SCOTTS MILL HOMEOWNERS ASSOCIATION

ARCHITECTURAL STANDARDS
AND
CONTROL SPECIFICATIONS



REVISED OCTOBER 2021

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Additional Information: Architectural Request Forms

SCOTTS MILL HOMEOWNERS ASSOCIATION, INC.
c/o Omega Association Management, Inc.
160 NE Maynard Road, Suite 210
Cary, NC 27513
919-461-0102 or 919-461-0106 (Fax)

July 2005

Dear Homeowners and Prospective Buyers:

We have recently had the opportunity to review & revise the Architectural Standards for Scotts Mill. Enclosed is your copy. Please throw away any old guidelines to avoid any confusion in the future.

Each property owner is required to adhere to stipulations and guidelines contained in this document. The primary purpose of the Standards is to maintain and enhance the appearance of our community by assuring that any changes to the property structure are evaluated and approved in accordance with the standards.

Please use this booklet as your reference when you need information pertaining to architectural changes. If you need to know something that is not in this guide please call Scotts Mill's Management Company, Omega Association Management.

Omega can be reached by phone at 919-461-0102 or in person or writing at
160 NE Maynard Road, Suite 210, Cary, NC 27513. Omega's office hours are:

Monday – Thursday	9:00 am – 5:00 pm
Friday	8:00 am – noon

Voice mail is also available. The voice mail directions include the procedure for reporting emergencies.

The Architectural Committee is made up of volunteers who live in Scotts Mill. We are your neighbors, and our primary goal is to uphold the standards that have been in place and develop new standards as it appears necessary. We want to maintain and build upon that certain something that made each of us buy our homes in Scotts Mill. We want to ensure a high quality of life and maintain property value without being unnecessarily restrictive.

We hope you enjoy your home and look forward to seeing you around the neighborhood.

Sincerely,

The Architectural Committee

SUBMITTAL AND APPROVAL PROCESS

Each homeowner has the responsibility to complete an Architectural Request Form prior to making any changes to the exterior of their home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

Items to be submitted:

1. Architectural Request Form completed in its entirety.
2. Plot plan outlining the position or placement of the change.
3. Drawings/plans showing the construction and effects of the change.
4. Samples of paint, siding or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to Omega to perform an initial review for completeness and legibility.

All completed submittals will be forwarded to the Architectural Committee. The committee may review the request and inspect the site. The committee will make a recommendation to the Board of Directors.

Omega will advise the homeowner, via mail, of the final decision of the Board of Directors.

Reminders:

1. No change shall begin without written approval from the Board of Directors via Omega.

2. Building permits may need to be obtained. It is the responsibility of each Homeowner to obtain these permits.

3. Allow at least 45 days for processing and permits in planning for changes.

Appeal Process

To appeal a disapproved submittal, the homeowner should submit a written appeal to the Board of Directors, within 30 days of the notification of disapproval, including specific detailed information stating why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact Omega to be placed on the agenda for the next meeting.

CLOTHESLINES

1. Exterior clotheslines are prohibited.

MAILBOXES

1. All new mailboxes or replacements shall conform to the mailbox style approved for the community. The mailbox must conform to the following specifications. The post must be a 6" x 6" pressure treated or PVC white post, the mailbox needs to be black with no bands and the address numbers must be white vinyl. See attached sketch of mailbox and post.
2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping is followed.

