

DOGWOOD RIDGE
HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARD & USE OF
PROPERTY SPECIFICATIONS
REVISED May 1, 2026

The primary purpose and foremost consideration of these restrictive architectural standards and use of property specifications is for the creation of a community which is aesthetically pleasing, functionally convenient, and protective of the owners' investment.

Application Procedures

All improvements or changes to the exterior of a house or lot must be approved by the Architectural Control Committee.

1. Homeowners must obtain approval from the Architectural Control Committee (hereafter referred to as "ACC") prior to making any alteration, additions, or improvement to their property. Obtaining a copy of the Architectural/Landscape Request Form is the first step in process. The form can be found online: [Dogwood Ridge Homeowners Association - Community Association Services, Inc.](#)

Alternatively, homeowners may request a form by contacting the Management Company directly:

Dogwood Ridge HOA
c/o CAS, Inc
207 W Millbrook Rd.
Ste. 110
Raleigh, North Carolina 27609

2. The application form must be completed and returned to CAS, Inc. (hereafter referred to as "Management") along with required supporting documents.
3. Management will date stamp applications upon receipt and determine whether or not they are complete.
 - a. Applications that are incomplete will be returned to homeowner and are considered NOT APPROVED. It is the applicant's responsibility to re-submit the necessary and required supporting documents with the application.
 - b. If application is considered complete, homeowner will be notified. THIS IS NOT APPROVAL, rather simply notification that the application is under review. From this point forward, the ACC has 30 days to approve or deny the application.
4. Applications determined to be complete are forwarded to the ACC for review.
 - a. Applicants who do not receive an approval/denial response in writing within thirty (30) days of having been notified by management that the application is under review may consider their application to be approved "as-is" by default and commence their project.
 - b. The ACC reviews applications, supporting documents, verifies compliance with HOA covenants, architectural standards and property use and, in all cases, will perform a site visit. After which, the ACC will issue a formal approval/denial response to the HOA management company to be kept on record.
 - c. Management will notify the applicant accordingly.
 - i. Applicants whose projects were approved by the ACC will receive a response letter of approved and, if applicable, any restrictions or approval conditions determined by the

committee. At this point, the homeowner has 90 days to start the project and, once started, 90 days to complete.

- *Once approved, ANY changes to the original request need to be communicated to the management and approved by the ACC. This includes, but is not limited to, change in material, change in specs, change in style, etc.*
- d. Applicants whose projects were rejected by the ACC will receive a response letter stating both the reason(s) for denial and, if applicable, any necessary steps needed to bring the application into compliance. Denied applicants may opt to then submit re-application for reconsideration or abandon the project.
- e. Applicants who disagree with the ACC response to their applications may appeal the ACC decision in writing with the Dogwood Ridge Board of Directors. Written appeals to the Board must be submitted within thirty (30) days of the date of the official denial letter. The homeowner may also request to meet with the Board of Directors at the next scheduled HOA meeting to discuss the submittal. Homeowners that wish to meet with the Board should contact the management company in advance to announce attendance and purpose.

Architectural/Landscape Request Form

Form must be complete in its entirety and include:

1. Homeowner contact information, project description, and adjoining neighbors' signatures. This includes all adjoining neighbors' signatures. Should a neighbor's signature not be attainable, a certified letter must be sent to that neighbor with a copy of the form that requests their signature and an explanation of the project. A receipt for this certified letter must be included with the application.
2. Plot plan showing the project and its relationship/distance to property lines, easements, open space, drainage ditches and neighboring homes
3. Elevation depicting your project from a "head on" view, as would be seen in a photograph. The elevation drawing should show; height, width, distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process. Photographs or brochure pictures should be submitted along with this request when available. Pictures submitted that do not accurately depict the final product will result in homeowner having to fix the final product to depict a product that accurately matches the application pictures within 30 days of initial project completion.
4. Samples of paint, siding shingles, or any other items may assist the ACC review process.

General Requirements:

1. No construction or exterior change shall begin without approval from the ACC via the Management Company.
2. The homeowner is responsible for obtaining any required permits or inspections.

3. Existing topography, landscaping, or structures within a buffer or on common areas shall not be disturbed without the written approval of the Board of Directors.
4. Each application shall be examined on its own merit.
5. No previously approved application or installation shall constitute a precedent for approval.
6. Maintenance of the property including the new project, both architectural and agricultural, is the responsibility of the homeowner.
7. Applicants should submit a separate application for each project.

