Alston Ridge

PROPERTY OWNERS ASSOCIATION

ARCHITECTURAL GUIDELINES

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INTRODUCTION

This document is not intended to replace the Declaration, but to clarify the process by which homeowners may customize and modify the exterior presentation of their homes and/or lots. The intent is to provide consistent guidance to owners regarding requirements for additions and modifications to property in the community and matters of particular concern to the Board/ARC when considering applications for approval of such conditions and modifications.

The Board can appoint an Architectural Review Committee ("ARC") to serve as representatives of the Board of Directors ("Board") to review architectural applications. The Board/ARC is charged with conducting the review of all applications for exterior changes and with rendering a decision to the applicant **within 60 days**. The Board/ARC will respond in writing with either an approval, approval with conditions, disapproval, or a request for more information on the project. More information may be required for the ARC to make an informed decision. It is the Homeowner's responsibility to provide that information in a timely manner.

While compliance with the Architectural Guidelines is required, it is not the sole basis for review or approval, nor does it guarantee approval of any application. In reviewing each application, the Board/ARC may consider any factors it deems relevant. Decisions may be based purely on aesthetic considerations. Each owner acknowledges that determinations as to such matters are purely subjective in nature and that opinions may vary as to the desirability and attractiveness of a proposed addition or modification.

Unless otherwise specifically exempted by the Declaration or this Guide, ***each and every proposed exterior modification/addition to residential units or lots require prior approval of the ARC***. Submit the Request for Architectural Approval form to the management company at the address noted on the request form.

The Board/ARC may from time to time publish and promulgate architectural standard bulletins, which shall be fair, reasonable, and uniformly applied. The Board/ARC shall be responsive to technological advances or general changes in architectural designs and materials and related conditions in future years and use its best efforts to balance the equities between matters of taste and design (on the one hand) and use of private property (on the other hand). Such bulletins shall supplement the Declaration and are incorporated herein by reference.

GENERAL NOTES

Please remember all exterior changes/improvements must be approved in writing prior to any changes being made.

Please note: Many design changes require a permit and the Town and/or County may not issue a permit without the written approval of the ARC. Please plan in advance! It is strongly suggested that the City and /or County be contacted to determine what permits or approvals are required from a Town/County Ordinance. Architectural Review Committee approval does not substitute for approval by the Town and/or County. It is the homeowner's responsibility to acquire appropriate approvals, permits, etc. from the Town/County.

It is strongly suggested that NC NO CUTS be called at 811 to mark underground utilities prior to making any changes which require earth disruption such as fence installation, patio installs, etc. It is the homeowner's responsibility to avoid underground utilities and, in some cases, your application may be denied or amended based on known utility lines on your property, or based on drainage and utility easements**.**

Blanket Approvals

Items in this category do ***not*** require prior approval, *provided the guidelines mentioned are followed. No improvement may be made should that improvement impact drainage patterns in the community, and the ARC reserves the right to withdraw approval with those improvements that do impact drainage patterns.*

- Routine maintenance of mailboxes, posts, roof leaks, small painting jobs and those of the like do not require submittal.
- Outdoor patio furniture, barbeque equipment, toys, and bikes are allowed without approval and must be kept in good repair. These must be stored within the garage or in the rear yard when not in use, so as not to be visible from the street.
- Outside seasonal decorations displayed up to five (5) weeks prior to and three (3) weeks after the holiday season. Variances may apply here.
- Seasonal, routine flower rotation in planting beds do not require submittal. However, plant bed installation, large shrubs and similar projects require submittal.

General Landscaping

Landscaping around the home can add a personal touch and increase the value of one's home. It is encouraged that homeowners seek professional assistance when planning extensive landscape plantings or structures. Several commonly requested landscape elements which need prior approval before building/installing on the property include, but are not limited to, the following:

Tree planting or removal
Patios
Walkways
Gardens (water or vegetable)
Gazebos
Planters
Retaining walls
Exterior lighting

It is the homeowner's responsibility to check for easements, setback restrictions, or regulations that may affect the project. Any permits or inspections that the city or county may require are also the homeowner's responsibility. When planning any of the projects listed above, be sure to include as much information on your Architectural Review Form as possible, including the materials specifications and intended location on your plot plan.

