

Whitebridge Community Association – Architectural Review Standards

October 17, 2022

Dear Homeowners and Prospective Buyers:

Whitebridge Homeowner Covenants and Architectural Review Committee (ARC) guidelines were instituted in the early stages of development of our community association and every property owner is required to adhere to the stipulations and guidelines contained in the covenants and guidelines documents. The primary purpose of the covenants and ARC guidelines is to maintain and enhance the appearance of our community by assuring that any newly added structures, as well as basic changes to the property, are evaluated and approved in accordance with the covenants and standards. All homeowners should have been furnished a copy by their attorney at the closing of their home. If you have not received a copy, please contact the management company.

This version supersedes any previous version of the guidelines and includes three major additions or changes, first a cleaner format, second a neighbor comment form and better-defined process for submissions, and third a clarification and specification of fines that will be levied as our covenants and guidelines are not followed. Please review carefully.

Within the restrictions and covenants of the Whitebridge Community Association, this booklet should be your first reference when you need information pertaining to architectural changes. If you need to know something that is not in these documents, please first refer to the neighborhood covenants and then feel free to contact the management company.

The management company for the Whitebridge Community Association is R. S. Fincher & Co. LLC. They can be reached by phone at (919) 362-1460 or in person or in writing at 315 S. Salem St, Apex, NC 27502. The office hours for R. S. Fincher are 8:00 AM to 5:00 PM Monday through Thursday and from 8:00 AM to 12:30 PM on Fridays. There is a 24-hour on call staff member available, should you have an emergency and need immediate assistance, call pager (919) 873-8705.

Our primary goal has been to develop standards that will help to ensure a high quality of life and maintain property values without being unnecessarily restrictive. As you go through these processes, please keep in mind that the Architectural Review Committee, the management company and this board should be used as resources to help you in your efforts in improving your property and by doing so improving our community as a whole.

We hope you enjoy living in Whitebridge.

Sincerely,

Board of Directors,
Whitebridge Community Association

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Version History

Version	Date	Description
1.0	5 December 2002	Original Version.
2.0	3 February 2004	• Re-formatted document. • Changed committee name from Architectural Control Committee (ACC) to Architectural Review Committee (ARC) • Clarified and updated each section. • Added version section. • Fine levels added to each section. • Added updated ARC request form and neighbor comment form to document.
3.0	25 January 2021	• Revised Section 8.0 – Fences • Revised Section 10.0 – Major Landscaping • Revised Section 23.0 – Vegetable Garden Plots and Compost Piles • Updated document to reflect newest version • Updated contents page
4.0	9 September 2021	• Revised Section 3.0 – Mailbox replacement parts and where to find them
5.0	17 October 2022	• Revised Section 1.0 – Submittal and Approval Process

1.0 SUBMITTAL AND APPROVAL PROCESS (Article IX, Section 3)

1.1 Items Requiring Architectural Approval:

- 1.1.1 Each homeowner has the responsibility to complete an Architectural Request Form prior to making any changes, additions or deletions to the exterior of their home or property including major landscaping projects. The process will be the same for all submittals with the required details varying depending upon the type of change.
- 1.1.2 No approval necessary for general maintenance and repair.

1.2 Information Required in Submittal:

- 1.2.1 Architectural Request Form completed in its entirety.
- 1.2.2 Plot plan outlining the position or placement of the change or addition or major landscaping change.
- 1.2.3 Drawings/plans showing the construction of the change or addition or landscaping project.
- 1.2.4 Schedule of work to be done.
- 1.2.5 Any neighbor comment request forms that have been submitted to the homeowner, rather than to the management company.
- 1.2.6 Samples of paint, siding, or any other items that may be helpful in making a decision.

1.3 Process Guidelines: Fine Level: \$100 per Architectural Request Form

- 1.3.1 Fill out the top half of the neighbor comment forms and copy for each neighbor who signs your request form. They may mail it to the management company directly or return it to you for submission with your request form.
- 1.3.2 Submit your completed Architectural Request Form to the management company to perform an initial review for completeness and legibility. (Electronic copies of signed documents are acceptable and can be submitted via fax or email). Incomplete or illegible submittals will be returned to the homeowner.
- 1.3.4 A homeowner who wishes to meet with the Architectural Review Committee should contact the management company to be placed on the agenda for the next scheduled meeting.
- 1.3.5 The management company will complete a standard response letter indicating the final decision. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits. Any alterations/deviations may require the request to be resubmitted. Please contact the management company for more information.

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1.3.6 Notes and Reminders

- 1.3.6.1 No previously approved request or existing structure at any residence in the neighborhood shall constitute having establishing precedence for future approval.
- 1.3.6.2 No construction shall begin without written approval.
- 1.3.6.3 Town or county building permits may need to be obtained for many projects and will be the responsibility of each homeowner. Town or county permits should be obtained AFTER written approval form the ARC has been received.
- 1.3.6.4 This document does not constitute an all-inclusive list and specific items not mentioned here may still require ARC approval. Please contact the management company if you have any questions or concerns.
- 1.3.6.5 Please allow enough time for processing and approval in planning for construction.

1.3.7 Appeals

- 1.3.7.1 To appeal a disapproved submittal, the homeowner should submit a written response to the Board of Directors via the management company, including specific detailed information that clarifies why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to further discuss the submittal. Please contact the management company to be placed on the agenda for the next Board of Directors meeting.

