

BYLAWS
OF
PRINCETON MANOR PROPERTY OWNERS ASSOCIATION, INC.

ARTICLE I.
OFFICES

Section 1. Principal Office. The principal office of the corporation shall be located at 1000 Darrington Drive, Suite 105, Cary, North Carolina 27513, or at such other location designated by the Board of Directors.

Section 2. Registered Office. The registered office of the corporation required by law to be maintained in the State of North Carolina may be, but need not be, identical with the principal office.

Section 3. Other offices. The corporation may have offices at such other places, either within or without the State of North Carolina, as the Board of Directors may designate or as the affairs of the corporation may require from time to time.

ARTICLE III
MEMBERS

Section 1. Types of Members. The corporation shall have two (2) types of members. The designation of such class and the qualification and rights of the members of such class shall be as follows:

Type "A". Type "A" Members shall be all owners of Residential units excluding Declarant, its successors and assigns, of Property situated within Princeton Manor Subdivision.

Type "B". Type "B" Members shall be the Declarant (Developer).

Section 2. Voting Rights.

Type "A". Type "A" Members shall be entitled to one vote for each Residential Unit owned by such Member, however, when any property entitling the Owner to membership in the Association is owned of record in the name of two (2) or more persons or more person or entities, whether fiduciaries, joint tenants, tenants in common, tenants partnership or in any other manner of joint or common ownership, or if two (2) or more persons or entities have the same fiduciary relationship respecting the same property, then unless the instrument or order appointing them or creating the tenancy otherwise

directs and it or a copy thereof is filed with the Secretary of Association, all such owners shall be Members of the Association. The vote for such Property shall be exercised as the owners thereof determine, but in no event shall more than the number of votes specified herein be cast for any Property, and no fractional vote shall be cast.

Type "B". Type "B" Member shall be entitled to twenty-seven (27) votes for each Residential Unit owned by it in which it holds the interest required for membership, provided that the Class B membership shall cease and be converted to Class A membership no later than fifteen (15) years after the conveyance of the first residential lot.

Section 3. Resignation. Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligations to pay dues, assessments, or other charges theretofore accrued and unpaid.

Section 4. Reinstatement. Upon written request signed by a former member and filed with the Secretary, the Board of Directors may, by the affirmative vote of two-thirds of the members of the Board, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

Section 5. Transfer of Membership. Membership in this corporation is not transferable or assignable.

ARTICLE III. MEETINGS OF MEMBERS

Section 1. Place of Meetings. All meetings of members shall be held at the principal office of the corporation, or at such other place, either within or without the State of North Carolina, as shall be designated on the notice of the meeting or agreed upon by a majority of the members entitled to vote thereat.

Section 2. Annual Meetings. The annual meetings of members and directors shall be determined by the Executive Committee each year for the purpose of electing directors of the corporation and for the transaction of such other business as may be properly brought before the meeting.

Section 3. Substitute annual meeting. If the annual meeting shall not be held on the day designated by these bylaws, a substitute annual meeting may be called in accordance with the provisions of Section 4 of this Article III. A meeting so called shall be designated and treated for all purposes as the annual meeting.

Section 4. Quorum. A majority of the outstanding votes of the corporation entitled to vote, represented in person or by proxy, shall constitute a quorum at a meeting of members, except that at a substitute annual meeting of members the number of votes there

represented either in person or by proxy, even though less than a majority shall constitute a quorum for the purpose of such meeting.

The members present at a duly organized meeting may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

In the absence of a quorum at the opening of any meeting of members, such meeting may be adjourned from time to time by a vote of the majority of the members voting on the motion to adjourn; and at any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the original meeting.

Section 5. Proxies. Membership may be voted either in person or by one or more agents authorized by a written proxy executed by the member or by his duly authorized attorney in fact. A proxy is not valid after the expiration of eleven months from the date of its execution, unless the person executing it specifies therein the length of time for which it is to continue in force, or limits its use to a particular meeting, but no proxy shall be valid after ten years from the date of its execution.

Section 6. Special meetings. Special meetings of the members may be called any time by the President, Secretary or Board of Directors of the corporation, or by any member pursuant to the written request of the holders of not less than one-tenth of all the members entitled to vote at the meeting.

Section 7. Notice of meetings. Written printed notice stating the time and place of the meeting shall be delivered not less than ten nor more than fifty days before the date of any members' meeting, either personally or by mail, by or at the direction of the President, the Secretary, or other person calling the meeting, to each member of record entitled to vote at such meeting; provided that such notice must be given not less than twenty days before the date of any meeting at which a merger or consolidation is to be considered. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his address as it appears on the record of members of the corporation, with postage thereon prepaid.

In case of a special meeting, the notice of meeting shall specifically state the purpose or purposes for which the meeting is called; but, in the case of an annual or substitute annual meeting, the notice of meeting need not specifically state the business to be transacted thereat unless such a statement is required by the provisions of the North Carolina Business Corporation Act.

When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. When a meeting is adjourned for less than thirty days in any one adjournment, it is not necessary to give any notice of the

adjourned meeting other than by announcement at the meeting at which the adjournment is taken.

Section 8. Voting lists. At least ten days before each meeting of members the Secretary of the corporation shall prepare an alphabetical list of the members entitled to vote at such meeting or any adjournment thereof, with the address of each, which list shall be kept on file at the registered office of the corporation for a period of ten days prior to such meeting, and shall be subject to inspection by any member at any time during the usual business hours. This list shall also be produced and kept open at the time and place of meeting and shall be subject to inspection by any member during the whole time of the meeting.

Section 9. Voting of Members. Subject to the provisions of Section 4 of Article IV, each member entitled to vote shall be entitled to one vote on each matter submitted to a vote at a meeting of members.

Except in the election of directors as governed by the provisions of Section 3 of Article IV, the vote of a majority of the members voting voted on any matter at a meeting of members at which a quorum is present shall be the act of members on the matter, unless the vote of a greater number is required by law or by the charter or bylaws of this corporation.

Section 10. Informal action by members. Any action which may be taken at a meeting of the members may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members who would be entitled to vote upon such action at a meeting, and filed with the Secretary of the corporation to be kept as part of the corporate records.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. General powers. The business and affairs of the corporation shall be managed by its Board of Directors.

Section 2. Number, Term, and Qualifications. The number of directors constituting the Board of Directors shall be three (3). Each director shall hold office until his death, resignation, retirement, removal, disqualification, or his successor shall have been elected and qualified. Directors need not be residents of the State of North Carolina or members of the corporation.

Section 3. Election of directors. Except as provided in Section 6 of this Article III,

the directors shall be elected at the annual meeting of members; and those persons who receive the highest number of votes shall be deemed to have been elected. If any member so demands, the election of directors shall be by ballot.

Section 4. Cumulative voting. Every member entitled to vote at an election of directors shall have the right to vote for as many persons as there are directors to be elected and for whose election he has a right to vote, or to cumulate his votes by giving one candidate as many votes as the number of such directors multiplied by the number of his votes shall equal, or by distributing such votes on the same principle among any number of such candidates. This right of cumulative voting shall not be exercised unless some member or proxy holder announces in open meeting, before the voting for the directors starts, his intention so to vote cumulatively; and if such announcement is made, the chair shall declare that all members entitled to vote have the right to vote cumulatively and shall thereupon grant a recess of not less than one nor more than four hours, as he shall determine, or of such other period of time as is unanimously then agreed upon.

Section 5. Removal. Any director may be removed at any time with or without cause by a vote of the majority members. However, unless the entire Board is removed, an individual director shall not be removed when the number of members voting against the proposal for removal would be sufficient to elect a director if such members votes could be voted cumulatively at an annual election. If any directors are so removed, new directors may be elected at the same meeting.

Section 6. Vacancies. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors even though less than a quorum, or by the sole remaining director. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office. Any directorship to be filled by reason of an increase in the authorized number of directors shall be filled only by election at an annual meeting or at a special meeting of members called for that purpose.

Section 7. Chairman of Board. There may be a Chairman of the Board of Directors elected by the directors from their number at any meeting of the Board. The Chairman shall preside at all meetings of the Board of Directors and perform such other duties as may be directed by the Board.

Section 8. Compensation. The Board of Directors may compensate directors for their services as such and may provide for the payment of any or all expenses incurred by directors in attending regular and special meetings of the Board.

ARTICLE V. MEETINGS OF DIRECTORS

Section 1. Regular meetings. A regular meeting of the Board of Directors shall be held immediately after, and at the same place as, the annual meeting of members. In addition, the Board of Directors may provide, by resolution, the time and place, either within or without the State of North Carolina, for the holding of additional regular meetings.

Section 2. Special meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two directors. Such a meeting may be held either within or without the State of North Carolina, as fixed by the person or persons calling the meeting.

Section 3. Notice of meetings. Regular meetings of the Board of Directors may be held without notice. The person or persons calling a special meeting of the Board of Directors shall, at least two days before the meeting, give notice thereof by any usual means of communication. Such notice need not specify the purpose for which the meeting is called.

