

Averette Ridge HOA Architectural Procedures and Standards

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Section 1 - INTRODUCTION

We sincerely hope you enjoy living in Averette Ridge. Please review this Architectural Procedures and Standards document for important information pertaining to the Averette Ridge Homeowners Association (the “Association”). Please refer to and save the Architectural Procedures and Standards document for future reference. This document and additional information is available on the Averette Ridge website ([Averette Ridge](https://averetteridge.nabrnetwork.com/home.php)) - <https://averetteridge.nabrnetwork.com/home.php>

To maintain the architectural/landscape character and aesthetics of Averette Ridge, and preserve and improve the value of homes, exterior modifications to your home, additions or changes to structures, materials, certain landscape and paint colors (hereafter referred to as “Improvements”) must be approved PRIOR to commencement. More specifically, “No exterior portion of any dwelling structure, and no building, fence, wall, obstruction, balcony, screen, patio, patio cover, tent, awning, carport, carport cover, improvement, or structure of any kind shall be commenced, erected, decorated, painted, resurfaced or otherwise maintained upon any part of the Project, nor shall any alteration or improvement of any kind be made thereto until then same has been approved in writing.” The Averette Ridge Architectural Review Board (“ARB”) is responsible for review and decisions on all Home Improvement Applications, which must be submitted and approved prior to any additions or alterations to the exterior elements of houses and lots. The Home Improvement Application, and the procedure and standards are more fully described in the separate Architectural Procedures and Standards document. The forms and documents are available in the “Documents” section of the Averette Ridge website ([Averette Ridge](https://averetteridge.nabrnetwork.com/home.php)).

In general, anything that will change the look of your home from the outside need’s prior approval. This includes, but is not limited to, changing any exterior surfacing material; changing colors; adding/removing/replacing doors/windows/garage doors; changing/adding/removing hardscape; adding/removing any landscape that, when mature, will be over six feet high and visible from the Common Area; installing any structure (e.g., patio cover) that will be over six feet high (regardless of Common Area visibility); adding/moving any equipment (e.g., air conditioning or solar equipment) and any exterior structural changes (e.g., room addition, reconfiguration of the exterior appearance, etc.).

At first glance, the information in the Architectural Procedures and Standards document may seem overwhelming. However, you only need to review the information that applies to the type of Improvement(s) you are contemplating. The index in the document assists in finding the right information. Each section indicates whether approval is required and which form to use.

If you want to add to or modify an Improvement already approved by the ARB, you must contact the ARB and submit a new application that either replaces or amends the existing approval. This may require re-submission of plans and drawings and entail delays to your project. Therefore, you should carefully consider all aspects of the Improvement before submitting applications.

Obtaining prior approval for changes is very important. Actions including cease and desist orders and/or fines and/or removal/modification of the changes may be taken for noncompliance. Please contact the property management company or visit the “Documents” section of the Averette Ridge website at ([Averette Ridge](https://averetteridge.nabrnetwork.com/home.php)) to obtain a Home Improvement Application and more information about approval requirements.

Living in close proximity to others requires thoughtful consideration about how your actions may affect others. We encourage open communication, cooperation and respect between neighbors so we can maintain a friendly environment that maximizes everyone’s enjoyment of their homes.

Section 2 - Architectural Approval: General Information

PURPOSE

To maintain the architectural/landscape character and aesthetics of the Averette Ridge development and preserve and improve the value of homes. Based on the planned changes, homeowners should obtain prior Architectural Review Board (ARB) approval prior to commencing any exterior modifications to your home, additions or changes to structures, materials, certain landscape and paint colors (hereafter referred to as “Improvements”). There is a Home Improvement form for this purpose, and the procedure and standards are more fully described in this document.

When considering a home improvement project, you will save a lot of time, expense and disappointment by carefully reviewing the information in this chapter to understand the types of projects that require approval and to familiarize yourself with the approval process.

Since submitting a new or revised application can delay your project, careful consideration should be given to the entire project before submitting a request. While planning an Improvement, it may be advantageous to arrange a meeting with the ARB to review the procedures and standards. A pre-approval meeting may also reduce the time needed for approval since questions about your planned Improvements to the project can be answered ahead of time.

Although the actual application approval process can take up to 30 days, the elapsed time between your decision to make an Improvement and when it may begin will be longer. For example, the process may take two or three months for simple projects such as doors, windows and painting when you consider the time required to plan the project, get estimates, obtain neighbor signatures, submit the application and obtain final ARB approval. Bigger projects, such as major landscaping projects, structure changes, room additions, exterior remodels or alterations, may require many months (or even a year) of elapsed time considering the amount of planning that needs to occur, contractor meetings and design work, and that professional plans/drawings/renderings may be required prior to submitting your application. Then there is the ARB approval process, which may take up to 30 days. The ARB review may require changes be made and an application be resubmitted, with another 30-day review. Depending on the project, after ARB approval, plans may need to be submitted to the town for approval. If the town requires changes that affect the exterior appearance of the home or change the plan submitted and approved by the ARB, then the application must be re-submitted to the ARB for final approval.

You should consult the relevant sections of this document, so you are aware of the requirements associated with various types of Improvements. Providing this document to architects and contractors during the initial planning phases can help ensure they design a project that can be readily approved, potentially avoiding potential delays and additional costs to re-work plans.

Any proposed modification to Association property (e.g., modification to a perimeter wall) is solely within the purview and authority of the Board of Directors acting on behalf of the Association. Therefore, requests for approval of any modification to Association property must be addressed directly to the Board clearly describing the modification and location. Review of such a request is not subject to the normal 30-day architectural approval process and may take longer. Approval by the ARB of any Improvement application for modifications to a homeowner’s property does not convey approval of any modification to Association property that may be part of the Improvement. A separate approval beyond that of the ARB is required from the Board in such cases.

The following sections provide general guidelines for Homeowners, so that they can more effectively plan their Improvement projects and comply with Architectural Rules and Regulations. The guidelines also provide the foundation for reviewing and approving Home Improvement Applications on a consistent basis. The ARB will use

these guidelines when making approval decisions; however, even if an Improvement complies with the general guidelines, the ARB reserves the right to deny approval based on AESTHETIC REASONS. Additionally, even if an Improvement complies with the guidelines, it does not release the Homeowner from submitting a Home Improvement Application if one is required for the type of Improvement being made. Regardless of whether or not a proposed Improvement is described in these guidelines, if the Improvement meets any of the criteria listed, a Home Improvement Application and prior approval from the ARB is required before commencement of any Improvement.

A Home Improvement Application is NOT required when performing maintenance or replacement of existing items if being repaired or replaced with “like kind” materials, texture, color and design that do not change the appearance or design of the item being repaired or replaced.

If there are any questions about the guidelines, what does and does not require prior approval, or approval procedures, please consult the ARB or the property management company. Home Improvement Application forms are available from the property management company or in the “Documents” section of the Averette Ridge website ([Averette Ridge](#)).

Homeowners must bear all costs associated with surveying, research to determine property lines and ownership rights, engineering/technical studies, drawings, plans, permits, inspections, property tax assessments, legal fees, and any other costs associated with the Improvement.

The ARB, Board of Directors, all Association members and property management company shall not be responsible or liable to anyone, in any way, for any defect in any Improvements constructed in accordance with plans, specifications and/or applications approved by the ARB, or for any reason or mistake in judgment, negligence or nonfeasance arising out of the approval, disapproval or failure to approve any plans and/or applications.

IMPROVEMENTS THAT NEED APPROVAL

Submission of a Home Improvement Application and approval from the ARB are required prior to the commencement of any Improvement that meets any of the following criteria:

1. Any action that changes or alters the exterior look of the home, including, but not limited to:
 - Changes to any exterior paint color, except that no permission or approval shall be required to repaint with identical colors already on your home.
 - Changes to, additions of and/or removal of exterior doors, garage doors, windows, lighting, roofline, roof surface, patios, driveway extensions.
 - Architectural changes (room additions, structure modifications, exterior remodels, etc.).
2. Removal/replacement of or changes to more than 50% of the landscape planting (softscape) square footage visible from the Common Area, as defined in the Averette Ridge HOA Resident Handbook.
3. Removal/installation of artificial turf grass.
4. Landscape planting (softscape) such as trees or hedges (regardless of location) that, when mature, will be higher than six (6) feet above ground level of the Homeowner’s lot. You and your neighbors need to be aware of the impact that the addition of tall landscape material may have on sun exposure, leaf/berry/fruit dropping, wall/fence stability, drainage, etc.
5. Changes to, additions of and/or removal of hardscape (such as planters, retaining walls, walkways, driveways, etc.) in the front yard and/or side yards that are visible from the Common Area.
6. All Improvements, regardless of location including front, side and back yards, that exceed six (6) feet above ground level of the Homeowner’s lot, visible from the Common Area and/or extend above the height of the closest fence or wall, including, but not limited to, patio covers, arbors/trellises, play structures, storage sheds, outdoor fireplaces, walls, fences, etc.
7. All equipment to be placed outside of a house regardless of location, including, but not limited to, air conditioners (other than replacement of same size in existing location); spa/swimming pool equipment;

fountains/waterfalls; water heaters (unless enclosed in the original structure provided for such); water softener equipment; water storage tanks; solar equipment; etc. Refer to the specific section for more information.

Various types of Improvements are described in the guidelines documented in Section 3 and, for your convenience, each type of Improvement indicates whether or not a Home Improvement Application is required. If an Improvement type is not specifically covered in chapter 3, the criteria above will be used to determine when a Home Improvement Application is required.

Alterations (including attaching any objects) to Common Area or Exclusive Use Common Area property, including buildings and structures, landscaping, perimeter fences, walls or gates, are not permitted.

FAILURE TO OBTAIN THE NECESSARY APPROVALS PRIOR TO COMMENCEMENT OF CONSTRUCTION OR INSTALLATION, OR MAKING MODIFICATIONS, ADDITIONS OR DELETIONS TO AN APPROVED HOME IMPROVEMENT PROJECT WITHOUT PRIOR APPROVAL SHALL CONSTITUTE A VIOLATION OF THE GOVERNING DOCUMENTS, AND MAY ENTAIL VIOLATION FINES, CEASE AND DESIST NOTICES OR ORDERS, LEGAL ACTION, AND/OR REQUIRE MODIFICATION OR REMOVAL OF UNAUTHORIZED WORK AT THE HOMEOWNER'S EXPENSE. FINES FOR FAILURE TO SUBMIT REQUIRED HOME IMPROVEMENT APPLICATIONS CAN BE SUBSTANTIAL.