1.3.8 Violations and Penalties (Article IX, Section 5)

- 1.3.8.1 The Whitebridge Community Association Board of Directors has the responsibility to enforce the covenants of our Association. To emphasize the importance of these covenants and to assist in their enforcement, penalties have been established for violations. This section defines the steps that will be taken by the Board in the event of a violation of the Architectural Standards and Control Specifications, or restrictive covenants relating to Architectural control. Failure to submit an Architectural Request Form prior to commencing the project shall be considered a violation and will result in a \$100 fine per form.
- 1.3.8.2 After being informed of a violation, the management company (on behalf of the board) will:
- 1.3.8.3 Notify the homeowner in writing of the violation. This notification will include the details of the violation, the steps required to correct the violation, and the potential additional fines associated with the violation, if not corrected. If the homeowner corrects the violation within the time period stated, or a reasonable amount of time (generally considered to be fourteen (14) calendar days), then there will be no additional fine assessed.
- 1.3.8.4 If the violation persists or recurs, the Board may levy fines against the homeowner. The amounts of the fines vary by the type of violation.

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This document establishes three classes of violations with fines assessed monthly until the violation is corrected.

Class A – Fines of \$40 per day.

Class B – Fines of \$20 per day.

Class C – Fines of \$10 per day.

1.3.8.5 If the homeowner has not corrected the violation within thirty (30) calendar days after the notification, the Board reserves the right to have the violation corrected and charge the expense to the homeowner. This is in addition to the fines.

1.3.9 Any fines levied by the Board have the legal authority of a lien against the property involved. At the Board's discretion, the Association may take legal action to collect fines/expenses.

1.3.10 In event of conflict between these standards and restrictive covenants, the latter shall control. These standards are intended to supplement and not supersede the restrictive covenants.

2.0 MAINTENANCE AND GENERAL UPKEEP (Article XI, Sections 1, 2)

2.1 Items Requiring Architectural Approval:

2.1.1 No approval necessary for general maintenance and repair

2.2 Information Required in Submittal:

2.2.1 No submittal necessary for general maintenance and repair

2.3 Guidelines: Fine Level: Class B unless otherwise stated

2.3.1 Maintenance and Cleanliness: It is the primary responsibility of each homeowner to maintain their property in a way that does not detract from the overall beauty of the community. It is hoped that each and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties.

2.3.2 Repair: Following is an example list of areas that as a minimum should be reviewed on a regular basis to ensure that your home is in good repair. As mentioned earlier this is not an exclusive list, and other items may apply to your property. **Fine levels: Class C.**

- | | |
|-------------------------------|-------------------------|
| A. Shrubbery, Trees and Lawns | J. Awnings |
| B. Driveways and Sidewalks | K. Detached Structures |
| C. Decks | L. Removal of Debris |
| D. Fences | M. Storage of Equipment |
| E. Play Equipment | N. Household Goods |
| F. Roofing | O. Mail Boxes |
| G. Wood | P. General Appearance |
| H. Paint and Stain | Q. Lighting |
| I. Garbage Container Storage | |

2.3.3 Deterioration: If at any time the Board of Directors is made aware of a property that has deteriorated to the point that is affecting the aesthetics of the Community; the management company will make a site inspection. Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time, the repairs have still not been made, the Board of Directors may be forced to take more strenuous action. **Fine Level: Class C.3.0**

MAILBOXES (ARTICLE VIII, SECTION 121)

3.1 Items requiring Architectural Approval

3.1.1 No approval necessary for general maintenance and repair

3.2 Information required in submittal

3.2.1 No submittal necessary for general maintenance and repair

3.3 Guidelines: **Fine Level: Class C**

3.3.1 All new mailboxes or replacements of deteriorating installations shall conform to the new existing mailbox style with 2" gold numbers

Approved for Whitebridge:

3.3.2 The following mailbox is the only acceptable design denoted in the covenants for the Whitebridge Community for replacements.



3.3.3 Replacement parts new out of box: <http://www.budgetmailboxes.com>

3.3.4 Replacement parts after installation:

Imperial Series Mailbox System

Black

Post 8

Number Plate 1

Box 0

Brass knob

NO- optional paper holder

3.3.5 Questions about how to obtain this item can be directed to the ACC Committee or the Board of Directors

3.3.6 Planting around the base of a mailbox is allowed, provided that the Guidelines for landscaping are followed

4.0 PARKING (Article VIII, Sections 10, 11, 13)

4.1 Items Requiring Architectural Approval:

- 4.1.1 No approval necessary for general Driveway Parking

4.2 Information Required in Submittal:

- 4.2.1.1 No submittal necessary for general Driveway parking

4.3 Guidelines: Fine Level: Class C unless otherwise stated

- 4.3.1 The homeowner must provide adequate parking to accommodate vehicles used by owners, guests and tenants. Regular or repeated (at any time of day) street parking of homeowner vehicles (incl. Boats, Campers, RVs, Automobiles, Trucks, Trailers, etc.) is not allowed. **Fine Level: Class B**
- 4.3.2 No industrial or commercial type trucks, tractors, trailers, or any inoperable vehicles, may be regularly parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as written in the Declaration of Covenants. **Fine Level: Class B**
- 4.3.3 The Association shall regulate the parking of recreational vehicles such as campers, boats, trailers and motorcycles. These vehicles must be regularly stored out of sight of any other property owner. These vehicles may be exposed no greater than 48 hours in any one-week time period. **Fine Level: Class B**
- 4.3.4 Temporary street parking for guests for periods of no greater than 96 hours (4 days) in any one-month time period is allowed as long as there are not any overnight vehicles simultaneously parked on both sides of the road. Please have your guests be careful to make sure there is no blocking of driveway access for any adjoining neighbors and neighbors across the street. **Fine Level: Class C**

