

Draft 3/2/2009

Rosalynn Place

A decorative flourish consisting of a horizontal line that curves downwards at both ends, forming a symmetrical, arrow-like shape.

Architectural and Appearance Standards Guide

2009 Edition

1. Introduction

“Our main goal is to work with Owners to maintain the aesthetic appeal of our community, which in addition to improving the pleasure of living here, serves to increase property values for all.”

Rosalynn Place HOA is the homeowners association for a community of 42 single-family homes in the Rosalynn Place subdivision off of Rose Lane and Poole road in Raleigh. Construction of Rosalynn Place began in 2003 and was completed on October 1st 2005 when the final eight homes were dedicated.

The Association is governed by a resident Board of Directors. Directors are elected by members at our annual meetings to staggered 3-year terms. Each December, Owners receive in the mail their annual assessment (payable by January 1st), a notice of the annual meeting, and a financial statement and budget for the coming year. We encourage Owners to attend the annual meeting and participate in their association.

The Associations primary functions are to maintain the: (a) Architectural Standards and Appearance Standards, as outlined in this Guide; and (b) neighborhood sign and adjacent landscaping throughout the community, plus any common property owned by the association. Our main goal is to work with Owners to maintain the aesthetic appeal of our community, which in addition to improving the pleasure of living here, serves to increase property values for all.

All residential lots within the Association boundaries are subject to protective covenants recorded in their deeds, established for the benefit of the property and owners when the community was originally developed, with the primary purpose to maintain and enhance the appearance of our community.

IMPORTANT: An Owner is not permitted to make a change to the property, as outlined in this **Guide**, without first filing for and obtaining approval from the Association. In addition, each Owner is required to maintain the property in accordance with the **Appearance Standards** outlined herein. ***Any unapproved changes may result in significant cost to the homeowner to reverse those changes.***

The Association is responsible for the Master Covenants and Restrictions of Rosalynn Place, and has established objective standards and guidelines based upon these covenants and restrictions, which are binding on all Owners. This **Architectural and Appearance Standards Guide** provides guidance and should be kept handy for reference on matters pertaining to the exterior maintenance of your property.

All current information about the Association, including members of the Board of Directors, the management company, and related addresses and phone numbers, historical documents, and this **Guide**, are all available on the Association's website [insert Web Page Here]. We suggest you use that tool to keep up-to-date on Association operations.

B. General Requirements For All Projects

- **NO WORK SHOULD BE STARTED UNTIL WRITTEN APPROVAL IS RECEIVED.** Please allow adequate time in your planning for the approval process. Please be aware that *any unapproved changes or projects may result in significant cost to the homeowner to reverse those changes/projects.*
- Be aware that the Association rules are separate and apart from ordinances of the City of Raleigh, or other governing bodies, as we have different objectives. It is your responsibility to obtain and meet the City requirements and building codes, such as in areas of new construction, fences, and tree removal, and obtain City permits and approvals. Approval from the Association in no way indicates that you have met the requirements of the City of Raleigh or any other governing body.
- If your project involves digging, you will need to contact the NC One Call Center (Call Before You Dig) at 1-800-632-4949 for a free marking of your utilities to ensure that underground wires, cables or pipes are not disturbed.
- If any project would require the removal of larger trees, that must be clearly stated in the Request – see Tree Removal requirements.
- Any planned landscaping around the project should be adequately described in the Request.
- Projects are to be built with good quality materials and be professionally installed. All owners are expected to properly maintain an approved project in accordance with the **Appearance Standards**.
- Submission must include:
 - A completed **Architectural Request Form**.
 - An official plot plan/survey of your property, showing the location of the house, garage, driveway, buffers, easements, etc. Draw on the plot plan what you intend to add, such as an addition, fence, shed, parking pad, or landscaping. Show all measurements of the project, including distances to adjacent lot lines.
 - Any other documentation required by the Specific Project Requirements section for your project.

II. Building Alterations

Approval is required for significant exterior changes, including siding, windows, roofing, and paint color. Also includes awnings, skylights, attic fan, window air conditioning units, solar heating equipment.

