Estates at Westhigh
Architectural Standards
And
Control Specifications

August 2014

TABLE OF CONTENTS

Introduction and General Information	**Section-Page**
Purpose and Policy	1 - 4
Responsibilities	2 - 4
Guideline Summary	
Types of Changes Which Require Submittal	3 - 5
Specific Changes Which Do Not Require Submittal	3 - 5
Specific Changes/Items Which are Prohibited	3 - 6
Standards and Specifications	
Animal Control	4 - 6
Clotheslines	4 – 6
Exterior Antennas or Dishes	4 – 6
Poles / Basketball Goals	4 – 7
Play Equipment	4 – 7
Signs	4 – 7
Flags	4 – 7
Window Treatments	4 – 8
Parking	4 – 8
Driveways and parking pads	4 – 8
Storage	4 – 8
Swimming Pools	4 – 9
Trees	4 – 9
Landscaping	4 – 9
Hedges and screen plantings	4 – 9
Decks and patios	4 – 9
Enclosures	4 – 10
Outbuildings	4 – 10
Materials and colors	4 – 10
Home Specifications	4 – 10
Maintenance	
Typical items	5 – 11
Process for Homeowner Changes	
Planning and Preparations of Submittal	6 – 12
ACC Review	6 – 12
Appeals / Re-submittals	6 – 12
Construction Procedures and Standards	6 – 12
Construction Procedures and Guidelines	6 – 12
Details for Submittals	6 – 13
Inspection	6 – 13
Violations	6 – 13

Violations and Estates at Westhigh HOA Remedies
Homeowner Association remedies 7 – 14
Remedial Process 7 – 14

Architectural Application
Architectural Application Appendix A

I. PURPOSE AND POLICY

The Architectural Control Committee (ACC) is established by the Declarations of Covenants and Restrictions of the Estates at Westhigh Homeowners Association. The primary purpose of the ACC is to preserve the property values and natural beauty of the Estates at Westhigh community.

The Covenants and this handbook of Architectural Standards and Control Specifications (hereinafter referred to as the "Standard") provide the basis for controlling changes to the exterior appearance of the homes and properties in the community. The controls provide for reasonable changes to all properties after review and approval by the ACC. The review process is intended to increase communication between homeowners, neighbors and the ACC. It is part of the charge of the ACC to maintain consistent standards while remaining flexible and open-minded to changes in our community and our lifestyles. The aesthetics of the designs and modifications in the context of the neighborhood will be a primary consideration of the ACC.

The ACC consists of three or more members appointed by the Board of Directors. The ACC will meet regularly each month (call the community management for current date, time and location). The primary purpose of the meeting will be to review all architectural requests which were received by the ACC during the previous period. Committee meetings usually are attended by a designated member of the Homeowners Association Board of Directors. The committee also will attend to other relevant business, such as writing or revising this document, reporting on area inspections, and follow-up inspections. Owners are invited to attend the meetings and they can:

1. Help assure themselves that the committee fully understands their request, or
2. Offer their comments about any modifications that are currently underway or being planned.

II. RESPONSIBILITIES

THESE ARE THE RESPONSIBILITIES OF ALL PARTIES AS THEY RELATE TO THE ARCHITECTURAL STANDARDS AND CONTROLSPECIFICATIONS

A. Architectural Control Committee

The ACC is responsible for reviewing requests and making site inspections before, during, and after modifications. It is also the responsibility of the ACC to keep this document updated on a regular basis.

B. Owners

Each owner has the responsibility to properly complete and submit an *"Architectural Request Form"* to the ACC via the community management organization in accordance with the requirements of this Standard. Each owner is also responsible for adherence to the Declarations and this Standard, and to decisions made by the ACC. Any problems or violations should be reported to the ACC via the community management organization.

C. Community Manager

The community manager is tasked by the Board to act as the clearinghouse and record-keeper for architectural change applications and problems or concerns which anyone may have in our community. The community manager also will regularly inspect Estates at Westhigh for violations of the Covenants and Standards and will

notify owners when their property has apparent violations. If the owner does not correct the violations, the community manager will notify the ACC for further action.

III. GUIDELINES

It is the interpretation of the Homeowners Association of Estates at Westhigh that the provisions of Section VI of this Standard (Process) apply to a wide variety of aesthetic considerations in the community. Every attempt has been made to include those considerations which have the potential to impact property values. Suggestions for improvements to this document should be submitted to the ACC.