5.0 STORAGE (Article VIII, Sections 11, 12)

5.1 Items Requiring Architectural Approval:

- 5.1.1 No approval necessary for safe internal storage

5.2 Information Required in Submittal:

- 5.2.1 No submittal necessary for safe internal storage

5.3 Guidelines: **Fine Level: Class C unless otherwise noted**

- 5.3.1 No trade materials or inventories may be stored upon residential lots.
- 5.3.2 Firewood should be neatly stacked in the rear of the property. Any insect infested wood must be removed immediately. Any covering material should be naturally toned in color and fastened securely.
- 5.3.3 Small Propane tanks such as those attached to barbeque grills are pre-approved when used in accordance with fire codes and product safety guidelines.
- 5.3.4 Other Propane tanks, such as those used as part of an emergency power system, or those used as household heating fuel require pre-approval. In addition, any town or county approvals, permits and utility company approvals are the responsibility of the homeowner. **Fine: Level: Class A**
- 5.3.5 Temporary storage of materials for modification projects should be discreetly placed and orderly maintained.

6.0 GARBAGE CANS AND DEBRIS (Article VIII, Section 20)

6.1 Items Requiring Architectural Approval:

6.1.1 No approval necessary for safe internal storage

6.2 Information Required in Submittal:

6.2.1 No submittal necessary for safe internal storage

6.3 Guidelines: **Fine Level: Class C**

6.3.1 Trash/garbage cans are required to be screened from view from neighbors and from the street. It is recommended that garbage cans be stored inside the garage.

6.3.2 Garbage, debris, rubbish, unsightly materials, leaves, limbs, materials for recycling may not be stored or placed on the front of property except as instructed by the city for pickup. If necessary, please store in garage or out of site of the street until pickup time.

6.3.3 Storm and other related debris (Trees, Branches, Leaves, Snow, Ice, Windblown materials, etc.) should be cleaned up in a reasonable amount of time. Any items that may cause injury or that are in the roadways must be dealt with immediately: please ask for assistance as appropriate.

7.0 CLOTHESLINES (Article VIII, Section 7)

7. 1 Items Requiring Architectural Approval:

7.1.1 No approval necessary - Not allowed outside

7.2 Information Required in Submittal:

7.2.1 No submittal necessary.

7.3 Guidelines: **Fine Level: Class B**

7.3.1 Exterior clotheslines are prohibited.

8.0 FENCES (Article VIII, Section 16)

8.1 Items Requiring Architectural Approval:

- 8.1.1 Each installation will be examined on its own merit. No previously approved installation at any residence in the neighborhood shall constitute establishing a precedent for approval.
- 8.1.2 No construction shall begin without written approval from the Architectural Review Committee or the Board of Directors.
- 8.1.3 Allow enough time for processing and approval in planning for construction.

8.2 Information Required in Submittal:

- 8.2.1 Submit a top down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines.
- 8.2.2 Because of the visual effects on all surrounding neighbors, **Neighbor comment forms from each adjoining neighbor are required for fences**. They can be given to the homeowner to submit with request, or submitted to the management company directly.
- 8.2.3 Dimensions must be included.
- 8.2.4 Elevations (side view) must be included.
- 8.2.5 Gate location(s) must be included.

8.3 Guidelines: **Fine Level: Class C (Class A fines will be in affect if not Pre-Approved)**

8.3.1 Styles allowed:

- 8.3.1.1 Picket fences with exposed posts and decorative post tops. Pickets must be constructed with a decorative picket design, i.e., gothic, French gothic, dog-ear. Slats must have at a maximum a one-inch (1") gap between vertical slats. The maximum height allowed for picket fences is four-and-a-half feet (4 ½') measured from the ground to the top of the decorative posts.

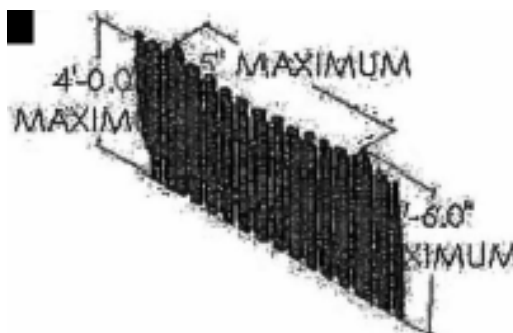


Figure 1: Example of a gothic design picket fence.

- 8.3.1.2 Stockade fences (no space between slats, flat top) must be constructed in a concave (scalloped) or convex (rainbow) design, with exposed posts and decorative post tops. The maximum height allowed for stockade fences is six feet (6') measured from the ground to the top of the decorative posts (the highest point).

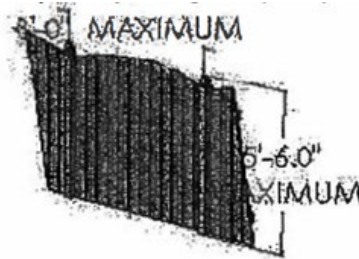


Figure 2: Example of a convex design stockade fence.

