

**ARCHITECTURAL REVIEW PROCEDURES AND GUIDELINES
WOODS OF NORTHRIDGE HOMEOWNERS ASSOCIATION**

I. Pre-existing Conditions

- A. The guidelines established on this date, June 21, 1994, reflect the interpretation of the first Board of Directors and they can in no way be responsible for the action or inaction of others who had been previously responsible for the establishment of guidelines and or interpretation and enforcement of the Covenants, Conditions and Restrictions as recorded in the Book of Deeds (No. 4064, pgs 342-365).

For purpose of this document a pre-existing condition will be defined as any change or addition that occurred on or before April 30, 1994. Upon discovery of a change or addition that occurred before this date, and is in violation of the Architectural Guidelines herein, the Board of Directors may issue provisional approval which will remain in effect as long as the person initiating the change or addition is owner of the property. At the completion of the sale of the property the violation must be removed or altered to comply with the guidelines as stated below.

II. Application Procedures

- A. General Procedures for any addition or change.

1. Each homeowner must submit his proposal for an exterior addition, alteration or improvement to the Board of Directors (or their designate) in writing using the Request for Review form. Two copies of the request will be required, one for the Associations file and one for the homeowners file. The proposal will contain a description of the project including but not limited to the height, width, length, size, shape, color, materials and location of the proposed refinement. A written description of the proposal must adequately detail the proposal. Photographs, sketches, scale models, or examples of similar completed projects will aid in the consideration.
2. Oral requests will not be considered.
3. Each alteration and addition must be specifically approved even if similar or identical alteration or addition was previously approved.
4. The applicant will be informed in writing of the decision.
5. In accordance with our covenants, if the applicant has not received a reply within 30 days of the request, it shall be considered to have been approved.
6. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.
7. The applicant is free to request reconsideration if new or additional information can be provided which may clarify the request.
8. Copies of all Request for Review forms will be kept on file for future reference to all homeowners.

- B. Major Modifications

For major changes of a structural nature including but not limited to: garages, porches, additional rooms, dormers, balconies, concrete or stone works, swimming pools, hot tubs,

major style innovations and similar, the following may also be required by the Board:

1. Pre-design conference.
2. Preliminary submittal consisting of:
 - a) Letter of transmittal
 - b) Preliminary drawings showing:
 - 1) site plan
 - 2) floor plans
 - 3) elevations
 - 4) roof plan
 - 5) sections showing relationship of existing grades to floor levels and how the structure will fit into ground and how it relates to adjacent structures.
 - 6) landscape plan
 - 7) construction schedule
 - 8) engineering design study
3. The Board will act on the preliminary submittal and give notice within thirty days.
4. Final Submittal
 - a) Final drawings
 - b) Proposed contracts
 - c) Location of storage site of building materials
 - d) Temporary access if required
 - e) Existing and final grades, drainage etc.
 - f) Color chips of painted or stained exteriors
 - g) Exterior material samples
 - h) Disposal area of surplus soil
 - i) A plan of proposed landscaping and vegetation
5. The Board will act on the final submittal and give notice to the applicant within thirty days.
6. Administrative oversight requirements.

During a major modification there are several events that take place some of which are dynamic in nature. To address these situations the following criteria apply:

 - a) The applicant must give notice at the start of construction
 - b) Changes during construction must be made in writing by the owner to the Board.
 - c) Inspection during construction must be made by the Board at the request of the applicant. Inspection points will be detailed during the approval process.
 - d) A notice of completion to the Board must be made
 - e) Final inspection of the modification by the Board

III. Architectural Guidelines

A. Building Alterations and Additions and Detached Structures

1. General

Any exterior addition or alteration to an existing building shall be compatible with the design character of the original building. All additions and alterations must conform to any and all State and Local building codes at

the time of application. Any new detached structure shall be compatible with the parent structure.

2. Awnings

Awnings as a general rule are not felt to enhance the aesthetic qualities of a community and are therefore discouraged. Exceptional interest by a majority of members may be considered.