PARKING

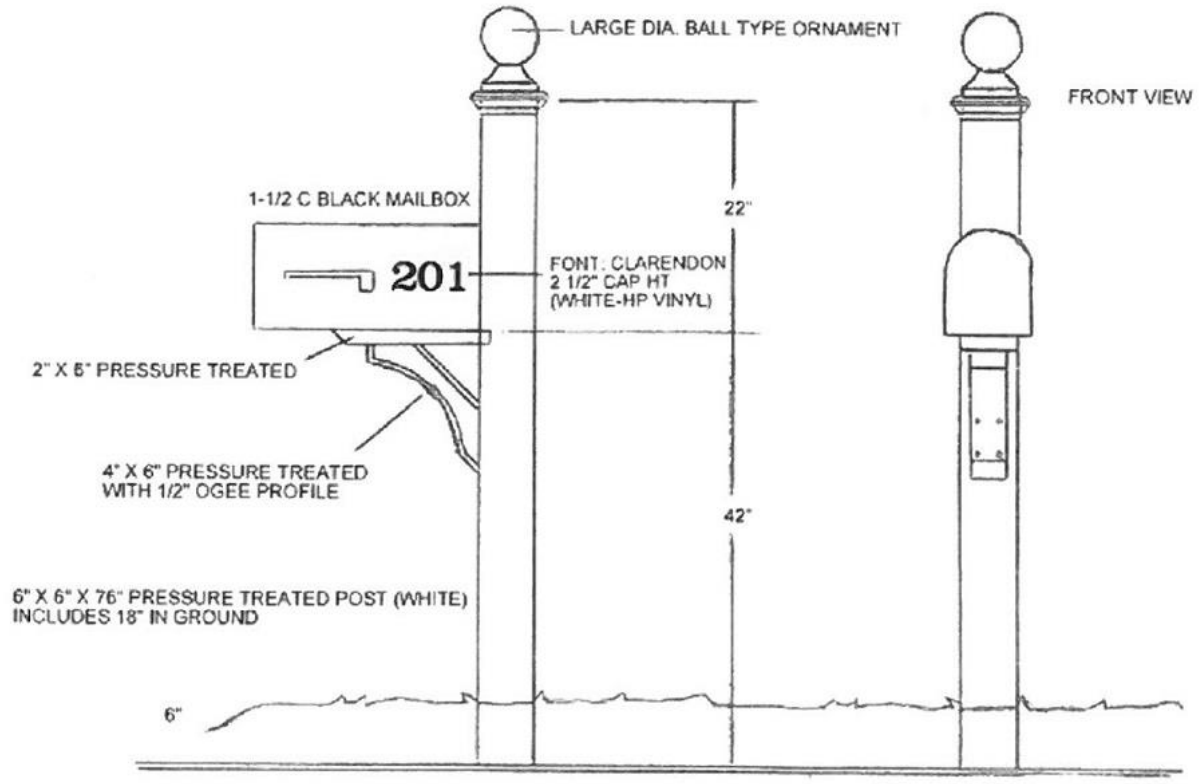
1. No commercial licensed vehicles, trucks, tractors, or inoperable vehicles, may be parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as stated in the Declaration of Covenants.

2. Homeowners storing their boat on their property will be given notice that the boat must be removed. If not removed within 48 hours after receiving a violation notice, the Association will proceed with further action, including but not limited to the imposition of fines, to have the boat removed. 48 hours will allow residents to clean their boat, arrange personal belongings and either store the boat entirely within their garage or at an off-site facility.

3. No boat, marine craft, hovercraft, aircraft, trailer, camper, truck greater than one ton in size or motorized van used for commercial purposes (as distinguished from a van used as a passenger car) shall be parked within the right of way of any public or private street adjacent to any Lot or on any Lot, except that any of the above may be parked completely inside a garage, or in the sole discretion of the Board of Directors or the Architectural Control Committee, on a Lot.

4. Vehicles may not be parked at a 90-degree angle to the curb in a cul-de-sac.

MAILBOX INFORMATION AND RESOURCES



Mailbox Vendors:

1. Mailbox Medix
   Bob Reardon
   919-757-2253
   mailboxmedix@gmail.com

2. ZBox, Inc.
   8120 Brookwood Court
   Raleigh, NC 27613
   (919) 280-7506
   Eric Hostetler
   eric@zbox.com

STORAGE

1. No trade materials or inventories may be stored upon any lot.

2. Temporary storage of materials for modification projects should be discreetly placed and maintained in an orderly manner.

TRASH CANS

Trash cans shall not be placed on the curb prior to 5pm the night before the scheduled pick up. The trash cans must be removed no later than 6am following the day of the scheduled pick up.

AWNINGS

Items Requiring Architectural Approval:

All awnings require architectural approval.

Information Required on Submittal:

1) Plot plan showing location of awning.
2) Elevation showing location of awning.
3) Description and sample of material (s) to be used.

Guidelines:

1) Fabric to blend with color of house.
2) The awning material shall be fabric only.
3) Can be either retractable or stationary.
4) Upon deterioration, the awning will be repaired or replaced.
5) Must be attached to house, not free standing.

BASKETBALL GOALS

Items Requiring Architectural Approval:

1) Basketball goals mounted on poles or on the house require approval.

Permanent and portable basketball goals are not allowed along the street right-of-way.

SWING SETS, PLAY HOUSES, JUNGLE GYMS

Items Requiring Architectural Approval:

The Architectural Committee prior to placement must approve all permanent play equipment.

Information Required on Submittal:

1. Plot plan showing location of play equipment and distance from the property lines.

2. Drawings or pictures of the play equipment.

Guidelines

1. Permanent play equipment must be installed to be as inconspicuous as possible and Should be placed out of view of any street. It cannot be placed any closer to the property lines than 10 feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.

