

PRESTON COMMUNITY ASSOCIATION

ARCHITECTURAL STANDARDS

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I. PURPOSE AND POLICY

The Architectural Standards and Control Specifications (hereafter referred to as the Standard) were established by Article IX of the Preston Community Association Master Covenants and Restrictions. Their primary purpose is to preserve and maintain the aesthetic harmony and balance in the residential structures and landscaping of Preston in keeping with the scheme and plan of development and to ensure and enhance the property values and the natural beauty of the development. Article IX also establishes the Architectural Control Committee (ACC).

It is part of the charter of the ACC to maintain consistent standards while remaining flexible and open-minded to changes in our community and our lifestyles. This standard is intended to be a dynamic document that allows for individual creativity of design, with each request being reviewed on its own merits. The aesthetics of the modification will be primary consideration of the Committee.

Should an existing non-conformity be discovered, the ACC would recommend to the Board of Directors the recommended course of action. See also VIII Violations and Preston Community Association Remedies.

II. RESPONSIBILITIES

THESE ARE THE RESPONSIBILITIES OF ALL PARTIES AS THEY RELATE TO ARCHITECTURAL CONTROL.

A. BOARD OF DIRECTORS (BOD)

The Board of Directors is solely responsible for appointing members to the ACC.

B. PROPERTY MANAGEMENT ORGANIZATION (PMO)

CAS, Inc.
C/O: 1930 North Salem Street, Apex, NC 27523
Phone: 919.367.7711 ext. 1508
Fax: 919.367.7715
michael@casnc.com
[Http://www.casnc.com](http://www.casnc.com)
CAS Hours of operation
Monday – Friday 8:30 am – 5 pm

The property Management Organization (hereafter referred to as the PMO) also acts as the clearinghouse for problems or concerns, which anyone may have in our development. The PMO then channels these messages to the appropriate committee. The PMO is responsible for notifying the homeowner the ACC response for each complete submittal that was reviewed.

It is the PMO's responsibility to collect all architectural request forms submitted, and to do an initial screen to assure completeness. Incomplete forms will be immediately returned to the homeowner. In addition, the Management Company will insure the homeowner's account is fully paid. Submittals from Home Owners who are in arrears with the annual assessments and fines will **NOT** be accepted.

Homeowners may submit an online application by going to the Preston website at www.prestonca.com under the "For Residents" tab. Submittals are forwarded to the ACC as soon as posted by PMO.

C. ARCHITECTURAL CONTROL COMMITTEE (ACC)

The Architectural Control Committee (hereafter referred to as the ACC) shall review the submittals and insure compliance with these guidelines and the covenants of the subdivision in which the home is located. Requests for additional information are noted on the website and forwarded to the homeowner. Upon

completion of review the ACC members will signify their approval/disapproval and that information will be forwarded via email to the homeowner.

D. HOMEOWNERS

Each homeowner has the responsibility to properly complete and submit an Architectural Request Form to the PMO in accordance with the requirements set forth herein. Each homeowner is also responsible for adherence to the policies, standards, and control measures established by the Committee or the BOD and should report any problems or violations to the PMO.

III. GUIDELINES

It is the interpretation of the Preston Community Association BOD and the ACC that the provisions of Article VIII apply to a wide variety of aesthetic considerations in the community. Every attempt has been made to include in this publication, those considerations which have the potential to impact property values. Suggestions for improvement of this document should be submitted to the PMO.

The following are examples of the current standards, regulations and types of changes, additions or deletions that would either (A) require submittal of an Architectural Request Form, (B) not require a submittal, (C) are prohibited or, (D) require written notification to the PMO. If requesting permission for items outside of the general guidelines, a Variance Request can be submitted for consideration.

While every effort has been made to identify all aspects of change, the homeowner who has doubt if his/her situation is adequately addressed should contact the PMO or the Chair of the ACC for guidance via the PCA website. Additional rules and standards or modifications of existing ones will be distributed for inclusion in this publication as revised text or annexes.

NOTE: It must be recognized that the submittal/approval process is administered by volunteers on their own time and can be lengthy especially if complete information is not provided. It is imperative therefore, that each homeowner **plans in advance** and allow for the process time required.

