

ARCHITECTURAL AND LANDSCAPE GUIDELINES

**WHITE OAK CREEK
HOMEOWNERS ASSOCIATION, INC.**

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Introduction

1.01

The White Oak Creek community is an exciting and vibrant place in which to live and the people here wish to make it an even better place to call home through their continuing efforts to protect, maintain, and enhance their property values.

White Oak Creek is a P.U.D. (Planned Unit Development). This means that the original tract of property was site-planned, designed and approved as a self-contained, deed restricted community which would have its own set of covenants, conditions, and order of rule under which all property owners would live and abide and which would provide for the maintenance of all Common Properties and improvements thereon (see the Master Covenants, Conditions, Restrictions, Easements, Charges and Liens Document). Conditions and restrictions were set so that the aesthetics, congruity, appearance, safety, etc. would be defined and written guidelines would be promulgated (e.g., this handbook) in order to create an environment where homeowners could live in harmony. Each homeowner would then have some degree of assurance that the actions of all members of the community would be directed so as not to adversely impact their quiet enjoyment or property values (e.g., painting one's home bright orange; abandoning cars in the street or driveway; the keeping/breeding of vicious pets; unkempt yards; etc.). In effect a P.U.D. is a "mini city" where there is a mayor (Board President), a city council (Board of Directors), a city manager (Property Manager), advisors (Committee Members), and citizens (Homeowners). The ultimate intent of a P.U.D. is not to create a totalitarian environment where property rights are trampled, but rather a self-ruled community where its members (homeowners) look after their home and hearth and, ultimately, their investment through active participation in the governance of the community and on committees advising its appointed or elected leaders.

Maintaining high standards of excellence at White Oak Creek requires attention to many details. Therefore, these Guidelines and Procedures (Guidelines) will assist the Property Owner, Homeowner, Architect, Landscape Architect, and General Contractor in designing and developing projects that will be harmonious with the character of White Oak Creek and compatible with the existing neighborhood in which they are sited. These Guidelines also serve as an aid for current and future Architectural Review Committee (ARC) members and HOA Staff to strive for consistency in the design review process. The design concepts and implementation techniques set forth in these Guidelines are not meant to discourage unique design solutions. Rather they embody the intent of the findings that must be made for design review Applications and serve as the basis (along with those requirements set forth in the Covenants) on which the ARC membership makes its decisions.

A well run P.U.D. makes for a pleasant community in which to live. This document sets forth the guidelines and procedures for making an application for approval for changes to the exterior of your home or yard. All exterior changes must come before the Architectural Review Committee, including any that are not covered in this booklet. Please read on and familiarize yourself with the information contained herein.

Governing Article

1.02

ARCHITECTURAL REVIEW COMMITTEE

An Architectural Review Committee (ARC) consisting of three or more persons may be appointed by the Association's Board of Directors and shall be responsible to the Board.

PURPOSE OF THE COMMITTEE

The ARC shall regulate the external design, appearance, and location of the Properties and of improvements thereon in such a manner as (a) to promote those qualities in the environment and that bring value to the Properties and (b) to foster the attractiveness and functional utility of the community as a place to live, including a harmonious relationship among structures, vegetation, and topography.

GOOD NEIGHBOR POLICY

While neighbors cannot influence an application, nor is their consent required to submit one, cooperation among neighbors can lead to the best solutions to problems that may arise. The ARC supports a neighborly approach to solving problems through consensus of the parties involved. Those contemplating a new Improvement, or alteration of an existing Improvement, are strongly encouraged to:

- Consider the proposed design within the context of the neighborhood.
- Consider mutual privacy in all aspects of the design and layout, including noise and lighting.
- Consider the neighbors' point of view in the placement and architectural appearance of the Improvement.
- Discuss the proposal with neighbors to ensure good relations are maintained.

