

Sunset Oaks Architectural Review Board Guidelines

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Architectural Review Board Guidelines

ARCHITECTURAL REVIEW (OVERVIEW)

The Architectural Review Board (ARB) has been established to maintain and enhance the character and aesthetic quality of Sunset Oaks. The specific rules governing the function of the Architectural Review Board are provided in Article IV of the Sunset Oaks Master Declarations of Conditions, Covenants and Restrictions recorded with the Wake County Register of Deeds office in Book 10629, Pages 971-990. Provided below are the rules, restrictions, procedures and protocols that are intended to serve as a helpful resource for residents in understanding the Architectural Review process. The following guidelines, as well as any amendments made to this document, should be adhered to explicitly.

All proposed modifications that require architectural review as outlined in the guidelines below should be submitted via a fully completed application (addendum D). An important part of the application process is obtaining acknowledgement and, possibly, input from adjoining neighbors who might be impacted by the proposed modifications. Approval from adjoining neighbors is not required by the ARB for most applications, but their comments and opinions may be a factor in the ARB's consideration of the proposed modifications.

Please note that all exterior alterations must be approved by the ARB in writing prior to the commencement of any work on your property. The ARB has 30 days from the receipt of fully completed applications to the Property Management Organization to act on the proposed exterior change. Therefore, do not commit labor or materials until you have received written approval from the ARB. Additionally, some projects (such as additions and work in environmentally protected areas) may require approval from the Town of Holly Springs or other regulating authorities. Homeowners must apply for all applicable permits and adhere to all Town of Holly Springs regulations, as ARB approval is separate from town approval. It is the homeowner's responsibility to ensure compliance with all local ordinances and to obtain any necessary permits from the town before proceeding.

The ARB may refuse approval of any plans, in whole or in part, for any reason. Disapproved requests may be appealed to the Architectural Review Board. If the appeal is denied then the homeowner may submit their appeal to the Sunset Oaks Board of Directors, who will confer with the ARB to ensure that the decision is fair, reasonable, and uniform, as required by the Covenants and Guidelines.

DEFINITIONS

Alleyways - Article III Section 14 states that "all Alleys designated on recorded plats as 'Private Access, Utility & Drainage Easement' shall be used primarily for access to the lots served thereby." Therefore, alleyways are treated differently than *public streets*.

Public Area / Space - Includes but not limited to *public streets* (excluding *alleyways*), sidewalks, and common areas.

Public Streets - All neighborhood streets, excluding the *alleyways*.

Public View - Refers to any part of a property, structure, or feature that is reasonably visible from a *public area or space*. In this context, "reasonably visible" means that the item in question would not be noticeable without specifically looking for it.

FREQUENTLY PROPOSED ALTERATIONS

Provided below are guidelines for the most frequently proposed alterations. The guidelines may be revised periodically provided that such revisions are consistent with the general design scheme of the neighborhood.

Mailboxes

The only approved mailbox style for use in our neighborhood is “Books Landing”. Carolina Mailboxes in Charlotte (704-334-3393) is known to carry the approved post and box, though it is not officially endorsed by the HOA. The same product may be available from other suppliers, and an ARB submission is recommended to ensure the correct selection. House numbers must be placed on the front in 1.5” gold numbers using the default font supplied by the installer.

Exterior Paint

All residents wishing to repaint their homes must comply with the following:

1. If the house (including siding, trim, doors, and shutters) is to be repainted the same color as previously approved by the ARB, then a new application is not necessary.
2. If the house (including siding, trim, doors and shutters) is to be repainted a new color then you must submit an application that includes paint chips for the proposed color(s). The ARB may require that a section of the home be painted in the proposed color(s), if necessary, to determine the suitability of the color(s).

Air Conditioners

Air conditioners should be inconspicuous as required by Article III Section 19 of the Sunset Oaks Covenants. Suitable screening includes shrubs or fences, as approved by the ARB. Window air conditioners are permitted provided they are not installed in any window facing a *public street*. Only one window air conditioning unit is allowed per home, and it must be removed after the summer months.

Refuse and Recyclable Containers

Article III Section 15 of the Sunset Oaks Covenants requires that “all roll carts, bins and other receptacles shall be stored on a lot in an area suitably screened from *public view*”.

For *public streets*, the ARB has determined that suitable screening includes shrubs and fences, as approved by the ARB, which ensure that the containers are inconspicuous when viewed from the *public street*.

Properties featuring rear garages accessible via *alleyways* are permitted to store all roll carts, bins, and similar receptacles neatly on their premises in a location not visible from the *public street*. In this context, 'neatly' refers to keeping all receptacles in good condition, free from visible damage, and with lids fully closed. Reasonable effort should be made to keep the containers out of view from other neighbors that utilize the alleyway.

All roll carts, bins and similar receptacles must be of a type suitable for collection by our service provider.

Fencing

All residents wishing to install fencing must comply with the following:

1. **All Fences**

Must be site-built of weather resistant wood, powder coated aluminum or vinyl. No chain link or prefabricated wood fences are allowed.

The ARB may regulate the placement of fences with respect to adjoining property lines. Fence line setbacks will vary based on the lot type, but at a minimum, fences shall be placed no less than 6" from the established property line. Applicants wishing to tie-into an existing neighbor's fence, must obtain written approval from the neighbor in advance of the start of any construction. Additionally, fences along the street-facing side of corner lots have supplementary restrictions regarding setbacks from the adjoining right of way. The Town of Holly Springs has also set forth fence height and placement restrictions for corner lots existing within town limits. Please see the attached diagrams (addendum B) regarding fence placement and check with the Town of Holly Springs before submitting corner lot fence applications.