Throughout this document the term “changes” shall include additions and deletions.

A. Changes Which Require Submittal

1. Changes to the exterior of the home, such as;
 - a. Addition of:
 - i. Awnings
 - ii. Decorative lighting
 - iii. Solar collectors
 - b. Appearance, such as:
 - i. Changes in color
 - ii. Materials (unless otherwise noted in this document)
2. Other exterior changes, such as:
 - a. Buildings
 - b. Decks and Patios
 - c. Driveway Extensions and Parking Pads
 - d. Enclosures
 - e. Fences and Garbage/recycle screen/enclosures
 - f. Hedges and Screen Plantings
 - g. Landscaping
 - h. Poles, free-standing including basketball poles
 - i. Recreation or Sport Equipment – includes trampolines and play equipment

- j. Signs
 - k. Structures
 - l. In ground Swimming Pools and Hot Tubs
 - m. Solar Installations
 - n. Tree Removal (see section J: Trees for which trees require approval)
- B. Changes Which Do Not Require a Submittal:
- 1. Basketball goals attached to a garage
 - 2. Flower boxes which meet color requirements
 - 3. Minor landscaping
 - 4. Periodic repainting and re-staining with the **existing color** for maintenance
 - 5. Portable pools usable only by small children (which should be kept indoors or discreetly placed in the garage or backyard when not in use)
 - 6. Storm doors (must still meet color requirements)
 - 7. Arbors or movable non-permanent items of landscaping not to exceed three feet from ground level. More than four structures per lot need approval
 - 8. Installation of the PCA approved mailbox, address numbers and post
 - 9. Gutters may be upgraded to black as long as all gutters on the home are of the same color.
 - 10. Replacement of the wood decking with composite materials of a matching color.
- C. Changes or Items Which are Prohibited:
- 1. Aluminum, Vinyl or **Plastic** (of any type) siding.
 - 2. Chain-link fences
 - 3. Encroachment on other property
 - 4. Exterior TV or radio antennas
 - 5. Detached storage buildings
 - 6. Outside clotheslines
 - 7. Pools – Above ground
 - 8. Wire-backed wood fences
 - 9. No more than 6 decorative flower pots (this includes stairs, entryways, and front yards), per street frontage. Homeowners may request a variance to the ACC for additional pots that are visible from the street. No pots without healthy plants during the growing season should be visible in any area of the property. The ACC can require an owner with more than 10 total pots/planters visible from any part of their property to gain ACC approval.
 - 10. Mailboxes, address numbers and posts which do not follow the PCA community standards unless otherwise approved by the ACC.
- D. Changes or Items Where Notification to the Community Manager is Requested:
- 1. Tree Removal – Dead/damaging property/under 6” in diameter measured 4’ above the base.
 - 2. Lawn remediation – (lawn replacement/schedule of maintenance plan to eradicate weeds)
 - 3. Driveway repair
 - 4. Dumpster placement for construction
 - 5. PODS placement (temporary outside storage-must follow guidelines)
 - 6. Installation of Hardie Plank siding material (color changes must still be approved by the ACC)

IV. STANDARDS AND SPECIFICATIONS

- A. Exterior Antennas and Satellite Dishes
- 1. Per FCC regulations the placement of satellite dishes cannot be controlled by the ACC, but may be placed such that owner can receive an adequate signal. With that in mind, owners are requested to

keep the dish out of view from the front of the property to the extent possible. The ACC reserves the right to require screening for some dishes.

2. No Exterior antennas are permitted.

B. Poles-Basketball/Flag, etc.

1. Submittals for permanent freestanding poles (such as basketball poles) should include location details on a survey map or other acceptable drawing and a photo of the product.
2. Free standing flagpoles of any type are not permitted except those attached to the front or side of home or building.