PROCEDURES

In the event the ARC fails to approve or disapprove in writing an application within thirty (30) days after the plans and specification in writing have been submitted to it in accordance with adopted procedures, approval will be deemed granted. The applicant may appeal an adverse ARC decision to the Association's Board of Directors, who may reverse or modify such decision by a two-thirds vote of those directors present and voting at a meeting at which a quorum is present.

GUIDELINES

The ARC shall, subject to the approval of the Association's Board of Directors develop and promulgate policy guidelines for the application of the design review provisions in this Declaration. The policy guidelines shall include (a) review procedures, (b) objectives of review, and (c) principles and criteria used as standards in determining the achievement of their required objectives. The policy guidelines may also include specific design practices that though optional, are generally acceptable methods for achieving the required objectives in particular design problems frequently encountered in the Properties. The policy guidelines are intended to assist the ARC and the Owners of Lots

in the ongoing process of community design. They may be modified and supplemented from time to time, on due notice to the Owners and subject to the approval of the Board of Directors.

Declaration of Covenants, Conditions, Restrictions, Easements, Charges and Liens 1.03

The following text is from the Declaration of Covenants, Conditions, Restrictions, Easements, Charges and Liens, a copy of which you received at the time you contracted for your home purchase.

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## **ARTICLE IX ARCHITECTURAL CONTROL**

*After occupancy of the Dwelling constructed on a Lot pursuant to a certificate of occupancy or other certificate issued by the appropriate governmental entity, no building, fence, sign (including unit identification signs), wall or other structure (including, without limitation, play equipment, patios, decks, tree houses, parking pads, and sidewalks) shall be commenced, constructed, erected or maintained upon a Lot, nor shall any exterior addition to or change or alteration thereof be made, nor shall a building permit for such improvement or change be applied for or obtained, nor shall any major landscaping or re-landscaping be commenced or made (such construction, alteration and landscaping are hereinafter referred to as the "Improvements") until plans and specifications showing the nature, kind, shape, heights, materials, color and location of same shall have been submitted to and approved in writing by the Declarant. If the Declarant fails to approve or disapprove such proposed Improvements within thirty (30) days after the plans and specifications have been received by it, the plans and specifications shall be deemed disapproved.*

*Declarant shall have the right to charge a reasonable fee, not to exceed \$250.00, for receiving and processing each application and the right (but not the obligation), at the expense of the Owner seeking approval of the Improvements, to employ an engineer or other professional to review the plans for the Improvements.*

*Declarant shall have the right (but not the obligation) to promulgate and from time to time amend written architectural standards and construction specifications (hereinafter the "Architectural Guidelines") which may establish, define and expressly limit the standards and specifications which will be approved, including, but not limited to, architectural style, exterior color finish, roofing material, siding material, driveway material, landscape design and construction technique. In the event of a conflict between the Architectural Guidelines and the provisions of this Declaration, the provisions of the Architectural Guidelines shall control. Declarant shall not approve any Improvements which it*

*determines, in its sole discretion, not to be in harmony of external design, construction and/or location in relation to the surrounding structures, topography or the general plan of development of the Community.*

*Declarant may, at any time, delegate, in part or in full, the review and approval authority contained in this Article IX to the Board of Directors of the Association, which, in turn, may delegate such authority to an Architectural Committee composed of three or more persons appointed by the Board. Declarant shall delegate its rights and obligations hereunder as to then-existing structures no later than the end of the Declarant Control Period, but, unless specifically assigned by written instrument recorded in the Registry, Declarant shall have and shall exercise the rights set forth herein as to a Lot at all times prior to issuance of a certificate of occupancy or other certificate issued by the Town or appropriate governmental entity for the Dwelling constructed on a Lot. In no event shall any plans submitted to Declarant for approval be deemed approved until Declarant has actually approved the same in writing.*

*Any use of the term "Declarant" in this Article IX shall be deemed to apply to Declarant, to any Person to whom or which Declarant delegates, in writing, authority for architectural approval and, when appropriate, to the Board of Directors or the Architectural Committee. Nothing herein shall be construed to permit interference with the development of the Lots by the Declarant.*

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Disclaimer

1.04

The Association, Declarant, Architectural Review Committee, or any officer, employee, agent, director or member thereof shall not be liable for damages to any persons submitting plans and specifications for approval by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval, disapproval or failure to approve any plans and specifications. Every person who submits plans and specifications for approval agrees, by submission of such plans and specifications, that it will not bring any action or suit against the Association, Declarant, or Architectural Review Committee to recover any such damages.

