

GlenPark Architectural Control Committee

Community Guidelines

Updated January 6, 2022

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I. Introduction

The following guidelines are for use by GlenPark homeowners. It is intended to complement the Glenpark Declaration of Homeowner Covenants by setting standards on frequently requested exterior modifications.

A. General Principles

This guide is subject to change over time or as new Architectural Control Committee (ACC) members are selected.

The ACC may choose to override certain guidelines in cases where the circumstances of an individual property may dictate alternative solutions.

These Guidelines apply to a Homeowner's property and do not apply to common spaces unless otherwise noted.

B. Purpose

GlenPark Owners Association is a Residential Townhouse Development (RTD). Simply stated, this means that the original tract of property was designed and approved as a self-contained, deed restricted community, having its own covenants and order of rule under which all property owners would live and abide, and which would provide for the maintenance of all Common Areas and improvements thereon.

Restrictions were established so that aesthetics, appearance, and continuity could be defined and written based on the covenants. As directed in the covenants, the ACC reviews all architectural requests.

These Design Guidelines provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. In addition, these Design Guidelines are established to give the homeowner some degree of assurance that the actions of all members of the community would be directed so as not to adversely impact their enjoyment or property values.

The architectural standards and use restrictions set forth in this document are for the purpose of protecting the value and desirability of the real property located in the GlenPark Owners Association Community. The GlenPark Owners Association By-laws and Declaration of Covenants, Conditions and Restrictions supports the ACC and Board's ability to adopt and publish from time to time amend written architectural standards and construction specifications.

No improvement of any kind shall be erected, placed or maintained, and no addition, alteration, modification or change to any improvement shall be made without the prior written approval of the ACC. Nor shall a building permit for such improvement or change be applied for or obtained, nor shall any major landscaping or re-landscaping of any Lot be commenced or made (such construction, alteration and landscaping are hereinafter referred to as the "Improvements") until plans and specifications showing the nature, kind, shape, heights, materials, color and location of same shall have been submitted to and approved in writing by the ACC. Construction must be accomplished in strict conformity with such plans as approved, unless otherwise expressly agreed to in writing by the ACC.

The ACC shall have the sole right, authority, and complete discretion to approve or disapprove the plans and specifications for any reason, including, but not limited to, exterior colors and appearance, landscaping, location of the structure or structures and aesthetics.

In addition to setting standards, the Design Guidelines establish a process for review of proposed modifications to Lots and Dwellings to ensure that all sites within the community are developed and maintained with the consistency and quality that attracted you to GlenPark Owners Association.

C. Government Permits

To the extent that Town of Cary and Wake County Ordinances or any local government ordinances, building code or regulation requires a more restrictive standard than the standards set forth in these Design Guidelines or the Declaration of Covenants, the local government standards shall prevail. To the extent that any local government standard is less restrictive, the Declaration and the Design Guidelines (in that order) shall prevail.

D. Review Structure

The ACC handles architectural control and design review for the community. The ACC has exclusive jurisdiction over all matters relating to modifications to existing structures and landscaping, as set forth in the Declaration of Covenants. The ACC shall review plans and specifications for all modifications and landscaping on any Dwelling or Lot, shall be the conclusive interpreter of these Design Guidelines, shall monitor the effectiveness of these Design Guidelines, and shall promulgate additional needed design standards and review procedures consistent with these Design Guidelines. Information regarding the appeals process can be found on page 6.

II. Design Review Process

A. Review of Modifications

The review of modifications shall require the submission of an application to the ACC. An application form can be found in the appendix to this document. Additional application forms can be secured through the HOA Management firm. Depending on the scope of the modification, the ACC may require the submission of all or some of the plans and specifications listed below. In the alternative, the ACC may require a less detailed description of the proposed modification.

B. Application Process

The ACC will require the submission of an application as well as any modification plans to the ACC via the management company.

