

# Wakefield Plantation

## ARCHITECTURAL DESIGN GUIDELINES

Amended October 2015

Architectural Approval Committee

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**WAKEFIELD PLANTATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL APPROVAL COMMITTEE**

**INTRODUCTION**

The ARCHITECTURAL APPROVAL COMMITTEE is providing the attached Architectural Design Guidelines (“Guidelines”) a provision of the Declaration of Covenants, Conditions, Easements and Restrictions (“Declaration”), for purposes of establishing and maintaining exterior design elements throughout the community. This document should be filed with the homeowners’ copy of the Declaration received at closing. It is the responsibility of each homeowner to pass along the Declaration and Guidelines to any future buyer of their home.

Per the Declaration, Article V, “No site preparation (including, but not limited to grading, elevation work, landscaping, sloping or tree work) or initial construction, erection or installation of any permanent improvements, including but not limited to, buildings, fences, signs, walls, bulkheads, screens, landscaping, plantings, equipment, play sets, swimming pools, or other structures shall be commenced, erected, placed, altered or maintained upon any lot, until the plans and specifications showing the nature, kind, shape, height, materials, exterior colors, siding, location and elevations of the proposed improvements relative to their existing and future septic field disposal areas, landscaping or plantings shall have been submitted to, and approved in writing by, as to harmony of external design and location in relation to surrounding structures and topography, an Architectural Committee.” The AAC requires each homeowner to thoroughly review the Declaration AND Guidelines prior to undertaking any exterior change project.

It is important to note that the Guidelines are applicable to all future building exterior and property improvements as well as to homeowner improvements that were not previously submitted and approved. Guidelines for initial home construction by approved homebuilders may vary from any current guideline standards. The AAC may update, revise and adopt new guidelines at their discretion as provided in the Declaration. Original improvements approved under previous Guidelines are exempt from any updated or amended versions at the discretion of the AAC. Any replacement, alterations or modifications to such improvements may be cause for full compliance with any updated Guidelines.

These Guidelines will be utilized by the AAC to evaluate and approve/disapprove property alterations and/or improvements throughout the community. Homeowners should use these Guidelines in planning changes to their property that will require AAC review.

Please make certain that if you are also a part of a sub-association that you check with them to ensure they don’t have additional guidelines to adhere to when making modifications to your property.

**Design (Revised 01/09):** The design or style of improvements should attempt to enhance the natural setting of the community and compliment any community design elements. Improvements must be sensitive to adjacent properties as well as the community as a whole. The proposed change must be compatible with the design characteristic of the applicant’s home and the general neighborhood setting. Compatibility is defined as harmony in design, style, materials, color, and construction details.

**Constraints:** Planning for improvements should include identifying any limitations or regulations applicable to a lot such as utility and other easements, street and utility right of ways, watershed

and wetlands restrictions, etc. Most of these constraints are indicated on the Record Plat and/or the Lot Survey.

**Submittals:** Submittals must be complete and include a completed Application for Approval for Exterior Design Change (“Application”) along with the requested documentation for review. The Application encourages that adjacent homeowner signatures be obtained to ensure that they have reviewed your plans as well as received a Request Consideration for Neighboring Property Exterior Design Change Pending Application form that allows adjacent homeowners an opportunity to comment on the proposal directly to the AAC. Most submittals for lot improvements will require a copy of the “Lot Survey” indicating the location of the improvements. Submittals for building additions or improvements should include elevation views of the building. Partial or incomplete submittals will be returned without review. Additional information may be requested by the AAC as may be deemed necessary for review.

**AAC Review:** Properly completed submittals will be reviewed in a timely manner by the AAC. The AAC has established a 45-day response period and it is required that improvements are not undertaken without a response or approval. In many cases, it is necessary to inspect the lot and surrounding conditions as part of the review process. Any improvements installed without prior written approval shall be considered in violation and subject to fines and penalties including removal or modification at the property owner’s expense. Any improvements not conforming to the guidelines in effect at the time shall be considered in violation and subject to fines and penalties. Per Article V of the Declaration, “In the event the AAC fails to review such submission made by any Lot Owner within thirty (30) days after said plans and specifications have been received by the AAC, approval will be deemed to have been approved. Any plans and specifications that contain inaccurate or missing data or information when submitted shall not be deemed to be approved notwithstanding any prior approval by the AAC... Approval or disapproval by the AAC of such plans, location or specifications may be based upon any grounds, including purely aesthetic and environmental, which in the sole discretion of the AAC, it shall deem sufficient.”