Guidelines:

1. No change shall encroach upon the setbacks for the lot as listed in the covenants.
2. Changes must match the house color and style.
3. Changes requiring approval include, but are not limited to, new rooms, porches, garages, car ports, and attached structures of any kind, changes to windows, doors and chimneys/fireplaces.
4. Normal maintenance to preserve the structure in its original state does not require approval.
5. Homeowner will have 90 days to begin the project and another 90 days from the start date to complete the project. Extensions can be granted by the ACC. You must notify the property management company as soon as the project is done so that its completeness and compliance may be verified by the committee.
6. The ACC will perform final review upon completion.

Architectural Standards and Use of Property Specifications

It is the primary responsibility of each homeowner to maintain the property in a way that does not detract from the overall beauty of the community, and to prevent and correct unclean or unsightly conditions of buildings or lots. All lots shall be kept clean and free of garbage, junk, trash, debris, non-operable vehicles and apparatus, and any condition that could promote a health hazard or the breeding and habitation of snakes, rats, or insects. The owners of all lots shall see to the mowing of their lawn as needed, the maintenance and protection of landscaping, the proper drainage of the lot to prevent soil erosion, and the maintenance of the home and all structures and improvements located on the lot to insure good condition and appearance.

No offensive or noxious activity shall be carried on upon any lot, nor shall anything be done thereon tending to cause embarrassment, discomfort, annoyance or nuisance to other residents. There shall not be any plant, animal device or thing of any sort whose activity or existence is in any way noxious, loud, dangerous, unsightly, and unpleasant or of a nature as may diminish or destroy the enjoyment of the neighborhood by the owners thereof.

Following is a list of areas that should be reviewed on a regular basis to ensure your home is in good repair and within guidelines:

- Shrubbery, Trees and Lawns
- Driveways and Sidewalks
- Decks
- Fences
- Pools and Hot Tubs
- Play Equipment
- Roofing
- Siding & Trim
- Wood
- Garbage Can Storage
- Vehicle Parking and Storage
- Paint and Stain
- Broken blinds
- Torn Screens

Awnings

All awnings require architectural approval.

Guidelines:

- a. Fabric to blend with color of house or surrounding landscape and foliage.
- b. The awning material shall be fabric only
- c. May be either retractable or stationary.
- d. Any wood structure must be the same color as the house or the deck.
- e. Upon deterioration, the awning must be repaired, replaced, or removed.
- f. Must be attached to the house, not free standing
- g. No front awnings are allowed in Village Townhomes.

Basketball Goals

Basketball goals permanently mounted on poles or on the house require approval.

Guidelines:

- a. Portable basketball goals do not require approval. However, per the Town of Apex, basketball goals are not permitted to be placed on the street.
- b. Permanent or portable basketball goals are not allowed along the sidewalk.

Clotheslines

Exterior clotheslines are prohibited.

Decks, Patios, Arbors, Screens and other structures

All new or expansions of or additions to decks, patios, arbors, screening, under-deck enclosures, etc. including associated landscaping require approval.

Guidelines:

Location and Restrictions:

- a. Obstructing views or breezeways of adjoining properties will be considered in all cases.
- b. The construction of decks or patios within a buffer area is not allowed.
- c. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
- d. There are no predetermined styles and each application will be considered on its own merits.

Decks:

Deck materials must be weather resistant.

- a. Posts may be made of brick, pressure treated wood or other suitable material.
- b. Decks should be of a reasonable height for their intended purpose.
- c. Treated wood must be maintained to preserve the natural look, i.e. wood should not be gray in color.
- d. Free-standing deck screens (e.g., lattice) shall not exceed five feet in height.

Patios:

Patio materials may be concrete slab, smooth finish, brick with sand fill or grout, or stone with sand fill or grout.

- a. Patios should be located behind the house and may not extend around corners, or be freestanding in other areas of a backyard.
- b. No permanent screened-in front patios are allowed in the Village Townhomes

Arbors and Screens:

- a. Arbors and screens should be no higher than eight feet above the surface.
- b. Screens as part of an arbor may extend the arbor.

Detached Structures

All detached structures require approval.