An integral part of the application process is notifying the applicant's immediate neighbors (one unit on each side, left and right) of the construction / modification being applied for by obtaining their signatures on the application. Neighbors may raise concerns to the ACC, prior to the approval. If for any reason, signatures of both neighbors cannot be obtained, please annotate the application as such. If neighbors have not signed the request, the ACC should inform the neighbors of the request in writing before a decision is reached.

Generally, drawings of the proposed change should be submitted (to scale) which show relationships to existing structures, landscaping, lot lines, and setbacks (distance from property lines) for all proposed improvements. These drawings should include a "site plan" and an elevation plan along with any additional information, which could help the ACC visualize the project. For further descriptions of the five (5) elements that follow [floor plan, elevations, exterior finishes, landscaping plan, and other], please refer to applicable sections of this document.

I. Floor Plan

Showing decks, patios, related to the residential dwelling, trash enclosures, HVAC equipment and utilities.

II. Landscaping Plan

Showing location of trees, protection of existing vegetation, use of plants and other landscaping details.

III. Other

Other information, data, and drawings as may be requested, including without limitation to irrigation systems, drainage, lighting, and other features. Any restrictions shown on the property plat, furnished to the owner at closing, shall be shown on the application drawing.

IV. Review Criteria: Recommendations & Variances

While the Design Guidelines are intended to provide a framework for modifications, they are not all inclusive. In its review process, the ACC may consider the quality of workmanship and design, harmony of external design with existing structures and location in relation to surrounding structures, topography, and finish grade elevation among other factors; however, the ACC will not grant approval for a proposed modification that is inconsistent with the Design Guidelines, unless the ACC grants a variance.

Variances may be granted in some circumstances, which include, but are not limited to, topography, natural obstructions, hardship, or environmental considerations. The ACC shall have the power to grant a variance from strict compliance in such circumstances so long as the variance does not result in a violation of the Declaration of Covenants. No variance shall be effective unless in writing and supported by all members of the ACC.

V. Review Period

Each application and plan submittal shall be approved or disapproved within 30 days of receipt of all materials required by the ACC. If the ACC fails to respond within 30 days of the application, approval shall be deemed granted. The ACC's decision shall be based upon a majority vote of the ACC and shall be rendered in one of the following forms:

a) *Approved*

The entire application as submitted is approved.

b) *Approved as Noted*

The application is NOT approved as submitted, but the ACC's suggestions for curing objectionable features or segments are noted. The applicant MUST correct the plan's objectionable features or segments and the applicant may be required to resubmit the application and receive approval prior to commencing the construction or alteration.

c) *Disapproved*

The entire application as submitted is rejected in total.

d) *Variance*

Designated as an exception from the stated guidelines for a specific reason.

e) *Approved with Conditions*

The application is approved with additional requirements designated by the ACC. The applicant MUST incorporate and adhere to the ACC's requirements during the construction or alteration.

As a condition of approval under this section, each owner, and all successors-in-interest, shall assume all responsibilities for maintenance, repair, replacement, and insurance to and on any change, modification, addition, or alteration.

Approval of plans for any proposed modification shall not set a precedent for future applications.

VI. Appeal

Any owner who submits a request to the ACC and disagrees with the finding of the ACC may appeal the decision to the Board. See Section 13.02b of the Covenants for detail.

VII. Town & County Approval

The review and approval of plans and specifications by the ACC and/or the Board shall not be a substitute for compliance with the permitting and approval requirements of the Town, County, or other governmental authorities. It is the responsibility of the applicant to obtain all necessary permits and approvals.

VIII.Implementation of Approved Plans

All work must conform to approved plans. If it is determined by the ACC that work completed or in progress on any Dwelling or Lot is not in compliance with these Design Guidelines or any approval issued by the ACC and/or Board, the Board shall notify the Applicant in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and shall require the Applicant to remedy the same. If the Applicant fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be deemed to be in violation of the Declaration of Covenants and these Design Guidelines, and the homeowner (property) shall be subject to a daily monetary fine.

