

12 OAKS



Twelve Oaks Master Association Architectural Guidelines and Architectural Review Committee Policies and Procedures

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Introduction and Summary

12 Oaks is a planned unit development (PUD). The recorded Declaration of Covenants, Conditions and Restrictions (CC&R's) for 12 Oaks create an Architectural Review Committee (ARC) with the primary purpose of maintaining the natural beauty and environment of 12 Oaks, as well as to protect property values through the control of the design of exterior changes, additions, or modifications. Further, it is to assure that all owners on their properties adhere to proper community standards.

This document is intended to outline the Community-Wide Standard established by the ARC, as called for in the CC&R's for all areas of 12 Oaks. These include standards for exterior property maintenance, alterations, additions and renovations. It is also intended to serve as a guideline for determining which projects require ARC approval.

This document is intended to be dynamic and may be regularly modified and altered by the Board of Directors and the Architectural Review Committee. **The ARC has full authority over the Guidelines and Review Procedures and has the right to alter, change, overrule, etc. these Guidelines and ARC decisions at its discretion at any time.** This document represents the Architectural Guidelines in its entirety, and overrides the Architectural Guidelines dated April, 2012, and the Architectural Guidelines Post Initial Construction Supplement dated July 19, 2019.



Community Standards - Property Maintenance and Upkeep of Improvements

All properties at 12 Oaks must be appropriately maintained in a manner which upholds the harmonious and natural setting of 12 Oaks. Each owner is responsible for completed maintenance of their yard. This includes mowing, weeding, pruning, mulching and fertilizing (if applicable). It is the primary responsibility of each homeowner to maintain his property and approved improvements in a way that does not detract from the overall beauty of the 12 Oaks Community.

The following is a list of areas that should be reviewed (and maintained) on a regular basis to ensure that your home is in good repair and in compliance with community standards:

- Shrubbery, trees, and lawns
- Driveways and sidewalks
- Decks and patios
- Fences
- Play equipment
- Roofing
- Siding
- Painting and staining
- Garbage and recycling storage screening
- Turf located between the curb and sidewalk (aka 'Devil strip'). This area is the homeowner's responsibility to maintain

If at any time the ARC or PPM is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the 12 Oaks Community, representatives of the Association will make a site inspection. Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs, through the violations process.

Most of all, in all that is proposed, consider the neighbors and neighborhood to provide the best aesthetic and quality possible.



Exterior Additions - Pre-Approved

The purpose of this section is to establish ‘pre-approved’ standards for a number of items that are frequently utilized by an owner to personalize their home and not generally of a permanent nature. If there is any question concerning this list, the ARC should be consulted prior to proceeding with any addition or change.

Four key criteria should be considered by owners when determining whether an item is ‘pre-approved’ or required ARC approval.

1. **Size:** Items need to be ‘in scale’ and should not be dominant or highly visible features. For example, statuary ‘rabbits’ of a normal size would be acceptable, but a statuary ‘deer’ of normal size would not be allowed, as this would be too dominant.
2. **Location:** For the most part, these items should be located near the home for the enjoyment of the owner and not placed in areas that are in prominent view for neighbors and passersby. An example would be a birdbath; it should be located closer to the home near decks or outdoor living areas, as opposed to near the front, rear or side property lines. Generally, no items are allowed within the required setbacks.
3. **Quantity:** Items such as birdhouses are pre-approved in quantities of one or two per residence but would not be approved if carried to the extreme in larger numbers. The goal is to keep the appearance from becoming cluttered, which can result from an excessive quantity of a single items or an excessive number of various items, when viewed in the aggregate.
4. **Color:** Generally, earth-toned colors and neutral colors that blend in are the rule. One notable exception to this would be flags.

The following items do not require ARC approval. Any item not listed below should be referred to the ARC.

1. **Benches and Seats (patio furniture):** Any decorative benches or seats that are made of wood, wrought iron, or concrete and are natural in color are acceptable features if they are not oversized or otherwise visually offensive. If located anywhere other than on decks or

- porches, they should be incorporated into the general site plan. This includes standard patio furniture.
2. **Birdhouses/Feeders/Baths:** Generally, these items are acceptable if they are not excessive in number, are not overly excessive in size, and are of natural materials and colors. For houses and feeders, these would typically need to be constructed of wood or wood and glass combination, perhaps with some metal. Locations should be as necessary based on trees, but in no way should be placed extremely close to a neighbor's patio or porch so that it might be, in any way, a nuisance to them. Birdbaths are preferred to be constructed out of concrete or metal, but other materials would be acceptable if they are of natural color. Additionally, these should not be located as focal points near property lines but rather as part of a landscaping plan and near outdoor living areas of the home.
 3. **Flags:** Flags have become increasingly popular and can be identified with numerous themes, hobbies, activities, holidays, religious events, in addition to the American flag and state flag. As a rule, one flag per house of a 'normal' size is allowed. It can attach to the home or on a standard in-ground flag holder which should be located near the front entry of the house. Flags are not to be hung from trees. These can include any of the flags mentioned above or any of those type activities, however, the ARC does have final authority to determine if a flag is offensive for any reason or exceeds 'normal' size. In case of such determination, it would be required to remove or replace the flag; it is the owner's responsibility to maintain flags. Seasonal flags should follow the guidelines for Seasonal/Party Decorations in this section.
 4. **Hammocks:** Hammocks are acceptable but should not be of bright colors. *Bright colored portable hammocks, such as Enos, are allowed if removed after use.* Hammocks of a more permanent nature (attached between trees or on a stand) must be located near the rear living area of a house and out-of-sight or screened from neighbors; they cannot be in any setback areas.
 5. **Planters:** Planters, pots, and hanging plants that are of naturally colored materials are acceptable as long as they are not excessive in number or size or visually offensive from the street or adjacent neighbors. These can be wood, ceramic, concrete, terra cotta, or even plastic, however, the color must be consistent or complimentary with the colors of the home or remain natural in tone. Temporary black plastic containers that plants are often purchased in are not permitted.
 6. **Temporary Recreational Outdoor Equipment:** Temporary recreational equipment, such as golf training equipment, badminton nets, bicycles, children's toys, gardening equipment, or the like may be used outside, but following use, must be returned to storage in the garage or inside the home. Equipment must not be left out overnight.
 7. **Seasonal/Party Decorations:** Seasonal decorations for customary holidays are acceptable as long as they do not go to excess. They should be tasteful and not provide excessive amounts of light or noise to neighboring properties. Seasonal decorations should not be installed more than 30 days prior to the holiday and must be removed from your property and home's exterior no later than 30 days following the holiday.
 8. **Signs:** A welcome sign or name sign only that is attached to a home at or near the entry is acceptable as long as it does not exceed two square feet in size. Likewise, extremely bright or fluorescent type color or excessive designs with many colors should not be used on these signs.