Section 4. Waiver of notice. Any director may waive notice of any meeting. The attendance by a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 5. Quorum. A majority of the number of directors fixed by these bylaws shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 6. Manner of acting. Except as otherwise provided in these bylaws, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 7. Presumption of assent. A director of the corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his contrary vote is recorded or his dissent is otherwise entered in the minutes of the meeting or unless he shall file his written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section. 8. Informal action by directors. Action taken by a majority of the directors without a meeting is nevertheless Board action if written consent to the action in question is

signed by all the directors and filed with the minutes of the proceedings of the Board, whether done before or after the action so taken.

Section 9. Committees of the Board. The Board of Directors, by resolution adopted by a majority of the number of directors fixed by these bylaws, may designate three or more directors to constitute an Executive Committee and other committees, each of which, to the extent authorized by law and provided in such resolution, shall have and may exercise all of the authority of the Board of Directors in the management of the corporation. The designation of any committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility or liability imposed upon it or him by law.

Section 10. Participation by Telephone. Any one or more directors may participate in a meeting of the Board of Directors by means of a conference telephone or similar communications device that allows all persons participating in the meeting to hear each other. Participation by these means shall be deemed presence in person at the meeting.

ARTICLE VI. OFFICERS

Section 1. Officers of the corporation. The officers of the corporation shall consist of a President, a Secretary, a Treasurer and such Vice-Presidents, Assistant Secretaries, Assistant Treasurers, and other officers as the Board of Directors may from time to time elect. Any two or more offices may be held by the same person, but no officer may act in more than one capacity where action of two or more officers is required.

Section 2. Election and term. The officers of the corporation shall be elected by the Board of Directors and each officer shall hold office until his death, resignation, retirement, removal, disqualification or his successor shall have been elected and qualified.

Section 3. Compensation of officers. The compensation of all officers of the corporation shall be fixed by the Board of Directors and no officer shall serve the corporation in any other capacity and receive compensation therefor unless such additional compensation be authorized by the Board of Directors.

Section 4. Removal. Any officer or agent elected or appointed by the Board of Directors may be removed by the Board whenever in its judgment the best interests of the corporation will be served thereby; but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 5. Bonds. The Board of Directors may by resolution require any officer, agent, or employee of the corporation to give bond to the corporation, with sufficient

sureties, conditioned on the faithful performance of the duties of his respective office or position, and to comply with such other conditions as may from time to time be required by the Board of Directors.

Section 6. President. The president shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the corporation. He shall, when present, preside at all meetings of the members. He shall sign, with the Secretary, an Assistant Secretary, or any other proper officer of the corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 7. Vice-Presidents. In the absence of the President or in the event of his death, inability or refusal to act, the Vice-Presidents in the order of their length of service as such, unless otherwise determined by the Board of Directors, shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice-President, may sign, with the Secretary or an Assistant Secretary, and shall perform such other duties as from time to time may be assigned to him by the President or Board of Directors.

Section 8. Secretary. The Secretary shall: (a) keep the minutes of the meetings of members, of the Board of Directors and of all Executive Committees in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized; (d) keep a register of the post office address of each member which shall be furnished to the Secretary by such member; (e) have general charge of the stock transfer books of the corporation; (f) keep or cause to be kept in the State of North Carolina at the corporation's registered office or principal place of business a record of the corporation's members, giving the names and addresses of all members, and prepare or cause to be prepared voting lists prior to each meeting of members as required by law; and (g) in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

Section 9. Assistant Secretaries. In the absence of the Secretary or in the event of his death, inability or refusal to act, the Assistant Secretaries in the order of their length of service as Assistant Secretary, unless otherwise determined by the Board of Directors, shall perform the duties of the Secretary, and when so acting shall have all the powers of and be

subject to all the restrictions upon the Secretary. They shall perform such other duties as may be assigned to them by the Secretary, by the President, or by the Board of Directors.

Section 10. Treasurer. The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such depositories as shall be selected in accordance with the provisions of Section 4 of Article VII of these bylaws; (b) prepare, or cause to be prepared, a true statement of the corporation's assets and liabilities as of the close of each fiscal year, all in reasonable detail, which statement shall be made and filed at the corporation's registered office or principal place of business in the State of North Carolina within four months after the end of such fiscal year and thereat kept available for a period of at least ten years; and (c) in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the President or by the Board of Directors, or by these bylaws.

Section 11. Assistant Treasurers. In the absence of the Treasurer or in the event of his death, inability or refusal to act, the Assistant Treasurers in the order of their length of service as such, unless otherwise determined by the Board of Directors, shall perform the duties of the Treasurer, and when so acting shall have all the powers of and be subject to all the restrictions upon the Treasurer. They shall perform such other duties as may be assigned to them by the Treasurer, by the President, or by the Board of Directors.

ARTICLE VII. CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Loans. No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instance.

Section 3. Checks and drafts. All checks, drafts or other orders for the payment of money, issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 4. Deposits. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such depositories as the

Board of Directors may select.

ARTICLE VIII. GENERAL PROVISIONS

Section 1. Seal. The corporate seal of the corporation shall consist of two concentric circles between which is the name of the corporation and in the center of which is inscribed SEAL; and such seal, as impressed on the margin hereof, is hereby adopted as the corporate seal of the corporation.

Section. 2. Waiver of notice. Whenever any notice is required to be given to any member or director by law, by the charter or by these bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

Section 3. Indemnification. Any person who at any time serves or has served as a director, officer, employee or agent of the corporation, or in such capacity at the request of the corporation for any other corporation, partnership, joint venture, trust or other enterprise, shall have a right to be indemnified by the corporation to the fullest extent permitted by law against (a) reasonable expenses, including attorneys' fees, actually and necessarily incurred by him in connection with any threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative, and whether or not brought by or on behalf of the corporation, seeking to hold him liable by reason of the fact that he is or was acting in such capacity, and (b) reasonable payments made by him in satisfaction of any judgment, money decree, fine, penalty or settlement for which he may have become liable in any such action, suit or proceeding.

The Board of Directors of the corporation shall take all such action as may be necessary and appropriate to authorize the corporation to pay the indemnification required by this bylaw, including without limitation, to the extent needed, making a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of indemnity due him and giving notice to, and obtaining approval by, the members of the corporation.

Any person who at any time after the adoption of this bylaw serves or has served in any of the aforesaid capacities for or on behalf of the corporation shall be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of indemnification provided herein. Such right shall inure to the benefit of the legal representatives of any such person and shall not be exclusive of any other rights to which such person may be entitled apart from the provision of this bylaw.

Section 4. Fiscal year. The fiscal year of the corporation shall be fixed by the Board of Directors.

Section 5. Amendments. Except as otherwise provided herein, these bylaws may be amended or repealed and new bylaws may be adopted by the affirmative vote of a majority of the directors then holding office at any regular or special meeting of the Board of Directors.

The Board of Directors shall have no power to adopt a bylaw: (1) prescribing quorum or voting requirements for action by members or directors different from those prescribed by law; (2) increasing or decreasing the number of directors; or (3) classifying and staggering the election of directors.

No bylaw adopted or amended by the members shall be amended or repealed by the Board of Directors, except to the extent that such bylaw expressly authorizes its amendment or repeal by the Board of Directors.

Prepared by and return to: Brian S. Edlin, P.O. Box 10669, Raleigh, NC 27605

STATE OF NORTH CAROLINA

AMENDMENT TO BYLAWS FOR PRINCETON
MANOR PROPERTY OWNERS ASSOCIATION,
INC.

COUNTY OF WAKE

THIS AMENDMENT TO BYLAWS FOR PRINCETON MANOR PROPERTY OWNERS ASSOCIATION, INC., ("Amendment") is made and entered into this 20th day of MAY, 2024, ~~2023~~ by PRINCETON MANOR PROPERTY OWNERS ASSOCIATION, INC., a North Carolina non-profit corporation (hereinafter referred to as the ("Association")), and the requisite number of Owners and Members of the Association voting in favor of the Association.

RECITALS:

WHEREAS, the Association is the homeowners' association for Princeton Manor Subdivision (the "Subdivision") in Wake County, North Carolina and, as such, is responsible for administrating the affairs of the Association pursuant to that certain Master Declaration of Covenants and Restrictions for Princeton Manor Subdivision of record on April 10, 2003, at Book 10039, Page 1590, of the Wake County Registry (hereinafter referred to as the "Declaration").

WHEREAS, the Association was incorporated on or about April 29, 2003 with the North Carolina Secretary of State.

WHEREAS, the Declarant no longer owns any Residential Units in the Subdivision so there is no more Type "B" Membership;

WHEREAS, the Board and Membership desire to lower the quorum requirement for meetings and delete obsolete references to Type "B" Membership in the Bylaws and make other changes related to the composition of the Board;

1. To amend Article III (sic), Section 1 by deleting the sentence "Type "B". Type "B" Members shall be the Declarant (Developer)"

2. To amend Article III (sic), Section 2 by deleting the following paragraph: "Type "B". Type "B" Member shall be entitled to twenty-seven (27) votes for each Residential Unit owned by it in which it holds the interest required for membership, provided that the Class B membership shall cease and be converted to Class A membership no later than fifteen (15) years after the conveyance of the first residential lot."