IX.Time to Commence

If construction does not commence on a modification for which plans have been approved within one year of approval, such approval shall be deemed withdrawn unless the applicant requests, in writing, additional time from the ACC.

X.Time to Complete

Reference Section 13.05 of the Covenants for detail.

XI.Changes After Approval

All proposed changes to plans, including, but not limited to, changes that affect the exterior of any building, colors, windows, grading, paving, utilities, or landscaping made after plan approval must be submitted by the Applicant and approved in writing by the ACC prior to implementation of such changes. Close cooperation and coordination between the Applicant and the ACC will ensure that changes are approved within 15 days.

If the Town of Cary or Wake County, or any other authority having jurisdiction, requires that changes be made to final modification plans previously approved by the ACC and/or Board, the Applicant must notify the ACC of such changes and receive approval from the ACC prior to implementing such changes.

XII.Enforcement Waiver

In the event of any violation of these Design Guidelines, the Board may take any action set forth in the by-laws or the Declaration, including levying a Specific Assessment pursuant to the Declaration. The Board may also remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Board shall be entitled to recover the costs incurred in enforcing compliance and/or impose a fine against the Dwelling/Lot upon which such violation exists.

III. Design Guidelines

The following specific site criteria shall apply to all proposed modifications within the community unless the ACC grants a variance. These guidelines may be modified from time to time and are not inclusive of all architectural standards which may be adopted by the GlenPark Homeowners Association Board of Directors.

A. Prohibited

This section lists modifications, additions or changes that are not allowed in GlenPark.

I. Air Conditioning Equipment

Any exterior air conditioning, heating equipment or generators added after the completion of construction must be approved by the ACC and be screened from public view by shrubbery approved by the ACC. No window air conditioning units are allowed, and no air conditioning equipment will be approved if visible from the street.

II. Antennae and Satellite Dishes

As provided in Article 13 in the Declaration of Covenants, except for such as are covered by, and installed in strict compliance with, the requirements of the Telecommunications Act of 1996, as amended, no Owner shall construct, install, erect or maintain any outside television or radio pole or receiving antenna, including a satellite dish antenna, and no outdoor television antenna or satellite dish may be erected or installed by an Owner or permitted by an Owner to remain on his or her Lot, without the express written approval of the ACC. Where allowed, no antennae or satellite dishes shall be visible from the street.

III. Boats, Trailers, Unlicensed/Unregistered/Inoperable Vehicles

No owner or family of, lessee or sublessee or guest of an Owner shall:

- a) park any vehicle on a street within the community;
- b) park or keep on any lot or street within the community any abandoned, partly dismantled, or inoperative vehicle; or
- c) park or keep on any lot or any street within the community any boat or boat trailer, jet ski, motor home, camper, bus, truck in excess of one ton weight, commercial vehicle, truck or van, or anything else other than normally intended to be a private passenger vehicle within the Community.

Boats and other watercraft, towing trailers, and related leisure vehicles or attachments shall not be permitted on any Lot. In addition, no vehicle can be parked in the guest spaces as a means of storing said vehicle.

The Board shall have the right and authority to have towed any vehicle parked or maintained in violation of these or subsequently adopted parking rules and regulations.

IV. Pets

No doghouse, poultry house, rabbit hut or other similar yard structure shall be constructed or allowed to remain on any lot.

Dogs or cats shall not be permitted to run free outside the confines of the owner's property line. Per the Town of Cary Ordinance (Section 6-65

Domestic Animals At Large), dogs being walked throughout the neighborhood must be on a leash. Animal waste shall not be permitted to be left on private property, common areas, public streets, sidewalks, or right of ways. Owners shall accept full responsibility for their animals and their animal's waste or be subject to enforcement of the Town of Cary Ordinance (Section 6-64 Defecation On Streets and Private Property) and/or monetary fine from the GlenPark Homeowners Association.