The following are examples of the types of changes, additions or deletions that would either:

1. Require submittal of an *"Architectural Review Form "*.
2. Do not require a submittal, or
3. Are prohibited.

While every effort has been made to identify all aspects of change, the owner who has doubt if his / her situation is adequately addressed should contact the ACC for guidance.
Throughout this document the term *"changes"* shall include additions and deletions.

A. Types of changes which require submittal.

1. Changes to the exterior of the home, such as:
    a. Addition of:
        i. Awnings.
        ii. Decorative lighting such as flood lights, spot lights, etc.
        iii. Porches.
    b. Appearance, such as:
        i. Color.
        ii. Materials (such as siding).
2. Other exterior changes, such as:
    a. Out Buildings.
    b. Decks and patios.
    c. Driveway extensions and parking pads.
    d. Enclosures.
    e. Fences.
    f. Hedges and screen plantings.
    g. Landscaping.
    h. Mailboxes.
    i. Parking.
    j. Poles, free-standing.
    k. Recreation or sport equipment (e.g., trampolines, and swing sets).
    1. Permanent Signs.
    m. Structures.
    n. Swimming or wading pools and hot tubs.
    o. Live tree removal.
    p. Shutters

B. Specific changes which **DO NOT** require a submittal:

1. Flower boxes which meet color requirements.
2. Minor landscaping.
3. Periodic repainting and re-staining with the existing color for maintenance.
4. Portable pools usable only by small children.
5. Removal of dead trees.
6. Small, discretely located, garden plots.
7. Storm doors (must still meet color requirements).
8. Low Voltage Lighting

C. Special items which are prohibited:

1. Animals other than household pets.
2. Chain-link and wire fences.
3. Commercial advertising signs.
4. Encroachment on other property.
5. Metal storage sheds.
6. Parking of vehicles or trailers on soft surfaces.
7. Permanent clotheslines.
8. Unclean, unsightly, unkempt, unhealthy or unsafe conditions which tend substantially to decrease beauty or safety.
9. Very bright colors.
10. Wire backed wood fences.
11. Fixed basketball goals

IV. STANDARDS AND SPECIFICATIONS

The specifications detailed below apply both to items requiring submittal and not requiring submittal and are those that have been identified by the ACC as requiring a specification. For items detailed below not requiring submittal, the expectation is that this minimum detail will be met.

A. Animal Control

1. No animal, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that dogs, cats, or other household pets may be kept, provided that they are not bred or maintained for any commercial purpose. The Town of Cary requires dogs to be leashed while off their property. Note: For the sake of community cleanliness and to prevent the spread of disease, animal owners shall pick up and properly dispose of their animals waste from the common areas and, if necessary, from other people's property.

B. Clotheslines

1. Permanent exterior clotheslines are prohibited.

C. Exterior Antennas or Dishes

1. No exterior antenna or tower shall be erected or placed upon any lot.
   Note: Solar panels, television antenna, radio antenna (short wave, citizen's band etc.) either roof mounted or otherwise are prohibited unless addressed by NC State statutes.
2. Satellite dishes under 30” diameter will be allowed, under the following provisions:
   a. An application for such installation shall be forwarded to the Architectural Control Committee for review and approval

b. The application shall show a “top down” view of the intended placement of the proposed satellite dish. The placement shall be on the rear of the house, out of view from the street and adjoining neighbors, as much as possible

c. Should placement on the rear of the home create a poor signal and not recommended by the satellite provider, the applicant shall provide a letter from the satellite provider stating same and include said letter with the application for the record.

d. To the extent these provisions are inconsistent with state and/or federal regulation, state or federal regulation or law shall prevail

D. Fences

1. Appearance:

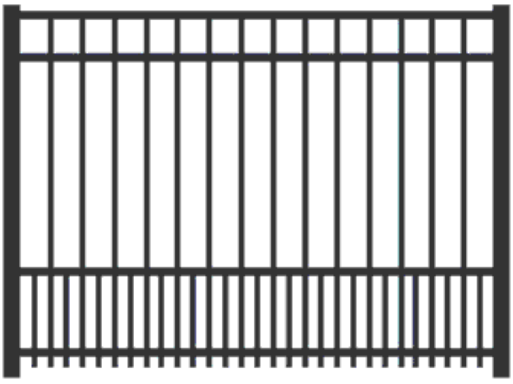
Whenever possible, alternatives to hard fencing are recommended (i.e., landscaping and plants or "invisible" electronic fencing). It is also recommended that fencing be softened through the use of landscaping on the exterior side of the fence, where possible.

