

Sandy Springs Homeowners Association, Inc.

Architectural Guidelines

Revised March 2020

Contents

Letter of Introduction.....	3
Architectural Submittal and Approval Process.....	4
Appeals Process.....	4
Additions and Structural Changes.....	5
Awnings.....	5
Basketball Goals.....	6
Clotheslines.....	6
Decks, Patios, Arbors, and Screen Porches.....	6
Detached Structures.....	7
Driveways and Parking Pads.....	8
Fences.....	8
Major Landscaping.....	10
Lawn Ornaments, Decorations, Outside Lighting, Signs, and Flags.....	10
Mailboxes.....	11
Maintenance.....	11
Painting.....	12
Parking.....	12
Pets, Pet Houses, and Pens.....	12
Skylights, Attic Fans, and Solar Panels.....	13
Storage.....	13
Swimming Pools and Hot Tubs.....	13
Swing Sets, Play Houses, and Jungle Gyms.....	14
Vegetable Garden Plots.....	14
Appendix.....	15

Letter of Introduction

These guidelines and standards are not intended to be all inclusive or exclusive but serve as a guide to permissible improvements. The Architectural Review Committee (ARC) shall not knowingly approve a project that is in violation of any building or zoning code required by the Town of Fuquay Varina. The responsibility of compliance rests solely with the homeowner.

These guidelines are protective rather than restrictive because they are designed to enhance and protect the property values and safety of all residents and owners.

These guidelines and standards are an accepted part of the Covenants; the Board of Directors and the ARC have the right to enforce compliance with these guidelines and standards.

Architectural Review forms may be downloaded from our website or contact CAS Management to have copies mailed to you.

Architectural Submittal and Approval Process

Each homeowner has the responsibility to complete an Architectural Request Form prior to making any changes, additions or deletions 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.

Prior to making any exterior changes upon your lot, you will need to submit an architectural request form. The form can be found on the CAS website (<http://www.CASNC.com>). Go to Sandy Springs community page to view Sandy Springs specific documents including the Architectural Request Form and Guidelines. The entire form will need to be properly filled out in order to be review by the Board. Remember to always include the site survey/plot map with marked changes. To avoid delays in the review process, please provide all required information. After the form is filled out to its entirety, send the form to CAS. Fax: (919-403-1499), email (see Email the Sandy Springs manager link on the Community Page), or mail (5915 Farrington Rd. Suite 104 Chapel Hill, NC 27517). The request will then be reviewed for completeness and sent over to the Board of Directors/ Architectural Committee to begin the approval process. The Board has a 30 day time period for the approval. PLEASE DO NOT BEGIN WORK PRIOR TO OBTAINING WRITTEN APPROVAL.

If you would like to meet with the Architectural Committee, please contact the management company to be placed on the agenda for the next scheduled meeting.

Keep in mind that a town building permit may be required which is the responsibility of each homeowner.

Appeals Process

To appeal a disapproved submittal, the homeowner should submit a written response to the Board of Directors, including specific detailed information that clarifies why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to further discuss the submittal. Please contact the management company to be placed on the agenda for the next Board of Directors meeting.

Additions and Structural Changes

Items not requiring approval:

- Normal maintenance to preserve the structure in its original state does not require architectural approval. If the same color and material is being used to replace the roof, it does not require approval (example: same style and color for roofing). Any color or material change must be approved.

Items requiring architectural approval:

- All external additions or structural changes to homes must have architectural approval before construction begins. This includes but is not limited to, new rooms, porches, garages, carports, or attached structures of any kind.
- Any changes to windows, doors, or chimney/fireplaces require approval.
- Any color or style change in roofing.

Information required in submittal:

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

Guidelines:

- No addition shall encroach upon the setbacks for the lot as listed in the Covenants.
- Additions should match the house color and style as much as possible.
- Town building permits may need to be obtained and will be the responsibility of the homeowner.

Awnings

All awnings require architectural approval.

Information required in submittal:

- Plot plan showing the location
- Elevation drawings of awning
- Description and sample of material(s) to be used

Guidelines:

- Fabric should blend with the color of the house and must be made of canvas material
- Awning can be retractable or stationary
- If wood is being used, it must match any existing wood on house or deck
- Must keep up regular maintenance

- Must be attached to the house, not freestanding

Basketball Goals

Basketball goals do not require approval.

- Only portable basketball goals are allowed and must be stored on the side of the house when not in use.
- Basketball goals are not allowed in the street or facing the street.
- Permanent basketball goals cemented in the ground and goals mounted on the house are not permitted.

Clotheslines

Permanent exterior clotheslines are not permitted.