Refer to the chapter "Rules Enforcement Policy" in the Rules & Regulations document for more information.

FUTURE OWNERS OF ANY HOME THAT HAS BEEN SUBJECT TO AN IMPROVEMENT ARE BOUND BY ANY CONDITIONS ASSOCIATED WITH THE APPROVAL (E.G., MAINTENANCE REQUIREMENTS STIPULATED AS A CONDITION OF APPROVAL). The Association may require that a Homeowner enter into a Covenant Agreement that will be recorded against the property, which confirms the parties' rights and responsibilities regarding the Improvement. The Association may require that the Homeowner pay the costs for the Association's preparation and recording of the Covenant Agreement as a condition of approval.

When meeting with an architect or builder, it is strongly advised that the Homeowner provides them with a copy of this document, so they understand the procedures and standards before beginning the plans. Complying with the standards can save the Homeowner a significant amount of time and money through the planning and approval process.

Homeowners/contractors may have to provide a separate set of plans to the City for building approval, permits and inspections. In addition to the plans, the Homeowner should include manufacturer's brochures or samples of exterior fixtures, windows, doors, roofing, materials, and paint choices included with the ARB.

IMPORTANT NOTE: Approval of a Home Improvement Application and plans does not constitute acceptance of any technical or engineering specifications, and/or permits and inspections that may be required by government agencies. The Averette Ridge Homeowners Association and its representatives assume no responsibility or liability for such. The function of the ARB is to review applications and plans as to aesthetics and conformance to the Association's Architectural Guidelines. All technical/engineering matters and government permits/inspections are the responsibility of the Homeowner and service providers performing work on behalf of the Homeowner. Approval of applications and plans by the ARB does not constitute approval by the regulations and building codes set forth by the City or other regulatory agencies. Furthermore, approval of plans by the City does not eliminate the need for approval by the ARB before any Improvement is initiated.

PLANS AND DRAWINGS

Although preferred, drawings/plans do not have to be professionally prepared for minor Improvements, unless otherwise required by the city or contractor. However, if not professionally prepared, such working drawings must be clear and concise, and conform to requirements described below, or the application may be rejected. Professionally prepared plans conforming to the requirements described below are required for all major Improvements including, but not limited to, hardscape changes, landscaping changes (landscape that affects more than half of the front yard area visible from the Common Area) and architectural changes (room additions, structure modifications, exterior remodels, etc.).

General Plan Requirements

All Improvements must include:

- 1) At least 1 copy of plans or drawings must be submitted with the Home Improvement Application.
 - a. **Site/Plot Plan:** A view from above, showing the home as existing and proposed, and the plot on which it stands including all property lines. Give existing and proposed dimensions (width and depth) and set back distances from property lines. Indicate all exterior or Common Area-visible materials to be used. Plans must indicate all exterior materials, finishes, paint colors with color samples and plant materials.

See the following sections regarding specific requirements for [Construction Plans](#) and [Landscaping Plans](#).

Construction Plans

All major Improvements including, but not limited to, hardscape changes, landscaping changes (landscape that affects more than half of the front yard area visible from the Common Area) and architectural changes (room additions, structure modifications, exterior remodels, etc.) require professionally drawn plans. Architectural changes (room additions, structure modifications, exterior remodels, etc.) must also include computer-generated color renderings showing what all exteriors will look like using the proposed materials. Working drawings or sketches are not sufficient.

PLANS FOR ARCHITECTURAL CHANGES REQUIRING TOWN APPROVAL MUST FIRST BE SUBMITTED ALONG WITH A COMPLETED HOME IMPROVEMENT APPLICATION TO THE PROPERTY MANAGEMENT COMPANY. ONCE ARB APPROVAL IS OBTAINED, THE PLANS MUST BE SUBMITTED TO THE TOWN (IF REQUIRED) FOR BUILDING APPROVAL, PERMITS AND INSPECTIONS. IF THE CITY REQUIRES MODIFICATIONS OR ANY CHANGES ARE MADE TO THE PLANS APPROVED BY THE ARB, THE PLANS WITH THE CHANGES MUST BE RE-SUBMITTED AND RE-APPROVED BY THE ARB BEFORE THE IMPROVEMENT COMMENCES.

Construction plans must show:

Site/Plot Plan: A view from above, showing the home as existing and proposed, and the plot on which it stands including all property lines. Give existing and proposed dimensions (width and depth) and set back distances from property lines. Indicate all exterior or Common Area-visible materials to be used. For all major architectural changes (room additions, structure modifications, exterior remodels, etc.), the site/plot plan must also include a drawing of the wall(s) of adjacent homes on both sides and behind (as applicable) showing positions of windows and doors in relation to the windows and doors that will be present on your home upon project completion. Consideration should be made on the placement of doors/windows to provide privacy to adjacent neighbors.

1. **Roof Plan:** If the project involves roofing, show all existing and proposed roofs with dimensions, overhangs and slope/pitch notations and materials to be used.
2. **Floor Plan:** Another view from above showing all walls, columns, windows, openings and any condition(s) that will affect the exterior design of the home. If the improvement involves two stories, floor plans must be provided for each floor.
3. **Elevations:** A view of each side of the home (front, sides, rear) that is affected by construction, showing all exterior dimensions (heights and widths) on existing and new proposed work, noting all windows, doors, finish materials, textures, colors, paint colors, lighting fixtures and other details. For fences, walls and/or gates, show the height from the ground level at all points along the length. Consideration should be made on the placement of doors/windows to provide privacy to adjacent neighbors.
4. **Details:** Fences, walls, driveways and any small exterior modifications, such as windows, garage doors, entry doors and patio covers. These must include a list of materials and other specifications to clearly locate and define their addition to the home. Use manufacturer specifications and information brochures to help explain the drawings.
5. **Photos:** Including photos of the existing area(s) and/or structure(s) to be modified are helpful in visualizing the proposed Improvements.

Landscaping Plans

Plans for landscaping (softscape and hardscape) projects must include:

1. A reasonable balance of hardscape and softscape materials. Refer to the section [Artificial Turf Grass](#) if the project includes artificial turf.
2. Identification of dimensions and materials for all hardscape elements, including walkways, driveways, planters, retaining walls, etc.
3. Show all tree and shrub locations. Homeowners should use care in selecting trees that are not “messy” (i.e., fruit or berry droppings) and will not have invasive root structures since Homeowners are responsible for any damage to the Common Area or neighbors’ property or injuries to others caused by the trees and shrubs they plant. Consideration should be given to the overall diameter of trees and shrubs so that, when mature, they do not result in excess or unwanted overhang onto neighbors’ or Common Area property. In no case should growth impede the free movement of people using the Common Area (such as sidewalks or streets) or property.
4. Show location of new and existing patios, patio covers, walls, fences, barbecues, pools, spas, mechanical and electrical equipment (such as air conditioners, pumps, filters, heaters, etc.). For patio covers, fences, barbecues and equipment, show the top view noting dimensions and property line setbacks, and elevation side views showing width and height.
5. Show the contour and height of any mounded or elevated areas.
6. Identification of drainage system plumbing, and drainage path for your yard and your neighbor’s yard.

NEIGHBOR AWARENESS

The intent of neighbor awareness is to advise neighbors who own adjacent property of the proposed Improvements by requiring their address and signature on the Home Improvement Application. The board may require neighbor signatures on home improvements based on potential impacts to the neighboring property (Visual Impacts, Noise Impacts, Environmental Impacts). If you feel your project may impact your neighbors property, please obtain signatures to speed up the approval process.

When required, signatures must be obtained from the Homeowners on each side (or one side if the home is on a corner lot), as well as homes directly across the street and/or adjacent to the rear of the property that have a clear view of the proposed Improvements.

The Home Improvement Application must include original signatures. The property management company is responsible for reviewing Home Improvement Applications for completeness, and applications submitted without the required signatures will be deemed incomplete and will be returned as unapproved.

Neighbor awareness is for advisory/informational purposes only and does not constitute approval, which can only be granted by the ARB. Your neighbors need not approve of your plans for the ARB to approve them. By signing your Home Improvement Application, your neighbors are simply indicating they are aware of the details of the Improvement(s). If a neighbor has concerns or comments regarding the Improvement(s), they should note them in the space provided on the form. Neighbor comments provided on the Home Improvement Application will be evaluated and the ARB may contact neighbors for more information. Home Improvement Applications will be considered incomplete until the affected neighbor(s) have signed the application. If a neighboring homeowner is unavailable or refuses to sign the form within 14 days, assuming a reasonable effort has been made, ARB forms will be reviewed without that neighbors' comments.

Signatures must be obtained from the authorized Homeowners; tenant signatures are not accepted. Please allow adequate time in your scheduling of the Improvement to obtain the required Homeowners' signatures. If the Homeowners of any of the homes for which signatures are required do not live in the home (absentee owner), it may take some time to obtain their signatures. If the neighbor is a tenant and not a Homeowner, indicate that on the application and the property management company can assist in contacting the absentee owner.

The time periods referenced above are to occur PRIOR to submitting a complete Home Improvement Application and are not included in the thirty (30) day application processing period.

If one of the neighboring properties is a new neighbor that has not moved in yet, the Homeowner should note that on the Home Improvement Application. Home Improvement Applications that do not include signatures from the required neighboring Homeowners (see above) will be considered incomplete, will be returned and will not be acted on for possible approval until all such signatures are obtained and submitted with the application.

HOMEOWNER PROTECTIONS

To protect your rights and investment, for Improvement projects involving major exterior architectural changes (such as room additions, structure modifications, etc.), the Association strongly recommends that the Homeowner utilize a licensed and bonded contractor with worker's compensation coverage. Homeowners can check the credentials of contractors at the website for the Contractors State License Board NC Licensing Board for General Contractors (nclbge.org). For projects over \$50,000, it is also recommended that Homeowners demand the contractor purchase a contractor performance (surety) bond to guarantee that the contractor will complete the project in a timely manner per the approved plans.

FRAMING AND PERIODIC INSPECTION

For major architectural changes (such as room additions, structure modifications, etc.) the ARB may request periodic inspections of the Improvement to ensure the project complies with the approved Home Improvement Application.

MODIFICATIONS AFTER APPROVAL

The Association realizes that ideas or needs for changes may be necessary during an Improvement project, and it is tempting to go forward with the modification without seeking ARB approval. However, only the Improvements that have been documented in an approved Home Improvement Application are permitted. Any Improvements not described in the Home Improvement Application or accompanying plans are NOT APPROVED.