a. Location:
Fences shall follow the natural topography of the land.
Existing trees shall not be removed to place the fence without prior approval from the Architectural Control Committee.
The fence shall be installed within one inch of the Homeowners property line and must allow neighbors to tie in to the existing fence in the future if needed.. However, fencing on corner lots will be placed respective to any sight triangles (on both public and private streets) and/or easements or right-of-ways.
The Architectural Control Committee will determine the final placement of the fence based on aesthetics and street appearance.

b. *Materials:*
1) Homeowners may choose either a standard black aluminum metal fence or a black aluminum metal fence with Ascot Puppy Picket. Fence height is restricted to 54”.
2) Wooden fence option must have decorative topline, either scalloped or arched. Max height 6’.

c. *Requirements:*
For yard fences, there shall be a minimum of one walk-through gate at least 4’-0” for access. Gates must be self-closing. All fencing must be maintained in an aesthetic and safe condition.

Chain Link Fences are not allowed.



Fence Style #1- Ascot Puppy Picket



Fence Style #2 – Metal Fence-Black Aluminum



Fence Style #3- Privacy Wood Archtop



Fence Style #4- Privacy Wood Scallop Fence

Poles / Basketball Goals

1. Free standing poles (such as fixed basketball goals) and basketball goals must be submitted for Architectural approval.
   a. Information required in submittal:
      (i) Plot plan showing location of basketball goal.
      (ii) Picture or description of item.
      (iii) Description and placement of screening, if appropriate.
2. Portable basketball goals must always be stored out of view when not in use and are not permitted in the street or end of cul-de-sacs.
3. Basketball goals must be installed as unobtrusive and as far away from the street as possible.

E. Play Equipment

1. Play equipment should be placed in the back yard. The use of wooden structures is encouraged. Permanent playhouses are considered major additions and are to be reviewed as such (See Storage Buildings).
2. Portable goals are allowed but must be stored out of view when not in use. The playing surface shall be the driveway not the street.
3. The ACC reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair. (Disrepair constitutes noticeable missing and/or broken parts, rust and/or peeling paint.) A site inspection will be conducted by the ACC to verify if the complaints are valid and if action needs to be taken.

F. Signs

1. Real estate signs do not require submittal as long as they are of the size approved by the North Carolina Real Estate Commission and are not placed on Common Areas. Directional signs for Open Houses may be placed on Common Areas on the day of the open house and shall be removed immediately after the open house event is finished.
2. Garage/yard sale signs do not require submittal if they are removed no later than one day after the sale.
3. Political campaign signs that meet the requirements of Cary's ordinance do not require approval if they are placed on private property and are removed within one week after Election Day.
4. Commercial advertising signs are prohibited. However, Service Contractors working at a residence providing repairs or remodeling may install a small sign identifying that firm during

the time it is active at that residence. The sign must be removed immediately upon completion of the work.

G. Flags

1. Flagpoles permanently installed in the ground are prohibited.
2. Decorative or seasonal flags (such as American, State, seasonal, welcome, sports or college flags) are allowed and no application is required.
3. Decorative Flags – Such flags are allowed, they shall not be offensive, in any way, to individuals or specific groups.
4. Seasonal/Holiday Flags – Decoration may be put in place two weeks before the season / holiday and must be removed two weeks after the holiday.
5. Appearance:
    a. Location: A maximum of two flags, attached to the house, are allowed. In addition, a maximum of two smaller flags are allowed in other locations in the yard (such as the mailbox), as long as they are secured to the ground or any other structure.
    b. Sizes: Maximum allowed size for flags mounted on the house is 3x5 ft. All other flags must not be more than 2x3 ft.
6. Flags that do not meet the proposed specifications must be approved by the ACC.
7. Homeowners are expected to display flags in good harmony with our community. The Homeowners Association reserves the right to request removal and/or submission of an application for a flag that does not meet the above listed criteria.

Note: The Association reserves the right to request removal of all flags that are attached to mailboxes, if they obstruct the mail carrier or interfere with the maintenance of mailboxes.

