



ARCHITECTURAL GUIDELINES

Purpose of Design Guidelines

Alexandria Square is a Residential Townhouse Development (RTD). Simply stated, this means that the original tract of property was designed and approved as a self-contained, deed restricted community having its own covenants and order of rule under which all property owners would live, abide and provide for the maintenance of all Common Areas and improvements thereon. Restrictions were established so that aesthetics, appearance, and continuity could be defined and written based on the covenants and on precedence established by the Board of Directors. The Board of Directors will review all architectural requests. These Design Guidelines provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. In addition, these Design Guidelines are established to give the homeowner some degree of assurance that the actions of all members of the community would be directed so as not to adversely impact their enjoyment or property values.

The architectural standards and use restrictions set forth in this document are for the purpose of protecting the value and desirability of the real property located in the Alexandria Square Subdivision. Article VII of the Alexandria Square Homeowners Association By-laws and Article VIII of the Declaration of Covenants, Conditions and Restrictions for the Alexandria Square Town homes Association, Inc. supports the Board's ability to adopt and publish from time to time amend written architectural standards and construction specifications.

"No improvement of any kind shall be erected, placed or maintained, and no addition, alteration, modification or change to any improvement shall be made without the prior written approval of the Committee. Any building, wall fence, swimming pool, or screened enclosure constructed, installed or placed by or with the approval of the Committee prior to the termination of the Declarant control. Nor shall a building permit for such improvement or change be applied for or obtained, nor shall any major landscaping or re-landscaping of any Lot be commenced or made (such construction, alteration and landscaping are hereinafter referred to as the "Improvements") until plans and specifications showing the nature, kind, shape, heights, materials, color and location of same shall have been submitted to and approved in writing by the Board. Construction must be accomplished in strict conformity with such plans as approved, unless otherwise expressly agreed to in writing by the Board. The Board shall have the sole right, authority and complete discretion to approve or disapprove the plans and specifications for any reason, including, but not limited to, exterior colors and appearance, landscaping, location of the structure or structures and aesthetics. In addition to setting standards, the Design Guidelines establish a process for review of proposed modifications to Lots and Dwellings to ensure that all sites within the community are developed and maintained with the consistency and quality that attracted you to Alexandria Square."

Government Permits

To the extent that City of Raleigh and County Ordinances or any local government ordinances, building code or regulation requires a more restrictive standard than the standards set forth in these Design Guidelines or the Declaration of Covenants, the local government standards shall prevail. To the extent that any local government standard is less restrictive, the Declaration and the Design Guidelines (in that order) shall prevail.

Review Structure

The Board of Directors of Alexandria Square Homeowners Association, Inc. (Article VIII of Alexandria Square Covenants) handles architectural control and design review for Alexandria Square. The Board has exclusive jurisdiction over all matters relating to modifications to existing structures and landscaping, as set forth in Article VIII of the Declaration of Covenants. The Board shall review plans and specifications for all modifications and landscaping on any Dwelling or Lot, shall be the conclusive interpreter of these Design Guidelines, shall monitor the effectiveness of these Design Guidelines, and may promulgate additional design standards and review procedures consistent with these Design Guidelines. Information regarding the "appeals process" can be found on page 4.

Review Fees

The Covenants, Article VIII, allows the Board to charge a reasonable fee, not to exceed \$75.00, for receiving and processing each application. However, the Board chooses not to charge a fee.

DESIGN REVIEW PROCESS

Review of Modifications

The review of modifications shall require the submission of an application to the Board. An application form can be found on Page 10 of this document. Additional application forms can be secured through Charleston Management. Depending on the scope of the modification, the Board may require the submission of all or some of the plans and specifications listed below. In the alternative, the Board may require a less detailed description of the proposed modification.