Maintenance

2.01

It is the responsibility of each homeowner to maintain their property in such a way so that it adds to the overall beauty and harmony of the community.

Each homeowner should take this responsibility seriously, as failure to do so can negatively affect the value of surrounding properties as well as the community as a whole.

There are many areas in and around the home, which should be inspected regularly to ensure the property is in good repair. These include but are not limited to:

- Driveways and sidewalks
- Siding
- Roofing
- Fences
- Decks
- Trees, shrubs, flower gardens, and lawns
- Playground equipment
- Trash receptacle storage

The repair of damaged areas and repainting should be carried out as needed.

If at any time the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the ARC will be requested to make a site inspection. The ARC will then make a recommendation for action to the Board of Directors.

Based on the severity of the deterioration, the homeowner will be given a specified period of time in which to make the necessary repairs. If, after that time, the repairs have not been completed to the satisfaction of the Board, the Board has the obligation of enforcement as described in the Declaration of Covenants, Conditions, Restrictions, Easements, Charges and Liens for White Oak Creek.

Exemptions

2.02

The following do not require ARC approval, as long as they comply with the guidelines in each section:

- Exterior repairs and painting with the same materials, colors and finishes, including replacing broken siding.
- Installing screens and windows (e.g., Eze-Breeze, Sunspace) in existing porches (2.04).
- Planting and removing seasonal flowers (2.10).
- Replacing existing shrubs and trees with similar species and types (2.10).
- Removing dead, dying, or diseased trees and replacing with similar species and types (2.10).
- Erecting signs (2.18).
- Installing holiday decorations (2.19).

Decks

2.03

General

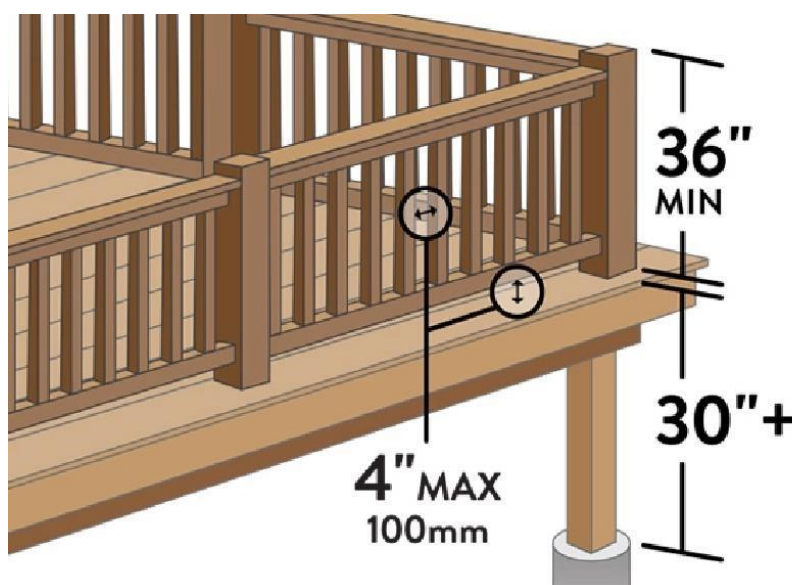
- Decking must be confined to the rear of the dwelling.
- Deck height is to be no more than 15' in height from the ground.
- Decks must complement the dwelling and be in proportion to it.
- Decks must be within minimum set back requirements of Wake County, but final placement and approval will be by the ARC.
- Any landscaping around the deck must not impede proper drainage off the lot or away from the foundation.
- The homeowner is solely responsible for obtaining required building permit(s) from Wake County and ensuring compliance with all applicable codes and requirements. • Lattice is evaluated on a case-by-case basis.