Patios, decks, and sheds should be behind the home, within the side planes of the home, and accented with flowers or shrubs to soften the view and blend the structure into the landscaping when not fenced from view.

Exterior Painting and Roof Replacement

Approval is required for re-painting the home, door, shutters etc. and will be reviewed on a case-by-case basis. Roof replacements must be approved prior to installation and will be reviewed on a case-by-case basis.

Flags

Lawn and ornamental flags are permitted. Flagpoles and flags larger than four by six (4 x 6) feet require prior approval from the ARC. Flagpoles should not be more than 25 feet tall.

Mailboxes

The mailbox must remain in its original color and design. No physical alteration of the mailbox or post is allowed. As the paint on the mailbox and post fade they should be repainted to match their original color. Plantings around the mailbox and non-permanent seasonal decorations are allowed. Any plantings and decorations must not obstruct the view of the address numbers.

Play Equipment, Trampolines and Basketball Goals

Toys, bikes, small kiddy pools and other movable play equipment cannot be stored visibly from the street in front yards. Play structures such as but not limited to swing sets, playhouses, trampolines require approval, will be reviewed on a case-by-case basis and may require screening if they are not located inside a rear fence.

Permanent basketball goals are not permitted. Portable basketball goals are permitted. Goals must be standing upright at all times both in use and when stored and must remain on owner's property. Goals cannot be stored or left in the roadway.

Storage Sheds and all Detached Structures

Sheds must be placed in the rear yard and be permanently affixed to the ground with a concrete slab floor or footings. Prefabricated or store-bought sheds will be reviewed by the ARC on a case by case.

All detached structures (e.g. playhouses, accessory buildings, and any other detached structure) will be reviewed and approved on a case by case basis noting the following guidelines:

1. All storage buildings, playhouses, etc. (accessory buildings) type structures shall be constructed and finished to match the main house detailing, trim, roof slopes, overhangs, colors, etc.
2. Accessory buildings shall be proportioned per the site and house and shall not be larger than 10'-0" x 8'-0" except as approved by the ARC on a case-by-case basis.
3. Accessory buildings shall not restrict the visibility of adjacent homeowners' views to public spaces, parks, etc. and will be reviewed on a case-by-case basis.
4. Additional landscape screening may also be required around all accessory buildings based on the impact on adjacent homeowners' houses, views, etc.
5. All lots may not be able to support an accessory building.

It is the homeowner's responsibility to check for easements or setback restrictions that may affect placement of the shed.

Please submit color chips, material samples, and a picture or brochure (if available) with your Architectural Review Form. Please do not purchase materials or begin construction before receiving written approval from the ARC.

Driveways, Walkways and Parking Areas

- Proposed changes in driveways or parking pad additions must be submitted to the ARC and reviewed on a case-by-case basis. No work is to begin until written approval has been received.
- Gravel driveways or parking areas will not be permitted.
- All walkway additions for the front, side and rear of home must be submitted to the ARC and will be reviewed on a case-by-case basis. This includes but is not limited to poured concrete, paver stones etc. No work is to begin until written approval has been received.
- Not all lots can support walkways on the side of the home.

Pools/Spas (**Note: all required permits along with meeting any impervious surface requirements are the responsibility of the homeowner)**

- No swimming pool, spa, or similar items shall be installed without prior written approval from the Board/ARC.
- All pools, spas, or similar items must be in the rear of home.
    - In-ground swimming pools are permitted.
        - A detailed plan including size, location, materials, equipment location and screening is required with the application.
        - All in-ground swimming pools must be screened by legally required and/or HOA approved fencing.
        - Pool equipment will require screening and must be located so as to add the most distance from neighbors to shield from noise.
    - Above-ground swimming pools are allowed and are reviewed on a case-by-case basis.
        - All above-ground swimming pools must be screened and impervious limits for your lot may affect this installation.
        - Inflatable pools are permitted seasonally and cannot be installed before April 1st and must be removed by November 1st.

