

AVENT ACRES COMMUNITY ASSOCIATION, INC.

**ARCHITECTURAL STANDARDS
AND
SPECIFICATIONS**

Soft copy

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Submittal And Approval Process

Each homeowner has the responsibility 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.

No previously approved change shall constitute establishment of a precedent for future approval.

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 constructions 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 R S Fincher & Co., LLC to perform an initial review for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner. A homeowner who wishes to meet with the Architectural Review Board should contact the Architectural Review Board Chairperson to be placed on the agenda for the next scheduled meeting.

The Architectural Review Board will review the request and may inspect the site. The Architectural Review Board will approve or reject the request and notify the homeowner of the final decision of the Architectural Review Board.

Reminders:

1. No change shall begin without written approval from the Architectural Review Board.
2. Building permits may need to be obtained. It is the responsibility of each homeowner to obtain these permits.
3. Allow at least 45 days for processing and permits in planning for changes.
4. The homeowner must notify R S Fincher & Co., LLC as soon as the project is complete so that compliance and completeness may be verified.

Appeals

To appeal a disapproved submittal, the homeowner should submit a written appeal to the Board of Directors, including 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 R S Fincher & Co., LLC to be placed on the agenda for the next Board of Director's meeting.

Additions and Structural Changes to Homes

Items Not Requiring Approval:

Normal maintenance to preserve the structure in its original state does not require architectural approval.

Items Requiring Architectural Approval:

All external changes to homes must have architectural approval before changes begin. This includes, but is not limited to, new rooms, porches, garages, carports or attached structures of any kind. Also, any changes to windows, doors or chimneys/fireplaces require approval.

Information Required in Submittal:

1. Plot plan showing the location of the changes and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.
2. Elevation showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint colors and shingle samples, if applicable.

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. City/Town/County Building Permits are the responsibility of each homeowner.

Awnings

Items Requiring Architectural Approval:

All awnings require architectural approval.

Information Required in Submittal:

1. Plot plan showing location of awning.
2. Elevation showing location of awning.
3. Description and sample of material(s) to be used.

Guidelines:

1. Fabric to blend with color of house.
2. The awning material shall be fabric only.
3. Can be either retractable or stationary.
4. Any wood structure must be same color as house or deck.
5. Upon deterioration, the awning will be repaired or replaced.
6. Must be attached to house, not free standing.

Basketball Goals

Items Requiring Architectural Approval:

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

Portable basketball goals must be stored when not in use.

Information Required in Submittal:

1. Plot plan showing location of basketball goals. Permanent and portable basketball goals are not allowed along the street right-of-way.
2. Picture or description of item.
3. Description and placement of screening, if applicable.

Clotheslines

Exterior clotheslines are prohibited.

Decks, Patios, Arbors and Screens

Items Requiring Architectural Approval:

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures including associated landscaping require architectural approval. Any appearance change requires architectural approval.

Guidelines:

1. Deck Materials
 - a. Deck materials are generally treated wood and must be weather resistant.
 - b. The types and treatment of wood shall be like that of fences.
 - c. Posts may be made of brick, pressure treated wood or other suitable material.
 - d. Include any landscape plan/screening of the area underneath the deck.
2. Patio Materials
 - a. Concrete slabs, smooth finish.
 - b. Bricks with sand fill or grout.
 - c. Stone with sand fill or grout.
 - d. Include any landscape plan with your request for the area around the perimeter of the patio.
3. Height of deck, arbors and screens
 - a. Decks should be of a reasonable height for their intended purpose.
 - b. Arbors should be no higher than eight feet above the deck surface.
 - c. Free standing deck screens (e.g., lattice) shall not exceed five feet in height.
 - d. Screens as part of an arbor may extend to the arbor.

