



CHARLESTON VILLAGE
HOMEOWNERS ASSOCIATION

**ARCHITECTURAL
STANDARDS & SPECIFICATIONS**

Originally created March 1997

Updated: May 2023

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PURPOSE AND POLICY

The purpose of this document is to set forth the Architectural Standards and Specifications as provided in Article VI of the Charleston Village Homeowners Association Master Covenants and Restrictions. The primary purpose of the Standards and Specifications is to preserve and maintain the property values and the natural beauty of the development. Article VI also establishes the Architectural Review Board (hereafter referred to as the ARB), with final approval authority of this document given to the Board of Directors.

A part of the purpose of the ARB is to enforce and maintain consistent standards while remaining flexible and open-minded to changes in our community and our lifestyles. This standard is intended to be a living document that allows for individual creativity of design, with each request being reviewed on its own merit. This document is not intended to be comprehensive; rather it is a guideline for residents considering modification to their lot or exterior of their house. The aesthetics of the modification will be a primary consideration of the ARB.

The ARB is composed of a minimum of three (3), but not more than eleven (11) members solicited during the annual homeowners meeting, all of whom must be approved/appointed by the Board of Directors. The primary purpose of the ARB is to review all architectural requests received by the Community Management Company (hereafter referred to as CMC) and to approve or deny the requests.

Homeowners are allowed to request a meeting to: (1) ensure that the ARB fully understands their requests, should the ARB request further clarification, and (2) to offer their comments about architectural violations and any modifications that are currently underway or being planned.

RESPONSIBILITIES

Below are the responsibilities of all parties as they relate to the Architectural Standards and Specifications:

Board of Directors

The Board of Directors is responsible for making decisions about violations and related penalties or legal remedies and the final interpretation of the Covenants, Bylaws, and the Architectural Standards and Specifications.

Architectural Review Board (ARB)

The ARB is responsible for approving or denying all architectural requests by majority vote, unless the authority to approve or deny is delegated to part of the committee or to an individual within the committee by majority vote. The ARB is also responsible for updating this document, as required, for approval by the Board of Directors.

Homeowners

Each homeowner has the responsibility, prior to starting a project of any type, to properly complete and submit an Architectural Request Form to the CMC in accordance with the requirements of this document. The most current version of the Standards and Specifications will be kept on the website, <http://www.CharlestonVillage.org>, and is available upon request from the CMC. Each homeowner is also responsible for adhering to this policy, complying with the decisions made by the ARB, and reporting any problems or violations to the CMC.

Community Management Company (CMC)

The CMC is responsible for collecting all architectural requests submitted and for performing an initial screen to assure completeness. Incomplete forms will be rejected and immediately returned to the homeowner for correction and re-submission. Complete submittals will be distributed to the ARB in a timely manner. The CMC also acts as the clearinghouse for community problems or concerns and then channels these messages to the appropriate committee. The CMC is responsible for sending ARB responses to the homeowner.

GENERAL GUIDELINES

It is the interpretation of the Charleston Village Homeowners Association Board of Directors that the provision of Article VI applies to a wide variety of aesthetic considerations in the community. Every attempt has been made to include in this document those considerations which have the potential to impact property values. Suggestions for improvement of this document should be submitted to the CMC.

This document outlines examples of the types of changes, additions, or deletions that would either (1) require submittal of an Architectural Request Form, (2) not require a submittal, or (3) are prohibited. While every effort has been made to identify aspects of change, the homeowner who has doubt if his/her situation is adequately addressed should contact the CMC for guidance.

NOTE: It must be recognized that the submittal/approval process is administered by volunteers on their own time and is inherently lengthy. It is imperative, therefore, that each homeowner plan in advance and allow for the process time.

PROCESS

Each installation will be examined on its own merit. No previously approved installation shall constitute an established precedent for approval. No construction shall begin without written formal approval notification from the CMC. Please be aware that if you begin a project before you receive formal approval notification you may be required to remove any completed work at your own expense. To assist in the planning of your construction, please allow up to 60 days from the time of submission to receive a formal notification from the CMC.

DEADLINES

Upon approval, all projects should be completed in a timely manner. See below:

- Any project must be started within ninety (90) days of approval. Failure to do so will nullify the approval, and the project will need to be resubmitted for approval.
- All projects should be completed in a timely manner. Any approved project will be completed within sixty (60) days of when work begins. Failure to complete work within a timely manner may result in fines for covenants violations. If the approved architectural request includes projected project end date of later than this sixty (60) day deadline, the later date will be honored. A homeowner may request, in writing, an extension of the deadline for projects that have started within the ninety (90) day deadline but, due to extenuating circumstances, are taking longer than the maximum sixty (60) days to complete. Such extensions will be considered on a case-by-case basis.

The management company will monitor all projects to ensure adherence to this policy.

APPEALS/RESUBMITTALS

To appeal a denied submittal, the homeowner should submit a written response including specific detailed information that clarifies why the submittal should be reconsidered by the ARB. The homeowner can appeal the ARB's decision to the Board of Directors.

Should the submittal have been disapproved on a technicality, and the homeowner is willing to comply with the remedy proposed in the ARB's response letter, then the homeowner need only stop by the CMC's office, pencil in the change(s), initial, and date.

(Throughout this document the term "changes" shall include additions, deletions, and modifications.)

