HADDON HALL

COMMUNITY ASSOCIATION

ARCHITECTURAL STANDARDS

AND

SPECIFICATIONS

Revised May 23, 2003

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I. INTRODUCTION

Dear Homeowners and Prospective Buyers:

The Declaration of Covenants, Conditions and Restrictions for Haddon Hall Subdivision were instituted in the early stages of development of our Association. These Architectural Guidelines are intended to work in conjunction with the Covenants. The primary purpose of the Covenants and Guidelines is to maintain and enhance the appearance of our community by assuring that any newly added appurtenances, as well as basic changes to the property, are evaluated and approved in accordance with the Covenants and Guidelines. Each homeowner has been presented with the Declaration of Covenants at the time of closing, and are now also presented these Architectural Guidelines. Every property owner is required to adhere to the stipulations and guidelines contained in the documents. These guidelines are for the entire Haddon Hall Subdivision.

This booklet, along with the Declaration of Covenants, should be your first reference when you need information pertaining to architectural changes. If you need to know something that is not in these documents, please call a Board member, a committee member or the management company.

The management company for Haddon Hall is currently HRW Inc. They can be reached by phone at 469-8661 or in person or in writing at 1183 West Chatham Street, Cary, NC 27513. The office hours for HRW Inc. are 8:00am to 5:00pm Monday through Thursday and from 8:00am to 2:00pm on Fridays. There is a 24 hour on-call staff member available, should you have an emergency and need immediate assistance.

Our primary goal has been to develop standards that will help to ensure a high quality of life and maintain property values without being unnecessarily restrictive. As these Architectural Guidelines were developed, every attempt was made to be considerate of all the homeowners in Haddon Hall; without prejudice or favoritism. **Every- request is evaluated on its own merits, and all requested variances to the guidelines are considered.**

II. PURPOSE AND POLICY

The Architectural Standards and Specifications (hereafter referred to as the Standard) were established by Article VIII of the Haddon Hall Community Association Master Covenants and Restrictions. Their primary purpose is to preserve and maintain the property values and the natural beauty of the development. Article IX establishes the Architectural Control Committee, with final approval authority given to the Board of the Haddon Hall Community Association (hereafter referred to as the HOA Board) or the Architectural Control Committee.

A part of the charter of the Architectural Control Committee is to enforce and maintain consistent standards while remaining flexible and open-minded to changes in our community and our lifestyles This standard is intended to be a living document that allows for individual creativity of design, with each request being reviewed on its own merits. This document is not intended to be comprehensive; rather it is a guideline for residents considering modification to their lot or exterior of their home. The aesthetics of the modification will be a primary consideration of the Committee. These guidelines are presented in addition to, and are not in replacement of The Declaration of Covenants, Conditions and Restrictions for Haddon Hall Subdivision.

The Committee is composed of a minimum of three (3) members with volunteers solicited during the annual homeowners meeting, but all of who must be approved/appointed by the HOA Board or the Declarant of the Covenants. The Architectural Control Committee meets regularly each month (Call MANAGEMENT COMPANY for current date, time and location) The primary purpose of the meeting is to review all architectural requests received by MANAGEMENT COMPANY during the previous month and to make recommendations to the Board. Homeowners are often requested to attend meetings to: (1) ensure that the committee fully understands their request, and (2) to offer their comments about architectural violations and any modifications that are currently underway or being planned.

III. RESPONSIBILITIES

THESE ARE THE RESPONSIBILITIES OF ALL PARTIES AS THEY RELATE TO THE ARCHITECTURAL STANDARDS AND CONSTRUCTION SPECIFICATIONS.

A. COMMUNITY ASSOCIATION BOARD
The Board of the Community Association is responsible for approving or disapproving all architectural requests, making decisions about violations and related penalties or legal remedies, and the final interpretation of the Covenants and restrictions.

B. ARCHITECTURAL CONTROL COMMITTEE (ACC)
The Architectural Control Committee is responsible for reviewing requests, making site inspections (both before and after the modifications), and making recommendations to the Community Association Board. The Architectural Control Committee is also responsible for updating this document, as required, for approval by the Community Association Board.

C. HOMEOWNERS
Each homeowner has the responsibility to properly complete and submit an Architectural Request Form to the Property Management Organization in accordance with the requirements of this Standard. Each homeowner is also responsible for adhering to this policy, complying with the decisions made by the Community Association Board, and reporting any problems or violations
to the Property Management Organization.

D. PROPERTY MANAGEMENT ORGANIZATION (HRW as of 1/1/98)
The Property Management Organization is responsible for collecting all architectural request forms submitted, and for performing an initial screen to assure completeness. Incomplete forms will be immediately returned to the homeowner. Completed submittals will be distributed to the Architectural
Control Committee in a timely manner. The Property Management Organization also acts as the clearinghouse for community problems or concerns. The Property Management Company then channels these messages to the appropriate committee. The Property Management Company is also responsible for sending the ACC response to complete submittal to the homeowner.

IV. GUIDELINES

It is the interpretation of the Committee and the Haddon Hall Community Association Board that the provisions of Article VIII apply to a wide variety of aesthetic considerations in the community. Every attempt has been made to include in this Standard those considerations which have the potential to impact property values. Suggestions for improvement of this document should be submitted to the Property Management Company.

The following are examples of the types of changes, additions or deletions that would either (1) require submittal of an Architectural Request Form, (2) not require a submittal, or (3) are prohibited. Please note that this is not comprehensives list; the homeowner should contact the Property Management Company with questions regarding a change not covered by the list of examples.