9. **Statuary/Yard Art:** Statuaries and yard art come in a variety of materials, colors, and sizes. These items should be limited in quantity so as not to promote a cluttered appearance. Sometimes this can occur from having excessive pieces of statuary; sometimes it can occur from having a mixture of items such as planters, statuaries, bird baths, yard art, etc. which when looked at in the aggregate are excessive in number. Generally speaking, statuaries and yard art should be used as part of an overall landscape plan and not made to be a focal point. Statuaries and yard art that are small (i.e. less than 18" in height) are acceptable as long as it is natural in color. Plastic statuaries and yard art are strictly forbidden. **All statuaries and yard art over 18" in height must be submitted for approval from the ARC.**
10. **Storm Doors:** Storm doors that are full glass (i.e. no bar across the middle) with complimentary colors to the home (hardware and frame) are permitted without ARC approval. Any other style storm door or front door must be submitted for approval from the ARC.
11. **Wind Chimes:** A wind chime is acceptable either near the front entry or the rear outdoor living area of a home as long as it is not oversized and does not create extremely loud sounds which may be offensive to neighbors. It should be made of natural-colored materials without bright colors. There should not be an excessive number of wind chimes (more than two) for any single residence.
12. **Wreathes/Wall Art:** A wreath or wall art is acceptable at or near the front entry of homes if it does not exceed four square feet and is not offensive either in color or theme.
13. **Exterior Painting:** Homes may be repainted the same color without ARC approval.



ARC Procedures for Alterations and Additions

The procedures of this section must be followed and completed for any exterior alterations or additions. (This is not required for items listed in the pre-approved section.)

The list of changes, alterations or additions includes, but is certainly not limited to the following:

- Any addition to an existing dwelling
- Awnings
- Decks/front or side entrance porches
- Dog houses
- Exterior color changes
- Fencing
- Landscaping projects
- Patios
- Pools
- Retaining walls
- Screened porches
- Storage sheds
- Play equipment
- Satellite dish

If you are unsure whether your project requires ARC approval, please contact Claudia Cooper of PPM at 919-848-4911 ext. 135 or ccooper@ppmral.com.

Major and minor additions often have an impact on neighboring properties. Plans must be well thought out to minimize any adverse impact. While neighbor signatures and acknowledgement are not required, it is always highly recommended that owners consult with neighbors while making plans. The design/project must be compatible in scale, massing, character, materials, and color with the original house. The location of the addition should not have an adverse impact on neighboring properties or impact the neighbors' view. Note that landscape screening may be required for additions/projects that are more visible from adjacent properties.

ARC reviews and approvals are mainly concerned with aesthetic purposes and **it is the sole responsibility of the applicant to ensure completed compliance with all relevant building practices, codes, permits, ordinances, covenants, licensing requirements, safety regulations, etc.** Exterior changes or modification shall not impact the natural flow of storm water or negatively impact drainage on the owners Lot or adjacent Lots.

The ARC is allowed a 30-day review period for the Community, during which the ARC is asked to either approve, approve with conditions, decline, or request additional information for their review.

- Applications that receive an ‘approved’ status are approved as applied for by the owner.
- Applications that receive an ‘approved with conditions’ status are approved only under the condition that the owner follows the ARC’s stipulations listed in the approval letter.
- Applications that receive a ‘declined’ status should consider the reason for denial and reapply under those terms.
- Applications that receive a ‘more info needed’ status are required to provide the additional information listed by the ARC before the review can begin again. Note that applications placed on a ‘more info needed’ status are considered incomplete and on ‘hold’. Once the requested information is provided, the 30-day review period starts over.

Failure to comply with the ARC procedures may result in the required removal of any non-conforming construction, detailing, colors, installations etc. at the homeowner’s expense. It is unwise to assume that a project completed by a neighbor conforms with the required ARC process. Homeowners are advised not to go off or copy what a neighboring property has installed, as the proper approval process may not have taken place. It is always best to check first to see if an item is allowed per the guidelines and if so, confirm whether the project is a ‘pre-approved’ item or would require ARC approval. All applications are reviewed on a case-by-case basis.



Architectural Guidelines

The following exterior additions/modifications require ARC approval. There are many changes and additions that property owners can make to their property. The ones described in these Guidelines are the most common. If your proposed project is not included in the Guidelines, refer to the item that is closest in concept to the project and use it as a guide for preparing an application to the ARC.

The ARC has full authority over the Guidelines and Review Procedures and has the right to alter, change, overrule, etc. these Guidelines and ARC decisions at its discretion at any time.

Grading and Drainage

1. **Grading and Excavating.** The design and development philosophy for 12 Oaks calls for the utilization and enhancement of the existing natural environment. The ARC is particularly conscious of site design and seeks to ensure that each residence blends aesthetically with the natural site features and existing terrain of the Lot and neighboring Lots. To help ensure compliance with this philosophy, as part of the Final Plans a Lot Owner or Homebuilder must submit a grading plan along with the site plan. Approval of the grading plan must be obtained from the ARC (as part of the approval by the ARC of the Final Plans) prior to moving or removing any dirt from any Lot. No grading shall be permitted on a Lot without first obtaining such authorization from the ARC.

Recommendations or requirements of the ARC with respect to grading plans may be based on individual Lot locations, terrain, soil conditions, vegetation, drainage, proposed cuts and fills, and any other conditions which the ARC determines may bear upon the site grading for the Lot.