C. Signs

1. Real estate signs do not require submittal. These signs are allowed placement in front lawns and a second sign is permitted only on golf course lots. No signs are allowed on common area.
2. Garage/yard sale signs do not require submittal, but must be removed no later than one day after the sale.
3. Political campaign signs do not require submittal but must be removed within one week after Election Day. Political signs are not allowed in the common areas.
4. Permanent commercial advertising signs are prohibited.
5. Alarm company signs or other similar community/home protection signs may be placed in the front of the house (i.e. attached to a short support to be inserted in the landscaping).
6. Neighborhood watch or similar community/home protection signs may be posted at the entrance of the subdivision in a sign similar in size and design to those used to post speed limits.
7. If a contractor sign is posted, it may only be displayed while work is in progress and must be removed the day of completion of work.
8. Signs recognizing a specific event such as a celebratory, congratulatory or other similar signs may be installed no earlier than the day of the event described on the sign and must be removed within one week after the event has occurred. This type of sign should not be displayed for more than 8 days in total.

D. Mailboxes

1. Mailboxes installed within a Preston subdivision should be of the same design style, size, font and color. No decals, flags, signs or attachments should be placed on the mailboxes. Properly maintained flower plantings in a bed at the base of the mailbox pole may be used. The approved model Imperial Series Mailbox System (Post #3, Mailbox #0) black mailbox and posts are available from Budgetmailboxes.com, including new house number appliques (approved font). The PCA does not endorse any particular vendors. Mailboxes are to be maintained to a satin black color with the approved numerals of 2½" Helvetica font in egg shell. Mailbox Medix can handle numbers and installation, they can be reached at (919) 757-2253. Post and Pickets is another vendor resource and can be reached at 919-772-7170 or service@postandpickets.net.

Plantation homeowners have a style of mailbox which varies slightly & has been discontinued. Your mailbox will be grandfathered until such time as it needs to be replaced.

Some sections within the community have the current style of mailbox, which is darker green in color. This mailbox will be grandfathered in until such time as it requires to be painted.

The Homeowner will be responsible for replacing and/or painting to black and applying the correct numerals.

E. Gardens

1. Any and all vegetable/fruit gardens should be submitted with details of screening, materials and dimensions. No garden structure may be taller than 4 feet in height or be made of chicken wire.
2. Vegetable/fruit gardens are not allowed in view from the golf course or the street unless otherwise approved by the ACC.

3. Approved garden beds need to be kept neat in appearance. This includes but not limited to not leaving tools, materials, storage bins in view when not in use. Garden beds must also be free of plants once they are dead and and/or no longer in season.
 4. No chicken wire unless otherwise approved by the ACC.
- F. Driveways, Parking Pads & Streets
1. 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 practice.
 2. When driveways are replaced or after routine maintenance, if a sealer is applied, it must be clear or if a color pigment is added, it must be a natural concrete color once cured. No “colored” stains or sealers will be allowed.
 3. If a driveway is replaced with pavers, stamped concreted or other material, the normal approval process must be adhered to. Colors and materials are to be approved on an individual basis.
 4. Particularly close attention must be paid to structure placement, setbacks, right-of-ways, buffers and encroachments.
- G. Storage
1. Temporary storage of materials for modification projects should be stored in the garage or in a location low visible area approved by the PMO.
 2. Portable Storage Units or PODs are allowed for a maximum of 30 days in the driveway only and never on the street.
 3. Portable toilet units are allowed only during active construction and in the driveway. Efforts should be made to place the unit in the least visible area possible.
 4. Garbage storage
 - a. Garbage must be disposed of in covered containers. No boxes should be used for garbage.
 - b. Only covered containers should be placed at the curb on the garbage pick- up days.
 - c. The Towns of Cary and Morrisville do not pick up loose bags or boxes of trash and garbage.
 - d. No plastic bags can be left out as overnight garbage for pick up.
 - e. Garbage or any landscaping debris cannot be placed curbside **earlier than 24 hours in advance of pick up and should be removed no later than 7 a.m. the following day.** It must be stored in the garage or in an approved enclosure.
 - f. Construction dumpsters are only allowed on the driveway, not on street. All dumpsters are to be kept maintained and emptied as needed. All dumpsters are to be removed once construction is complete. Provide Community Manager notification of dumpster location, and time of service required.
- H. Swimming Pools, Hot Tubs, and Solar Installations
1. In ground pools, hot tubs and solar installations must meet local code standards for safety including fencing. (Fencing style must meet government guidelines)
 2. Above ground pools are prohibited.
 3. Portable pools usable by small children are pre-approved but must be stored indoors or screened by bushes in the yard when not in use.
 4. Pools must meet local setback requirements.
 5. Solar installations require prior approval and must not be visible from any street.
- I. Trees
1. It is the homeowner’s responsibility to verify any dead or damaged trees of any kind or size and have removed from their property and to provide submittal of notification to management prior to removal (Standard procedures apply). It is not the PMO’s responsibility to identify and give notice to the homeowner regarding dead or damaged trees on their property.
 2. The removal of a live tree requires approval unless the tree is less than six inches in diameter (6”) measured at a height of four feet (4’) above the ground level.