NOTE: It must be recognized that the submittal/approval process is administered by volunteers on their own time (nights and weekends) and is inherently lengthy. The Committee and the HOA Board meet once within each calendar month. It is imperative therefore, that each homeowner plan in advance and allow for the process time required.

Throughout this document the term "changes" shall include additions and deletions.

A. Types of Changes which Require Submittal
- 1. Changes to the exterior of the home, such as (but not limited to):
  - a) Addition of:
    - (1) Awnings
    - (2) Decorative lighting (gas lights, permanent low-voltage landscaping lights, etc.)
  - b) Appearance, such as:
    - (1) Color
    - (2) Materials (such as siding)
- 2. Other exterior changes, such as:
  - a) Buildings, Storage Sheds, Enclosures, or Structures
  - b) Decks & deck skirting or screening, and patios

c) Driveway extensions and parking pads
d) Skylights and attic fans
e) Satellite, radio or TV antennae (post-installation, refer to section V paragraph E.)
f) Fences
g) Major Landscaping, hedges and screen plantings
h) Mailboxes
i) Poles, freestanding (basketball goals)& Recreation or sport equipment
j) Signs
k) Swimming pools, Jacuzzis and hot tubs
l) Tree removal - live

B. Specific Changes which Do Not Require a Submittal:
1. Flower boxes that are painted to match exterior color approved for home
2. Minor landscaping (see Section V)
3. In-ground irrigation systems. The pump house for the system shall be shielded from street views with live evergreen shrubs. Screening must be done at the time the pump house is installed.
4. Non-permanent children's play equipment which meets Guidelines for Haddon Hall (Appendix B)
5. Periodic repainting and re-staining with the existing color for maintenance
6. Removal of dead trees
7. Small garden plots which meet Guidelines for Haddon Hall (Appendix D) and located behind the residence out of view from the street
8. Storm doors (must still meet color and material requirements)
9. Outdoor audio and video

C. Changes which are prohibited
1. Animals other than household pets
2. Wire-backed wood fences, chain-link fences, and other fence designs except that approved under Fence Guidelines (Appendix A)
3. Commercial advertising signs.
4. Encroachment on other property
5. Metal or pre-molded plastic storage sheds
6. Parking of vehicles on streets overnight on a regular basis
7. Permanent clotheslines or those installed on the exterior of the home or property
8. Unclean, unsightly, unkempt, unhealthy or unsafe conditions which tend to substantially decrease beauty or safety
9. Bright colors
10. Naturalizing a yard or portion thereof
11. Removal/elimination of window grills
12. Addition of basketball goals other than those permitted in Guidelines for Haddon Hall (Appendix C). Basketball goals attached to the garage are strictly prohibited.
13. Addition of Solar collectors
14. Any items not in compliance with neighborhood covenants & standards

V. STANDARDS AND SPECIFICATIONS

The specifications/details listed below apply to both items requiring submittal and not requiring submittal and are those that have been identified by the Board as requiring a specification. For items detailed below, the expectation is that this minimum detail will be met. If any homeowner is in doubt as to the need for submittal to the Architectural Control Committee, they may contact a committee member for clarification.

A. Animals
1. No animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that: No more than 3 dogs, cats or other household pets may be kept, provided that they are not bred or maintained for any commercial purpose.

B. Clotheslines
1. Permanent exterior clotheslines are prohibited

C. Awnings (submittal required)
1. The fabric is to blend with the color of the house
2. The awning material shall be of fabric only
3. Awning can either be stationary or retractable
4. Any wood structure associated with the awning must be same color as house or deck
5. The awning must be attached to house, may not be free standing
6. Damage and/or deterioration must be repaired in a timely manor, maximum of thirty (30) days, or the awning must be removed

D. Skylights and attic fans (submittal required)
1. Attic fans and skylight requests will be reviewed on a case by case basis

2. Attic fans and skylights shall be located on the section of the roof facing the rear of the lot

E. Satellite, radio, and TV antennas

1. A pre-installation submittal is not required for Digital Broadcast Satellite dishes one meter (39 inches) or less in diameter in size or television broadcast antennas of any size. Post installation submittal is required for documentation purposes only (in effort to deal with and/or eliminate complaints). The following guidelines are not intended, and will not delay or prevent antenna installations or the use thereof. Please be considerate of your neighbors, as they may be your neighbors for some time.
2. Satellite Dish or Antenna location is the most important factor to consider for signal quality. Inadequate signal quality defeats the purpose of owning the satellite dish or antenna. For that reason, there can be no rules or restrictions that can be all encompassing for the neighborhood. The following guidelines are to be used with "best effort." Compliance exceptions shall be due to unreasonable delay in antenna installation, maintenance, or use; unreasonable cost increase for antenna. Consideration for maintenance should be a factor in dish or antenna placement.
3. Satellite dishes mounted on the residence shall meet the following criteria:
   a) Every effort should be made to mount the dish in the rear of the house so it is not visible from the road.
   b) No dishes shall be mounted on the front porch
   c) Dishes may be mounted on the front of the residence, the front roof, or in the front yard only as a "last resort." That is, only if there is no other location that permits acceptable quality signal.
   d) Dishes may be mounted on the rear side of the roof or residence
4. Painted satellite dishes or antennae are acceptable provided the color is neutral and blends with the surroundings. Painted dishes or antennae must be maintained - no chipping paint.
5. Satellite dishes or antennae shall not be located within common grounds, greenways or street easements.
6. Ground mounted satellite dish shall be screened so it is not visible from the street as viewed from ground level. The screen shall consist of live evergreen shrubbery. To prevent additional "up-front" costs at the time of installation, the shrubbery shall be planted within six (6) months after the antenna is installed. The shrubbery shall reasonably screen the antennae from view within 3 years. Major landscaping is not required or suggested. Any tree removal required must adhere to the tree removal restrictions.
7. Pole mounted satellite dishes or antennae - pole shall not exceed twelve (12) feet in height. All wiring shall be properly grounded & buried. All safety precautions should be taken, as prescribed by the antenna manufacturer.