Decks, Patios, Arbors and Screens (Continued)

4. Location and Restrictions

- a. Patios should be located behind the house and may not extend around corners, or be freestanding in other areas of a backyard.
- b. Obstruction of view or breezeways of adjoining properties will be given consideration in all cases.
- c. The construction of decks or patios within a buffer area will not be allowed.
- d. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
- e. All permits and building codes must be in compliance with local regulations.

Information Required in Submittal:

- 1. Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.
- 2. Elevation drawing(s) showing style of deck and patio, including railing, steps, etc.
- 3. Description of materials used, including samples of stain or paint, if applicable.

Detached Structures

Items Requiring Architectural Approval:

All detached structures require approval prior to construction. Examples include storage sheds, greenhouses, garages and carports. All detached structures must be placed on a foundation.

Information Required in Submittal:

Architectural Approval must be received prior to any construction. A request for approval shall include:

1. Official plat or survey showing lot boundaries, the existing building and the proposed structure.
2. Two elevations of the proposed construction showing the proximity to the residence.
3. Description and location of any trees to be removed.
4. Description of materials to be used including siding, paint colors and shingle samples, if applicable.

Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible and must be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than the building setback line. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Structures should match the house in color and style as much as possible.
3. No metal sheds are allowed.
4. No structure shall infringe upon the setbacks for the lot.
5. All structures must be properly maintained.

Driveways and Parking Pads

Items Requiring Architectural Approval:

Any parking pads or changes to driveways require architectural approval.

Location and Restrictions:

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. must comply with good construction practices.
3. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, Association owned Common Property and neighboring lots.

Information Required in Submittal:

1. Plot plan showing location of driveway or parking pad.
2. Elevation drawing(s) showing the measurements of the parking pad such as length, height and width as well as any landscaping that will be added along the perimeter.

Fences

Items Requiring Architectural Approval:

All fences must be reviewed and approved by the Architectural Review Board for style, color, type and other factors. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.

No construction shall begin without written approval from the Architectural Review Board and/or the Board of Directors.

Information Required in Submittal:

1. Submit a top down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines.
 - a. Dimensions must be included.
 - b. Elevations (side view) must be included.
 - c. Gate locations must be included.
2. Landscaping must be included with the request.

Fences (Continued)

Location:

1. No fence shall extend closer to the front of the house than the front corners of the dwelling.
2. Side fencing must be constructed on the property line, except where there is a set back requirement. The back line location of the fence must be approved by the Architectural Review Board. When the back line location of the fence is not on the property line, it may be no closer than five feet to the property line.
3. Property owners are cautioned that building a fence that infringes on easements or access right-of-ways may result in destruction or removal of the fence. Such building is done entirely at the risk and expense of the property owner.
4. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Architectural Review board. Construction within a buffer area may also require approval from the City.
5. Side fences must tie in to existing fences. The front of the fence must be even with existing fences, provided that no fence shall extend closer beyond the front corners of the dwelling. No gaps between fences on property lines or double fences are allowed.
6. Setback may be required for the sake of landscaping.

Construction Details:

1. All hardware should be weather resistant.
2. All posts must be set in concrete or in a secure manner.
3. The finished side of the fence styles must face the adjoining lots.
4. Fence may be constructed with or without spacing between vertical slats.
5. Wood fences shall not exceed a height of 6 feet. Black aluminum fences shall not exceed a height of 4 feet.
6. Decorative finials are allowed but must be approved by the Architectural Review Board.
7. Fences can be black aluminum or wood material. Wood styles may be either cedar, redwood, or treated pine lumber
8. Painted fences are strictly prohibited.
9. No wire, chain link, concrete or vinyl fences are allowed.

Maintenance:

Maintenance of the fence is the responsibility of the property owner.

Lawn Ornaments, Decorations, Outside Lighting, Signs and Flags

Items Requiring Architectural Approval:

1. Lawn ornaments, free standing flagpoles, lantern poles, flood lights, security lights and fish ponds.
2. All signs, except as noted below.