STANDARDS AND SPECIFICATIONS

Changes Requiring a Submittal

- Changes to the exterior of the house, such as but not limited to awnings, decorative lighting, etc.
- Changes to the appearance of the house, such as but not limited to exterior color, materials, removal of window mullions (grills), etc.
- Buildings/storage sheds
- Decks, deck skirting or screening, and patios
- Driveway extensions, parking pads, and walkways
- Enclosures
- Fences
- Hedges and screen plantings

- Major landscaping
- Mailboxes
- Parking
- Recreation or sports equipment
- Free-standing poles (basketball goals, flag poles, etc.)
- Structures
- Swimming pools and hot tubs
- Solar Collectors
- Live tree removal
- Placement of satellite dishes and antennae

Changes Not Requiring a Submittal

- Flower boxes which are painted to match exterior color of the house
- Minor landscaping (See Major Landscaping)
- Non-permanent play equipment (Refer to Play Equipment)
- Periodic repainting and re-staining with the existing color for maintenance
- Removal of dead trees and/or tree trimmings
- Small garden plots
- Storm doors that meet existing color scheme/house color
- Electric Underground Pet Fences (or under fences section)

Prohibited Aspects or Changes

- Animals other than household pets
- Wire-backed wood fences, chain-link fences, and other fence designs except those approved under the fence guidelines
- Commercial advertising signs
- Encroachment on other property
- Vinyl and metal storage sheds
- Parking of vehicles or trailers on streets overnight
- Unclean, unsightly, unkempt, unhealthy, or unsafe conditions which tend to substantially decrease beauty or safety
- Bright or neon colors
- Addition of basketball goals other than those permitted in this document
- Basketball goals attached to the garage
- Satellite antennas greater than 1 meter (39 inches)
- Any items not in compliance with neighborhood covenants

Guidelines for Specific Items

Clotheslines

Guidelines

- Permanent exterior clotheslines are not permitted upon any lot at locations where they can be viewed from the street

Mailboxes

Guidelines

- All mailboxes will be affixed to a white post of size and dimensions that were supplied by the builder. Detailed design specifications with measurements can be found in the appendix at the end of this document.
- Mailbox posts and trim must be constructed of wood or PVC and must be painted white. Posts should be kept clean, and paint should be touched up regularly.
- Mailboxes must remain black. They can be metal or plastic and can be of the size T1, T2, or T3 per USPS bulletin #PB21939 dated February 13th, 1997. The shape is the same as currently, but the max size per those regulations is 22½" L x 8" W x 11 ½" H.
- Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed

Parking

Guidelines

- No industrial or commercial type trucks or tractors or inoperable vehicles may be regularly parked on the lot or on common property or within any right-of way of any street in the subdivision
- Boats, trailers, campers, jet skis, etc. may be parked in a garage
- Adequate screening, as well as ARB approval, is required for any recreational vehicle or trailer not parked in a garage
- No parking by residents is allowed on the streets within Charleston Village Each owner shall provide space for parking of their own vehicles off public streets. *(For driveways and parking pads, refer to Driveways and Parking pads)*

Storage

Guidelines

- No trade materials or inventories may be stored upon residential lots
- Temporary storage of materials for modification projects should be discreetly placed and properly maintained *(For storage buildings, refer to Detached Structures)*

Awnings

Guidelines

- Fabric must blend with the color of the house
- Awning material shall be fabric only
- Awning may be either retractable or stationary
- Any wood structure must be the same color as the existing house trim or deck
- It is expected that the awning be kept in a good state of repair and properly maintained
- Awning must be attached to the house; not freestanding

Items Requiring Architectural Approval

- All awnings require approval

Items Not Requiring Architectural Approval

- Temporary shade structures (covering the rear deck of the house) including, but not limited to, canvas gazebos and canvas tents, may be left up from May 15th until October 1st without prior architectural approval. Removal will be required if in a state of disrepair, tattered, damaged, or discolored. As with permanent awnings, no plastic tarp-like material is allowed. All temporary shade structures must be earth tones or muted colors, no logos of any kind on the material are permitted.

Information Required in Submittal

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

Play Equipment

Swing Sets, Jungle Gyms, Sandboxes, Trampolines, etc.

Guidelines

- Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street
- Play equipment must be placed at least ten feet away from any adjoining property line
- The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit
- The ARB reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair (disrepair constitutes noticeable missing and/or broken parts, rust, and/or peeling paint)
- The CMC will verify if the complaints of disrepair are valid and what action needs to be taken for compliance
- Screening may be required along the property lines to block the view and/or noise from the neighboring lots

- Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings

Items Requiring Architectural Approval

- All permanent play equipment must be approved prior to placement
- Permanent is defined as over 100 pounds or larger than 5' in height or length or secured to the ground with materials such as concrete or anything extending below ground level for anchoring purposes

Information Required in Submittal

- Plot plan showing location of play equipment and distance from the property lines
- Drawings or pictures of the play equipment to be placed
- Landscape plans for screening, as needed
- *For basketball goals, refer to Poles and Basketball Goals*

Vegetable Gardens or Plots

Guidelines

- Maintenance of the garden plot is required
- Excess debris must be removed at the end of the gardening season and the plot returned to a natural state (including stakes and any other structural additions required for harvesting the garden)
- No compost piles are allowed on any property located within Charleston Village