F. Basketball Goals (submittal required, See Appendix C)

G. Recreation & Sport Equipment

1. All recreation and sport equipment shall be out of view when not in use. See parking guidelines for boats & large equipment/vehicles. Ramps, goal nets, and other devices shall not be allowed to remain in streets or public right-of-ways when not in use and shall not, at any time, impede traffic.

H. Signs

1. No signs, advertisements, billboards, or advertising structures of any kind may be erected, maintained or displayed on any Lot;provided, however, that nothing herein shall prohibit signs erected or displayed by the Declarant in connection with the development of the Properties and the marketing and sale of residences therein, and nothing herein shall prohibit a sale sign erected by any future Owner so long as the sign is placed on the owner's property. No signage, except those of the Declarant, may be used in common areas or right-of-ways.

I. Parking

1. No industrial or commercial type trucks, or tractors, or inoperable automobiles, may be regularly parked outside on the lot or street thereof. See Article VIII Section 13 of the Declaration of Covenants.
2. No industrial, commercial, or private vehicles of any kind may be regularly parked on the common property or community parking lots or areas.
3. No trailers, recreation vehicles, jet skis or boats shall be parked or allowed to remain outside on any lot, driveway or street.
4. No trailers, recreation vehicles, jet skis or boats may be parked or stored in community parking lots or areas.
5. Community parking facilities shall be solely for the use of those partaking of the amenity for which the lot was intended.

J. Driveways, Parking Pads & Sidewalks (submittal required)

1. No parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces.
2. Driveways and vehicle 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, etc. should comply with good construction practices.
3. Particularly close attention must be paid to structure placement, setbacks, and encroachments due to the size of most lots in Haddon Hall.

4. Painted or colored concrete is not permitted for use on concrete driveways. Painted or colored sidewalks are considered a variance.

K. Storage

1. Temporary storage of materials for modification projects should be discreetly placed and orderly maintained.
2. No supplies, equipment, cut firewood or the like, may be stored or allowed to remain on the common grounds or greenways.
3. All landscaping tools, equipment & supplies shall be concealed from view when not in use.
4. Garbage cans and recycling bins, must be stored and out of sight unless it is pick-up day.

L. Swimming Pools, Jacuzzis & Hot Tubs (submittal required)

1. Pools, hot tubs and Jacuzzis must meet local code standards for safety, including fencing.
   a) Fencing style must meet guidelines (Appendix A)
2. Pools, hot tubs and Jacuzzis must meet setback requirements.
3. All Health Department regulations must be met.
4. Pool, hot tub, or Jacuzzi cannot be located within a buffer or easement.
5. Any wood supporting structure must be the same color, style and materials as the deck.

M. Trees

1. The Haddon Hall Architectural Committee strongly recommends that Homeowners make every attempt to preserve the wooded character of the neighborhood. We understand that sometimes homeowners may need to remove living trees that may pose a danger to the homeowner or neighbor, or to their respective properties. However, when improving the property homeowners should make note if live tree removal is necessary. The committee may recommend changes to the submission if in doing so live trees may be preserved at minimal impact to the homeowner's planned improvement.
2. Removal of dead trees or diseased does not require submittal, regardless of size.

N. Major Landscaping (submittal required)

1. Major landscaping and or any significant alteration of land use, such as, but not limited to, terracing, raised beds, permanent borders and planters, retaining walls, and adding large sculpted beds, requires approval.
2. Other types of landscaping represent more significant projects that may be structural, have an impact on adjacent property, or require strong aesthetic consideration, and will require submittal
3. The cutting or filling of existing terrain requires submittal.
4. Naturalizing a yard or portion thereof, is essentially allowing a yard to go unmaintained. Eliminating grassed areas and failing to landscape that area is considered naturalizing. Naturalizing a yard or portion thereof is prohibited.
5. Drainage, swale, and runoff: careful consideration should be given to landscaping that will regulate current drainage/runoff to adjoining property. Details should be contained in submittals.
6. Garden plots. Small, discreetly located garden plots shall be submitted in accordance with Guidelines (Appendix D). Any requests deviating from Guidelines adopted January 1, 1998, should be submitted with details of screening.
7. Ornamental accessories, figurines to be placed in public view(front yards, corner lots, etc.) should be submitted with a picture. This applies to permanent placements like birdbaths, fountains, and sculptures, not to the temporary installation of seasonal visuals (Halloween, Christmas, etc.).
8. Lawn and Garden furniture to be placed in front or side yard requires submittal. Include picture and location in landscape plan.
9. The use of riprap stone in Haddon Hall is limited to the use of rip-rap in drainage concerns located in common areas. Other types of stone may be considered for approval and should be submitted with samples and/or pictures.

O. Hedges and Screen Plantings (submittal required)

1. No screen planting, hedge or row of single species shrubs which forms solid wall of vegetation shall a be erected or permitted to remain on any lot closer to the front lot line than the front of the home. . i.e., Leland Cypress, Red Tipped Fotinia, boxwoods.
2. Hedge or screen plantings which form a barrier, to be greater than 3 feet in height, between properties should have:
   a) Concurrence of the adjoining property owner.
   b) Agreement for maintenance access.
   c) Setbacks to allow for plant growth.
3. No hedge or screen plantings are permitted on corner lots without ACC approval. Requests will be reviewed on an individual basis.

