

TRADEWINDS HOMEOWNERS ASSOCIATION, INC.

THE ARCHITECTURAL REVIEW COMMITTEE

Purpose

The Architectural Review Committee was established by recorded Covenants to preserve property values and the natural beauty of the Tradewinds subdivision.

The Committee meets regularly to review and approve or disapprove the requests of homeowners to construct, modify, or affect improvements on any properties in the Tradewinds subdivision. The Covenants and Deed Restrictions, which established the Homeowners Association and the Architectural Review Committee, take priority over each homeowner's General Warranty Deed, which conveyed ownership of the property. The Committee is only responsible for the aesthetics of any items submitted.

Requests for Architectural Approval

Changes or additions to the exterior of structures must be submitted to the Committee **in writing** for review, approval or disapproval. Approval is mandatory **before** work begins (unless listed under pre-approved items).

Homeowners must submit a Request for Architectural Approval Form with an explanation of the proposed changes or additions. The form is available through CAS. Descriptions, samples of paint color, associated drawings (including a scaled drawing of the property with dimensions of proposed alterations or additions) **MUST** accompany the form so that the committee may reasonably act on each request. All changes are subject to review and inspection by the Architectural Committee.

NOTE: BUILDING PERMITS ARE THE RESPONSIBILITY OF THE HOMEOWNER.

General **Examples** of items involving changes or additions which require Committee review are:

Structural: Any exterior redesign, new room(s), garage, carport, attached building or structure of any kind, window, door skylight and chimney/fireplace.

Adjacent Structures: Dog pens, tubs/spas and playhouses.

Landscape: Drainage changes

Miscellaneous: Antennas, solar collectors, awnings and free standing flagpoles.

PRE-APPROVED

Some items will be pre-approved. The homeowner may begin instituting changes without prior approval by the committee on items specified under each section below. However, the homeowner must also submit in writing the intended changes to the Architectural Review Committee. **All improvements**

must be kept on file for the homeowner's protection against future complaints and for informational purposes of subsequent homeowners.

Please review this document carefully to determine pre-approved items.

THE ARCHITECTURAL REVIEW COMMITTEE'S PROCEDURE

The Committee will review each request within thirty (30) days. The Architectural Committee is only responsible for the aesthetics of any items submitted and adherence to the Restrictive Covenants.

Homeowners are invited to join the meetings to ask questions and observe the process. A requesting homeowner need not be present, but it is helpful for the Committee to have verbal explanation of the written request.

When a request is considered by the Committee the following will take place:

1. The Committee will examine the written request noting its completeness or areas of concern.
2. The requester (if present) will be invited to verbally present the details of the request and to discuss it with the committee.
3. The Committee will discuss the request and determine any action to be taken, Such as
 - a. Approved as submitted
 - b. Approved subject to conditions.
 - c. Disapproved because of incomplete request
 - d. Disapproved
 - e. Make a site visit before taking action.
4. The request and supporting documents become the property of Tradewinds Homeowners Association and will be retained in the property files.
5. A letter stating the Committee's response will be returned to the homeowner thirty (30) days of the Committee review.

Each request will be examined on its own merit. No previously approved request shall constitute establishing a precedent for approval. The Architectural Committee reserves the right to inspect all modifications and take corrective action if necessary.

ARCHITECTURAL REVIEW COMMITTEE GUIDELINES

ANY IMPROVEMENTS TO THE FRONT OF A LOT, FROM THE STREET TO THE HOUSE, MUST BE APPROVED PRIOR TO THE START OF WORK.

DECKS

- 5 The deck must conform to the average deck size within the community or be compatible with the size of the home.
- 6 Decks are allowed in the rear of homes only.
- 7 Only treated material may be used.
- 8 All decks must be attached to the home. No freestanding decks.
- 9 Decks are pre-approved under the following restrictions:
 1. The structure must be 150 square feet or under
 2. Wood should be stained, natural, or painted to compliment the house.
 3. All other decks should be submitted in writing to the committee prior to construction.

PORCHES

- 10 All porches must be attached to the front of the home.
- 11 No freestanding porches allowed.
- 12 The foundation of the porch must be brick and match the foundation of the house.
- 13 The flooring must be of concrete.
- 14 The steps must be brick or concrete.
- 15 The railings must be wood and painted to match the trim of the house.

POOLS

- 16 No in-ground or above-ground pools are allowed in the subdivision.