If you want to make significant changes to an approved project for Improvement, contact the ARB for approval before proceeding. The ARB will respond within five (5) business days. The ARB will determine if the Homeowner must provide additional information and if a revised Home Improvement Application with new neighbor notification signatures is required. You may not proceed with the changes until ARB approval is granted.

Every effort will be taken to ensure prompt review and response. However, Homeowners need to make a value judgment whether the additional changes are worth the delay involved in obtaining approval.

MAKING MODIFICATIONS, ADDITIONS OR DELETIONS TO AN APPROVED HOME IMPROVEMENT PROJECT WITHOUT PRIOR ARB APPROVAL SHALL CONSTITUTE A VIOLATION OF THE GOVERNING DOCUMENTS, AND MAY ENTAIL VIOLATION FINES, CEASE AND DESIST NOTICE OR ORDERS, LEGAL ACTION, AND/OR REQUIRE MODIFICATION OR REMOVAL OF UNAUTHORIZED WORK AT THE HOMEOWNER'S EXPENSE. FINES FOR FAILURE TO SUBMIT REQUIRED HOME IMPROVEMENT APPLICATIONS CAN BE SUBSTANTIAL. Refer to the chapter "Rules Enforcement Policy and Fines" in the Rules & Regulations document.

APPLICATION PROCESSING TIME

Please allow adequate time for Home Improvement Application approval. The Averette Ridge Declarations provide the ARB up to a maximum of thirty (30) days from the date of receipt of a complete Home Improvement Application to process the application.

Home Improvement Applications that are incomplete will be returned to the Homeowner and the request will be closed. If a completed Home Improvement Application is resubmitted, the file will be reopened for the ARB to review.

All Homeowners submitting a Home Improvement Application will be provided a written decision for approval, disapproval, or request for additional information within the time periods described above.

If an emergency repair or replacement is required for something that normally requires an application and prior ARB approval, and a thirty (30) day approval process may cause personal injury or loss or damage to the property, the Homeowner may directly contact a member of the ARB for expedited approval.

DENIED APPLICATIONS

Refer to Section 4 Home Improvement Application Review Procedure.

WITHDRAWING OR CANCELING AN APPLICATION

If you decide not to proceed with an Improvement project, you must notify the property management company as soon as possible. All pending or approved applications will be canceled, and the Home Improvement Application will be considered denied. If you later decide to execute the project, you must resubmit a new Home Improvement Application(s) and new plans (where required) along with new neighbor awareness signatures.

PROJECT COMPLETION TIME LIMIT

Improvement projects that remain uncompleted for long periods may be visually objectionable, negatively impact property values and can be a nuisance and safety hazard for residents and the Project. All Home Improvement

Applications must include estimated start and completion dates. If the dates are considered unreasonable, the ARB may deny the application.

In any event, unless the ARB specifically authorizes a different time schedule:

1. All Improvements, including, but not limited to, hardscape changes, landscaping changes (artificial turf or landscape that affects more than half of the front yard area visible from the Common Area) and architectural changes (room additions, structure modifications, exterior remodels, etc.), must be started within (12) twelve months of Home Improvement Application approval and must be completed within twelve (12) months after start of the project.

If you find that you need additional time to start and/or complete an Improvement project, you may request an extension by writing to the ARB in care of the property management company.

FINAL INSPECTION AND NOTICE OF COMPLETION

When the ARB observes that an approved Improvement has been completed or upon expiration of the project completion time limit (refer to section Project Completion Time Limit), a member of the ARB shall inspect the approved Improvements. If such inspection requires access to the Homeowner's property, the ARB shall coordinate a visit at the parties' mutual convenience. If the Improvements have been completed as approved, the ARB Board will have up to a maximum (15) fifteen days, where one or more ARB members shall sign a Notice of Completion form and deliver it to the property management company for the property file. Once inspection determines project completion, no other changes may be made without submitting a new application.

If there are substantial deviations from the approved Home Improvement Applications, the ARB shall notify the property management company and the property management company will notify the Homeowner of the non-compliance within sixty (60) days of completing the inspection. The Homeowner will then be responsible for making any necessary changes. Non-compliance may result in hearings, fines and/or legal action by the Association. Refer to the chapter "Rules Enforcement Policy and Fines" in the Rules & Regulations document for more information.

NOTE: The function of the inspection is to review conformance with the approved Home Improvement Application and conformance to the Association's architectural and landscape standards. Completion of an inspection and approval of the Notice of Completion does not constitute completion of any inspections that may be required by governmental agencies or other required inspections.

ACCESS TO COMMON AREA DURING CONSTRUCTION

If construction work requires temporary storage of materials, dumpsters and/or equipment required for the project on the Common Area (such as which includes streets, and sidewalks, etc.), the Homeowner must notify the property management company and obtain prior approval. Refer to the Section "Service Provider Guidelines" in the Rules & Regulations document for more information.

ADDITIONS, AMENDMENTS OR REPEAL OF ARCHITECTURAL PROCEDURE, AND ARCHITECTURAL AND LANDSCAPING STANDARDS

From time to time, the ARB may recommend to the Board of Directors additions, amendments or repeal of the procedures, and architectural and landscaping standards contained herein. Such changes are subject to specific Homeowner notice procedures. Refer to the chapter “Adoption, Amendment or Repeal of Rules and Regulations” in the Rules and Regulations document for more information.

ENFORCEMENT OF ARCHITECTURAL/LANDSCAPE STANDARDS

Refer to the chapter “Rules Enforcement Policy and Fines” in the Rules & Regulations document.

Section 3 - Architectural and Landscape Standards

OBJECTIVE

The Architectural and Landscape Standards are provided so that Homeowners are aware of the standards and requirements for some of the more common Improvements, such as modifications or additions of structures/materials, landscape/hardscape changes and exterior painting.

When considering a home improvement project, you will save a lot of time, expense, and disappointment by carefully reviewing the information in this chapter, so you fully understand the requirements associated with the type of Improvement(s) you are contemplating. Additionally, you should read Section 2 [Architectural Approval: General Information](#) so you fully understand the types of projects that require approval and are completely familiar with the approval process. Providing this Architectural Procedures and Standards document to architects and contractors during the initial planning phases can help ensure they design a project that may be readily approved avoiding potential delays and additional costs to re-work plans.

The following sections provide general standards and guidelines for Homeowners so that they can more effectively plan their Improvement projects and comply with Architectural Rules and Regulations. The standards also provide the foundation for reviewing and approving Home Improvement Applications on a consistent basis. The Architectural Review Board (hereafter referred to as “ARB”) will use these guidelines when making approval decisions; however, even if an Improvement complies with the general guidelines, the ARB reserves the right, as provided in the Averette Ridge Declarations, to deny approval based on AESTHETIC REASONS.

Additionally, even if an Improvement complies with the guidelines below, it does not release the Homeowner from submitting a Home Improvement Application if one is required (as indicated in the sections below) for the type of Improvement being made. Regardless of whether or not a proposed Improvement is described in these guidelines, if the Improvement meets any of the criteria listed in section [Improvements That Need Approval](#), a Home Improvement Application and prior approval from the ARB is required before commencement of any Improvement. Failure to submit an application and/or implementing Improvements that require prior approval constitute a violation of the Governing Documents subject to cease-and-desist notices or orders, hearings, fines and legal action.

As a guide to helping you locate the guidelines and standards that may apply to the Improvement you are considering, please refer to the [Table of Contents](#) to find the appropriate page(s). Many of the items listed are combined with other items in a single topic section but are listed individually and by multiple names for ease of use.

AIR CONDITIONERS

Changing the location of an existing external air conditioning compressor or adding additional external air conditioning compressor(s) requires prior ARB approval. Submit:

- General Home Improvement Application form
- A sketch showing the location of the equipment in relation to the home and adjacent fences/walls

Relocated or additional compressors must be located a minimum of ten (10) feet from the property line and may not be visible from the Common Area. Portable interior air conditioning units that connect by exhaust tube to a small, non-obtrusive window- or wall-mounted exhaust vent are permitted on a temporary, seasonal basis. Replacing an air conditioning compressor in its current location does not require prior ARB approval. Window or exterior wall mounted air conditioning units are not permitted.

ALARM SYSTEMS

Changing or installing a new alarm system if there will be any kind of external alarm box visible from the Common Area requires prior ARB approval. Submit:

- General Home Improvement Application form
- A sketch showing the location of the equipment

Refer to the chapter “Sign Regulations” in the Rules and Regulations document for more information about permitted alarm signs.

ANIMAL PENS

Refer to section [Outbuildings, Pet Pens, Play Structures, Playhouses, and Storage Sheds](#).

ANTENNAS AND SATELLITE DISHES

The following guidelines and specifications were designed to allow Homeowners within the Development to install satellite (parabolic) dishes on their property consistent with State and Federal Laws (which still allow community homeowner associations to regulate certain aspects of the appearance, location and installation of these devices to preserve the aesthetic value and beauty of the community).

Prior ARB approval is not required if the satellite dish installation complies with all the following standards. However, it is recommended that a Home Improvement Application (accompanied by a sketch showing the proposed dish and cable mounting location) be submitted to allow the ARB to review and provide advice regarding the proposed installation, which could save the Homeowner the expense and inconvenience of relocating a satellite dish later found to be out of compliance.

1. Externally mounted antennas (e.g., ones with a post and multiple “arms”) for receiving local, over-the-air (non-satellite/non-cable) broadcast programming are not permitted since local programming is readily available via cable or satellite services. Homeowners that would like to use such an antenna to receive over-the-air signals may mount the antenna in an enclosed attic, garage or storage area. Flat, low-profile antennas that mount to a wall, fascia board or under the eaves may be permitted, subject to prior ARB approval.
2. Satellite dishes diameter must not exceed twenty-two (22) inches.

3. Satellite dishes must be mounted so that they are not visible from the Common Area. Homeowners should also take into consideration the view from neighboring homes and minimize visual impact wherever possible. If, due to reception limitations, it is not possible to mount the satellite dish so it is not visible from the Common Area, then it must be screened wherever possible to minimize its visual impact. The Board or ARB may require the Homeowner to paint the satellite dish or antenna to match surrounding structures.
4. All wires and cables used to connect the satellite dish to power, TV, etc. may be required to be painted to match the surface over which they are installed. Wires and cables should enter the home on the side or rear of the home, not on the front of the home. Exterior cable runs must not be visible from the Common Area.
5. The Homeowner is responsible for all maintenance of the satellite dish and any significant damage caused to the Common Area or other components by installing, removing or maintenance of the satellite dish.