3. Materials and color:

- a) Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved.
- b) Exterior color changes must be approved by the Board.
- c) In general only the areas that are painted may be repainted; only those areas that are stained may be re-stained; unpainted and unstained areas such as brick shall remain unpainted and unstained.
- d) No metal storage buildings will be allowed.

B. Fences and Screens

1. General

- a) Any fence or screen must have written approval before installation is undertaken.
- b) Every effort will be made by the Board of Directors to keep all fencing or screening as harmonious as possible with the architectural character of the community.

2. Height and length restrictions

- a) Fencing between homeowners properties shall not exceed forty-eight inches (48") in height from grade. Exception will be considered when the fence encloses a swimming pool.
- b) Fencing between homeowners properties and public and/or common areas shall not exceed ninety-six inches (96") in height from grade.
- c) Free standing screens shall not exceed seventy-two inches in height from grade and sixteen feet long.

3. Materials and Finish

- a) Wood fencing or screening will be approved if the design is in general conformity with the architectural design of the community.
- b) All wood fences or screening will be from pressure treated lumber with 4" x 4" posts no further than eight feet apart; and vertical boards be a minimum of 1" x 4" with a maximum of 2" apart. Post should extend no more than 6" above the fence line and not exceed more than 48" in height. Post should be set in concrete. The pickets should be on the outside of the posts and crossmembers uniformly spaced the length of the fence.
- c) The fence may not be installed forward of the back corner of the house.
- d) The Board of Directors will not approve an application for the installation of chain link or other metal wire type fencing.

- e) All fencing or screening should have finished materials on both sides. If only one side has finished material this must be the public side.
- f) Walls above grade should be constructed of natural stone, masonry or attractive timber.
- g) Split rail fencing will not be approved.
- h) All fences facing a street must be landscaped per City of Raleigh code.

C. Landscaping and planting

- 1. Landscaping work and planting generally do not require approval of the Board of Directors however they do reserve the right under the Restrictive Covenants (Article VIII Section 1) to set reasonable regulations concerning the use of front yard space. If any extensive landscaping is desired, it is advisable to seek approval using the Request for Review Form.
- 2. Trees, hedges and shrubs which restrict sight lines for vehicular traffic shall be cut back or removed.

D. Exterior antennas

- 1. Any exterior antenna is expressly prohibited in the Restrictive Covenants (Article II, Section 5).

E. Swimming Pools

- 1. Permanent type pools and hot tubs require the approval of the Board of Directors as indicated under "Major Modifications" in this document. Note that approval for a swimming pool of this type will not be approved unless accompanied by an adequate fence design conforming to State, County, Municipal and or Association regulations or guidelines. The use of planting to soften the effects of sound is recommended.
- 2. Temporary pools above grade having a deck of less than 240 square feet and a depth of less than 36" require no approval from the Board. Note that temporary pools deeper than 36" will require a fence.

F. Driveways

Extension, widening, re-routing or creating driveways shall require the approval of the Board before any work is undertaken.

G. Retaining Walls

Any retaining wall must be approved by the Board before installation is initiated. Walls which divert ground water onto adjoining properties or which substantially change drainage patterns will not be approved.

H. Play Equipment

Temporary and semi-permanent children play equipment such as sand boxes, temporary swimming pools of less than 24" in depth and 8' in diameter, temporary playhouses of less than 36 square feet and tents shall not require approval of the Board provided such equipment is located in the rear of the lot and is in good repair. Every reasonable effort should be made to screen such equipment from the front of each lot.

I. Decks and Patios

1. The materials and design of decks and patios is so extensive that to try and cover all contingencies would create a document encyclopedic in length. However as general guidelines decks should be made of pressure treated lumber and be of a reasonable height. The rail height must be in align with the guidelines as outlined in fencing and screening section of this document.
2. Patio materials are generally concrete slabs, brick or decorative stone.

Typically most decks and patios will be approved if they meet with the City of Raleigh building codes.