**Existing Violations:** Any property improvement requests may be declined, denied or otherwise not considered in the event there exists unapproved improvements or identified violations on the subject property. It will be necessary for the applicant to submit all improvements for review and/or resolve any violations with the AAC prior to any subsequent reviews.

**Variances & Appeal:** The chairman of the AAC will be notified of a homeowner’s appeal to the Board. To assist the Board an AAC committee member is encouraged to participate in the appeal hearing. Variances from the Guidelines may be granted in the event of unique conditions or extenuating circumstances as determined and approved by the AAC. Granting of a variance shall not constitute any changes to the Guidelines nor set a precedent for future decisions of the AAC. If the applicant disagrees with the decision of the AAC in its review or inspection, the following process is noted for an appeal:

- 1) File a written appeal with the Board of Directors at the address of the Management Company within fifteen (15) days after receipt of a notice of disapproval.
- 2) The date and time of the appeal is established by the Board of Directors; this is normally at the next scheduled Board meeting. A majority vote of quorum is required to reverse an AAC decision.

**Remedy:** The Declaration provides for the remedy of non-conforming improvements and violations on individual lots by means of removal, fines and/or liens on the property. All costs for remedy shall be the responsibility of the lot owner.

**Agency Approval:** Depending on the type and/or location of the improvement, approval may be required by various governmental agencies in Wake County. Approval for improvements by the AAC does not imply, constitute or waive any agency review requirements.

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**WAKEFIELD PLANTATION COMMUNITY ASSOCIATION, INC.**  
**ARCHITECTURAL APPROVAL COMMITTEE**  
**SUBJECT: PERMANENT STRUCTURES (Effective 03/09)**

**General:** Permanent housing or living structures and detached accessory structures may not be placed closer than five (5) feet of the property line and must be approved by the AAC.

- Permanent Structures include principal housing or living structure and attached structures, and,
- Detached Accessory Structures which include but are not limited to:
  - ❑ Garage
  - ❑ Storage Building
  - ❑ Gazebo
  - ❑ Permanent Dog House
  - ❑ Outdoor Play Court
  - ❑ Outdoor Kitchen
  - ❑ Swimming Pool, Pool Deck, Garden Pools, and Pump Equipment
  - ❑ Tennis or Basketball Court
  - ❑ Hot Tub, Wading Pool, or Sauna Baths and Equipment
  - ❑ Deck, Patio, or Porch
  - ❑ Fire Pit, Outdoor Fireplace, or Barbeque Areas
  - ❑ HVAC Equipment
  - ❑ Satellite Equipment
  - ❑ Stanchion or Pillar
  - ❑ Light or Flag Pole

**WAKEFIELD PLANTATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL APPROVAL COMMITTEE**

**SUBJECT: NEW, ADDITION, AND/OR REMODELING CONSTRUCTION GUIDELINES**

**General:** New construction, additions or remodeling improvements including a room addition, screened porch, deck, in-ground pool, hot tub/spa, patio, walk, drive addition, re-painting (if different than original exterior home color), re-roofing or other additions or alterations to the exterior appearance of a home or structures must be approved by the AAC.

**Materials:** All materials shall match existing house including but not limited to siding, trim, shingles, roof pitch, etc. as well as finish and color. In the event the house is all brick, the siding material (and color) must be submitted and approved by the AAC.

**Colors:** All exterior components shall have finish materials and color matching or otherwise complementing the existing house as determined by the AAC.

- Decks may be left the natural wood color, stained or painted to match the house with AAC approval.

**Location:** Improvements (other than paving and landscaping) that are detached from the house are strongly discouraged. All garages must be attached to the main dwelling.

- No addition (other than paving and landscaping) may extend beyond the building setbacks shown on the survey. **Unless there are unique circumstances, a structure cannot be located less than 5 feet from side boundary of a lot. Setback for the front yard is 20 feet from the front property line; corner lot side yard 20 feet from the property line fronting road; rear yard 20 feet from the rear property line.**
- Pools shall not extend beyond the building setbacks shown on the survey.
- Decks, pools, hot tubs/spas and room additions shall not extend outside of the rear corner (sidewalls) of the house.

**Deck:** New decks must be attached to the house or a structure, or be an extension of an existing deck. Exceptions may be made for unique conditions or designs. Existing decks may require upgrading to match a deck addition in order to maintain composition (railings, steps, etc. should match).