Application Process

The Board will require two (2) sets of any modification plans in addition to the submission of an application. These sets of plans should be submitted to the following address:

Charleston Management
P.O. Box 97243, Raleigh NC 27624
FAX: 919-848-1548*

***Do not fax if the Board needs to review colors.**

Generally, drawings of the proposed change should be submitted (to scale) which show relationships to existing structures, landscaping, lot lines and setbacks (distance from property lines) for all proposed improvements. These drawings should include a "site plan" and an elevation plan along with any additional information which could help the Board visualize the project. Further descriptions of the five (5) elements [floor plan, elevations, exterior finishes, landscaping plan and other] are as follows:

Floor Plan:

Should show decks, patios, trash enclosures, HVAC equipment and utilities related to the residential dwelling.

Elevations:

Showing the front, rear and side exterior elevations (drawings) of improvement including building materials and finishes, it must indicate the maximum height of the residential dwelling as necessary for the scope of the project.

Exterior Finishes:

Samples of the exterior color scheme (including two (2) samples (one will be returned) and/or color chips), lighting scheme and other details affecting the exterior appearance of the proposed improvements.

Landscaping Plan:

Showing location of trees, protection of existing vegetation, use of plants and other landscaping details. [For further information see "Landscaping and Site Standards" section of this document.]

Other: Such other information, data and drawings as may be reasonably requested, including, without limitation, irrigation systems, drainage, lighting, and other features.

Review Criteria: Recommendations I Variances

While the Design Guidelines are intended to provide a framework for modifications, they are not all inclusive. In its review process, the Board may consider the quality of workmanship and design, harmony of external design with existing structures and location in relation to surrounding structures, topography, and finish grade elevation among other factors, however, the Board will not grant approval for a proposed modification that is inconsistent with the Design Guidelines, unless the Board grants a variance.

Variances may be granted in some circumstances, which include, but are not limited to, topography, natural obstructions, hardship, or environmental considerations. The Board shall have the power to grant a variance from strict compliance in such circumstances so long as the variance does not result in a material violation of the Declaration of Covenants. No variance shall be effective unless in writing and supported by all members of the Board.

Review Period

Each application and plan submittal shall be approved or disapproved within 30 days of receipt of all materials required by the Board. One set of plans shall be returned to the Applicant accompanied by the Board's decision. The other copies are for the Association's records. The Board's decision shall be based upon a majority vote of the Board and shall be rendered in one of the following forms:

1. "Approved" - The entire application as submitted is approved.
2. "Approved as Noted" - The application is not approved as submitted, but the Board's suggestions for curing objectionable features or segments are noted. The applicant must correct the plan's objectionable features or segments. The Applicant may be required to resubmit the application and receive approval prior to commencing the construction or alteration.
3. "Disapproved" - The entire application as submitted is rejected in total.
4. "Variance" - Designated as an exception from the stated guidelines for a specific reason.

If the Board fails to respond within 30 days, approval shall be deemed granted.

As a condition of approval under this section, each Owner and all successors- in-interest, shall assume all responsibilities for maintenance, repair, replacement, and insurance to and on any change, modification, addition, or alteration.

Approval of plans for any proposed modification shall not set a precedent for future applications.

Appeal

If an initial application is disapproved, an Applicant shall have the right to appeal by resubmitting the application information, documents and fees set forth above to the Board. The second submittal shall be considered only if the Applicant has altered the plans for modification or has new information, which would in the Board's opinion, warrant reconsideration. If the Applicant fails to appeal a decision of the Board, the Board's decision is final. Appeals will be reviewed at the next regularly scheduled Board Meeting provided the basic design guidelines set forth in this document are met and the Board is supplied with the application documents at least 7 days prior to the scheduled board meeting. This final appeal shall only be deemed approved if the applicant receives written notification from the Board. As the Board may only meet quarterly, approval shall not be assumed to be granted if the Board does not respond within 30 days.

City of Raleigh I County Approval

The review and approval of plans and specifications by the Board shall not be a substitute for compliance with the permitting and approval requirements of the City, County or other Governmental Authorities. It is the responsibility of the Applicant to obtain any and all necessary permits and approvals.

Implementation of Approved Plans

All work must conform to approved plans. If it is determined by the Board that work completed or in progress on any Dwelling or Lot is not in compliance with these Design Guidelines or any approval issued by the Board, the Board shall, directly or through the Board, notify the Applicant in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and shall require the Applicant to remedy the same. If the Applicant fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be deemed to be in violation of the Declaration of Covenants and these Design Guidelines and the homeowner (property) shall be subject to a daily monetary fine.