Decks, Patios, Arbors, and Screen Porches

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 addition or change will require approval.

Deck Materials:

- Deck materials must consist of pressure treated wood or engineered wood (ex. Trex) and must be weather resistant
- Posts may be made of brick, pressure treated wood, or other suitable material
- Include any landscape plan/screening of the area underneath the deck

Approved Patio Materials:

- Concrete
- Bricks with sand fill or grout
- Stone with sand fill or grout
- Include any landscape plan/screening for the area around the patio

Height of decks, arbors, and screens

- Decks should be of reasonable height for the intended purpose
- Arbors should be no higher than 8'

- Free standing decks screens (ex. Lattice) shall not exceed 5' in height
- Screens as part of an arbor may extend to the arbor

Location and Restrictions:

- Patios must be located behind the house, and may not extend beyond, around corners, or be freestanding in other areas of the backyard
- Decks shall not extend outward beyond the rear corners of the building line
- Obstruction of views or breezeways of adjoining properties will be given consideration in all cases
- Construction of decks or patios within a buffer area is not permitted
- Only materials that match existing structures on the property and match the aesthetics of the community will be approved
- All permits and building codes must be in compliance with the Town Regulations

Information Required in Submittal:

- Plot plans showing location of deck or patio in relation to other structures and property lines
- Elevation drawings showing style of deck or patio including railings, steps, gutters, etc.
- Description of materials used, included samples of stain or paint if applicable

Detached Structures

All detached structures require architectural approval prior to construction. Examples include storage sheds, greenhouses, garages, and carports.

Information required in submittal:

- Official plat plan showing existing building structures and lot lines and where the structure will be located
- Two elevations of the proposed construction, showing proximity to home
- Description of materials to be used including color samples
- A picture/drawing of proposed structure
- Description and location of any trees to be removed

Guidelines:

- Permanent structures must be out of street view. The setback from the property line should be 10 feet from adjoining neighbors. The preferred location is in the rear, directly behind the home.
Each request will be reviewed on a case by case basis. ¹
- Materials and colors should blend with the house
- Metal sheds must be reviewed on an individual basis.
- No structure shall infringe upon the setbacks for the lot as listed in the Covenants.
- All structures must be properly maintained.

¹Town approval may be needed.

Driveways and Parking Pads

Any parking pads or driveway extensions require architectural approval.

Location and Restrictions:

- Driveways and parking pads must be concrete. Any other material (brick, stone, etc.) will be reviewed on a case by case basis. Aggregate base, thickness, reinforcement, etc., should comply with good construction practices.
- May not encroach onto buffer areas, association common area, or neighboring lots. Contact the Town for setback requirements for parking pads/extensions.
- Parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces is not permitted

Information Required in Submittal:

- Plot plan showing location of driveway or parking pad
- Elevation drawings 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

Approved Styles:

- Picket
 - Pickets must be constructed with a decorative picket design
- Stockade
 - Can be constructed in a rainbow or dog-ear design
- Vinyl
 - Five suggested vinyl fence designs (see appendix)
- Split Rail Approved

Materials:

- Wood
- Vinyl
- All other materials and designs must have prior approval

Approved Color:

- Natural unfinished wood
- Wood stained a natural color (all colors must be pre-approved)
- White vinyl
- Painted fences are strictly prohibited

Height:

- Maximum height for Picket fence is 5 feet measured from ground to top of post
- Maximum height for Stockade fence is 6 feet
- Maximum height for Vinyl picket maybe 5 feet. Height will be approved upon manufactures availability
- Maximum height for Split rail will be 4 feet

Location:

- Fence may not extend beyond the front line of the house
- Fence must be constructed 6" inside the property line unless connecting to neighboring fence
- Building on an easement or access right-of-way is done entirely at the risk of the home owner.
This may result in destruction or removal of the fence.
- Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the architectural committee. Construction within a buffer area may also require approval from the Town.
- Submit a plat plan/site survey to indicate the exact location of the fence in relation to the house and the property lines.
 - Dimensions must be included
 - Elevations (side view) must be included
 - Gate location must be included

Construction Details:

- All hardware is to be corrosion-resistant (i.e., galvanized, stainless, etc.)
- All posts must be set in concrete
- There should be no gaps in-between the slats for a Stockade fence
- The finished side of all fencing must face adjoining lots

Maintenance:

- Maintenance of all fences is the responsibility of the homeowner.

Process:

- Each request will be reviewed on a case by case basis. No previously approved installation shall constitute establishing a precedent for approval.
- No construction shall begin without written consent from the Architectural Committee or Board of Directors.
- Allow enough time for processing and approval when planning construction.