ARBORS, GAZEBOS, PATIO COVERS, PERGOLAS, AND TRELLISES

The construction of new or replacement (If different from original) arbors, gazebos, patio covers, pergolas and trellises that are higher than six (6) feet above ground level requires prior ARB approval if visible from the Common Area. Submit:

- General Home Improvement Application form
- Construction plans/drawings (refer to section [Plans and Drawings](#))

Arbors, gazebos, patio covers, pergolas and trellises shall meet all City requirements and be painted to an approved color, usually one that matches the home's wood siding or trim. Size, design and scale must be compatible with the Lot and the neighborhood, and proportional to the available open space. These structures may not be appropriate on the front of the home or front yard; however, the ARB will consider Home Improvement Applications for such structures on a case-by-case basis.

The sides of these structures shall not be enclosed except where the wall of the main house forms a natural side. The minimum setback from the property line to vertical posts is five (5) feet. The minimum setback from the property line to any overhanging horizontal structures is five (5) feet. The overhang may extend as close as two (2) feet to the property line if the property line is adjacent to Common Area.

Arbors, gazebos, patio covers, pergolas and trellises may be constructed of wood, Alumawood®, vinyl or other materials as approved by the ARB. Materials such as straw, bamboo, palm fronds, plastic, Fiberglass, Plexiglas®, reed or other temporary materials are not permitted.

Arbors, gazebos, patio covers, pergolas and trellises may not be used to house or shield (from the weather or view from the Common Area or other property) a boat, recreational vehicle, car, truck, motorcycle, trailer, storage, pet enclosures, construction materials, trash, equipment, wood supplies and/or any other item(s) not otherwise permitted to remain outside or visible from the Common Area or other property.

ARTIFICIAL TURF GRASS

Artificial turf visible from the Common Area (such as streets, walkways, etc.) will be permitted on a case-by-case basis and always requires prior ARB approval. Submit:

- General Home Improvement Application form
- Sample of the artificial turf product to be used
- Professionally prepared landscape plans/drawings (refer to section [Plans and Drawings](#))

Approval is not required for installation of artificial turf in a Homeowner's fenced-in area that is not visible from the Common Area.

The use of artificial turf in landscapes visible from the Common Area must be balanced with hardscape and softscape to provide a natural, pleasing look. This can be accomplished with an appropriate mix of shrubbery, annuals, perennials, flowers and trees. The Homeowner must provide a landscape rendering as to where the artificial turf, hardscape and softscape will be placed indicating the plant species for each (refer to section [Plans and Drawings](#)). The ARB may specify the brand or quality of the artificial turf material that is acceptable. Artificial turf may need periodic replacement to maintain an acceptable appearance as required by the Association.

The balance of the natural and artificial materials will be approved accordingly by the ARB based on aesthetic characteristics, such as not having an area that is dominated by artificial turf that leads to an unnatural look. There must be clear separation between adjacent properties using a concrete mow strip or other hardscape so that there is not a continuous stretch of artificial turf from one property to another. Each yard layout is unique and the balance of plant, artificial turf and hardscape materials will be unique to each yard.

AWNINGS AND SUNSHADES

Changing or installing new awnings or sunshades visible from the Common Area requires ARB approval. Submit:

- General Home Improvement Application form
- A sketch showing the location of proposed awnings or sunshades
- Brochure or photo showing the style and color(s) of the proposed awnings or sunshades

The use of awnings or sun shades over doors and windows will be reviewed on a case-by-case basis. Awnings or sunshades must be compatible with the architectural character of the home in terms of color (solid colors are preferred), material and design. If approved, Homeowners must keep awnings and sunshades well-maintained. Frayed, torn or faded awning materials must be replaced in a timely manner.

Non-fabric exterior awnings or sunshades (such as aluminum, Fiberglass, bamboo or reed) attached to front or side windows, patio covers, arbors or gazebos visible from the Common Area or adjacent homes are not permitted.

BALCONIES

Construction of any new or alterations to existing balconies (covered or uncovered, second floor outdoor areas) require prior ARB approval. Submit:

- General Home Improvement Application form
- Professionally prepared construction plans/drawings (refer to section [Plans and Drawings](#))

The location, material, design and color shall be compatible with the existing home. Setback requirements follow those for room additions (refer to section [Room Additions and Home Remodels](#))

BASKETBALL BACKBOARDS

Changing or installing a permanent basketball backboard requires ARB approval. Submit:

- General Home Improvement Application form
- A sketch showing the location of proposed basketball backboard

Basketball backboards are only permitted towards the top of the resident's driveway.

Basketball backboards mounted to a house, regardless of material (including clear acrylic), are not permitted. Also refer to the chapter "Miscellaneous Rules and Regulations" in the Rules & Regulations document.

BARBEQUES

Refer to section [Permanent Outdoor BBQs, Ovens, Fireplaces](#).

CANOPIES, SHADE STRUCTURES AND SUN SAILS

Canopies, shade structures and sun sails ten (10) feet or less in height intended for temporary use up to eight (8) months during a calendar year do not require ARB approval. These items, if left in place for longer than eight (8) months during a calendar year or that exceed ten (10) feet in height will be a violation. If you desire to keep such a structure in place for more than eight (8) months, it will be considered a permanent structure, requiring a Home Improvement Application and ARB approval according to the guidelines in section [Arbors, Gazebos, Patio Covers, Pergolas and Trellises](#).

The overall size and setback requirements are the same as for patio covers (refer to section [Arbors, Gazebos, Patio Covers, Pergolas and Trellises](#)). A minimum clearance of five (5) feet must be provided from any exterior barbeque, oven, fireplace or fire pit. Canopies, shade structures and sun sails may be attached to the house and/or poles securely anchored for sail attachment. However, attachment to any wall or fence (or poles attached to walls or fences) is not permitted.

Canopies, shade structures and sun sails fabric should be of reasonable color intended for outdoor use (e.g., Sunbrella® brand) and shall not display advertising or endorsements if visible from above a fence/wall or from the Common Area. Cover materials such as corrugated metal, straw, bamboo, palm fronds, plastic, Fiberglass, Plexiglas, reed, lath or trellis-like wood products are not permitted. The fabric and supporting structure shall be maintained in an aesthetically acceptable condition.

Canopies, shade structures and sun sails may not be used to house or shield (from the weather or view from the Common Area) a boat, recreational vehicle, car, truck, motorcycle, trailer, storage, pet enclosures, construction materials, trash, equipment, wood supplies and/or any other item(s) not otherwise permitted to remain outside or visible from the Common Area or other property.

CHIMNEYS

Changing the appearance of an existing chimney (e.g., painting or stone over existing brick) requires prior ARB approval. Submit:

- General Home Improvement Application form
- Sketch describing the changes to be made to an existing chimney

Refer to section [Room Additions and Home Remodels](#) if adding a new chimney.

CISTERNS

Refer to section [Water Storage Tanks](#).

CLOTHESLINES AND DRYING RACKS

Outside clothes hanging devices are not permitted.

DRAINAGE SYSTEMS

Each Homeowner must maintain the correct grading of lots so that water drainage does not flow onto adjoining properties or the Common Area or does not prevent off-flow from the same. Adding/changing/removing any drainage system and/or curb coring requires prior ARB approval. Submit:

- General Home Improvement Application form
- Sketch showing the details of the drainage system

Drainage pipes must be buried or otherwise positioned and/or covered so as not to be visible from the Common Area.

DUMPSTERS

Refer to the chapter “Service Provider Guidelines” in the Rules & Regulations document.

ETCHED GLASS

Refer to section [Windows](#).

EXTERIOR PAINTING

Painting a home, trim and/or fencing requires prior ARB approval unless the surfaces being painted are re-painted the **exact** same color/shade/tint/finish as previously approved. When changing color(s), you must submit sample(s) of the proposed color(s) for the home (as described below) and submit:

- General Home Improvement Application form
- Color swatch (for color changes)

An application and prior ARB approval are not required if repainting with the EXACT same shade of the same color(s) and color placement previously approved by the ARB for that home. However, it is recommended that you submit an application (you need not wait for approval) so that the color match may be verified, your property file is updated, and ARB and adjacent Homeowners are aware of the project and its impact.

With painting applications, please include paint chips indicating the color name/number, type of finish (flat, eggshell, semi-gloss, gloss, etc.) and the paint manufacturer for each paint color chosen. The samples you submit will be what you are expected to use, if approved.

The ARB reviews applications for exterior painting to determine that the color choices are compatible with the overall architectural style and color palette of the neighborhood and are not visibly objectionable. Homes directly across the street from each other shall not be painted similar colors. There shall be a minimum two-house separation left and right between homes painted similar colors.

The paint scheme may not exceed a maximum of four (4) contrasting/complementary colors that blend and harmonize well together from the approved paint colors. Indicate on the paint application where each color will be used and the type of finish.

Deviation from any approved exterior painting application will require repainting with the approved color(s) within thirty (30) days of completion of the painting at the Homeowner's expense.

Choosing Paint Colors and Finishes

The following guidelines may help you choose appropriate colors and finishes for submission to the ARB and help speed the approval process.

Your roof is the largest color element of your home and not easily changed. You should pick colors for siding, and trim that complement each other, and your roof color as follows:

Colors not to choose: Reds, Pinks, Purples, Black, Very Dark and Very bright colors.

When choosing a color, consider how it will blend with hardscape elements such as brick.

Consider the look as a whole. Will the colors of the siding/shingles, garage door, eaves, and trim complement the roof, landscape and hardscape? Also consider how your home will blend with adjacent homes. You do not want to choose the same or very similar colors. On the other hand, you should avoid stark differences like a blue house next to a yellow one.

If the predominant color on the house is a light color, a darker shade of the same color or white should be used for a secondary trim color, such as decorative designs on the original fold-up garage doors or other architectural elements of the home. If the predominant color is dark, a lighter shade or white should be used as a secondary trim color. If you see a home in the neighborhood with a color you like, you can contact the property management company with the address to see if they have a painting application on file to get the paint manufacturer and color number/name. However, since the information on file may be incorrect or out of date or the paint color name has changed.

Need help with color selection? Paint manufacturers' web sites have a wealth of useful information and suggestions. Most offer brochures in their showrooms that have pre-selected color combinations matched to different home styles. Some may offer the services of a color consultant that will meet with you to make recommendations with a reduced or waived fee if you use their products. Some may offer tools where you can upload a picture of your home and visualize it with different color schemes. You might do a web search for local architectural, color or painting consultants. The ARB can provide some guidance too.