Items Requiring Architectural Approval

- Vegetable/garden plots will not require prior approval of the ARB if they are wholly located in the rear portion of the lot, a maximum of twelve feet by twelve feet, and a minimum of ten feet from the side and rear lot lines
- Any tree removal required to provide space for the garden plot must adhere to the tree removal guidelines
- Approval is required for any vegetable/garden plot location other than described above, or for any plot which does not adhere to the above guidelines

Information Required in Submittal

- Plot plan showing placement

Pets, Pet Houses, and Pens

- No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot, except that dogs, cats, or other household pets may be kept, provided that they are not bred or maintained for commercial purposes
- Keeping of pets must comply with Town of Apex ordinances

Guidelines for the Housing of Animals

- Pet pens must be at least 10 feet from any property lines
- Pens must be located in the back or side yard, whichever is least conspicuous
- Screening should be provided as much as is reasonably possible
- No chain link or metal fencing is allowed
 - o Fencing must be one of the approved fence styles
 - o Invisible electric fences are allowed with no prior approval being necessary

Information Required in Submittal

- Plot plan showing the location of the proposed structure
- Description of the materials to be used in construction
- Description of the type, size, and number of animal(s) to be enclosed therein
- Description of the plantings to be provided for screening

Siding

Material Standards

Design styles and materials must be in line with the current aesthetics of the community. Samples of the design, materials and colors must be provided by the homeowner, along with the ARC Request Form. If applicable, additional details should be included with the request.

All exterior siding changes must be submitted for review and approval.

Reminder to homeowner: See the “Process” section of this document. Purchasing of material does not guarantee approval, therefore it is advised to purchase any materials following receipt of formal approval. No construction shall begin without written formal approval notification from the CMC. Please be aware that if you begin a project before you receive formal approval notification you may be required to remove any completed work at your own expense. To assist in the planning of your construction, please allow up to 60 days from the time of submission to receive a formal notification from the CMC.

Masonry

- Brick
- Stone Veneer
- Prohibited: Stucco and painted brick

Composite

- Includes but not limited to Fiber Cement (example is “Hardieplank”) and Engineered Wood fiber (example “Masonite”)
- Construction
 - o Minimum thickness of 0.312 inch (5/16 inch)
 - o Single board layers

- o Surface shall be Smooth or Textured (wood grain appearance)
- o Shall be installed in a Horizontal Orientation
- o Surface and design shall meet the following criteria:
 - Beaded
 - o Wide clapboard face highlighted by a distinctive bead at the base of the panel
 - o 0.5-inch bead on lower edge
 - o 6.5-inch face profile exposure (generally a 8.25-inch board is required to establish this exposure)
 - Lap Siding
 - o 7-inch flat face profile exposure (generally a 8.25 inch board is required to establish this exposure)

Wood

- Meets the parameters indicated in the section for composite material
- Shall primed and painted unless otherwise submitted for review and consideration

Vinyl

- Construction
 - o Minimum thickness of 0.044 inches
 - o May be insulated or multilayer such that the exterior surface meets the parameters specified in this section for vinyl material
 - o Shall be installed in a Horizontal Orientation
 - o Surface and design shall meet the following criteria:
 - Beaded
 - Wide clapboard face highlighted by a distinctive bead at the base of the panel
 - 0.5-inch bead on lower edge
 - 6.5-inch face profile exposure
 - 0.75-inch projection
 - Traditional Lap or Clapboard
 - Single 7-inch face profile exposure
 - 0.75-inch projection
 - Dutch Lap, Log Siding, or other styles
 - These styles are prohibited

Metal

- Metallic siding materials, such as aluminum, are prohibited.

Other Materials

- Materials that are not indicated within this section may be submitted for review and consideration

Additional styles that meet the current aesthetics of the community

- Styles that are not indicated within this section may be submitted for review and consideration
 - o E.g., Installation in a Vertical Orientation
 - Some styles are accomplished through mounting wide planks in a vertical orientation and joined by thin vertical strips to cover the seams, i.e., “Board and Batten”
 - This style shall meet the following criteria:
 - o Board and Batten
 - 10- inch face with 2-inch batten is generally required to establish a 12-inch batten exposure

Specialty Patterns or Accents

- Shakes and Scallops may be installed on the peaks and / or eaves on a home to accomplish a particular style
- May be installed on approximately 50% of the front side of the home
- Shakes and Scallops are constructed in various materials and should be submitted for review and consideration

Shutters

- Shutters, If desired, should match the shape and dimensions of the window it will be installed
- Panel shutter style is recommended
- Shutters that are not indicated within this section may be submitted for review and consideration

Colors

- Any change to the color of the home requires approval.
 - o Existing color combinations in the neighborhood should be used as a guideline.
 - o Multiple color combinations that are not currently represented in the community shall be submitted for review.
 - o Identical colors and trim adjacent homes and those across the street shall be discouraged.
- No house shall be painted with extremely bold, bright, or fluorescent colors or a combination using such colors.
 - o Painted themes such as logos used by sports teams, racing teams or flags, shall not be painted on the exterior of the home.