P. Decks and Patios (submittal required)

1. The Board encourages creative designs and patterns for decks and-patios, particularly in replacement of existing builder supplied components. However, plans for such improvements shall be submitted to the Architectural Control Committee for approval.
2. There are no predetermined styles in this document for decks or patios.
3. Deck Materials
   a) Deck materials are generally pressure treated wood.
   b) Posts may be made of brick, pressure treated wood or other suitable material.
   c) Deck stain or painted decks will be considered a variance. Adjoining lot views and street views will be considered in the review process..

4. Patio Materials
   a) Concrete slabs with smooth finish or exposed aggregate.
   b) Bricks with sand fill or grout.
5. Height of decks, arbors and screens
   a) Arbors on decks should be no higher than eight (8) feet above the deck surface.
   b) Free-standing deck screens (e.g., lattice) shall not exceed eight (8) feet in height
   c) Screens as part of an arbor may extend to the arbor.
   d) Free-standing arbors in yards shall not exceed eight (8) feet in height and shall be maintained at all times.
6. Location
   a) Patios should be located behind the house, but may extend beyond or around corners, or be freestanding in other areas of a backyard.
   b) Decks shall not extend outward beyond the rear corners of the building line.
      (1) Special cases may require an exception to this rule.
      (2) Any request for variance will be considered.
   c) Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.

Q. Enclosures (screened porch, sunrooms, roofed porches etc.)
1. *Enclosures require submittal.*
2. Like other structures, enclosures should be designed and constructed for aesthetic compatibility and preservation.
3. Enclosures must also comply with the town of Apex building code, which requires a building permit.
4. Addition shall match the residence in style, materials and colors.
5. Adjoining lot views and street views will also be a factor to consider.

R. Materials and Colors
1. *Periodic repainting and re-staining with the existing color for maintenance does not require submittal.*
2. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
3. Brick will remain unpainted.
4. Color changes
   a) Keep all colors low in intensity.
   b) Colors must not clash with the colors of the homes in the immediate vicinity
   c) Actual color samples must be included with a request for a color change.

VI. MAINTENANCE

It is the primary responsibility of each, homeowner to maintain his property in a way that does not detract from the overall beauty of the community. it is hoped that each and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties.

Following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair;

A. Shrubbery, Trees, and lawns
B. Driveways and Sidewalks
C. Decks
D. Fences
E. Playground Equipment
F. Roofing
G. Paint and Stain
H. Garbage Can Storage

Deterioration

If at any time the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the Architectural Control Committee will be requested to make a site inspection. They will then make recommendations to the Board of the Community Association. Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time, the repairs have still not been made, the Board has the obligation of enforcement described in Section VIII of this *Standard.*

VII. PROCESS

Changes, additions or deletions that have been previously identified as requiring submittal, or that the homeowners believe may require submittal, shall follow the process described in this section. The process will be the same for all submittals with the required details varying depending upon the type of change.

A. Reminders
1. No construction shall begin without the HOA Boards written approval of the submittal. Therefore, no commitment for labor and/or materials should be given to contractors prior to receipt of written approval.

2. No Town of Apex Building Permit shall be applied for prior to having Architectural Control Committee approval.
3. Allow enough time for processing and approval (up to **60 days,** as specified in Master Declaration of Covenants) in planning for construction.
4. All neighbors signatures should be obtained prior to submitting request.

B. Planning and Preparation of Submittal

1. Using this specification, determine if a submittal is required.
2. Prepare the Architectural Review Form (copy available from the Property Management Company or see Appendix F) and attach any drawings, sketches, plot plans, photographs and supplemental documents for the Architectural Control Committee review. A complete submittal will facilitate a timely review of the request by the Architectural committee.
3. Sign the form.
4. Present the complete submittal to all adjoining property owners and neighbors who may be visually impacted by the change, and obtain their signatures. This signature only reflects that each neighbor has seen the complete submittal. it is NOT an approval of the submittal. Requests will be returned for lack of signatures unless a statement is included stating who, and for whatever reason, did not sign.
5. Only after completing step 1- 4 (above), present 1 copy of the submittal to the Property Management Company, 1183 West Chatham Street, Cary, NC 27513. The Property Management Company will perform an initial review of the submittal for completeness and legibility. Incomplete or illegible submittals will be returned immediately to the homeowner. Upon receipt of a complete and legible submittal, the review period will begin.
6. The Committee has a target of completing all requests within 30 days, although they are permitted to take up to 60 days by the Master Declaration of Covenants.

C. Architectural Control Committee Review

1. The Architectural Control Committee will schedule their monthly meetings and provide the Property Management Company with the meeting dates at least two months in advance. The Property Management Company must receive the submittal **no later than 7 days** prior to their established meeting date.
2. The Property Management Company will forward copies of all submittals to the Architectural Control Committee and retain the original.
3. The committee will review the submittal at its monthly meeting. Also, any responses submitted to the Property Management Company, by adjoining property owners and property owners who are visually impacted by the proposed change, will be reviewed and taken into consideration.
4. If the homeowner wishes to meet with the Committee, submit a request to the Property Management Company no later than 7 days prior to their established meeting date.
5. The submittal will be voted on by the committee, with their approval or disapproval reported to the Board of the Community Association in time for their regular monthly meeting.
6. Note: Disapproval may be on any grounds and the Property Management Company will communicate the details to the homeowner.
7. The Property Management Company will complete a standard response letter indicating the request is approved, along with any stipulations, or disapproved, along with an explanation as to why it was disapproved.
8. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits.
9. A proper submittal approved by the Board is like a contract to comply with the specific details. Alterations/deviations of a significant nature will require re-submittal.