In the case that a 6" setback cannot be maintained, an acceptable reason for the exception must be supplied. At this point, the only identified exception is the replacement of an existing fence that was not previously built to this requirement. To move forward with your application under these circumstances, please obtain and submit written approval from any neighbors affected by the inability to maintain the 6-inch setback. This approval must acknowledge their understanding about the specific exception of the fence construction (i.e., constructed along the property line), with the potential for it to extend onto their property.

In all cases, issues relating from fence construction are the responsibility of the homeowner regardless of approval from the ARB. Further requirements based on the specific type of fence being requested follow.

2. **Decorative Fences**

- a. **Wood** - Decorative fences made of wood are not to exceed 4 feet in height and may be placed in side yards (not to extend beyond the main body of the front of the house) and rear yards. Wood decorative fences must meet the following specifications:
 - **Posts:** 6 x 6-inch posts must be placed at all corners and spaced no more than 16 linear feet apart for structural stability.
 - **Fence Design:** Pickets can be either 1 x 4 inches or 2 x 3 inches in size, with spacing between pickets not exceeding 1.5 inches.
 - **Orientation:** All horizontal support members must be located on the inward-facing side of the fence.
 - **Landscaping:** For fences facing streets or alleys, evergreen landscaping must be planted to cover at least 50% of the fence's surface area at plant maturity.

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- b. **Aluminum** - Decorative fences made of powder-coated aluminum are not to exceed 5 feet in height and may be placed in side yards (not to extend beyond the main body of the front of the house) and rear yards. Aluminum decorative fences must meet the following specifications:
- **Posts:** Permanent footings must be installed at all corners and spaced no more than 16 linear feet apart. Footings must be set to a recommended depth of no less than 21 inches.
 - **Fence Design:** Rails should be at least 1 inch in width, and pickets must have a maximum spacing of 3¾ inches between them.
 - **Orientation:** Where applicable, all horizontal support members must be located on the inward-facing side of the fence.
 - **Landscaping:** Fences facing streets or alleys may require evergreen landscaping, which must cover at least 50% of the fence's surface area at plant maturity.
- c. **Vinyl** – Decorative vinyl fences are not allowed.

3. Privacy Fences

- a. **Wood** - Privacy fences made of wood are not to exceed 6 feet in height and may be placed in rear yards (not to extend beyond the rear of the main body of the house). Wood privacy fences must meet the following specifications:
- **Posts:** 6 x 6-inch posts spaced no more than 8 feet apart for structural integrity.
 - **Fence Design:** The fence may be solid or consist of 4.5 feet of solid panels (no gaps) on the lower section, with 1.5 feet of semi-opaque fencing (lattice or pickets) on the upper section. Alternatively, scalloped or arched fences are allowed, provided they do not exceed 6 feet at their highest point and are not less than 5 feet at their lowest point. Fences of this style must use 1 x 4-inch or 1 x 6-inch pickets with no more than 1 inch of spacing between pickets.
 - **Orientation:** All horizontal support members must be located on the inward-facing side of the fence.
 - **Landscaping:** For fences facing streets or alleys, evergreen landscaping must be planted to cover at least 50% of the fence's surface area at plant maturity.
- b. **Vinyl** - Privacy fences made of vinyl are not to exceed 6 feet in height and may be placed in rear yards (not to extend beyond the rear of the main body of the house). Vinyl privacy fences must meet the following specifications:
- **Posts:** 5 x 5-inch posts spaced no more than 8 feet apart, with internal aluminum stiffeners for added strength. Post caps must be included, and the total height of the fence, including the cap, must not exceed 6 feet.

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- **Fence Design:** The fence may be solid or include an upper section of up to 1.5 feet of semi-opaque fencing (lattice or pickets). Fence sections must feature a tongue-and-groove design with 6 x 7/8-inch pickets. The bottom rail must contain an internal aluminum stiffener for added support.
- **Orientation:** All required support members (e.g., rails, brackets), except the top and bottom rails, must be located on the inward-facing side of the fence wherever possible.
- **Material Standards:** The fencing manufacturer must adhere to the ASTM F964-13 (or equivalent) standard for rigid PVC exterior profiles and provide a minimum 20-year manufacturer's warranty covering quality and fade resistance.
- **Finish:** The fence must have a smooth finish, as textured finishes are more prone to fading. The selected color must be uniform and fade-resistant, as required by the ASTM F964-13 standard. Neutral or classic colors are preferred, and color chips must be submitted with the application for ARB approval.
- **Landscaping:** For fences facing streets or alleys, evergreen landscaping must be planted to cover at least 50% of the fence's surface area at plant maturity.

Common Application Issues

- Not specifying the correct post sizes (i.e., 6x6 inch).
- Not specifying the correct setbacks (i.e., minimum 6 inches back from established property lines).

Landscaping

Only major landscaping projects (such as large bush and tree additions or removals) require ARB approval. The ARB encourages the use of locally indigenous plants. Grass is required to be maintained in front yards and tree lawns between the sidewalks and curb.

Landscape borders surrounding gardens and trees must be approved by the ARB prior to being installed. Gardens should be setback at least 12 inches from all property lines or public walkways to allow for overgrowth and pruning.

Artificial plants are permitted when used as decorations on porches or decks. However, they are not allowed in any landscaped areas such as the yard or flowerbeds.