**Pools/Hot Tubs of the Outdoor Nature:** In-ground swimming pools and outdoor hot tubs are allowed with approval by the AAC. Above ground swimming pools are not allowed. Pool motors and filtration systems must be screened from neighboring properties.

**Parking Pads (Effective 03/09):** Homeowners must submit an application to the AAC and receive approval. NOTE: Not all lots can accommodate a parking pad. The layout or design should preserve and complement the original driveway and walkway. The surface shall be the same color, style, and method as the existing concrete drive. Depending upon lot configuration, screening with landscaping may be required to visually block the area from adjoining property owners.

Parking pads (driveway extensions) may be constructed adjacent to and contiguous with the original concrete driveway on the side opposite the front walkway. The parking pad shall terminate with the front of the house.

**Dimensional Limitations:** Maximum width of 9'0". Each lot will be reviewed individually.

Minimum set back from the side property line is 36” except that the set back may be less with the specific approval of the AAC on cul-de-sac lots because of lot configuration and size.

**Drainage Slope:** Must meet the City of Raleigh codes and ordinances.

**Screening:** Foundation planting beds at the house shall be extended to include room additions, decks, etc. Swimming pools, hot tubs/spas and other improvements must be screened from view from streets, open space areas and adjacent lots as determined by the AAC.

- The minimum buffer/screen shall consist of a single row of evergreen shrubs planted at a spacing of 4-feet on center with an installed height (height at installation) of 36-inches above grade and width of 14” a minimum mature height of 4-feet. Taller plant material may be required for larger improvements. It is recommended that a mixture of evergreen and deciduous shrubs and trees be used for screening purposes. Existing plantings may be applied to the screening requirements.
- No trees with a caliper greater than 2-inches may be removed during construction without AAC approval. Fines or remediation may be assessed to the homeowner for trees removed without approval. Caliper measurements shall be taken from 6 inches above grade at the trunk.
- All screen plantings must be located on the lot with the requested improvement.

**Debris:** All construction debris shall be collected on daily basis and placed in appropriate containers or hauled off. Debris may only be placed at curb for pick-up for a period not exceeding 24 hours. Hazardous, toxic and similar materials must be secured at all times.

**Submittal:** Please submit an Application, the location of the new construction drawn on your lot survey of the property, house elevation views indicating the location, heights, roof lines, etc. of the house and the proposed addition (if applicable), the location of the landscaping, and a list of plants to be installed to fulfill the buffer/screen requirement. Construction documents may be required depending on the nature of construction.

**WAKEFIELD PLANTATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL APPROVAL COMMITTEE**

**SUBJECT: OUTDOOR STRUCTURE GUIDELINES**

**General:** Outdoor structure improvement guidelines apply to storage sheds, gazebos, playhouses, dog houses and other similar free-standing accessory structures. All such (and similar) improvements must be submitted to, and approved by the AAC. All structures must follow the City of Raleigh Standards, Specifications, and Guidelines.

**Storage Shed:**

**Size:** 10' x 12' maximum

**Height:** Overall, no greater than 10 feet

**Siding:** Must be quality materials finished to match the home

**Base:** Must have a poured concrete slab foundation

**Materials:** All materials shall match the house including siding, trim, shingles, etc. and finish/color. Roofs are to be multi-pitched. In the event the house is all brick or stone, all siding material (and color) must be submitted and approved by the AAC.

**Location:** All outdoor structures (excluding gazebos) shall be attached to, or located directly behind the house (not outside rear corners)

**Utilities:** All utilities including electric, water, and/or sewer must be underground and must adhere to standard building codes.

**Screening:** All freestanding outdoor structures (excluding gazebos) shall be screened from view from streets, common open space, and the TPC golf course as determined by the AAC. A foundation planting bed shall be extended or added to all structures attached or incorporated into the house.

- The minimum buffer/screen shall consist of a single row of evergreen shrubs planted at a spacing of 4-feet on center with an installed height of 4' and a minimum mature height of 4-feet. Taller plant material may be required for larger improvements. It is recommended that a mixture of evergreen and deciduous shrubs and trees be used for screening purposes. Existing plantings may be applied to the screening requirements.
- No trees with a caliper greater than 2-inches may be removed during construction without AAC approval. Fines or remediation may be assessed to the homeowner for trees removed without approval. Caliper measurements shall be taken from 6 inches above grade at the trunk.
- All screen plantings must be located on the lot with the requested improvement.
- Due to the uniqueness of corner properties, any backyard additions such as playsets, gazebos, and other structures must be screened on the side-street side as well as the front street side of the property at least 4' tall and on 4' centers at the initial stage of installation.

