election is held.
- Vendor/contractor yard signs. Such signs may be displayed only while the work is being performed and shall be removed immediately following completion of the work.

SOLAR PANELS / SOLAR COLLECTOR ARRAYS - Solar panels / equipment shall not be installed without the prior written approval of the ARC. Any solar panels and related appurtenances and equipment shall be designed and constructed to appear as an integrated part of the architecture of the main residence as much as possible. This shall generally mean that the panels shall be roof mounted so that the top surface is as flush with the roof surface whenever possible, with all appurtenances recessed into the structure's attic. The color chosen for the panels will need approval of the ARC.

The ARC will review in advance and approve in writing **all** equipment placement and color choices.

SUNROOMS / ENCLOSED PORCHES - (Architectural approval required) Additions of Sun Rooms / Enclosed porches or conversion of existing decks to enclosed porches must be approved by the ARC.

SWIMMING POOLS - No above-ground swimming pools shall be permitted in the subdivision, except that small, inflatable wading pools shall be permitted.

TRASH, YARD WASTE, & RECYCLABLES STORAGE – Yard waste, trash carts, and recycle carts are to be placed on the curbside for town pickup by 7 a.m. on your collection day but no

sooner than the night before the scheduled pickup. Empty carts should be removed from the curb as soon as possible on your service day but no later than 6 a.m. the next day.

In order to provide a natural visual buffer on all sides of a lot and to ensure that a reasonable effort is made to allow neighboring homes a view free of trash cans and trash storage, the following minimum improvements are required before trash cans can be stored outside the home:

1. **GROUND COVER** – Ground cover, such as mulch or natural colored stone is suggested prior to placing trash and recycle carts outside the house, to prevent the growth of weeds, grasses and underbrush and to avoid creation of a potential home to vermin and snakes. It is not permissible to place or store trash cans directly on the lawn or on an unimproved space.
2. **SCREENING** - Some form of screening, such as plantings, lattice or fencing to prevent view from all sides must be used. Screening and fencing must be used near the trashcans to form an enclosure and a natural visual barrier from the street and neighboring homes. It is best if some combination of both is used to form a more complete and natural visual barrier. If fencing is already in use on the property, the trash cart fencing shall be of the same type.

TREE REMOVAL – (Architectural approval required) Except in the case of an emergency situation that does not permit any delay, no living tree larger than 6" in diameter at a point measured 3' off the ground shall be removed from any Lot without the approval of the Board of Directors or the ARC.

VEGETABLE GARDENS – (Architectural approval not required) Vegetable gardens must be located in the rear yard.

YARD / LAWN MAINTENANCE – All lawns should be kept neatly maintained.

GRASS LENGTH – The maximum length of any area of lawn grasses shall not exceed eight (8) inches. Lawns should be cut at a minimum of every two weeks during the growing season (March – November). Heavy grass clippings left on the lawn should be bagged and disposed of.

EDGING – Edging along sidewalks, driveways and curb lines is also required and should be performed along with the lawn mowing. (See Grass length above.) There should be no overgrowth of grasses onto sidewalks, driveways, and curb areas.

WEEDS – Weeds in grass areas should be controlled regularly. Weeds should not be allowed to spread into other grass areas or natural areas such as flowerbeds. The designated lawn area should be fully covered with grass. Any brown or bare patches should be repaired during the spring or fall seeding season.

LEAVES / YARD WASTE – Leaves on grass areas should be raked and picked up at least one time per fall season. Yard waste such as fallen branches after a storm or shrub trimming waste should be picked up and disposed of.

VI. OTHER DESIGN DATA

Many additions to your property may require the approval of the Town of Cary and certain permits may be required. It is strongly suggested that the Town of Cary be contacted in order to determine whether such permits are required. Final ARC approval for improvements which require town permits shall not occur before copies of all documents required by the town are also provided to the ARC. Please bear in mind that a solution the town may approve may not conform to our standards. The town is not concerned with appearance as much in their process as safety and structural issues.



ARCHITECTURAL Request

Coventry of Cary
Homeowners Association, Inc.