Kiddy pools and small, removable plastic pools are considered play equipment. They don't require approval.

Flower and Vegetable Gardens

Flower gardens in existing flower beds or around trees are highly encouraged and do not require ARC approval. Any extensive plantings should be detailed on your plot plan and submitted for ARC approval.

Vegetable gardens and planter boxes are not allowed in the front yard. They are permitted in the rear yard and will be reviewed on a case-by-case basis. Screening may be required if not behind a fence. Not all lots can support a vegetable garden or planter box in the rear yard.

Tree Removal and Replacement

All lots require a front street tree. Removal and replacement of street trees require approval and will be reviewed on a case-by-case basis. Please refer to the approved list of street trees.

All other tree removal requires approval and will be reviewed on a case-by-case basis.

Fences

(Note: lots may have municipal requirements on fence placement, and it is the responsibility of the owner to seek guidance on whether their particular lot has municipal restrictions or rules)

All fences must be approved prior to installation and are reviewed on a case-by-case basis. If a fence is installed prior to obtaining ARC approval the homeowner may be required to remove or relocate the fence at their own expense.

Fences must be in the rear of the home and shall extend no farther forward than ten (10) feet from the back corners of the house. Fences may be located on the property line, or inside the property line. Fences located inside the property line must allow enough space for maintenance of property outside of fence line.

Wooden or composite fences cannot not exceed 6 ft (72 inches) and must be a minimum of 5 ft (60 inches) in height. The fence posts must be anchored in the ground with concrete. Black aluminum or wrought iron fencing must not exceed 5 ft (60 inches) and must be a minimum of 4ft (48 inches).

Chain-link and barbed wire fences are strictly prohibited. If a privacy fence is installed, the finished side (front view) of the fence shall face outward from the requester's property. Adjacent homeowners must be allowed to tie into the fencing if the fence is on the property line.

Wooden fences must be use treated wood with a natural stain. Please see approved stains below. All fence stains must be approved by the Board/ARC prior to staining the fence. Painted fences are not permitted.

Approved fence materials and styles are wood, composite privacy fence and black aluminum picket style fence. Construction of wood privacy fencing will consist of vertical members (pickets) supported on horizontal members (rails) with the pickets on the outward side of the fence.

Please see fence details below.

Wood Privacy Fencing: Two Styles

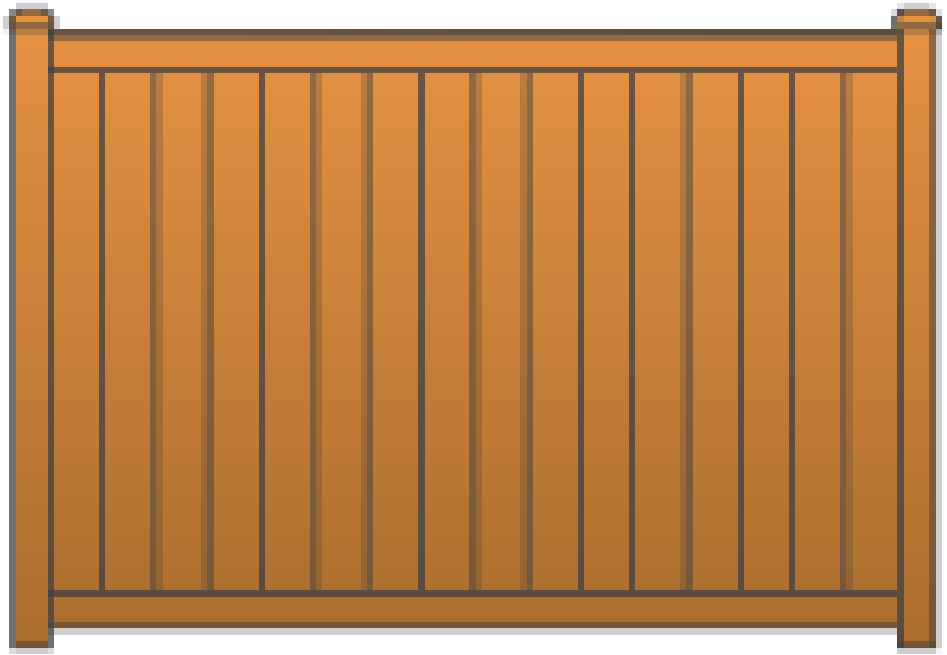
1. **BELOW: Traditional Wood Privacy Fence with decorative post caps. (Photo shown below is for illustrative purposes only.) See addendum in these Guidelines for specific fence detail.**

Maximum height: six (6) feet, minimum height: five (5) feet, with decorative post caps. Fence must be sealed with an approved stain.

