

HOMESTEAD PARK
Homeowners Association Guidelines and Rules Introduction
Revised 3/05

In a planned community such as Homestead Park, it is important to maintain a harmonious, quality development. The intent of the Architectural Review Committee Guidelines is to provide a framework for Homestead Park homeowners to follow when making exterior changes to their property, while maintaining a balance between private interests and the broader interests of the community.

The Association Board of Directors has approved these Architectural Standards and Construction Specifications. Please retain these Standards as part of your permanent papers for reference now and in the future. You should make these Standards available to any renters of your home.

Basic controls for maintaining the quality and consistency of exterior changes to property are provided in the Declaration of Master Covenants (the "Covenants"), which is provided to each homeowner as part of the closing package. The Covenants establish an Architectural Review Committee ("ARC"). The Committee is responsible for reviewing and approving/not approving all applications for design changes as provided by the Covenants and Guidelines & Rules.

It is each homeowner's responsibility to comply with and assist in the enforcement of these Guidelines & Rules. Homeowners are strongly encouraged to read the Covenants, which control these Guidelines and Rules. Exterior changes may not be made without first obtaining Committee approval. Circumventing the application process is a violation of the Covenants. Moreover, such exterior changes may also be violations of the Guidelines & Rules. In these instances, neighboring homeowners may report such violations to the Management Company, PPM, Inc. The Management Company will alert the homeowner of the violations so that he/she may remedy the situation.

The Committee needs the participation and support of each homeowner to maintain the quality, consistency, and harmony that will allow each of us to maximize our property values. As you will see in the remainder of this document, the application process is simple and efficient. However, it is important to remember that the Committee members are fellow Homestead Park Homeowners volunteering their time amidst busy work and home schedules.

Submittal and Approval Process

Each Homeowner has the responsibility to complete an Architectural Request Form prior to making certain changes, additions, or deletions to the exterior of their home or property. Such changes are detailed in the Table of Contents of this document and, on a more general basis, in the Covenants.

Process:

1. Obtain & complete the Homestead Park Comment Form and/or the Architectural Request Form. You can obtain these forms from the web-site (www.homesteadparkhoa.com) or from PPM, Inc.
2. Mail/email/fax the forms to PPM, Inc.
Mailing Address: Homestead Park
C/O PPM, Inc 11010 Raven Ridge Raleigh, NC 27614
Fax: 870-7241
3. When either form is received it will be forwarded to the Architectural Review Committee (ARC) Chairperson.
4. The Chairperson is responsible for dating and forwarding the forms to the committee members of the ARC and copying the President, and if a Comment Form is emailed, PPM, Inc. is copied.
5. Once all committee members have the form, the process of determining recommendations will proceed individually.
6. ARC generally meets as needed to review Architectural Request Forms and other matters within its jurisdiction.
7. All decisions made by ARC will be forwarded to PPM, to proceed with the notifications. ARC may approve, conditionally approve, or disapprove of an architectural request. Any approved request, once begun, must be complete within a reasonable time unless a certain time is made a part of the approval.

Architectural Requests must be accompanied by:

1. Architectural Request Form, completed.
2. Plot Plan (as provided in homeowner's closing package) outlining the position or placement of the change or addition.
3. Drawings/plans (and pictures, if necessary) showing the construction of the change or addition.
4. A thorough description of materials, height, width, color or any other items that may be helpful in making a decision.
5. As provided by article VI of the Covenants, all architectural requests must show plans and specifications depicting nature, kind, shape, height, materials, floor plans, color scheme, and location with respect to topography and finished elevation.

Any alterations/deviations will require a re-submittal: please contact PPM for more information.

Reminders:

1. You must obtain approval in writing from the Committee before the start of any exterior change.
2. City building permits may need to be obtained and will be the responsibility of each homeowner.
3. Allow enough time for processing and approval in planning for construction. The Committee is allowed up to 30 days to decide on an application.

APPEALS

To appeal a decision of the ARC to the Board of Directors, the homeowner must submit a written appeal to PPM (please see previous page for where to send appeal). The written appeal must refer to the decision by the ARC, including the date of the decision, and must specifically state the grounds for the appeal. The homeowner may request a hearing with the Board to present the appeal. Please contact PPM to be placed on the agenda for a Board Meeting. Any appeal must be submitted in writing within 60 days of the ARC's decision.