V. Temporary or Other Structures

Temporary structures are prohibited. The approval of the ACC is required for tents other than camping tents that are used for occasional overnight sleeping. Approval by the ACC is not required for temporary canopies that are erected for special occasions.

Outbuildings, sheds, gazebos, trampolines, freestanding flagpoles and above-ground pools are strictly prohibited.

Non-retractable awnings and any awnings facing the street are prohibited.

Permanent patio enclosures are not allowed.

VI. Trash Containers

Trash containers shall not be stored in the front of the residence except on the appropriate day of trash or yard waste collection. Trash containers shall not be stored beside or between units.

VII. Clotheslines & Outside Clothes Drying

No clotheslines or clothes poles shall be erected and no outside clothes drying is permitted.

VIII. Chain Link Fences

Chain link fencing is not allowed.

IX. Curtains

No Owner shall place on or about any window any metallic foil or other coating, substance or material which similarly acts as a reflector of light nor shall an Owner place newspapers or bed sheets in any window.

X. Utilities

Pipes, wires, and other utility facilities shall be kept and maintained underground. Utilities include water, sewer, power, telephone, cable television, and miscellaneous conduits.

XI. Drainage

Drainage of the property must conform to all Town of Cary and Wake County requirements. All drainage and grading must be indicated on the proposed plans submitted to the ACC. There shall be no interference with the established drainage pattern over any property except as approved in writing by the ACC.

The established drainage pattern is defined as the drainage pattern engineered and constructed by the original builder prior to (or in some cases, immediately following) conveyance of title from the builder to the individual homeowner.

Landscaping shall conform to the established drainage pattern, shall cause water to drain away from the foundation of the house, and shall prevent water from flowing under, pounding near, or against the foundation of the dwelling. Water should flow fully over walkways, sidewalks, or driveways into the street.

IV. Permission Guidelines

The following table lists categories of changes or additions along with columns showing what is permitted without ACC approval and what changes or additions require submission for ACC approval. If something is in the Permitted Without ACC Approval column, the change or addition may be made by the homeowner without asking for approval. If something is in the Requires ACC Approval column, submission to the ACC for approval is required.

These guidelines apply to an owner's property and not to any easement or common area.

Category	Permitted Without ACC Approval	Requires ACC Approval
Plants	Replacement of trees/shrubs using an identical type and similar size of tree or shrub. Addition or removal of flowers in existing mulch beds on owner's property. Addition of potted flowers as long as lawn maintenance is not impeded. Replacement of existing mulch with that of the same color and texture. Removal of dead or diseased plants.	Addition of trees/shrubs of any type (other than maintenance replacement of existing tree/shrub) in front or rear of property. (Reference Section 7.07 of The Declaration of Covenants.) Removal of trees/shrubs except for conditions explicitly listed in Section 7.14 of The Declaration of Covenants. All Hanging Plants. Addition of new areas of mulch or other ground cover (e.g. liriopé, mondo grass). See Screening section regarding
Screening		Appendix B: Privacy Screening at Patios regarding privacy plant screening between homes at the rear of the property is approved by the Board and lists the suggested approved screening plantings allowed. All screening at the rear side of the homes must be approved by the ACC. Screenings are not allowed at the back of the property line, only between units. Addition of trellises between homes. A trellis shall support growing plants, be black and no larger than 4' x 8'. In no case should trellises extend more than 8' from the rear of the house.
		ACC approval is required for all rooftop equipment and accessories. All rooftop equipment must match roofing colors or be of a color that