J. Miscellaneous

1. Exterior lighting shall not be directed in such a manner as to create annoyance to the neighbors
2. Screening for garbage containers, utility meters, and dumpsters per Article VIII, Section 7 in the Restrictive Covenants shall comply with similar guidelines as stated in Article III, Section B of this document.
3. Changes not requiring review
 - a) Flower Boxes (color approval must be obtained if different from house color)
 - b) Children swing sets (allowed only in back yard)
 - c) Repainting with existing colors
 - d) Removal of dead trees
4. Clotheslines are not allowed
5. Dog enclosures are not allowed
6. Mail boxes should be the commercially available standard size. Box posts should be wood, graded for outdoor use, set in concrete and painted the primary or trim color of the house or left natural. "Designer" mailboxes (shaped like barns, houses, cars etc.) are not allowed.
7. The installation of signs except those required by law is strictly prohibited. Exceptions are temporary signs such as "For Sale" or "Yard Sale" signs which must be removed within 24 hours of the events completion.

K. Local Building and Work Permits

1. Approval of any project by the Board of Directors does not waive the necessity of obtaining the required local permits.
2. Obtaining a local permit does not waive the need for Board approval.
3. The Board of Directors will not knowingly approve a project which is in violation of local zoning and building codes. Members of the Board do have a working knowledge of several of the codes pertaining to outside structures and you may wish to consult with them before planning your project.

L. Project Completion

Construction in accordance with an approved plan must be commenced within six months after such approval and completed within twelve months after date of commencement. If not commenced and completed within these time periods approval will be considered null and void and new application must be made. Construction must be completed

as approved; any deviation is considered a violation.

IV. Procedures for Monitoring Architectural Compliance

A. Inspection

1. The Board of Directors will periodically survey the properties for compliance with architectural standards.
2. The Board shall inspect properties undergoing improvement at the completion and notify the owner in writing of any violations. Upon satisfactory completion the Board will issue a Certificate of Compliance.

B. Alleged Violations

1. The Board of Directors will never be able to observe all violations to this guideline and will continually depend on homeowners to report any violations. All reports must be submitted in writing to the President of the Association.
2. The President will appoint one member of the Board to investigate the allegation. If no violation is discovered the complainant will be informed in writing. If it appears there is a violation, the matter will be investigated further and the Board will determine appropriate action to be taken in accordance to our Covenants and By-Laws.
3. In all cases, the name of the owner responsible for the violation will be held confidential until the violation has been established. In all cases the name of the complainant will be kept confidential.

We, the duly elected Board of Directors of the Woods of North Ridge Home Owners Associated, do hereby decree these Architectural Review Procedures and Guidelines to be in effect this date 6/21/94.

President;

Tyson Crowell
Tyson Crowell

First Vice President;

Sam Johnson
Sam Johnson

Second Vice President;

Brad Green
Brad Green

Treasurer;

Billy Blankenship
Billy Blankenship

Secretary;

Jan Bell
Jan Bell

Woods of Northridge Homeowners Association

Architectural Request

Address: _____

Owner Name: _____

Owner Phone: (H) _____ (W) _____ (C) _____

Date Application Submitted: _____

Application Submitted to: _____

1. Description of Addition or Change

2. Please attach drawings, sketches, and/or paint chips to this request showing the proposed addition or change including any information as outlined in the Architectural Review Procedures and Guidelines publication and remit to any member of the Board of Directors or the Property Manager.

Note: Although a permit is not needed to complete this request, most additions or changes require permits from the City of Raleigh.

3. When the Board of Directors (or their designee) reviews this request our neighbors should have the option to comment and present views about your requested additions or changes. Please obtain signatures below from all property owners having common lot lines with your property and all property owners whom would reasonably view the addition or change from their property.

Address

Owner Name

Signature

Board of Directors Use Only

Date Received: _____ Approved: Yes _____ No _____

Board Signature: _____ Title: _____

Notes: _____