3. Removal of any trees in the front yard or visible from the street must have the stump removed.

J. Landscaping

1. **Landscaping of a minor nature** such as naturalizing in an area of yard and adding shrubs, trees, flowers etc., need not be submitted for approval. These are considered normal improvements and are strongly encouraged.
2. **Drainage/runoff** is an important consideration for owners when planning their exterior modifications. It is the owners sole responsibility not to unreasonably direct or concentrate storm water flow onto another owners lot and should engage with an engineer when appropriate. Drainage issues/concerns that arise from a project are a neighbor-to-neighbor issue and not the responsibility of the Preston Community Association to mediate or police.
3. At times it may become necessary to protect a plant/tree from **animal damage**, such as rabbits. Posts, netting or other materials used for the purpose of plant protection do not require approval if the materials used are brown, black or dark green, no taller than 2 feet tall and not visible from the street. All other protective measures must be approved by the ACC.
4. Other types of landscaping which represent more significant projects that may be structural or require strong aesthetic consideration, and will require submittal are:
 - a. Complete landscape revitalization.
 - b. Retaining walls.
 - c. Ornaments/figurines/statuary to be placed in public view (front yards, corner lots, etc.) should be submitted with a picture and measurements. No more than three pieces per street frontage should be placed in the front of any lot and no piece shall be higher than 36 inches. This applies to permanent placements like birdbaths, etc., not to seasonal visuals (Halloween/Christmas etc.).

K. Hedges and Screen Plantings

1. Hedge or screen planting which form a barrier between properties should have:
 - a. Setback to allow for growth and to lessen insect and disease damage. Must also be staggered so as not to form a “live fence”.
 - b. Indication of the height and span of the shrubs and/or trees at maturity.
1. The exception for height regulations would be along thoroughfares where screen plantings are allowed. Hedges/screen plantings may not encroach upon the line of sight.
3. Golf course and water view lots.
 - a. It is the goal to preserve views as much as possible for lots either abutting/bordering the course or a body of water. However this does not mean changes that might obstruct a partial view of a neighbor will not be considered. All applications will be considered on their own merit.
 - b. Height must not exceed four (4) feet.

L. Decks and Patios

1. The Board encourages creative designs and patterns for decks and patios, particularly in replacement of existing building supplied components.
2. There are no predetermined styles in this document for decks or patios.
3. Deck materials are generally pressure treated wood or composite.
4. Patio Materials
 - a. Concrete slabs, smooth finish or with exposed aggregate must be screened with landscape unless otherwise approved by the ACC. Include a landscape plan in request.
 - b. Bricks/pavers, with sand fill or grout.
 - c. Stone with a sand fill or grout.
5. Height of decks, arbors, and screens, gazebos, spas
 - a. Decks should be of a reasonable height for their intended purpose.
 - b. Arbors should be no higher than eight feet above the deck surface.
 - c. Freestanding deck screens (e.g. lattice) shall not exceed six (6) feet in height.
 - d. Gazebos and in ground hot tubs are considered permanent and require ACC approval.