Exterior lights not permanently installed as part of home construction or renovation (e.g., hanging string lights) are only permitted for use as decorations on porches or decks. Such lighting is not allowed in landscaped areas such as yards or flowerbeds, apart from typical landscape lighting, such as low-wattage path lights or spotlights. Holiday lighting is exempt from this requirement and is detailed under the 'Seasonal Decorations' section.

Artificial turf can be considered for use in backyards when not visible from *public view* and installed by a licensed contractor. In addition, for corner lots, artificial turf will only be considered with the existence of a privacy fence that fully screens the artificial turn from *public view*. The ARB reserves the right to deny an artificial turf application for any reason and may request modifications as well as higher specifications

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for the application to be approved. As with any exterior modification, it is important to not proceed with any installation until final approval is received. If installation is started before approval is received, the homeowner will be responsible for removal or modifying the installation as required to secure final approval. Installations must be properly maintained and kept and free from visible damage.

Street Trees

Street trees are planted in the easements of homeowner lots along *public streets*. They are governed by a registered landscape plan with the Town of Holly Springs. This plan requires street trees to be planted 40 feet on center along all *public streets* in our community.

As per [municipal code](#), maintenance and replacement (if required) are the responsibilities of the adjacent lot owners. Replacement trees must either be of the original species or the recommended replacement, with a trunk caliper of at least 2 inches at installation. For a list of approved street tree species by street, see Addendum C.

Homeowners who fail to replace missing street trees may be referred to the Town of Holly Springs for enforcement.

Satellite Dishes

Under federal law, the ARB cannot deny the use of small satellite dishes (less than 3 feet in diameter); however, the ARB does require that all satellite dishes be installed in areas that are not visible from *public view*. The ARB requires an application providing notice if this is not possible.

Home Additions, Screen Porches, Pergolas and Arbors

All additions to existing houses must be submitted for ARB approval and will be evaluated based on their conformance to the architecture of the neighborhood in terms of massing, scale and materials. In general, proposed additions (including screened porches and attached pergolas) should be consistent with the existing house in terms of color, materials and scale. To assist the ARB in its review of proposed additions, applicants must submit detailed plans that clearly depict the design of the modification with scaled drawings and specific material and color selections.

Benches, Birdbaths, Yard Art and Statuary

ARB approval is required prior to the installation of benches, birdbaths, statuary and other forms of yard ornamentation that are clearly visible from adjacent streets. In general, the ARB is supportive of decorative landscape elements as long as they are discreet and in harmony with the adjoining area. The ARB may limit the number or type of decorative items on a lot at their sole discretion.

Temporary Signage

Temporary signage does not require an ARB application; however, the following guidelines must still be followed.

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General Rules

For temporary signage not relating to a single day special event, one freestanding, non-illuminated, temporary sign not exceeding 48 inches in height and no more than 6 square feet in total sign surface area, may be placed in a home's front yard up to 4 times per calendar year for a maximum of 21 consecutive days per occurrence. A minimum 30-day moratorium is required between placement occurrences. "For Sale" signs are not limited to the above time restrictions but should be removed promptly upon the closure of the proceedings.

Single Day Special Events

If the temporary signage relates to a single day special event (e.g., birthdays, anniversaries, graduations, etc.), the above restrictions do not apply. The ARB is aware of the popularity of the single letter per sign decorations and wants to encourage the celebration of special occasions. The maximum duration of such special event signage is 7 consecutive days per occurrence.

Political Signs

The guidelines below adhere to [state statute 47F-3-121](#). For the purposes of this section, a political sign refers to any sign that attempts to influence the outcome of an election, including supporting or opposing an issue on the election ballot. This guideline shall apply to owners of property who display such signs on property owned exclusively by them and does not apply to common areas, easements, rights-of-way, or other areas where political signage is not allowed. For homeowners wishing to display political signs, the guidelines are as follows:

- May be placed no earlier than 45 days before the day of the election.
- Must be removed no later than 7 days after the day of the election.
- Maximum size not to exceed 24 inches by 24 inches.

Seasonal Decorations

Seasonal decorations do not require an ARB application; however, the following guidelines must still be followed.

Seasonal decorations (e.g., Christmas lights, Halloween decorations, etc.) can begin to be placed up to 60 days in advance of the seasonal event and must be removed no later than 30 days after the event. The 60 day advance window is meant to accommodate those homeowners that have more significant or complex installations, however that time is available to all homeowners. Seasonal decorations do not require an ARB application.

Decks

Any changes to existing decks or addition of new decks require ARB approval. Decks are only allowed in rear yards and in general, are not allowed to extend past the side wall of the house. Decks are to be constructed of weather-resistant material and may be left natural, stained, or painted.

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Driveways

Any changes to existing driveways and parking pads require ARB approval. In general, the ARB encourages as little concrete as possible to allow for storage of automobiles. If the driveway will be colored, stamped or modified in anyway other than traditional brushed concrete, then you must submit an application that includes paint chips for the proposed color(s) as well as detailed designs.

In accordance with the regulations set forth by the Town of Holly Springs, no motor vehicle, machine, motor, or similar device from which any part material to the operation of the vehicle has been removed, or which is inoperable for any reason, shall be stored, maintained or kept on the property, unless such device is completely within an accessory building or garage or completely within an area wholly enclosed from the view of the surrounding lots and rights-of-way by a solid structural barrier with a maximum height above grade of not less than six (6) feet, nor greater than ten (10) feet.

Commercial vehicles and/or commercial trailers shall not be parked, stored, maintained, or kept on any property unless the vehicle or trailer:

1. Has a maximum load capacity of three-quarters (3/4) of a ton or less
2. Serves as the sole vehicular transportation of a resident of the property
3. Is stored within an accessory building or garage.