Approved stain colors:

- **Behr semi-transparent Cedar Naturaltone ST-533**
  - **Olympic Elite semi-transparent Rustic Cedar**
- **Behr semi-transparent Chocolate ST-129**
  - **Olympic Elite semi-transparent Chestnut Brown**
- **Behr semi-transparent Gray Seas ST-144**
  - **Olympic Elite semi-transparent Dark Ash**

Approved stain must be installed within 6 weeks of final installation of fence.



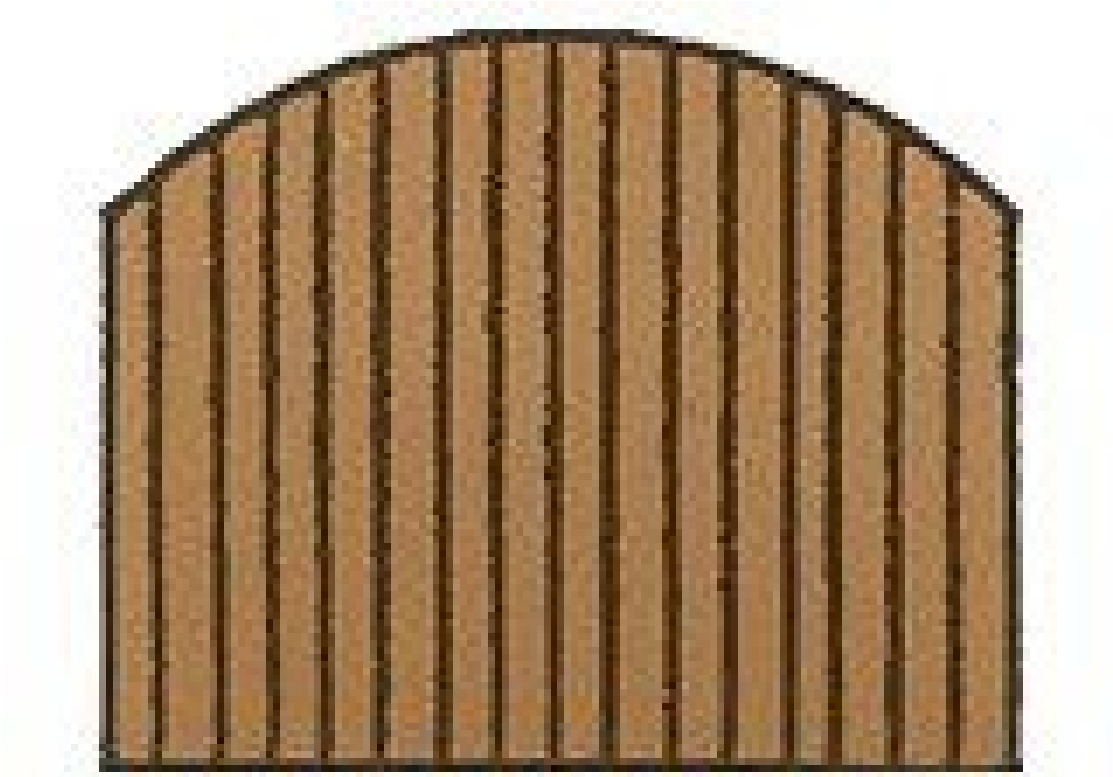
2. BELOW: Solid Single Convex Wood Privacy Fence (also known as half-moon or rainbow style). (Photo shown below is for illustrative purposes only.)

Maximum height: six (6) feet, minimum height: five (5) feet, with non-decorative posts. Fence must be either sealed with an approved stain.