Materials

- Wood must be #2 or better pressure-treated yellow pine.
- Synthetic and composite materials can be used for non-structural areas.
- Any brick used must match the home.

Railings

- Guardrails 36" tall are required for deck floors more than 30" above grade.



Screened Porches & Deck Enclosures

2.04

Installing screens and windows (e.g., Eze-Breeze, Sunspace) in existing porches does not require ARC approval.

Screened porches and deck enclosures must be permanent in nature. A permanent structure includes walls and a roof attached to the main structure of the house.

Temporary structures are not permitted.

Appearance

- Applications be evaluated on a case-by-case basis.
- The screened porch or deck enclosure should be of the same color scheme as the house or deck, preferably made from the same siding and roofing materials as the house.
- Wall and roof design can vary per individual taste.

Location

- Screened porches and deck enclosures must be located on the rear of the house. The homeowner must design the screened porch or deck enclosure within the setbacks of his property and is responsible for obtaining all necessary building permits.

Materials

- The materials for building a screened porch or deck enclosure must be of equal or better quality than the materials used to construct the home or deck.

Drainage

- Applications should clearly indicate how drainage will be handled, including site drainage, gutters and downspouts, and how these may affect the existing drainage pattern.

Awnings

2.05

Awnings must be at the rear of the home over the deck only.

Applications will be evaluated on a case-by-case-basis.

Pools & Hot Tubs

2.06

In ground pools will be evaluated on a case-by-case basis.

Above ground pools are not permitted.

Hot tubs will be evaluated on a case-by-case basis.

Applications should include the location, supports, and screening, with a detailed description of the size and style of hot tub.

Outdoor Fireplaces

2.07

Applications must include a detailed description of the fireplace or fire pit, the type of fuel source, and if possible, a picture and diagram depicting the distance from trees and other structures

Applications will be evaluated on a case-by-case-basis.

Fences

2.08

In addition to the restrictions contained elsewhere in this Declaration and except as expressly provided below, no fence or wall (including densely planted hedges, rows or similar landscape barriers) shall be erected on any lot until the ARC has given its prior written approval of the color, size, design, materials and location for such fence or wall. Such approval may be withheld at the discretion of the ARC.

Appearance

- Fences shall not exceed six (6) feet in height unless otherwise specifically required by governmental authorities having jurisdiction.
- Fences shall be maintained at all times in a structurally sound and attractive manner and in a good state of repair.
- An access gate with a minimum opening of four (4) feet is required for landscapers and mowers.