Category	Permitted Without ACC Approval	Requires ACC Approval
Structural		complements the house and must be placed as inconspicuously as possible. Prior to installation, Homeowner must sign a document accepting liability for increased HOA costs related to roof replacement, repair, etc. caused by altering roofing such as installation of Solar Tubes or Solar Panels. Addition of Solar Tubes or Skylights on the back-facing section of the roof is allowed With ACC Approval. Addition of Gutter Guards Requires ACC Approval. Addition or Modification of underground drainage Requires ACC Approval. Addition of Solar Panels Requires ACC Approval per terms outlined in Section 13.01 of The Declaration of Covenants. The removal of structural pillars Requires ACC approval. All such changes require an engineering report and subsequent documentation of
Misc. Exterior Changes		Permanent Decorative Additions including, but not limited to, plant arbors, plant trellises, and windows boxes that are to be permanently affixed to the house. Removal of Garage Door Mullions (See Section 13.1 of The Declaration of Covenants).
Doors	Replacement of front/back doors by an identical door. Repainting of front/back doors by an identical color/stain. Seasonal wreaths on doors.	Replacement of front/back doors by a different type/style/color door. Repainting of front/back doors by a different color/stain is not permitted.
Edging		Addition or modification of yard landscape edging in front or rear of houses.

Category	Permitted Without ACC Approval	Requires ACC Approval
Fencing		Addition of Fencing requires ACC approval. Approvable fencing style is four foot black aluminum. 
Patios and Back Porches	Addition of curtains/shutters inside screened-in porch if a neutral, solid color. (see Section 13.01 of The Declaration of Covenants)	Addition or modification of a patio. Open patios must be an integral part of the landscape plan and must meet Town of Cary standards for patio construction. The patio color and materials must be similar to or generally accepted as complementary to the design and color of the residence. Patio structure (with open roof) shall be constructed of wood or material generally recognized as complementary to the residence. Addition of a retractable awning in the rear of the home. Awning color to be compatible with home existing trim colors. Addition of curtains/shutters on outside of porch or other areas. Curtain/shutters color to be compatible with home existing trim colors. Addition of a Hot Tub, Jacuzzi, Spa or Sauna. Any hot tub, jacuzzi, or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping. Hot tubs, Jacuzzis, or Spas shall be installed in such a way that is not immediately visible to adjacent property owners. Owners are required to install safety features such as locks or covers for these items when such are not in use. Applicable North Carolina, Town of Cary, and Wake County ordinances govern these requirements.

Category	Permitted Without ACC Approval	Requires ACC Approval
Furniture	Addition of Furniture to Rear Patio including tables, umbrellas, chairs, portable fire pits and grills.	Addition of Furniture to the front porch.
Lighting	Changes to exterior lighting within conditions outlined in Section 7.13(e) of the Declaration of Covenants. Exterior lights should be replaced with similar style, size, brightness, and temperature of 2700k. Colored lights are not permitted in front or rear of homes. Holiday lighting is allowed within 30 days before and after the holiday being celebrated.	Changes to outdoor light fixtures on the front of the houses Require ACC Approval. Pathway lighting fixtures are permitted with ACC approval.
Ornamental	Addition of bird feeders in the rear of the house in mulched areas. A maximum of two feeders is allowed. Addition of signage that complies with Section 7.04 of The Declaration of Covenants.	Per Section 7.11 of The Declaration of Covenants, the addition of all yard art Requires ACC Approval. In general, additions that are complementary to the neighborhood will be approved. Yard Art cannot impede lawn maintenance and should not be placed in the common area.

V. Construction Guidelines

A. Inspections

The Board may perform periodic informal inspections to ensure that work is being performed in conformance with approved plans and the design guidelines. All inspections are observations only and will not relieve the owner's obligation to obtain inspection approvals from the Town and or County and other organizations having jurisdiction.

Job sites not in compliance with these Design Guidelines or approved plans will be issued a Notice of Violation. Further construction is prohibited until the homeowner addresses the violations.

B. Construction Damages

Any damage to vegetation or common area facilities caused by the Applicant, their contractors, subcontractors, agents or employees must be corrected immediately to the satisfaction of the Board and the owner of the damaged property. If the damage is not corrected, the Association may repair such damage and assess the costs of repair to the Applicant.