The creation of fill sections to artificially elevate residences will generally be disallowed. In the event of a low-lying home site or in areas where such artificial elevation will not adversely affect views from surrounding Lots, filling to provide elevation may be acceptable, providing measures are taken to protect existing significant trees.

2. **Drainage.** Drainage considerations for individual lots play an important part in the

ecological balance of 12 Oaks. Generally, each lot should be graded such that water drainage onto adjoining lots is avoided; slopes should be created to direct runoff to the nearest natural drainage areas or storm drainage facilities. Water runoff and control is the responsibility of each Lot Owner relative to such Owner's lot. The water runoff shall be handled in such a manner as not to adversely affect any neighboring Lots. Care must be taken on Lots fronting the golf course and other amenities to protect those areas. The drainage for each Lot must comply with the master drainage plan.

Additionally, each Lot Owner shall have underground downspout drainpipes made of corrugated, bendable black plastic to channel rainwater from the roof of the dwelling through the corrugated pipes to be "daylighted" at the nearest natural drainage area or storm water drainage facilities, but not onto adjacent Lots. The "daylighted" ends of the corrugated pipes must be cut at an angle, flush with the ground level so as to be less visible, and may not intrude into, or upon or over the street curbing.

The ARC shall have the authority, at its sole option, to require that the Final Plans for any Lot include a drainage plan for the Lot.

3. Erosion and Sediment Controls. During any clearing, grading and construction activities on a Lot, all run-off, erosion, and sediment beyond that which occurs in the natural, undisturbed condition of the Lot must be contained within the Building Envelope, which may be designated for preservation must also be protected from the run-off, erosion or sediment damage. Particular care must be exercised on Lots fronting the golf Course to prevent any negative effects upon the amenities.
4. Protection of Vegetation. The existing trees at Twelve Oaks are a prized natural amenity, which add value to the community in a multitude of ways. Twelve Oaks, LLC has exercised care to retain much of the existing vegetation in the design of the land plan for Twelve Oaks and Lot Owners, their builders and contractors are expected to continue to preserve this valuable resource during construction. Notwithstanding any other provision herein, no trees may be cut or removed on any lot unless first approved in writing by the ARC. Owners are encouraged to save as many trees as possible on each lot and especially trees at the front, sides and rear that help form a natural canopy. Also, owners need to be aware that covering of tree roots with large amounts of fill/soil can cause trees to die within 2 or 3 years. A tree survey is required for all trees over 3 inches (3") in diameter.
5. Tree Removal. "Mature trees" may not be cut down or otherwise removed without the specific written approval of the ARC. "Mature trees" for purposes of these Standards shall mean the following (and shall be the diameter measured at chest height):

<i>Tree Type</i>	<i>Diameter</i>
Evergreen	3" or greater
Deciduous	3" or greater
Dogwoods and other Flowering trees	1 1/2" or greater

Notwithstanding the above, no trees may be removed from any Lot in violation of the ordinances and regulations of the Town of Holly Springs. All owners shall take all reasonable steps necessary to protect mature trees during construction including fencing and other types of barricades. All trees deemed significant by the ARC must be barricaded for protection as determined by the ARC.

6. Fines for Unauthorized Cutting. The ARC shall have the authority, in its sole discretion, to assess penalties against an Owner who cuts, damages or removes any trees, shrubs or other vegetation on its Lot contrary to the provisions of these Standards. Such penalties shall be in addition to any costs charged against the Escrow Deposit, if any, under these Standards. An Owner shall not under any circumstance cut, damage or remove any trees, shrubs or other vegetation on any other Lot or Common Area property. The ARC shall have the authority, in its sole discretion, to assess penalties against any Owner who violates this rule.
7. Maintenance of Natural and Introduced Vegetation or Landscaping. Each Owner is responsible for maintaining in a healthy condition all natural and introduced vegetation on its Lot. Removal of dead or diseased plant material must be done on a regular basis in accordance with the best practices for the plant material involved. This is typically prior to, or at the end of, the growing season for that vegetation type. Maintenance of plant materials and landscaping required of the Owner includes all planting beds, trees, shrubs, flowers, ground cover and lawn areas, including any pine straw covered areas. The ARC shall have the authority to visit and inspect Lots on a regular basis or at times that, in its opinion, are appropriate for such inspections to determine if proper care and health condition of all plant materials and landscaping is being maintained. If an Owner fails to maintain all plant materials within a Lot in the manner described herein, the ARC may remedy such failure by whatever methods it deems necessary and appropriate. The Owner shall reimburse the ARC for all expenses incurred by it in performing its duties under this Paragraph.
8. Exterior Lighting. Exterior lighting must be limited to areas within the Building Envelope. Exterior lighting cannot result in excessive glare and must not interfere with the privacy of nearby dwellings, all as determined solely by the ARC. Floodlights shall be hooded to avoid the bulbs being visible from the street and neighbors with a preferred mounting height no higher than 15' above grade. Cut sheets are required for all exterior fixtures.

Architecture

1. Shutters are typically not allowed on Craftsman and other inappropriate architectural styles. Shutters are allowed and required on other styles of architecture where appropriate and as approved by the ARC on a case-by-case basis. However, shutters are only allowed on single and double windows and shall be sized appropriately to the size of the window. Appropriate shutter hardware is also required.
2. Brick (stone, shake, etc.) veneer "wallpaper" shall be avoided. Such veneers should return around corners at minimum distances approved by the ARC. Such veneers on an entire house or minimum of three sides is strongly encouraged. Where such veneers are used on corner lots and lots adjacent public / high visibility areas, such veneers are required to wrap