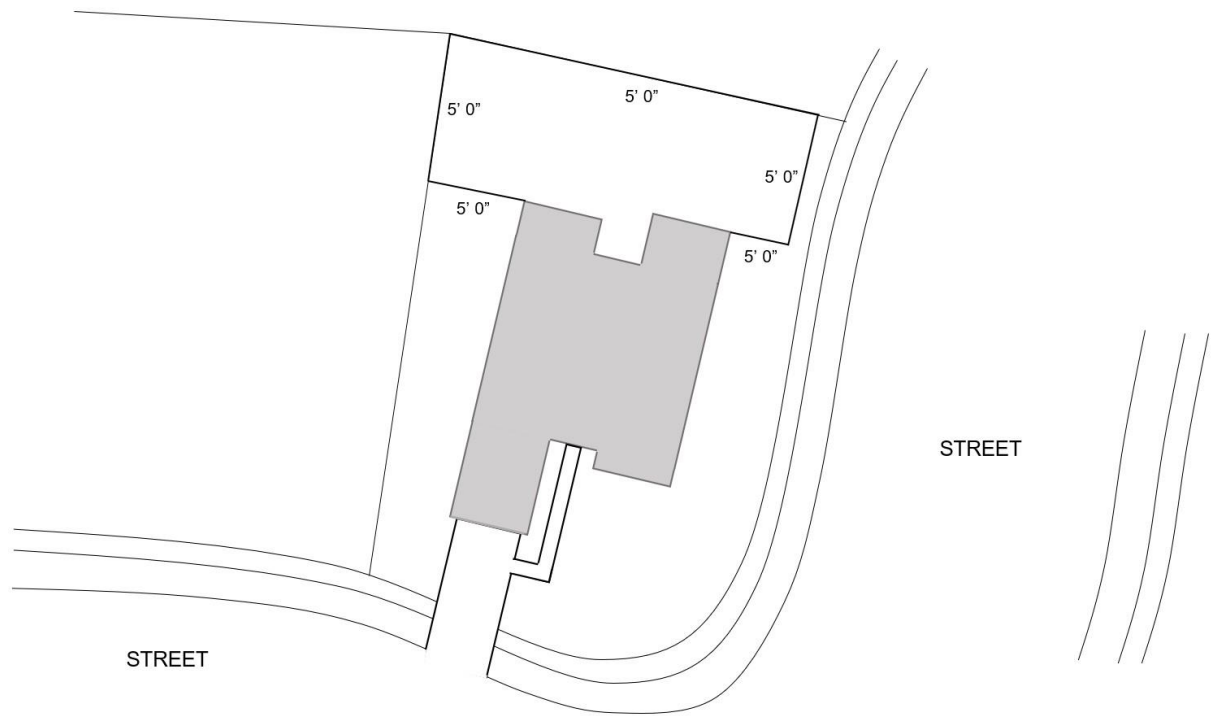
Location

- On the property line unless otherwise noted by the ARC.
- No nearer to any street fronting such lot than the rear building corner of the main dwelling.
- No fence which obstructs sight lines at elevations between two (2) and six (6) feet above roadways shall be placed or permitted to remain on any corner lot within the triangular area formed by the street property lines and a line connecting them at a point twenty (20) feet from the intersection of the street lines, or in the case of a rounded property corner, from the intersection of the street property lines extended. The same sight line limitations shall apply on any lot within ten (10) feet from the intersection of a street property line with the edge of a driveway or alley pavement.

Materials

- Four (4) to six (6) feet black aluminum “3 bar” style fence with optional four (4) feet brick columns. Optional columns must be 18 or 24 feet apart.
- Five (5) to six (6) feet wooden board on board or shadow box style fence.

Corner Interior Lot Fence Heights



Aluminum Fence Type

3 Bar



Wooden Fence Types

Board on Board



Shadow Box



Parking Pads

2.09

Not all lots can accommodate a parking pad.

Applications will be evaluated on a case-by-case-basis.

Appearance

- Layout and design should complement the original driveway and walkway.
- Surface shall be of the same color and finish type as the existing concrete.
- Approved landscaping may be required to screen the parking area from being visually obtrusive from adjacent lots, as determined by the ARC.

Landscaping

2.10

Homeowners are encouraged to accent their homes with landscaping elements. Landscaping around the home can add a personal touch and increase the value of one's home. Homeowners are encouraged to seek professional assistance when planning extensive landscape plantings or structures. Several commonly requested landscape elements which need prior approval before building/installing on the property include, but are not limited to, the following list:

- Tree removal (other than for dead or dying trees)
- Gardens (flower & vegetable)
- Landscape beds (natural areas)
- Planters
- Patios
- Walkways
- Retaining walls
- Gazebos
- Exterior lighting
- No post lighting
- Rain barrels
- Drainage

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

Below are a few of the major categories under landscaping and some standard rules of thumb which must be considered.

Trees

No trees may be removed from any lot without the written approval of the ARC.

However, there may be circumstances when tree removal is necessary. Requests for tree removal will be evaluated on a case-by-case basis.

The removal of dead, dying, or diseased trees, and replacing with similar species or types does not require ARC approval.

Gardens (flower)

Flower gardens are highly encouraged but types of material and placement must have ARC approval. The planting and removal of seasonal flowers does not require ARC approval.