- o When multiple combinations of colors are used, they shall be harmonious and complement the house and neighborhood.
- In general, exterior doors do not have to match the shutters or any other color used to paint the house and trim (in other words, more latitude is given over color choices for accent doors), but these also require approval

Exterior Painting

Guidelines

- Periodic repainting and re-staining with the existing color for maintenance does not require approval
- Brick will remain unpainted except to match the existing painted brick house color
- Changes in color of other exterior features such as gutters and garage doors are allowed but must be submitted for approval. Approval is not always guaranteed. In reviewing such requests, the ARB committee will consider the aesthetics of the desired color changes with the goal of maintaining a consistent, visually pleasing look throughout the neighborhood.

Items Requiring Architectural Approval:

- Color changes made to the existing colors requires approval
- In keeping with the aesthetics of the community, a two to three contrasting color scheme is required

Information Required in Submittal:

- Paint color samples (two paint chips)
- Description of color changes and affected pieces (trim, shutters, etc.)

Roofing

Guidelines

- Re roofing of the house roof in the same color does not require approval.
- Any change in the color, style or appearance of shingles requires submission.

Skylights and Attic Fans

Guidelines

- The addition of a skylight or an attic fan must be located on the section of the roof facing the back of the lot

Items Requiring Architectural Approval

- The addition of a skylight or attic fan that changes the exterior of the roof requires approval

Information Required in Submittal

- Plot plan showing the location of the addition of the skylight and/or attic fan
- Description of style, size, and materials to be used

Swimming Pools and Hot Tubs

Guidelines

- Any wooden support structure must be the same color as the house or deck
- Pools and hot tubs cannot be located within a buffer or easement
- All health department regulations must be met
- Pools and hot tubs must be screened from view of any street and neighbor's view
- Pools and hot tubs must be placed at least ten feet from the adjoining property lines
 - The preferred location for placement is in the rear, directly behind the house

Items Requiring Architectural Approval

- All swimming pools and hot tubs require approval

Information Required in Submittal

- Plans and specifications showing the nature, kind, shape, height, materials, etc.
- Plot plan showing the location of pool and/or hot tub
- Plan for screening (fencing or live screening)

Solar Collectors

Guidelines

- Solar collectors must be installed to be as inconspicuous as possible
 - o Whenever possible, collectors should be placed on the rear of the house or on the side that has the least public exposure
 - o If the solar collection efficiency from collectors being placed on the rear of the house or on the side that has least public exposure is more than 10% less effective than other roof placement; rear placement is not considered possible and alternate placement is acceptable.
- Collectors should be attached only to the roof; i.e., not free-standing or ground-mounted
- No more than half of the roof may be used for solar collectors.
 - o Half of the roof is defined by the total surface area of the roof.
- Every effort must be taken to camouflage the plumbing and supports of the collectors
- Camouflaging may require completely encasing the collectors
- All metal parts should be painted to match roof coloring
- There should be a minimum exposure of piping, with no piping running down the side of the dwelling
- The ideal installation is one that is laid flat on the roof
- 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 shall be allowed

Items Requiring Architectural Approval

- All solar collectors require approval

Information Required in Submittal

- Drawings showing the location of the unit on the roof
- Plot plans showing visibility from streets and neighboring lots
- Application should demonstrate that less than 50% of roof surface area is being used for the installation
- Efficiency is defined as the expected wattage per panel taking into account relative exposure due to position and shading. Application should show the comparison of street facing collectors compared to collectors that do not face the street to demonstrate the efficiency difference to justify street facing solar collectors.

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

Guidelines

- Every effort should be made not to disturb or adversely affect neighbors, especially with the installation of floodlights and security lights
- On the items which don't require approval, the ARB reserves the right to request a homeowner to remove an item if surrounding homeowners complain and if, upon inspection, the ARB considers the item unsightly, negative in nature, or a nuisance
- Commercial advertising signs are prohibited
- Decorations and non-political signs may not be displayed more than 30 days prior to the event, with the following exceptions:
 - o A sign recognizing a student as high school senior, or Kindergartener may be displayed from July through June of the student's school year in that grade.
 - o A sign recognizing a student's completion of a school year may be displayed from May through June of the student's school year for the traditional calendar, or June through July for year-around
- Removal of decorations and non-political signs is required within 2 weeks following the event, with the exception of holiday decorations which require removal within 4 weeks after the holiday
- Decorations and signs must be at least three feet from the edge of pavement.
- Political signs may not be displayed more than 30 days prior to the first day of early-voting
- Political signs shall not be larger than four ft² and shall not be higher than 42 inches above the edge of the pavement of the road.
- Flag poles and mounting brackets may be attached to the house
- There is no size restriction on American flags or flags of the State of North Carolina.

Items Requiring Architectural Approval

- Lawn ornaments, floodlights, light posts, security lights, and fishponds
- Permanent ornaments/figurines to be placed in public view

Items Not Requiring Architectural Approval

- Temporary installation of seasonal decorations (Halloween, Christmas, etc.)
- Landscape or accent lighting
- Wall-mounted flags, mailbox flags, lanterns
- Signs (for sale, for rent, garage sale, yard sale and political campaign signs) provided that no sign be placed on common property.