3. To amend Article III (sic), Section 3 by deleting that section in its entirety and inserting in lieu thereof the following:

Section 4. Quorum. Ten percent (10%) of the outstanding votes of the Association entitled to vote, represented in person or by proxy, shall constitute a quorum at a meeting of members, except that at a substitute annual meeting of members the number of votes there represented either in person or by proxy, even though less than a majority shall constitute a quorum for the purpose of such meeting.

The members present at a duly organized meeting may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

In the absence of a quorum at the opening of any meeting of members, such meeting may be adjourned from time to time by a vote of the majority of the members voting on the motion to adjourn; and at any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the original meeting.

4. To amend IV (sic), Section 2 of the Bylaws by deleting this section in its entirety and inserting in lieu thereof the following:

Section 2. Members shall elect a total of three (3) Directors, one (1) Director for a term of three (3) years; one (1) Director for a term of two (2) years, and one (1) Director for a term of one (1) year. At each annual meeting thereafter, the Members shall elect directors for the terms expiring that year for a term of three (3) years to accomplish staggered terms for such directors. Each director shall hold office for a term of three (3) years or until his death, resignation, retirement, removal, disqualification, or his successor shall have been elected and qualified.

6. This amendment shall be effective upon recordation in the Office of the Wake County Register of Deeds.

7. Except as amended hereinabove and heretofore, the remaining portions of the Bylaws as originally executed are hereby restated and reacknowledged.

IN TESTIMONY WHEREOF, the Association has caused this instrument to be executed in their individual and corporate names as of the day and year first above written.

[SIGNATURE PAGE FOLLOWS]

CERTIFICATION OF VALIDITY OF AMENDMENT TO BYLAWS FOR
PRINCETON MANOR PROPERTY OWNERS ASSOCIATION, INC.

By authority of its Board of Directors, the undersigned hereby certifies that the foregoing instrument has been duly adopted and approved by the Board and requisite number of Owners and is, therefore, a valid amendment to the existing Bylaws for the Princeton Manor Property Owners Association, Inc.

PRINCETON MANOR PROPERTY OWNERS
ASSOCIATION, INC.

By

President

ATTEST:

Secretary

STATE OF NORTH CAROLINA

ACKNOWLEDGMENT

COUNTY OF WAKE

I, Tracy Dean, a Notary Public of the County and State aforesaid, certify that Skye Creech, personally came before me this day and acknowledged that he/she is Secretary/Assistant Secretary of Princeton Manor Property Owners Association, Inc., a North Carolina non-profit corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President and attested by Jade Adams Stelmach as its Secretary/Assistant Secretary.

Witness my hand and official stamp or seal,
this 20 day of MARCH, 2023

Notary Public Signature
My Commission Expires: 5/23/2028



PRINCETON MANOR HOMEOWNERS ASSOCIATION

**ARCHITECTURAL STANDARDS
AND
GUIDELINES**

April 2020

TABLE OF CONTENTS

Letter of Introduction	
Architectural Submittal and Approval Process	4
Appeals	5
Additions and Changes to Homes	6
Antennas and Satellite Dishes	7
Awnings	8
Basketball Goals	8
Clotheslines	9
Decks, Patios, Arbors, Gazebos, Trellises and Screens	9-10
Driveways and Parking Pads	10
Fences	11-13
Flags	16
Garbage/Trash Cans	13
Garden Plots	13
Home Occupations	14
Landscaping	14-15
Lawn Decorations/Ornaments	16
Mailboxes	17
Maintenance	17
Outside Lighting	16
Painting of House (Exterior)	18
Parking	18-19
Pets, Pet Houses and Pens	19
Recycling Bins	13
Signs	16
Skylights and Attic Fans	20
Solar Collectors	20
Storage	21
Storage Sheds	21
Swimming Pools and Hot Tubs	22
Swing Sets, Play Houses, Jungle Gyms	23
Window Air Conditioners	24

PRINCETON MANOR HOMEOWNERS ASSOCIATION, INC.

11010 Raven Ridge Road
Raleigh, NC 27614
919-848-4911 or 919-870-7241 (Fax)

Dear Homeowners and Prospective Buyers:

We have recently had the opportunity to establish the Architectural Standards and Guidelines for Princeton Manor. Enclosed is your copy. All homeowners are encouraged to familiarize themselves with its contents and to retain a copy for future use when information is needed pertaining to architectural changes.

The primary purpose of the Standards is to maintain and enhance the appearance of our community by assuring that any changes to the property are evaluated and approved in accordance with the Standards. Each property owner is required to adhere to the stipulations and guidelines contained in this document.

If you need information that is not provided in this guide, please call PPM at 919-848-4911 or email tsanderford@ppmral.com.

The Architectural Review Committee is made up of volunteers who live in Princeton Manor. We are your neighbors and our primary goal is to uphold the Standards and develop new Standards as necessary. We want to maintain and build upon that certain something that made each of us buy our homes in Princeton Manor. We want to ensure a high quality of life, while protecting and preserving property value without being unnecessarily restrictive.

We hope you enjoy your home and look forward to seeing you around the neighborhood.

Sincerely,

The Architectural Committee

SUBMITTAL AND APPROVAL PROCESS

Each homeowner is required to complete an Architectural Request Form **prior** to making any changes to the exterior of their home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

Items to be submitted:

1. Architectural Request Form completed in its entirety.
2. Plot plan outlining the position or placement of the change.
3. Drawings/plans showing the construction and effects of the change.
4. Samples of paint, siding or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to PPM to perform an initial review for completeness and legibility. All completed submittals will be forwarded to the Architectural Committee. The committee will review the request and inspect the site. The committee will make a recommendation to the Board of Directors.

PPM will advise the homeowner, via mail, of the final decision of the Board of Directors.

Reminders:

1. No change shall begin without written approval from the Board of Directors via PPM.
2. Building permits may need to be obtained. It is the responsibility of each homeowner to obtain these permits. All residents must meet the Town of Knightdale Planning Guidelines.
3. Allow at least 45 days for processing and permits in planning for changes.
4. All AR forms are to be submitted to PPM by the 15th of each month.

APPEAL PROCESS

To appeal a disapproved submittal, the homeowner should submit a written appeal to PPM to be forwarded to the Board of Directors. The appeal should be submitted within 30 days of the notification of disapproval. It should include specific detailed information stating why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact PPM to be placed on the agenda for the next meeting.

Architectural Standards and Guidelines

ADDITIONS AND CHANGES TO HOMES

For all changes, permanent or temporary to the exterior appearance of homes, approval from the Architectural Committee is needed prior to start of project. This includes, but is not limited to, additions, porches, garages, patios, attached structures or detached structures of any kind. Also, any changes to windows, doors, chimneys, color or material require approval. Approval is also required when an existing item is to be removed.

Normal maintenance to preserve the structure in its original state does not require approval from the Architectural Committee; this would include repainting or restaining an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

Information Required on Submittal:

- a. Official plot plan or survey showing lot boundaries, the existing building and the proposed structure.
- b. Elevations (drawings, photos, etc.) showing the planned appearance of the structure.
- c. Description of materials to be used including siding, paint, color and shingle samples if necessary.

Guidelines:

- a. No changes shall encroach upon the setbacks for the lot as listed in the covenants.
- b. Changes must match the house color and style.
- c. City/County/Town Building Permits are the responsibility of each homeowner.
- d. Window air conditioning units are not permitted.
- e. PTAC (Packaged Terminal Air Conditioners) units require approval of the Architectural Committee.
- f. Each homeowner is responsible for ensuring that their project meets and/or falls within the Town of Knightdale Planning Guide.

Architectural Standards and Guidelines

ANTENNAS AND SATELLITE DISHES

Satellite dishes require approval of the Architectural Committee. No previously approved installations shall constitute a precedent for approval.

Information Required on Submittal:

- a. Plan showing location of dish.
- b. Description of plantings used to camouflage/screen the equipment, if applicable.

Guidelines

- a. Location of externally mounted satellite dishes on the rear of a dwelling or in the back yard is encouraged. If such mounting does not afford a resident access to the satellite service, then a side of the dwelling or side yard location should be considered. If mounted on a side of the dwelling, dishes cannot be placed within ten (10) feet of the front of the dwelling.
- b. A mounting location on the front of the dwelling or in the front yard will not be permitted.
- c. Satellite dishes may be located on the roof of a dwelling provided that the dish is not on the portion of the roof facing the front and the highest point of the dish is no higher than the peak of the roof.
- d. If a satellite dish is installed on a pole, it must be screened in such a way that it cannot be seen from the street or adjacent lots.
- e. No exterior antenna or similar apparatus of any kind for receiving or transmitting CB and Ham radio will be permitted.

Architectural Standards and Guidelines

AWNINGS

All awnings require approval of the Architectural Committee. Awnings must be located on the rear of the house and each request will be reviewed on its own merit.

Information Required on Submittal:

- a. Plot plan showing location of awning.
- b. Elevation showing location of awning.
- c. Description and sample of material (s) and color to be used.

Guidelines:

- a. The awning material shall be fabric only.
- b. Fabric to blend with color of house.
- c. Awnings can be either retractable or stationary.
- d. Upon deterioration, the awning must be repaired or replaced.
- e. Awnings must be attached to house, not free standing.