Gardens (vegetable)

Vegetable gardens may be no larger than 64 square feet. Gardens must be maintained in a weed free condition. Garden location must be directly behind the house or approximately 14.5" from the side yard lot line.

Gardens (general)

Maintenance of the edging/bed will be required as needed to maintain a like new condition. Garden materials used should be colored to blend in with the natural landscape as much as possible. Gardens may not be built and/or maintained in a fashion that will promote and/or attract wildlife. Provisions will be made by the owner to deter wildlife from entering the garden as required; this may require a future application to the committee for additional garden improvements. Invasive plant materials are not permitted.

Replacing existing shrubs and trees with similar species and types does not require ARC approval.

Landscape Beds

Natural areas (landscape beds) should be in proportion to the home and property. All front yards should have a minimum of 50% grassed area.

Patios

Patios should be consistent with the grading of the property and located in the rear yard. The materials may consist of concrete, flagstone, slate or brick. The patio size, design and setback distances to neighboring property lines should be kept in proportion to the home and property. The view of the patio should be softened from the neighbors, possibly accented with shrubs/flowers.

Walkways

Walkways should be consistent with the grading of the property so as to prevent improper drainage. Walkway locations should generally be limited to the side and rear of the house. The materials used for the walkway are limited to concrete or brick pavers.

Rain Barrels

Rain barrels must be approved by the ARC prior to installation. Single family units are allowed a maximum of 3 rain barrels per lot. Maximum rain barrel size is 80 gallons. Any neutral colors are acceptable but are still subject to ARC approval. All connectors must match existing color downspouts. Rain barrels are to be located at the rear of the house. Front and side locations will be evaluated on a case-by-case basis. Barrels must not be visible from the street or front of home. Rain barrels must be shielded from view with shrubs, vines, landscaping or other material approved by the ARC. Connected hoses must not be strewn across lawns to create an unsightly appearance. Rain barrels must be maintained. Upon removal of a rain barrel, downspouts must be returned to their original state.

Artificial Vegetation

Artificial vegetation of any type is not permitted.

Mulch

Hardwood mulch, pine bark, or pine straw can be used for mulching of the plant beds. Mulch types can be mixed within the same yard. The mulch beds have to be kept weed free. Mulch that has been reduced due to erosion, rotting, or other factors, must be replenished in a timely manner.

Sheds

No outbuilding of any type is permitted without the approval of the ARC.

Applications will be evaluated on a case-by-case basis.

Basketball Goals

Only permanent pole-mounted basketball goals are permitted.

Portable basketball goals and goal lights are not permitted.

Homeowners are required to perform periodic maintenance as necessary, including replacing worn nets, to keep it in good shape and to maintain a neat appearance.

Location

- Goals shall be placed to maximize child safety and to minimize impact to lawns and neighboring property.
- The slope of the driveway should be considered when planning a basketball goal installation.

Playground Equipment

Appearance

- Play equipment should blend with the natural surroundings.
- The size of play equipment shall be proportional and consistent with the surroundings.
- Children's play toys and other moveable equipment shall not remain repeatedly overnight within the front yard of any lot, within the side yards of any lot located on a roadway corner, or upon any lot, Dwelling Unit or portion of the property.

Location

- Equipment should be located behind the building envelope of home.
- Dependent upon the configuration of each lot, play equipment should be placed in the rear yard and is subject to ARC approval for placement.
- No recreational equipment shall be located in such a manner as to constitute a nuisance or unsightly condition to adjoining Owners.

HVAC Equipment

Except for corner lots, no air conditioning or heating equipment or apparatus shall be installed on the ground in front of, or attached to any front wall of, any Dwelling Unit on a lot.

Additionally, air conditioning and heating equipment and apparatus shall be screened from view from Roadways by landscape improvements, as more particularly provided in the Guidelines.

Installation of air conditioning and heating equipment and apparatus in windows is not permitted.

Generators

Except for corner lots, no generators shall be installed on the ground in front of any Dwelling Unit on a lot.

Additionally, generators shall be screened from view from Roadways by landscape improvements, as more particularly provided in the Guidelines.