2. Screening may be required in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.

3. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

4. Wooden or composite swing sets only.

GARDEN PLOTS

Items Requiring Architectural Approval:

Garden plots - will not require prior approval of the Architectural Review Committee if they are at or under 150sq.ft., wholly located in the rear portion of the lot, and a minimum of ten feet from the side and rear lot lines. Any tree removal required to provide space for the garden must adhere to the tree removal guidelines in this document. The growing season in NC is from mid-April to the end of October.

Definition of a Garden plot:
- a plot of ground where herbs, fruits, flowers, or vegetables can be cultivated
- a container (such as a window, free-standing, or ground box) planted with usually a variety of small plants

Raised Garden Plots - any raised garden plots that exceed 28" above ground level at any point shall require ARC approval.

Temporary support structures - Approvals are needed for any permanent installation to facilitate plants' vining or support. The homeowner/resident will be required to remove any Temporary support structures (i.e., tomato cages, vining nets, etc.) after the supported plants' unassisted growing season.

Compost bins - will not require the Architectural Review Committee's prior approval if they are wholly located in the rear portion of the lot and a minimum of ten feet from the side and rear lot lines. Limit 1.

Rain Barrels – will not require the Architectural Review Committee's prior approval if they are located in the side or rear portion of the lot and are non-descript or screened and not an eyesore. Limit 2.

NOTE: *Screening as necessary may be required due to the location and sightlines of neighboring properties and may be requested after the initial garden plot's approval if complaints arise.*

Upkeep and maintenance - Maintenance of the garden is required. The homeowner/resident will be required to remove Debris at the end of the regular gardening season, and the yard returned to a natural state. Maintenance would include removing stakes and any other structural additions required for harvesting the garden, watering devices, and or pest control.

Information Required on Submittal:
1. Plot plan showing the location of garden and distance from the property lines.
2. Furnish the committee drawings or pictures of the proposed garden.

ARC approval will be required for any garden plot, compost bin, or rain barrel location other than described above or any deviation from the above guidelines.

PETS, PET HOUSES AND PENS

No animals, exotic animals, 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 commercial purposes.

Guidelines for the Housing of Animals:

1) Pet pens must be at least 10 feet from the property line.

2) They must be located in the back or side yards (whichever is least conspicuous).

3) Screening should be provided as much as possible.

4) No chain link or metal fencing is allowed, the fencing must be one of the approved fence styles.

Information Required on Submittal:

1) Plot plan showing the location of the proposed structure.

2) Description of the materials to be used.

3) Descriptions of the type size and number of animal (s) to be enclosed.

4) Description of the plantings to be provided for screening.

PAINTING OF EXTERIOR OF HOUSE

Items Requiring Architectural Approval:

1) A change of color from the existing color must have Architectural approval (submit color samples with your application).

2) Please notify any neighbors who may be visually impacted by the change, including all homeowners who can view the structure from their front porch, as a courtesy.

Items Not Requiring Architectural Approval:

1) Repainting and re-staining with the existing color does not require approval.

SKYLIGHTS AND ATTIC FANS

Items Requiring Architectural Approval:

The Architectural Committee must approve the addition of a skylight or attic fan that alters the exterior of the roof.

Information Required on Submittal:

1) Plot plan showing the location of the addition.

2) Description of style, size and materials to be used.

SWIMMING POOLS AND HOT TUBS

Items Requiring Architectural Approval:

Only in-ground pools allowed.

All in-ground swimming pools must have architectural approval. Hot tubs must also be approved.

Information Required on a Submittal:

1) Plans and specifications showing the nature, kind, shape, height, materials, and location must be submitted.

2) Plot plan showing the location of the pool or hot tub.

3) Plan for screening (fencing or landscape screening).

Guidelines:

1) Any wood support structure must be the same color as the house or deck.

2) Pool or hot tub cannot be located within a buffer or easement.

3) All Health Department regulations must be met.

4) Pool or hot tub must be screened from view from any street or adjoining property.

SOLAR PANELS

Items Requiring Architectural Approval:

All solar panels require architectural approval.

Information Required on Submittal:

1) Drawing showing the location of the unit.

2) Plot plan showing visibility from streets and neighboring lots.

Guidelines:

1) Solar panels must be installed to be as inconspicuous as possible.

2) Whenever possible, panels should be placed on the rear of the home or on the Side that has the least public exposure.

3) Panels must be attached to the roof, not free standing or ground mounted.