**Prohibited:** Pre-fabricated storage buildings.

**Gazebo:**

**Design:** Gazebos must be architectural in design complementing the house architecture.

**Size:** 15 foot diameter maximum

**Height:** Overall, 10' maximum recommended.

**Colors:** Natural wood color (stained) or painted/trimmed, in its entirety, in the same quality and color of the house.

**Location:** Gazebo is to be located directly behind the house on the lot no closer than 10' from the rear property boundary.

**Screening:** Landscaping around the foundation of a gazebo is required. Plans for screening specifications must be submitted for review by the AAC

**Permanent Doghouse:**

**Size:** No greater than 4' x 4'

**Height:** Overall, no greater than 4 feet

**Debris:** All construction debris shall be collected on daily basis and placed in appropriate containers or hauled off. Debris may only be placed at curb for pick-up for a period not exceeding 24 hours. Hazardous, toxic and similar materials must be secured at all times.

**Submittal:** Please submit an Application, elevation views or photograph of the structure including roof, the location of the structure drawn on your lot survey of the property, the location and type of any required landscape screening and a list of all materials and finishes.

**WAKEFIELD PLANTATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL APPROVAL COMMITTEE**

**SUBJECT: REAR YARD FENCE GUIDELINES**

**General:** All fences and similar enclosures must be approved by the AAC as to style, location, size and materials. Fences should perform the functions of enclosing spaces and providing security with minimal visual impact, thus maintaining the sense of natural openness throughout the community. Additional fence setbacks or limitations may be imposed upon Lots abutting Common Open Space or other natural areas.

**Fence heights:** Four foot (4')

**Prohibited:**

- Solid, privacy fences.
- Front yard fences.
- Electric or barbed wire fences.
- Chain link fences.
- Wooden fences.
- Bright color or white fences
- Dog runs or pens.

**Currently the only approved fence type and style are Delgard Doria, Elba, Avalon, and Sentry Aero or their commercial equivalent as determined by the AAC. Sentry Aero is the only style that would meet Wake County pool fence requirements. Wood fences installed and approved prior to January 2007 must be maintained in good condition and must not be replaced with anything other than the approved fences listed above.**

**Fence locations:** Rear/Side Yard (See Fence Layout Options)

- Fences must be located within 12" of the side and rear property lines shared by adjoining lots to allow for connection of (future) fences. New fences must maintain a 6' minimum offset from existing fences oriented along a similar line (no fence to fence conditions).
- Fences located in the side yard may only extend as close to the front of the lot as the mid point of the side of the house. Exception: A fence may be located within 10' of the front of the house only for the purpose of containing a side entry service door to the garage.
- Side yard fences at corner lots must align with, and may not extend beyond the rear corner of the house.
- Fences located over utility easements are subject to removal as may be necessary for access or maintenance as allowed by the easement.

**Screening:**

- All sections of fence that front a street shall have a landscape buffer/screen installed on the street side of the fence. The minimum buffer/screen shall consist of a single row of evergreen shrubs planted at a spacing of 4-feet on center with an installed height of 36-inches above grade and are to have a minimum mature height of 4-feet. It is recommended that a mixture of evergreen and deciduous shrubs and trees be used for screening purposes. Existing plants may be applied to the screening requirements.
- No trees with a trunk caliper greater than 2-inches may be removed during construction without AAC approval. Fines or other remediation may be assessed to the homeowner for trees removed

without approval. Caliper measurements shall be taken from six inches (6”) above the top of the ground. **Debris:** All construction debris shall be collected on a daily basis and placed in appropriate containers or hauled off. Debris may only be placed at curb for pick-up for a period not exceeding 24 hours. Hazardous, toxic and similar materials must be secured at all times.

**Submittal:** Please submit an Application, a fence layout drawn on your lot survey indicating the location of the fence, gate(s) and screen plantings on the property (include adjacent existing fences), a photo/sketch of the proposed fence, and a list of materials to be used for your landscape buffer/screening requirements (plant name, installed size, number & location, mulch type, edging/borders and/or existing trees/shrubs).