- 8.3.1.2 Shadowbox fences must be in a concave (scalloped) or convex (rainbow) design, with exposed posts and decorative post tops. The maximum height allowed for shadowbox fences is six feet (6') measured from the ground to the top of the decorative posts (the highest point).

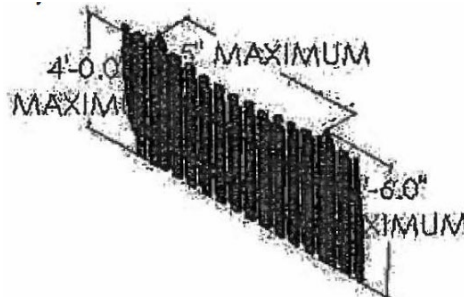


Figure 3: Example of a concave design shadowbox fence.

8.3.2 Construction Details:

- 8.3.2.1 All hardware is to be galvanized or anodized/painted black.
- 8.3.2.2 All posts must be set in concrete.
- 8.3.2.3 The finished side of the fence styles must face the adjoining lots.
- 8.3.2.4 Fences may be made of wood, vinyl or composite. Wood fences may be either cedar, redwood or treated lumber.
- 8.3.2.5 No metal, wire, chain or concrete fences are allowed.

8.3.3 Color:

- 8.3.3.1 Paint/Stain colors require prior approval and should be similar to existing colors in the neighborhood. Vinyl and composite colors require prior approval. Approved colors are white, tan and wood colors.

8.3.4 Height:

- 8.3.4.1 The maximum height allowed is to be determined based on the environment and application. A uniform height is to be maintained parallel to the ground line.

8.3.5 Location:

- 8.3.5.1 No fence shall extend beyond the front line of the owners adjoining neighbors dwelling.
- 8.3.5.2 All fences must be constructed within the property line, except where the set back requirement & live screening requirement is required.
- 8.3.5.3 Fences that face a street must have live screening planted along the exterior of the fence. Planted screening must substantially obscure the fence within a three-year time span. Planted screening must be maintained by the homeowner.
- 8.3.5.4 Property owners are cautioned that building a fence that infringes on easements or access of rights-of-way may result in destruction or removal of fence.
- 8.3.5.5 Such building is done entirely at the risk and expense of the property owners.
- 8.3.5.6 Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Architectural Review Committee. Construction within a buffer area may also require approval from the Town.
- 8.3.5.7 Setback may be required for landscaping, including ditches, creeks, and other natural obstacles. Each case will be reviewed on an individual basis.
- 8.3.6 Any landscaping changes must be included with the request. See Section 10.0 Landscaping.
- 8.3.7 Maintenance of the fence is the responsibility of the property owner.

9.0 DECKS, PATIOS, ARBORS, GAZEBOS, AND SCREENS (Article VIII, Sections 11, 25)

- 9.1 Items Requiring Architectural Approval:
 - 9.1.1 All new decks, patios, arbors, screening and under-deck enclosures including associated landscaping require architectural approval.
 - 9.1.2 Any appearance changes or addition requires architectural approval.
- 9.2 Information Required in Submittal:
 - 9.2.1 Plot plan showing the location of the deck, patio, gazebo, arbor, or screen, in relationship to other structures and property lines with measurements including setbacks.
 - 9.2.2 Elevation drawing(s) showing style of deck, patio, gazebo, arbor, or screen including railing, steps, etc.
 - 9.2.3 Description of materials used, including samples of stain or paint if applicable.
 - 9.2.4 Include any landscape plan of screening of the area below the deck or gazebo, and/or the area around the patio.
- 9.3 Guidelines: **Fine Level: Class B**
 - 9.3.1 There are no predetermined styles for decks or patios.
 - 9.3.2 Decks and Gazebo Materials
 - 9.3.2.1 Deck and gazebo materials are generally pressure treated wood and must be weather resistant. Synthetic decking (e.g., Trex) is also permissible.
 - 9.3.2.2 The types and treatment of wood shall be like that of fences. See guidelines on fences.
 - 9.3.2.3 Posts may be made of brick, pressure treated wood or other suitable material. Deck trim and posts may be painted to match the house color and/or trim.
 - 9.3.3 Patio Materials
 - 9.3.3.1 Concrete slabs, smooth finish or stamped concrete. Tinted concrete color must accompany any architectural request so it can be considered during the approval process.
 - 9.3.3.2 Brick pavers, with sand fill or grout.
 - 9.3.3.3 Stone, with sand fill or grout.
 - 9.3.4 Height of deck, arbors and screens
 - 9.3.4.1 Decks should be of a reasonable height for their intended purpose.
 - 9.3.4.2 Arbors should be no higher than eight feet above the deck surface.
 - 9.3.4.3 Freestanding deck screens (e.g., lattice) shall not exceed five feet in height above the floors of the deck.
 - 9.3.4.4 Screens as part of an arbor may extend to the arbor.
 - 9.3.5 Location and Restrictions
 - 9.3.5.1 All gazebos and patios must be installed to be as inconspicuous as possible and should be placed out of view of any street. They cannot be placed any closer

than ten feet (10') to the adjoining property lines. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.