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CLOTHESLINES

Clotheslines are not permitted on any lot where they can be seen from any street or common area. Prior approval *must* be obtained from the ARC.

MAILBOXES

All new mailboxes or replacements of deteriorating installations shall match the original mailbox style. Failure to follow the guidelines can result in an order to remove the mailbox, and fines may be imposed.

1. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.
2. The ARC must first approve any deviations of mailbox or parts. An application is required.
3. Mailbox post must be painted white. Mailboxes must be black. Complying mailboxes/lettering are available from Post & Pickets on Tryon Rd., Raleigh.
4. Numbers are recommended on both sides of the posts for easy visibility.

PARKING

1. Industrial type trucks or tractors, or inoperable vehicles may not be parked on the lot, common property or within any right-of-way of any street in or adjacent to Homestead Park as written in the covenants.
2. Commercial type vehicles larger than passenger trucks, vans or SUV's must be submitted to the Architectural Review Committee for approval. Once approved, the vehicle must be maintained in a neat and orderly manner.
3. Parking of recreational vehicles such as campers, boats, trailers, and motorcycles shall be in accordance with Article VII, Section 3 of the covenants.
4. Owners of lots shall park automobiles or other vehicles on the streets in the development only as a last resort when the driveway is completely filled or temporarily unavailable. Children walking, playing, skating, or bicycling could be easily struck by a passing vehicle due to the limited visibility of both a child and other drivers around parked vehicles.
5. If you are expecting visitors where the parking on the street is necessary and limited, please:
 - a. Alert your neighbors
 - b. Have all visitors park on same side of street. Don't park on both sides; it will create a hazardous situation for emergency vehicles and homeowners.

STORAGE

- 1.** No trade materials or inventories may be stored upon residential lots, except as provided below.
- 2.** Temporary storage of construction materials or approved modification projects shall be discreetly placed and maintained in an orderly manner for not more than 30 days.
- 3.** See Article VII, Section 2 and Section 7 of the Covenants.

BASKETBALL GOALS

1. Basketball goals permanently mounted on poles or on the house require approval.
2. Permanent basketball goals must be installed on the rear third (toward the house) of the driveway or parking pad.
3. Portable goals must be returned to the rear third of the driveway when not in use, and shall be used only on a driveway, parking pad or approved pad for such use. All goals must be mounted on a single pole painted black or a trim color to match the house. The backboard should be predominantly white, clear or gray in color. There will be only one basketball goal per house.

Note: The Association has rule making authority pertaining to regulation of portable basketball goals. A permanently installed basketball goal is subject to architectural approval. Basketball goals on the street are subject to the Ordinances of the Town of Apex.

SWING SETS, PLAY HOUSES, JUNGLE GYMS, TRAMPOLINES

ARC must approve all play equipment prior to permanent construction/placement. Failure to obtain approval can result in an order to remove the item, and fines may be imposed.

Information required in submittal:

1. Plot plan-showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment to be constructed.

Guidelines:

1. Permanent play equipment must be installed to be as inconspicuous as possible. It cannot be placed within 5 feet of any adjoining property lines. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. The Committee reserves the right to request that a homeowner remove play equipment if a neighbor complains about play equipment disrepair (disrepair constitutes noticeable missing and/or broken parts, rust and/or peeling paint). A site inspection will be conducted by the Committee to verify if any complaint is valid and to determine if action needs to be taken.
3. Screening may be required along the property lines in order to block the view and/or noise from neighboring lots.
4. Portable play equipment must also be placed inconspicuously so that it does not detract from the neighborhood appearance. The Committee will decide what constitutes "equipment that detracts from neighborhood appearance."

VEGETABLE GARDEN PLOTS

Items requiring Architectural Approval:

Vegetable garden plots will not require approval of the Committee if they are wholly located in the rear portion of the lot and are a minimum of five feet from the side and rear lot lines. If any tree removal is required to provide space for a garden plot the homeowner must obtain prior approval. See "Major Landscaping."

Architectural Review Committee approval is required for any vegetable garden plot location other than described above or any deviation from the above description.

Guidelines:

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

PETS, PET HOUSES, AND PENS

1. Pet pens/dog houses must be located in the back yard at least ten feet from the property line in an area that is not visible from the street. Pet pens/dog houses must be screened from view from the street and adjoining lots by the use of plantings or other materials.
2. Doghouses should match the house in color, style, and roofing material.