**WAKEFIELD PLANTATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL APPROVAL COMMITTEE**

**SUBJECT: PLAY EQUIPMENT GUIDELINES**

**General:** Play equipment should not detract from the aesthetic quality of the community nor from the privacy of adjacent homeowners. All play equipment shall be manufactured by a play equipment supplier for the intended use.

**Storage:** All non-permanent play equipment (i.e.: trampolines less than 6' in diameter, portable/inflatable pools, playhouses, hitting nets, etc.) shall be removed from the yard and stored (out of sight) when not in use or located/screened so as not to be visible from any streets, adjacent lots or common open space. Homeowners not storing non-permanent or portable play equipment shall be in violation of the AAC Guidelines and subject to fines and penalties. A variance from the storage requirements may be granted by the AAC in instances where it would be unreasonable to store play equipment (such as larger pieces) in which case a location and screening plan must be submitted.

**Screening:** All play equipment, except for basketball goals, must be screened year round from view from streets, common open space, and the TPC golf course. Play structures that cannot be effectively screened with either existing or proposed plantings within two years will not be approved or may subsequently be considered a violation.

- The minimum buffer/screen shall consist of a single row of evergreen shrubs planted at a spacing of 4-feet on center with an installed height of 36-inches above grade and a minimum mature height of 4-feet (or as necessary to screen the play equipment). It is recommended that a mixture of evergreen and deciduous shrubs and trees be used for screening purposes. Existing plantings may be applied to the screening requirements.
- No trees with a caliper greater than 2-inches may be removed during construction without AAC approval. Fines or remediation may be assessed to the homeowner for trees removed without approval. Caliper measurements shall be taken from 6 inches above grade at the trunk.
- All screen plantings must be located on the lot with the requested improvement.

**B-ball Goal (Effective 07/08):**

These Basketball goal rules are for both permanent and portable goals. Only one goal is permitted per lot. Goals must be located at the outside of the drive no closer to the street than the midpoint of the driveway. (Residents are reminded that City ordinances require that goals shall not be located on the sidewalk, in the street or in the right of way. Nor are games to be played on the streets and sidewalks of the City.) All backboards and frames must be maintained in a like new condition. Frames are to be metal and black in color. Backboards must be of a transparent material. Mini or junior goals are exempt from the color and materials requirements. Goals shall not be attached to the house, garage, or other structures. Provision must be made so as not to impact the neighbor's home, plantings or property. (The activity shall not become an annoyance or nuisance to the neighborhood as prescribed in the City Ordinances and Wakefield Plantation's Covenants.) Basketball goals meeting the above criteria do not need prior approval.

**Play sets:**

**Equipment size:** Maximum 500 sq. ft. coverage, with a height of fifteen (15) feet maximum height.

**Materials:** All structures shall be constructed out of timber or composite. Components such as slides, climbing apparatuses, etc. may be plastic or rubber.

**Colors:** Timber or composite material must be in a neutral or earth tone finish. All stains must have AAC approval. All plastic or rubber components shall be dark or neutral colors. Awnings, canopies, roofing or similar material colors must be approved. Bright or florescent colors are not permitted as well as patterns, graphics, text, logos, etc. upon any part of the play equipment.

**Landing Area:** All bases/safety zones/ landing areas must be in a dark or neutral color consistent with natural ground cover.

**Location:** All play equipment shall be located directly behind the house (not outside rear corners) No play equipment shall be located in the side yards.

**Trampoline:**

**Equipment size:** 15 foot diameter maximum.

**Colors:** All components shall be finished (painted, coated, etc.) with dark colors. No bright or florescent colors are permitted.

**Location:** All play equipment shall be located directly behind the house (not outside rear corners) No play equipment shall be located in the side yards.

**Debris:** All construction debris shall be collected on daily basis and placed in appropriate containers or hauled off. Debris may only be placed at curb for pick-up for a period not exceeding 24 hours. Hazardous, toxic and similar materials must be secured at all times.

**Submittal:** Please submit an Application and the location of the play equipment improvements drawn on your lot survey of the property along with the manufacturer's product information and picture or sketch depicting type and arrangement of the play equipment. Additional plans or information may be necessary and requested depending on the extent of the improvements.