4) Every effort must be taken to camouflage the plumbing and supports of the panels. This camouflaging may require completely encasing the panels. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping. Piping running down the side of the dwelling is not permitted.

5) The ideal installation is one that is laid flat on the roof.

6) Any tree removal required to permit increased solar exposure to the panels, must adhere to the tree removal guidelines.

LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING SIGNS, FLAGS

Items Requiring Architectural Approval:

Lawn ornament, free standing flagpoles, lantern poles, flood lights, security lights, and water gardens.

Items Not Requiring Architectural Approval:

Holiday decorations shall be removed within 1 month after the holiday has passed. All other signs, including for sale, for rent, garage sale, yard sale and political campaign signs, are allowed as long as they are removed within 1 week of the event and that no sign be placed on the common property.

Information Required on Submittal:

1) Plot plan showing location of item.

2) Picture or description of item.

Guidelines:
No more than two lawn ornaments shall be in view from any adjacent street.

Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights. On items not requiring approval, the committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain.

Commercial advertising signs are prohibited.

MAJOR LANDSCAPING

Items Requiring Architectural Approval:

Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers do not require approval provided they do not encroach upon neighboring properties or common area.

After initial construction, no tree having a trunk diameter exceeding two (2) inches at ground level, shall be removed without the Architectural Committee's and/or the Association Board of Directors, prior to express written approval. Homeowners who remove trees without prior approval will be required to replant with a suitable number of trees of at least 8 feet in height. Homeowners in violation may be required to attend a hearing regarding the violation and may be fined up to $150 per day for the violation.

In the event of a major weather storm that causes trees to break or fall, creating the threat of imminent danger to a home, structure or personal safety, then the resident may remove damaged and dead trees without prior approval.

Contact the Town of Apex Environmental Coordinator at 249-3413 to obtain a written opinion for tree removal.

Other types of landscaping that are structural, or change the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view, will require approval.

Information Required on Submittal:

1) Plot plan showing quantity and location of plants.
2) Description of plants.
3) Details of any landscape plan that may change the flow of any drainage/runoff shall be submitted with details, including a Plot Plan, drawings showing the present drainage/runoff and drawings showing the proposed change in the drainage flow as a result of the change.

Guidelines:

1) Hedges and Screen Plantings
   a. Hedges, screen plantings, or live fences erected from the front corner of the house forward shall not exceed four (4) feet.
   b. Hedges or screen plantings which form a barrier between properties should have the following:
      - Agreement for maintenance access
      - Setback to allow for plant growth

Category Heading: Major Landscaping – Page (2)

2) No changes or modifications are allowed to Common Property, without prior Board of Director's written approval.

Retaining walls - see guidelines for retaining walls.
Ornaments - see guidelines for lawn decorations
Garden Plots – see guidelines for garden plots.
Fences – see guidelines for fences.

RADIO/TV ANTENNAS AND SATELLITE DISHES

Items Requiring Architectural Approval:

All exterior-mounted radio/TV antennas and satellite dishes require Architectural approval.

1) Plan showing location of antenna or dish.

2) Description of plantings used to camouflage the equipment, if applicable.

Guidelines:

A. Purpose and intent: To minimize any health and safety hazards created by mounting Satellite dishes on residential buildings. To control the location and screening of satellite dishes to lessen any impact on surrounding properties. To preserve the image and character of Scotts Mill.

B. Procedure: All exterior satellite dish installations must receive prior approval of the Board of Directors.

C. Each request will be examined on its own merit. No previously approved installations shall constitute establishing a precedent for approval.

D. A satellite dish which meets size requirements may be located on any lot zoned for residential use in Scotts Mill provided that it meets the following requirements:

   1) Satellite dishes will not exceed one meter in diameter.

   2) Satellite dish will not be located within ten (10) feet of side or rear property lines, any required yard setback or in any required buffer, whichever is greater.

   3) No dish will be located closer than thirty (30) feet to a street right-of-way.

Category Heading: Radio/TV Antennas and Satellite Dishes Page (2)

4) Satellite dishes installed at ground level must be screened so the dish is not visible from any street or neighboring property as viewed from ground level. The screen will consist of live evergreen screening. Any tree removal required must have approval. All wiring shall be properly buried.

5) Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof.

6) Satellite dishes may be mounted on the back or on the side of the homeowners building but must not be mounted on the front. If mounted on the side of the building, dishes cannot be placed within ten (10) feet of the front of the dwelling.

E. In no way shall these guidelines waive more stringent City/Town/County requirements nor waive the necessity of any permits.