BASKETBALL GOALS

Portable basketball goals are allowed without prior approval; however, the goal may not be placed where the main surface of play becomes the street. The Town of Knightdale does not allow basketball goals in the right-of-way of any town streets. **Note: the streets within Princeton Manor are town streets.** A warning will be issued to the owner and on the second offense; the basketball goal will be removed. If a homeowner wishes to install a permanent basketball goal (mounted on a pole) prior approval from the Architectural Committee is required. Please do not purchase materials or begin construction before receiving written approval from the Architectural Committee.

Information Required on Submittal:

- a. A plot plan detailing your desired location.
- b. A picture or brochure (if available).

Guidelines:

- a. Basketball backboards must be constructed of plexiglass.
- b. At all times, the backboard, hoop and net must be maintained appropriately.
- c. Post must be set in concrete and comply with any applicable government regulations.

Architectural Standards and Guidelines

CLOTHESLINES

Clotheslines or similar apparatus for the exterior drying of clothes will not be permitted. Homeowners are advised that deck railings are not to be used for similar purposes.

DECKS, PATIOS, ARBORS, GAZEBOS, TRELLISES AND SCREENS

There are no predetermined styles for decks or patios. All new decks, patios, gazebos, arbors, trellises and screens require approval of the Architectural Committee and the appropriate governmental agencies, if applicable.

Information Required on Submittal:

- a. Plot plan showing the location of the deck, patio, gazebo, arbor, trellis and screen in relationship to other structures and property lines.
- b. Elevation (drawings, photos, etc.) showing style of deck and patio, including railing, steps, etc.
- c. Description of materials to be used, including samples of stain or paint, if applicable.

Guidelines:

- a. Location – Decks and gazebos should generally be located in rear yards. Front and side yard locations will be evaluated on their individual merit.
- b. Scale and Style – The scale of all decks and gazebos, particularly elevated decks shall be compatible with the scale and style of the house as sited on the lot, with adjacent homes and the environmental surroundings.
- c. Color – Decks made from wood may be left to naturally age. Decks that are painted or stained should generally match the trim or dominant color of the dwelling. Natural or wood- colored stains will be considered.
- d. Under Deck Storage – Elevated decks have an under-deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse visual impacts will be required, particularly in the case of high decks.
- e. Trellises and Screens – The attachment of privacy screens and trellises will generally be permitted if consistent with the size and scale of the home, lot and deck.

Architectural Standards and Guidelines

(Decks, etc. cont'd.)

- f. Patios – Generally, all patios should be located in rear yards, although front and side yard applications will be evaluated on their individual merit. Any adverse drainage requirements that might result from the construction of a patio should be considered and remedied. The use of a partially porous surface or the installations of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

DRIVEWAYS AND PARKING PADS

Any parking pads or changes to driveways require approval of the Architectural Committee. Extensions, modifications and additions to driveways will be considered if there is no adverse aesthetic or drainage impact on adjoining lots or common area and if approved by the appropriate governmental agencies. Additions or modifications must be of the same materials as the existing driveway. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.

Information Required on Submittal:

- a. Plot plan showing the location of the driveway and/or parking pad in relationship to other structures and property lines.
- b. Elevation (drawings, photos, etc.) showing the measurements of the parking pad (i.e., length, height and width) as well as any landscaping that will be added along the perimeter.
- c. Description of materials to be used.

Guidelines:

- a. Driveways and vehicle parking pads shall be concrete only.
- b. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, common property and neighboring lots.

Architectural Standards and Guidelines

FENCES

Construction of fences shall not begin without the approval of the Architectural Committee. Each installation will be examined on its own merit. No previously approved installation shall constitute a precedent for approval. However, fences proposed for construction adjacent to existing fences must be of the same style, material, and finish as the existing fences. No fences are permitted in the front yard.

Information Required on Submittal:

- a. Plan showing exact location of proposed fence construction in relation to house and property line.
- b. Elevation (drawings, photos, etc.) showing style of fence, posts and gate locations.
- c. Description of materials to be used.

Guidelines:

- a. Allow enough time for processing and approval in planning for construction.
- b. Approval of a fence does not constitute approval for any additional improvements (i.e., play equipment, playhouses, basketball equipment, or storage sheds). These items must be submitted on a separate application for approval.
- c. After construction, the Architectural Committee reserves the right to perform an inspection to ensure that the fence and any associated landscaping conform to the conditions stated in the approval.

Color

- A. Natural Treated Wood
- B. White Vinyl
- C. Wrought Iron (Black Only)

Materials

- A. Fence itself is to be of natural treated wood, white vinyl or black wrought iron. **No metal, wire, chain, stone, brick or concrete fences are permitted.**
- B. Style A above may be either cedar, redwood or treated pine lumber.

Architectural Standards and Guidelines

(Fences cont'd.)

Height

- A. Fence height shall be a maximum of 6 feet (not including decorative cap which is not to exceed 8 inches). All heights are measured from the ground to the top of the post. Fencing material may not extend beyond the height limits. Please contact the Architectural Committee for more information.

Location

- A. All fences must be set back 1/3 the distance between the front of the house and the back line of the house.
- B. A letter of approval should be obtained first from the Town of Knightdale Environmental Coordinator and the Corps of Engineers if your fence will be installed in or encroach upon wetlands, 100-year flood-line or a water quality buffer.
- C. Existing topography and landscaping within the buffer shall not be disturbed except with the approval of the Architectural Committee. Construction within a buffer area may require approval from the Town of Knightdale.
- D. Screening requirements will be in effect for any fence bordering a street. Evergreen plantings must be put in place that will screen $\frac{3}{4}$ of the fence within 3 years.

Setbacks

- A. If an adjoining property has an existing fence, the submitting homeowner must attach to that fence or place fence 3 feet off the property line to allow for maintenance between the fences.
- B. Additional setback requirements may be required for the sake of landscaping.

Landscaping

- A. A landscape plan shall be part of the documentation required for submittal. See Item D, under Location for guidelines.

Architectural Standards and Guidelines

(Fences cont'd.)

Construction Details

- A. All hardware is to be galvanized or powder coated black.
- B. All post must be set in concrete.
- C. **The finished side of all fence styles must face adjoining lots.**

Maintenance

- A. Maintenance of the fence and all associated screen plantings is the responsibility of the property owner.

GARBAGE/TRASH CANS AND RECYCLING BINS

Garbage/trash cans and recycling bins should not be kept on the driveway. These items must be stored out of view from the street at all times. It is suggested that these items be kept in your garage, backyard or side yard, screened from view with fencing or landscape plantings. Trash cans shall not be placed on the curb prior to 5 p.m. the night before the scheduled pick up. Trash cans must be removed from the curb no later than 6 a.m. the day after the scheduled pick up.

GARDEN PLOTS

Gardens in a single-family residential area will not require approval from the Architectural Committee if they are wholly located in the rear portion of the lot and a minimum of ten feet from the side and rear lot lines. Any tree removal required to provide space for the garden must adhere to the tree removal guidelines.

Guidelines:

- a. Approval by the Architectural Committee is required for any garden location other than described above or any deviation from the above guideline.
- b. Compost piles are allowed within your property lines after approval of location from the Architectural Committee.
- c. Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural state. This would include removal of stakes and any other structural additions required for harvesting the garden.

Architectural Standards and Guidelines

HOME OCCUPATIONS

The Town of Knightdale grants Zoning Compliance Permits for home occupations. Each homeowner is responsible for ensuring that their home occupation meets and/or falls within the Town of Knightdale Planning Guide. A home occupation is defined as a business, profession or trade, which is conducted within a residential building for the economic gain, or support of a resident of the dwelling and which is incidental and secondary to the residential use of the lot and which does not adversely affect the character of the lot or the surrounding area.

LANDSCAPING

Minor landscaping such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers do not require approval, provided they do not encroach upon neighboring properties or common area. If there is any doubt as to whether or not a proposed exterior change is exempt from review and approval, homeowners should first seek clarification from the Architectural Committee before proceeding with the improvement.

Major landscaping that will be structural, change the contour of the land, are adjacent to a property line or obstructs a neighbor's view, will require approval of the Architectural Committee. After initial construction, no live tree having a trunk of 3 inches or more, at a height of 2 feet above ground level, shall be removed without written prior approval from the Architectural Committee and/or the Board of Directors. Homeowners who remove trees without prior approval will be required to replant with a suitable number of trees of at least 8 feet in height. Homeowners in violation may be required to attend a hearing and may be fined up to \$150 per day for the violation.

In the event of a major weather storm that causes trees to break, fall or tree is dying/diseased, which poses an imminent threat of danger to structure or personal safety, may be removed without prior approval.

Architectural Standards and Guidelines

(Landscaping cont'd.)

Contact the Town of Knightdale Planning Director at 919/217-2240 to obtain a written opinion for tree removal.

Information Required on Submittal:

- a. Plot plan showing quantity and location of plants.
- b. Description of plants.
- c. Details of any landscape plan that may change the flow of any drainage/runoff shall be submitted with details. This includes a plot plan, drawings showing the present drainage/runoff and drawings showing the proposed change in the drainage flow as a result of the change.