**WAKEFIELD PLANTATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL APPROVAL COMMITTEE**

**SUBJECT: ANTENNAE/DISH GUIDELINES**

Per Article VII Section 9 of the Declaration, “With exception to the Federal Communications Commissions Restrictions identified in the Telecommunications Act of 1996, the following applies: Exterior radio and television antennae, aerials, disks and dishes for reception of commercial broadcasts shall not be permitted on any Lot and no other aerials, disks and dishes (for example, without limitation, amateur short wave or ship to shore) shall be permitted on any Lot without permission of the Board as to design, appearance and location or pursuant to Regulations issued for that purpose.” Color of dish must match that of the house if installed on the roof or side of house. Any satellite dish greater than one meter in diameter is also prohibited.

**Location:** We request that satellite receiver be installed in the least visible location from streets, adjacent lots or from the Common Open Space (in order of priority).

Mounting locations (in order of preference):

1. Ground mounted directly behind and within 10-feet of the house.
2. Roof mounted behind the central peak on the back side (rear yard) of the roof and not higher than the peak of the roof
3. Wall mounted on house side wall on the back 1/2 of the house
4. Roof mounted at the side of the house, partially or fully screened from view from street.

**WAKEFIELD PLANTATION COMMUNITY ASSOCIATION, INC.  
ARCHITECTURAL APPROVAL COMMITTEE**

**SUBJECT: GENERAL IMPROVEMENTS, & LANDSCAPE GUIDELINES**

**General:** All landscape planting improvements affecting the size or location of planting beds or lawn areas must be submitted for approval. Irrigation systems or manual watering must be used in all front lawn areas. Generally, supplementing, replacing or adding plants to an existing planting bed does not require approval except in cases where plant material may be a nuisance or otherwise negatively impact the community.

All hardscape improvements (i.e. improvements other than plant materials, such as paving, trelliage, bird houses, statuary, borders, walls etc.) must be submitted for approval. Avoid mixing types or styles of hardscape materials (such as a wall with stone and another with timber, or two types of edging, etc.).

**Location of Improvements:** Refer to the Lot Survey for the location of drainage, utility and landscape easements on the lot. Existing improvements and underground utilities within these easements must be maintained and protected. Contact a utility locator service or the designated user prior to any projects involving digging. Homeowners and their contractors are responsible for any repairs due to their work. Limit improvements in these easements as the easement serves as a repair route for service vehicles and repair equipment. Any obstacles within a recorded easement may be removed (and not replaced) by the utility (or designated user) without notice as deemed necessary. Improvements shall not impede or block drainage swales or otherwise redirect established surface drainage patterns.

**Topography:** Topography of the property is designed to allow suitable drainage for your lot and adjacent lots. Overall drainage patterns must not be modified.

**Lawns:** All yard areas shall be established as turf grass, planting beds or mulched/maintained as natural areas. Bare areas shall not be permitted. All disturbed areas shall be covered (front, back and side) by grass, plants or landscape material and there will be no uncovered soil. All home sites will be landscaped and maintained consistent with the aesthetic quality of Wakefield Plantation.

**Landscaping:** Supplemental landscaping for aesthetic and environmental purposes is encouraged. Planting areas should be designed with flowing forms and a mixture of plant types. Avoid linear plantings of a single species, plants that may be a hazard or nuisance to adjacent Lots (i.e. weak wooded trees, plants that create “litter”, etc.), or plants that may be impractical for their location. All planting improvements other than plant replacements and the addition of plants within an existing bed shall require AAC approval. All ornamental plants, shrubs, hedges, etc. shall be contained within common planting beds. All planting beds are to be mulched and maintained. Trees and individual specimen plants may be placed in the lawn with a mulch saucer.

**Garden Areas:** Garden areas are allowed as approved by the AAC. Gardens shall be of a size and scale appropriate for the lot and should not exceed 250 square feet. Gardens should not be visible from streets and may be required to be screened from adjacent lots if determined to be a visual nuisance. Gardens shall not create a nuisance or hazard of any kind or infringe upon adjacent lots or common open space areas. Gardens that are not properly maintained as determined by the AAC shall be in violation.

**Flags (Effective 04/09):** Flags to be displayed on appropriately designed pole or stand. If stand is a permanent structure this will require AAC prior review.

**Lighting:** All exterior lighting must be approved by the AAC. Fixtures should enhance the design of the house, lot and community. Light source shall not create a nuisance or emit glare directly to streets and adjacent properties. Motion sensor lights shall only be activated upon movement within the lot/yard area (not public use areas such as streets or sidewalks).