Your house color is something you (and your neighbors!) must live with for many years. Take the time to consider the best options.

Wood Shingles, Siding and Painting

Wood siding and shingles must be painted with a velvet or eggshell finish. This low-gloss finish is preferable because it stands up better to the elements and may look better longer than flat finishes. If your home has not been painted in five (5) years or more, we highly recommend a primer coat on siding and shingles, especially if choosing a darker color, which, without primer, tends to get absorbed into the wood over time, leaving a spotty appearance. Primer and two coats of paint on shingles and siding will provide the best protection and last longer, possibly saving you money in the long run by limiting the frequency of repainting.

If you are considering replacing wood shingles or siding, please refer to section [Shingles, Siding](#).

Eaves and Trim Painting

Eaves and trim around windows and doors usually look best in shades of white or lighter/darker hues of the main house color. Whites or lighter hues of the main house color work best against darker colors. Darker color hues of the main house color (e.g., brown) can be a good complement to lighter home colors. Eaves and trim must not be the same color as the house. Eaves, trim around windows and doors, and secondary trim colors must be a velvet or eggshell finish that will stand up better to the elements and may look better longer and flat or velvet finished. High-traffic areas like door trim may be painted in low sheen or semi-gloss finish.

Chimney Painting

Chimneys can remain unpainted if constructed of brick, stone or rock, or may be painted and/or finished using a color that matches the home's wood siding color. Chimney paint must be a flat or velvet finish.

Electrical Box Painting

Electrical, cable, telephone, DSL and other wire connection and fuse boxes attached to a home should be painted to match the color and finish of the surrounding surface.

Garage Door Painting

Garage doors (or replacements) may be natural wood protected with a satin, semi-gloss or high-gloss polyurethane finish in a clear or natural wood stain; or an approved eggshell, low sheen or semi-gloss paint color matching or complementing the home's stucco, wood siding or trim color.

All garage doors on the home must be painted identically.

For new garage doors: If you are replacing your garage door(s), you must have the door painted a single color to complement the existing main color of the home or the existing surrounding garage door trim color.

For original, builder-supplied, single-piece, tilt-up garage doors: The garage door(s) may be painted a single color to complement the existing main color of the home or the existing garage door trim color. A single accent color may be painted on the decorative raised panels or trim molding on original tilt-up garage door(s) if the color matches an approved color used on the trim or accent colors of the home.

Holiday Decoration Hook Painting

If visible from the Common Area, hooks and other devices used for the installation of holiday lighting and/or decorations are to be removed upon removal of the lighting and/or decorations or shall be of a color (or painted) to match the surface to which they are attached.

Wrought Iron Railings and Fence Painting

Refer to section [Fences, Gates, Walls and Planters](#) for more information.

FOUR SEASON ROOMS

The addition of a "Four Season Room" (i.e., roofed room with one or more open sides) requires prior ARB approval. Submit:

- General Home Improvement Application form
- Professionally prepared construction plans/drawings (refer to section [Plans and Drawings](#))

“Four Season Rooms” shall meet all City requirements and be painted to an approved color, usually one that compliments the home’s wood siding or trim. Size, design and scale must be compatible with the Lot and the neighborhood, and proportional to the available open space. These structures may not be appropriate on the front of the home or front yard; however, the ARB will consider Home Improvement Applications on a case-by-case basis.

The sides of these structures shall not be enclosed (other than Windows, Screening, and knee walls) except where the wall of the main house forms a natural side. The minimum setback from the property line to vertical posts is ten (10) feet. The minimum setback from the property line to any overhanging horizontal structures is seven (7) feet. The overhang may extend as close as five (5) feet to the property line if the property line is adjacent to the Common Area. “Four Season Rooms” may not be used to house or shield (from the weather or view from the Common Area or other property) a boat, recreational vehicle, car, truck, motorcycle, trailer, storage, pet enclosures, construction materials, trash, equipment, wood supplies and/or any other item(s) not otherwise permitted to remain outside or visible from the Common Area or other property.

FENCES, GATES, WALLS, AND PLANTERS

The Association is responsible for the appearance, maintenance, and repair of block walls along the perimeter and entrances of the community.

Any proposed modification to Association property (e.g., modification to a perimeter wall) is solely within the purview and authority of the Board of Directors acting on behalf of the Association. Therefore, requests for approval of any modification to Association property must be addressed directly to the Board clearly describing the modification and location. Review of such a request is not subject to the normal 30-day architectural approval process and may take longer. Approval by the ARB of any Improvement application for modifications to a homeowner’s property does not convey approval of any modification to Association property that may be part of the Improvement. A separate approval beyond that of the ARB is required from the Board in such cases.

Fences on the property line between adjacent homes are the responsibility of those Homeowners to maintain, repair and replace, as needed.

The maximum fence height is six feet

Adding/changing/removing fences (when shared with a neighbor), and gates, or extensions thereof require prior ARB approval. Submit:

- General Home Improvement Application form
- Construction plans/drawings (refer to section [Plans and Drawings](#))
- Brochure, photo or other information describing/showing the construction materials to be used
- Color swatch(es) showing the color(s) to be used

Existing fences and gates shall remain in place unless being repaired or replaced. An application and prior ARB approval are not required when repairing or replacing an existing fence, wall or gate with essentially the same materials and finishes.

Garden walls/planters as part of the hardscape must not exceed twenty-four (24) inches in height above the adjacent grade. Corner pilasters in garden walls/planter must be no larger than twenty (20) inches square and must not exceed thirty (30) inches in height above the adjacent grade. Minimum setback between the edge of the Common Area side-walk closest to the home and the garden wall/planter is 12 (twelve) inches.

Gates will be considered for compatibility with the home in terms of design and color.

Subject to prior ARB approval, acceptable materials for fences, walls, gates, and planters include:

- Decorative Aluminum Metal – **Must for All Fences**
- Rough sawn cedar or redwood *
- Brick
- Stone
- Masonry comprised of slump block, split-faced block, or a combination of these materials

* These materials typically require on-going maintenance and eventual replacement, so you may wish to consider long-lasting products such as vinyl, brick, stone or masonry that may be more cost-effective in the long run.

Subject to prior ARB approval, acceptable finishes for walls, gates and planters are:

- Wood: Must be a natural (weathered) wood color; protected with a satin or semi-gloss polyurethane finish in a clear or natural wood stain color; or an approved eggshell, low sheen or semi-gloss paint color matching the home's wood siding or trim. Top rail and posts may be painted a contrasting color matching the home's trim elements.
- Brick or stone veneer
- Masonry: Must be the approved natural color of the material or painted an approved color that matches or complements the home's wood siding.
- Aluminum: Must be an approved color
- As used above, "approved color" means a color as approved in advance by the ARB.

Unacceptable materials for fences, walls, gates and planters include, but are not limited to:

- Metal or plastic chain link
- Wrought Iron
- Sheet metal
- Chicken wire or mesh
- Grape stake wood
- Metal or plastic webbing
- No wire, chain or wood fences are allowed
- Woven wire
- Bamboo, reed or straw-like materials
- Corrugated or flat plastic or Fiberglass panels
- Glass block
- Rope or other fibrous strand elements
- Picket
- Vinyl
- Split-rail
- Barbed wire
- Miniature decorative fences
- Temporary child or pet gate

Construction plans as described in section [Plans and Drawings](#) are required.

Alterations (including attaching objects) to Common Area or Exclusive Use Area perimeter fences or walls are not permitted.

FIREPLACES AND FIRE PITs

Refer to section [Permanent Outdoor BBQs, Ovens, Fireplaces](#)

FLAGPOLES AND WEATHERVANES

Changing (if not an exact replacement) or installing new flagpoles and/or weathervanes requires prior ARB approval. Standalone flagpoles can not exceed 15Ft in height.

Submit:

- General Home Improvement Application form
- Sketch or other drawing showing the proposed location and height of the flagpole/weathervane including distances from the home structure and property lines (refer to section [Plans and Drawings](#))

FOUNTAINS, WATERFALLS, AND MECHANICAL EQUIPMENT

Changing or installing new fountains, waterfalls, and all other exterior- located mechanical/electrical equipment, including but not limited to air conditioners (unless a replacement in the existing location), fountain/waterfall pumps water heaters (unless enclosed in the original structure provided for such) and water softening units requires prior ARB approval. Submit:

- General Home Improvement Application form
- Sketch or other drawing showing the proposed location of the fountain/waterfall and/or equipment with distances from the home structure and property lines (refer to section [Plans and Drawings](#))

Equipment other than approved solar panels is not permitted to be installed on the roof. Refer to section [Solar Energy Equipment](#) for more information about solar equipment. Refer to section [Pools and Spas](#) for more information about pools, spas and related equipment.

All proposed equipment shall be placed at least five (5) feet away from neighboring properties, and all pumps, blowers and other noise-emitting equipment must be enclosed or buried to mitigate noise. Depending on the noise output, which should not be unreasonable, Homeowners may be required to control the hours of operation of such equipment. Minimum setback from the property line is five (5) feet for electrical/mechanical equipment.

GARAGE DOORS

Replacement of garage doors requires prior ARB approval unless replaced with the same exact style and color. Submit:

- General Home Improvement Application form
- Brochure, photo, or other information describing the style and material
- Color swatch(es) showing the color(s) to be used

Replacement garage doors must meet the following specifications:

1. Must be either tilt-up or sectional roll-up with wood, Masonite®, aluminum, steel or fiberglass construction. If made of steel or fiberglass, it must have a simulated wood pattern exterior. Full-glass contemporary garage doors, if approved, MUST have obscure glass (e.g., frosted) panels.
2. Garages facing front must have two separate operating doors

3. The design of the garage door(s) and hardware must be compatible with the architecture of the home.
4. All replacement garage doors for the home must be the same color, style, design and materials.
5. Color and finish must meet garage door painting standards. Refer to section [Garage Door Painting](#) for more details about garage door colors.
6. Garage window style, if any, should complement the style of other windows on the front of the home.
7. Windows in garage doors, if present, are subject to the same regulations regarding window coverings and tinting as for other windows (refer to section [Window Coverings](#), section Window Screens and section [Window Tinting](#)).
8. Treatments that draw attention to the garage door, such as ornate decoration on or around the garage door, are not permitted. Garage door lighting (if present) must conform to the guidelines and requirements listed in section [Outdoor Lighting](#).
9. Existing garage door header height may not be changed.

GATES

Refer to section [Fences, Gates, Walls and Planters](#).