Approved stain colors:

- **Behr semi-transparent Cedar Naturaltone ST-533**
  - **Olympic Elite semi-transparent Rustic Cedar**
- **Behr semi-transparent Chocolate ST-129**
  - **Olympic Elite semi-transparent Chestnut Brown**
- **Behr semi-transparent Gray Seas ST-144**
  - **Olympic Elite semi-transparent Dark Ash**

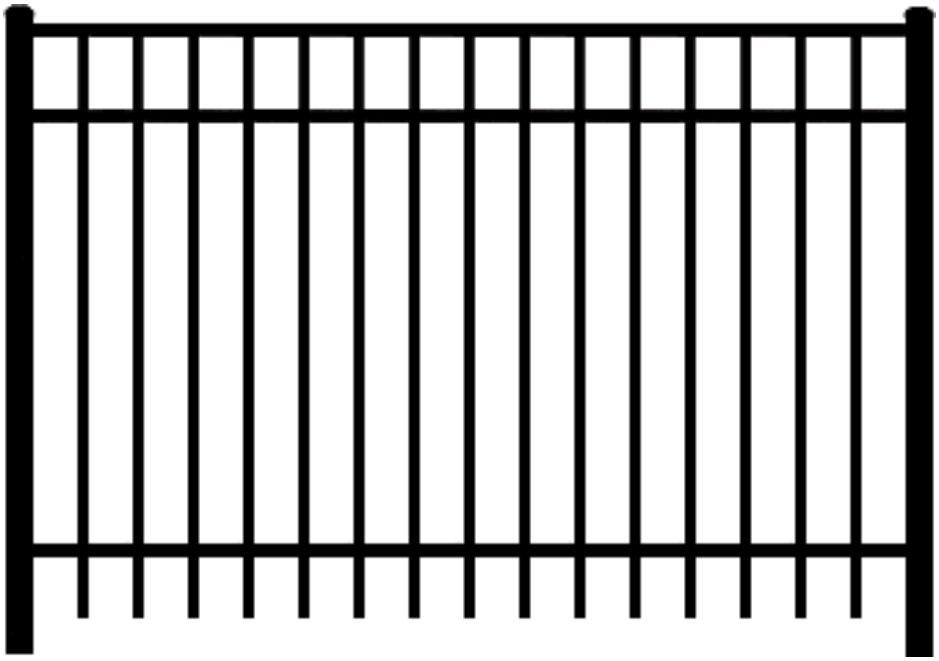
Approved stain must be installed within 6 weeks of final installation of fence.



<u>Black Aluminum Fencing</u>:

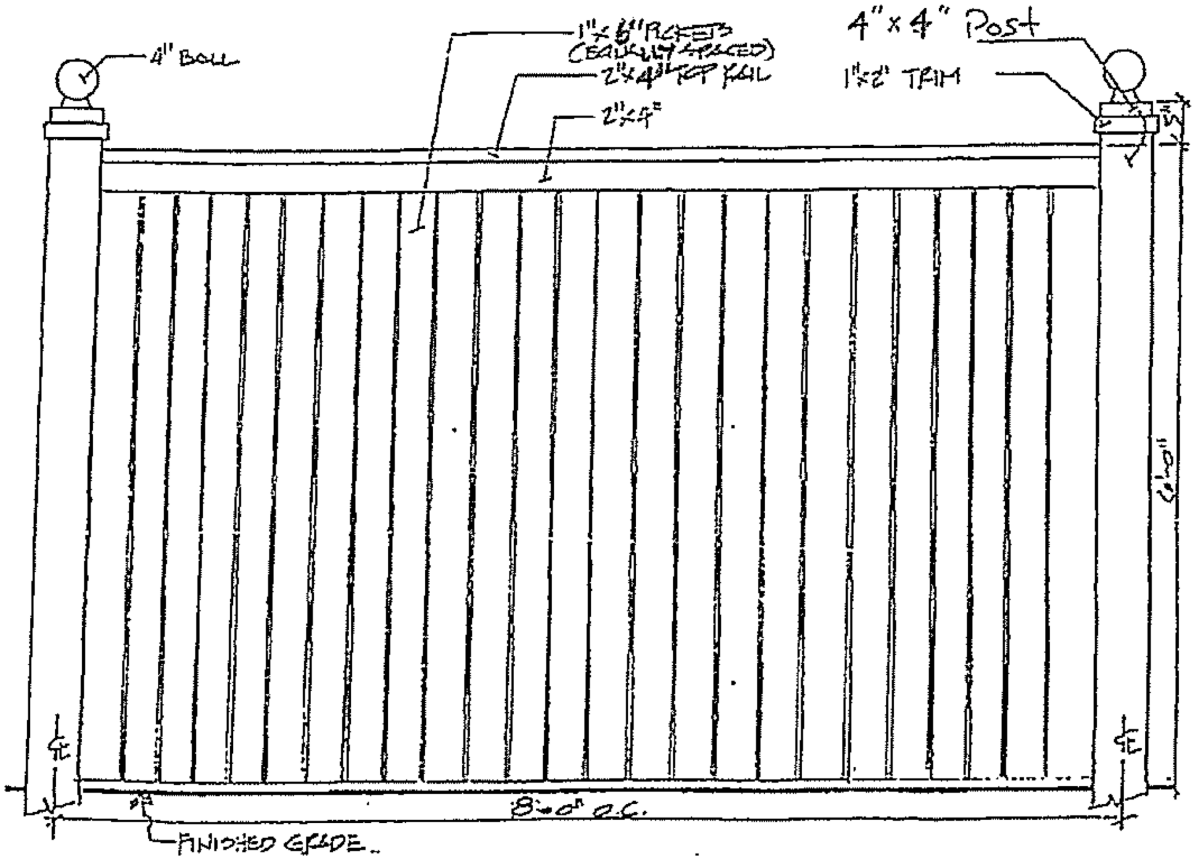
BELOW: Double rail at top, often called Ascot style – similar to builder installed black aluminum fencing within the community. (Photo shown below is for illustrative purposes only.)

Maximum height: five (5) feet, minimum height: four (4) feet.
"Puppy panel" at bottom is allowed.



Detail for Wood Privacy Fence with Decorative Post Caps

As Specified in the Architectural Guidelines



FENCE DETAIL

(Not to Scale)

Wooden Fence Detail:

Maximum 6 Feet; Minimum 5 Feet, with the following details:

- 1 (one) inch by 6 (six) inch equally spaced closed pickets
- Post is 4 (four) inches by 4 (four) inches
- Post to post is approximately 8 (eight) feet on center
- Top plate is 2 (two) inches by 4 (four) inches and rail below top rail is 2 (two) inches by 4 (four) inches.
- 4 (four) inch wooden ball decorative cap, on top of 2 (two) inch by 4 (four) inch square beveled edges; flat decorative cap may be substituted.
- Contains at least one gate

NOTE: Fence must be treated with an approved stain, installed within 6 weeks of install. Approved stain color is **Behr Cedar Naturalstone ST-533 (Olympic Elite semi-transparent Rustic Cedar), Behr semi-transparent Chocolate ST-129 (Olympic Elite semi-transparent Chestnut Brown), or Behr semi-transparent Gray**

Seas ST-144 (Olympic Elite semi-transparent Dark Ash)

Miscellaneous

- Exterior sculpture, fountains, water features, decorative lawn objects, large planting pots and similar items must be approved by the ARC. Objects will be evaluated on criteria such as siting, proportion, color etc.

- Front doors and entry decoration must be kept with the style of the home exterior. Plants and flowers in pots must remain healthy and removed when dead, dying or the season is over. Pots must remain intact and unbroken.

- Storm doors and window changes or additions require approval and will be reviewed on a case-by-case basis.

- Gas fire pits are permitted in the rear of the home unless otherwise approved by the Board/ARC and are reviewed on a case-by-case basis. Wood burning fire pits are not permitted.

- Garbage Cans must be stored out of site from the street. They may be placed neatly in the rear of the home without screening. Cans may not be placed on the side of the home.