Information Required in Submittal

- Plot plan showing location of item(s)
- Picture and/or description of item(s)

Major Landscaping

Guidelines

- No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house
- Hedge or screen plantings which form a barrier between properties must have an agreement for maintenance access and setbacks allowing for plant growth
- No changes or modifications can be made to common property without prior ARB written approval

Items Requiring Architectural Approval

- After initial construction, no tree having a trunk diameter exceeding six inches at a height of two feet above ground level shall be removed without the ARB's prior written approval, unless the tree is dead or diseased or poses an imminent threat or danger to persons or property
- Landscaping that is structural or changes the contour of the land or is adjacent to a property line or obstructs a neighbor's view requires approval

Items Not Requiring Architectural Approval

- 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

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 the plot plan drawings showing the present drainage/runoff and the proposed drawings showing the change in the drainage flow as a result of the change
- *(For garden plots, refer to Vegetable/Garden Plots)*

Radio / TV Antennas and Satellite Dishes

Guidelines

- Satellite dishes must be less than or equal to 1 meter (39 inches) in diameter
- Satellite dishes should be installed in the rear of the house, provided signal quality is not significantly impaired
- Satellite dishes may be installed to the side of the house if acceptable signal quality cannot be obtained in the rear of the house
- Satellite dishes may be installed in the front of the house, provided signal quality is not acceptable at the side or rear of the house
- Unless signal quality is significantly impaired, satellite dishes installed in the front of the house should be installed at ground level
- Satellite dishes installed at ground level must have live, evergreen screening so the dish is not visible from any street or neighboring property
- Any tree removal must adhere to tree removal restrictions
- All wiring shall be properly buried
- Local television broadcast antennas should be installed in the attic unless signal quality is significantly impaired, in which case an externally mast mounted antenna may be installed provided local regulations are adhered to
- Wireless video programming services antenna (MMDS) or antenna to transmit or receive fixed wireless signals other than via satellite shall be one meter in diameter or diagonal measurement or less
- Installation location requirements for wireless video programming services antenna (MMDS) or antenna to transmit or receive fixed wireless signals are the same as for satellite dish antenna
- Exterior-mounted radio antenna are prohibited
- In no way shall these guidelines waive more stringent Town of Apex or Federal Communications Commission requirements or regulations, nor waive the necessity of any required Town of Apex permit(s)

Items Requiring Architectural Approval

- While we encourage prior submittal to the ARB to check for proper placement, antenna and satellite dishes that are not explicitly prohibited by this document do not require approval prior to installation

Items Not Requiring Architectural Approval

- An antenna that meets the requirements, guidelines, and installation locations requested above do not require approval
- The Board does reserve the right to mediate complaints regarding placement of antenna and satellite dishes
- If the Board finds that the location guidelines have not been met, then relocation will be required

Information Required in Submittal

- Plot plan showing location of antenna or dish
- Description of plantings used to camouflage the equipment if applicable

Poles and Basketball Goals

Guidelines

- While homeowners are welcomed to install their own basketball goals, it should be noted that for convenience, there are two community goals located at the clubhouse grounds.
- One pole-mounted basketball goal may be proposed for the edge of the driveway provided its placement is no closer than half the distance from the street to the house and is not in the street right-of-way
- To better preserve sight lines with minimal clutter, consideration should be given to sleeve-mounted or portable weighted-base basketball goals since these can be removed from sight when not in use
- Basketball goals should have a white or clear backboard and the pole must be black or white in color
- Appearances of poles, goals, backboards and nets should be properly maintained with regular painting, cleaning and upkeep.
- Freestanding flagpoles are prohibited

Items Requiring Architectural Approval

- Any proposed freestanding pole (basketball goals, decorative light posts, etc.) requires approval

Information Required in Submittal

- Plot plan showing location of proposed pole
- Picture of proposed pole

Driveways, Parking Pads, and Walkways

Guidelines

- No parking of motor vehicles, trailers, camping trailers, recreational vehicles, etc. on soft surfaces
- Driveways and vehicle parking pads shall be concrete only
- Any type of pad other than concrete (brick, stone, etc.) shall be reviewed on an individual basis
- Aggregate base thickness, reinforcement, etc. should comply with good construction practices
- Close attention must be paid to placement in regard to adjoining property lines, setbacks, and encroachment onto buffer areas, common property, neighboring lots, etc.
- Walkways shall be constructed of concrete, brick, stone, pavers, etc., and shall not extend beyond the existing front walkway of the house

Items Requiring Architectural Approval

- Any parking pads, walkways, or changes to driveways requires approval

Information Required in Submittal

- Plot plan showing location of driveway, walkway, or parking pad
- Elevation drawing(s) showing the measurements of the parking pad, (length, height, and width) as well as any landscaping that will be added along the perimeter
- Description of materials to be used

Detached Structures

Guidelines

- Permanent structures must be installed to be as inconspicuous as possible and should be placed out of view of any street
- Structures should be placed no closer than five feet to the adjoining property line and/or property easement.
- Structures should meet any and all local building code requirements. Property owner is responsible for checking the local municipality for requirements.
- The preferred location is in the rear, directly behind the house, within the building envelope, but each request will be reviewed on its own merit
- Structures should match the house in color and style as much as possible
- No structure shall infringe upon the setbacks for the lot as listed in the Covenants
- All structures must be properly maintained
- The ARB may restrict the placement of detached structures along ponds and greenways
- Vinyl and metal sheds are prohibited

Items Requiring Architectural Approval

- All detached structures (storage sheds, greenhouses, garages, etc.) require approval

Information Required in Submittal

- Plot plan or survey showing lot boundaries and existing building with the placement of the proposed structure
- Two elevations (front and side) of the proposed structure showing proximity to the house
- Description of materials to be used, including color samples
- Description and location of any trees to be removed