**Retaining Walls/Walls:** Walls should add an aesthetic element to the landscape design as well as complement the house and lot. Materials and location must be approved by the AAC.

**Walks/Drives/Patios:** All paving additions or extensions must be approved by the AAC.

**Garden Pools:** Garden pools are allowed as approved by the AAC. Garden pools that are not maintained or are otherwise determined to be a health or safety hazard as determined by the AAC shall be in violation of the AAC Guidelines. All other water structures including fountains also require AAC approval.

**Mulch:** Mulching of planting beds is required as well as natural areas if underbrushed. Large expanses of mulch areas are discouraged. The following mulches are recommended;

- Pine needles
- Hardwood/Pine shredded wood mulch
- Hardwood/Pine wood nuggets

All other mulches must have AAC approval prior to installation.

**Edging:** Edging is the material often used to separate planting beds from lawn areas and similar applications and is generally installed flush with the surrounding grade. The following edging materials are recommended;

- Black, plastic edging installed flush with the lawn
- Metal edging installed flush with the lawn (Black, Brown, or Green in color)
- Landscape stone or brick border (matching house if applicable).
- Pre-cast block (i.e. keystone) border to match or complement the colors of the house.
- All edging must have AAC approval prior to installation.

**Mailboxes:** The custom community mailbox is the standard approved by the AAC. Numbers or letters placed on the mailbox shall conform to AAC standards. Mailbox specifications and vendor(s) for the acquisitions and service of the mailbox are available from the AAC. Cost and maintenance of the mailbox shall be the responsibility of the homeowner, builder, and homeowners association (where applicable). Mailboxes shall not be altered or modified in any way.

**Signs:** No signs of any sort are permitted to face the golf course. The following types of signs are permitted and are not considered a violation of the Declaration Article VII Section 8 prohibiting signs:

***Permanent Signs***

Signs displaying house numbers, name or the resident(s) and/or name of the home, not to exceed 4" in dimension. No other permanent signs should be displayed.

### ***Temporary Signs***

- A single real estate “For Sale” or “For Rent” sign of not more than five square feet.
- A contractor’s or builder’s sign not to exceed five square feet during construction or approved alteration, (including landscaping) provided that the signs are removed within 30 days of the completion of construction or alteration of the property.
- “Open House” signs are permitted only during the hours during which the premises are open. This includes all such signs anywhere within the borders of the Subdivision, its entrances and streets, but not located on the property of another homeowner without his/her permission.
- Political signs may be displayed 45 days prior to an election and must be removed 7 days after the election.

No other temporary sign is permitted unless approved by the AAC.

**Decorations:** Seasonal and holiday decorations generally do not require approval. All decorations must be tasteful and not offensive as determined by the AAC. Decorations shall not create a nuisance to adjacent lots, streets or common open space areas. The AAC reserves the right to order the removal of any decorations as may be determined inappropriate. Seasonal and holiday decorations shall not be installed earlier than 30 days prior to the holiday and must be removed no later than 30 days following the holiday.

**Garden Ornament:** No decorative objects such as sculptures, birdbaths, fountains and similar features shall be placed on a lot where visible from streets, common open space, and the TPC golf course without approval by the AAC.

**Outdoor Furniture:** Permanent or otherwise “installed” outdoor furniture must be approved by the AAC. All furniture not located on a patio, deck or other similar surface may require screening and must be approved by the AAC. All outdoor furniture shall be appropriate for the application and properly maintained. Furniture with bright colors, graphics, patterns, etc. may be considered a nuisance and violation by the AAC.

**Submittal:** Please submit an Application with the location and list of the landscape improvements drawn on your lot survey of the property. Additional plans may be necessary depending on the extent of the improvements.

[Architectural Application - Next Page]



ARCHITECTURAL APPROVAL COMMITTEE  
APPLICATION FOR  
EXTERIOR DESIGN CHANGE



RETURN APPLICATION IN DUPLICATE TO:

(For office use only)

Date Submitted: \_\_\_\_\_

PPM INC.

Date Received: \_\_\_\_\_

11010 Raven Ridge Road

Raleigh, 27614

Date of Response: \_\_\_\_\_

Phone (919) 848-4911 FAX: (919) 870-7241

E-mail: [jburch@ppmral.com](mailto:jburch@ppmral.com)

The AAC has up to 45 (forty-five) days to review and reply to your application. If you should begin your project without written approval, legal action may be taken against you. Failure to include the required information will result in an automatic denied of a request.