Failure to obtain approval can result in an order to remove the item, and fines may be imposed.

Information Required in Submittal

1. Plot plan-showing location of the proposed structure.
2. Description of the materials to be used in construction.
3. Description of the type, size, and number of animal (s) to be enclosed therein.
4. Description of the planting materials to be provided for screening.

Reminder: All pet owners must contain, restrain, and control pets under applicable city and county animal control law, and, in any event, all pets, including cats must be on a leash when not on the lot of the owner. It is not acceptable, and is inconsiderate, to allow a dog to bark for long periods of time (i.e.-more than 5 minutes).

Also, Article VII, Section 6 of the Covenants states: "Animals and Pets - No stable, dog run, poultry house or yard or other similar structure shall be constructed or allowed to remain on any Lot, nor shall livestock of any nature or classification whatsoever be kept or maintained on any Lot unless the express written permission of the Association has been obtained. However, a reasonable number of household pets as determined by the Board of Directors of the Association shall be permitted, provided they are not raised for commercial use.

Prohibited Activities

Prohibited Activities - Obnoxious, offensive or loud activities shall not be carried on upon any Lot. Each Owner shall refrain from any act or use of his Lot, which could reasonably cause embarrassment, discomfort, annoyance or nuisance to the neighborhood. Each owner shall keep and maintain his Lot in a neat, orderly and well-kept manner.

PAINTING OF EXTERIOR OF HOUSE

Items Requiring Architectural Approval:

The Committee **must** approve color changes made to the existing home colors. Samples must accompany the application for any exterior color change.

SWIMMING POOLS AND HOT TUBS

Guidelines:

- 1.** Hot tubs and in-ground swimming pools require approval. They must comply with all town and Wake County Health Department regulations. Failure to obtain approval can result in an order to remove the item, and fines may be imposed.
- 2.** Hot tubs or pools must not be located within a buffer or easement.
- 3.** Hot tubs must be on a deck or patio and screened from view from the street and adjoining lots.
- 4.** Plastic portable baby pools do not require approval. They should be properly stored and screened from the street and adjoining lots when not in use.
- 5.** No permanent above-ground pools are allowed.

Information Required in Submittal:

- 1.** Plans and specifications showing the nature, kind, shape, height, materials and locations must be submitted.
- 2.** Plot plan showing the location of the hot tub or swimming pool.
- 3.** Plan for screening (privacy fencing or live screening).

SOLAR COLLECTORS

Any homeowner who wants to install a solar collector must have prior approval before installing.

Information Required in Submittal:

- 1.** Plot plan showing planned installation location.
- 2.** Picture or description of solar collector.

LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS AND FLAGS

Items Requiring Architectural Approval:

1. Lawn ornaments
2. Freestanding flagpoles
3. Lantern poles
4. Floodlights and security lights
5. Fishponds

Information Required in Submittal:

1. Plot plan showing the location of item
2. Picture or description of item

Failure to obtain approval can result in an order to remove the item, and fines may be imposed.

Guidelines:

Every effort should be made not to disturb or adversely affect neighbors, especially with the installation of floodlights and security lights.

Items Not Requiring Architectural Approval:

Decorations, including temporary holiday decorations, landscape or accent lighting, wall mounted flags and lanterns.

“For Sale” or “For Rent” signs, garage sale, yard sale and political signs must not be more than 6 square feet (i.e.: 2 feet by 3 feet). None of the signs mentioned above may be placed on Homestead Park common property. No commercial signs of any kind are allowed (i.e. promoting long distance products, cosmetics, home improvement, auction etc.)

(continued on next page)

There is a time limit restricting the length of time signs may be displayed:

1. For Sale signs: until the home is sold.
2. For Rent signs: 60 days. For Rent signs may be placed on property again after 30 days.
3. Garage Sale/Yard Sale signs: must be removed immediately after the sale is over. Signs for Garage Sales/Yard sales must not be placed more than 3 days prior to the sale.
4. Political Signs: must not be placed on a lot more than 30 days before an election. They must be removed immediately when the polls close.

Guidelines:

Regarding items which do not require ARC approval (signs and flags, outside lighting, etc.) the Committee reserves the right to request that the homeowner remove an item if another homeowner complains, and if, upon inspection, the Committee considers the item unsightly or a nuisance.