Time to Commence

If construction does not commence on a modification for which plans have been approved within one year of approval, such approval shall be deemed withdrawn unless the applicant requests, in writing, additional time from the Board.

Time to Complete

The Board shall include, in any approval, a maximum time period for the completion of any modification. If no maximum time period is specified in the approval, the modification shall be completed within 180 days of its commencement. The Applicant may request an extension of such maximum time period not less than three days prior to the expiration of the maximum time period, which the Board may approve or disapprove.

Changes After Approval

All proposed changes to plans, including, but not limited to, changes that affect the exterior of any building, colors, windows, grading, paving, utilities, or landscaping made after plan approval must be submitted by the Applicant and approved in writing by the Board prior to implementation of such changes. Close cooperation and coordination between the Applicant and the Board will ensure that changes are approved within 15 days.

If the City of Raleigh or County, or any other authority having jurisdiction, requires that changes be made to final modification plans previously approved by the Board, the Applicant must notify the Board of such changes and receive approval from the Board prior to implementing such changes.

Enforcement Waiver

In the event of any violation of these Design Guidelines, the Board may take any action set forth in the by-laws or the Declaration, including levying a Specific Assessment pursuant to the Declaration. The Board may also remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Board shall be entitled to recover the costs incurred in enforcing compliance and/or impose a fine against the Dwelling/Lot upon which such violation exists.

DESIGN STANDARDS

The following specific site criteria shall apply to all proposed modifications within Alexandria Square unless the Board grants a variance. These guidelines may be modified from time to time and are not inclusive of all architectural standards which may be adopted by the Alexandria Square Homeowners Association, Inc. Applicants are responsible for obtaining all necessary building permits.

Air Conditioning Equipment

Unless otherwise permitted by the Board, no window air-conditioning unit (sides or front) shall be installed which faces the street.

Antennae and Satellite Dishes

Article X, Section 6. states no radio or television transmission or reception towers, antennas or satellite reception dishes or discs shall be erected on a lot unless approved as provided in Article VIII of the Declaration. A satellite dish or disc may be located on a Lot, provided that (i) the disc or dish is not more than two feet in diameter, (ii) the disc or dish is located on the side of the Lot facing away from the street and within the building setback line applicable to the Lot, and (iii) the disc or dish is located or screened in such a way that it cannot be seen from any street within the Subdivision.

Awnings

The installation of awnings on the front of the residence or side(s) of the dwelling that faces the street is prohibited. However, an architectural request form must be submitted for placement as stated above.

Boats, Trailers, and Unlicensed, Unregistered or inoperable Vehicles

No owner or his family, lessee or sublessee or guest of an Owner shall: (i) park any vehicle on a street within or adjoining Alexandria Square Town homes except in a designated paved parking space, (ii) park or keep on any lot or street within or adjoining the Subdivision any abandoned, partly dismantled or inoperative vehicle, or (iii) park or keep on any lot or any street within or adjoining the Subdivision any boat or boat trailer, motor home, camper, bus, truck or commercial vehicle in excess of one ton weight, within the Subdivision. (Article X, Section 10) Boats and other watercraft, towing trailers, and related leisure vehicles or attachments shall not be permitted on any Lot except in areas where they cannot be viewed from the streets. In addition, no vehicle can be parked in the guest spaces as a means of storing said vehicle. The Board shall have the right and authority to have towed any vehicle parked or maintained in violation of these or subsequently adopted parking rules and regulations.

Decks

Owners shall secure the approval of the Board before installing or expanding decks. Decks must be installed as an integral part of the residence or patio area. Any such deck must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Construction shall not occur over easements and must comply with the applicable Wake County and City of Raleigh requirements.

Living Fences

Owners shall seek the approval of the Board to review the topography, etc. before installing a living fence in their back yard. However, living fences are the only approved installation within the back yard in reference to installing a privacy fence between you and your neighbor and the common areas.