- sides back to and including the rear elevation due to the high visibility on such lots.
3. Vinyl siding is not allowed. Cement fiber sidings such as Hardi Plank are allowed. Vinyl trim may be allowed on a limited basis.
 4. Aluminum siding and trim, concrete masonry block units and prefabricated metal buildings and similar siding materials are not allowed.
 5. Framed chimneys without masonry exterior material detailing are not allowed. Masonry chimneys are encouraged and dealt with on a case-by-case basis with appropriate styles. Direct vented units are allowed, but not on the front of a home or rear of a home on a golf course nor on corner lots; they must be integrated into the architecture (i.e., gable or shed roofs over fireplace boxes). Exposed spark arrestors are not allowed.
 6. Synthetic stone, natural stone and stucco are allowed.
 7. All exterior siding shall be finished, painted, stained or otherwise protected from the elements of nature.
 8. Flat roofs are permitted but only if appropriate for the specific architectural style (such as porches, stoops, etc.) and will only be reviewed and approved on a case-by-case basis.
 9. Typical roof overhangs shall be 1'-0" minimum. Wider overhangs (2'-0" and wider) are strongly recommended and in some cases may be required on Craftsman style and other similar style appropriate architecture.
 10. Entrance doors shall be compatible with the architectural design. Leaded glass, beveled glass, stained glass, etc. is also strongly encouraged on Colonial Revival and Queen Anne style houses. Craftsman style doors with upper glazed panels and sidelights are strongly encouraged on Craftsman style houses. Door material shall be solid wood, fiberglass or metal insulated exterior. Screen doors are allowed and shall be compatible with the design and color of the house.
 11. No screened or greenhouse/sunroom type enclosures shall be permitted on the front or highly visible side elevations (corner lots) of the house. All screened porch detailing shall be consistent with the main house (i.e., match siding, trim, roof detailing, match colors, etc.). Exterior attached or detached enclosures which obstruct the view of natural and public areas or the golf course by adjacent properties are not allowed as determined by the ARC. Pool enclosures of any type are prohibited.
 12. No window or wall air conditioning units will be allowed on elevations visible from the street, adjacent properties or golf course and is subject to ARC approval only on a case-by-case basis.
 13. All solar collectors require ARC approval. A drawing showing location of the unit on the roof must be submitted to the ARC. Solar collectors shall be located as inconspicuously as possible. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure. Collectors should be attached only to the roof (flat to the roof), not free standing or ground mounted. Every effort must be taken to camouflage the plumbing and supports for the collectors and may require completely encasing the collectors. All metal parts should be painted to match the roof color. There should be a minimum exposure of piping with no piping running down the side of the dwelling. Any tree removal required to permit increased solar exposure to the collectors must adhere to the tree removal guidelines. No topping or removal of trees on association common areas and/or greenways or in rear yards of golf course lots shall be allowed.

Accessory Buildings

1. All accessory building structures (sheds, storage buildings, dog houses etc.) shall be constructed and finished to match the main house detailing, i.e., trim, roof pitch, colors, materials, etc. and shall be approved by the ARC.
2. The location of the accessory building is of importance to the ARC. Accessory buildings should be placed behind the home and no more than 10' from the rear property line.
3. Accessory buildings shall be proportioned per the site and house and shall not be large than 10' x 8' or taller than 12', except as approved by the ARC on a case-by-case basis. Accessory buildings shall not restrict the visibility of adjacent homeowners' views to public spaces, parks, etc.
4. Landscape screening is required around all accessory buildings based on the impact on adjacent homeowners' houses, views, etc. All landscape shall be completed no more than 90 days after completion of such structures.

Awnings

1. Awnings may be appropriate for rear or side-yard patios and decks, or even exposed rear entrances and will be reviewed and approved on a case-by-case basis.
2. Awnings must be consistent with the architectural style and scale of the house. The color of the fabric must be compatible with the existing house colors. Any exposed frames must be painted to match the trim or the dominant color of the house

Clothes Lines

1. Clothes lines and clothesline poles are prohibited.

Decks, Porches, and Patios

1. All rear decks and porches visible from a street on corner lots must be finished to match the front porch detailing (handrails, horizontal lattice, etc.) and colors. Lattice may be held off ground approximately 6" maximum to prevent staining from soil. Lattice is not required on porches where the finished floor level is less than 4'-0" above finished grade and if additional landscape screening is provided for a solid screen to provide a visual barrier below the deck or porch. Evergreen shrubs are required for decks over 4'-0" above grade.
2. Size of patio should be consistent with the size of the house and yard.
3. Impervious surface should be taken into consideration when considering the materials to be used to construct the patio (i.e., concrete, stamped concrete, pavers, flagstone, cobblestone, etc.).
4. All patios will be reviewed with respect to their visual impact on adjacent properties and may require landscape screening, as determined by the ARC.

Dog Houses and Runs

1. Dog houses and runs should be located so as not to be obtrusive. Dog houses and runs are not allowed on golf course lots. They should be painted to blend with their immediate surroundings or left to weather naturally. No chain link fence shall be approved.
2. Landscaping is required to screen the structure.
3. Dog runs must generally follow the guidelines for fencing. Prefab black (or dark green) chain-link dog runs generally will not be approved unless located in a heavily planted area.

Driveways and Walkways

1. Driveway extensions and widening should match existing driveway in color, material, height, etc. The aggregate base, thickness, reinforcement, etc. should comply with good construction practices. Other materials will be considered if applied for, however, the ARC reserves the right to deny other materials to 'extend' or 'widen' driveway if they feel the look is not consistent.
2. Asphalt driveways are not permitted.