Applications will be evaluated on a case-by-case basis.

Solar Panels & Collectors

Solar panels/collectors should be visually integrated with the architecture of the house regarding style, location, size and color.

Applications will be evaluated on a case-by-case basis.

Appearance

- Panels shall have a low profile and be flush mounted to the roof or wall.
- Panels shall be static with no tracking mechanisms.
- The framing, including the bracing joining panels together, shall match the surface it is attached to, either roof, or siding if wall mounted.
- Ground mounted solar panels must be located in the rear or side yards and screened from neighboring properties by landscaping.
- Panels shall not exceed the area of the roof nor extend above the ridge line of the roof.
- Additional meters required for collectors must be landscaped to shield them.

Requirements

- A copy of the site/plot plan and the location of the proposed solar panels.
- A drawing showing the proposed layout and dimensions of the solar panels.
- Actual color sample of the panels to be installed.
- Photographs of the house showing the proposed location of the panels and location of any additional meters.
- Catalogue photographs or manufacturer's "cut sheets" of the solar panels and complete specifications on all components, including cables, connections, dimensions, and materials.
- Plans for proposed landscape screening for any additional meters and ground-mounted panels.

Exterior Painting

Any changes to the original exterior paint colors require ARC approval.

Exterior painting applications require a paint chip to be submitted with the application and the painted house should match the color of the chip.

Siding, trim, and shutter paint shall be Sherwin Williams Super Paint Exterior Acrylic Latex or equivalent.

Appearance

- Exterior painting shall be consistent with the initial paint application to maintain a variety as well as continuity with the surrounding homes. The intent is for the individual house to blend into the natural setting. Siding paint shall be only a flat latex type of paint (no semi-gloss or gloss-type paints are permitted).
- Exterior trim paint shall be semi-gloss in appearance.

Signs

Signs which adhere to the guidelines below do not require ARC approval. Signs advertising landscaping, improvements, and businesses, are not permitted.

For Sale Signs Only one sign per yard is permitted.

The sign must be placed in the front yard.

A custom sign has been designed for White Oak Creek. Owners may obtain a sign that meets the design requirements, or signs may be obtained from Fast Signs by calling 919 460 3300 or emailing 308@fastsigns.com.

Political Signs

Political signs are allowed under the following conditions:

- Only one sign per lot is permitted
- Maximum dimensions are 24 inches by 24 inches.
- Can only be placed in the front of the lot.
- Cannot be placed earlier than 45 days before the election.
- Must be removed no later than 7 days after the election.
- Not permitted on common areas. • Must comply with NC GS § 47F-3-121.

Decorations

Decorations which adhere to the guidelines below do not require ARC approval.

Should a residence be decorated prior to the time restrictions listed below or should the decorations remain in public view after the time restrictions indicated, the property owner would be in violation of the deed restrictions and these guidelines.

Holiday Decorations

- Must be appropriate for the holiday.
- Cannot be installed earlier than 45 days before the holiday.
- Must be removed no later than 15 days after the holiday.

Special Occasion Decorations

- Decorations for special occasions, such as birth, graduation, etc., may be displayed for 1 week.

Flags

Permanently displayed flags can only be displayed on a flagpole.

Applications must include the size and type of flag, the color of the flagpole, a site plan showing the flagpole location, and pictures of the front of the lot showing the existing trees and landscaping.

The flag and flagpole must be properly maintained at all times. This includes, but is not limited to, the replacement of faded, frayed, or torn flags, and the replacement of poles that are bent, rusted, or in any way damaged.

Applications will be evaluated on a case-by-case-basis.

Only the United States of America and the State of North Carolina flags are permitted.

No other flags are permitted at any time.

Flags must be displayed on a flagpole, six (6) feet in length, or shorter.

Flagpoles can be mounted perpendicular to the front of the house, or placed in the ground, typically via a sleeve system which allows for easy insertion and removal.

Flagpoles must be removed when no flag is displayed.