C. Conduct

The applicant must ensure that all contractors and subcontractors control the conduct of their employees while working in the community. Loud music, profanity and other behavior, which is unbecoming, will not be tolerated. Employees violating this policy may be asked to leave the premises and may be denied future access to the community.

D. Site Cleanliness

All work sites must be maintained in a clean and orderly manner at all times. The storage of materials should be in an inconspicuous location within the site and stored neatly and orderly. All construction debris shall be cleared on a regular basis.

VI. Relevant Excerpts from Declaration of Covenants

A. Section 7.04

No Owner shall place on or about any window any metallic foil or other coating, substance or material which similarly acts as a reflector of light nor shall an Owner place newspapers or bed sheets in any window. Except as otherwise required by the Town, no sign of any kind shall be displayed to the public view on any Lot other than one sign of not more than nine (9) square feet advertising a Lot for sale and signs of not more than nine (9) square feet expressing support of or opposition to political candidates or other issues which will appear on the ballot of a primary, general or special election, provided that such political signs shall not be placed on a Lot earlier than forty five (45) days before such election and shall be removed within seven (7) days after such election. Signs advertising a Lot for rent are prohibited. No sign of any kind shall be displayed in or on the Common Area without the prior written consent of the ACC. Notwithstanding the foregoing, Declarant or its agents shall have the right to erect and maintain signs of any type and size on any Lot which it owns and on the Common Area in connection with the development and sale of the Lots.

B. Section 7.11

Outbuildings, Yard Art, Gazebo, Trampolines, Awnings, Freestanding Flagpoles and Above-Ground Pools, Outbuildings, sheds, gazebos, trampolines, freestanding flagpoles, and above-ground pools are strictly prohibited. Wading pools shall only be allowed during appropriate weather and must be emptied and stored out of view when not in use. Except as may be permitted by the Architectural Control Committee, no Owner shall construct, install, erect, or maintain upon any Lot any yard art or awnings. Flags may be displayed using a bracket or other approved device mounted to a dwelling so long as the size of the flag displayed does not exceed the dimensions of four (4) feet by six (6) feet.

C. Section 7.13(e)

Exterior lighting shall be shielded and must be directed so as not to shine directly on another Lot.

D. Section 7.14

Trees measuring four (4) inches or more in diameter at a point two (2) feet above ground level and any flowering trees or shrubs above four (4) feet in height may not be removed from the Property without the prior written approval of the ACC, unless such landscaping material is in the path of driveways and walkways located or to be located on any Lot. Excepted here from shall be damaged or diseased trees that threaten persons or property, which damaged or diseased trees shall be removed by the Owner.

E. Section 13.01

No building, swimming pool, spa, statuary, flagpole, mailbox, basketball goal, or other sports equipment shall be placed, erected, commenced, constructed...upon any lot or upon the common area...until an application...shall have been submitted in triplicate and approved in writing by the Architectural Control Committee.

NOTE: Sections 7.11 and 13.01 of the Declaration of Covenants conflict, with some items being expressly prohibited in Section 7.11 and then being permitted in

Section 13.01 with ACC approval. The Board has been advised by Counsel that in the instance of a conflict, courts have ruled that the less restrictive of the covenants applies. Therefore, the items listed in 13.01 are allowed, if approved by the ACC.

The installation of solar panels or other "green energy" improvements ("Green Energy Improvements") to the roof or exterior of a dwelling located on a Lot shall be permitted in accordance with NCGS §22B-20 after approval by the Architectural Control Committee. Upon any such approval for the installation of Green Energy Improvements, the Owner of such Lot, its successors and assigns, shall thereafter be responsible for the installation, maintenance and repair of the Green Energy Improvements and any and all damage caused to the dwelling on the Lot or to adjacent dwellings, if applicable, during the installation, maintenance or repair of such Green Energy Improvements, and, as a condition to such approval, Declarant and/or the Architectural Control Committee may require the Owner of the subject Lot to enter into a license or other agreement relative to same. The Association shall not be responsible for the installation, maintenance or repair of Green Energy Improvements installed by an Owner.