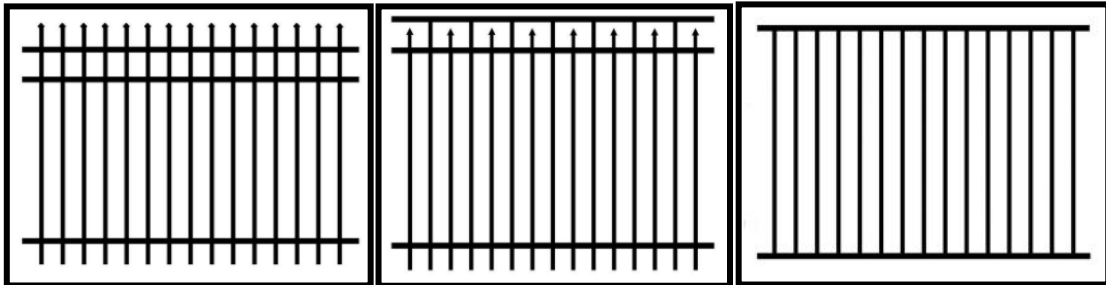
Fences

1. Black aluminum, wood, and vinyl are the allowed materials to be used for fencing within the 12 Oaks Community.
2. Wooden and vinyl fences shall be constructed of 4' solid fencing with a 1' decorative lattice topper (horizontal or diagonal, vertical pickets, or other option screening detailing), equaling 5ft in height.
3. Black aluminum fences can vary in style and height. The ARC will review design on a case-by-case basis. Standard height for black aluminum fencing is 4' however, the maximum height for all fencing is 5'.
4. Wooden and vinyl fencing is prohibited on golf course lots. Black aluminum fencing with a maximum of height of 5' is allowed. If an owner does not want columns, they will be required to place the fence that runs along the rear property line within their boundaries and plant adequate landscape screening, as approved by the ARC. Suggested screening plants would consist of an evergreen species.
5. Corner lots are required to place their fence at least 3ft within their property boundary along the side that runs with the sidewalk.
6. Fences cannot exceed 5' in height.
7. No fence shall be constructed with the bottom of the fence flush to the ground; a 3" minimum above grade shall be established and maintained.
8. Front-yard fences shall be a black aluminum style with a maximum of 3ft in height.
9. Fences shall not align with or project in front of the front edge of the house. Rather, all fences shall be set back a minimum of 10'-0" from the front face of the house not including porches and entry stops. Fences on side yards of corner lots shall not project any closer to the street than the face of the house or a major element (i.e. porch, deck, etc.) or as approved by the ARC on a case-by-case basis.
10. Fences located adjacent to alleys shall be located at a minimum of 4'-0" from paved

surface of the alley (depending on the final paving location) and a minimum of 2'-0" from the property line as required for safety of alley use and for plantings, landscaping, etc. between fence and property line/alley. Landscaping shall not extend over property line in all cases.

11. Fencing shall be finished on both sides. Stain/paint color will be reviewed on case by case basis by the ARC.
12. Property owners are cautioned that building a fence that infringes on easements, buffers, or access of rights-of-way shall be the responsibility of the owner in verifying with all required governing agencies and authorities and may result in destruction or removal of the fence if maintenance of such utilities, etc. are required at the homeowners' expense.
13. Existing topography and landscaping shall not be disturbed for the construction of a fence except with the approval of the ARC. Fencing shall not impede storm water flow or negatively impact drainage. Wherever possible, fences should be located so that trees do not have to be removed.
14. Chain link, split rail, or horse-farm type horizontal railing fence are not allowed. There shall be no board to board fences allowed. No double fencing is allowed.
15. **Invisible fencing is not allowed in front yards and corner lot side yards.**
16. All fencing details and locations must be reviewed and approved by the ARC on a lot by lot basis prior to proceeding with construction. Fences shall be located within the property lines and shall not extend off the property lines into other property or common spaces.

Examples of Black Aluminum Fencing Styles



Examples of Wood Fence Styles:



Fireplaces, Firepits, and Outdoor Kitchens

1. Fixed outdoor grills, fireplaces, and cooking areas shall be subject to the approval of the ARC. They shall be gas-operated and connect to the dwelling's gas line. Only propane tanks attached to gas grills shall be allowed on individual properties. Outdoor kitchens shall be constructed contiguous to the dwelling and be of architecturally compatible materials and of an equal or better quality than the exterior of the dwelling.
2. Firepits and wood burning fireplaces are approved on a case-by-case basis.
3. Any vertical structure features for outdoor fireplaces/kitchens shall not exceed 12' in height.

House Additions or Alterations

1. All such additions or alterations must be accomplished using materials consistent with the existing home. Likewise, colors and window types must match existing materials to stay within the color palette.

Landscape Changes, Fountains and Landscape Edging

Annual Flowers

1. Annual flowers do not require approval from the ARC
2. Annual flowers shall not be planted in excess, i.e., an excessive number of annuals that tend to dominate landscaping. There should be a balance between flowers and other greenery.
3. Only pine straw, mulch, bark, or river rock is allowed in bedding areas. No application is needed if you are replenishing the material already present in your landscape beds. If you are changing the material, an application will be required.

All Other Landscape

1. Other than additions of annual flowers, all landscaping changes, whether additions or deletions, require approval of the ARC.
2. A detailed landscaping plan, including a plant species list, quantities of each, and location on the owner's plot plan is required for the review.
3. A list of recommended plant material can be found in Appendix A.

Decorative Landscape Edging

1. Edging is a highly visible element and generally will be accepted if it is very low profile and of a color and material that blends naturally into the immediate surrounding landscape.
2. Edging should not extend more than 2" above normal mowed grass height.

Fountains

1. Larger fountains as a focal point at the front of a house are generally not consistent with the architectural style of 12 Oaks and would require case by case approval from the ARC.
2. Smaller fountains that would be located near outdoor living areas that would not be visible

from neighbors, or the front street, would typically be acceptable.

3. As fountains are a highly subjective area, all details, including height, colors, materials, etc. need to be submitted along with the plot plan showing the location of the fountain to the ARC for formal review.

Lighting

1. Exterior lighting must be limited to areas within the Building Envelope. Exterior lighting cannot result in excessive glare and must not interfere with the privacy of nearby dwellings, as determined solely by the ARC.
2. Floodlights shall be hooded to avoid the bulbs being visible from the street and neighbors with a preferred mounting height no higher than 15' above grade.
3. Exterior light fixtures must be in keeping with the architectural style of the house and must be proportionate in size. They must not infringe on the privacy of neighbors, as determined solely by the ARC.
4. Landscape lighting is generally acceptable, with no glaring or very bright lights, and will be reviewed on a case-by-case basis by the ARC.

Mailboxes

1. For homes with stand-alone mailboxes, replacement mailboxes must exactly match the originally installed mailbox.

Painting

1. Homes may be repainted the same color without ARC approval.
2. Any change to the exterior paint color(s) must be approved by the ARC. Please include paint chip samples or paint color information along with your submittal. A list of recommended color schemes can be found in Appendix A.
3. Various colors are encouraged on the same house (i.e. siding, siding in gable ends, dormers, doors, shutters, windows sashes, etc.)
4. Garage doors shall be painted to match the trim, siding, or accent color as directed and approved by the ARC to minimize the impact of the garage doors on the streetscape.
5. Gutters and downspouts shall be painted to match the color of the adjacent trim, wall, column, etc.
6. No same or similar color will be allowed and approved within 3 houses each side of the street. Houses of the same or similar design and elevation shall not have the same color scheme within 12 Oaks.