D. Appeals/Re-submittals

1. To appeal a disapproved submittal, the homeowner should submit to the Board of Directors a written response including specific detailed information that clarifies why the submittal should be reconsidered. The homeowner may also request a meeting with the Committee or the Board to further discuss the submittal.
2. Should the submittal have been disapproved on a technicality (i.e. location or height of a fence), and the homeowner is willing to comply with the remedy proposed in the Committee's' response letter, then the homeowner need only stop by the Property Management Company office, pencil in the conditional change(s), and initial and date the change(s). The Committee via a telephone vote will then reconsider the revised submittal. The homeowner will be telephoned with the decision, and receive a written approval letter citing the change(s).

E. Time Frame for Construction

1. Construction should begin at the indicated start date or within three months after the date of the written approval by the Board of Directors.
2. Work must be completed by the estimated completion date, unless an extension is requested and granted.
3. Continuous progress must be visible. Projects shall not be started then left to sit for an extended period of time. It is understood that people work during the week and, for some, the "do-it-yourself" projects may only be possible on weekends. It is also understood that when a building permit is involved, the homeowner may have no control over the inspection timeline.
4. Approval for projects that are not begun as specified above will lapse, and the applicant must resubmit the proposal or a written request for extension to the Architectural Control Committee.

F. Details for Submittal

1. In some cases many attributes or details of a proposed change, addition or deletion are required for the Committee and Board to make sound responsible decisions. In other cases the nature of the

change will be simple and straightforward, as will be the submittal. The following items may be used as a method of describing or visually depicting the requested change (as applicable).

a) Pictures, magazine cutouts, etc.
b) Color chips.
c) Plot plans - top down drawing showing location of existing structure(s), property boundaries in relation to adjoining property(s), location of homes on adjoining lots, and location of proposed change(s).
d) Elevation drawings - a side view that will show height, topography of land, and visual image of the change.
e) Written description of the types of materials to be used or a contractors bill of materials.
f) Written and/or visual depiction of construction details.
g) Location for building material storage during construction, soil disposal plan, drainage plan, and landscaping or re-vegetation plan (as applicable).
h) Any other aids that will assist the committee and the Board in their review.
i) Identification of the party responsible for performing the improvement (homeowner, contractor name, etc.).
j) Drawings need to be to scale to show a relationship to location, height, etc., with the dimensions and scale used clearly marked on all drawings. For major construction projects such as additions, sunrooms, dormers, etc., for which a hired contractor is used, the design drawing should suffice, showing rooflines and other such detail.

G. Inspection

1. The Architectural Control Committee and the Property Management Company have been directed by the Board of the Community Association to do on-site inspections to assure compliance with approved submittals. Homeowners are asked to cooperate during such inspections. As a minimum, the homeowner is asked to notify the Property Management Company within 30 days following the scheduled completion of the project if it has not been completed. If deficiencies or significant deviations are noted, the Property Management Company will notify the homeowner in writing, with a response expected within 30 days.

H. Violations

1. Violations will be handled by the Architectural Control Committee and/or the Board of the Community Association as described in Section VIII

VIII. VIOLATIONS AND HADDON HALL COMMUNITY ASSOCIATION REMEDIES

Any homeowner who was not in compliance with the Declaration of Covenants, conditions and Restrictions For Haddon Hall Subdivision prior to the release of these Architectural Guidelines, remains non-compliant and is subject to the rules, conditions and remedies of the Declaration of Covenants and the rules, conditions and remedies of these Architectural Guidelines.

A. There are essentially two types of violations that must be dealt with by the Haddon Hall Community Association:
   1. Implementing a change, addition, or deletion without approval of a properly completed submittal, and/or
   2. Deviation or noncompliance with an approved submittal.

B. Community Association and Architectural Committee Remedies
   1. Enforcement of this Standard is detailed in Article VII, Section 4 of the Master Covenants and Restrictions and Article V11 of the by-laws.
   2. Remedies include but are not limited to;
      a) Suspension of voting rights and privileges, to include but not limited to suspension of use of amenities.
      b) Levying of penalties as approved by the Community Association Board.
      c) Obtaining Restraining Order to prevent an action.
      d) Obtain a Court Order to require the homeowner to remove a project.
      e) Entering a property to remove a project at the homeowners' expense.
      f) Submitting a lien against the homeowners' property for outstanding indebtedness to the Association for nonpayment of penalties, all legal fees, removal fees, etc.

C. Remedial Process
   1. After all attempts to resolve a violation have been exhausted, including the opportunity for a hearing between the Architectural Committee and/or the Community Association, and the homeowner, the Board of the Community Association will select the appropriate remedy(s) and the Property Owner will be notified of such action.

IX. ARCHITECTURAL GUIDELINES FOR FENCING

It is the intention of these guidelines, to allow specific types of fencing so that the homeowner has the option of creating an enclosed or semi-enclosed background for privacy, security, or protection of small children and pets using a fence that is both long lasting and provides aesthetic continuity.

The Architectural Control Committee (ACC) shall review all proposed fence locations and details. This review committee shall make a recommendation to the Board of the Haddon Hall Community Association on each request. Each case shall be reviewed on an individual basis. Quality materials and construction methods shall be employed. The following architectural guidelines for fencing will assist the committee and protect the total development.