Guidelines:

- a. Permanent structures must be installed to be as inconspicuous as possible and must be placed out of view of any street. They must be located on either the back or side of yard, whichever is less conspicuous, and must be screened from view of any street. Each request will be reviewed on its own merit. (Since only 2 things are given as an option - back or side of yard, less is accurate. If 3 or more options were given, least would be necessary.)
- b. Structures should match the house in color, material, and style as much as possible.
- c. No metal sheds are allowed.
- d. All structures must be properly maintained.
- e. Examples include storage sheds, greenhouses, garages and carports. All detached structures must be placed on a foundation.

Driveways and Parking Pads

Any parking pad or changes to driveways require approval.

Guidelines:

- a. Driveways and parking pads shall be concrete only. Any other type of pad (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, and construction must comply with good construction practices and all governmental requirements
- b. Close attention must be paid to structure placement.
- c. Parking on Association owned common property and neighboring lots is prohibited.
- d. No loose gravel or stone.

Fences

All fences require approval.

Guidelines:

- Fences may be approved for back and/or side yards. Fences are not permitted in front yards.
- Fences must be decorative in style.
- Picket fences (fence slats that have space between the slats) and privacy fences (fence slats that touch or overlap) may be approved in the single-family section of the neighborhood to a maximum height of 5 feet.
- Exception to the previous guideline may occur in the single-family section of the neighborhood if fencing is in back and side yards that are not adjacent to interior neighborhood streets. Such yards may have fences that are a maximum of 6 feet.
- Fences in The Village Townhomes section of the neighborhood are limited to picket fences that are a maximum of 5 feet high.
- No privacy fences are allowed in The Village Townhomes.
- Privacy fences are permitted in the single-family homes as long as they are less than or equal to a height of 5 feet.
- Split rail fencing may be approved if located in wooded or natural areas, not visible from any street.
- Picket fences must have a minimum of 1.5 inches and a maximum of 4 inches between pickets.
- The finished side of the fence must face the adjoining lots or streets.
- Fencing material must be cedar, redwood, treated pine, vinyl, or composite material such as Polywood, TREX or AZEK. Aluminum fencing will be considered if it is of picket style.
- Metal, wire, chain link, metal or vinyl chain, and concrete fences are prohibited.
- No fence shall extend closer to the front line of the house structure than 15 feet.
- When possible, the front of the fence should be aligned with neighbors' fences while maintaining the integrity of the 15-foot setback.
- All fences must be constructed at least one (1) inch inside the property line.
- A setback and landscaping may be required for screening purposes.
- All hardware should be corrosion resistant.
- Fences made of treated wood should be maintained to preserve the natural look (i.e.: wood should not be gray in color on all sides visible to the road).
- No invisible fences are allowed in The Village Townhomes.
- Fencing on corner Lots: If there is a corner side yard with the side yard facing an interior neighborhood street, a four (4) foot high fence from the front property line to 15 feet beyond the front of the house may be approved. From the point that is 15 foot beyond the front of the house, the fence can be up to five feet in height.

Fencing on Corner Lots

A front yard is defined as the area between the front lot line and the established front building line, as it corresponds to the front door of the home. The front yard setback for Dogwood Ridge is fifteen (15) feet, and the Planned Unit Development specifies a corner side yard. Since there is a corner side yard designation, in the side yard facing the street, one can have four (4) foot high fence from the property line to (15) feet in from said the property line. From that point on, the fence can be up to five (5) feet in height.

Garden Plots and Compost Piles

Approval is required for any garden or compost pile location other than described below, or any deviation from the guidelines.

- a. Gardens and compost piles in family residential areas do not require prior approval of the Architectural Review Committee if they are wholly located in the rear portion of the lot, not visible from any street, and a minimum often feet from the side and rear lot lines.
- b. Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural site. This includes removal of stakes and any other structural additions required for growing or harvesting the garden.

Lawn Debris, Grass Clippings, Limbs, etc.

All lawn debris, grass clippings, limbs, etc. must be disposed of by placing such materials curbside at the front of the lot in accordance with the Town of Apex ordinances.

Mailboxes

All new or replacement mailboxes shall conform to the same construction, style, design, and color approved for the community.

Guidelines:

- a. Receptacles for newspapers or other publications are not permitted except as a part of the approved mailbox design. Homeowners are responsible for maintaining their mailbox.
- b. Plantings around the base of the mailbox are allowed, if within guidelines for landscaping.
- c. Mailbox covers, flags, signs, banners, etc. are not permitted except as noted in section "Signs, Lawn Ornaments, Decorations, outside Lighting, Flags, Banners"

Major Landscaping

Landscaping that is structural, or will change the contour of the land, or is adjacent to a property line, or obstructs a neighbor's view requires approval.

