Charleston Park

Architectural Review Committee Guidelines

Charleston Park
Homeowner's Association
August 1998

ARCHITECTURAL REVIEW

In most communities like ours, Architectural Review Committees are known as *Architecutral Control Committees* or ACCs. As you may already know, they have a mixed reputation with neighboring cluster home communities. Some are praised for maintaining high property values, preserving the architectural integrity and beauty of a community, and serving as a "base" from which disputes over exterior home appearance can be peacefully and legally resolved. In other communities, though, they have been criticized for constraining homeowners through unrealistic and unreasonable rules and sanctions. Charleston Park's Architectural Review Committee will strive to be more like the former. We will govern in the most reasonable and objective fashion possible, the archictectural sanctions to which we all agreed when we purchased our homes.

WHAT PURPOSE DOES IT SERVE

Our Architectural Review Committee has been established for a number of important reasons:

- A properly established and administered Review Committee serves to protect each resident's personal investment in the community. In other words, your investment in your home is protected by what you do to maintain the upkeep of your home; but the effort of your surrounding neighbors is equally important. Let's work together, through the review board, to protect the entire community's investment.
- The Architectural Review Committee provides the ground rules for settlement of potential disagreements about the exterior appearance of homes in the neighborhood. If left to informal expression, these disagreements can do much to undermine the community spirit and goodwill which are necessary to sustain a successful association.
- The Review Committee was <u>not</u> established to stifle individuality, nor to establish supremacy of any kind. Instead, the rules are designed with the sole intent of protecting personal rights and property. As members of the Review Committee, we hope residents <u>will</u> make improvements to their homes. And by doing so within the guidelines, every resident's investment and home value are improved.

ARCHITECTURAL AUTHORITY

The Architectural Review Committee is established as a requirement of Article VII – DECLARATION OF COVENENANTS, CONDITIONS AND RESTRICTIONS (Each homeowner received a copy at settlement), as well as by other County and State regulations. If you do not have a copy, request a copy from the Charleston Park Board of Directors.

ARCHICTECTURAL GUIDELINES

There are three major categories of items for specific home improvement guidelines. These three are very important to you because they identify which improvements are permitted and how approvals can be assured. Items not specifically mentioned here require approval.

CATEGORY 1: BLANKET APPROVALS

Items in this category do not require approval, provided the guidelines mentioned are followed:

- Plants, shrubs and flowers planted within 3 feet of the front of your house, not to exceed the lowest portion of the windows in height. Also, such plantings may be placed anywhere within the back yard area, not to exceed the height of any living fences.
- Bedding boarders may be constructed of common landscaping boarders not to exceed 8 inches in height.
- Planting of flowers and shrubs around trees should not encroach upon turf grass and inhibit maintenance.
- Height of flowers around mailboxes should not exceed the support beam on which the mailbox is placed.
- Picnic tables with or without umbrellas, if they are placed in back yards.
- Deadbolt locks and peepholes.
- Hose caddies affixed to home.
- Outside seasonal decorations which are displayed three weeks before or after the Holiday season.
- Vegetable gardening in rear yards, provided the plants do not exceed the lowest portion of any living fence or grow through to your neighbor's yard.
- Repainting or siding of your house in its original color.

- Lawn furniture, barbecue equipment, toys, bikes, etc., are permitted, if they are kept in good repair. Residents should store such items within the **rear** area when not in use.
- Attic fans, if they are mounted on the rear of the house roof, do not exceed the peak of the roof, and are no higher than 12" above the roof's surface.
- Satellite Dishes – no larger than 1 meter in diameter and the cable is hidden.
- Mail Boxes – repainted or replaced in its original color (black).
- Mail box posts and back stairs should be kept natural.

CATEGORY 2: COMMON IMPROVEMENTS

Items in this category require approval. If the guidelines here are followed in your application, approval of your improvement project is very likely.