9.3.5.2 Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.

9.3.5.3 The construction of decks or patios within a buffer area will not be allowed.

9.3.5.4 Only exterior materials comparable to those existing structures and compatible with the architectural character of the community will be approved.

9.3.5.5 All permits and building codes must be in compliance with the Town Regulations.

10.0 MAJOR LANDSCAPING (Article VIII, Sections 15, 25)

10.1 Items Requiring Architectural Approval:

- 10.1.1 Types of landscaping that are structural, or change the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view, will require Architectural Review Committee approval.
- 10.1.2 Landscaping of a minor nature such as changing existing approved landscapes, or adding low-growing shrubs and bedding flowers need not be submitted for approval, provided they do not encroach upon neighboring properties.
- 10.1.3 After initial construction, no tree having a trunk diameter exceeding six inches (6") at a height of four feet (4') above ground level, shall be removed without the Architectural Committee's, and/or the Association Board's prior express written approval, unless the tree is dead or diseased or poses an imminent threat or danger to persons or property.
- 10.1.4 Adding a tree or trees is considered a major landscaping change and requires ARC approval. Fruit bearing trees are permitted in the rear of the property. Only one fruit bearing tree can be planted in the front of the property **with ARC approval**. For fruit/vegetable plants/garden plots, see 23.0 Vegetable Garden Plots and Compost Piles.

10.2 Information Required in Submittal:

- 10.2.1 Plot map showing quantity and location of plant/trees and the landscape plan. When selecting a tree and location the homeowner must ensure the tree/s are planted far enough from their property line to ensure the roots, branches and debris do not encroach on their neighbor's yard.
- 10.2.2 Description of plants, include variety of tree and indicate the maximum size it can reach.
- 10.2.3 Details of any landscape plan that may change the flow of any drainage/runoff shall be submitted with details, including a Plot Plan, drawings showing the present drainage/run off and the proposed drawings showing the change in the drainage flow as a result of this change.
- 10.2.4 Retaining Walls.
 - 10.2.4.1 Description of materials including color, size, and texture.
 - 10.2.4.2 Elevation with dimensions of the proposed wall must be provided.
 - 10.2.4.3 Location on plot plan showing dimensions and distances from property lines, easements, and structures must be provided.
 - 10.2.4.4 Revised topographical drawing showing new grading and drainage pattern must be provided.
 - 10.2.4.5 Because of the visual effects on all surrounding neighbors, **Neighbor comment forms from each adjoining neighbor are required for retaining walls**. They can be given to homeowner to submit with the request, or submitted to the management company directly.

10.3 Guidelines: **Fine Level: Class C**

- 10.3.1 No changes or modifications can be made to Common Property without prior

Board of Directors' written approval.

10.3.2 Hedges and Screen Plantings

10.3.2.1 No hedge or screen planting shall be erected on any lot closer to the front lot line of the front of the house.

10.3.2.2 Because of the visual effects on all surrounding neighbors, **Neighbor comment forms from each adjoining neighbor are required for Hedges**. They can be given to homeowner to submit with the request, or submitted to the management company directly.

10.3.2.3 Hedge or screen plantings which form a barrier between properties should have the following:

- Agreement for maintenance access.
- Setbacks to allow for plant growth.

10.3.3 Retaining Walls.

10.3.3.1 Decorative blocks, stone, brick, or timber may be used. Decorative concrete will be considered on a case-by-case basis.

10.3.3.2 Cinder block, if used in construction of the wall, must not be exposed.

10.3.3.3 Any wall over thirty-two inches (32") must have a fence or guardrail for protection.

10.3.3.4 All permits and building codes must be in compliance with the Town Regulations.

10.3.4 Ornaments. See Section 22.0 for guidelines on ornaments.

10.3.5 Garden Plots. See Section 23.0 for guidelines on vegetable garden plots.

10.3.6 Fences. See Section 8.0 for guidelines on fences.

11.0 SWING SETS, PLAY HOUSES, JUNGLE GYMS

11.1 Items Requiring Architectural Approval:

- 11.1.1 All non-portable play equipment must be approved by the Architectural Review Committee and be in accordance with painting and detached structures outlined in sections 13.0 & 14.0.
- 11.1.2 Wood and Metal swing sets must be approved and colors must follow painting and detached structure guidelines.
- 11.1.3 Portable play equipment is approved as long as guidelines are followed.
- 11.1.4 Tree houses are not allowed.

11.2 Information Required in Submittal:

- 11.2.1 Plot plan showing location of play equipment and distance from the property lines.
- 11.2.2 Drawings or pictures with a description of construction materials of the play equipment to be placed.

11.3 Guidelines **Fine Level: Class C**

- 11.3.1 Non-portable play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than ten feet (10'). The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
- 11.3.2 The Architectural Review Committee reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair (disrepair constitutes noticeable missing and/or broken parts, rust and/or peeling paint). A site inspection will be conducted by the management company to verify if the complaints are valid and if action needs to be taken. To report such a condition, contact the management company.
- 11.3.3 Screening (Refer to section 10.3.2) may be required along the property lines in order to block the view and/or noise from neighboring lots or a street. Landscape plans must accompany the submittal.
- 11.3.4 All portable and non-portable play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

12.0 STRUCTURAL CHANGES AND ADDITIONS (Article VIII, Sections 7, 11, 12, 24, 25)

12.1 Items Requiring Architectural Approval:

- 12.1.1 All external additions or structural changes to homes must have architectural approval from the Architectural Review Committee before construction begins. This includes, but is not limited to, new rooms, porches, garages, carports or attached structures of any kind. Also, any changes to windows, doors or chimneys/fireplaces require approval.
- 12.1.2 Normal maintenance to preserve the structure in its original state does not require architectural approval.
- 12.1.3 Carports are not allowed.