Guidelines:

- a. Hedges, screen plantings or live fences erected from the front corner of the house forward shall not exceed 4 feet.
- b. Hedges or screen plantings which form a barrier between properties should have the following:
 - Agreement for maintenance access
 - Setback to allow for plant growth
- c. No changes or modifications are allowed to Common Property without prior Board of Director's written approval.
- d. Ornaments – see guidelines for lawn decorations.
- e. Garden Plots – see guidelines for garden plots.
- f. Fences – see guidelines for fences.

Architectural Standards and Guidelines

LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS AND FLAGS

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include, but are not limited to, bird houses, bird baths, driftwood, lantern poles, flood lights, security lights, weathervanes, sculptures, fountains, house address numerals, waterfalls, fishponds, water gardens and any items not attached to approved structures. These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and surrounding area. Freestanding poles of all types are not permitted.

Items Not Requiring Architectural Approval:

Holiday decorations shall be removed one month after the holiday has passed. All other signs, including for sale, for rent, garage sale, yard sale and political campaign signs, are allowed as long as they are removed one week after the event. Owner is responsible for removal and disposal of signs. No sign shall be placed on the common property.

Information Required on Submittal:

- a. Plot plan showing location of item.
- b. Picture or description of item.

Guidelines:

- a. No more than five lawn ornaments shall be in view from any adjacent street or lot.
- b. On items not requiring approval, the committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain.
- c. No political flag other than the American flag is permitted.
- d. Commercial advertising signs are prohibited.

Architectural Standards and Guidelines

MAILBOXES

The mailbox must remain in its original color and design. No physical alteration of the mailbox or post will be permitted. As the paint on the mailbox and post fade, they shall be repainted to match their original color. Any replacement mailboxes shall conform to the original color, style and material as that installed by the builder. Plantings around the base of the mailbox and non-permanent seasonal decorations are allowed, provided the guidelines for landscaping are followed. Any plantings and decorations must not obstruct the view of the address numbers. No decorative mailboxes or modifications to the approved style, color and material are permitted.

MAINTENANCE

It is the primary responsibility of each homeowner to maintain their property in a way that does not detract from the overall aesthetics of the Community.

Guidelines:

- a. All portions of a lot, which are not improved by an impervious surface or a structure, must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Committee).
- b. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed 10 inches in height.
- c. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be immediately removed. Replanting should be performed during the appropriate time of the year.
- d. Turf areas should be kept as weed free as possible. At no time should weed cover exceed 25% of the total turf area.
- e. No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or a lot should be neatly stored in an unobtrusive location on the lot as soon as possible when not in use.
- f. All hedges, trees, shrubs, mulch and pine straw must be neatly trimmed and maintained in proportion to the lot and home through pruning and/or replacement.
- g. The exterior of a dwelling must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.
- h. Any exterior building components, (i.e., siding, gutters/downspouts, roof shingles, windows and doors), which are missing, broken or otherwise in a state of disrepair, must be repaired as quickly as possible.

Architectural Standards and Guidelines

PAINTING OF HOUSE (EXTERIOR)

Approval is not required in order to repaint or re-stain an object to match the original color. However, all exterior color changes must be approved. The requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

PARKING

Only in the performance of construction activities will commercial licensed vehicles that fall under prohibited vehicles be allowed on any lot, common property or street right-of-way. Nor shall limousines, trailers, campers, recreational vehicles, other large vehicles, including any type of equipment, aquatic vehicles, utility trailers, ATVs/dune buggies, hovercraft, aircraft or any inoperable vehicles, be parked on the lot or on any common property or within any right-of-way of any street in or adjacent to the Subdivision as stated in the Declaration of Covenants.

Commercial Licensed Vehicles Permitted

- a. Vehicles that weigh $\frac{3}{4}$ ton and under.
- b. Vehicles are parked in garage or in driveway; no street parking of commercial vehicles is permitted.
- c. Vehicles are maintained.

Prohibited Commercial Licensed Vehicles

- a. Any vehicle that weigh over $\frac{3}{4}$ ton.
- b. Includes box trucks, tractors, trailers, dump trucks, heavy-equipment, etc.

Aquatic Vehicles

- a. Includes boats, jet skis, rafts, canoes, kayak, etc.

Architectural Standards and Guidelines

(Parking cont'd.)

Guidelines:

- a. Homeowners storing their aquatic vehicles, utility trailers, campers, recreational vehicles, ATVs/dune buggies on their property will have 48 hours to clean, arrange personal belongings and either store the item(s) entirely within their garage or at an off-site facility. If not removed within 48 hours, a violation notice will be issued. The Association will then proceed with further action, including but not limited to, the imposition of fines to have the item(s) removed.
- b. Vehicles may not be parked at a 90°degree angle to the curb in a cul-de-sac.
- c. Vehicles must be parked in the direction of traffic flow when parked on the right-of-way of any street in the Subdivision.
- d. Parking vehicles on the grass is not permitted.
- e. Vehicles belonging to property owners may not be parked overnight on the right-of-way of any street in the Subdivision.
- f. Vehicle repairs and storage are not permitted in the right-of-way or driveway.
- g. No vehicle on which current registration plates or decals and current town, county and state inspection permits are not displayed, shall be kept upon any portion of the Common Area. Nor shall they be permitted on any portion of a lot, be visible from adjacent lots or any portion of the right-of-way.

PETS, PET HOUSES AND PENS

The maintenance, keeping, breeding, boarding or raising of animals, exotic animals, livestock, poultry or reptiles of any kind, regardless of number, is prohibited on any lot or upon the Common Area.

Guidelines:

- a. Dogs, cats or caged birds may be kept, provided they are not bred or maintained for commercial purposes.
- b. Animals must not be left unattended on the outside, unless the yard is fenced and gate is closed.
- c. Homeowners are required to pick up after their pets. The Town of Knightdale leash laws are to be followed.
- d. No fenced dog runs are permitted. Tethered dog runs are permitted, if the owner is home.
- e. Outside dog housing is not permitted.

Architectural Standards and Guidelines

SKYLIGHTS AND ATTIC FANS

Approval from the Architectural Committee is required for the addition of any skylight or attic fan that alters the exterior of the roof.

Information Required on Submittal:

- a. Plot plan showing visibility from streets and neighboring lots.
- b. Drawing showing the location of the unit.
- c. Information stating the height, length and width of the unit.

Guidelines:

- a. Skylights should be located so they are not visible from the front of the dwelling.
- b. Attic fans should be painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end).
- c. Attic fans should be mounted on the least visible side of the ridgeline.

SOLAR COLLECTORS

All solar collectors/panels require approval from the Architectural Committee before installing. **Guidelines:**

- a. Solar collectors must be installed to be as inconspicuous as possible.
- b. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
- c. Every effort must be taken to camouflage the plumbing and supports of the collectors. This camouflaging may require completely encasing the collectors.
- d. Piping running down the side of the dwelling is not permitted.
- e. All metal parts should be painted to match roof coloring. Solar panels should match the color of the existing roof, as close as possible.
- f. The ideal installation is one that is laid flat on the roof.
- g. Collectors may NOT be installed on the roof, on the front of the home, if the roof fully faces the public street, when standing in front of the home.
- h. Collectors may be installed on the roof, on sides on houses that are on corner lots.
- i. Collectors may be installed on the roof, on the back of homes that back up to public areas.
- j. Collectors may be installed on the sides of the roof, on front/pitched roof elevations.

Any tree removal required to permit increased solar exposure to the collectors, must adhere to the tree removal guidelines.

Architectural Standards and Guidelines

STORAGE

No trade materials or inventories may be stored upon any lot for an extended period of time. Temporary storage of materials for minor projects should be placed and maintained in an orderly manner up to 15 days from date of delivery. Some examples are lumber, bricks, siding, roof materials, landscaping material, etc.

STORAGE SHEDS

Approval from the Architectural Committee is needed for the addition of a storage shed. The storage shed shall be located only at the rear of each lot. Homeowners are encouraged to design and construct sheds, which are integrated with the dwelling. The shed should be compatible with the design qualities of the house and be constructed of the same materials.

In general, the dimensions of the shed must be appropriate for the size of the home and lot, as well as surrounding dwellings. It should be compatible with the architectural qualities of the house and adjacent houses.

Information Required on Submittal:

- a. The architectural design of the shed.
- b. Plot plan showing the location of the shed.
- c. Listing of the finish materials.
- d. The size of the shed.

Guidelines:

- a. Vinyl, plastic, and metal sheds are not permitted.
- b. Portable commercial storage units shall not remain on any property for more than 30 days without written approval from the Architectural Committee.
- c. The color scheme of the shed must be the same as for the house.
- d. The finish materials must be the same as for the house.
- e. The size of the shed should be compatible with the size of the lot and adjacent properties and is not to exceed 8 feet in height at the highest point.

Architectural Standards and Guidelines

SWIMMING POOLS AND HOT TUBS

Approval from the Architectural Committee is needed for the installation of a swimming pool and/or hot tub. Only in-ground pools are permitted in Princeton Manor. Pools must be located in the rear of the property. Kiddie pools are permissible during the appropriate season. Homeowners are required to practice responsibility and not allow water to collect when kiddie pools are not in use. Above ground swimming pools are not permitted on any lot within the subdivision.