Major Landscaping

Landscaping of a minor nature such as naturalizing an area of the yard, or adding low-growing shrubs and bedding flowers, need not be submitted for approval, provided they do not encroach upon neighboring properties.

Items requiring architectural approval:

- No tree having a trunk diameter exceeding 6 inches at a height of two feet above ground level shall be removed without architectural approval. If the tree is dead, diseased, or poses an imminent threat or danger to a person's property, it can be removed without approval from the Architectural Committee or Board of Directors.
- Any major structural landscaping change in the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view, or change existing drainage patterns requires prior written approval.

Guidelines:

- No hedge or screen planting shall be erected on any lot closer to the street than the front of the house.
- Hedge or screen plantings which form a barrier between lots should have room for maintenance access and setbacks from the lot line to allow for plant growth.
- No changes or modification to the Sandy Springs common areas shall be made by anyone other than the Board of Directors.

Information required in submittal:

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

Lawn Ornaments, Decorations, Outside Lighting, Signs, and Flags

Items Requiring Architectural Approval:

- Lawn ornaments
- Free standing flagpoles
- Lantern poles

Items Not Requiring Architectural Approval:

- Seasonal decorations
- Landscape or accent lighting
- Wall mounted flags and lanterns
- For sale, for rent, garage sale

- No signs shall be placed on Sandy Springs common areas
- Signs must be removed within a reasonable time
- Guidelines:
 - Every effort should be made not to disturb or adversely affect neighbors, especially with the installation of flood lights and security lights.
 - On items that do not require approval, the Board of Directors has the authority to request that the homeowner removes an item if surrounding homeowners complain or if the Board considers the item to be unsightly or a nuisance.
 - Commercial advertising signs are never permitted.

Mailboxes

- All new mailboxes or replacements of deteriorating installations shall conform to the approved mailbox standards:
 - Color of box or post (black, white, or solid color that matches a color used on the home)
 - The post must be made of wood or vinyl
 - House numbers must be displayed on the mailbox, post, or home and they must be clearly visible from the street (minimum 3" numbers)
- Any changes made to the mailbox (hanging or attached) must be submitted for approval.
- Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are met.

Maintenance

It is the primary responsibility of each homeowner to maintain their property in a way that does not detract from the overall aesthetics of the community. Each homeowner shall take this responsibility seriously as it affects the value of all properties in the community.

The following is a basic list of areas that should be reviewed on a regular basis to insure the home is in good repair:

- Shrubbbery, trees, and lawns
- Driveways and sidewalks
- Decks
- Fences
- Play equipment
- Roofing
- Wood
- Paint and stain
- Garbage can storage
- Siding
- Mailbox

Deterioration:

- If at any time it is brought to the attention of the Board of Directors that a property is bringing down the aesthetics of the community, the homeowner may be sent a letter of violation from the management company.
- Based on the severity of the deterioration, the homeowner may be given a time frame in which the repairs need to be done. If the repairs have not been completed within that time, the Board of Directors has the authority to take further action.

Painting

If you are changing the existing color, you will need to file a request for approval. Reapplying the existing color does not require approval.

Brick shall remain unpainted.

Parking

No industrial or commercial trucks, tractors, or inoperable vehicles maybe be regularly parked on any lot, common area, or within any right-of-way of any street in or adjacent to the Community as written in the Declaration of Covenants.

The association shall regulate the parking of recreational vehicles such as campers, boats, trailers, and motorcycles.

- Recreational vehicles can be stored within a fenced in area that is not visible from the street.

Pets, Pet Houses, and Pens

No animals, livestock, exotic animals, or poultry of any kind shall be raised, bred, or kept on any lot. Dogs, cats, or other household pets may be kept, provided that they are not bred or maintained for commercial purposes.

Guidelines for housing of animals:

- Pet pens must be placed far enough away from any property line so that they do not interfere with the neighbors.
- Pet pens must be located in the back or side yard (providing whichever one is more hidden from street view)
- Plants or fencing must be used to screen pet housing

Information required in submittal:

- Plot plan showing the location of the structure
- Description of the materials to be used
- Description of the type, size, and number of pets to be in the enclosed area
- Description of screening plants or fencing

Skylights, Attic Fans, and Solar Panels

The addition of any skylights or attic fan that changes the exterior of the roof requires approval

Guidelines:

- The skylight or attic fan should be located on the section of roof facing the back of the lot

Information required for submittal:

- Diagram showing location of the addition
- Description of style, size, and materials

The addition of Solar Panels requires board approval before installation. They must not be visible from street view.