MAJOR LANDSCAPING

Items Requiring Architectural Approval:

Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers need not be submitted for approval provided they do not encroach upon neighboring properties.

After initial construction, no tree having a trunk diameter exceeding 6 inches at a height of 4 feet above ground level shall be removed without the Committee's prior written approval, unless the tree is dead or diseased or poses an imminent threat or danger to persons or property.

Other types of landscaping that are structural, change the contour of the land, are adjacent to a property line or obstruct a neighbor's view will require committee approval. Failure to obtain approval can result in an order to remove the item, and fines may be imposed.

Information Required in Submittal:

1. Plot plan showing quantity and location of plants/trees
2. Description of plants/trees
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
4. Proposed drawings showing the change in the drainage flow as a result of this change.

Guidelines:

1. Hedges and Screen Plantings, which form a barrier between properties, should have the following:
 - a. Agreement for maintenance access
 - b. Setbacks to allow for plant growth
2. No changes or modifications can be made to Common Property, without prior HOA Board of Directors written approval.
3. Ornaments-see guidelines for ornaments
4. Garden Plots-see guidelines for garden plots
5. Fences-see guidelines for fences

RADIO/TV ANTENNAS AND SATELLITE DISHES

Any satellite dish or disc that is one meter or less in diameter or any antenna that is designed to receive television or Internet broadcast signals is permitted without application and approval of the Committee so long as every effort is made to locate the dish, disc or antenna on a part of the lot so as not to be clearly and readily visible from any street or any neighboring lots, provided that such a location does not preclude the reception of an acceptable quality signal, or is located anywhere on the lot but is reasonably and adequately screened to minimize visibility from the street or neighboring lots.

Dishes larger than one meter in size are forbidden.

Radio antennas are considered structures and prior written approval must be obtained in accordance with Article VII of the Covenants. Failure to obtain approval can result in an order to remove the item, and fines may be imposed.

ADDITIONS AND STRUCTURAL CHANGES TO HOMES

Items Requiring Architectural Approval:

All external additions or structural changes to homes must have architectural approval before construction begins. This includes, but is not limited to, new rooms, porches, garages, carports, vinyl siding, or attached or detached structures of any kind. Also, any changes to windows, doors or chimneys/fireplaces require approval. Failure to obtain approval can result in an order to remove the item, and fines may be imposed.

Items Not Requiring Architectural Approval:

Normal maintenance to preserve the structure in its original state does not require architectural approval.

Information Required in Submittal:

- 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.
- 2.** Elevations showing the planned appearance of the structure
- 3.** Description of materials to be used including siding, paint colors and shingles, if applicable.

Guidelines:

- 1.** No addition shall encroach upon the setbacks for the lot as listed in the Covenants.
- 2.** Additions should match the house color and style.
- 3.** City Building Permits may be required and will be the responsibility of each homeowner. The Committee may request a copy of the permit (s).

DRIVEWAYS AND PARKING PADS

Items Requiring Architectural Approval:

Any parking pads or changes to driveways and/or walkways require architectural approval.

Information Required in Submittal:

1. Plot plan-showing location of driveway, parking pad, or walkway
2. Elevation drawing (s) showing the specifications of the parking pad, driveway, or walkway such as length, height, and width as well as any landscaping that will be added along the perimeter.

Guidelines:

1. Driveway and vehicle parking pads shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc, should comply with good construction practices.
2. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, association-owned common property and neighboring lots.

DETACHED STRUCTURES

Items Requiring Architectural Approval:

All detached structures larger than 5' by 5' require Architectural Review Committee approval prior to construction. Examples include storage sheds, greenhouses, and storage bins. Failure to obtain approval can result in an order to remove the item, and fines may be imposed.

Information Required in Submittal:

Architectural approval must be received prior to any construction. A request for approval shall include:

1. Official plot plan or surveys showing lot boundaries and existing house with proposed structure.
2. Two elevations of the proposed construction showing the proximity to the residence.
3. Description of materials to be used including color samples.
4. Description and location of any trees to be removed.

Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible and should be placed out of the view of any street. A structure cannot be placed within 5 feet of any adjoining property lines. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Structures should match the house in color and style as much as possible
3. No metal sheds are allowed
4. The exterior must match the existing structure, in color and shingles
5. Structures shall not exceed 10' x 12', with a 2' allowance at the discretion of the Committee
6. No structure shall infringe upon the setbacks for the lot as listed in the covenants
7. All structures must be properly maintained
8. The Committee reserves the right to require landscaping or screening to be installed depending on the type and location of the structure on the lot.