Commercial vehicles or trailers that are in the course of making reasonable service calls are exempt from this provision.

Similarly, as per the Sunset Oaks Covenants, Conditions & Restrictions, recreational vehicles and/or equipment (i.e., tractors, boats, campers, trailers, motorcycles, ATVs or other such motorized vehicles) shall not be parked, stored, maintained or kept on any property unless the vehicle and/or equipment is parked or stored within an enclosed garage. At no time shall any parked or stored vehicle and/or equipment be occupied or used as a living, sleeping, or housekeeping space.

No more than two (2) such vehicles and/or equipment shall be permitted to be parked or stored in the open on the same lot at any one time and only for the purposes of preparing for their intended use. Each such occurrence is limited to (3) consecutive days.

Parking

Community streets should stay free from obstructions for the regular use by commuting traffic and remain open for emergency vehicles to easily pass at all times. Motor vehicles are not to park upon any grass or landscaped areas for any period of time. Vehicles owned by residents or their guests are not to park in the street during the day if driveway or garage space is available. Residents or long-term guests are not permitted to park in the street overnight if space within the driveway or garage is available. As an accommodation for short-term guests only, guest's vehicles may be parked in the street overnight, but for no more than 4 nights in any consecutive 7 day period. Service vehicles are permitted to park in the street while providing services only. Vehicles parking in the street must not be within 10 feet of any mailbox, fire hydrant, utility easement, or be parked directly across from a driveway. Any vehicle parking in the street must be parked adjacent to the homeowner's property, facing the direction of traffic.

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Homeowners with vehicles parking in violation of these guidelines may be referred to the Town of Holly Springs and could be subject to fines and/or be subject to their vehicles being towed.

Pools, Spas, and Hot Tubs

ARB approval is required prior to the installation of any swimming pool, spa, or hot tub. Upon ARB approval, a swimming pool, spa or hot tub may be located in any side or rear yard, preferably screened from *public view*. No swimming pool, spa, or hot tub may be placed on any right-of-way or utility easement found within the property. The Town of Holly Springs requires that a pool/hot tub permit be granted prior to the installation of any in-ground/above-ground swimming pool, hot tub, or spa that is greater than 24 inches in depth. Please contact the Town for information on obtaining the correct pool permits and be sure to obtain ARB approval prior to obtaining any permits. In addition, all swimming pools, spas and hot tubs are required by the Town of Holly Springs to have a barrier (wall, fence, building or any combination of the previously stated) of at least 48 inches above grade, measured from the side of the barrier that faces away from the pool structure, that completely surrounds the pool/hot tub and restricts access. If any portion of the barrier is a fence, specific requirements have been placed on the spacing between pickets and on all entry-gates by the Town of Holly Springs. The ARB may deny initial applications for a pool, spa, or hot tub installation and specify unique requirements to be included in any future application based upon the property lines, as well as type and layout of the structure and associated equipment. Landscaping may be required to soften sightlines and restrict noise related to the structure and supporting equipment. Please be sure to include a description of and placement for all necessary associated equipment (i.e., pump, filter, etc.). The ARB reserves the right to deny a pool application for any reason, including the type of pool being applied for and the frequency of existing private pools within the community.

Permanent Play Structures, Sport Courts and Detached Storage Buildings

ARB approval is required for freestanding outdoor structures, such as storage sheds, sport courts, and play structures. The location of these structures is typically governed by the maximum building area defined by the Town of Holly Springs and the minimum setback requirements from the property line. The ARB reserves the right to disapprove applications that meet the Town's requirements but fail to meet the objectives of the ARB.

Freestanding detached structures (e.g., storage sheds) must be confined to the rear yard and match the adjoining home in color and design (i.e., roof type, decorative trim, window styles). As of August 2024, guidance has been added specifying that these structures should not exceed eight (8) feet by twelve (12) feet in size and be no more than ten (10) feet tall. Structures approved before this date are not subject to this revised guideline.

Permanent play structures should be of wood construction and consideration should be given in locating play structures to cause the least inconvenience to neighbors and be as harmonious and inconspicuous as possible. Additional requirements such as netting and landscaping may be required of sport court installations to minimize adjacent neighbor's views and to minimize the overall noise disturbances. All equipment must be kept in good working condition (i.e., no visible damage, torn nets, etc.).

Play structures, sport courts and storage buildings should be screened from *public view* whenever possible using fencing, landscaping or proper placement that keeps the home between the structure and *public view*.

Basketball Goals, Trampolines and Temporary Play Structures

ARB approval is not required for mobile basketball goals. However, goals are not allowed to be regularly placed along *public streets*, *public areas* (e.g. sidewalks, etc.) or *alleyways*. Additionally, equipment must be kept in good working condition (i.e., no visible damage, torn nets, etc.).

All other temporary play structures (i.e., plastic slides, sandboxes, etc.) must be regularly stored away in a manner that is out of *public view*.

The installation of trampolines does require ARB approval.

Retaining Walls and Drainage Changes

All retaining walls, storm drains, or significant drainage changes require ARB approval. Preferred material for retaining walls include stone (synthetic or natural) and brick. Treated wood will only be considered in limited circumstances such as rear or side yards. When redirecting drainage routes, consideration should be given to all surrounding neighbors and how the new path of runoff will affect their property.

Solar Panels

Compliance with North Carolina Law

Right to Install - Homeowners have the right to install solar energy systems, subject to reasonable restrictions as outlined in these guidelines and in accordance with North Carolina's solar access laws.