Guidelines:

- a. No hedge or screen plants may be erected closer to the front lot line than the front of the house.
- b. Hedge screen plantings which form a barrier between properties should have an agreement for maintenance access, and setbacks to allow for plot growth.
- c. No changes or modifications are allowed to Common Areas.
- d. Retaining walls, ornaments garden plots, and fences have specific requirements. See the guidelines for these items in their own section in this document.
- e. After initial construction, no tree having a trunk diameter exceeding six (6) inches and height of two (2) feet above ground level shall be removed without the Architectural Control Committee's written approval.
- f. Structures, such as wishing wells, gazebos, permanent benches, etc. may only be located in back or side yards and must not be visible from any street.
- g. Landscaping of minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers requires no approval, if neighboring properties are not affected.

Mobile Homes

No mobile home may be constructed or placed on any lot.

Painting Exterior of House or Other Structure

Color changes made to existing colors requires approval.

Guidelines:

- a. Brick must remain unpainted unless originally painted by builder.
- b. Periodic repainting or re-staining with the existing color does not require approval.
- c. Village Townhomes Only: ACCEPTABLE DOOR & SHUTTER COLORS; black, burgundy, navy and dark green. If the homeowner would like to do something different then an application needs to be submitted, the approval is dependent on the approval of the ACC.
- d. Storm door installation in the Village Townhomes need approval. Only full glass doors will be approved.

Parking

All vehicles must be parked in the driveway or garage and not on any soft surface such as grass or soil of the lot.

The assembly and disassembly of motor vehicles, which might tend to appear disorderly, unsightly, or unkempt, are not allowed where these vehicles can be viewed from any street or any common area.

No boats, RVs, campers, or trailers may be habitually parked or permitted to remain on any lot, on common property, within any right-of-way of any street, or on any street in or adjacent to the

subdivision. All such vehicles must be stored in the garage if left on the property. Parking of all such vehicles within view of any street is prohibited.

Pets, Pet Houses and Pens

No person shall keep or maintain any animal that is annoyance or nuisance to the neighbors. No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except for dogs, cats or other household pets may be kept, provided that they are not bred or maintained for commercial purpose.

Exterior structures for housing or penning animals require approval.

Guidelines:

- a. Animals shall not run at large in the neighborhood
- b. Pet pens must be at least 10 feet from the property line.
- c. Structures must be located in the back or side yard, whichever is least conspicuous, and must not be in view of any street.
- d. Screening should be provided as much as is possible.
- e. No chain link or metal fencing is allowed. Fencing must be one of the approved fence styles.
- f. No animal may be kept or secured by being chained, tied or otherwise attached to any object.

Satellite Dishes, Radio Towers, etc.

Radio towers, exterior television antennas and similar transmission and receiving apparatus shall not be placed on the property, except that one small satellite dish may be placed on each lot as allowed by statute. Every effort should be made to screen the satellite dish from the view of the street and neighbors.

- a. Any roof mounted device in the Villages Townhomes must be approved by the ACC.

Signage

All signs, lawn ornaments, freestanding flagpoles, fish ponds, outside flood, security, or permanent decorative lights, and other like items require approval.

Guidelines:

- a. Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights.
- b. No sign, other than a single "For sale" or "Sold" sign is permitted. "For Sale" and "Sold" signs do not require approval, but are not to exceed (2) feet wide by two (2) feet tall.
- c. Permanently installed, freestanding flagpoles shall not exceed twenty (20) feet in height with a flag not to exceed four feet by six feet (4x6).
- d. Seasonal decorations, including holiday decorations, landscape or accent lighting, wall mounts flags and lanterns do not require approval and are permitted. HOLIDAY DECORATION(S) MUST BE REMOVED within 30 days of the holiday.
- e. Mailbox covers are not permitted.

- f. Security and Alarm System notices should be no larger than twelve (12) inches square, be posted inconspicuously near the dwelling. Such signs shall not be advertising in nature,
- g. "Invisible Fence" notices may be posted on posted mailbox posts, but must not exceed the width of the post or be taller than eight (8) inches. Such signs shall not be advertising in nature.

Skylights, Attic Fans, and Solar Collectors

The addition of skylights, attic fans, or solar collectors that alter the exterior of the roof or siding requires approval.