Decks, Patios, Arbors, and Screens

Guidelines

- There are no predetermined styles for decks or patios
- Deck and patio materials must comply with the following:
 - o Deck materials must be weather resistant
 - o Decks may be made of wood or composite decking
 - o The types and treatment of deck wood shall be like that of the fence, if applicable
 - Deck posts may be made of brick, pressure treated wood, or other suitable material
 - Decks may be painted white or off-white
 - Decks may be stained or sealed in only natural wood tones or solid color stain of white or off-white; no white wash
 - Composite decking materials are limited to natural wood tones
 - Patios may be made of concrete slabs (including stamped concrete), bricks, stone, or pavers with sand fill or grout
- The height of decks, arbors, and screens must comply with the following:
 - o Decks should be of a reasonable height for their intended purpose
 - o Arbors should be no higher than nine feet above the deck surface
 - o Freestanding deck screens shall not exceed five feet in height
 - o Screens as part of an arbor may extend to the arbor
- The following must be adhered to for locations and restrictions for decks, patios, arbors, and screens:
 - o Patios should be located behind the house
 - o Patios may not extend beyond or around corners of the house
 - o Patios may not be freestanding
 - o Decks shall not exceed outward beyond the rear corners of the house
 - o Obstruction of views or breezeways of adjoining properties will be given consideration in all cases
 - o The construction of decks or patios within a buffer area will not be allowed
 - o Only exterior materials comparable to those on existing structures and compatible with the architectural guidelines of the community will be approved
 - o All permits and building codes must be in compliance with Town of Apex regulations and are the responsibility of the homeowner

Items Requiring Architectural Approval

- All decks, patios, arbors, screening, and under-deck enclosures, including associated landscaping, require approval
- Any appearance, changes or addition requires approval

Information Required in Submittal

- Plot plan showing the location of the deck and patio in relationship to other structures and property lines
- Two elevation drawings (front and side) showing style of deck and/or patio, including railing, steps, etc.
- Description of materials used, including samples of stain or paint, if applicable
- Landscape screening of the area underneath the deck, if necessary
- Landscape plan for the area around the perimeter of the patio, if necessary

Fences

Guidelines

- Only picket or stockade fence styles are allowed
- The maintenance of the fence is the responsibility of the property owner
- The following guidelines must be followed with regard to picket fences:
 - o Only picket fences with decorative exposed posts are allowed
 - Pickets must be constructed with decorative picket design
 - The maximum height allowed is 4 ½ feet measured from the ground to the top of the decorative posts
 - The minimum height allowed is 3 ½ feet measured from the ground to the top of the decorative posts
 - A uniform height is to be maintained parallel to the ground line
 - Vertical slats must have a maximum of a one-inch gap between slats
 - o The following guidelines must be followed with regard to stockade fences:
 - Stockade fences must be constructed in a scalloped or rainbow design with decorative exposed posts
 - The maximum height allowed is 6 feet measured from the ground to the top of the decorative posts
 - The minimum height allowed is 4 ½ feet measured from the ground to the top of the decorative posts
 - A uniform height is to be maintained parallel to the ground line
 - Slats must be placed with no gaps
- The following guidelines must be followed regarding the color of fences:
 - o Fences must be left natural or stained a natural wood tone
 - Painted fences or fences treated with a solid color (non-transparent) stain are prohibited
 - Water repellent is suggested
 - Fences must be made with treated lumber
 - Only wooden fences are allowed
 - No metal, wire, chain, vinyl, or concrete fences are allowed
- The following guidelines must be followed regarding the location of fences:
 - o No fence shall extend beyond the front line of the house
 - o All fences must be constructed on the property line, except where setbacks

- and/or live screenings are required
- o A setback may be required for landscaping or due to the layout of the land
- o Fences that face a street must have live screening planted along the exterior of the fence
- o Planted screening must obscure at least half of the fence within a three-year time span
- o The homeowner must maintain planted screening
- o Property owners are cautioned that building a fence that infringes on easements or access of right-of-ways may result in destruction or removal of the fence and such building is done entirely at the risk and expense of the property owners
- o Existing topography and landscaping within a buffer shall not be disturbed except with the written approval of the ARB
- o Construction within a buffer area may also require approval from the Town of Apex

Construction Details

- All hardware is to be galvanized
- All posts must be set in concrete
- The finished side of the fence styles must face the adjoining lots.

Items Requiring Architectural Approval

- All fences require approval

Information Required in Submittal

- Plot plan to indicate the exact location of the fence in relation to the house and property lines
- Dimensions of the fence
- Elevations (side view)
- Gate locations
- Landscaping details

Maintenance

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

In accordance with the Charleston Village Architectural Guidelines, the following items should be performed and/or reviewed on a regular basis to ensure that your residence is in good repair:

- Lawn mowing: Grass and or weeds in the lawn areas should not exceed a height of 6 inches. There should be no more than 15% exposed dirt in the lawn area.
- Trimming: Keep all Trees, shrubs, vines and ornamental plantings located along driveways, sidewalks and streets, around your home, doors and windows neatly

trimmed for safety reasons and so as not to distract from the aesthetics of the neighborhood and of your home.