Items Not Requiring Architectural Approval:

Decorations including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, and For Sale, For Rent, Garage Sale, Yard Sale, Political Campaign signs, as long as they are removed within a reasonable amount of time and that no sign be placed on common property.

Information Required in Submittal:

1. Plot plan showing location of item.
2. Picture or description of item.

Guidelines:

Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights. On items not requiring approval, the Architectural Review Board reserves the right to request a homeowner remove an item if surrounding homeowners complain.

Commercial advertising signs are prohibited.

Mailboxes

Guidelines:

1. All new mailboxes or replacements shall conform to the mailbox style approved for the community.
2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

Major Landscaping

Items Requiring Architectural Approval:

Landscaping of a minor nature 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.

After initial construction, no tree having a trunk diameter exceeding six (6) inches at a height of two (2) feet above ground level, shall be removed without the Architectural Review Board's and/or the Board of Directors' prior express written approval.

Other types of landscaping that are structural, or change the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view, will require approval.

Information Required in Submittal:

1. Plot plan showing quantity and location of plants.
2. Description of plants.

Guidelines:

1. Hedges and Screen Plantings
 - a. Approval must be obtained from the Architectural Review Board before erecting any hedge or screen planting on any lot closer to the front lot line than the front of the house.
 - b. Hedge or screen plantings which form a barrier between properties should have the following:
 - i. Agreement for maintenance access.
 - ii. Setbacks to allow for plant growth.
2. No changes or modifications are allowed to Common Property, without prior Board of Director's written approval.
3. Retaining Walls – See guidelines for Retaining Walls.
4. Ornaments – See guidelines for Lawn Decorations.
5. Garden Plots – See guidelines for Garden Plots.
6. Fences – See guidelines for Fences.

Painting of Exterior of House

Items Requiring Architectural Approval:

Color changes made to the existing colors must have Architectural Review Board approval (submit color samples with your application).

Items Not Requiring Architectural Approval:

1. Periodic repainting and restaining with the existing color does not require approval.

Guidelines:

Brick will remain unpainted unless originally painted by the Builder.

Parking

Guidelines:

1. No commercial licensed vehicles, tractors, inoperable vehicles, or motorhomes to be parked on the Lot or on Common Property or within any right-of-way of any street in or adjacent to the Subdivision.
2. The association regulates the parking of all recreational vehicles, campers, boats, trailers and motorcycles.
3. All vehicles must be parked in the driveway, not on grassed or soil surfaces of the Lot.

Pets, Pet Houses and Pens

No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any Lot except, that:

Dogs, cats or other household pets may be kept, provided that they are not bred or maintained for commercial purposes.

Guidelines for the Housing of Animals:

1. Prefabricated chain link dog pens may be utilized as long as they are surrounded with a wood fence. Any spacing between vertical wood slats may not exceed 2 inches. No space is allowed between the wood and chain link. The wood fence must be as tall or taller than the chain link. Chain link must be as inconspicuous as possible. Dog pens used in this manner must be approved by the Architectural Review Board before installation.
2. No chain link or metal fencing is allowed except as described above. Fencing must be a style approved by the Architectural Review Board.
3. Pet pens must be located in the back or side yard (whichever is least conspicuous).
4. Screening should be provided as much as is possible.
5. Pet pens must be at least 10 feet from the property line.
6. No animal may be left unattended and kept or secured by being chained, tied or otherwise attached to an inanimate object.
7. The Town of Holly Springs has an ordinance requiring dogs and cats to be under physical restraint, such as a leash, or in a secure fence while loose on the owner's property. Dogs and cats are required to always be under physical restraint off the owner's property.

Information Required in Submittal:

1. Plot plan showing the location of the proposed structure.
2. Description of the materials to be used.
3. Description of the type, size and number of animal(s) to be enclosed.
4. Description of the plantings to be provided for screening.

Retaining Walls

Guidelines:

Retaining walls must be approved by the Architectural Review Board prior to installation.