COMMON AREA

- 17 Burning, planting of illegal substances, dumping of trash or debris (other than grass clippings/compost), spraying of chemicals, and parking of cars, boats, trailers, or other vehicles are not allowed on the common areas.
- 18 The cost of removal will be assessed to the homeowner for previously mentioned items.
- 19 **ALTERATIONS OF TREES OR SHRUBS ON THE COMMON AREAS ARE NOT ALLOWED.**
- 20 Structures, such as dog pens, storage buildings, fences, etc., may not be placed on the common areas.

FENCES

- 21 Fences may be constructed from treated lumber, chain link, or other materials except wire, creosote, concrete or brick.
- 22 Fences should not exceed six feet in height.
- 23 Fences are pre-approved under the following restrictions:
 1. Fences are constructed of treated wood.
 2. Height must not exceed six feet.
 3. All wire fences must have top rail.
 4. Only split rail fences must not exceed four feet tall in the front yard.
- 24 Chain link and any other fences not meeting the above pre-approved requirements should be approved by the committee prior to construction.

LANDSCAPING

- 25 Plants should not be placed as to encroach over the property line.
- 26 Vegetable garden plots may not be grown in the front of the house.
- 27 A 15 foot X 15 foot garden plot is pre-approved and should be tilled annually.

STORAGE STRUCTURES

- 28 All structures must be submitted and approved by the committee prior to construction.
- 29 Utility buildings should be no larger than 150 square feet.
- 30 Color of the building must match that of the home.
- 31 Structures should be underpinned.
- 32 All structures must be 20 feet from any other existing structure.
- 33 No block buildings are allowed in the subdivision.

DRIVEWAYS

- 34 All driveway extensions must be approved by the Architectural Review Committee and must be constructed of concrete or asphalt.

PROPANE TANKS

- 35 Propane tanks are pre-approved for small tanks that are secured, well ventilated, and screened.

CLOTHESLINES

- 36 **Single Line Pole:** 4" X 4" pressure treated and cemented into the ground. Wire must be plastic coated metal wire stretched tight.
- 37 **Multi-Line:** The main post braced with cross beam and bolted, all made with pressure treated lumbar and cemented into the ground. Wire must be plastic coated metal stretched tight.
- 38 The store bought umbrella type clothesline will be allowed but the post must be cemented into the ground.
- 39 All clotheslines must be behind the house, maintained in good condition, and the clothes should be removed in an orderly fashion.

SATELLITE DISHES

- 40 The diameter of a DBS or MDS antenna must be one meter or less. Antennas larger than one meter are prohibited.
- 41 They must be installed solely on individually-owned property as designated on the recorded deed.
- 42 Antennas shall be located in a place shielded from view from the street or from other lots to the maximum extent possible; provided however, that nothing in this rule would require installation in a location from which an acceptable quality signal may not be received. This section does not permit installation on the common property, even if an acceptable quality signal may not be received from an individually-owned lot.
- 43 Antennas shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable-quality signal.
- 44 A notification form must be completed and submitted to the Association. If the installation is routine, the installation may begin immediately. If the installation is other than routine for any reason, owners and the Association must establish a mutually convenient time to meet to discuss installation methods.

MISCELLANEOUS

- 45 Any additional improvements and/or alterations not specified above **must** also be approved by the Architectural Review Committee. That includes, **but is not limited to**, exterior paint colors, fireplaces, garages, skylights, porches, driveway extensions, awnings, playhouses, dog pens.
- 46 Metal and wooden swing sets with a main frame no larger than 150 square feet are pre-approved.
- 47 Gutters are pre-approved and must match the trim of the home.
- 48 Storm doors are pre-approved and must match the color of the door and/or trim.

PRE-APPROVED ITEMS

The following is a list of items which are pre-approved under specific restrictions. Please consult the appropriate action of the guidelines to determine which specifications apply to the improvements you wish to make.

- 49 Decks
- 50 Fences
- 51 Swing sets
- 52 Gutters
- 53 Storm doors

All items including pre-approved items must be submitted **in writing** to the committee in order to be kept on file by the association.

All changes, except items stated above as pre-approved, must be submitted in writing and approved by the Architectural Review Committee **prior** to beginning the change.

The Architectural Guidelines, mandatory by the established Covenants, will be strictly enforced. For additional copies of the Architectural Request forms or Covenants, please contact CAS at 919-788-9911.

**** Revised and approved by the Board of Directors on 7/1/99.***