- Weed Removal: Remove/ Kill weeds and grass in all planting areas, gardens, driveway, sidewalk cracks and expansion joints.
- Edging: All planting areas, along sidewalks, landscape bricks, house, driveway edges and curbs should be edged on a regular basis.
- Debris Removal: Remove dead branches, dead trees and dead bushes from your planting areas, lawn and all areas of your property.
- Snow/ Ice: Keep snow and ice removed from the sidewalks at the street in front of your house.
- Mailboxes: Paint and repair the post as needed. Rusty mailboxes should be painted or replaced.

Reminder: Do NOT dump or blow any grass clippings, lawn waste, dead branches, trees and shrubs into the common areas, creek and greenways.

The Town of Apex does pick up sticks, brush, leaves and grass from the curb in front of your house weekly (currently Monday).

Deterioration

If at any time the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the CMC 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. If after that time, the repairs have still not been made, the Board of Directors may be forced to take more strenuous action.

APPENDIX

Mailbox Design Specifications

This section contains a list of parts, design photos, and specifications to be used when building or repairing mailbox posts in Charleston Village.

PARTS & CUT LIST

Mailbox Part (see photos below)	Name	Amount or number	Number and Cut	Picture or More Information
A	Finial	1	n/a	
B1	Capital	1 Board	1 at 7-1/8" long	2" x 8", pressure-treated board
B2	Trim	6 linear feet	Cut to fit	 11/16 in. x 1-3/8 in. Primed Finger-Jointed Base Cap Molding
B3	Wrap	1 Board	4 at 5-3/4" long	1 in. x 6 in. x 8 ft. Ground Contact Pressure-Treated Board
B4	Trim	See B2	Cut to fit	(B2)

C	Shaft	1	1 at 6'	 4" x 4" pressure-treated post
D	Extension (holds mailbox)	See B1	Trace existing; jigsaw cut	<i>(From 2" x 8", pressure-treated board)</i>
E1	Base Trim	See B2	(cut to fit)	(B2)
E2	Wrap	See B3	4; varies	(B3)
F	Nails	1 box	n/a	1.25" wire brads; 1 oz.
G1	Screws	1 pack of 2	n/a	Galvanized; #12, 2.5"
--	Caulking	1 tube; white	n/a	Outdoor rated
--	Primer	1 qt. (white)	n/a	Outdoor rated
--	Paint	1 qt. (white)	n/a	Outdoor rated