GAZEBOS

Refer to section [Arbors, Gazebos, Patio Covers, Pergolas and Trellises](#).

HOLIDAY LIGHTING AND HOLIDAY DECORATIONS

Refer to the chapter “Miscellaneous Rules and Regulations” in the Rules & Regulations document for more information.

HOME REMODELS

Refer to section [Room Additions and Home Remodels](#).

HOUSE NUMBER SIGNS

Every home must have an externally visible house number to allow emergency personnel to identify the address.

LANDSCAPE/WALKWAY LIGHTING

Refer to section [Outdoor Lighting](#).

LANDSCAPING

Landscaping is a major element that contributes to the beauty of your home and the community. Proper design of the layout and selection of plant material suitable for the soil, climate and light conditions are very important. You should strongly consider enlisting the help of a landscape designer when planning any major landscape renovation project. Some landscaping companies offer free or reduced charges for consultations and plan drawings if the plant material and/or entire project are completed by their company.

The following major landscape projects (if visible from the Common Area) require prior ARB approval:

1. Removal/replacement/installation/changes to more than 50% of the front/side yard area
2. Removal/replacement/installation/changes to artificial turf grass

3. Removal/replacement/installation/changes to hardscape (such as planters, retaining walls, walkways, driveways, etc.) in the front/side yard

Submit:

- General Home Improvement Application form
- Landscape plans/drawings (refer to section [Plans and Drawings](#)).

The following minor landscape project requires prior ARB approval:

Landscape planting (softscape), such as trees or hedges in the front yard and/or side yards that will be visible from the Common Area that, when mature, will be higher than six (6) feet above ground level of the Homeowner's lot.

Submit:

- General Home Improvement Application form
- Sketch or professionally prepared landscape plans/drawings (refer to section [Plans and Drawings](#)).

Hardscape and softscape landscaping in side yards and backyards not visible from the Common Areas does not require prior ARB approval, but is still subject to the additional Rules and Regulations noted below. Other structures to be added or changed in side and back yards (such as pools, spas, permanent BBQs, etc.) as noted in this chapter must conform to the application submission, approval and standards listed in the appropriate section.

Landscaping (hard and soft) should present an attractive appearance for the property and include a reasonable combination of lawn and/or ground cover, shrubs, trees, flowers, and hardscape. Thematic landscape features with distinctive colors, form or materials that establish an independent theme that conflicts with the overall street scene and style of the homes, such as mirror balls, statues, sculptures, rock gardens, are not permitted.

Homeowners should use care in selecting trees that are not "messy" (e.g., causing fruit or berry droppings), and will not have invasive root structures since Homeowners are responsible for any damage to the Common Area or neighbors' property. Consideration should be given to the diameter of tree foliage so that, when mature, it does not unreasonably overhang the property line or any part of the Common Area, such as sidewalks. All areas subject to soil erosion from natural rainfall or sprinkler irrigation require adequate foliage and drainage.

A few decorative rocks with an average diameter less than twelve (12) inches may be used on a sporadic basis as part of the landscape. However, decorative rock, colored rock, or rock-like substances larger than this (e.g., boulders) are considered hardscape elements that are subject to prior ARB approval.

The following landscaping materials are not permitted in the front yard and/or side yards that are visible from the Common Area:

- Sand, pebbles, gravel, glass, decorative rock, colored rock or any rock-like substance used as a ground cover
- Painted concrete
- Uncovered concrete blocks (slump stone may be acceptable)
- Plastic plants
- Non-plant materials may not be used as a substitution for lawn and/or ground cover

The following additional Rules and Regulations have been established regarding general landscaping:

The appearance of your yard affects your neighbors and the entire community. Owners are expected to consistently maintain their landscaping in a neat and attractive manner in keeping with the standards of the Averette Ridge Development.

- General yard maintenance includes, but is not limited to:
 - Regular mowing and edging of lawns;
 - Regular moss and weed control/removal in planting beds, lawns, gravel and walkway areas, sidewalk and driveway expansion joints, etc.;
 - Fertilizing and pest control applications to lawn, trees, and shrubs;
 - Plantings to be kept pruned and in good health, including potted plants;
 - Rake and clean up leaves and storm debris within a reasonable time period, remove debris in appropriate containers for off-site disposal.
- All landscaping must be kept trimmed and managed, and not be allowed to get overgrown.
- Landscaping shall not be permitted to grow in a manner that obstructs pedestrian use of Common Area sidewalks.
- Trees must not overhang property lines or the Common Area by more than thirty-three (33%) percent 33% of the total diameter of the widest area of the foliage.
- Front yard trees must be placed at least thirty-six (36) inches from the Common Area sidewalk and include a root barrier device.
- Turf (natural or artificial) visible from the Common Area must not extend up to the walls of the home. Shrubs and/or flowers must be planted at the base of the house, garden, and patio walls visible to the Common Area.
- Similar ground cover, shrubs or both should be utilized on both sides of driveways and/or entry walkways.
- Vertical shrubs should be utilized against blank wall elevations.
- Dead or overgrown plants, trees or potted plants shall be removed and replaced as needed.
- Weeds must be removed, and bare areas replanted.
- Borders and mow strips, if used, must be of a consistent material viewed from the Common Area, may not be used to correct drainage issues, must be maintained in good condition, and be in a style/color that complements the home and landscaping. Preferred materials include concrete, brick, redwood, and terra cotta tile.
- If stepping stones are used, they must form a logical path and not be placed in a random fashion as a method of covering bare spots.
- Trees near sidewalks, if secured, are to be done so by stakes, and not guide wires.
- Encroachment of roots and limbs into utilities or Common Area, such as sidewalks, is not permitted.
- Excessive dropping of seeds, berries, pods and/or fruit in Common Areas is not permitted.
- Vines and plants shall not be allowed to attach to or obstruct Association-owned mailboxes.
- Planter areas must remain planted (not left bare).
- Hoses and hose reels shall be placed in an area least visible from the street whenever possible and shall be kept neat at all times.
- Gardening equipment is to be stored in a location not visible from the Common Area.
- No one may trim or alter any Association-owned landscaping without prior written approval of the Board of Directors.
- Homeowners are required to control the spread and height of their trees, shrubs, hedges, vines and bushes so that they:
 - Do not become attached to any Common Area property including perimeter walls and fences
 - Do not grow close to or touch fences or walls in a manner that may lead to damage
 - Do not become intertwined with any Association-owned landscaping

The Association assumes no responsibility or liability for damage to Homeowner's or residents' property or plants that violate these standards.

Landscaping plans as described in section [Landscaping Plans](#) must be submitted with the application if required.

LEADED GLASS

Refer to section [Windows](#)

LIGHTING

Refer to section [Outdoor Lighting](#) regarding landscape, walkway or other exterior lighting, and chapter “Miscellaneous Rules and Regulations” in the Rules & Regulations document regarding holiday decorations and lighting.

MAILBOXES

Mailboxes and mailbox numbers are the property of the Homeowner and may be replaced or painted as needed with a similar mailbox that conforms to the standard in the neighborhood.

MECHANICAL EQUIPMENT

Refer to sections [Air Conditioners](#) and [Pools and Spas](#).

MOLDING

Refer to section [Trim and Molding](#).

OUTBUILDINGS, PET PENS, PLAY STRUCTURES, PLAYHOUSES, AND STORAGE SHEDS

Installation of new or replacement outbuildings, pet pens, play structures (e.g., swing sets, jungle gyms, etc.), playhouses or storage sheds that may be visible from the Common Area require prior ARB approval.

Submit:

- General Home Improvement Application form
- Drawing/plan that shows the site/plot plan, elevations and details of the proposed structure (refer to section [Plans and Drawings](#))
- Brochure, photo or other information describing the style, color and material

These structures, if approved, may only be placed in the back or side yard within the Homeowner’s property. If not visible from the Common Area, an application and prior ARB approval are not required. However, if the structure will be visible from an adjacent neighbor’s property, the affected neighbor should be notified in advance and the structure must still comply with the following guidelines.

Such structures shall be constructed, located and screened to minimize the impact on adjacent neighbors’ privacy, any existing structure or the Common Area. The ARB may require that the Homeowner screen such structures from view of the Common Area using hedges or other appropriate plant material so that the structure is screened from view upon installation. These structures should blend with the architectural characteristics of the home and neighborhood.

Play structures, playhouses and storage sheds shall be no closer than five (5) feet from any fence or wall.

Animal pens shall not exceed the height of the nearest adjacent wall or fence. Furthermore, the keeping of any animal(s) is subject to further restrictions as described in the chapter “Miscellaneous Rules and Regulations” in the Rules & Regulations document, Declarations and applicable city/county ordinances.

Storage sheds may not exceed 160 square feet (10x16 feet). Furthermore, sheds cannot be placed on a permanent foundation. Sheds must be placed in the rear of the property and Sheds may not be placed within the side setbacks. Material choices must be similar in kind, shape, and color to the home on the lot. The location of the shed must be submitted on a plot with dimensions and distance to the property lines. Sheds placed within the storm sewer easement are subject to review and this placement is not recommended. Sheds are not permitted within 20 feet of the stormwater level spreader device.

OUTDOOR ROOMS

Refer to section [Four Season Rooms](#).

OUTDOOR LIGHTING

Installation of new or replacement (if different in design/size/style/color from that already installed) does not require prior ARB approval.

New or replacement exterior lighting must conform to the following standards:

- Lighting fixtures must complement and be compatible with the design of the home. They must be simple in design and color. Overly ornate light fixtures (such as Victorian globes) or commercial fixtures that establish an independent conflicting theme are not permitted.
- Fixture lenses must be clear, frosted, amber, gray or bronze tinted. Lenses in other colors are not permitted.
- Lighting shall not, in any way, cause adjacent residents to experience unwanted direct glare from light rays.
- All wiring shall be placed so that it is not visible from the Common Area.
- Any exposed wiring or conduit must be painted to match the surface to which it is attached.
- Bulb brightness must not exceed 1600 lumens (roughly equivalent to a 100W traditional incandescent bulb) and light appearance (color temperature) warm or soft white. Refer to the Lighting Facts label and retain the bulb packaging. ■ Colored bulbs are not allowed unless for Holiday Decoration.
- High-intensity “security” lights, whether motion sensing or not, are not permitted.
- Mercury vapor lamps or lamps that emit light of a similar nature, fluorescent lamps with bulbs longer than six (6) inches, flashing lights, color lights, unshielded exterior lights and light fixtures that result in excessive glare are not permitted.
- Paper lanterns are not permitted.
- All exterior and landscape lighting shall be maintained at all times. Non-functioning fixtures shall be removed, repaired, or replaced in a timely fashion.