Reasonable Restrictions - Restrictions imposed by the HOA are intended to be reasonable, not significantly increasing the cost of installation or significantly decreasing the efficiency of the solar energy system.

Guidelines for Solar Panel Installation

1. Approval Process and Required Documentation
 - a. All solar panel installations require prior approval from the ARB
 - b. A detailed proposal, including a site plan, elevations, and photos or renderings showing the proposed appearance post-installation, must be submitted for review.
 - c. Detailed installation plan including manufacturer's specifications, system layout, and visual impact mitigations.
 - d. Any additional documentation requested by the ARB to fully evaluate the proposal.
2. Placement and Visibility:
 - a. Preferred installation locations are rear-facing roof sections or areas minimally visible from *public spaces* and *public streets*, to preserve community aesthetics.
 - b. Front-facing installations may be considered if alternative locations significantly impact the system's efficiency or increase costs, subject to ARB approval.
3. Design and Aesthetics:
 - a. Solar panels should be flush mounted to the roof, with the angle of the panels

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mirroring the roof's pitch, unless a variance is approved by the ARB for efficiency reasons.

- b. All components (e.g., wiring, inverters) must be installed in a manner that minimizes visibility from *public streets* and neighboring properties.
- c. The color and materials of the solar energy system should, to the extent possible, complement the building's design and color scheme.

4. Variance Process

- a. Homeowners may request a variance for installations that do not conform to these guidelines but offer practical reasons for the exception, especially where efficiency or cost considerations are concerned.

ARCHITECTURAL APPLICATION PROCESS

Changes, additions or deletions that have been previously identified as requiring submittal, or that homeowners believe may require submittal, shall follow the process described in this section. Homeowners should consider the following prior to submitting an application:

1. No construction shall begin without written approval of the application properly submitted to the ARB. Therefore, no commitment of labor and/or materials should be given to contractors prior to the receipt of written approval.
2. No application shall be submitted for a Town of Holly Springs Building Permit prior to approval by the ARB unless the ARB specifically requests it.
3. Allow enough time for processing and approval (up to 30 days from receipt by the Property Management Organization of a complete application, as specified in the Master Declaration of Covenants) in planning for construction.

Planning and Preparation of Submittal

1. Using this specification, determine if a submittal is required.
2. Prepare the Architectural Review Form and attach any drawings, sketches, plot plans, and supplemental documents for the Architectural Review Committee and Architectural Review Board's review. A complete submittal will fully describe/depict the proposed modifications and will stand on its own without needing further explanation or clarification.
3. Sign the form.
4. Present the complete submittal to all adjoining property owners or neighbors who may be visually impacted by the change and obtain their signature. This signature only indicates that each neighbor has seen the complete submittal. It is NOT an approval of the submittal. In the case that a neighbor is unavailable or refuses to sign, notes should be made on the application form of the attempt(s) to obtain their signature and their contact information, if possible.
5. Only after completing steps 1-4 above, present the submittal to the Property Management Organization, who will perform an initial review of the submittal for completeness and legibility and provide confirmation of receipt. Incomplete or illegible submittals will be returned to the homeowner. Upon receipt of a confirmed complete and legible submittal the 30 day review period will begin.

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1. The Property Management Organization will forward copies of all submittals to all active members of the ARB and will retain the original.
2. An ARB representative will make every attempt to make a site visit with the homeowner, when a visit is requested or is necessary for approval.
3. If a homeowner wishes to meet with the ARB to discuss a potential or ongoing project, a private meeting can be requested through the Property Management Organization.
4. The ARB will vote on each submittal as approved or disapproved. Disapproval may be on any grounds, including overdue homeowner's assessment fees.
5. The Property Management Organization will complete a response letter indicating the Board's decision and will mail it within five business days. The details of any disapproval will be communicated to the homeowner.
6. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits.
7. A proper submittal approved by the Board is a contract to comply with the specific details. Alterations/deviations of any significance should be communicated with the Property Management Organization to determine if the alteration/deviation will require resubmittal, including requesting new signatures from all affected neighbors and this will be considered as a new, distinct request.

Appeals/Resubmittals

1. To appeal a disapproved submittal, the homeowner should submit a written response that includes specific detailed information explaining why the submittal should be reconsidered. The homeowner may also request a meeting with the ARB to further discuss the submittal.
2. Should the submittal have been disapproved on a technicality (i.e. location or height of a fence), and the homeowner is willing to comply with the remedy proposed in the Board's response letter, then the homeowner need only stop by the Property Management Organization's office, pencil in the change(s), and initial and date the change(s). The revised submittal will then be reconsidered by the ARB via an email vote. The homeowner will be advised of the decision and receive a written approval letter citing the change(s).
3. If the ARB denies an appeal then the homeowner may submit an appeal to the Board of Directors, who will confer with the ARB, to ensure the denial was fair, reasonable, and uniform, as required by the Covenants and Guidelines. If the appeal is denied by the Board of Directors then the decision is final and no further appeals will be considered.

Time Frame for Construction

1. Construction should begin at the indicated start date or within three months after the date of written approval by the ARB. Work must be completed within six months after construction begins, unless an extension is requested and granted. Proposals for modification that have phases for construction should be applied for independently if the start date of any phase falls outside of the six-month window.
2. Approval for projects that have not begun or have not been completed as specified above

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will lapse and the applicant must resubmit the proposal or a written request for extension to the ARB.