Information Required on Submittal:

- a. Plans and specifications showing the nature, kind, shape, height, materials and location.
- b. Plot plan showing the location of the pool or hot tub.
- c. Plan for screening (fencing or landscape screening).

Guidelines:

- a. Any wood support structure must be the same color as the house or deck.
- b. Pool or hot tub cannot be located within a buffer or easement.
- c. All Wake County Health Department regulations must be met.
- d. Pool or hot tub must be screened from view from any street or adjacent property.

Architectural Standards and Guidelines

SWING SETS, PLAY HOUSES AND JUNGLE GYMS

Approval from the Architectural Committee is needed prior to placement of any permanent or semi-permanent play equipment.

Information Required on Submittal:

- a. Plot plan showing location of play equipment and distance from the property lines.
- b. Drawings or pictures of the play equipment.

Guidelines

- a. Permanent play equipment must be installed to be as inconspicuous as possible. The preferred location is in the rear, directly behind the house.
- b. Screening may be required in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.
- c. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.
- d. Only wooden or composite swing sets are permitted.

Architectural Standards and Guidelines

WINDOW AIR CONDITIONERS

Window air conditioners are not permitted on any home or shed in Princeton Manor.

PRINCETON MANOR HOMEOWNERS ASSOCIATION

**ARCHITECTURAL STANDARDS
AND
GUIDELINES**

April 2020

TABLE OF CONTENTS

Letter of Introduction	
Architectural Submittal and Approval Process	4
Appeals	5
Additions and Changes to Homes	6
Antennas and Satellite Dishes	7
Awnings	8
Basketball Goals	8
Clotheslines	9
Decks, Patios, Arbors, Gazebos, Trellises and Screens	9-10
Driveways and Parking Pads	10
Fences	11-13
Flags	16
Garbage/Trash Cans	13
Garden Plots	13
Home Occupations	14
Landscaping	14-15
Lawn Decorations/Ornaments	16
Mailboxes	17
Maintenance	17
Outside Lighting	16
Painting of House (Exterior)	18
Parking	18-19
Pets, Pet Houses and Pens	19
Recycling Bins	13
Signs	16
Skylights and Attic Fans	20
Solar Collectors	20
Storage	21
Storage Sheds	21
Swimming Pools and Hot Tubs	22
Swing Sets, Play Houses, Jungle Gyms	23
Window Air Conditioners	24

PRINCETON MANOR HOMEOWNERS ASSOCIATION, INC.

11010 Raven Ridge Road
Raleigh, NC 27614
919-848-4911 or 919-870-7241 (Fax)

Dear Homeowners and Prospective Buyers:

We have recently had the opportunity to establish the Architectural Standards and Guidelines for Princeton Manor. Enclosed is your copy. All homeowners are encouraged to familiarize themselves with its contents and to retain a copy for future use when information is needed pertaining to architectural changes.

The primary purpose of the Standards is to maintain and enhance the appearance of our community by assuring that any changes to the property are evaluated and approved in accordance with the Standards. Each property owner is required to adhere to the stipulations and guidelines contained in this document.

If you need information that is not provided in this guide, please call PPM at 919-848-4911 or email tsanderford@ppmral.com.

The Architectural Review Committee is made up of volunteers who live in Princeton Manor. We are your neighbors and our primary goal is to uphold the Standards and develop new Standards as necessary. We want to maintain and build upon that certain something that made each of us buy our homes in Princeton Manor. We want to ensure a high quality of life, while protecting and preserving property value without being unnecessarily restrictive.

We hope you enjoy your home and look forward to seeing you around the neighborhood.

Sincerely,

The Architectural Committee

SUBMITTAL AND APPROVAL PROCESS

Each homeowner is required to complete an Architectural Request Form **prior** to making any changes to the exterior of their home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

Items to be submitted:

1. Architectural Request Form completed in its entirety.
2. Plot plan outlining the position or placement of the change.
3. Drawings/plans showing the construction and effects of the change.
4. Samples of paint, siding or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to PPM to perform an initial review for completeness and legibility. All completed submittals will be forwarded to the Architectural Committee. The committee will review the request and inspect the site. The committee will make a recommendation to the Board of Directors.

PPM will advise the homeowner, via mail, of the final decision of the Board of Directors.

Reminders:

1. No change shall begin without written approval from the Board of Directors via PPM.
2. Building permits may need to be obtained. It is the responsibility of each homeowner to obtain these permits. All residents must meet the Town of Knightdale Planning Guidelines.
3. Allow at least 45 days for processing and permits in planning for changes.
4. All AR forms are to be submitted to PPM by the 15th of each month.

APPEAL PROCESS

To appeal a disapproved submittal, the homeowner should submit a written appeal to PPM to be forwarded to the Board of Directors. The appeal should be submitted within 30 days of the notification of disapproval. It should include specific detailed information stating why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact PPM to be placed on the agenda for the next meeting.

Architectural Standards and Guidelines

ADDITIONS AND CHANGES TO HOMES

For all changes, permanent or temporary to the exterior appearance of homes, approval from the Architectural Committee is needed prior to start of project. This includes, but is not limited to, additions, porches, garages, patios, attached structures or detached structures of any kind. Also, any changes to windows, doors, chimneys, color or material require approval. Approval is also required when an existing item is to be removed.

Normal maintenance to preserve the structure in its original state does not require approval from the Architectural Committee; this would include repainting or restaining an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

Information Required on Submittal:

- a. Official plot plan or survey showing lot boundaries, the existing building and the proposed structure.
- b. Elevations (drawings, photos, etc.) showing the planned appearance of the structure.
- c. Description of materials to be used including siding, paint, color and shingle samples if necessary.

Guidelines:

- a. No changes shall encroach upon the setbacks for the lot as listed in the covenants.
- b. Changes must match the house color and style.
- c. City/County/Town Building Permits are the responsibility of each homeowner.
- d. Window air conditioning units are not permitted.
- e. PTAC (Packaged Terminal Air Conditioners) units require approval of the Architectural Committee.
- f. Each homeowner is responsible for ensuring that their project meets and/or falls within the Town of Knightdale Planning Guide.

Architectural Standards and Guidelines

ANTENNAS AND SATELLITE DISHES

Satellite dishes require approval of the Architectural Committee. No previously approved installations shall constitute a precedent for approval.

Information Required on Submittal:

- a. Plan showing location of dish.
- b. Description of plantings used to camouflage/screen the equipment, if applicable.

Guidelines

- a. Location of externally mounted satellite dishes on the rear of a dwelling or in the back yard is encouraged. If such mounting does not afford a resident access to the satellite service, then a side of the dwelling or side yard location should be considered. If mounted on a side of the dwelling, dishes cannot be placed within ten (10) feet of the front of the dwelling.
- b. A mounting location on the front of the dwelling or in the front yard will not be permitted.
- c. Satellite dishes may be located on the roof of a dwelling provided that the dish is not on the portion of the roof facing the front and the highest point of the dish is no higher than the peak of the roof.
- d. If a satellite dish is installed on a pole, it must be screened in such a way that it cannot be seen from the street or adjacent lots.
- e. No exterior antenna or similar apparatus of any kind for receiving or transmitting CB and Ham radio will be permitted.

Architectural Standards and Guidelines

AWNINGS

All awnings require approval of the Architectural Committee. Awnings must be located on the rear of the house and each request will be reviewed on its own merit.

Information Required on Submittal:

- a. Plot plan showing location of awning.
- b. Elevation showing location of awning.
- c. Description and sample of material (s) and color to be used.

Guidelines:

- a. The awning material shall be fabric only.
- b. Fabric to blend with color of house.
- c. Awnings can be either retractable or stationary.
- d. Upon deterioration, the awning must be repaired or replaced.
- e. Awnings must be attached to house, not free standing.

BASKETBALL GOALS

Portable basketball goals are allowed without prior approval; however, the goal may not be placed where the main surface of play becomes the street. The Town of Knightdale does not allow basketball goals in the right-of-way of any town streets. **Note: the streets within Princeton Manor are town streets.** A warning will be issued to the owner and on the second offense; the basketball goal will be removed. If a homeowner wishes to install a permanent basketball goal (mounted on a pole) prior approval from the Architectural Committee is required. Please do not purchase materials or begin construction before receiving written approval from the Architectural Committee.

Information Required on Submittal:

- a. A plot plan detailing your desired location.
- b. A picture or brochure (if available).

Guidelines:

- a. Basketball backboards must be constructed of plexiglass.
- b. At all times, the backboard, hoop and net must be maintained appropriately.
- c. Post must be set in concrete and comply with any applicable government regulations.

Architectural Standards and Guidelines

CLOTHESLINES

Clotheslines or similar apparatus for the exterior drying of clothes will not be permitted. Homeowners are advised that deck railings are not to be used for similar purposes.

DECKS, PATIOS, ARBORS, GAZEBOS, TRELLISES AND SCREENS

There are no predetermined styles for decks or patios. All new decks, patios, gazebos, arbors, trellises and screens require approval of the Architectural Committee and the appropriate governmental agencies, if applicable.