VII. Changes & Amendments to the Guidelines

These Design Guidelines may be amended only upon the affirmative vote of two-thirds of the members of the Board and the consent of a majority vote of the Board. Such amendments shall be communicated to homeowners from time to time. All amendments shall become effective upon adoption. Such amendments shall not be retroactive and will not apply to previously Approved work, Approved work in progress, or Variance.

VIII. Appendix

A. Architectural Application

See Next Page



264 W. Millbrook Road | P.O. Box 20969 | Raleigh, NC 27619 | Office: (919) 676-4008 | Fax: (919) 676-2721

www.Pindell-Wilson.com

Homeowners Association Architectural Change Request Form

Name: _____ Phone # _____ Email: _____

Property Address: _____ Date of Application: _____

HOA/ Neighborhood Name: _____

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

**You may mail or email this request to your property manager at Pindell-Wilson after full completion of the applicable items below (staff@pwrleigh if you don't know your manager's email). Please provide as much information as possible to ensure a timely decision. All change requests will be responded to in writing and, unless otherwise stated in the documents for your community, a decision will be made within 30 days.*

1. **Provide an accurate and detailed description** of the proposed architectural change or project. Include materials, colors, structural details, measurements, environmental impact, reason for making the request, and any other information that will accurately describe the appearance or function of the change when complete.

2. **If you are constructing a Fence a survey is required.** Other construction projects like storage sheds, driveway expansions, decks etc. may also require a survey and are recommended. On the survey or aerial view please draw/outline the work area where the project will take place. Design or structural plans should also be submitted along with any additional viewpoints as well as any required permits from your local municipality.

3. As a courtesy to your neighbors who will be impacted by not only the work crew, but by the change you are requesting, please have them sign their *acknowledgement* below. Please note their signature is not guarantee of approval (or lack of signature a guaranteed denial) and the final decision rests on the discretion of the Board or Architecture Committee.

**to be completed by your neighbors/affected parties*

Name & Address

Signature & Date

B. Privacy Screening at Patios

Privacy screening at patios may be accomplished using trees or shrubs approved by the Board of Directors/Architectural Control Committee (ACC), and when approved may not extend more than eight (8) feet outward from the rear wall of the house at maturity. While there may be other plant varieties that meet the criteria, the Board of Directors of GlenPark Owners' Association, acting on advice from professionals at Garden Supply Company in Cary, has identified several varieties of trees or shrubs that, based on mature growth and growing habits, are considered appropriate for privacy at the patio area:

Emerald Green Arborvitae



Ligustrum



Curly Leaf Ligustrum



Sky Pencil Holly



Dee Runk Boxwood



Korean Gold Plum Yew



Privacy screening may only be installed as approved by the ACC. Trees and shrubs that will encroach on the adjoining neighbor's property at mature height and width will not be allowed, and owners will be required to maintain and prune the trees or shrubs to prevent encroachment and to maintain a height of no more than six (6) feet above grade. Likewise, no plantings will be allowed in the alleyways or that impede the flow of foot traffic between the buildings. Property owners will be responsible for all maintenance of any privacy screening installed on their property.

In the event that plantings of trees or shrubs will block the flow of foot traffic between the buildings, including entering or exiting the alleyways, homeowners may wish to consider using approved trees or shrubs in pots or planters on the patio to achieve the desired level of privacy. In this case, the same eight (8) feet distance, six (6) feet height and maintenance requirements apply.

Homeowners are cautioned to be aware of the mature height and width when placing any of these plants in the landscape or the patio.

All requests for approval of screening at the patio must follow the Architectural Review Process for GlenPark.

DRAFT