1. **Fully complete the Application for Exterior Design Change and provide duplicates of the form and any attachments.**
2. The **second page of the application must be reviewed**, signed and dated by the homeowner to indicate that the applicant is fully aware of, understands and agrees to the Architectural Review process.
3. **Attach additional information** that indicates sizes, heights, description of materials, etc.
4. **Attach a copy of your plot plan** and indicate location of proposed exterior design change on lot in relation to house and other existing structures.
5. **Attach any** sketches, specifications, pictures, paint charts, photos, written descriptions, construction documents, or the like that will assist in reviewing this application.

NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

WAKEFIELD NEIGHBORHOOD: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**PROJECT:** (Check all that apply) *If you do NOT check a project, it will NOT be considered even if the project is shown on the plans submitted.*

☐ Rear yard fence

☐ Outbuilding/Shed

☐ Clearing/Grading

☐ Home addition

☐ Satellite dish

☐ Swimming pool/ Hot tub/Spa

☐ Landscape improvements

☐ Driveway addition

☐ Playground/Trampoline

☐ Deck

☐ Basketball goal

☐ Patio/Walkway

☐ Other (describe)

Is this application a request to modify a previously approved project? \_\_\_\_YES \_\_\_\_NO  
If yes, please provide date of previous application: \_\_\_\_\_

**DESCRIPTION OF PROPOSED CHANGE:**

Please visit [WWW.WAKEFIELDHOA.COM](http://WWW.WAKEFIELDHOA.COM) under “documents” to access the Wakefield Plantation HOA Architectural Design Guidelines for compliance clarification and details.

ESTIMATED START DATE \_\_/\_\_/\_\_ COMPLETION DATE \_\_/\_\_/\_\_

**By submitting this request, I agree to perform the work described strictly in accordance with the approved plans and specifications.\***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADJACENT PROPERTY OWNERS:** The AAC requests that you have your adjacent neighbors listed below review your plans. **Please** provide them with a copy of the **Request Consideration for Neighboring Property Exterior Design Change Pending Application** (page 4) and have them sign page 4 to acknowledge their awareness of the project:

| Name (Signature Line) | Address | Phone |
|-----------------------|---------|-------|
| _____                 | _____   | _____ |
| _____                 | _____   | _____ |
| _____                 | _____   | _____ |

\*Approval by the ARCHITECTURAL APPROVAL COMMITTEE **does not in any way guarantee approvals by any governmental agencies**, and all such approvals or permitting are the responsibility of the applicant. All changes from an approved request must be resubmitted to the AAC for review. If changes in design, color, style, location, or height occur without proper approval the homeowner will be in violation and subject to penalties and fines.

\*The **homeowner requests design approval and grants permission** to the Wakefield Plantation HOA and/or ARCHITECTURAL APPROVAL COMMITTEE to enter on the Homeowner’s property to review the application and to inspect the proposed project prior to, during, and/or upon completion of the work. Photographs may be taken for documentation.

\*Adjacent property owners must be made aware of project prior to the start of the project.

*(AAC use only)*

DESIGN APPROVAL : \_\_\_\_\_YES    \_\_\_\_\_CONDITIONAL APPROVAL    \_\_\_\_\_NO

AAC REMARKS:

Signature of AAC Chairperson or Board President

\_\_\_\_\_ Date \_\_\_\_\_

**Please provide a copy of this page to your adjacent neighbors.**

**REQUEST CONSIDERATION FOR NEIGHBORING PROPERTY EXTERIOR DESIGN  
CHANGE PENDING APPLICATION**

RE: Neighboring Property

(Homeowner Name) \_\_\_\_\_

(Property Address) \_\_\_\_\_

Your Name \_\_\_\_\_

Your Property Address \_\_\_\_\_

Your phone # (H) \_\_\_\_\_(W) \_\_\_\_\_

I would like for the AAC to take into consideration the following prior to review of the pending exterior design change on my neighbor's property: (attach further information, photos, documentation, survey's etc. applicable to your request.) Adjacent property owner may submit any concerns directly to the AAC through PPM, Inc.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

RETURN TO:

**PPM INC.**

**11010 Raven Ridge Road  
Raleigh, 27614**

Date Received: \_\_\_\_\_

**Phone (919) 848-4911 FAX: (919) 870-7241**

**E-mail: [jburch@ppmral.com](mailto:jburch@ppmral.com)**