- e. Any space higher than 12 inches from the ground should be covered with lattice except any walkout spaces, terraces or any similar areas. Areas 12 feet or less require sufficient plant material to screen.
- 6. Location
 - a. Patios should be located behind the house, but may extend beyond, around corners.
 - b. Decks shall not extend outward beyond the rear corners of the building line. Special cases may require an exception to this rule and will be determined after an inspection.
 - c. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
 - d. Fire pits and chimneys. homeowners are required to contact the Town Fire Marshall to determine safe locations and other requirements.
- M. Enclosures (screened porch, sunrooms, etc.)
 - 1. Like other structures, enclosures should be designed and constructed for aesthetic compatibility and preservation.
 - 2. Enclosures will have to comply with Town of Cary or Morrisville building codes, which requires a building permit.
- N. Materials and Colors
 - 1. Periodic **repainting and re-staining with the existing color** for maintenance does not require submittal.
 - 2. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved. Vinyl, plastic (of any type) and aluminum siding are prohibited.
 - 3. Installation of **Hardie Plank** siding does not require approval. Changes in color do require approval.
 - 4. **Black aluminum or rod iron railings** (found on front porch areas) do not require approval if they are the same height and location as any existing railing already approved. Any other changes, including styles of railings that are outside of the standard designs found in the community, require approval. Contact the PMO if you need any clarification.
 - 5. Color Changes
 - a. Keep all colors low in intensity (saturation or chroma)
 - b. Colors must not be the same as or clash with the colors of the homes in the immediate vicinity unless otherwise approved by the ACC.
 - c. Color information must be included with a request for a color change.
- O. Trampolines and Playground equipment
 - 1. Must be behind the sight lines of the house, not seen from the street unless otherwise approved. Trampolines must have black safety poles and netting. In some instances screening may be required. Each submittal will be evaluated on its own merit. Unused play equipment/trampolines must be removed from the property. Earth tones such as browns and greens should be purchased/used for playground structures and equipment unless otherwise approved.
 - 2. Soccer, lacrosse goals and other similar equipment should not be left in view from the street when not being used.
- P. Holiday Decorations
 - 1. Home Owners are requested to exercise restraint when decorating their house for the holidays and pay particular attention to the effect on your immediate neighbors. To that end owners must:
 - 2. Refrain from placing the decorations too early in the season.
 - d. Turn off any lights and sound after 10pm.
 - e. Remove the decorations promptly after the holiday season ends. (Decorations placed during December/January holidays must be removed no later than February 1).
 - 3. Holiday type lighting may not be left up year round unless otherwise approved by the ACC.

- Q. Garbage/Recycle Can Screen/Enclosure
No part of any trash can, recycling container/bin or yard waste container/bag should be visible from any street – NO EXCEPTIONS. This includes houses where multiple sides of the house face street (e.g. corner lots). In lieu of an enclosure, mature shrubbery, which completely hides the containers, is acceptable. See section IV, Item U; ARCHITECTURAL GUIDELINES FOR FENCING and appendix A for Fence Styles for screening or enclosing Garbage and Recycle Cans.
- R. Woodpiles
All woodpiles must be stacked and maintained in good order. Woodpiles must be located in the least conspicuous place on the lot and must not be visible from the street. Woodpiles are not permitted in the front of the house or on driveways. Woodpiles must not be stacked or stored immediately adjacent to any portion of the house.
- S. Roofing
1. As per the covenants; ARTICLE IV : Exterior Finish Roof Materials:
All roofs on all Improvements constructed on each Lot shall be of slate, clay tile, cedar shingles, cedar shakes, dimensional shingles, standing seam copper or laminated, heavy weight composition shingles (for example, Architect 80 or Timberline) or such other materials as may be specifically approved by the Architectural Control Committee.
- T. Fencing
It is the intention of these guidelines to allow specific types of fencing so that the homeowner has the option of creating an enclosed or semi-enclosed background for privacy, security, or protection of small children.

The Towns of Cary and Morrisville have very detailed fence requirements including Permits. For the Town of Cary please see the Land Development Ordinance (LDO) Section 7.2.7 Fences and Walls. For the Town of Morrisville see the Unified Development Ordinance (UDO) Section 5.14 Fences and Walls. Pretty Side Out means the finished material is applied to the frame on the side visible from the street (public view).