Guidelines:

- a. Solar collectors must be installed to be as inconspicuous as possible.
- b. Collectors should be placed in the rear of the home or the side with the least public exposure.
- c. Collectors must be attached to the roof, not free standing or ground mounted.
- d. Every effort must be taken to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. Piping running down the side of the dwelling is not permitted.
- e. The ideal installation is one laid flat on the roof.
- f. No topping or removal of trees on Association common areas or Greenways in attempts to create more solar collection is permitted.

Storage

Fuel tanks and similar storage receptacles shall not be visible from the street or other residences and, with the exception of barbeque propane tanks, require approval. No trade materials or inventories may be stored on any lot. Temporary storage of materials for modification projects should be discretely placed and maintained in an orderly manner.

Swimming pools and Hot Tubs

All swimming pools and hot tubs require approval.

Guidelines:

- a. Hot tubs and pools are not allowed in the Village Townhomes.
- b. Only in-ground pools are allowed with neighbors' signatures.
- c. Any wood support structure must be the same color as the house or deck.
- d. The pool or hot tub may not be located within buffer or easement.
- e. All Health Department regulations and Town of Apex ordinances must be met.
- f. Any pool or hot tub must be located in the back or side yard, whichever is less conspicuous, and must be screened from view of any street.
- g. Must have six (6) foot fence with automatic, child-proof, locking latch.
- h. Pool must have cover that will hold 400 lbs. per square foot.
- i. Filtering units and pumps must be installed to be as inconspicuous as possible. In addition, such units must be isolated to prevent noise propagation.

- j. Pools and hot tubs must be maintained year long.
- k. Homeowner must provide proof of insurance.

Swing Sets, Play Houses, Jungle Gyms, etc.

NO PLAY EQUIPMENT OF ANY KIND INCLUDING, but not limited to trampolines, jungle gyms, basketball goals are permitted in Village Townhome yards.

All exterior permanent play equipment requires approval.

Guidelines:

- a. Swing sets, play houses and jungle gyms within a fenced yard do not require approval.
- b. Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It may not be placed any closer than 10 ft. to adjoining property lines. The preferred location is in the rear of the lot, directly behind the house, but each request will be viewed on its own merit.
- c. Screening may be required along the property lines in order to block the view and/or noise from neighboring lots. Landscape plan should accompany the submittal.
- d. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

Violations and Penalties

An exterior change made without the required approval of the ACC constitutes violation of the Declaration of Covenants and Community Guidelines. A violation may require removal or modification of the work at the expense of the homeowner.

When a violation is determined to have occurred, the following steps shall be taken.

- The Architectural Control Committee will investigate any reported violation and attempt to bring the homeowner to compliance. Homeowners will be notified in writing of the violation and are expected to bring the violation into compliance within (30) days.
- Should the owner fail to act upon the recommendations for corrections, the Architectural Control Committee shall submit the matter to the Board of Directors.
- The homeowner shall be invited to a hearing with the Board of Directors where the homeowner will have the opportunity to be heard and present evidence. Failure to appear shall result in a fine beginning to accrue on the day after the scheduled hearing date. Of course, if the violation is brought back into compliance prior to the hearing, no hearing will be necessary.
- After the hearing, the Board of Directors shall respond to the homeowner with a decision in writing within (5) days. Any penalties and/or costs related to the violation (and the date from which the accrual shall begin) shall be noted in the letter from the Board of Directors.

Fines:

Fines could be levied up to \$100.00 per day, per violation, until the violation is rectified. The North Carolina Community Act passed January 1999, allows planned residential communities the ability with fines up to \$100/day to uphold standards that will protect and insure homeowners of maintained property values, with regard to holding all property owners accountable for abiding by the existing covenants.

Fees:

A violation may also result in payment of damages incurred by the Association in having the work removed or modified, as well as a fine assessed by the Association. Attorneys' fees, court costs, site assessment will all be incorporated into the fine process.

Addition to Dogwood Ridge Architectural Guidelines:

****Any alterations whatsoever to the new roofs that have been installed or will be installed in 2017, 2018, and 2019 in The Village Homes that require the shingles to be punctured, torn, or altered in any way for any reason, need ACC approval. Any roof work done in the villages on homes with new roofs MUST be done by Baker Roofing. Work done by another company will void the warranty on your roof. In addition, any changes or alterations to Village property that is maintained by the HOA, including, but not limited to roofing, siding, concrete driveways, walkways, breezeways, and privacy fences, that result in damage will be the financial responsibility of the homeowner who must take corrective measures as defined by the HOA****