
The Park At Westgate

Architectural Guidelines

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Request for Architectural Approval Form

Architectural Guidelines

Overview

Architectural regulations and procedures address any modifications (change, deletion, or addition) that affect the exterior of your townhome.

Research has shown that property values are best maintained in developments where appearance standards are most effectively upheld. To accomplish this in a community where residents are densely located, it is necessary to maintain some degree of consistency of appearance. In implementing these guidelines, we also intend to consider the homeowner's need for self-expression.

When studying these regulations, please notice that the individual homeowner is responsible for maintaining modifications made to a townhouse. This maintenance responsibility shall be passed on to subsequent owners. The homeowner is also responsible for any damage these modifications cause to the original property.

The following sections list architectural features for The Park at Westgate, and explain procedures for homeowners to follow if they wish to make modifications to their property. If you have any questions concerning this document or a proposed property modification, please contact the Management Company.

Architectural Regulations

Written Approval Required

1. Owners must obtain written Approval from the Architectural Committee before making any modifications to the exterior of their town homes. Modifications to town homes or lots must be compatible with the design character of the original structure and landscaping. This ensures conformity to the overall design at the Park at Westgate and compliance with the Declaration of Covenants.
2. Applicants will be notified in writing of the Committee's decision within forty-five (45) days after receipt of the submittal form. The Architectural Committee meets on as needed basis.
3. Approval of plans or parts of a plan does not ensure acceptance of similar subsequent proposals from any other homeowner.
4. Please be sure each submittal is completed in its entirety before submission. Please use the form attached to this document. Please attach any drawings if applicable. The Architectural Committee will consider the following examples in the decision making process:

- The nature of the change
- Design
- Location
- Materials
- Impact on neighbors
- Compatibility with original structures
- Color

Please include as much of the previous information as possible on the request form.

Appeals

To appeal an application that has been denied approval, applicants should appeal in writing directly to the Board of Directors. Homeowners are encouraged to attend Homeowners Forum at the next Board of Directors meeting. Meetings are held every month.

Construction and Maintenance

1. Complete modifications must not inhibit access to the lot where construction occurred or create difficulties for anyone with authorized business on the lot.
2. Modifications that create a potential additional maintenance expense for the association will not be approved.
3. The expense of maintenance of modifications will be the sole responsibility of the present or subsequent homeowners.
4. Comply with City of Raleigh Guidelines and setbacks.

Materials and Color

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

The Homeowner's Association (HOA), not the individual shall maintain exterior painting of all town homes for The Park at Westgate. The paint colors shall not be changed from the original colors. Painting shall be performed as set forth by the Board of Directors.

Landscaping

The Park at Westgate Homeowner's Association encourages its homeowners to accent their homes with landscaping elements. Landscaping around the homes can add a personal touch and increase the value of one's home. Several

commonly requested landscape elements, which need prior approval before building/installing on the property, include, but are not limited to:

- Flower gardens
- Patios
- Shrubs and trees
- Tree removal

In general, when planning landscaping for any element (including those above), one should limit the change in grading of the property to insure proper drainage away from the foundation as well as away from the neighboring properties. Additionally, planting shrubs and trees should be made in such a manner that they would not impede the vision of motorists on the street.

Flower Gardens

Flower gardens are permitted. If building a garden, the design, layout and material must be submitted for Committee approval.

If a homeowner wishes to change the design of the flower garden from the original request submitted, an additional request form must be submitted to the Architectural Committee for approval.

The planting of annual flowers for ornamental color impact is permitted. No approval is needed if the annual flowers grow to a height less than eighteen inches (18), (begonia, marigold, mums, vinca, salvia, petunia, pansy, impatiens, etc.) as long as planted in an existing garden. Remember, if one plans on building a garden, it must have prior approval by the Architectural Committee. The expense of maintaining the flowerbed will be the sole responsibility of the present /or subsequent homeowner.

Patios

Patios should be consistent with the grading of the property and located in the back yard. The materials must be of natural color concrete, flagstone, slate or brick. The patio size, design and setback distances to neighboring property lines should be kept in proportion to the home and property. The view of the patio should be softened from the neighbors and possibly accented with scrubs/flowers. Flower gardens are permitted. If building a garden the design, layout and materials must be submitted for Committee approval. Reminder: written approval is required. Please refer to Article 11.2 "set back" in the Declaration of Covenants.