Information Required in Submittal:

1. Plot plan showing the location of the proposed retaining wall.
2. Description of the materials to be used.
3. Description of the size of the retaining wall (length, width, and height).
4. Description of any plantings or landscaping that will accompany the retaining wall.

Skylight and Attic Fans

Items Requiring Architectural Approval:

The addition of a skylight or attic fan that alters the exterior of the roof must be approved by the Architectural Review Board.

Information Required in Submittal:

1. Plot plan showing the location of the addition.
2. Description of style, size and materials to be used.

Solar Collectors

Items Requiring Architectural Approval:

All solar collectors require architectural approval.

Information Required in Submittal:

1. Drawing showing the location of the unit.
2. Plot plan showing visibility from streets and neighboring lots.

Guidelines:

1. Solar collectors must be installed to be as inconspicuous as possible.
2. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
3. Collectors must be attached to the roof, not free standing or ground mounted.
4. 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. There should be a minimum exposure of piping. Piping running down the side of the dwelling is not permitted.
5. The ideal installation is one that is laid flat on the roof.
6. Any tree removal required to permit increased solar exposure to the collectors, must adhere to the tree removal guidelines.
7. No topping or removal of trees on Association Common Areas and/or greenways is allowed.

Storage

Guidelines:

1. No trade materials or inventories may be stored upon any Lot.
2. Temporary storage of materials for modification projects should be discreetly placed and maintained in an orderly manner.

Swimming Pools and Hot Tubs

Items Requiring Architectural Approval:

Only in-ground pools allowed. All in-ground swimming pools require architectural approval.

Hot tubs must also be approved.

Information Required in Submittal:

1. Plans and specifications showing the nature, kind, shape, height, materials and location must be submitted.
2. Plot showing the location of pool or hot tub.
3. Plan for screening (fencing or live screening).

Guidelines:

1. Any wood support structure must be the same color as the house or deck.
2. Pool or hot tub cannot be located within a gutter or easement.
3. All Health Department regulations must be met.
4. Pool or hot tub must be screened from view from any street.

Swing Sets, Play Houses and Jungle Gyms

Items Requiring Architectural Approval:

All permanent play equipment must be approved by the Architectural Review Board prior to placement.

Information Required in Submittal:

1. Plot plan showing location of play equipment and distance from the play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment.

Guidelines:

1. Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than 5 feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. The Architectural Review Board reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain.
3. Screening may be required along property lines in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.
4. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

Tree Removal

Guidelines:

Tree removal guidelines must be followed. No trees measuring six (6) inches or more in diameter at a point two (2) feet above the ground level may be removed without prior written approval. Dead or diseased trees may be removed without approval from the Architectural Review Board. It is recommended that the homeowner notify R S Fincher & Co., LLC of the tree removal.

Vegetable Garden Plots

Items Requiring Architectural Approval:

Gardens in single family residential areas will not require prior approval of the Architectural Review Board if they are wholly located in the rear portion of the Lot and a minimum of 10 feet from the side and rear lot lines. Any tree removal required to provide space for the garden must adhere to tree removal guidelines.

Architectural Review Board approval is required for any garden location other than described above, or any deviation from the above guidelines.

Compost piles will not require prior approval of the Architectural Review board if they are wholly located in the rear portion of the Lot and a minimum of 10 feet from the side and rear lot lines.

Guidelines:

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.

Window Air Conditioning Units

Guidelines:

Window Air Conditioning Units must be approved by the Architectural Review Board prior to installation. Window Air Conditioning Units are not allowed on the front or sides of any house.

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.

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

- Shrubbery, Trees and Lawns
- Driveways and Sidewalks
- Decks
- Fences and Areas Outside the Fence Line but within Lot Boundaries
- Play Equipment
- Roofing
- Wood
- Paint and Stain
- Garbage and Lawn Refuse Storage

(Replace with Architectural Request Form)
(Front Side)

(Replace with Architectural Request Form)
(Back Side)