Information Required on Submittal:

- a. Plot plan showing the location of the deck, patio, gazebo, arbor, trellis and screen in relationship to other structures and property lines.
- b. Elevation (drawings, photos, etc.) showing style of deck and patio, including railing, steps, etc.
- c. Description of materials to be used, including samples of stain or paint, if applicable.

Guidelines:

- a. Location – Decks and gazebos should generally be located in rear yards. Front and side yard locations will be evaluated on their individual merit.
- b. Scale and Style – The scale of all decks and gazebos, particularly elevated decks shall be compatible with the scale and style of the house as sited on the lot, with adjacent homes and the environmental surroundings.
- c. Color – Decks made from wood may be left to naturally age. Decks that are painted or stained should generally match the trim or dominant color of the dwelling. Natural or wood- colored stains will be considered.
- d. Under Deck Storage – Elevated decks have an under-deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse visual impacts will be required, particularly in the case of high decks.
- e. Trellises and Screens – The attachment of privacy screens and trellises will generally be permitted if consistent with the size and scale of the home, lot and deck.

Architectural Standards and Guidelines

(Decks, etc. cont'd.)

- f. Patios – Generally, all patios should be located in rear yards, although front and side yard applications will be evaluated on their individual merit. Any adverse drainage requirements that might result from the construction of a patio should be considered and remedied. The use of a partially porous surface or the installations of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

DRIVEWAYS AND PARKING PADS

Any parking pads or changes to driveways require approval of the Architectural Committee. Extensions, modifications and additions to driveways will be considered if there is no adverse aesthetic or drainage impact on adjoining lots or common area and if approved by the appropriate governmental agencies. Additions or modifications must be of the same materials as the existing driveway. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.

Information Required on Submittal:

- a. Plot plan showing the location of the driveway and/or parking pad in relationship to other structures and property lines.
- b. Elevation (drawings, photos, etc.) showing the measurements of the parking pad (i.e., length, height and width) as well as any landscaping that will be added along the perimeter.
- c. Description of materials to be used.

Guidelines:

- a. Driveways and vehicle parking pads shall be concrete only.
- b. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, common property and neighboring lots.

Architectural Standards and Guidelines

FENCES

Construction of fences shall not begin without the approval of the Architectural Committee. Each installation will be examined on its own merit. No previously approved installation shall constitute a precedent for approval. However, fences proposed for construction adjacent to existing fences must be of the same style, material, and finish as the existing fences. No fences are permitted in the front yard.

Information Required on Submittal:

- a. Plan showing exact location of proposed fence construction in relation to house and property line.
- b. Elevation (drawings, photos, etc.) showing style of fence, posts and gate locations.
- c. Description of materials to be used.

Guidelines:

- a. Allow enough time for processing and approval in planning for construction.
- b. Approval of a fence does not constitute approval for any additional improvements (i.e., play equipment, playhouses, basketball equipment, or storage sheds). These items must be submitted on a separate application for approval.
- c. After construction, the Architectural Committee reserves the right to perform an inspection to ensure that the fence and any associated landscaping conform to the conditions stated in the approval.

Color

- A. Natural Treated Wood
- B. White Vinyl
- C. Wrought Iron (Black Only)

Materials

- A. Fence itself is to be of natural treated wood, white vinyl or black wrought iron. **No metal, wire, chain, stone, brick or concrete fences are permitted.**
- B. Style A above may be either cedar, redwood or treated pine lumber.

Architectural Standards and Guidelines

(Fences cont'd.)

Height

- A. Fence height shall be a maximum of 6 feet (not including decorative cap which is not to exceed 8 inches). All heights are measured from the ground to the top of the post. Fencing material may not extend beyond the height limits. Please contact the Architectural Committee for more information.

Location

- A. All fences must be set back 1/3 the distance between the front of the house and the back line of the house.
- B. A letter of approval should be obtained first from the Town of Knightdale Environmental Coordinator and the Corps of Engineers if your fence will be installed in or encroach upon wetlands, 100-year flood-line or a water quality buffer.
- C. Existing topography and landscaping within the buffer shall not be disturbed except with the approval of the Architectural Committee. Construction within a buffer area may require approval from the Town of Knightdale.
- D. Screening requirements will be in effect for any fence bordering a street. Evergreen plantings must be put in place that will screen ¾ of the fence within 3 years.

Setbacks

- A. If an adjoining property has an existing fence, the submitting homeowner must attach to that fence or place fence 3 feet off the property line to allow for maintenance between the fences.
- B. Additional setback requirements may be required for the sake of landscaping.

Landscaping

- A. A landscape plan shall be part of the documentation required for submittal. See Item D, under Location for guidelines.

Architectural Standards and Guidelines

(Fences cont'd.)

Construction Details

- A. All hardware is to be galvanized or powder coated black.
- B. All post must be set in concrete.
- C. **The finished side of all fence styles must face adjoining lots.**

Maintenance

- A. Maintenance of the fence and all associated screen plantings is the responsibility of the property owner.

GARBAGE/TRASH CANS AND RECYCLING BINS

Garbage/trash cans and recycling bins should not be kept on the driveway. These items must be stored out of view from the street at all times. It is suggested that these items be kept in your garage, backyard or side yard, screened from view with fencing or landscape plantings. Trash cans shall not be placed on the curb prior to 5 p.m. the night before the scheduled pick up. Trash cans must be removed from the curb no later than 6 a.m. the day after the scheduled pick up.

GARDEN PLOTS

Gardens in a single-family residential area will not require approval from the Architectural Committee if they are wholly located in the rear portion of the lot and a minimum of ten feet from the side and rear lot lines. Any tree removal required to provide space for the garden must adhere to the tree removal guidelines.

Guidelines:

- a. Approval by the Architectural Committee is required for any garden location other than described above or any deviation from the above guideline.
- b. Compost piles are allowed within your property lines after approval of location from the Architectural Committee.
- c. Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural state. This would include removal of stakes and any other structural additions required for harvesting the garden.

Architectural Standards and Guidelines

HOME OCCUPATIONS

The Town of Knightdale grants Zoning Compliance Permits for home occupations. Each homeowner is responsible for ensuring that their home occupation meets and/or falls within the Town of Knightdale Planning Guide. A home occupation is defined as a business, profession or trade, which is conducted within a residential building for the economic gain, or support of a resident of the dwelling and which is incidental and secondary to the residential use of the lot and which does not adversely affect the character of the lot or the surrounding area.

LANDSCAPING

Minor landscaping such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers do not require approval, provided they do not encroach upon neighboring properties or common area. If there is any doubt as to whether or not a proposed exterior change is exempt from review and approval, homeowners should first seek clarification from the Architectural Committee before proceeding with the improvement.

Major landscaping that will be structural, change the contour of the land, are adjacent to a property line or obstructs a neighbor's view, will require approval of the Architectural Committee. After initial construction, no live tree having a trunk of 3 inches or more, at a height of 2 feet above ground level, shall be removed without written prior approval from the Architectural Committee and/or the Board of Directors. Homeowners who remove trees without prior approval will be required to replant with a suitable number of trees of at least 8 feet in height. Homeowners in violation may be required to attend a hearing and may be fined up to \$150 per day for the violation.

In the event of a major weather storm that causes trees to break, fall or tree is dying/diseased, which poses an imminent threat of danger to structure or personal safety, may be removed without prior approval.

Architectural Standards and Guidelines

(Landscaping cont'd.)

Contact the Town of Knightdale Planning Director at 919/217-2240 to obtain a written opinion for tree removal.

Information Required on Submittal:

- a. Plot plan showing quantity and location of plants.
- b. Description of plants.
- c. Details of any landscape plan that may change the flow of any drainage/runoff shall be submitted with details. This includes a plot plan, drawings showing the present drainage/runoff and drawings showing the proposed change in the drainage flow as a result of the change.

Guidelines:

- a. Hedges, screen plantings or live fences erected from the front corner of the house forward shall not exceed 4 feet.
- b. Hedges or screen plantings which form a barrier between properties should have the following:
 - Agreement for maintenance access
 - Setback to allow for plant growth
- c. No changes or modifications are allowed to Common Property without prior Board of Director's written approval.
- d. Ornaments – see guidelines for lawn decorations.
- e. Garden Plots – see guidelines for garden plots.
- f. Fences – see guidelines for fences.

Architectural Standards and Guidelines

LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS AND FLAGS

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include, but are not limited to, bird houses, bird baths, driftwood, lantern poles, flood lights, security lights, weathervanes, sculptures, fountains, house address numerals, waterfalls, fishponds, water gardens and any items not attached to approved structures. These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and surrounding area. Freestanding poles of all types are not permitted.

Items Not Requiring Architectural Approval:

Holiday decorations shall be removed one month after the holiday has passed. All other signs, including for sale, for rent, garage sale, yard sale and political campaign signs, are allowed as long as they are removed one week after the event. Owner is responsible for removal and disposal of signs. No sign shall be placed on the common property.

Information Required on Submittal:

- a. Plot plan showing location of item.
- b. Picture or description of item.