H. Window Treatments

1. To encourage a spirit of continuity at Estates at Westhigh, residents are encouraged to line colored drapes with neutral material or use neutral sheers.

I. Parking

1. No industrial or commercial type trucks, trailers, tractors, or inoperable or unlicensed automobiles, may be regularly parked outside on the lot or on the streets.
2. No parking of motor vehicles, trailers, camping trailers, boats/trailers, and recreational vehicles on soft surfaces shall be permitted.
3. No parking of motor vehicles, trailers, camping trailers, boats/trailers, and recreational vehicles shall be used or permitted on the property for residential purposes.
4. No placement of temporary storage units, i.e.: “PODS”, shall be permitted in driveways or streets, except during the period of “move in” or “ move out”, <u>not to exceed four days</u> unless approved by the ACC.

J. Driveways and parking pads

1. Driveways and vehicle parking pads shall be concrete only. Any other type of pad (e.g., brick, stone) shall be reviewed by the ACC on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practice.
2. Particularly close attention must be paid to structure placement, setbacks and encroachment due to the size of most lots in Estates at Westhigh.

K. Storage

1. No trade materials or inventories may be stored outside on residential lots.
2. Temporary storage of project materials should be discreetly placed and shall be maintained in an orderly fashion.
3. Trash Can Storage – stored either inside enclosed garages or located behind screen walls attached to the home constructed of like materials (stone, brick, or hardi-plank siding) with the color, material, and trim to match the home on all three sides and shrubs planted in front for screening; all of which must be approved the ARC prior to their construction on any lot.

L. Swimming Pools

1. In-ground pools must meet local code standards for safety including fencing. Fencing must meet guidelines described in the Declarations.
2. Above-ground pools are prohibited.
3. Portable pools usable by small children are pre-approved.
4. Pools must meet setback requirements as described in the Declarations.

M. Trees

1. The removal of a live tree requires approval unless the tree is less than six inches (6") in diameter measured at a point one foot above the ground.
2. Removal of dead trees does not require submittal, regardless of size. It is the owner's responsibility to assure the tree is dead.

N. Landscaping

1. Landscaping of a minor nature such as naturalizing small areas of yard and adding shrubs, trees, flowers, etc. need not be submitted for approval. These are considered normal improvements and are strongly encouraged.
2. Other types of landscaping representing more significant projects that may be structural, have an impact on adjacent property, or require strong aesthetic consideration will require submittal, such as:
    a. Retaining walls.
    b. Drainage, swale, runoff: careful consideration should be given to landscaping that will regulate current drainage/runoff to adjoining property. Details shall be contained in submittals.
    c. Garden plots. Small, discreetly located garden plots need not be submitted. Large plots in public view shall be submitted with details of screening.
    d. Ornaments/figurines to be placed in public view (front yards, comer lots, etc.) should be submitted with a picture. This applies to permanent placements like bird baths, gazing balls, etc., not to seasonal visuals (Halloween, Christmas, etc.).

O. Hedges and screen plantings

1. Hedge or screen planting which form a barrier between properties should have:
    a. Agreement with neighbors for maintenance access and aesthetics.
    b. Setbacks to allow for plant growth to prevent encroachment.

P. Decks and patios

1. The ACC encourages creative designs and patterns for decks and patios, particularly in replacement of existing builder supplied components.

2. There are no predetermined styles in this document for decks or patios.
3. Deck materials
    a. Deck materials will generally be pressure treated wood or composite decking material.
    b. Posts may be made of brick, pressure treated wood or other suitable material.
4. Patio material
    a. Concrete, smooth finish or with exposed aggregate.
    b. Bricks, with a sand fill or grout.
    c. Stone, with a sand fill or grout.
5. Height of decks, arbors and screens
    a. Decks should be of a reasonable height for their intended purpose.
    b. Arbors should be no higher than eight feet (8') above the ground or deck surface. Arbors should not be placed in the front yard.
    c. Free-standing deck screens (e.g. lattice) shall not exceed six feet (6') in height.
    d. Screens as part of an arbor may extend to the arbor.
    e. Deck band boards, handrails, guard rails and fences shall be stained or painted. If material is salt treated, wood may be allowed to cure for several months prior to staining.
6. Location
    a. Patios should be located behind the house, but may extend beyond, around corners, or be freestanding in other areas of the backyard, within setback limits.
    b. Decks and stairs shall not extend outward beyond the side building lines on the rear of the house.
        i. Special cases may require an exception to this rule and will be determined after a site visit.