12.2 Information Required in Submittal:

- 12.2.1 Plot plan showing the location of the structure and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.
- 12.2.2 Elevations showing the planned appearance of the structure.
- 12.2.3 Description of materials to be used including siding, paint colors and shingle samples if applicable.

12.3 Guidelines: **Fine Level: Class B**

- 12.3.1 No addition shall encroach upon the setbacks for the lot as listed in the covenants.
- 12.3.2 Additions should match the house color and style as much as possible.
- 12.3.3 Screen doors and storm doors must be pre-approved. As a general rule they should match the decor of the house and neighborhood and be as inconspicuous as possible.
- 12.3.4 **Town Building Permits may need to be obtained and will be the responsibility of each homeowner and should be obtained after architectural approval is obtained.**

13.0 PAINTING OF EXTERIOR OF HOUSE (Article VIII, Section 25)

13.1 Items Requiring Architectural Approval:

- 13.1.1 Color changes made to the existing colors of the dwelling must have Architectural Review Committee approval.

13.2 Information Required in the Submittal:

- 13.2.1 Elevation plans showing which architectural features will be painted.
- 13.2.2 Five (5) color samples with brand paint codes.

13.3 Guidelines: **Fine Level: Class B**

- 13.3.1 Periodic re-painting and re-staining with the existing color for maintenance does not require approval.
- 13.3.2 Brick will remain unpainted except to match the existing painted brick house color.
- 13.3.3 Any new color scheme must be consistent with existing neighborhood color schemes.

14.0 DETACHED STRUCTURES (Article VIII, Section 12, 24)

14.1 Items Requiring Architectural Approval:

- 14.1.1 All detached structures require Architectural Review Committee approval prior to construction. Examples include storage sheds, greenhouses and gazebos.

14.2 Information Required in Submittal:

- 14.2.1 Official plot or survey showing lot boundaries and existing building with the proposed structure and setback measurements from structure to front and side of property line.
- 14.2.2 Two elevations of the proposed construction showing the proximity to the residence.
- 14.2.3 Description of materials to be used including color samples, siding styles, and roofing material.
- 14.2.4 Description and location of any trees to be removed.

14.3 Guidelines: **Fine Level: Class B**

- 14.3.1 All detached structures must be placed on a foundation and should comply with town regulations and permits.
- 14.3.2 All structures must be installed to be as inconspicuous as possible and should be placed out of view of any street. They cannot be placed any closer than ten feet (10') to the adjoining property lines. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
- 14.3.3 Every effort should be made to match the structure to the house in color and style as much as possible and cannot exceed 500 square feet.
- 14.3.4 Metal sheds or carports are not allowed.
- 14.3.5 No structure shall infringe upon the setbacks for the lot as listed in the covenants.
- 14.3.6 All structures must be properly maintained.
- 14.3.7 The Board of Directors may restrict the placement of detached structures along lakes/ponds and greenways.

15.0 AWNINGS (Article VIII, Section 7)

15.1 Items Requiring Architectural Approval:

15.1.1 All awnings require Architectural Review Committee approval.

15.2 Information Required in Submittal:

15.2.1 Plot plan showing location of awning.

15.2.2 Elevation showing location of awning.

15.2.3 Description and sample of material(s) to be used.

15.3 Guidelines: **Fine Level: Class C**

15.3.1 Fabric to blend with color of house.

15.3.2 The awning material shall be fabric only.

15.3.3 Can be either retractable or stationary.

15.3.4 Any wood structure must be same color as house or deck.

15.3.5 Regularly used awnings must be attached to house, not free standing.

16.0 DRIVEWAYS AND PARKING PADS (Article VIII, Section 11, 25)

16.1 Items Requiring Architectural Review Committee Approval:

- 16.1.1 Any parking pad or changes to driveways require Architectural Review Committee approval.

16.2 Information Required in Submittal:

- 16.2.1 Plot plan showing location of driveway or parking pad.
- 16.2.2 Elevation drawing(s) showing the measurements of the parking pad such as length, height and width as well as any landscaping that will be added along the perimeter.
- 16.2.3 Description of materials.
- 16.2.4 **Town Building Permits may need to be obtained and will be the responsibility of each homeowner and should be obtained after architectural approval is obtained.**

16.3 Guidelines: **Fine Level: Class B**

- 16.3.1 Parking of motor vehicles, motorcycles, trailers, camping trailers and recreational vehicles on soft surfaces is prohibited.
- 16.3.2 Driveways and vehicle parking pads shall be concrete only. Any other type of pad (i.e., brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practices.
- 16.3.3 Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, association owned common property and neighboring lots.

17.0 RADIO/TV ANTENNAS AND SATELLITE DISHES (Article VIII, Section 7, 18, 25)

17.1 Items requiring Architectural Review Committee approval:

- 17.1.1 All exterior-mounted radio/TV antennas and satellite dishes require approval.
- 17.1.2 Antennas located inside the attic do not require approval.