Name: _____

Date: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

In order for your application to be reviewed, you must submit all required information for your application to be deemed complete. Please note failure to provide this information may cause a delay in the review process. Provide a detailed description below:

Each request must be accompanied by the following additional information:

1. Plot Plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines. For fencing, indicate existing fences and if you will be attaching or abutting, plus setback dimensions and location and size of any gate(s).
2. Materials List. For landscaping requests, include list of plants to be used with locations shown and size of plant type at maturity.
3. Indicate color(s) and include paint/stain samples and note if it will match the existing home.
4. Provide photos of proposed project. For tree removal, please include photos of the tree(s) marked with an "X".
5. Drainage Plan and/or landscaping plan as applicable.

Please mark the box with an "X" beside your proposed project type. The numbers in parentheses correspond to the required attachments for each project.

☐ Fence (1,2,3,4)	☐ Landscaping (1,2,5)
☐ Storage Shed (1,2,3,4)	☐ Tree Removal (1,2,4)
☐ Deck/Screened Porch (1,2,3,4,5)	☐ Play Equipment (1,2,3,4)
☐ Patio (1,2,3,4,5)	☐ Other as applicable (1,2,3,4,5)
☐ Painting/Siding/Roofing (2,3, Attachment 'A')	

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the committee in the comments section below. Please note the Board/Committee is allowed up to 30 days to render a decision from the date the complete application is received.

Initial
Here

Submission without a Plat Map/Survey: I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association, Management and its Agents from any responsibility.

Initial
Here

Disclaimer: The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/restrictive than those established by the Association, the more stringent/restrictive requirements prevail.

You may submit your application via E-mail (info@charlestonmanagement.com), Upload your request directly to the website at www.charlestonmanagement.com (see instructions below), Fax (919) 848-1548, US Mail to:

**Coventry of Cary HOA
c/o Charleston Management Corp
PO Box 97243
Raleigh NC, 27624**

Directions for Uploading your request online:

Visit the website link listed above, click the 'Homeowner Log In' link and sign in.

Once you have logged on to your homeowner home page, please go to 'Association Business'

Select 'Architectural Control'

- Create a request
- Submit your scanned form

Complete the email address field and give a description of your project in the comments field.

Please upload your form, plat map, and any other supplemental documents or details.

Select 'Submit Architectural Control Request' and you will receive an email confirmation.

COVENTRY OF CARY HOA
ATTACHMENT "A" ARCHITECTURAL REVIEW
DETAILS

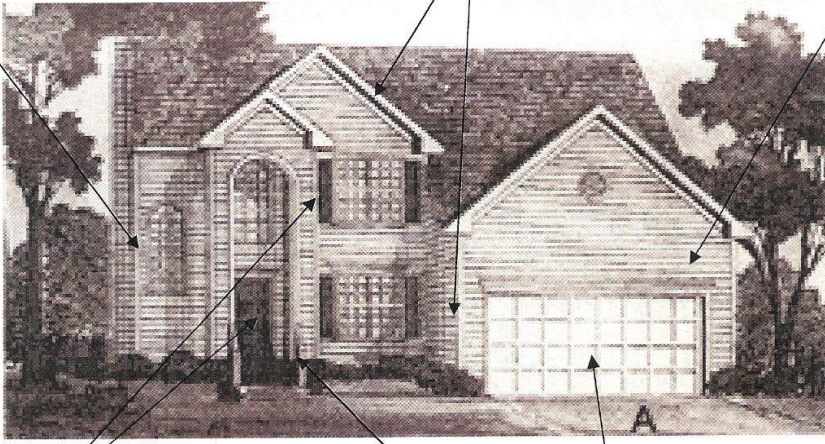
EXTERIOR PAINTING

HOMEOWNER NAME: _____

ADDRESS: _____

TELEPHONE: _____ E-Mail: _____

PLEASE INDICATE THE COLOR FOR EACH ITEM IN THE DRAWING BELOW.
INDICATE ANY VARIATIONS ON ALL SIDES OF HOME.

WINDOW & DOOR TRIM _____ DOORS AND SHUTTERS _____ Please note any variations from the drawing on the request for architectural approval.		EAVES AND CORNER TRIM _____ SIDING _____ GARAGE DOOR _____ RAILING _____
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ATTACH COLOR CHIP SAMPLES HERE:

Version2/25/02