Q. Enclosures (screened porches, sun rooms, etc.)

1. Like other structures, enclosures should be designed and constructed for aesthetics, location, compatibility, color and style.
2. Enclosures will comply with Cary's building code, which requires a building permit.
3. Metallic insect screening materials will not be permitted because of corrosion.

R. Outbuildings

1. Metal outbuildings are prohibited.
2. Outbuildings shall conform to the existing materials (foundation, roofing, siding, trim, and landscaping) colors and style of the home.
3. Outbuildings shall conform to the setback requirements in the covenants and shall not be visible from the street, where practical.

S. Materials and colors

1. Periodic repainting and re-staining with your existing color for maintenance does not require submittal.
2. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
3. Color changes:
    a. Keep all colors low in intensity (saturation or chroma).
    b. Color changes from original are generally discouraged.
    c. Colors must not clash with the colors of the homes in the immediate vicinity.
    d. Actual color samples must be included with a request for a color change.
    e. In choosing a traditional "three color" scheme, use tints of the same color for two of the

"colors" plus an additional color for an accent color.

T. Home specifications

1. Screening: HVAC equipment, utility meters, trash cans and recycling bins must be screened from view
2. Outdoor recreation equipment: Outdoor recreation equipment including swing sets, sandboxes, and play yards shall be constructed of wood or other natural materials. If painted, the color shall be designed to blend into the landscaping. When practical, all recreation equipment should be screened from view by neighbors and the public.

V. MAINTENANCE

Each owner is responsible for maintaining his/her property in a way that does not detract from the over all beauty of the community. It is hoped that each and every owner will take their responsibility seriously, as this can severely affect the value of all properties.

Following is a list of typical items or areas that should be reviewed on a regular basis to insure that each home and property is in good repair:

1. Shrubbery, trees, and lawns.
2. Driveways and sidewalks.
3. Decks and patios.
4. Playground equipment.
5. Roofing.
6. Paint and stain
7. Garbage can storage.
8. Fences.
9. Out buildings.
10. Weed Control.

A. Deterioration

1. If at any time the ACC is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the ACC will make a site inspection.
2. Based on the severity of the deterioration, the owner will be given a specified length of time to remedy the situation. If, after that time, the repairs have still not been made, the ACC has the obligation of enforcement described in Section VII of this Standard.

VI. PROCESS FOR HOMEOWNER CHANGES

Changes, additions or deletions that have been previously identified as requiring submittal, or that the owners believe may require submittal, shall follow the process described in this section. The process will be the same for all submittals with the required detail varying depending upon the type of change.
Note. The Committee meets once within each calendar month. It is imperative therefore, that each owner plan ***in advance*** *and allow for the processing time required.*

1. No construction shall begin without ACC approval of the submittal.
2. Town of Cary Building Permit shall **NOT** be applied for prior to having ACC approval.

3. Allow enough time for processing and approval in planning for construction.

A. Planning and Preparation of Submittal

1. Using this Standard, determine if a submittal is required, if yes, continue as shown below. If no, proceed with the project.
2. Prepare the *Architectural Review Form* (see Appendix A and also available from the Community Manager) and attach required drawings, sketches and supplemental documents for ACC review. A completed submittal will ***fully*** describe/depict the change and stand on its own without need for further explanation or clarification.
3. Present the complete submittal to all adjoining property owners or neighbors who may be visually or otherwise impacted by the change, and obtain their signatures. This signature only reflects that each neighbor has seen the complete submittal. It is ***not*** an approval of the submittal. (This step is not required for new home construction.)
4. Sign and date the form.
5. Only after completing steps 1-4 above, present the submittal to ACC c/o the Community Manager. Incomplete or illegible submittals will be returned immediately to the owners.

B. ACC Review

1. The Community Manager will forward copies of all submittals to all ACC members.
2. The ACC committee will review the submittal, any observations from a site visit as deemed necessary, any comments by adjoining property owners, and vote on each submittal as approved, conditionally approved, disapproved or returned for more information.
   Note: Conditions or disapproval may be on any grounds and the details will be communicated to the owner by the Committee or Community Manager.
3. If the owner wishes to meet with the Committee, the monthly meeting is open to the public on the designated day.
4. The ACC will complete a standard response indicating their decision, and provide it to the Community Manager for recording and transmission to the applicant.
5. Approval of any submittal or portion thereof does not ensure approval of similar submittals, since each submittal will be considered on its own merits.
6. A proper submittal approved by the committee is like a contract to comply with the specific details. Alterations/deviation of a significant nature will require re-submittal.