Details for Submittal

In some cases, many attributes or details of a proposed change, addition or deletion are required for the Board to make sound, responsible decisions. In other cases, the nature of the change will be simple and straightforward, as will be the submittal. The following items should be used as a method of describing or visually depicting the requested change (as applicable):

1. Pictures, Magazine cutouts, etc.
2. Color chips
3. Plot Plans – top-down drawings showing location of existing structure(s), property boundaries in relation to adjoining properties, and locations of proposed change(s). Dimensions should be included as applicable.
4. Elevation drawings – a side view that will show height, topography of the land, and a visual image of the change.
5. Written description of the types of materials to be used or a contractor's list of materials.
6. Written and/or visual depiction of construction details.
7. Location for building material storage during construction, soil disposal plan, drainage plan, and landscaping or re-vegetation plan (as applicable).
8. Any other aids that will assist the committee and the Board of Directors in their review.
9. Identification of the party responsible for performing the improvement (homeowner, contractor name, etc.).

Drawings should be to scale to show relationships to location, height, etc., with the dimensions and scale used, clearly marked on all drawings. For major construction projects such as additions, sunrooms, dormers, etc., for which a hired contractor is used, the design drawings showing rooflines and similar details should suffice.

Inspections

The Architectural Review Board may conduct random on-site inspections to assure compliance with approved submittals. Homeowners are asked to cooperate during such inspections.

Project Completion

As a minimum, the homeowner is asked to notify the Property Management Organization within 30 days of the completion of the project including pictures of the completed project to compare against the original submission. If deficiencies or significant deviations are noted, the homeowner will be notified in writing by the ARB, with a response expected within 30 days.

Administrative Fee for After-the-fact Architectural Requests:

If physical work on the property related to any activity described in these guidelines as requiring approval commences before an appropriate response is approved, the homeowner will be called to a special due process hearing. As a result of this hearing an administrative fee of \$75.00 will be assessed

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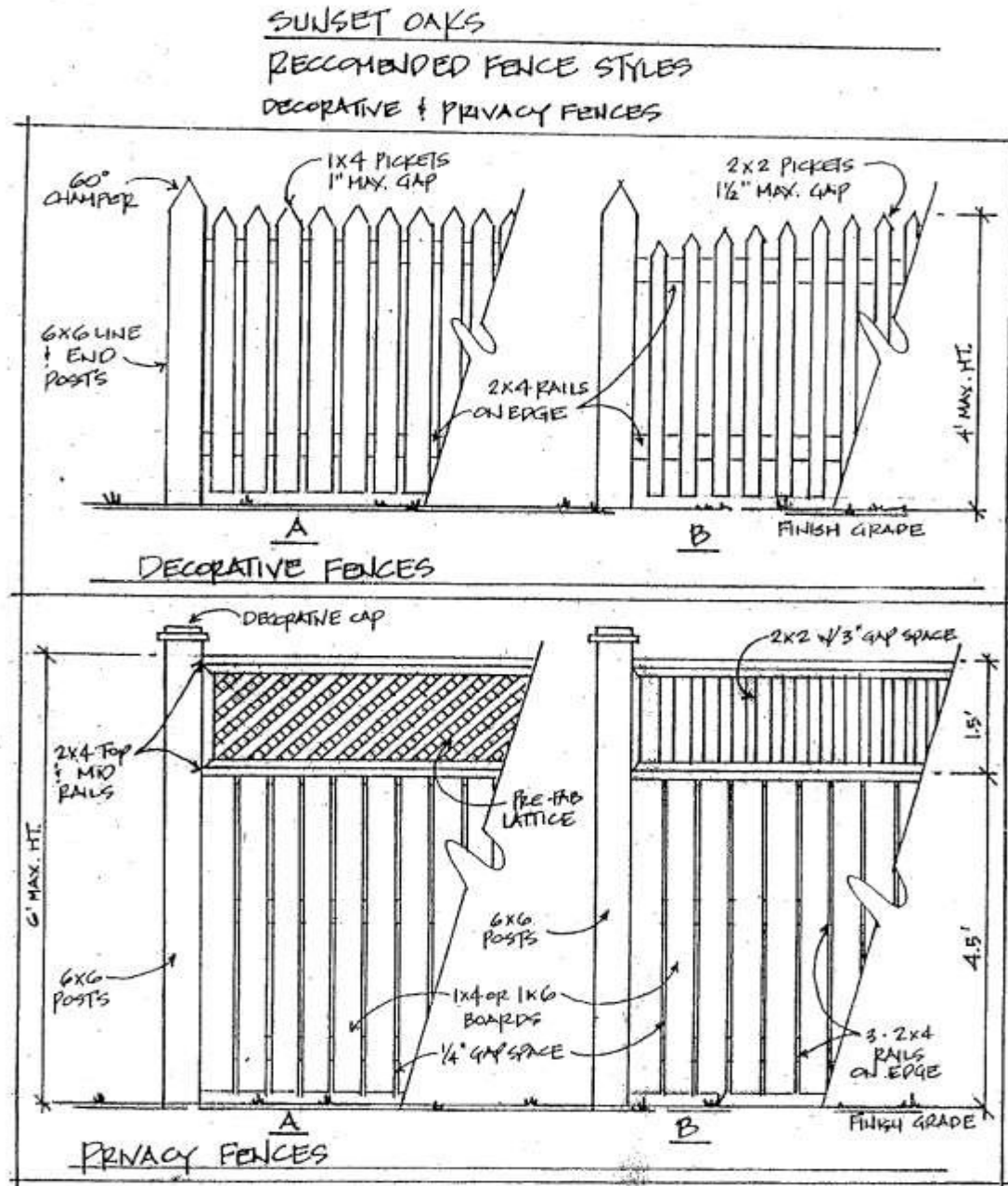
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to any property owner who begins physical construction or landscaping activities before an appropriate architectural request is approved. This administrative fee becomes immediately due and collectible 3 days after the hearing. This fee is nonrefundable and will become an obligation directly associated with the property and be collected as per the policy.