DECKS, PATIOS, ARBORS AND SCREENS

Items Requiring Architectural Approval:

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures including associated landscaping require Committee approval. Failure to obtain approval can result in an order to remove the items, and fines may be imposed.

Information Required in Submittal:

- 1. Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.**
- 2. Elevation drawing(s) showing style of deck and patio, including railing, steps, etc.**
- 3. Description of materials used, including samples of stain, wood etc.**

Guidelines:

- 1. Deck Materials**
 - a. Deck materials are generally pressure treated wood and must be weather resistant.**
 - b. Posts may be made of brick, pressure treated wood or other suitable material.**
 - c. Include any landscaping plan/screening of the area underneath the deck**
- 2. Patio Materials**
 - a. Concrete slabs, smooth finish**
 - b. Bricks, with sand fill or grout**
 - c. Stone, with sand fill or grout**
 - d. Include any landscape plan with your request for the area around the perimeter of the patio**
- 3. Height of deck, arbors and screens**
 - a. Decks should be of a reasonable height for their intended purpose**
 - b. Arbors should be no higher than 8 feet above the ground, or when installed on a deck should be a maximum of 12 feet above the ground.**
 - c. Screens as part of an arbor may extend to the arbor**
- 4. Location and Restrictions**
 - a. Patios should be located behind the house, but may not extend around the corner, or be freestanding in other areas of a backyard**
 - b. Obstruction of view of adjoining properties will be given consideration in all cases**
 - c. No construction of decks or patios within a setback or common area will be allowed.**
 - d. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.**
 - e. All permits and building codes must be in compliance with the Town of Apex Regulations.**

FENCES

Items Requiring Architectural Approval:

All fences require Committee approval prior to construction. Any appearance change or addition requires Committee approval. Failure to obtain approval can result in an order to remove the fence, and fines may be imposed.

Information Required in Submittal:

1. Submit a plot plan showing the exact location of the fence in relation to the house and property lines.
2. Elevation drawing (s) showing the measurements of the fence such as height, width of pickets and spacing between the pickets.
3. Description of any landscaping that will be added along the perimeter.
4. Description of the materials to be used, including whether the fence will be left natural or stained.
5. Description and location of any trees to be removed.

Guidelines:

Each installation will be examined on its own merit. No previously approved installation shall constitute a precedent for approval.

1. Styles
 - a. Gothic
 - b. Picket
 - c. Stockade
 - d. Shadow Box
2. Design
 - a. Picket fences with decorative exposed posts. Pickets must be constructed with a decorative picket design.
 - b. All fences must be constructed with the cross bracing to the inside of the homeowner's yard.
3. Colors
 - a. Natural
 - b. Stained
 - c. White
 - d. Special exceptions could be made by individual review.

4. Materials

- a. No sheet metal, wire, chain or concrete fences are allowed.
- b. All hardware used in the assembly or construction of a fence of any type must be rated for outdoor use in residential applications.
- c. All posts must be set in concrete.

5. Height

- a. 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.

6. Location

- a. The finished side of the fence must face the adjoining lots, on the outside of the fence.
- b. Fences may be constructed on the lot line of adjoining property (but not over the lot line) **with written permission of the adjacent homeowner. Disputes between neighbors over the location of fences are a civil matter** - the Homeowner's Association is not involved in these disputes, and does not regulate or condone any specific location. The HOA gives permission for construction of the fence and its appearance - not for the location of the fence. Lot owners wishing to construct a fence have the option of "tying-in" with an existing fence on the adjacent lot, **only with the written permission of the owner of that fence.** Again, disputes are a civil matter to be settled between the disagreeing lot owners in a court of law if necessary.
- c. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Committee. Construction within a buffer area may also require approval from the Town of Apex.

7. Maintenance

- a. Maintenance of the fence is the responsibility of the property owner.
- b. It is recommended for natural finished fences, that an annual application of wood preservative and/or water treatment be part of the normal maintenance practices of the property owner in order to preserve the appearance of the fence.

8. Refer to HOA Covenants Article VI, Section 2 regarding maintenance obligations for fenced or enclosed portions of a lot.