C. Appeals/Re-submittals

1. To appeal a disapproved submittal, the owner should submit a written response including specific detailed information that clarifies why the submittal should be reconsidered. The owner may request to meet with the Committee at the next regularly scheduled meeting to further discuss the submittal.
2. Should the submittal have been disapproved on a technicality (i.e. location or height of the fence), and the owner is willing to comply with the remedy proposed in the Committee's response, then the owner need only pencil in the change(s), initial and date the change(s) and submit the document to the Community Manager. The revised submittal will then be reconsidered by the Committee via a telephone vote. The owner will be telephoned with the decision, and receive a written approval citing the change(s).

D. Construction Procedures and Standards

1. For changes to existing homes or occupied properties, construction should begin at the indicated start date or within three (3) months after the date of the written approval by the ACC. Work

must be completed within six (6) months after construction begins, unless an extension is requested and granted. Approval for projects that are not begun as specified above will lapse, and the applicant must resubmit the proposal or a written request for extension to the ACC.

E. Construction Procedures and Guidelines for Homeowners:

1. Construction job signs: The builder may erect and maintain one job sign on the construction site. This sign shall accommodate the builder's name, the architect's name and the lot address. A permit box may also be erected. No other job signs, by subcontractors, suppliers, financing companies or other may be erected on the construction site.
2. Erosion control measures must be installed to minimize mud on the roadways and adjacent lots and sedimentation into drainage ways. The measures may need to be in excess of the Town of Cary's standards. Each builder will be responsible for removing mud and any other debris in the roadways and sidewalks, whether caused by erosion or vehicles.
3. Litter Control: All builders must control trash, litter and windblown debris by using suitable fences or containers. The ACC reserves the right to require the builder to conform to this requirement within 48 hours of notification.
4. Job site parking: All vehicles must park uniformly on one side of the street to prevent any obstruction to traffic flow. Each job site should have an area for contractor parking as much as practical. No construction vehicles will be allowed to be parked overnight on a street unless prior permission is given by the ACC. All job site parking shall remain a minimum of 20 feet from existing mailboxes and shall not block neighboring driveways.
5. Builder must provide adequate outside portable toilet facilities and trash receptacles for construction workers during construction. Toilets shall not be located on the sidewalks or roads.
6. Material Storage and Debris Control: Construction materials shall not be stored on sidewalks, roads or common areas. Construction debris shall be placed in piles or containers and removed regularly from the site.

F. Details for Submittals

1. In some cases many attributes or details of a proposed change, addition or deletion will be required for the Committee to make sound, responsible decisions. In other cases the nature of the change will be simple and straightforward, as will be the submittal. The following items should be used as a method of describing or visually depicting the requested change (as applicable).
   a. Pictures, magazine cutouts, etc.
   b. Color chips.
   c. Plot plan - top down drawing showing location of existing structure(s), property boundaries, rights of way and common areas and location of proposed change(s). Try to use the official surveyed plat received in your closing package.
   d. Elevation drawings - a side view that will show height and visual image of the change. Drawings need to be to scale to show a relationship to location, height, etc., with the dimensions clearly marked on all drawings. For major construction projects such as additions, sun rooms, dormers, etc., that a hired contractor is used for, the design drawing should suffice, showing roof-lines and other such detail.
   e. Written description of the types of materials to be used or a contractor's bill of materials.
   f. Written and/or visual depiction of construction details.
   g. Any other aids that will assist the Committee in their review.

G. Inspection

1. The Community Manager has been directed to perform random on-site inspections to assure compliance with approved submittals. Owners are asked to cooperate during such inspections. As minimum, the owner is asked to notify the ACC within 30 days of the completion of the project. If deficiencies or significant deviations are noted, the owner will be notified in writing by the ACC, with a response expected within 30 days.

H. Violations

1. Violations will be handled by the ACC as described in Section VII.

VII. VIOLATIONS AND ESTATES AT WESTHIGH HOA REMEDIES

There are essentially two types of violations that must be dealt with by ACC.