Play Equipment

1. Play equipment of all types, including but not limited to, playsets, swing sets, trampolines, **basketball goals, playscapes, etc. must be approved by the ARC and placed only in the rear yard.
2. The location of the play equipment is of particular importance to the ARC. On all lots, play equipment shall be positioned in the middle one-third (1/3) of the rear lot and no closer than 10' to the rear property line. Consideration should be given to lot size, equipment size, material, design, visual screening, and relationship to neighboring

property.

3. **Basketball goals, portable and in-ground, are permitted with ARC approval. Location of the goals should meet set-back requirements (at least 5' off property line) and be placed so that the public right of way (street) is not the playing surface. Basketball goals are encouraged to be placed at the top of the driveway near the building, so that the driveway is the playing surface. Goal placement should be kept in mind, so that basketballs are not thrown or hitting neighboring homes causing a disturbance/nuisance. Basketball goals are not allowed in rear yards or visible from the golf course on all golf course lots. No basketball goal or hoop shall be mounted on the house.
4. Equipment constructed from natural materials is encouraged. Painted metal play equipment, not including wearing surfaces (i.e. slides, sliding poles, and climbing rungs) shall be painted dark green or brown to blend with natural areas.
5. All play equipment cannot exceed a height of 12'.
6. Playhouses must be placed in rear yards and must be in scale with the size of the yard and existing buildings. The playhouse must be painted to blend with the natural open space or with the colors of the house, if the house is located nearby.
7. All play equipment should be screened by existing natural vegetation or additional landscaping.
8. Trampolines are permitted given they do not exceed a 15' diameter. Colors should blend with the natural area; no bright or florescent colors are permitted. Trampolines shall be located directly behind the house and are not permitted to extend outside the rear corners of the home. Trampolines are not permitted to be located within the side yard or outside of any fenced area of the home. Landscape screening may be required depending on the view from neighboring lots. This will be determined on a case by case basis. If at any time the trampoline becomes unsightly (i.e. netting falling down, excessive mildew/mold, tattered, state of disrepair), the ARC may require removal of the trampoline from the property.
9. Skateboard, skate, bike, and other type ramps and other similar noisy equipment (determined by the ARC) and activities are not allowed.

Pools/Hot Tubs

1. Pools, outside spas, and saunas are allowed, but must be properly concealed and within building setback lines and approved by the ARC.
2. **Above-ground swimming pools will not be approved.** In-ground swimming pools and small above ground hot tubs are allowed and will be reviewed on a case by case basis prior to beginning construction. Pools shall comply with all local, state, etc. safety codes and requirements.

Retaining and Screen Walls

1. Retaining walls shall be as unobtrusive as possible and built to the minimum height needed to serve their function.

2. Materials may be brick, natural stone, square corner timbers, depending on location and contextual relationship and coordinated with the materials used on the home. Generally, rounded landscape timbers will not be approved due to their lack of stability when used to retain earth and their poor appearance. All materials shall be prior approved by the ARC.
3. The end of the walls should be tapered into the ground rather than abruptly ending in space. If the height of the wall would require a railing to comply with county building codes, the applicant should consider stepping the wall in a terracing effect.
4. Landscaping will usually be required to soften the visual impact of retaining walls, screen walls, and other exposed structures.

Satellite Dishes and Solar Panels

1. Satellite Dishes
 - a. Satellite dishes are to be no more than 30" (one meter) in diameter, with hidden cable.
 - b. Preferred placement of the dish is on the rear roof. If placement is necessary on the side of the yard, screening with plant material and/or painting the dish to match the background is required.
 - c. Dishes placed in the front yard are prohibited, unless written architectural approval is received.
 - d. Should a Homeowner determine that a satellite dish cannot be located in compliance with the above guidelines without (i) precluding reception of an acceptable quality signal, or (ii) unreasonably increasing the cost of installation, maintenance, or use of the satellite dish, then the Homeowner may apply for approval of an alternative location in which an acceptable quality signal can be received.
2. All solar collectors (panels) require ARC approval. A drawing and/or rendering showing the location of the unit(s) on the roof must be submitted to the ARC. Solar panels shall be located as inconspicuously as possible. Whenever possible, collectors shall be located on the rear of the home or on the side that has the least public exposure. Collectors should be attached only to the roof (flat to the roof), not free standing or ground mounted. Every effort must be taken to camouflage the plumbing and supports for the collectors and may require completely encasing the collectors. All metals parts should be painted to match the roof colors. There should be a minimum exposure of piping with no piping running down the side of the dwelling. Any tree removal required to permit increased solar exposure to the collectors must adhere to the tree removal guidelines.

Signage

1. Residents may display a standard 24" by 24" real estate sign in the foundation planting beds within the front of their home. No real estate signs may be displayed within the public right-of-way or on any portion of a lot that faces the golf course. Additional signage may be displayed during an open house event; however, any additional signage must be removed at the end of the event.
2. No banners or signs of any type (including yard or garage sale signs, real estate 'For Sale' or 'For Rent' signs) shall be erected or displayed on any Unit structure of lot without the written permission of the ARC. The ARC shall determine form, size, color and content,

- time of placement, and location of any sign approved for placement.
- 3. No sign shall be nailed or attached to a tree.
- 4. No signs are permitted on any golf course-facing portion of a lot.

Trash Can Storage

- 1. All garbage and recycling receptacles shall be located inside the garage or totally screened from street or public space view.
- 2. Appropriate forms of screening consist of landscaping (evergreen species) or a wood/lattice enclosure, painted to match the trim of the home. Other forms of screening/containment will be reviewed by the ARC on a case by case basis.