Flags can be no greater than four (4) feet by six (6) feet.

Flags must be displayed in accordance, or in a manner consistent with, the rules and customs set forth in 4 USC § 5 – 10.

Trash & Recycling Receptacles

Trash and recycling receptacles are to be kept inside the garage or screened from street view.

Receptacles should be placed at the curb no sooner than the evening before collection and returned to the storage area no later than the morning following collection.

Procedure & Instructions

3.01

1. Prior to any alteration, addition, or improvement, which does not fall under the exemptions listed in section 2.02, the property owner (applicant) must complete and submit an Architectural Control Application Form, which can be found at the end of this document, along with any supporting documents.
2. Completed forms and documents can be emailed to Matt@casnc.com.
3. The management company dates the application upon receipt, starting the thirty (30) day approval / disapproval time frame, and distributes it to the ARC. The management company will advise of the ARC's decision within the thirty (30) day time limit.
4. The ARC members review and approve, or disapprove, within thirty (30) days from the date of receipt. Disapproval may be due to a lack of information or supporting documentation.
5. Should the applicant submit a new application, or supply additional information prior to receiving a response, the thirty (30) day process starts again with each submittal.
6. The applicant receives authorization and starts the project, or receives disapproval and either submits additional information, or appeals for reconsideration, which starts the thirty (30) day approval process again. Or the applicant abandons the project.
7. If the ARC and the applicant are not able to reach an agreement, the applicant may appeal to the Association's Board of Directors for reconsideration within thirty (30) days, for final approval or disapproval.
8. Once a project has been started for an approved application, it must be completed within 3 years.

ARCHITECTURAL CONTROL APPLICATION

WHITE OAK CREEK HOMEOWNERS ASSOCIATION, INC.

Please PRINT or TYPE and supply all supporting information as requested. Incomplete or illegible forms may cause delays.

Work should not start until you receive approval from the ARC. Any work undertaken without approval or deviation from an approved application will be considered an unapproved project and may be subject to correction or removal.

Owner's Name(s) _____

Property Address _____

Email Address _____

Telephone # _____

Description Of Project _____

Materials (attach sample images if necessary) _____

Colors (attach sample images if necessary) _____

Estimated Start Date _____ Days To Complete _____

January 2025

ARCHITECTURAL CONTROL APPLICATION

Requirements

1. Plot Plan (official survey of lot from closing attorney)

This should show the location of the proposed addition (e.g., deck, fence, landscaping, parking pad, playset, garden, addition, etc.) and its relationship/distance to property lines, easements, open space, drainage, neighboring homes, etc.

2. Elevation View

A “head on” drawing, as would be seen in a photo. The elevation drawing should show the height, width, distance above finished grade, and any other specific details of the planned work. Be specific in order to expedite the architectural review process.

3. Supporting Documents

Photographs or brochures should be submitted, if available, for items such as screened porches, awnings, replacement doors, pools, hot tubs, outdoor fireplaces, fences, sheds, basketball goals, playsets, generators, solar panels.

4. Landscaping

Property owners must ensure that any additional planting beds, patios, regrading, drainage, excavation, or changes to existing or new impervious surfaces will not adversely impact the drainage on the property or adjoining lots. If any lot is affected, the property owner must develop a new drainage plan in accordance with the requirements of the local municipality.

Property owners understand that the maintenance of new plantings beds and plants may not be covered under the standard landscape maintenance program provided by the HOA. Owners may be responsible for additional pruning or the replacement of the mulch on a yearly basis for additions, new installations, or changes made to their lot.

In making this application, I/We agree to follow to the best of my/our ability the changes as described and meet any and all codes, permits or other requirements deemed necessary by the County, State, or other applicable authority.

I/We have read the Architectural and Landscape Guidelines document, the application procedures and instructions therein, and the covenants, and will abide by them.

While neighbors do not approve or deny applications, it is strongly recommended to discuss any proposed changes with them prior to submitting the request.

Owner's Signature(s)

(Typed signature(s) constitute electronic signing)

Date