1. Implementing a change, addition, or deletion without approval of a properly completed submittal, and
2. Deviation or noncompliance with the Covenants, these Standards, or an approved submittal.

A. Homeowner Association remedies

1. Enforcement is detailed in Article VII of the Declaration of Covenants, Conditions and Restrictions for Estates at Westhigh.
2. Remedies include but are not limited to:
   a. Suspension of voting rights and privileges.
   b. Levying of penalties as approved by the ACC
   c. Obtaining Restraining Order to prevent action.
   d. Obtaining a Court Order to require the owner or builder to remove a project.
   e. Entering a property to remove a project at the owner's or builder's expense.
   f. Submitting a lien against the property for outstanding indebtedness to the Association for nonpayment of penalties, including any fees and court cost incurred in the enforcement of these remedies allowed by the Declaration of Covenants and By-laws.

B. Remedial process

1. After all attempts to resolve a violation have been exhausted, including the opportunity for an appeal before the Board of Directors with an existing homeowner; the Committee will select an appropriate remedy and notify the property owner of such action.

Architectural Request Application

(This form may be used for both architectural changes and landscape changes.)

Submit to: Elite Management Professionals, Inc.
4112 Blue Ridge Road, Suite 100
Raleigh, NC 27612
(919) 233-7660 (Office)
(919)233-7661 (Fax)

Date of Application: _____ Date Received _____

Name of Association: _____

Homeowner's Name: _____

Address: _____

Email Address: _____

Home #: _____Work /Cell#: _____

Anticipated Project Completion Date: _____

Project must be completed within 30 days of approval or additional written permission will be needed from Committee/Board for an extension of time.

Homeowner agrees to replace and/or repair at their sole expense any damages to any common areas and personal residence areas such as walking areas, trees, buildings, roads, etc. as a result of making the approved modifications. _____ **(homeowner initial)**

A narrative description of the proposed improvement must be attached. **Please use a separate sheet of paper**.

In the case of an addition or modification to the exterior of your home, please specify the following:

_____ Dimensions

_____ Heights

_____ Colors

_____ Materials to be used

_____ Plot plan/ elevation

_____ Illustration drawing

A copy of your plot plan demonstrating the location of the proposed exterior design change on your lot in relation to the home and other existing structures is required. Other items that may be helpful are: sketches, specifications, professionally prepared and sealed plans, pictures, paint charts, or any other information that will assist in reviewing this application. Please attach these to this request prior to submitting it to the committee.

All improvements must be thorough, with no less than good quality materials, free from faults and defects and in compliance with any and all applicable laws, regulations, and ordinances. Any deficiencies in workmanship or materials, determined by reasonable standards of construction in your Town or City, shall be corrected upon request of the Association at the cost of the homeowner. Such corrections must be performed within thirty days of written notice from the Association or its duly appointed representative.

Homeowner will be responsible for contacting any applicable municipality and for the cost to obtain permit(s) and inspection(s) if required. Upon transfer of ownership of subject property, homeowner agrees to inform the new owner of any maintenance agreements that have been set up prior to the transfer. _____ **(homeowner initial)**

Signatures from all property owners that are connected to your lot and from homeowners that would have a reasonable view of the improvement from their property are required. If the unit adjacent to your unit is occupied by a tenant, the signature must be obtained by the owner of the unit. Please obtain their signatures prior to submitting your request in the area below or on a separate sheet of paper if necessary.

I acknowledge that the requesting property owner has shown (me/us) the details of the proposed improvement described on this form and that (my/our) signature represents only (my/our) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Board/Committee if desired.

NAME	SIGNATURE	ADDRESS	LOT #

Thank you for submitting your request for improvements.

NOTE: I understand that I must receive approval of the Board of Directors/Committee in order to proceed. I understand that the Board/Committee approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete the improvements promptly and within 30 days after receiving approval. I further understand that work that begins prior to written approval may result in a fine charged to me. _____ (Homeowner's initials.)

A decision was made regarding your request on: _____

APPROVED as requested: _____

CONDITIONALLY APPROVED with the attached/following conditions: _____

DENIED _____ (Should the Board/Committee deny your request, you may appeal to your Board of Directors in writing at the next regularly scheduled Board meeting. Please submit your appeal to: Elite Management Professionals, 4112 Blue Ridge Road Ste 100 Raleigh NC 27612. ONLY WRITTEN APPEALS WILL BE RE-CONSIDERED)