Tree Removal

- 1. It is the ARC's wish to protect and preserve all existing trees and landscaping. No live ornamental trees (i.e. holly, dogwood, redbud) may be removed without specific approval.
- 2. No live deciduous or evergreen trees that have trunks that are 6 or more inches in diameter (as measured 2' above grade), may be removed without specific approval and other requirements, ordinances, codes, etc.
- 3. Removal of live trees will be approved by the ARC if their continued existence would be detrimental. In many cases, the ARC may require replacements. "Detrimental" conditions include physical intrusion by trees, roots, and other branches on buildings or other structures in a way that could cause damage, excessive shade, or could both paths and sight lines from vehicles. Overgrowth may also be considered detrimental.
- 4. Trees damaged by storms may be removed without ARC approval.

Utilities

- 1. Each lot is responsible for the location/verification of all utilities prior to the commencement of any clearing or grading activity.
- 2. Any discrepancies must be brought to the immediate attention of the ARC before any clearing begins.
- 3. Location of utilities after clearing operations have commenced will be the responsibility of the lot owner.

Appendix A – Recommended/Approved Plant Material List

Trees	• AMERICAN HOLLY • BALD CYPRESS • BLACK LOCUST • CAMPHOR TREE • CHERRY LAUREL • CHINESE FRINGE TREE • CREPE MYRTLE • CYPRESS VARIETIES • EASTERN • RED • CEDAR • EASTERN • REDBUD • FLOWERING DOGWOOD • GINGKO • CAROLINA SILVER BELL • LIVE OAK • LOBLOLLY BAY • LOBLOLLY PINE • MIMOSA PECAN	• RED BUCKEYE • RED MAPLE (October glory, Autumn flame, autumn radiance) • RIVER BIRCH • SASSAFRASS • SOURWOOD • SOUTHERN MAGNOLIA • SOUTHERN SUGAR MAPLE • SUMAC • SWEET BAY MAGNOLIA • SYCAMORE • TULIP • POPLAR • CHASTE TREE • WAX MYRTLE • WEEPING WILLOW • WEEPING YAUPON • HOLLY WATER OAK
Shrubs	• ANISE • ASPIDISTRA • BAMBOO VARIETIES • BARCERRY • BEAUTYBERRY • BEAUTYBUSH • BOTTLEBRUSH • BOXWOOD • BUTTERFLY BUSH • CAMELIA • CLEYERA • CORAL • BEAN COTON • EASTER ELEAGNUS • EUCALYPTUS • EUNONYMUS • FLOWERING QUINCE • FORSYTHIA VARIETIES • GARDENIA VARIETIES • GEORGE TABOR AZALEAS	• HOLLY VARIETIES • HOLLY FERN • HYDRANGEA VARIETIES • JAPANESE KERRIA • JUNIPER VARIETIES • LANTANA VARIETIES • LIGUSTRUM VARIETIES • MAHONIA • MYRTLE NANDINA • PODOCARPUS • PYRACANTHA • RICE PAPER PLANT • SERISSA • SPIREA VAR. • TEA OLIVE • TEXAS SAGE • VIBURNUM VAR. • WITCH HAZEL

Groundcovers, Perennials, Grasses, Annuals, Vines	• AFRICAN IRIS (DIETES) • AGERATUM • ASPARAGUS FERN • ASIAN JASMINE • AZTEC GRASS • BEGONIA VARIETIES • BUTTERFLY WEED • BOG SAGE (SALVIA ULIGINOSA) • CALIFORNIA POPPY • CAROLINA JESSAMINE • CHRYSANTHEMUM • CLEMATIS • COLEUS • COLUMBINE • COMMON FIG • CONEFLOWER • CREEPING FIG • CRINUM LILIES • DAFFODIL • ECHINACEA • ENGLISH IVY • EVERGREEN GIANT • LIRIOPE FOUNTAIN GRASS • GAZANIA • GERANIM • HIBISCUS • COCCINEA (TEXAS STAR) • HELIANTHUS • ANGUSTIFOLIA HIDDEN GINGER (CURCUMA) • HOLLYHOCK	• IMPATIENS • IRIS • KNOCK-OUT ROSES • LENTEN ROSE • MAIDEN GRASS MARIGOLD • MEXICAN PETUNIA (R. BRITTOLIA) • MORNING GLORY • NEOPOLITAN ONION (ALLIUM) • PAMPAS GRASS • PETUNIA • PHYTOSTEGIA • PINKS RAIN • LILY • ROSEMARY • SALVIA • LEUCANTHA • SNAPDRAGON • SPIDER LILY • SUNFLOWER • SWEET ALYSSUM • TRUMPET VINE • UMBRELLA GRASS (C. ALTERNIFLORIS) • VERBENA • VIRGINIA SPRAY (O. NARCONESE) • YARROW • ZINNIA
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Appendix B – Recommended Color Schemes

	Color Surface	Color number/name
1	Siding:	SW 7016 Mindful Gray
	Trim:	SW 7013 Ivory Lace
	Accent:	SW 6200 Link Gray
2	Siding:	SW 6400 Lucent Yellow
	Trim:	SW 7005 Pure White
	Accent:	SW 6272 Plum Brown
3	Siding:	SW 2833 Roycroft Vellum
	Trim:	SW 7005 Pure White
	Accent:	SW 2847 Roycroft Bottle Green
4	Siding:	SW 7056 Reserved White
	Trim:	SW 7005 Pure White
	Accent:	SW 6222 Riverway
5	Siding:	SW 6693 Lily
	Trim:	SW 7005 Pure White
	Accent:	SW 2809 Rookwood Shutter Green
6	Siding:	SW 6105 Divine White
	Trim:	SW 7005 Pure White
	Accent:	SW 2819 Downing Slate
7	Lower Siding:	SW 6400 Lucent Yellow
	Upper Siding:	SW 2845 Bunglehouse Gray
	Trim:	SW 7005 Pure White
	Accent:	SW 6272 Plum Brown
8	Siding:	SW 2829 Classical White
	Trim:	SW 7005 Pure White
	Accent:	SW 6172 Hardware
9	Siding:	SW 6161 Nonchalant White
	Trim:	SW 7005 Pure White
	Accent:	SW 7058 Magnetic Gray
10	Siding:	SW 7005 Pure White
	Trim:	SW 7005 Pure White
	Accent:	SW 6265 Quixotic Plum
11	Lower Siding:	SW 6113 Interactive Cream
	Upper Siding:	SW 7017 Dorian Gray
	Trim:	SW 7005 Pure White
	Accent:	SW 2802 Rookwood Red
12	Lower Siding:	SW 7043 Worldly Gray
	Upper Siding:	SW 7031 Mega Greige
	Trim:	SW 2833 Roycroft Vellum
	Accent:	SW 6034 Arresting Auburn
13	Siding:	SW 2843 Roycroft Brass