A. General Guidelines

   1. All fence designs or proposals must be submitted to the ACC and shall include the following information:

      a) The proposed fence must be constructed in accordance with the approved Fence Guidelines. See also attached Appendix A.

      b) Any deviation from the Fence Guidelines shall be submitted with a photograph, detailed section and elevations to scale, or a rendering outlining the reason for the variance request.

      c) A plot plan of the lot showing all existing buildings, drives, walks, natural area or specific tree locations shall be provided together with the proposed location of the fence or fences with exact dimensions to property lines or right-of-ways. All roadway buffers shall be shown on this plan. Also show the locations of the homes on the adjoining lots in relation to the proposed fence.

      d) Some fences on corner lots, or adjacent to greenways or easements require screening plants. Include landscape-

planting plans for screening the fencing with the fence submittal for review and approval. Plant types, sizes and spacing shall be described and or illustrated on the required fencing site plan.

e) All proposed fencing shall be flagged. All flagging must be in place prior to obtaining neighbors signatures on request form.

2. Variations or deviations in the Fence Guidelines shall be considered by the ACC on a specific basis. Design consistency, architectural compatibility, fence placement, intent and purpose shall be important factors for granting a variance.

3. All interior lot fencing shall be no higher than 72 inches above natural grade. (See Fence Guidelines Appendix A).

4. Fences shall be constructed of treated lumber and maintained to retain the natural wood color. No painted fences will be permitted. Stained fences will be considered a variance and be treated as such by the review committee, on an individual basis. (See Fence Guidelines Appendix A).

5. Fences on corner lots will be reviewed on an individual basis. (See Fence Guidelines Appendix A).

6. Corner fences will not be permitted to extend to the edge of the property or sidewalk facing the street. (See Fence Guidelines Appendix A).

7. Fences bordering greenways shall be a minimum of three feet inside property line. (See Fence Guidelines Appendix A).

8. A letter of agreement for shared fences shall be attached to the submittal.

9. Homeowners who attach to neighboring fences, which are not on the property line or "shared equally" shall submit a letter of acceptance from the homeowner of the fence, as this is encroachment.

10. All fences bordering greenways shall be screened with live evergreen shrubs. (See Fence Guidelines Appendix A).

11. All required evergreen screening shall be in place within 60 days of erecting the fence, unless a variance has been requested and approved.

12. Invisible pet fences installed prior to May 1, 1998 will be permitted to remain "as-is". Invisible pet fences installed after May 1, 1998 shall not extend farther than fifteen (15) feet past the front corner of the residence. Invisible pet fences do not require submittal unless there is a request for variance. Invisible pet fences that are not in compliance with these guidelines shall be removed at the owner's expense.

X. Appendix A - Fences

Architectural Guidelines for Fences

HADDON HALL
Guidelines for the Construction of Fences

I. The fence standards provide minimum standards to assure:

A. Sound, long lasting construction
B. Aesthetic continuity

II. Styles

A. Approved styles are:
1. Double Faced Vertical Shadowbox
2. Single Faced Vertical (dog-eared, scalloped, crescent)
3. Picket

B. Additional restrictions are:
1. No chain-link yard fences
2. No wire backed fences
3. Compatibility with the surrounding aesthetics

III. Materials

A. Fencing material shall be of the following material:
1. Pressure treated pine or cypress
2. Cedar
3. Masonry, brick
4. Metal, wrought iron.

B. All hardware shall be corrosion resistant (e.g., galvanized, painted, etc.)
C. Wire, chain or chain-link fences are strictly prohibited.

IV. Treatment

A. Fences should be left unfinished, with the exception of clear weather and water sealant, to maintain continuity with adjoining fences.
B. Painted fences shall be strictly prohibited.
C. Consideration should be given to access and ease of maintenance when selecting location and treatment.
D. Stained fences will be treated as a request for variance and will be reviewed on an individual basis. Adjoining fences and other stained fences in the immediate viewing area will be a factor in considering stained fence requests.

V. Height

A. No fence shall be higher than 6 feet, measured from the ground to the highest point of the fence and post.
B. In general, a uniform or patterned height shall be maintained parallel to the ground line.
C. When topography or landscape affect height or pattern, a detailed explanation and/or elevation drawings must be included with the submittal. Adjoining fences will also be taken into consideration in the review process.
D. Obstruction of views or greenways of adjoining properties will be given consideration in all cases.

VI. Location

A. Consideration should be given to access and ease of maintenance when selecting location and treatment.
B. Submit a top down map (surveyors plat) to indicate the exact location of the fence in relation to the house and property lines.
1. Dimensions shall be included.

C. Fences should be set back at least six to twelve inches from the property line.
D. Fences placed on the property lines are acceptable only in the case of joint ownership by the two lot owners.
E. No fence shall be attached to adjoining lots' fence without written permission. Document shall be submitted with request.

F. No fence shall extend beyond the front corner of the dwelling. Variance will be reviewed on an individual case basis. Plot plan depicting locations of homes and fences on adjoining lots will be considered in all fence requests.
G. All fences bordering the greenway and/or common areas are to have a minimum setback of 3 feet for landscaping.
H. Fences on corner lots will be reviewed on a case by case basis, as each comer lot has it's own assets and drawbacks. Plot plans depicting neighboring lots homes

and fences, if applicable, will be required with corner lot fence requests. In isolated cases the Architectural Control Committee and/or the board of the Community Association may deem these minimum guidelines insufficient. The minimum specifications are as follows:

1. Easements & right-of-ways. Fences shall not extend into the street-side right-of-ways or easements.
2. Fence shall have a minimum setback of 5 feet from the sidewalk for landscaping. On corner lots without a sidewalk fence should be set back at least 15' from the road.
3. Homes that do not face perpendicular to either street on the corner will be reviewed on an individual basis as it may not be possible to avoid extending the fence past the front corner of the house on adjoining lots.