Installation of low-voltage (e.g., “Malibu”) or solar landscape/walkway lighting does not require prior ARB approval but must conform to the same standards as other exterior lighting described above.

Ovens

Refer to section [Permanent Outdoor BBQs, Ovens, Fireplaces](#).

PAINTING

Refer to section [Exterior Painting](#).

PATIOS & DRIVEWAYS

Installation of new or extensions to Patios or Driveways require prior ARB approval. Submit:

- General Home Improvement Application form
- Drawing/plan that shows the site/plot plan and details of the proposed project (refer to section [Plans and Drawings](#))
- Brochure, photo or other information describing the style, color and material

Patios may be installed in the rear yard subject to design review and size.

Patios must meet any impervious requirements that the town of Rolesville may require for that lot.

PATIO COVERS

Refer to section [Arbors, Gazebos, Patio Covers, Pergolas and Trellises](#).

PERMANENT OUTDOOR BBQS, OVENS, FIREPLACES AND FIRE PITS

Installation of new or replacement permanent (built-in) outdoor BBQs, ovens, fireplaces and/or fire pits requires prior ARB approval. Submit:

- General Home Improvement Application form
- Drawing/plan that shows the site/plot plan, elevations and details of the proposed structure (refer to section [Plans and Drawings](#))
- Brochure, photo or other information describing the style, color and material

Permanent outdoor BBQs, ovens, fireplaces and/or fire pits must be constructed, located, and screened to minimize the impact on adjacent neighbors' privacy and any existing structure or the Common Area. Consideration must be made with respect to impact of smoke and odors on adjacent properties. These structures, if approved, must comply with all applicable ordinances (including fire arresters and minimum setback) and may only be placed in the back yard within the Homeowner's fenced area. The structure should blend with the Architectural characteristics of the house and neighborhood and shall not exceed three (3) feet above the nearest adjacent wall or fence (maximum height above ground level would be eight (8) feet). Minimum setback from the property line is five (5) feet for fireplaces and five (5) feet for BBQs, ovens, and fire pits. Regardless of height, an outdoor BBQ, oven, fireplace, or fire pit may not be attached to any boundary fence or wall.

PET PENS

Refer to section [Outbuildings, Pet Pens, Play Structures, Playhouses, and Storage Sheds](#).

PLANTERS

Refer to section [Fences, Gates, Walls and Planters](#).

PLAY STRUCTURES AND PLAYHOUSES

Refer to section [Outbuildings, Pet Pens, Play Structures, Playhouses, and Storage Sheds](#).

POOLS AND SPAS

Changing or installing new pools and/or spas, pool/spa pumps, pool/spa heaters, water softening equipment (when located outside of the house) and related electrical/mechanical equipment requires prior ARB approval. Submit:

- General Home Improvement Application form
- Plot Map / Construction plans/drawings (refer to section [Plans and Drawings](#))
- Brochure, photo, or other information describing the style, color and materials

Above-Ground pools are Not Permitted.

Equipment other than approved solar panels is not permitted to be installed on the roof.

All proposed equipment shall be placed away from neighboring properties, and all pumps, blowers and other noise-emitting equipment must be enclosed or buried to mitigate noise. Depending on the noise output, which should not be unreasonable. Homeowners may be required to control the hours of operation of such equipment. Please check with Town of Rolesville for minimum setback from the property line for pool, spa and related electrical/ mechanical equipment.

RAIN BARRELS

Refer to section [Water Storage Tanks](#).

RAIN GUTTERS

Installation of new or replacement rain gutters (unless exact replacements) requires prior ARB approval. Submit:

- General Home Improvement Application form
- Sketch/drawing showing the location of the rain gutters
- Brochure, photo, or other information describing the style, color and material

Rain gutters must be solid metal (galvanized steel, aluminum, copper, etc.). **Plastic/vinyl rain gutters are not permitted.** All metal rain gutters, and downspouts (other than copper) must be painted or finished to match or compliment the immediate background surface.

Also refer to the section [Drainage Systems](#) and [Water Storage Tanks](#).

RETAINING WALLS

Installation of new or changes to existing retaining walls, regardless of where located, requires prior ARB approval. Submit:

- General Home Improvement Application form
- Professionally prepared construction plans/drawings, including water flow (refer to section [Plans and Drawings](#))
- Brochure, photo, or other information describing the style, color and materials

Consideration must be given to proper drainage not only of your property, but of adjacent properties as well.

Refer to sections [Drainage Systems](#) and [Fences, Gates, Walls and Planters](#) for more information.

ROOFING

Changing or installing new home or patio roofing material requires prior ARB approval. Submit:

- General Home Improvement Application form
- Brochure, photo, or other information describing the style, color and material

Roofs must be maintained in an attractive appearance. Missing shingles, tiles and ridge caps must be replaced in a timely manner. Repairs of existing installed roofing do not require prior ARB approval, but materials used to repair damaged or missing roofing must match the existing materials in color and composition.

Subject to ARB approval, acceptable roofing materials include:

- Asphalt composition

Approved roofing colors:

- All roofing material must be of color-thru production, not slurry or color-coated

Unacceptable roofing materials include:

- Metal sheeting, panels, or tiles
- Products that look like metal or asphalt composition roofing products regardless of the material used. (ex. Polymer Composite or Synthetic shingles)

Other roofing considerations:

- Re-roofing without alteration to the roofline does not require submission of plans or drawings. If the existing roofline is to be altered in any way, such as the addition of skylights, dormers, solar panels or vents, these changes need to be described on a separate General Home Improvement Application accompanied by the appropriate plans (refer to section [Plans and Drawings](#)).
- Metal roof flashing, vents and spark arrestors atop chimneys shall be painted according to the guidelines in section [Metal Flashing, Roof-Top Vents and Spark Arrestor Painting](#).

ROOM ADDITIONS AND HOME REMODELS

Room additions, structural changes and any home remodeling projects that change the exterior appearance of the home requires prior ARB approval. Submit:

- General Home Improvement Application form
- Plot Map / construction plans/drawings including computer-generated color renderings (refer to section [Plans and Drawings](#))
- Brochure, photo, or other information describing the style, color and materials

Since projects of this nature can be quite involved, expensive and time consuming, you should carefully review and share with your contractor all the information in this document that describes the procedure, requirements and standards for each element included in the project. Pay particular attention to sections:

- Major Improvements: Step-by-Step Approval Process
- Plans and Drawings
- Homeowner Protections
- Framing and Periodic Inspection
- Modifications After Approval
- Project Completion Time Limit

The ARB will review home addition and remodel plans for the aesthetic suitability of the design and materials with the home, neighboring residences as well as the overall design, purpose and character of the community. Plans will be reviewed for compliance with all the guidelines and standards in this chapter. Plans will also be reviewed to assess the effect on neighboring properties and Common Areas. Changes and additions to the home shall conform to materials, design and construction techniques as established on the existing and other adjacent homes.

The material, color and texture of new exterior walls shall be compatible with existing house walls. Any new fascia, trim and moldings must match existing fascia, trim and moldings. New building features must be compatible with the color and design of the existing and surrounding homes. Blank walls shall have architectural features (e.g., depth variations, trim, varied surface textures/materials) to mitigate starkness.

The Homeowner is responsible for obtaining the proper city permits and must ensure that all such matters of construction are in accordance with all federal, state, and local government or standards and agency requirements.

Obtaining a city permit does not alleviate the Homeowner's responsibility of submitting a Home Improvement Application and plans and obtaining prior written approval by the ARB before commencing work. The following sections describe guidelines and standards related to specific elements of room addition and home remodel projects.

Roof

The ARB may limit the overall height of all new additions to the maximum height of developer constructed two-story homes within Averette Ridge.

Roof materials must match the existing materials on the original house (unless the entire roof is being replaced). Any change in roof materials requires the submission and ARB approval of a Home Improvement Application to change all roofing material on the entire house. Refer to sections Roofing or Skylights for more information.

SATELLITE DISHES

Refer to section [Antennas and Satellite Dishes](#).

SCREENS AND SECURITY DOORS/BARS

Screen doors on front (main) entry doors require prior ARB approval. Submit:

- General Home Improvement Application form
- Brochure, photo, or other information describing the style, color and material

Screen doors other than heavy metal security doors, are permitted on side and rear doors without prior ARB approval. Security bars on windows and heavy metal security doors are not permitted on any window or door.

SECURITY CAMERAS

Refer to section [Surveillance Systems/Cameras](#).

SHADES

Refer to section [Awnings and Sunshades](#).

SHADE STRUCTURES

Refer to section [Canopies, Shade Structures and Sun Sails](#).

SHINGLES and SIDING

Changing the appearance of the façade of your home in any other than like-kind repair/replacement requires prior ARB approval. Submit:

- General Home Improvement Application form
- Professionally prepared construction plans/drawings (refer to section [Plans and Drawings](#))
- Brochure, photo, or other information describing the style, color and materials

The Association is responsible for preserving the aesthetic character of the neighborhood, which includes a balanced mix of homes with shingle and siding. All exterior materials shall be brick, stone, concrete siding. 20% of the front elevation must be stone or brick. Vinyl siding is not permitted with the exception of Vinyl Soffit.

Changing the facade of your home changes the look of the home and many other expensive changes (e.g., window changes, window frame molding, application of stone façade, roofline, etc.) may be required to ensure an attractive outcome.

SIDING

Refer to section [Shingles, Siding](#).

SIGNS & FLAGS

No Sign shall be displayed on any lot with the exception of one (1) “For Sale” or “For Rent” sign not exceeding 36” x 24” in size. Exterior signs promoting candidates, initiative measures and/or voting that are directly related to an upcoming election are limited to one sign per candidate and/or measure per property and may not exceed maximum dimensions of nine (9) square feet. Election signs must be removed within five (5) days after the election.

The Association may develop uniform sign standards and specifications to which all owners must adhere.

One seasonal, school, patriotic or American flag may be mounted to the front of the residence or flagpole, using a fixture or flagpole that allows the flag to be removed when not in use. Such flags must not exceed three (3) feet in width and five (5) feet in length. The highest part of the flagpole shall be no higher than fifteen (15) feet above the adjacent ground level. Seasonal or school flags must be changed to reflect the-current season.

Refer to the General Rules & Regulations document.