DESIGN PHOTOGRAPHS

Figure 1

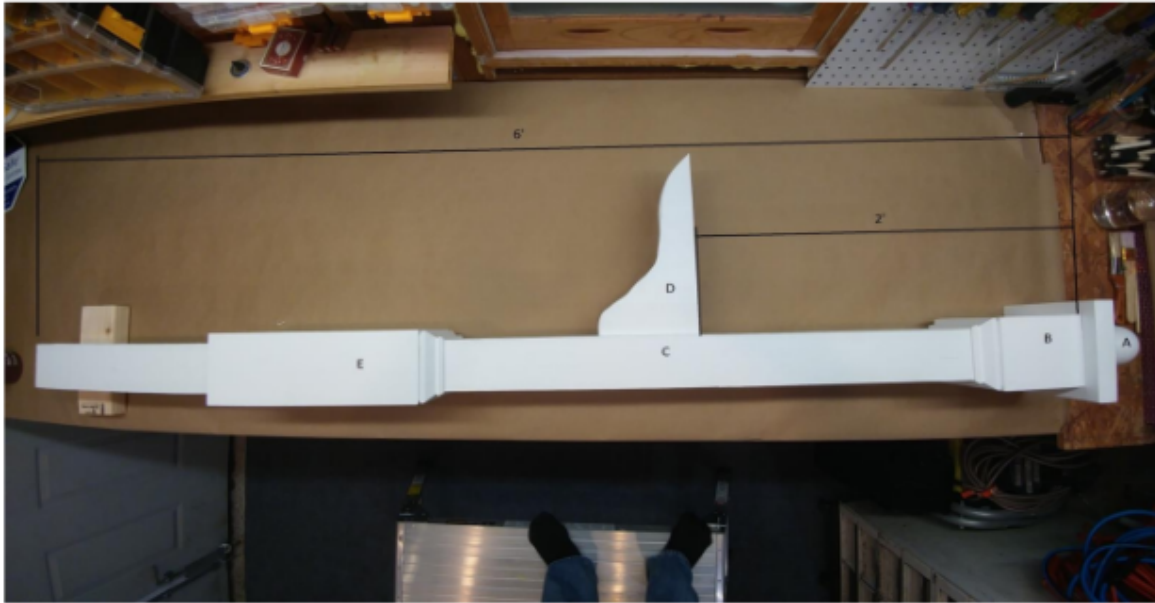


Figure 2

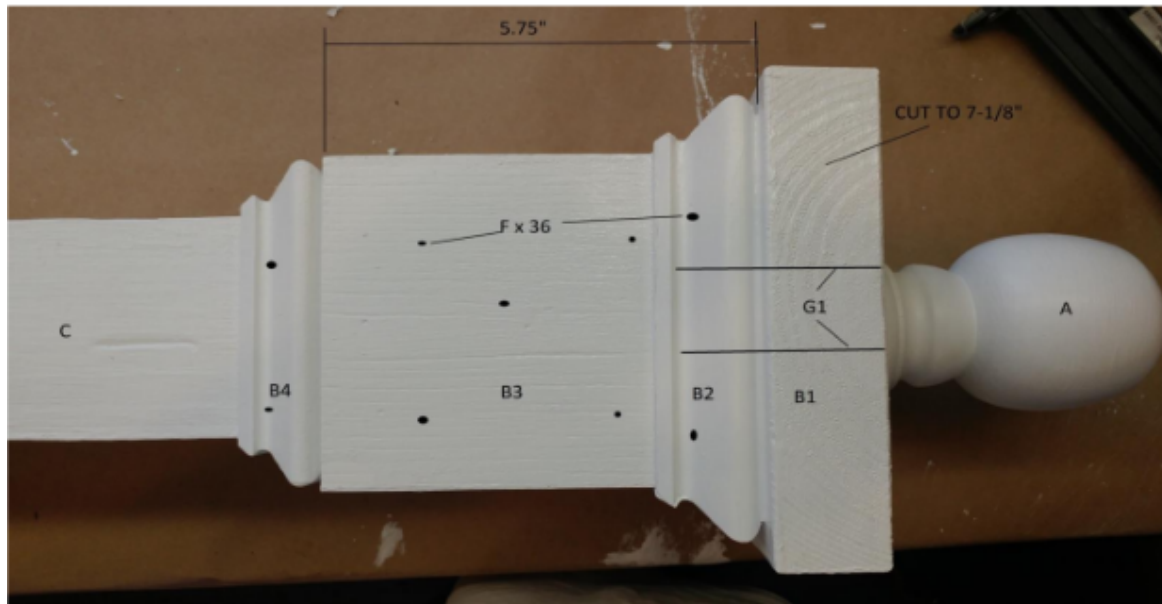
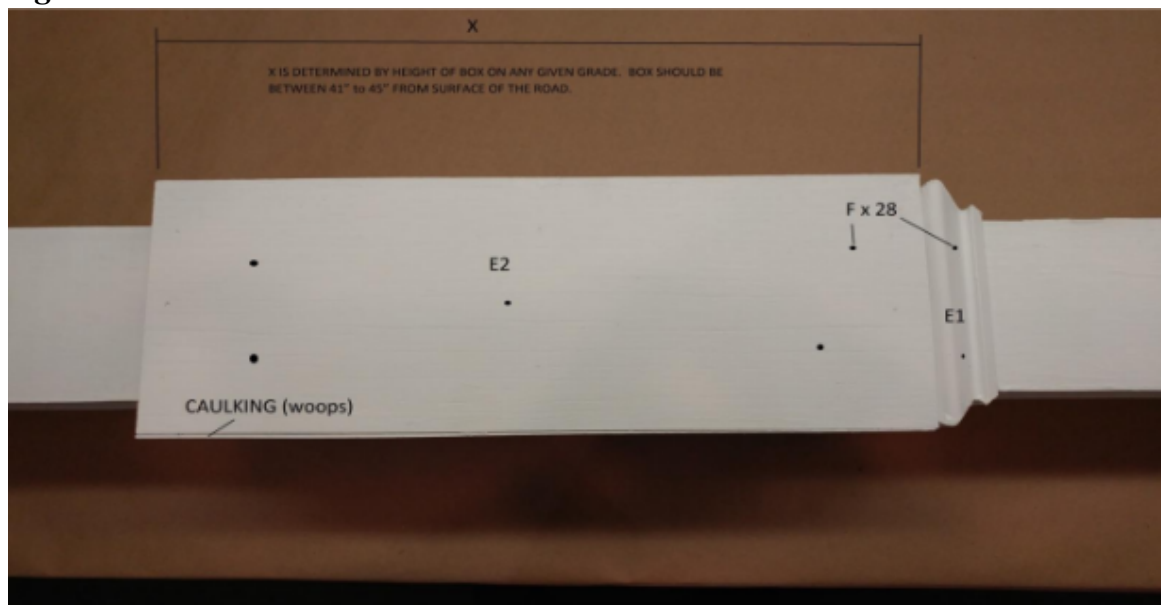


Figure 3



Revision History

Version Date	Description of Changes
1997	Original Version
January, 2004	Earliest extant version on file. It's unclear how this might be different, if at all, from the 1997 original.
March, 2016	Changes from the 1997 version through the 2016 version are not tracked here. Prior versions of this document may be available through the Community Management Company
October, 2018	- Added details to the '<i>HOMEOWNERS</i>' section that falls before GENERAL GUIDELINES - Added the 'DETAILS FOR COMPLETING PROJECT' section - Added details in the 'MAILBOXES' section - Added details in the EXTERIOR PAINTING section, related to Color Changes - Added details in the LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS, AND - FLAGS section regarding Election signs and American and NC State flags - Updated details in the MAINTENANCE section
July, 2019	- Added details re: mailboxes. - Added an Appendix for mailbox specifications.
November, 2022	Updated details re: vinyl siding and solar collectors
May, 2023	- Added Revision History (Revision History prior to the May 2023 version was built retrospectively, based on visual review of prior versions, and may not be complete) - Updated paragraphs 3 and 4 in the Purpose and Policy section. - Updated Architectural Review Board (ARB) language in the Responsibilities section. - Updated the NOTE in the General Guidelines section. - Expanded the Siding section to provide guidelines re: allowable siding, as well as information about shutters and colors. - Updated guidelines re: decorations and signs as well as shed requests