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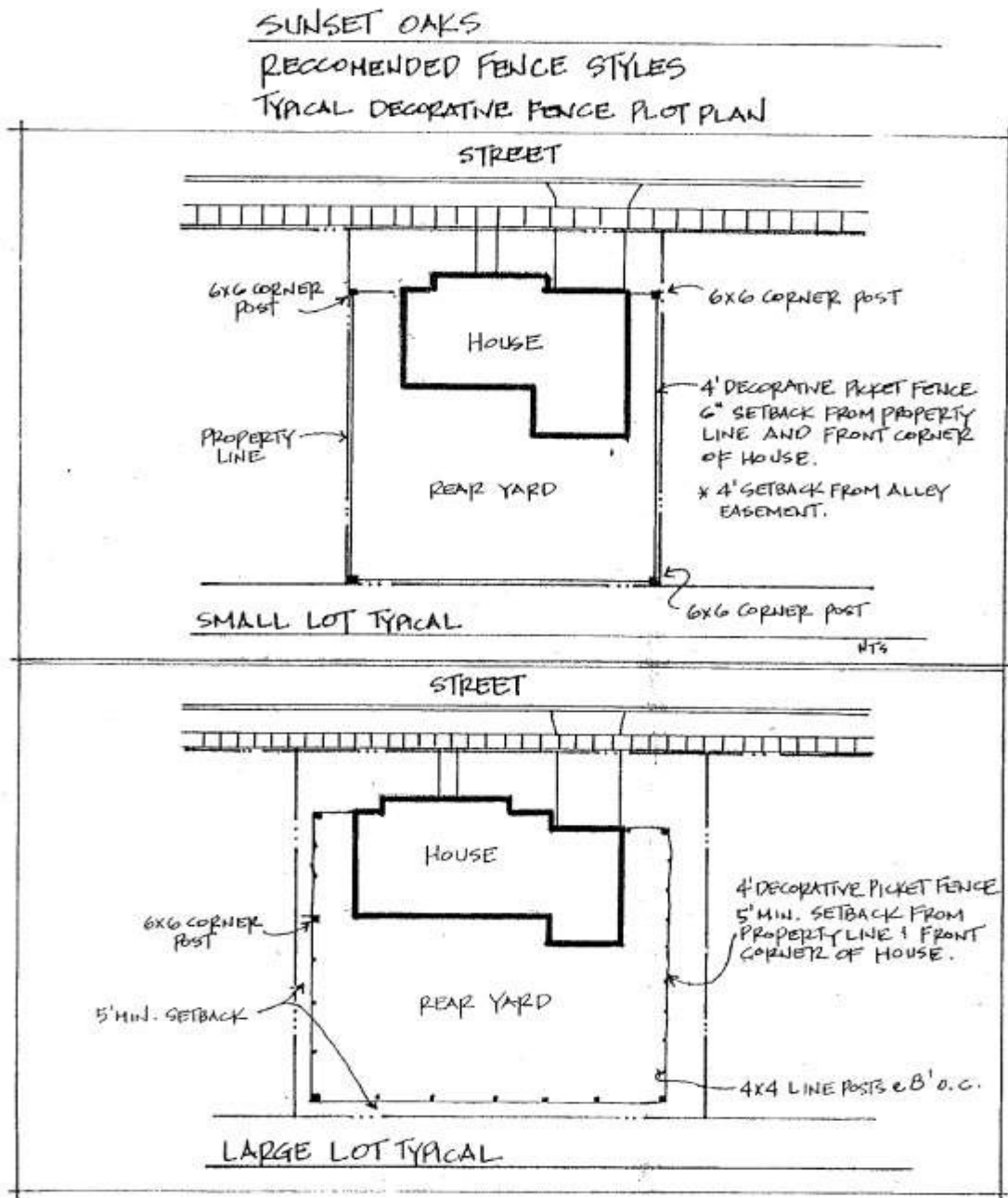
Addendum A: Recommended Fence Styles



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Addendum B: Recommended Fence Placement



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Addendum C: Allowed Street Trees by Street

Homeowners replacing street trees must refer to the table below. Replacing the tree with the original species or choosing a species from the 'Recommended Replacement' column is acceptable. For further details on street tree replacement, see the 'Street Trees' section earlier in this document.

Street Name	Original Tree Species	Recommended Replacement
Amberglen Ln	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Arborhill Ln	Red Maple	Japanese Zelkova
Arvida Cres	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Aspenridge Dr	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Briarburn Ln	Red Maple	Japanese Zelkova
Brookberry Rd	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Bryce Meadow Dr	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Calderon Pl	Unknown (all removed)	Willow Oak
Cross Oaks Pl	Willow Oak	Willow Oak
Edgepine Dr	Red Maple	Japanese Zelkova
Grantwood Dr	Willow Oak	Willow Oak
Marsh Landing Dr	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Meadowcrest Pl	London Plane Tree	Willow Oak
Middlegreen Pl	Red Maple	Japanese Zelkova
Oakboro Glen Ct	Red Maple	Japanese Zelkova
Olive Field Dr	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Olive Park Dr	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Redhill Rd	Red Maple	Japanese Zelkova
Roseberry Way	Sawtooth Oak	Willow Oak
Skygrove Dr	Red Maple	Japanese Zelkova
Skywater Ln	Willow Oak	Willow Oak
Streamwood Dr	Japanese Zelkova	Japanese Zelkova
Sunset Oaks Dr	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Sunstream Ct	Red Maple	Japanese Zelkova
Thorndale Dr	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak
Wanderview Ln	Pin Oak or Scarlet Oak	Pin Oak or Scarlet Oak