17.2 Information Required in Submittal:

- 17.2.1 Plot plan showing location of antenna or dish
- 17.2.2 Description of plantings used to camouflage the equipment, if applicable.

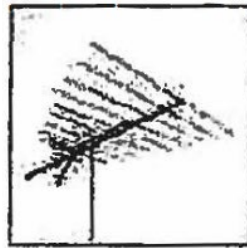
17.3 Guidelines: **Fine Level: Class C**

- 17.3.1 Location and screening of satellite dishes and antennas should be placed to minimize any impact on surrounding properties and to preserve the image and character of the Whitebridge Community.
- 17.3.2 All exterior Satellite dish and antenna installations must receive prior approval of the Architectural Review Committee.
- 17.3.3 Each request will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
- 17.3.4 A satellite dish which meets size requirements may be located on any lot zoned for residential use in the Whitebridge Community provided that it meets the following requirements:
 - 17.3.4.1 Satellite dishes shall be less than or equal to twenty-four inches in diameter.
 - 17.3.4.2 Satellite dishes shall not be located within ten feet (10') of side or rear property lines, any required yard setback or in any required buffer, whichever is greater.
 - 17.3.4.3 No dish shall be located closer than thirty feet (30') to a street right-of-way.
 - 17.3.4.4 Satellite dishes installed at ground level must be screened so the dish is not visible from any street or neighboring property as viewed from ground level, the screen shall consist of live evergreen screening. Any tree removal required must adhere to tree removal restrictions. All wiring shall be properly buried.
 - 17.3.4.5 Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof.
 - 17.3.4.6 Satellite dishes may be mounted on the back or on the side of the homeowners building. If mounted on the side of the building, dishes cannot be placed within ten feet (10') of the front of the dwelling.

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17.3.5 An antenna which meets size requirements may be located on any lot zoned for residential use in Whitebridge provided that it meets the following requirements:

- 17.3.5.1 Antennas shall be less than or equal to eight feet (8') in span and eight feet (8') in height.
- 17.3.5.2 Whenever possible, antennas must be placed on the rear of the home or on the side that has the least public exposure.
- 17.3.5.3 Antennas must be attached only to the roof, not freestanding or ground-mounted.
- 17.3.5.4 Discreetly placed outdoor TV antennas only. Ham/short-wave radio antennas are prohibited.



17.3.6 In no way shall these guidelines waive more stringent Town of Cary requirements nor waive the necessity of any required Town of Cary permits.

18.0 SWIMMING POOLS AND HOT TUBS

18.1 Items Requiring Architectural Review Committee Approval:

- 18.1.1 Each installation will be examined on its own merit. No previously approved installation at any residence in the neighborhood shall constitute establishing a precedent for approval.
- 18.1.2 All in ground swimming pools require architectural approval. **Above ground pools are not allowed.**
- 18.1.3 Hot tubs and spas which are to be a permanent part of the deck and/or patio must also be approved.

18.2 Information Required in Submittal:

- 18.2.1 Plans and specifications showing the nature, kind, shape, height, materials, and location must be submitted.
- 18.2.2 Plot plan showing the location of pool or hot tub.
- 18.2.3 Plan for screening (fencing or live screening. Refer to section 10.3.2).

18.3 Guidelines: **Fine Level: Class C unless otherwise noted**

- 18.3.1 Above ground pools are not allowed. : **Fine Level: Class A**
- 18.3.2 Any wood support structure must be the same color as the house or deck.
- 18.3.3 Pool or hot tub cannot be located within a buffer or easement
- 18.3.4 All City, County, State and Health Department regulations must be met
- 18.3.5 Pool or hot tub must be screened from view from any street.
- 18.3.6 All pools, hot tubs, or spas must meet Town of Cary building codes, protected enclosure and setback requirements.
- 18.3.7 Each request will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.

19.0 BASKETBALL GOALS

19.1 Items Requiring Architectural Review Committee Approval:

- 19.1.1 Each installation will be examined on its own merit. No previously approved installation at any residence in the neighborhood shall constitute establishing a precedent for approval.
- 19.1.2 Basketball goals mounted on poles require approval.
- 19.1.3 Commercially produced goals are generally allowed on driveways and approved pads, however if they are unsightly or obstruct the view of neighbors, removal or relocation may be required.
- 19.1.4 Basketball goals may not be mounted on the front of the house or set for play in the street.

19.2 Information Required in Submittal:

- 19.2.1 Plot plan showing location of basketball goals.
- 19.2.2 Picture or description of item.
- 19.2.3 Description and placement of screening.

19.3 Guidelines: **Fine Level: Class C**

- 19.3.1 Permanent and portable basketball goals are not allowed along the street or in cul-de-sacs.
- 19.3.2 Portable basketball goals must be stored when not in use.
- 19.3.3 The Architectural Review Committee reserves the right to request that a homeowner remove a basketball goal if surrounding neighbors complain about disrepair (disrepair constitutes noticeable missing and/or broken parts, rust and/or peeling paint or unsightly sandbags or rocks anchoring device).
- 19.3.4 A site inspection will be conducted by the management company to verify if the complaints are valid and if action needs to be taken. To report such a condition, contact the management company.