Guidelines:

- a. No more than five lawn ornaments shall be in view from any adjacent street or lot.
- b. On items not requiring approval, the committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain.
- c. No political flag other than the American flag is permitted.
- d. Commercial advertising signs are prohibited.

Architectural Standards and Guidelines

MAILBOXES

The mailbox must remain in its original color and design. No physical alteration of the mailbox or post will be permitted. As the paint on the mailbox and post fade, they shall be repainted to match their original color. Any replacement mailboxes shall conform to the original color, style and material as that installed by the builder. Plantings around the base of the mailbox and non-permanent seasonal decorations are allowed, provided the guidelines for landscaping are followed. Any plantings and decorations must not obstruct the view of the address numbers. No decorative mailboxes or modifications to the approved style, color and material are permitted.

MAINTENANCE

It is the primary responsibility of each homeowner to maintain their property in a way that does not detract from the overall aesthetics of the Community.

Guidelines:

- a. All portions of a lot, which are not improved by an impervious surface or a structure, must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Committee).
- b. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed 10 inches in height.
- c. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be immediately removed. Replanting should be performed during the appropriate time of the year.
- d. Turf areas should be kept as weed free as possible. At no time should weed cover exceed 25% of the total turf area.
- e. No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or a lot should be neatly stored in an unobtrusive location on the lot as soon as possible when not in use.
- f. All hedges, trees, shrubs, mulch and pine straw must be neatly trimmed and maintained in proportion to the lot and home through pruning and/or replacement.
- g. The exterior of a dwelling must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.
- h. Any exterior building components, (i.e., siding, gutters/downspouts, roof shingles, windows and doors), which are missing, broken or otherwise in a state of disrepair, must be repaired as quickly as possible.

Architectural Standards and Guidelines

PAINTING OF HOUSE (EXTERIOR)

Approval is not required in order to repaint or re-stain an object to match the original color. However, all exterior color changes must be approved. The requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

PARKING

Only in the performance of construction activities will commercial licensed vehicles that fall under prohibited vehicles be allowed on any lot, common property or street right-of-way. Nor shall limousines, trailers, campers, recreational vehicles, other large vehicles, including any type of equipment, aquatic vehicles, utility trailers, ATVs/dune buggies, hovercraft, aircraft or any inoperable vehicles, be parked on the lot or on any common property or within any right-of-way of any street in or adjacent to the Subdivision as stated in the Declaration of Covenants.

Commercial Licensed Vehicles Permitted

- a. Vehicles that weigh $\frac{3}{4}$ ton and under.
- b. Vehicles are parked in garage or in driveway; no street parking of commercial vehicles is permitted.
- c. Vehicles are maintained.

Prohibited Commercial Licensed Vehicles

- a. Any vehicle that weigh over $\frac{3}{4}$ ton.
- b. Includes box trucks, tractors, trailers, dump trucks, heavy-equipment, etc.

Aquatic Vehicles

- a. Includes boats, jet skis, rafts, canoes, kayak, etc.

Architectural Standards and Guidelines

(Parking cont'd.)

Guidelines:

- a. Homeowners storing their aquatic vehicles, utility trailers, campers, recreational vehicles, ATVs/dune buggies on their property will have 48 hours to clean, arrange personal belongings and either store the item(s) entirely within their garage or at an off-site facility. If not removed within 48 hours, a violation notice will be issued. The Association will then proceed with further action, including but not limited to, the imposition of fines to have the item(s) removed.
- b. Vehicles may not be parked at a 90°degree angle to the curb in a cul-de-sac.
- c. Vehicles must be parked in the direction of traffic flow when parked on the right-of-way of any street in the Subdivision.
- d. Parking vehicles on the grass is not permitted.
- e. Vehicles belonging to property owners may not be parked overnight on the right-of-way of any street in the Subdivision.
- f. Vehicle repairs and storage are not permitted in the right-of-way or driveway.
- g. No vehicle on which current registration plates or decals and current town, county and state inspection permits are not displayed, shall be kept upon any portion of the Common Area. Nor shall they be permitted on any portion of a lot, be visible from adjacent lots or any portion of the right-of-way.

PETS, PET HOUSES AND PENS

The maintenance, keeping, breeding, boarding or raising of animals, exotic animals, livestock, poultry or reptiles of any kind, regardless of number, is prohibited on any lot or upon the Common Area.

Guidelines:

- a. Dogs, cats or caged birds may be kept, provided they are not bred or maintained for commercial purposes.
- b. Animals must not be left unattended on the outside, unless the yard is fenced and gate is closed.
- c. Homeowners are required to pick up after their pets. The Town of Knightdale leash laws are to be followed.
- d. No fenced dog runs are permitted. Tethered dog runs are permitted, if the owner is home.
- e. Outside dog housing is not permitted.

Architectural Standards and Guidelines

SKYLIGHTS AND ATTIC FANS

Approval from the Architectural Committee is required for the addition of any skylight or attic fan that alters the exterior of the roof.

Information Required on Submittal:

- a. Plot plan showing visibility from streets and neighboring lots.
- b. Drawing showing the location of the unit.
- c. Information stating the height, length and width of the unit.

Guidelines:

- a. Skylights should be located so they are not visible from the front of the dwelling.
- b. Attic fans should be painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end).
- c. Attic fans should be mounted on the least visible side of the ridgeline.

SOLAR COLLECTORS

All solar collectors/panels require approval from the Architectural Committee before installing. **Guidelines:**

- a. Solar collectors must be installed to be as inconspicuous as possible.
- b. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
- c. Every effort must be taken to camouflage the plumbing and supports of the collectors. This camouflaging may require completely encasing the collectors.
- d. Piping running down the side of the dwelling is not permitted.
- e. All metal parts should be painted to match roof coloring. Solar panels should match the color of the existing roof, as close as possible.
- f. The ideal installation is one that is laid flat on the roof.
- g. Collectors may NOT be installed on the roof, on the front of the home, if the roof fully faces the public street, when standing in front of the home.
- h. Collectors may be installed on the roof, on sides on houses that are on corner lots.
- i. Collectors may be installed on the roof, on the back of homes that back up to public areas.
- j. Collectors may be installed on the sides of the roof, on front/pitched roof elevations.

Any tree removal required to permit increased solar exposure to the collectors, must adhere to the tree removal guidelines.

Architectural Standards and Guidelines

STORAGE

No trade materials or inventories may be stored upon any lot for an extended period of time. Temporary storage of materials for minor projects should be placed and maintained in an orderly manner up to 15 days from date of delivery. Some examples are lumber, bricks, siding, roof materials, landscaping material, etc.

STORAGE SHEDS

Approval from the Architectural Committee is needed for the addition of a storage shed. The storage shed shall be located only at the rear of each lot. Homeowners are encouraged to design and construct sheds, which are integrated with the dwelling. The shed should be compatible with the design qualities of the house and be constructed of the same materials.

In general, the dimensions of the shed must be appropriate for the size of the home and lot, as well as surrounding dwellings. It should be compatible with the architectural qualities of the house and adjacent houses.

Information Required on Submittal:

- a. The architectural design of the shed.
- b. Plot plan showing the location of the shed.
- c. Listing of the finish materials.
- d. The size of the shed.

Guidelines:

- a. Vinyl, plastic, and metal sheds are not permitted.
- b. Portable commercial storage units shall not remain on any property for more than 30 days without written approval from the Architectural Committee.
- c. The color scheme of the shed must be the same as for the house.
- d. The finish materials must be the same as for the house.
- e. The size of the shed should be compatible with the size of the lot and adjacent properties and is not to exceed 8 feet in height at the highest point.

Architectural Standards and Guidelines

SWIMMING POOLS AND HOT TUBS

Approval from the Architectural Committee is needed for the installation of a swimming pool and/or hot tub. Only in-ground pools are permitted in Princeton Manor. Pools must be located in the rear of the property. Kiddie pools are permissible during the appropriate season. Homeowners are required to practice responsibility and not allow water to collect when kiddie pools are not in use. Above ground swimming pools are not permitted on any lot within the subdivision.

Information Required on Submittal:

- a. Plans and specifications showing the nature, kind, shape, height, materials and location.
- b. Plot plan showing the location of the pool or hot tub.
- c. Plan for screening (fencing or landscape screening).

Guidelines:

- a. Any wood support structure must be the same color as the house or deck.
- b. Pool or hot tub cannot be located within a buffer or easement.
- c. All Wake County Health Department regulations must be met.
- d. Pool or hot tub must be screened from view from any street or adjacent property.

Architectural Standards and Guidelines

SWING SETS, PLAY HOUSES AND JUNGLE GYMS

Approval from the Architectural Committee is needed prior to placement of any permanent or semi-permanent play equipment.

Information Required on Submittal:

- a. Plot plan showing location of play equipment and distance from the property lines.
- b. Drawings or pictures of the play equipment.

Guidelines

- a. Permanent play equipment must be installed to be as inconspicuous as possible. The preferred location is in the rear, directly behind the house.
- b. Screening may be required in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.
- c. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.
- d. Only wooden or composite swing sets are permitted.

Architectural Standards and Guidelines

WINDOW AIR CONDITIONERS

Window air conditioners are not permitted on any home or shed in Princeton Manor.