- Storm Doors, if:
  1. They are white or the same color as your existing trim;
  2. They are of the "full-view" design;
  3. They are anodized aluminum (including baked on enamel); and
  4. They are unadorned.
- Exterior Painting, if:
  5. You are painting within the same family of colors. If you are repainting your house in the same original color, no approval is required. You should specify the type and color of paint you will use, and include a color sample from the store if you can (applies to painting in a color other than the original house color).
- Exterior Siding, if:
  6. You are siding within the same family of colors. If you are residing your house in the same original color, no approval is required. You should specify the type and color of the siding you will use, and include a color sample from the store if you can (applies to siding in a color other than the original house colors).
- Patios and/or Decks, if:
  7. They will cover no more than 50% of the back yard area;
  8. They pose no drainage problems for you or surrounding neighbors;
  9. The materials to be used are designed specifically for patio and or deck designs; and
  10. They are neutral in color.

CATEGORY 3: SPECIAL IMPROVEMENTS

Items in this category include fireplace chimneys, window or door changes, decks, oversized patios/over 50%, landscaping changes, siding soffit-facia changes, brick or foundation painting, or other special and major improvements to a home. These require submission of a standard Architectural Review Committee application for improvement, including complete plans and specifications. The proposed changes and improvements must conform to both our community standards and guidelines and to those of the City of Raleigh. Architectural Review Committee approval does not substitute for the City of Raleigh approval.

This does not–in any way–mean that these types of changes would not be approved. However, a complete record of all changes must be maintained to ensure that we are acting in the community's behalf.

APPEARANCE STANDARDS

- Appearance Standards:

1. Paint and stains must be maintained in uniform and good repair (with no peeling, chipping, cracking, or stains) on the trim or siding.
2. Lawns will be well kept with a uniform ground cover. Grass should be kept no more than 6" high. Dead shrubs and trees should be removed and replaced with similar shape and size.
3. No items should be left in front or side yards (toys, bikes, garden equipment, trash containers, chairs, wood, recycling bins, etc.)
4. Properties should be free of any debris.
5. No commercial truck, commercial bus, or other commercial vehicle of any kind shall be permitted to be kept or parked overnight upon any portion of the properties.
6. No portion of the properties shall be used for the repair of automobiles, nor shall any vehicles other than a private automobile be parked in any of the parking spaces maintained by the Association.
7. Gas Lights will be maintained by the homeowner and will remain lit at all times. See Article VIII, Section 1, page 37 of the Covenants. Also, the cross-bar should remain in good repair.

The Architectural Review Committee Process

The review process for architectural improvements is:

1. Owner submits an Application for Architectural Improvement to the Architectural Review Board, in care of the Charleston Park Board of Directors. Two copies should be submitted. (Blank applications – see Appendix B.)
2. The two copies, noted with the date of receipt by the Board, are turned over to the Architectural Review Committee within two working days.
3. The committee shall act on the application within 30 calendar days from receipt. In most cases you will receive a response within two weeks.
4. A quorum of the Architectural Review Committee must participate in the decision process. Architectural Review Committee review sheets will be used by each individual member for the review of each application for improvement. (Review sheets – Appendix A.)
5. The committee's decision will be noted on an Architectural Review Committee Critique Form. The owner will be notified by the Architectural Review Committee for all final decisions.

   a. a. APPROVAL: In this case, all files will be placed in the Inspections file. After Architectural Review Committee inspection, they will be placed in the Case Improvements file.

   b. DISAPPROVALS: All files will go to case disapprovals file. The owner can appeal the Architectural Review Committee decision to the Board of Directors.

   c. ADDITIONAL INFORMATION REQUIRED: In this case, the entire process begins over again. The owner should follow the same submission procedure. The Architectural Review Committee will act swiftly on all re-submissions.
6. Architectural Review Committee inspection. The Architectural Review Committee will visit the home and inspect the improvement. This will be done for two specific reasons:
   a. to ensure that the application details were followed and to note problems encountered which might help other residents on similar projects; and
   b. to learn any "pointers" that other residents may employ in more easily completing an improvement project.

Should you ever find it necessary to voice an opinion regarding the Architectural Review Committee review, please submit your written notice to the Charleston Park Architectural Review Committee in care of the Board of Directors.