20.0 PETS, PET HOUSES, AVIARIES, AND PENS (Article VIII, Sections 5, 12, 20)

20.1 Items Requiring Architectural Review Committee Approval:

- 20.1.1 All pet enclosures either portable or non-portable which are located outside the house.

20.2 Information Required in Submittal:

- 20.2.1 Plot plan showing the location of the proposed structure.
- 20.2.2 Description of the materials to be used in construction.
- 20.2.3 Description of the type, size and number of animal(s) to be enclosed there in.
- 20.2.4 Description of the plantings to be provided for screening.

20.3 Guidelines: **Fine Level: Class C unless otherwise noted**

- 20.3.1 Refer to the Wake County Animal Control Ordinance for animal control requirements.
- 20.3.2 No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot except: dogs, cats or other household pets, provided that they are not regularly bred for commercial purposes and follow the Town of Cary and Wake county codes for pets in a residential area. **Fine Level: Class A**
- 20.3.3 Small aviaries must be approved and conform to detached structure and painting guidelines. Large aviaries or commercial breeding is not allowed.
- 20.3.4 Pet pens must be at least ten feet (10') from any property line.
- 20.3.5 They must be located in the back or side yard (whichever is least conspicuous).
- 20.3.6 Screening must be provided. Both portable and permanent chain link and metal dog runs must be pre-approved and screened with materials which totally cover metal.

21.0 SKYLIGHTS, LIGHT TUBES AND ATTIC FANS

21.1 Items Requiring Architectural Review Committee Approval:

21.1.1 The addition of a skylight, light tube or attic fan that changes the exterior of the roof must be approved by the Architectural Review Committee.

21.2 Information Required in Submittal:

21.2.1 Plot plan showing the location of the addition.

21.2.2 Description of style, size and materials to be used.

21.3 Guidelines: **Fine Level: Class C**

21.3.1 Roof mounted sky lights, light tubes and attic vent fans must be mounted out of sight from the street as inconspicuously as possible.

22.0 LAWN ORNAMENTS DECORATIONS, OUTSIDE LIGHTING, SIGNS, FLAGS (Article VIII, Sections 6, 15)

22.1 Items Requiring Architectural Review Committee Approval:

22.1.1 Lawn or house ornaments, free standing flagpoles and lantern poles, floodlights and security lights, and fishponds.

22.2 Information Required in Submittal:

22.2.1 Plot plan showing location of item.

22.2.2 Picture or description of item.

22.2.3 Size and wattage of floodlights, type of floodlight. lighting plan showing zone and path of illumination.

22.3 Guidelines: **Fine Level: Class C unless otherwise noted**

22.3.1 Items not requiring architectural approval are: decorations including holiday decorations, landscape or accent lighting, wall mounted flags and lanterns, for sale, for rent, garage sale, yard sale, political campaign signs.

22.3.2 Political campaign signs are not to be placed on common property and must be removed within two days of an election. : **Fine Level: Class A**

22.3.3 Every effort should be made not to disturb or adversely affect neighbors especially with the installation of floodlights and/or security lights. On the items that don't require approval, the committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain and if, upon inspection, the committee considers the item unsightly or a nuisance. To report such a condition, contact the management company.

22.3.4 Commercial advertising signs are prohibited: **Fine Level: Class A**

23.0 VEGETABLE GARDEN PLOTS AND COMPOST PILES

23.1 Items Requiring Architectural Review Committee Approval:

- 23.1.1 Vegetable/Fruit garden plots or individual vegetable/fruit plants, whether grown in the ground or in containers are only permitted if they are wholly located in the rear portion of the lot. They must be a minimum of ten (10') feet from the side and rear lot lines and do not require prior ARC approval. Any tree removal required to provide space for the garden plot must adhere to tree removal guidelines. For guidance on fruit trees, please refer to major landscaping.
- 23.1.2 Compost piles are allowed within the property lines. An Architectural Request Form must be submitted for approval concerning the location.

23.2 Information Required in Submittal:

- 23.2.1 Plot showing location of compost pile in relationship to other structures and property lines.

23.3 Guidelines: **Fine Level: Class C**

- 23.3.1 Maintenance of the garden plot is required. Excess debris shall be removed at the end of the gardening season and the plot returned to a natural state. This would include stakes and any other structural additions required for harvesting the garden.

24.0 SOLAR COLLECTORS

24.1 Items Requiring Architectural Review Committee Approval:

24.1.1 All solar collectors require architectural approval.

24.2 Information Required in Submittal:

24.2.1 Drawing showing the location of the unit on the roof.

24.2.2 Plot plan showing visibility from streets and neighboring lots.

24.2.3 Description of any tree removal.

24.3 Guidelines: **Fine Level: Class C**

24.3.1 Solar collectors must be installed to be as inconspicuous as possible.

24.3.2 Whenever possible, collectors must be placed on the rear of the home or on the side that has the least public exposure.

24.3.3 Collectors must be attached only to the roof, not free standing or ground mounted.

24.3.4 Every effort must be taken to camouflage the plumbing and supports for the collectors.

24.3.5 This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping with no piping running down the side of the dwelling.

24.3.6 The ideal installation is one that is laid flat on the rear facing roof (or if absolutely necessary and approved - a side facing roof).

24.3.7 Any tree removal required to permit increased solar exposure to the collectors, must adhere to the tree removal guidelines.

24.3.8 No topping or removal of trees on association common areas and/or greenways shall be allowed.