The Committee shall review all proposed fence locations and details. The Board of Directors shall have the final approval of any fence. This Committee also retains the right to grant variances. Each case shall be reviewed on an individual basis. The Board shall emphasize the development of sensitive, compatible, functional and aesthetically pleasing qualities of the fence design. Quality materials and construction methods shall be employed. The following architectural guidelines for fencing will assist the committee and protect the total development.

1. General Guidelines

All fence designs or proposals shall include the following information (also see Town LDO/UDO requirements):

- a. **All interior lot fencing shall be no higher than 48” above natural grade unless otherwise approved by the ACC.**
- b. The proposed fence must be chosen from the approved Standard Fence Details and Specifications Package. **“Pretty Side” MUST be out.** Pretty side out meaning finish material applied to frame on the side of public view. Any deviation from the Standard Fence details shall be submitted with a variance application including photographs, detailed section and elevations to scale, or a rendering of the proposed fence.
- c. All proposed material types should be stated.
- d. An official **survey only** of the specific lot showing all setbacks, buffers, existing buildings, drives, walks, natural areas or specific tree locations shall be provided together with the proposed location of the fence or fences with exact dimension to property lines or right-of-ways. All roadway buffers shall be shown on this plan. The official survey shall be submitted on an 8.5 X 11 sheet

- with a scale of 1 inch = 30 feet. Pictures of the lot on Google Maps or official neighborhood/section surveys are not acceptable.
- e. Landscape planting plans for the purpose of screening the fencing as required along specific roadways within Preston shall be submitted for review and approval (also see Town LDO/UDO). Plant types, sizes and spacing shall be described and or graphically illustrated on the required fencing site plan.
 - f. No fencing shall be constructed beyond the front corner of any residence.
 - g. No trees of significant size (3" cal. or greater) shall be removed during the installation of the fence without prior approval of the Committee.
 - h. The Committee on a specific neighborhood basis shall consider variations or deviations in the Standard Fence Details. Design consistency, architectural compatibility, fence placement, intent and purpose shall be important factors for granting a variance.
 - i. No fence shall run adjacent or parallel to any pond or lake edge unless a minimum 15' offset from the body of water is maintained. The Committee retains the sole discretion of requiring an increased setback as is deemed necessary on site-specific situation. Existing topography, vegetation, flood plain and/or adjacent lot relationships are factors to be analyzed in determining an additional setback requirement.
 - j. All fencing along prescribed roadway buffers shall be setback from the recorded property line a minimum of 5' to allow sufficient room to install and maintain the necessary landscape screening as required below. Evergreen plant material to be planted on minimum 5' centers, to be installed at an initial height of 24"-30", reaching a mature height of 48" or greater within four (4) growing seasons. This material shall be planted along the exposed or right-of-way side of the proposed fence. This rule shall remain in effect unless variance is established with the Governmental Authority & this Committee.
 - k. All fencing along any interior greenway or open space buffer shall be offset from the property line 5'.
 - l. Homeowners may choose to leave fences natural, allowed to weather to a light gray or brown tone. Clear preservatives are encouraged.
 - m. As a condition of approval, the committee may require landscape screening.
2. Preston Neighborhood Fence Restrictions
 1. High House Road: All fencing along property lines which abut High House Road shall meet the standard specification for Type B fencing as provided, unless otherwise approved by the Committee.
 2. Cary Parkway: All fencing along property lines which abut Cary Parkway shall meet the standard specification for Type C fencing as provided. A setback of 12" from the property lines shall be required, unless otherwise approved by the Committee.
 3. Davis Drive: All fencing along property lines which abut Davis Drive shall meet the standard specification for Type C fencing as provided. A setback of 12" from the property lines shall be required, unless otherwise approved by the Committee.
 4. Crabtree Crossing Parkway, Creek Park Drive and Bridle Creek Drive: All fencing along property lines which abut any of these roads within Preston shall meet the standard specification for a Type A fence, unless otherwise approved by the Committee.
 5. Golf Course Lot Frontage: All fencing along property lines which abut any golf hole shall meet the standard specification for a Type G or H fence. This fencing shall consist of 90% metal face frontage and 10% brick face frontage for the entire length of exposure. Fencing shall be 25' (twenty-five feet) from the property line *unless a variance is approved. Fence location may need to be flagged for review.*
 6. Golf Course Public Right-of-Way Frontage: Triple split rail fence standards may exist along the frontage of the golf course and any public right-of-way as will be necessary to control access and continue the Preston Theme.
 7. Courtyards (300-316 Boltstone Court): No fencing is allowed due to yards being common area.