Storage

No trade materials or inventories may be stored upon residential lots.

Materials for modification projects may only be stored temporarily.

Swimming Pools and Hot Tubs

Items requiring architectural approval:

All swimming pools and hot tubs require architectural approval.

Guidelines:

- Any wood support structure must be same color as the house or deck
- Pool or hot tub cannot be located within a buffer or easement
- All Health Department and Town of Fuquay Varina regulations must be met
- Pools and hot tubs must be fenced in with an approved fence style and hidden from street view

Information required for submittal:

- Plans and specifications showing the nature, kind, shape, height, materials, and location must be submitted
- Plat plan showing location and dimensions of pool or hot tub
- Plan for screening (fencing or plants)

Swing Sets, Playhouses, and Jungle Gyms

All permanent play equipment or structures must be approved prior to installation

Information Required in Submittal:

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

Guidelines:

- Permanent play equipment must be installed so that it is inconspicuous, preferably behind the house
- Structure shall be placed directly behind the house, though each request will be reviewed on a case-by-case basis
- Cannot be placed any closer to the adjoining lots than 10 feet
- The Board of Directors reserves the right to require that a homeowner removes the play equipment if neighboring properties complain about disrepair (disrepair includes, but is not limited to, noticeable missing and/or broken parts, rust, or peeling paint).
- Screening plants or fence may be required along the property lines in order to block the view and/or noise from neighboring lots. Landscape plans should be submitted.
- Non-permanent play equipment must be stored out of street view

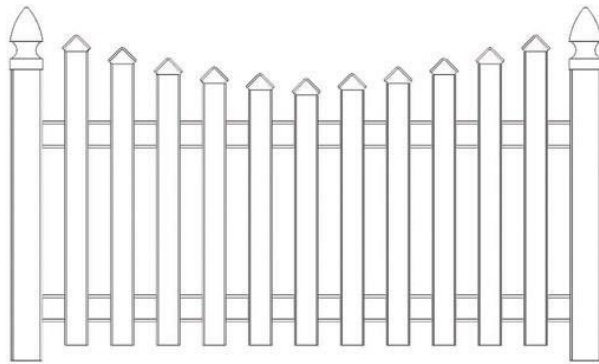
Vegetable Garden Plots

- Vegetable gardens that are directly behind the house do not require architectural approval.
- Architectural approval is needed if installing a garden located anywhere other than described above
- Any tree removal must follow the tree removal guidelines.
- Regular maintenance of the garden plot is required.
- Excessive debris must be removed from the garden after each season, including any stakes or other structural additions to the garden.
- NO compost piles are allowed on any portion of the property located within Sandy Springs.
- Compost bins are allowed

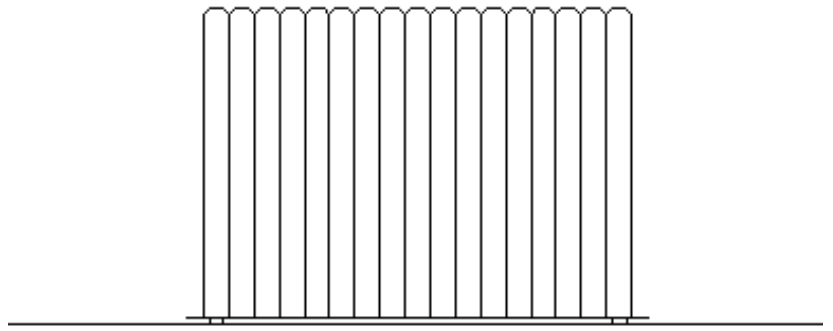
Appendix

Approved Fence Styles Architectural Request Form

Fence Style 1: Picket

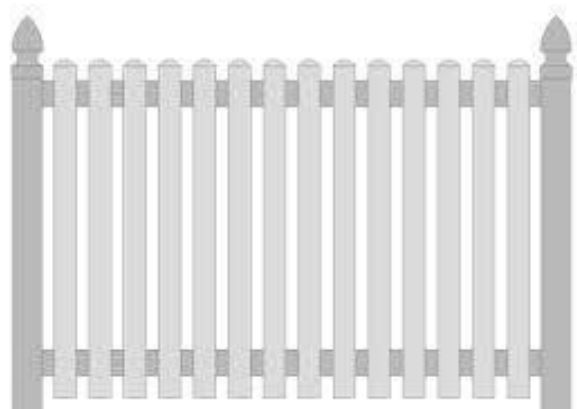


Fence Style 2: Stockade



Dog Ear Top Stockade Fence

Fence Style 3: Vinyl



Fence Style 4: Split Rail