- Paint color. The Association goal in this area is to maintain a uniform look that fits the entire community. Therefore, while colors may be attractive, they will not be approved if they do not blend with the neighborhood. Painting of Brick must also be pre-approved through this process.
- If you are re-painting with the same color, or replacing the roofing or siding with the same material and color, approval is not required.
- Submission should include samples, paint colors, siding or roofing colors with manufacturer's brochure for the product to be used, which may be helpful in understanding the project. Submit four originals, so that all Committee members can accurately see colors.
- For awnings, show location, and a description and sample of materials to be used. Only fabric awnings are permitted, and fabric must blend with house. Must be attached to house, and can be either retractable or stationary. Any wood structure must be the same color as house or deck.
- For skylights, attic fans, and window air conditioning units, provide a description of the style, size, materials to be used, location on the building, and visibility from street and neighboring lots.
- For solar heating equipment, collectors must be installed to be as inconspicuous as possible, should be placed on the rear of the building or on the side that has the least public exposure, and only on the roof (preferably flat), not free-standing or ground mounted. Plumbing and supports should be camouflaged, which may require encasing the collectors. There should be a minimum exposure of piping, with none running down the building side. All metal parts should be painted to match roof color.

III. Driveways and Parking Pads

- Material should be concrete, although brick, stone, or similar material may be considered. Aggregate base, thickness and reinforcement should comply with good construction practices. Gravel driveways or pads are not permitted.

V. Storage Sheds and Greenhouses

- Structures should be installed to be as inconspicuous as possible, preferably at rear of lot, directly behind the dwelling and out of view of any roadway, and no less than 10 feet to the lot line. It must be on a foundation, and match the siding and color of the dwelling. Structure may also be attached to the existing building if the design blends in with the building. Metal sheds are not permitted.
- Greenhouses will be considered on a case by case basis depending on the plans submitted, the location and the materials used.
- Submission should include a description of materials to be used, and color samples.

VI. Swimming Pools and Hot Tubs

Both in ground and above ground pools are allowed. Approval not required for small kiddie-type pools.

- Pool/tub must be screened from view from any roadway. If a fence is to be included, see specific requirements under Fences. If to be screened by shrubs, they must be evergreen, and of such a type that will obscure the installation within three years. Include a clear description of the type, number and placement of required shrubs.
- Any wood support structure must be the same color as the building or deck.
- Pool/tub cannot be built within buffer or easement areas.

VII. Landscaping

Projects that require approval are those that will have a significant impact on the appearance of the lot, including major plantings or removal, changing the contour of the land, and retaining walls. Landscaping of a minor nature does not require approval.

- Hedge or screen planting is not allowed any closer to the front lot line than the front of the dwelling.
- Submission should include a description of plants to be added, in addition to planned location on the plot plan. If drainage may be an issue, show on the plot plan the present drainage/run off, and any changes to the drainage flow.
- Retaining walls. Submission should include purpose, location, elevation, and materials to be used (approved materials are generally brick, stone, railroad ties, and wood or architectural block).

X. Antennas and Satellite Dishes

It is requested the homeowner manage the location and screening of satellite dishes and antennas in order to minimize any impact on surrounding properties, and to preserve the image and character of the neighborhood. Homeowners may be required to:

- Paint the antenna/satellite dish so that it blends into the background (roof, siding, deck or landscaping) against which it is mounted.
- Install the antenna/satellite dish at the rear or side of the house, so it is less visible from the street, if this placement does not prevent reception of an acceptable quality signal or impose unreasonable expense or delay of installation.
- Conceal or bury the wiring.

Homeowners must seek prior approval from the Architectural Review Committee for installation of an antenna/satellite dish only if any of the following conditions are met:

- The antenna/satellite dish is greater than 1 meter (39.37") in diameter.
- The proposed location of the satellite dish is owned by a landlord or a homeowners association. Such common areas may also include a buffer zone.
- If there is a safety concern arising from the placement of the proposed antenna/satellite dish, such as improperly buried or exposed wiring etc.
- The installation of the proposed satellite dish/antenna would require tree removal, the approval process for tree removal applies.
- If the proposed location of the satellite dish will negatively impact the historic aspect (if any) of the neighborhood.

XIV. Pet Pens, Dog Houses and Dog Runs

- Should be located in the rear or side yard (whichever is least conspicuous) and at least 10 feet from any lot line. Fencing material must be in accordance with fence guidelines (see Fences).
- Dog houses and dog runs may not exceed four (4) feet in height at the highest point. They should be located where visually unobtrusive to neighbors and the use of appropriate screening is encouraged and may be required in some cases in order to minimize any negative visual impacts.
- Submission should include information on the type, size and number of animals to be enclosed in the pen, and description of screen plantings to be installed.