SKYLIGHTS

Changing or installing new skylights or exterior skylight covers requires prior ARB approval. Submit:

- General Home Improvement Application
- Professionally prepared construction plans/drawings (refer to section [Plans and Drawings](#))
- Brochure, photo, or other information describing the style, color and materials

Skylights may be acceptable based on the location, number and size of skylights being proposed. Curved, white plastic skylights are not permitted.

SOLAR ENERGY EQUIPMENT

Changing or installing new solar energy equipment including systems for water heating and electrical power requires ARB approval, unless an exact replacement of faulty / broken equipment. Submit:

- General Home Improvement Application form
- Professionally prepared construction plans/drawings showing location, description and size of all panels, collectors, and other equipment, including visible wiring, piping, attachments, flashing, pumps, electrical panels, hardware, etc. (refer to section [Plans and Drawings](#))
- Brochure, photo, or other information describing the style, color and materials

Panels and collectors must be mounted directly on the roof with standoffs not to exceed six (6) inches and should be located, if possible, so they are not visible from the Common Area. Angled panels where one edge of the panel is higher than six (6) inches above the roof surface are not permitted. Pipes and wiring must penetrate through the roof rather than being installed along the face of the roof or house.

SPAS

Refer to section [Pools and Spas](#).

SPORTS EQUIPMENT

Refer to section [Basketball Backboards](#) and the chapter “Miscellaneous Rules and Regulations in the Rules & Regulations document.

STAINED GLASS

Refer to section [Windows](#).

STORAGE SHEDS

Refer to section [Outbuildings, Pet Pens, Play Structures, Playhouses, and Storage Sheds](#).

SUN SAILS

Refer to section [Canopies, Shade Structures and Sun Sails](#).

TREES

Refer to section [Landscaping](#).

TRELLISES

Refer to section [Arbors, Gazebos, Patio Covers, Pergolas and Trellises](#).

WALKWAY LIGHTING

Refer to section [Outdoor Lighting](#).

WALLS

Refer to section [Fences, Gates, Walls and Planters](#).

WATERFALLS

Refer to section [Pools and Spas](#).

WATER HEATERS

Refer to section [Pools and Spas](#).

WATER SOFTENING EQUIPMENT

Refer to section [Pools and Spas](#).

WATER STORAGE TANKS

Tanks or other vessels for the storage of water, such as rain runoff, are permitted without prior ARB approval provided they are at a height not to exceed six (6) feet from the ground and are not visible from the Common Area.

WEATHERVANES

Refer to section [Flagpoles and Weathervanes](#).

WINDOW COVERINGS

Unacceptable materials include, but are not limited to, sheeting (i.e., bed linens), newspaper, poster board, cardboard, butcher paper, aluminum foil, plywood, paper blinds, etc. Interior and exterior window bars and grills are not permitted. Refer to sections Awnings and Sunshades, Window Screens and Window Tinting for more information.

WINDOW TINTING

Interior window tinting (including garage door windows, if applicable) does not require prior ARB approval, but must comply with the following standards:

Window tinting must not be opaque. Reflective material that creates a “mirror” effect on windows from the outside is prohibited. All window panes within the same window unit and all windows on the same side of the home must be tinted using the same material and color. Window tinting shall be kept in good order. Peeling, wrinkled, discolored, or bubbled areas shall be repaired or removed.

WINDOWS

Installing new or replacement windows (unless exact replacements), including changes in size, materials, location and/or color, requires prior ARB approval. Submit:

- General Home Improvement Application form
- A sketch of each side of the home where windows are being replaced/added/removed. Indicate which windows are remaining “as is” and which are being replaced/added/removed. For each window, indicate the type (solid glass, single-hung, double-hung, horizontal sliding, casement, awning, garden or bay windows; see descriptions below) and whether the window will have divided panes or not.
- Brochure or photo showing the window style, color and material

Window design and materials must be complementary and consistent with other windows on the same side of the house. Replacement windows may be either full replacement or retrofit windows constructed of wood, vinyl or aluminum that has been color treated (baked on powder finish or anodized). Replacement windows may be solid glass (aka picture window), single-hung (top fixed and bottom slides up and down), double-hung (top and bottom slide up and down), horizontal sliding (left and/or right slides side to side), casement (cranks out and opens from the left or right), awning (cranks out and opens from the bottom), garden or bay window styles, with or without real or simulated divided panes. Glass block windows are typically unacceptable if visible from the Common Area.

Since manufacturers often change window design (or go out of business), it is a good idea to replace all exterior facing windows (or at least the ones on the same side) of the house at the same time for a consistent appearance.

Window frame color must be approved by the ARB and match or complement the surrounding wood trim or siding.

Window screens, if present, must be kept in good condition at all times, and window screen frames shall be in a color that matches the window frame.

In order to provide a consistent appearance, the following window guidelines apply according to the type of window(s) being replaced and there are three window types based on its position on the home:

- Front Windows and Front-Adjacent Windows
- Common Area-Facing Windows
- Other Windows

Please refer to the following sections for descriptions and guidelines associated with each type of window. If changing window trim or molding, also refer to section Trim and Molding.

Also refer to sections [Screens and Security Doors/Bars](#) and [Window Tinting](#).

Section 4 - Home Improvement Application Review Procedures

All requests for Home Improvements that require prior approval (see section [Improvements That Need Approval](#)) must be made using the General Home Improvement Application form (available in the “Documents” section of the Averette Ridge website).

Separate applications must be submitted if the Improvement is going to be accomplished in several phases with anticipated completion dates more than thirty (30) days apart. The applications should include samples or manufacturer’s brochures, showing the style and color of materials. Depending on the type of Improvement, plans and drawings may be required (refer to section [Plans and Drawings](#)).

Approval of Improvements shall apply only to the property for which approval is granted and is not authorization to proceed with similar Improvements on any other property without submitting the required application and plans.

The following steps shall be followed for Home Improvement Application reviews:

- 1) **Procedure and Standards Review** - Homeowner reviews the requirements associated with the proposed Improvement by reviewing the appropriate information in the preceding chapters. This will assist the Homeowner in understanding what is and is not acceptable, whether an application must be submitted prior to the Improvement, which form to use, the submission process and what information/drawings/materials/neighbor signatures must be provided with the form.
- 2) **Applications** - Homeowner submits the proper and fully completed Home Improvement Application to the property management company. Forms may be accessed, completed, and printed online at the Averette Ridge website ([Averette Ridge](#)), in the Documents section. However, since the forms require Homeowner and neighbor signatures, and may require plans/drawings/sample materials, etc. If required based on the type of improvement, some applications must also be accompanied by plans/drawings showing the nature, kind, shape, color, size, and materials of the proposed improvements or modifications (refer to section [Plans and Drawings](#)). Home Improvement Applications can be emailed to Kathy@ppmral.com.
- 3) **Supporting Documentation** - The application (along with plans, material/paint samples, brochures, and other required information) may be submitted by email, mail or personally delivered to the property management company during normal business hours. The Home Improvement Application must include sufficient detail to describe the dimensions, and assess the aesthetic, functional and environmental characteristics, of the proposed improvement or modifications. Refer to chapters 2 and 3 for more information.
- 4) **Neighbor Signatures** – If needed, obtain neighbor signatures (refer to section [Neighbor Awareness](#))
- 5) **ARB Review** - The property management company will log the request and verify that the application is complete including Homeowner awareness signatures (refer to section [Neighbor Awareness](#)), plans (if required; refer to section [Plans and Drawings](#)) and other required information/samples.
 - a) If the application is complete, the property management company will forward the Home Improvement Application and materials to the ARB.
 - b) The ARB will review the application, and plans and specifications, with respect to aesthetics and adherence to the Association’s Architectural and Landscaping Standards, design, and harmony of external design with existing structures, and as to location in relation to surrounding structures, topography, and finished grade elevation. The ARB may contact the Homeowner for further clarification of the application. The ARB shall issue a decision in writing approving or disapproving the proposed improvements or modifications along with any conditions associated with the approval. A majority of the ARB members must agree with the

proposed improvements or modifications in order for the Home Improvement Application to be approved. If disapproved, the ARB will provide an explanation of the reason(s) for the disapproval. The property management company or the ARB may reject applications that are incomplete or contain insufficient, inadequate, or unclear details.

- 6) **Notice of Approval / Disapproval** - An ARB member will then return the approved or disapproved Home Improvement Application to the property management company, which will retain it in the Homeowner's file. The ARB must respond within 30 days after receipt of the Home Improvement Application, or the request will be deemed approved.
 - a) The property management company will forward a copy of the approved or disapproved Home Improvement Application, plans and any conditions to the Homeowner. Steps 2 through 5 must be completed within thirty (30) days of receiving a complete Home Improvement Application. Ten (10) additional days will be added if signatures from absentee owners have not been provided (refer to section [Application Processing Time](#)).
- 7) **Appeals Procedure** - If disapproved, Homeowner may appeal to the Board of Directors as follows:
 - a) Appeal must be in writing requesting a hearing at the next Board meeting. Requested hearing will be scheduled at the first regular meeting following one week after receipt of the appeal.
 - b) Appellant will receive a maximum of fifteen (15) minutes to present his/her position. The Appellant may request that the Board of Directors conduct the appeal during the open session or executive session of the meeting. Failure of the applicant to attend the scheduled hearing without 24 hours or more prior notification or request for delay may result in automatic retention of prior disapproval disposition of the ARB. The Board of Directors will take no action on the matter at the hearing.
 - c) The Board will discuss the matter in Executive Session and will respond in writing as to its determination within thirty (30) days of the Board meeting. Board decision is final with no further recourse available through the Association.
- 8) **Improvement Completion** - A member of the ARB will inspect the completed Improvement and complete a Notice of Completion form (refer to section [Final Inspection and Notice of Completion](#)).
 - a) The ARB member performing the inspection will indicate on the Notice of Completion whether the Improvement was completed in substantial accordance with the approved application and plans.
 - b) The ARB will deliver the signed Notice of Completion to the property management company for filing and a copy will be mailed to the Homeowner.
 - c) If the inspection shows substantial deviations from the approved Improvements, the ARB shall notify the property management company who will notify the Homeowner of the non-compliance and the steps needed to resolve the non-compliance within sixty (60) days of completing the inspection. Continued non-compliance beyond sixty (60) days may result in hearings, fines, and/or legal action by the Association.

NOTE: If an emergency repair or replacement is required for something that normally requires an application and prior ARB approval, and a thirty (30) day approval process may cause personal injury, loss or damage to the property, the Homeowner may directly contact a member of the ARB for expedited approval.