	Color Surface	Color number/name
	Trim:	SW 6119 Antique White
	Accent:	SW 2809 Rockwood Shutter Green
14	Siding:	SW 2820 Downing Earth
	Trim:	SW 6106 Kilim Beige
	Accent:	SW 2837 Aurora Brown
15	Siding:	SW 2835 Craftsman Brown
	Trim:	SW 6119 Antique White
	Accent:	SW 2809 Rookwood Dark Green
16	Siding:	SW 7031 Mega Greige
	Trim:	SW 7013 Ivory Lace
	Accent:	SW 6264 Midnight
17	Lower Siding:	SW 2826 Colonial Revival Green Stone
	Upper Siding:	SW 2861 Avocado
	Trim:	SW 6119 Antique White
	Accent:	SW 2837 Aurora Brown
18	Siding:	SW 7032 Warm Stone
	Trim:	SW 6119 Antique White
	Accent:	SW 6005 Folkstone
19	Siding:	SW 6087 Trusty Tan
	Trim:	SW 6119 Antique White
	Accent:	SW 7069 Iron Ore
20	Siding:	SW 6163 Grassland
	Trim:	SW 7005 Pure White
	Accent:	SW 6188 Shade-Grown
	Accent:	SW 6166 Eclipse
21	Lower Siding:	SW 2842 Roycroft Suede
	Upper Siding:	SW 2843 Roycroft Brass
	Trim:	SW 6119 Antique White
	Accent:	SW 2838 Polished Mahogany
22	Siding:	SW 6223 Still Water
	Trim:	SW 7005 Pure White
	Accent:	SW 7069 Iron Ore
23	Siding:	SW 2848 Roycroft Pewter
	Trim:	SW 7005 Pure White
	Accent:	SW 2844 Roycroft Mist Gray
24	Siding:	SW 6207 Retreat
	Trim:	SW 6119 Antique White
	Accent:	SW 2810 Rookwood Sash Green
25	Siding:	SW 6199 Rare Gray
	Trim:	SW 7005 Pure White
	Accent:	SW 6200 Link Gray
26	Siding:	SW 2835 Craftsman Brown

	Color Surface	Color number/name
	Trim:	SW 6119 Antique White
	Accent:	SW 6034 Arresting Auburn
27	Siding:	SW 6027 Cordovan
	Trim:	SW 6119 Antique White
	Accent:	SW 2842 Roycroft Suede
28	Siding:	SW 6072 Versatile Gray
	Trim:	SW 7005 Pure White
	Accent:	SW 6020 Marooned
	Accent:	SW 2810 Rookwood Sash Green
29	Siding:	SW 7037 Balanced Beige
	Trim:	SW 7005 Pure White
	Accent:	SW 6481 Green Bay
30	Siding:	SW 2832 Colonial Revival Gray
	Trim:	SW 7005 Pure White
	Accent:	SW 2848 Roycroft Pewter
31	Siding:	SW 2844 Roycroft Mist Gray
	Trim:	SW 7005 Pure White
	Accent:	SW 2811 Rockwood Blue Green
32	Siding:	SW 2827 Colonial Revival Stone
	Trim:	SW 2822 Downing Sand
	Accent:	SW 2837 Aurora Brown
33	Siding:	SW 7066 Gray Matters
	Trim:	SW 7005 Pure White
	Accent:	SW 6257 Gibraltar
	Accent:	SW 6034 Arresting Auburn
34	Siding:	SW 6256 Serious Gray
	Trim:	SW 7005 Pure White
	Accent:	SW 6265 Quixotic Plum
35	Siding:	SW 6150 Universal Khaki
	Trim:	SW 6119 Antique White
	Accent:	SW 6222 Riverway
	Accent:	SW 6237 Dark Night
36	Lower Siding:	SW 6156 Ramie
	Upper Siding:	SW 2845 Bunglehouse Gray
	Trim:	SW 6119 Antique White
	Accent:	SW 2839 Roycroft Copper Red
37	Siding:	SW 7018 Dovetail
	Trim:	SW 7005 Pure White
	Accent:	SW 7062 Rock Bottom
38	Lower Siding:	SW 7038 Tony Taupe
	Upper Siding:	SW 6200 Link Gray
	Trim:	SW 6119 Antique White

	Color Surface	Color number/name
	Accent:	SW 6020 Marooned
39	Lower Siding:	SW 2822 Downing Sand
	Upper Siding:	SW 2820 Downing Earth
	Trim:	SW 7005 Pure White
	Accent:	SW 2809 Rockwood Shutter Green
40	Lower Siding:	SW 6100 Practical Beige
	Upper Siding:	SW 2820 Downing Earth
	Trim:	SW 7005 Pure White
41	Lower Siding:	SW 2822 Downing Sand
	Upper Siding:	SW 2827 Colonial Revival Stone
	Trim:	SW 7005 Pure White
	Accent:	SW 7069 Iron Ore
42	Siding:	SW 2846 Roycroft Bronze Green
	Trim:	SW 6119 Antique White
	Accent:	SW 2845 Bunglehouse Gray
	Accent:	SW 2839 Roycroft Copper Red
43	Lower Siding:	SW 2815 Renwick Olive
	Upper Siding:	SW 2808 Rookwood Dark Brown
	Trim:	SW 6119 Antique White
	Accent:	SW 2824 Renwick Golden Oak
44	Siding:	SW 6179 Artichoke
	Trim:	SW 6154 Nacre
	Accent:	SW 6237 Dark Night
45	Siding:	SW 6003 Proper Gray
	Trim:	SW 7005 Pure White
	Accent:	SW 2942 Liberty Blue
Porch Ceilings:		SW 6478 Watery