Fences

Other fencing will be reviewed on a case-by-case situation due to the high density and drainage issues within Alexandria Square.

Exterior Lighting

Except for seasonal holiday decorative lighting, all significant exterior lighting changes must be approved by the Board. The Board may take into consideration the visibility and style of the fixture and its location. Exterior lights shall be conservative in design and as small in size as practical. Lights shall be directed toward the house or ground and limited in wattage to 2,000 lumens. Low voltage (12 volt) lighting is preferred. Holiday lights should be removed no later than one (1) month after the holiday. Holiday displays, which create traffic congestion or become an annoyance to adjacent property owners, shall not be allowed. The HOA Board has the authority to determine displays that are annoyances.

Hot Tubs and Saunas

The approval of the Board is required for the installation of any hot tub, Jacuzzi, sauna or spa. Any hot tub, Jacuzzi, or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping. Hot tubs, Jacuzzis, or Spas shall be located at the rear of the property and shall be installed in such a way that is not immediately visible to adjacent property owners and shall not create an unreasonable level of noise for adjacent property owners. Owners are required to install safety features such as locks or covers for these items when such are not in use. Applicable City and County ordinances govern these requirements.

Paint

Owners may repaint in accordance with the original color scheme of any dwelling or improvement without approval of the Board. The approval of the Board is required for all changes in exterior painting.

Patios

The approval of the Board is required for the construction of patio covers open or enclosed patios, and screened porches. Open patios must be an integral part of the landscape plan and must be located so as not to create an unreasonable level of noise for adjacent property owners. The patio color must be similar to or generally accepted as a color complementary to the design and color of the residence.

Pet Houses

No poultry house, rabbit hut or other similar yard structure, with the exception of a doghouse, shall be constructed or allowed to remain on any Lot. Any structure must be well maintained, located in the rear of the yard, and shall be of a reasonable size to accommodate your animal. These structures must be of the same color, material, and architectural style as the main residence or of color, material, and style that is generally recognized as complementary to that of the main residence. Dogs or cats shall not be permitted to run free outside the confines of the owner's property line. Dogs being walked throughout the neighborhood must be on a leash. Animal waste shall not be permitted to be left on private property, public streets, sidewalks, or right of ways. Owners shall accept full responsibility for their animals and their animal's waste or be subject to a monetary fine.

Rooftop Equipment

The approval of the Board is required for all rooftop equipment and accessories, unless specifically accepted in this section. All rooftop equipment must match roofing colors or be of a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing gutters and downspouts must be painted to match the fascia and siding of the structure. No exposed attachment straps will be allowed.

Any installed solar energy equipment shall professionally installed by a licensed and insured contractor. Landscaping or other buffering is required for solar panels. Please note when the roofing has been altered the Association no longer accepts responsibility for roof repairs replacement outside of the scope of the original installation. Any damage to the roofing caused by the installation of solar energy equipment shall be the responsibility of the homeowner.

Siding

Owners shall seek the approval of the ARC before installing or replacing siding, which differs from original material and style.

Signs

Except as otherwise required by the City of Raleigh, no sign of any kind shall be displayed to the public view on any lot except one sign of not more than six (6) square feet advertising the property for sale or rent, and signs of not more than six (6) square feet expressing support of or opposition to political candidates or other issues which will appear on the ballot of a primary, general or special election, provided that such political signs shall not be placed on a lot earlier than sixty (60) days before such election and shall be removed within two (2) days after such election. (Article X, Section 4).

Temporary Structures

Temporary structures are prohibited. The approval of the Board is required for tents other than camping tents that are used for occasional overnight sleeping. Approval by the Board is also not required for temporary canopies that are erected for special occasions.

Trash Containers

The above mentioned shall not be stored in the front of the residence except on the appropriate day of trash or yard waste collection.

Utilities

Pipes, wires, and other utility facilities shall be kept and maintained underground. Utilities include water, sewer, power, telephone, cable television, and miscellaneous conduits.

LANDSCAPING AND SITE STANDARDS

Landscaping is an essential element of design in the neighborhood and is also an integral part of maintaining property value and neighborhood continuity. Preservation of existing vegetation must be considered in establishing and maintaining the landscape design.