I. Property owners are cautioned that building a fence that infringes on easements or access right-of-ways may result in removal or destruction of the fence.

1. Such building is done entirely at the risk and expense of the property owner.
2. Approval from the Town of Apex does not constitute automatic approval by the Architectural Control Committee or the Haddon Hall Community Association Board.

VII. Fence Landscaping

A. Fences that border on streets, the greenway and/or common areas must have live screening planted along the exterior side of the fence.
B. All required plant screening shall be a minimum of 50 percent evergreen
C. The required landscaping for fences shall be completed within 60 days of erecting the fence.
D. All live screening must be maintained and remain alive. Any dead screening must be replaced with sixty (60) days and be live evergreen equal or greater in size of that which it replaced.

VIII. Construction Details

A. Fence posts will be of pressure treated 4 x 4 lumber S4S. Fence posts will be installed on 8'0" centers.

B. All posts shall be set in concrete.

1. The posts shall be encased in concrete below ground level to a depth of 1/3 of their height (i.e. a 6 foot high fence-post should be cemented in the ground 2 feet).

C. All fence panel rails and support systems are to face into the yard of the lot upon which it is enclosing. All fences will be installed "Good side out".
D. The property owners are requested to attempt to reach an Agreement with adjoining property owners as to a common location for a shared fence. In the event an Agreement between adjoining property owner can not be reached, it is recommended property owners install the fence 30 inches inside property lines to ensure access for maintenance.

1. Note: In the event of shared fences, It is the responsibility of both homeowners to file a Memorandum of Agreement with the Wake County Register of Deeds

E. Property owners with fences bordering greenways and common areas may wish to consider installing a rear gate to allow access for maintenance and landscaping.
F. Entry/exit gates shall match the fence in construction, type and style.
G. Gates to allow vehicle entry into the backyard may be attached as standard swing type gate doors or as a lift-out panel. All lift-out panels must match the stationary fence panels and appear, from the street view, to be part of the stationary fence.

IX. Maintenance

A. Maintenance of the fence is the responsibility of the property owner.
B. Maintenance of landscape screening is the responsibility of the property owner.
C. Fences shall be left unfinished, with the exception of clear weather and water sealant.

X. Process

A. No construction shall begin without approval of the submittal by the Architectural Review Committee.
B. Allow enough time for processing and approval in planning for construction.

XI. Inspection

A. A random on site inspection will be directed by the Architectural Control Committee to assure compliance with approved submittals. If deficiencies or significant deviations are noted, the Architectural Control Committee will notify the homeowner in writing with a time frame outlined for correction of the violation.

The Architectural Control Committee and the Board of the Community Association shall approve the locations, materials, and heights of fences located within Haddon Hall, and the decision of such committees to approve or reject a fence shall be conclusive.

XI. Appendix B - Play sets

Architectural Guidelines for Lawn Swing Sets, Jungle Gyms, Forts, Tents, Sand Boxes and Play Houses

Haddon Hall Communities

Architectural Guidelines for Lawn Swing Sets, Jungle Gyms, Forts, Tents, Sand Boxes and Play Houses

Recognizing that Haddon Hall is a community largely populated by families having young children, the following guidelines governing exterior, semi-permanent play facilities, have been adopted. It is the purpose of these guidelines to encourage youthful play, allowing parental freedom in choice of materials, that do not detract from the neighborhood.. All semi-permanent play facilities require approval from the ACC. Play facilities include but are not limited to lawn swing sets, jungle gyms, sandboxes, trampolines, tents, forts and play houses.

A. All semi permanent play facilities are to be installed in the rear yard of residences, at least 5' removed from adjoining property lines. In some cases additional buffer may be needed for safety as in the case of swing sets etc.

B. Play facilities should be maintained, and kept neat so they do not detract from neighboring homes.

C. Semi permanent play facilities placed on corner lots should be located in the farthest rear corner of the property, away from the streets.

D. Corner lots may need screening depending on placement of the play set with regards to the street and neighboring yards, ex. if rear lot line is the front side lot line of the property around the corner.

E. Screening diagram and details should be included in the request for the play facility.

F. All screening should be planted within 3 months from the time the play facility is installed.

G. No homeowner or individual's play facility shall be placed or allowed to remain on common grounds, greenways or public right-of-ways.

H. All semi-permanent play facility requests will be reviewed individually. Variances to the guidelines may be appropriate for certain terrain or street views.

I. Trampolines, although fairly mobile, shall be treated as somewhat semi permanent, due to their size and visibility. Trampolines will be evaluated on case-by-case basis.

J. No play facilities shall be placed or permitted to remain in the front yard of any residence.

The Haddon Hall Community is an aesthetically pleasing environment, however, the proximity of our homes dictates that we be especially mindful not to intrude on our neighbors' vistas.

XII. Appendix C - Basketball Goals

Architectural Guidelines for Basketball Goals

Haddon Hall Communities
Architectural Guidelines for Basketball Goals

The following guidelines governing the installation of basketball goals and other permanently affixed recreational equipment are as follows:

A. No recreational equipment of any type is to be permanently affixed to the exterior of any residence, including the garage.

B. Recognizing that the scenic views across front yards and along Haddon Hall roads are community property for the enjoyment of all and well worth protecting, any proposed installation of a basketball goal will require the completion of an Architectural Request Form, the written acknowledgment of adjoining neighbors and the written approval of your Architectural Control Committee (ACC).