XV. Vegetable Garden Plots and Compost Piles

- Approval is not required if garden plot or compost pile is:
 - Located in the rear portion of the lot, not visible from the front of the dwelling.
 - At least 10' from lot lines.
- For any other locations, a request for approval must be submitted.

B. What Will Happen Next

1. The Association has 45 days after receipt to approve or deny your **Architectural Request**. If your Architectural Request is not reviewed within 45 days of receipt it will be automatically approved.
2. Your request will be reviewed for completeness in our management office. If it is not complete, they will contact you.
3. After office review, your **Request** will be assigned to a member of the Committee for field review. The member assigned will contact you and set up an appointment to review your **Request** with you.
4. After field review, your **Request** will be discussed at the next Committee meeting. The Committee will reach a decision, and you will be notified in writing by the management office. Your **Request** may be approved, approved with conditions, or denied. If there is an issue with your **Request**, the Committee may defer a decision for review by the Board of Directors. You will be notified accordingly.
5. **Appeals.** If you do not agree with the decision of the Committee, you have the right to appeal the decision, within 30 days of the date of notice of their decision. You should submit a written appeal, which should include detailed information why you think the submittal should be reconsidered. Your appeal will be handled by the Board of Directors at its next monthly Board meeting. It is recommended that you appear at the meeting to make an oral presentation to the Board - call the management office if you wish to do so. The Board will review your case and make the final decision on the appeal, and you will be notified of the decision through the management office.
6. The Association will inspect the project after completion to ensure that it conforms to the submitted plans and approval.
7. Once approved, a Request will be valid for one (1) year from approval date, after which it will expire.

- The business activity is consistent with the residential character of the Development and does not constitute a nuisance or a hazardous or offensive use, or threaten the security or safety of other residents of the Development, as determined in the Board's discretion.
- The business activity does not result in a materially greater use of Common Areas.
- No trade materials or inventories may be stored. Temporary storage of materials for projects should be discreetly placed and maintained in an orderly manner.
- No activity can be carried on that may become an annoyance or nuisance to the community.
- No trucks, tractors, inoperable automobiles, rubbish, trash or unsightly materials will be allowed to remain on a residential property. To be considered operable a vehicle must be currently registered, display a current inspection sticker, and insured. If there is a question on this, the Association may ask for a copy of such records.
- Garbage receptacles should not be visible from the front of dwelling. They should never be left out, and if stored on the side of the house, reasonable efforts should be made to screen them from view with shrubs.
- Vehicles may not be parked on soft surfaces – only driveways or parking pads built for that purpose.
- No trailer, mobile home, tent, shack or barn allowed on a residential property.
- No travel trailers, boats, or recreational vehicles may be stored on a lot.
- No animals of any kind are allowed, except up to four household pets, provided they are not bred or maintained for any commercial purpose.
- Portable basketball goals and play equipment should be stored away when not in use. If Homeowner wants to leave a portable goal out permanently, they should submit an **Architectural Request** as if it is a permanent installation, keeping in mind that it must be placed no closer to roadway than 50% of distance between front of garage and roadway.
- Outside clotheslines are not allowed. Temporary clotheslines may be allowed but they must be taken down after use.
- Signs may be placed on the property in accordance with City of Raleigh sign rules. Signs are not allowed to be placed along major access streets. Commercial advertising signs are not allowed.

ROSALYNN PLACE - ARCHITECTURAL REQUEST FORM

Please return this form and all supporting documentation to [Insert management company address here] or email to [Insert management email address here]

Owner's Name (print)

Phone #

Email address

Property Address

Lot #

This Form is the top page of your Request and must be completed in accordance with the instructions contained in the **Architectural and Appearance Standards Guide**.

1. Provide a complete description of the project, either below or on an attached sheet::

2. Attach your plot plan, with the project fully described on it.
3. Attach any additional materials that the instructions require for this type of project.
4. Determine **all** neighbors in "line-of-sight" view of this project, who would normally see it from their home. Visit with them, explain your project, show them your supporting materials, answer their questions and ask them to sign below.

[To the participating neighbors: Your signature only indicates that this has been explained to you, not that you are approving it. You have a right to comment and present views about requested improvements. If submitted in writing to the Association right away, they will be considered.]

Signature

Name

Property Address

Lot #

5. I confirm that I have reviewed the Association requirements contained in the Guide and have submitted this **Architectural Request** in accordance with them.

Date

Owner's signature

Office Use Only: Request # _____ Date Received _____ A/C # _____