Drainage

Drainage of the property must conform to all City of Raleigh and County requirements. All drainage and grading must be indicated on the proposed plans submitted to the Board. There shall be no interference with the established drainage pattern over any property except as approved in writing by the Board.

The established drainage pattern is defined as the drainage pattern engineered and constructed by the original builder prior to (or in some cases, immediately following) conveyance of title from the builder to the individual homeowner.

Landscaping shall conform to the established drainage pattern, shall cause water to drain away from the foundation of the house, and shall prevent water from flowing under, pounding near, or against the foundation of the dwelling. Water should flow fully over walkways, sidewalks, or driveways into the street.

CONSTRUCTION GUIDELINES

Inspections

The Board may perform periodic informal inspections to ensure that work is being performed in conformance with approved plans and the design guidelines. All inspections are observations only and will not relieve the owner's obligation to obtain inspection approvals from the City and/or County and other organizations having jurisdiction. Job sites not in compliance with these Design Guidelines or approved plans will be issued a Notice of Violation. Further construction is prohibited until the homeowner addresses the violations.

Construction Damages

Any damage to vegetation or common area facilities caused by the Applicant, their contractors, subcontractors, agents or employees must be corrected immediately to the satisfaction of the Board and the owner of the damaged property. If the damage is not corrected, the Association may repair such damage and assess the costs of repair to the Applicant.

Conduct

The applicant must ensure that all contractors and subcontractors control the conduct of their employees while working in Alexandria Square. Loud music, profanity and other behavior unbecoming will not be tolerated. Employees violating this policy may be asked to leave the premises and may be denied future access to Alexandria Square.

Site Cleanliness

All work sites must be maintained in a clean and orderly manner at all times. The storage of materials should be in an inconspicuous location within the site and stored neatly and orderly. All construction debris shall be cleared on a regular basis.

CHANGES AND AMENDMENTS TO THE DESIGN GUIDELINES

These Design Guidelines may be amended only upon the affirmative vote of two-thirds of the members of the Board and the consent of a majority vote of the Board. Such amendments shall be communicated to homeowners from time to time. All amendments shall become effective upon adoption. Such amendments shall not be retroactive and will not apply to previously APPROVED work, APPROVED work in progress, or Variance.

LIMITATION OF LIABILITY

Plans and specifications are not approved for engineering or structural design or quality of materials and by approving such plans and specifications, neither the ARC, the members thereof, nor the Association assumes liability or responsibility therefore, nor for any defect in any structure constructed from such plans and specifications. Neither the Association the ARC nor the officers, directors, members employees, and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval or to any Owner affected by these restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications. Every person who submits plans or specifications and every Owner agrees that such person or Owner will not bring any action or suit against the Association, the ARC, or the officers, directors, members employees, and agents of any of them to recover any damages.



ARCHITECTURAL REQUEST

**Alexandria Square
Homeowners Association, Inc.**

Name: _____ Date: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

Request: _____

Description of Materials: _____

**(REQUIRED) PLEASE DRAW THE IMPROVEMENT ON A PLOT MAP WITH A SIDE VIEW INCLUDED.
ATTACH DRAWINGS, MAPS, PICTURES AND/OR ADDITIONAL INFORMATION.
Please Submit To: Alexandria Square HOA, PO Box 97243, Raleigh, NC 27624**

- ❖ Fences **MUST** be landscaped so that shrubs will cover 2/ 3's of the fence in 2 years where the fence faces a street. Additionally, the smooth side of the fence must face out.

PLOT PLAN, RENDERING AND SIGNATURE REQUIRED ON ALL APPLICATIONS

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the committee in the comments section below. Please note the Board/Committee is allowed up to 30 days to render a decision.

Signature Date

O F F I C E U S E O N L Y		Date
Received <u>Complete</u> Application:	Entered Response in Computer:	
☐ Mailed:	☐ Faxed:	☐ Emailed:
Approved:	Approved w/Conditions:	Denied:
Comments/Conditions:		