Shrubs and Trees

The placement, size and types of scrubs and/or trees must be submitted to the Architectural Committee for approval. The costs of scrubs and/or trees are the sole responsibility of the homeowner. The cost of maintaining the scrubs or trees will be the sole responsibility of the present and/or subsequent homeowner.

Vegetable Gardens

Vegetable gardens are not permitted.

Water Gardens

Water Gardens are not permitted.

Screened Porches

Screened porches are permitted. If building a screened porch the design, layout and material must be submitted for Committee approval. If planning a screened porch that was not built by the original builder, a detailed diagram of size, materials, and color is needed before final approval will be considered. A building permit must be obtained and is the responsibility of the homeowner. Screened porches may not be permanently enclosed.

Clothes Lines

Clotheslines of any kind are not permitted (reference Article 11.7 in the Declaration of Covenants).

Awnings and Structures

The Architectural Committee prior to installation must approve the placement of awnings. Awnings will only be permitted on the back of the house. The style, design, fabric/material, height and width of the awnings must be clearly outlined in the proposal that is submitted for consideration. The cost of installation, related materials and future maintenance is the sole responsibility of the present and/or subsequent homeowner. After installation, the homeowner must keep the awnings reasonably clean and free from rips or tears. For subsequent homeowners wishing to remove awnings on a purchased property, contact the Architectural Committee, Board of Directors or the Management Company. Removal and restoration costs associated with this removal will be the responsibility of the homeowner.

Landscaping Accents

Introduction

Everyone likes to add their own personal touch to their landscape. However, there are a few things to keep in mind before proceeding. All of the following items may not be done without prior approval, but are subject to discretion of the Board of Directors, Architectural Committee and/or the Grounds Committee. If the Board or Committee deems the items inappropriate, removal or alterations may be required. If there is a question pertaining to the additions, the best thing to do is submit a request to avoid any future inconveniences.

Planters

Planters are acceptable as long as they fit the following criteria. The homeowner is responsible for any and all damages done during installation or as a result of leaks occurring after installation. The planters must be of neutral color and/or complementary color to the town home.

Birdbaths

Birdbaths are permitted but need prior approval for size specifications and proper installation only. The limit is one per home and only in the backyard.

Hanging Flower Baskets

Hanging Flower Baskets are acceptable.

Decorative Flags

Decorative flags are acceptable but limited to only one in the rear of the house. The American Flag is permitted in the front of the town home.

Decks

Decks must be treated with un-tinted sealant only. Color sealant is not permitted. Homeowners are responsible for the upkeep of their decks, party wall, and screened porches. The Homeowners will bear the cost of repairs and/or replacement of material due to negligence. This includes damages to neighboring lots (reference Article 7.5 in the Declaration of Covenants).

Lattice

Lattice under the deck is acceptable but must be treated in the same manner as the deck (with un-tinted sealant).

Low Voltage Lights

Low voltage lights are very common and add attractive finishes to the landscaping. However, they must be black or bronze in color with white lights and no larger than a foot in height above the ground. Security lights are also acceptable but should be turned away from neighboring houses.

Hoses

Garden hoses, if kept in the front of the building, should be kept hidden as much as possible (behind shrubs or in a hose container).

Wind Chimes

Wind Chimes are acceptable. They are limited to one in front and one in the rear. Large or loud chimes are not acceptable.

Doors

Storm Doors

Storm doors are accepted in the front and back of each town home if the following criteria are met. Please keep in mind that any damage done to the frame and/or original door during or after installation is the responsibility of the homeowner. The Association and the Architectural Committee will not be held responsible for any scratches or dents to the door, frames or rails. The Association is not responsible for the replacement of broken windows and/or ripped screens on the installed storm doors.

Front and Back Doors

The following criteria must be met for each door.

- Front door must have full view window.
- Back door can be either a full view or self-storing window with screen.
- 1-5/8" white aluminum frame.
- Maintenance free.
- Color-matched screw covers and closures.
- Safety glass window and snap in full screen.
- Solid brass exterior and interior handle with built-in deadbolt or keyed lock.
- Heavy-duty weather stripping.
- Lifetime warranty.