V. ACC APPROVAL PROCESS

Reminders:

- *No Construction shall begin without ACC approval of the submittal.*
- *Allow enough time for processing and approval.*
- *Town of Cary or Morrisville Building Permit should not be applied for prior to having ACC approval.*
- *The ACC will not accept a request if the requesting member's account is in arrears.*
- *Contractor advertising sign is permitted during construction; the sign must be removed immediately upon completion of the job.*

A. Planning and Preparation of Submittal

1. Determine if a submittal is required. If yes, continue.
2. Complete the online Architectural Review Form (Log in to the community website www.prestonca.com > click on "For Residents" tab > click on "Online forms" > click on "Architectural Review Application Online Form"). Upload any drawings, sketches, surveys and supplemental documents for the Architectural Control Committee reviews. A complete submittal will FULLY describe/depict the change and stand on its own without need for further explanation or clarification.
3. Present the proposed exterior modifications to all adjoining property owners or neighbors who maybe visually impacted by the change.
4. Notification only reflects that each neighbor has seen the complete submittal. It is **NOT** an approval of the submittal nor is permission required. Notification is for common courtesy.
5. The PMO will perform an initial review of the submittal for completeness. The PMO will notify the owner by email if any additional info is required.
6. The ACC does not meet in person. Submittals are forwarded electronically to the ACC for their independent review. The Committee has 30 days to review a submittal; however, turnaround time is generally five to ten business days.
7. After the Committee, has approved or rejected the submittal, the owner will be notified via email.

B. Appeals/Resubmittals

1. To appeal a disapproved submittal, the homeowner should resubmit within 30 days of the date of the notification received and include a written response including information that clarifies why the submittal should be reconsidered. The ACC will then reconsider the revised submittal.
2. The homeowner may also request a meeting with the Board of Directors to discuss the submittal.

C. Time Frame for Construction

1. Construction should begin at the indicated start date or within three months after the date of the written approval by the ACC. Work must be completed within six months after construction begins, unless an extension is requested and granted.
2. Approval for projects that are not started as specified above will lapse, and the applicant may need to resubmit the proposal or a written request for extension. Email the PMO for more information.
3. If a house is demolished the owner has up to 30 days to complete the demolition including the cleanup of the lot. The PMO must be notified via email if an owner intends to demolish any part of their home.

D. Inspections

The ACC and the PMO have been directed by the Board of Directors to do random on-site inspections to assure compliance with approved submittals. If deficiencies or significant deviations are noted, the Architectural Control Committee will notify the homeowner in writing, with a response expected within days.

E. Violations

Violations will be handled by the Architectural Control Committee and the PMO as described in Section IX of the Master Covenant.

VI. VIOLATIONS AND PRESTON COMMUNITY ASSOCIATION REMEDIES

The ACC as described in Section IX of the Master Covenant will handle violations.

There are essentially two types of architectural violations that must be dealt with by the Preston Community Association.

- Implementing a change, addition, or deletion without approval of a properly completed submittal, and
 - Deviation or noncompliance with an approved submittal
- A. Preston Community Association Remedies
1. Enforcement of this Standard is detailed in Article VIII Section 9 of the Master Covenants and Restrictions.
 2. Remedies include but are not limited to:
 - a. Suspension of voting rights and privileges.
 - b. Levying of penalties as approved by the Board of Directors.
 - c. Obtaining a Temporary Restraining Order to prevent an action. Obtain a Court Order to require the homeowner to remove a project.
 - d. Entering a property to remove a project at the homeowner's expense.
 - e. Submitting a lien against the homeowner's property for outstanding indebtedness to the Association for nonpayment of penalties, removal of fees, etc.
- B. Remedial Process
- After all attempts to resolve a violation have been exhausted, including the opportunity for a hearing, the Architectural Control Committee will select the appropriate remedy and have the PMO notify the Property Owner of such action.