- Solar Panels are reviewed on a case-by-case basis. Panels are reviewed based on location, visibility, style, number of panels, lot location etc.

A List of Approved Street Trees

As Specified in the Architectural Guidelines

Species		Mature Height/Spread (In Feet)
Scientific Name	Common Name	
LARGE DECIDUOUS TREES (street trees & parking lot landscape islands & medians)		
Acer campestre	*Hedge Maple*	*25-35 / 25-35*
Acer floridanum (A. barbatum)	*Florida Maple or Southern sugar Maple*	*30-40 / 20-25*
Acer platanoides	*Norway, Maple*	*60-80 / 60-70*
Carpinus betulus	*European Hornbeam*	*40-60 / 30-50*
Celtis laevigata	*Southern or Sugar Hackberry*	*60-80 / 50-70*
Celtis occidentalis	*Common Hackberry*	*40-60 / 40-60*
Corylus colurna	*Turkish Filbert*	*35-60 / 20-35*
Fraxinus american	*White Ash*	*60-80 / 50-70*
Fraxinus pennsylvania	*Green Ash (Marshall seedless)*	*50-60 / 30-40*
Ginkgo billoba	*Maidenhair Tree*	*50-80 / 30-50*
Gleditsia triacanthos (Intermis)	*Thornless Honeylocust (seedless)*	*50-75 / 25-40*
Metasequoia glyptostroboides	*Dawn Redwood*	*70-100 / 20-25*
Nyssa sylvatica	*Black Gum, Black Tupelo*	*30-50 / 20-30*
Platanus x acerifolia	*London Planetree*	*70-100 / 60-80*
Quercus alba	*White Oak*	*70-75 / 40-50*
Quercus acutissima	*Sawtooth Oak*	*40-50 / 35-50*
Quercus bicolor	*Swamp White Oak*	*50-60 / 50-60*
Quercus coccinea	*Scarlet Oak*	*60-80 / 40-50*
Quercus falcata	*Southern Red Oak*	*70-80 / 30-40*
Quercus imbricaria	*Shingle Oak*	*50-60 / 40-60*
Quercus laurifolia	*Swamp or Darlington Oak*	*40-60 / 30-40*
Quercus lyrata	*Overcup Oak*	*40-60 / 40-60*
Quercus nigra	*Water Oak*	*50-80 / 40-60*
Quercus phellos	*Willow Oak*	*40-80 / 30-60*
Quercus pinus	*Chestnut Oak*	*60-70 / 60-70*
Quercus rubra	*Eastern Red Oak*	*50-70 / 40-60*
Quercus shumardii	*Shumard Oak*	*70-75 / 40-50*
Quercus velutina	*Black Oak*	*50-60 / 50/60*
Quercus virginiana	*Live Oak*	*30-50 / 30-50*
Sophora japonica	*Japanese Pagoda*	*50-70 / 50*
Taxodium distichum	*Bald Cypress*	*50-80 / 30-50*
Tilla cordata	*Littleleaf Linden*	*30-50 / 50-60*
Ulmus parvifolia	*Chinese Elm*	*50-60 / 25-30*
Ulmus parvifolia, (lacebark)	*Lacebark Elm*	*40-50 / 35-45*
Zelkova serrata	*Elm, Village Green/Green Vase*	*50-60 / 40-50*