Door Accents

The following door accents are acceptable as long as listed criteria are met. The Association and/or Architectural Committees are not responsible for damage and/or theft of these items.

Kick Plates

Kick plates must be brass or brass in color.

Peepholes

Peepholes should be horizontally centered in door.

Knockers

Knockers should be small and brass in color and they should be centered on the door.

House Numbers

The only house numbers allowed are the ones provided by the original builder. Numbers will be maintained by the HOA.

Architectural Amenities

Satellite Dishes

Satellite Dishes up to 18 inches in diameter are acceptable. Dishes must be of appropriate color, gray or black in color. Satellite Dishes should be in the back of the town home, if possible.

Attic Exhaust Fans

Exhaust fans permitted. Any damage to the townhouse's interior or exterior during and/or after the installation, is the sole responsibility of the homeowner. Any leaks occurring after installations are also the responsibility of the homeowner. All costs are at the homeowner's expense.

Children's Play Equipment

Children's play equipment (i.e. sandboxes and/or swing sets) is not permitted anywhere on the property.

For Sale and/or Lease Signs

For Sale and/or Lease Signs are permitted in the front yard. Signs must be no larger than the standard realty sign. Only one sign per household is acceptable. See Article 11.8 in the Declaration of Covenants. For Sale/Lease signs must be placed in pine straw area only. Placement in any other area requires prior approval by the Board of Directors.

Window Treatments

All window treatments should appear white in color from the outside.

Trash Containers and Recycle Bins

Trash containers are not to be left in the front yard and should not be visible from the front of the town home. Trash containers should be kept on the side of the town home or in the back yard. If there is a garage, they should be stored inside the garage. Trash containers must be completely covered at all times. All trash and recycle bins should be removed from the curb the same day of pickup. Follow City of Raleigh guidelines.

Recycle Bins

Recycle bins must be stored in the garage or outdoor storage area, out of sight.

Solar tubes

Prior approval required. Solar tubes are permitted. Any damage to the townhouse during and/or after installation is the responsibility of the homeowner (including leaks) and not the Association and/or the Architectural Committee. All costs are the homeowner's expense.

Vehicles

No boats, recreational vehicles, campers, tractors, commercial vehicles greater than ½ ton, or trailers of any owner, family member or renter shall be parked within the Restricted Common Areas or in the subdivision. All vehicles shall be stored either within the owner's garage or other facilities not located in the subdivision.

Abandoned Cars

No owner shall park or store an inoperable or abandoned vehicle on any lot or on the public or private streets, or the restricted common areas in the subdivision. All cars must be parked in designated areas. (See Article 11.11 and 11.14 in the Declaration of Covenants.)

Fences

Fences are not permitted.

Dog House/Pens

Doghouses and/or pens are not permitted on the grounds, under decks, or on town home decks.

Pools

No above or belowground pools or tanks are permitted.

Children's Pools

Children's pools are permitted in the backyard only, and must be removed and stored when not in use. All liability for children pools is the responsibility and liability of the homeowner.

Parking

Parking by Residents (owners and renters) is permitted in the garage, driveway or parking pads. Residents are never allowed to park on the streets. There is no long time parking for guest/visitors who go off on a trip. If unattended, the cars will be towed at the expense of the owner. If there is abuse of the Board's tolerance, we have no choice but to enforce the parking restrictions spelled out in the Declaration of Covenants.

Park at Westgate

Addition to Blanket Approval Section of Architectural Guidelines

Rain Barrels

Rain barrels, with a maximum capacity of 80 gallons, may be placed under the downspouts at the rear of a home in such a manner as they are not visible from the either side of the house. Any connector hoses from the downspout to the rain barrel must be the same color as the downspout. The rain barrels must be black, brown or dark green in color or the exterior of the barrel must be painted to closely match the body or trim color of the home. Spray paints which adhere to plastic can be found at local discount stores and home improvement centers.

This blanket approval applies to the installation of a total of two (2) rain barrels. If an owner desires to place more than two (2) rain barrels on their property, they must obtain prior approval of the Architectural Review Committee (ARC), by completing an architectural request, accompanied by a plat map indicating proposed locations of the rain barrels.