C. Subject to the approval of your ACC, one pole-mounted basketball goal may be proposed for the edge of the driveway.

D. To better preserve sight lines with minimal clutter, consideration should be given to installing sleeve-mounted or portable weighted base basketball goals. They won't be removed when not in use so there's no use in requiring it.

E. It is understood that some driveways are unsuitable for basketball play. For those, a portable basketball goal may be placed in the public right-of-way strictly for the duration of play and shall not, at any time, impede traffic. Basketball goal must be removed from street when not in use.

F. Basketball goals shall not be placed or allowed to remain in common areas, greenways or property owned by someone other than the owner of the basketball goal.

G. Basketball goals, approved for installation, must have a white wood, or white, smoke or clear Plexiglas backboard and a black pole.

H. To minimize noise pollution during sensitive hours, it is suggested that play be limited to daylight hours during the week and until 10:00pm on weekends.

XIII. Appendix D - Vegetable Gardens

Architectural Guidelines for Vegetable Gardens

Haddon Hall Communities
Architectural Guidelines for Vegetable Gardens

To accommodate horticultural pursuits within the Haddon Hall Community while preserving aesthetics, the following guidelines have been adopted.

A. Vegetable garden plots are restricted to the rear yard of residential lots. No plantings of any kind are permitted in the common, easement, buffer or greenway areas of Haddon Hall

B. Vegetable gardens are not permitted in the rear yards of corner lots where are the garden would be visible from the street, unless the plot is screened from public view by low growing, evergreen shrubbery, installed and maintained by the homeowner.

C. Such proposed installation of screening must first be submitted, in writing including plant types and locations, to your Architectural Control Committee (ACC) for approval prior to installation of screening and garden.

D. Garden plot is not to exceed 225 square feet in area, which is ... 15' X 15' for example.

E. Garden plot is to be located within the available law area of the rear yard, at least 5 feet removed from adjoining property lines, greenways and common grounds.

F. Fenced yards where the garden plot is not visible to surrounding properties need not submit a request. Garden area shall be no greater than 225 square feet and shall follow the garden guidelines as applicable.

G. Planting trellises/supports may not exceed 4' in height and must be removed at the end of the growing season.

H. Property owners will be required to remove artificial ornaments, and other fauna deterrent devices if they are found to be obtrusive. Scarecrows are prohibited.

I. Garden plot must be maintained in a conscientious manner including, but not limited to, regular weeding. Within ten days of the first killing frost, all plants and planting materials must be removed and the plot manicured to ground level.

J. Insecticides and fertilizers having long lasting, malodorous qualities may not be used.

K. All garden waste must be securely bagged and disposed of properly off site.

HADDON HALL COMMUNITY ASSOCIATION, INC.
c/o HRW, inc.
1183 West Chatham Street
Cary, NC 27513

(919) 469-8661

REQUEST FOR ARCHITECTURAL APPROVAL

IF YOU RESIDE IN THE GOLDERS GREEN SUBDIVISION YOU MUST FIRST RECEIVE APPROVAL FROM THE SUBASSOCIATION BEFORE THE REQUEST CAN BE REVIEWED BY THE HADDON HALL MASTER ASSOCIATION.

Submit all requests for changes or additions to HRW, inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

PROPERTY OWNERS NAME: _____

PROPERTY ADDRESS:_____ **LOT NO.:**_____

TELEPHONE NUMBER: HM#_____ **WK#**_____

ESTIMATED COMPLETION DATE:_____

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

_____

_____

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including but not limited to:

A. Plot Plan – "top down view" – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.

B. Elevation(s) – "side, front, and rear view(s)" – one or more as necessary.

3. Attach paint or vinyl siding samples, if applicable. (This includes black and white).

4. A permit and inspection by the Town of Apex may be needed.

FOR THE HRW OFFICE ONLY

ID#:_____ **Date Received:**_____ **Received By:**_____

4. When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval, it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, i.e., across the street. If the signatures are missing the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

DATE	PRINTED NAME	SIGNATURE	ADDRESS

REASON FOR THE CHANGE/ADDITION _____

_____

_____

ALL PROJECTS MUST BE COMPLETED WITHIN A 12 MONTH TIME FRAME

****

ARCHITECTURAL COMMITTEE:

Approved_____
Conditional Approval_____
Disapproval_____

COMMENTS:_____

_____

_____

Signed:_____**Date:**_____

HADDON HALL HOMEOWNERS ASSOCIATION

ARCHITECTURAL REQUEST

c/o HRW, Inc.
1183 West Chatham Street
Cary, NC 27513

Submit all requests for changes or additions to HRW, Inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

OWNERS NAME: _____
STREET NUMBER:_____ LOT NO.:_____
TELEPHONE NUMBER:_____ SUB-DIVISION:_____
DATE:_____

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

_____

_____

_____

_____

_____

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including existing structures:

A. Plot Plan – "top down view" – should be drawn on a copy of your lot survey.

B. Elevation(s) – "side view(s)" – one or more as necessary.

3. A permit and inspection by the Town of Apex may be needed.

FOR THE HRW OFFICE ONLY

ID#: HH_____ Date Received:_____ Received By:_____

4. As a part of the review process, your neighbors have the right to present their views either verbally or in writing, about your requested improvements. You must give notification to all property owners having common lot lines with your property, by providing them with a copy of your architectural request form.

Please have each affected homeowner sign this form to indicate that notification has been made.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

DATE	PRINTED NAME	SIGNATURE	ADDRESS

REASON FOR THE CHANGE/ADDITION _____

_____

_____

****

ARCHITECTURAL COMMITTEE: Approved_____Conditional Approval_____
Disapproval_____

COMMENTS:_____
_____
_____
_____

Signed:_____

Date:_____