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Addendum D: Architectural Change Request Form

Sunset Oaks Homeowners Association, Inc.
Architectural Change Request Form

Please submit this application and any attachments to:

Homeowner's Name: _____

Property Address: _____

Lot # (if known): _____

Homeowner's Phone #: (Home) _____

(Cell) _____

Request Statement and Agreement

I determine this proposed project to be fully compliant with the Sunset Oaks Homeowners Association, Inc. Covenants and Architectural Guidelines. I request approval by the Sunset Oaks Association for the following described project only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. If Sunset Oaks Association and/or the Architectural Review Board determines this project in any way violates the existing Sunset Oaks Association Covenants and/or Architectural Guidelines or is not completed within the allotted time, I will ensure the project will be made fully compliant with the covenants and completed.

Homeowner Signature

Date

Neighbor Acknowledgment

The HOA considers notification of your project to affected neighbors as a common courtesy in the approval process. Therefore, for each neighbor who is adjacent to your property or for any neighbor that may be visually impacted by the change, please provide their name, address and telephone number and make a reasonable attempt to obtain their signature. Signatures below signify that neighbors are aware of your plans and have seen a complete submittal. It is not an approval of the submittal. Disapproval or objections of the project by neighbors can be made to the Property Management Organization at the number above.

Name

Address

Phone

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Describe the Proposed Changes or Additions:

To speed up the process the proposed plan should include sizes, heights and description of materials, etc... Please attach a copy of your plot plan, when applicable, and indicate the location of all proposed exterior design changes on lot in relation to the house and other existing structures. Also, please attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application. Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be considered in review & approval of any mechanical equipment (i.e. trees restricting views and pool pumps).

ESTIMATED CONSTRUCTION DATES: Start Date _____ Finish Date _____

Please make sure your contractor adheres to your schedule, since the Association can force its completion.

Other Information Regarding Your Project Request:

Special Conditions for Approval:

Approved _____ Disapproved _____ Conditional Approval _____
(See Above)

Signature: _____ Date: _____
Sunset Oaks Homeowners Association, Inc. Officer and/or Architectural Review Board

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CHANGE HISTORY

Date (mm/dd/yyyy)	Description
07/06/2024	Revision to previous ARB guidelines to modernize and add clarity. Summary of changes below: New Sections Added: Definitions: Introduced definitions for terms like Alleyways, Public Area/Space, Public Streets, and Public View. Seasonal Decorations: Guidelines added for seasonal decorations, specifying timelines for installation and removal. Project Completion: Under Architectural Application Process, added new 'Project Completion' subsection with a new requirement to submit photos of completed project. Modifications to Existing Sections: Air Conditioners: Simplified the language regarding window air conditioners, emphasizing visibility restrictions. Refuse and Recyclable Containers: Clarified storage requirements, especially for properties with rear garages accessible via alleyways. Fencing: Added exceptions for maintaining a 6" setback with neighbor approval. Adjusted height limits for decorative aluminum fences to 5 feet. Landscaping: Allowed the use of artificial plants on porches or decks and artificial turf in backyards with specific conditions. Added Street Tree subsection and new addendum for approved street trees Temporary Signage: Differentiated guidelines for temporary signage relating to single-day special events versus other temporary signs. Driveways: Emphasized requirement for approval if driveways are colored, stamped, or modified. Updated section relating to RV's to include other recreational vehicles as (like boats) to align ARB Guidelines with CCR's. Added an allowed exception to store them on the driveway for a short time to allow for their intended use. Parking: Added potential referral to the Town of Holly Springs for violations. Pools, Spas, and Hot Tubs: Minor language adjustments. Basketball Goals, Trampolines, and Temporary Play Structures: Clarified storage requirements for temporary play structures. Detached Storage Buildings: - Removed requirement for same pitch as the home for detached storage buildings. Added size limit for detached storage buildings. Solar Panels: Expanded guidelines for solar panel installations, emphasizing compliance with North Carolina Law, and included a detailed approval process and visibility considerations. Planning and Preparation of Submittal: Minor clarifications added for steps in the submission process. Architectural Review Board Review: Emphasized that approval of a submittal does not guarantee approval of similar future submittals. Time Frame for Construction: Clarified the timeframe for starting and completing construction.
09/05/2024	Modifications to Existing Sections: Landscaping: Added clarification on allowed exterior lighting.

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09/11/2024	Modifications to Existing Sections: ARCHITECTURAL REVIEW (OVERVIEW): Clarify wording regarding need to secure all required permits and following all town ordinances. Addendum C: Corrected information regarding what trees were originally planted on each street. Added a recommended replacement where appropriate. Temporary Signage, Driveways: Corrected various typos. No change to rules or intent.
10/01/2024	Modifications to Existing Sections: Temporary Signage: Added subsection for political signage and added guidelines that comply with the North Carolina state statute.
10/27/2024	Modifications to Existing Sections: Fencing: Added guidelines allowing vinyl fencing when used for privacy fencing.
01/21/2025	New Sections Added: Mailboxes: Added information regarding the approved mailbox for use in Sunset Oaks.