A List of Approved Street Trees

As Specified in the Architectural Guidelines

Species		Mature Height/Spread (In Feet)
Scientific Name	**Common Name**	
Street Trees, Perimeter Buffers & Thoroughfare Buffers *(under utility lines)*		
Acer buergranum	*Trident Maple*	*25-30 / 20-30*
Acer ginnala	*Amur Maple*	*15-20 / 18-20*
Acer palmatum	*Japanese Maple*	*15-20 / 10-15*
Aesculus glabra	*Buckeye*	*20-30 / 20-35*
Amelanchier canadensis	*Shadblow Serviceberry*	*6-20 / 15-20*
Carpinus caroliniana	*American Hornbeam*	*20-30 / 15-20*
Cercis canadensis	*Eastern Redbud*	*20-30 / 12-25*
Chionanthus virginicus	*Fringetree*	*10-12 / 8-10*
Cornus florida	*Flowering Dogwood*	*15-30 / 15-20*
Cornus kousa	*Kousa Dogwood*	*10-15 / 10 feet*
Cotinus coggyria	*Smoketree*	*10-15 / 8-14*
Lagerstroemia indica	*Crape Myrtle*	*15-25 / 5-15*
Malus hybrida	*Flowering Crab Apple*	*15-25 / 10-20*
Prunus cerasifolia	*Purpleleaf Plum 'Thundercloud'*	*15-20 / 10-15*
Prunus caroliniana	*Carolina Cheery Laurel*	*20-30 / 15-20*
Ilex cassine	*Dahoon Holly*	*20-30 / 10-15*
Hamamelis Mollis	*Chinese Witch Hazel*	*15-20 / 8-10*
Koelreuteria paniculata	*Golden Rain Tree*	*20-30 / 15-20*
Magnolia soulangeana	*Saucer Magnolia*	*15-25 / 15-25*
Styrax japonicus	*Japanese Snowball*	*8-10 / 10-15*

The Architectural Review Committee Process

The Declaration of Covenants requires prior written approval for any improvements to an owner's lot. Therefore, do not commit labor or materials until you have received written approval.

1. Owner submits to the Architectural Review Committee, in care of the management firm, an Application for Architectural Improvement. **Please note the Architectural Review Committee has sixty (60) days to review the application; however the actual time to review and reach a decision usually is much shorter. The review period does not start until Community Association's management company receives the completed application.** Complete applications will be considered on individual merit, using these documented standards as a basis for decision-making.

   **Out of courtesy, we request you inform your neighbors of your proposed improvement(s).

2. **ARC or management inspection:** The ARC or the manager reserves the right to visit your lot and inspect the improvement, to verify that the application details were followed and to note problems encountered which might help other residents on similar projects.

3. Generally, once work has begun on an improvement, all efforts must be made to complete the project within 90 days. Applications are valid for 1 year from the date of approval.

** Please note: Many design changes require a permit and the City and/or County may not issue a permit without the written approval of the ARC. Please plan in advance. It is strongly suggested that the City and /or County be contacted to determine what permits or approvals are required from a Town/County Ordinance. It is the homeowner's responsibility to acquire appropriate approvals, permits, etc. from the Town.

Appeal Procedure

If the applicant disagrees with the decision of the Board/ARC in its review or inspection, the process is noted for an appeal that:

1. Within 15 business days after receipt of a notice of disapproval, the homeowner must file a written appeal with the Architectural Review Committee at the address of contact for the community.

2. Upon receipt of the appeal, the Board/ARC may contact the homeowner and schedule a review of any further information relating to the request and appeal.

3. Appeals are always reviewed by the Board.

4. The Board of Directors shall then establish the date and the time that the appeal will be heard. Normally, this will be made at the next scheduled Board meeting. To reverse an decision, requires a majority vote of the BOD.

5. No work may progress during this appeal process time period.

Review Criteria

The ARC evaluates each application on the individual merits of the application and the standards listed below.

Validity of Concept - The basic idea of the exterior change must be sound and appropriate to its surroundings.

Landscape and Environment - The exterior change must not unnecessarily destroy the natural landscape or the achieved man-made environment.

Relationship of Structures and Adjoining Property - The proposed change should relate harmoniously among its surroundings and to existing buildings and terrain that have a visual relationship to the change.

Protection of Neighbors - The interest of neighboring owners will be considered, using various and appropriate criteria and exercise discretion in determining which of these criteria will be governing in each specific application.

Design Compatibility - The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony in style, scale, materials, color and construction details.

a. Scale: The three-dimensional size of the proposed change must relate satisfactorily to adjacent structures and their surroundings.
b. Materials: Continuity is established by use of the same or compatible materials as used in the existing home. Siding materials and shingles must match existing structure.
c. Color: Color may be used to soften or intensify visual impact.

Workmanship - The quality of work must be equal to or exceed that of any existing structure.