ADDITIONS AND CHANGES TO HOMES

Items Not Requiring Approval:

Normal maintenance to preserve the structure in its original state does not require architectural approval.

Items Requiring Architectural Approval:

All external changes to homes must have architectural approval before changes begin. This includes, but is not limited to, new rooms, porches, garages, attached structures or detached structures of any kind. Also, any changes to windows, doors or chimneys require approval.

Detached structures of 144 square feet, i.e. 12' x 12', or has one side longer than 12 feet, requires a Town of Apex permit. (Example: 13'x8'x6')

Information Required on Submittal:

1) Official plat or survey showing lot boundaries, the existing building and the proposed structure.
2) Elevations showing the planned appearance of the structure.
3) Description of materials to be used including siding, paint, color and shingle samples if necessary.

Guidelines:

1) No change shall encroach upon the setbacks for the lot as listed in the covenants.

2) Changes must match the house color and style.

3) City/Town/County Building Permits are the responsibility of each homeowner.

4) No metal or plastic sheds are allowed.

5) Window air conditioning units should not be visible from the front of the property.

6) Siding for detached structures can be either overlapping Hardi-Plank or wood of the same width as the siding on the home.

DRIVEWAYS AND PARKING PADS

Items Requiring Architectural Approval:

Any parking pads or changes to driveways require architectural approval.

Location and Restrictions:

1) Driveways and vehicle parking pads shall be concrete only. Any other type of pads (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.

2) Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, Association owned common property and neighboring lots.

3) Contact the Town of Apex Planning and Community Development Department, at 249-3426**,** to receive variance approval before submitting the Architectural Review Form to encroach on buffer zone or easements.

Information Required on Submittal:

1) Plot plan showing location of driveway or parking pad.

2) Elevation drawing (2) showing the measurements of the parking pad such as the length, height and width as well as any landscaping that will be added along the perimeter.

DECKS, PATIOS, ARBORS AND SCREENS

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures, including association landscaping, require architectural approval. Any appearance change requires architectural approval.

1) Deck Materials

    a) Deck materials are generally pressure treated wood and must be weather resistant or composite.

    b) The types and treatment of wood shall be like that of fences.

    c) Posts may be made of brick, pressure treated wood or other suitable material.

    d) Include any landscape plan/screening of the area underneath the deck.

2) Patio materials

    a) Concrete slabs, smooth finish.

    b) Bricks, with sand fill or grout.

    c) Stone, with sand fill or grout.

    d) Stamped concrete.

    e) Include any landscape plan with your request for the area around the perimeter of the patio.

3) Height of deck, arbors and screens

    a) Decks should be of a reasonable height for their intended purpose.

    b) Arbors should be no higher than eight feet above the deck surface.

    c) Free standing deck screens (i.e., lattice) shall not exceed eight feet in height.

    d) Screens as part of an arbor may extend to the arbor.

Category Heading: Decks, Patios, Arbors and Screens Page Two

4) Location and Restrictions

   a) Patios should be located behind the house and may not extend around corners, or be freestanding in other areas of a backyard.

   b) Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.

   c) The construction of decks or patios within buffer areas will not be allowed.

   d) Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.

   e) All permits and building codes must be in compliance with local Regulations.

Information Required on Submittal:

1) Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.

2) Elevation drawing (s) showing style of deck and patio, including railing, steps, etc.

3) Description of materials used, including samples of stain or paint, if applicable.

MAINTENANCE

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall aesthetics of the Community.

Following is a list of areas that should be reviewed on a regular basis and maintenance should be performed to insure that your home and property is in good repair:

A. Shrubbery, Trees and Lawns

B. Driveways and Sidewalks

C. Decks

D. Fences

E. Play Equipment

F. Roofing

G. Wood

H. Paint and Stain

GUIDELINES FOR THE CONSTRUCTION OF FENCES

I. Process

A. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval. However, fences proposed for construction adjacent to existing fences are preferred to be of the same style, material, and finish as the existing fences. This may be an absolute requirement in some buffer areas that have been designated by the Town. Alternative fence styles and materials will be considered on an individual basis based on historical representation.

B. No construction shall begin without the Architectural Committee approval of the submittal.

C. Allow enough time for processing and approval in planning for construction. The completed application form, **plot plans, and construction details** should be received at Omega no later than ten days prior to the Architectural Committee meeting. Submittals received after this deadline will be reviewed at the next Committee meeting.

D. Approval of a fence does not constitute approval for any additional improvements (such as play equipment, playhouses or basketball equipment). These items must either be detailed on the application, or, preferably, be on a separate application that is submitted for approval.

E. After construction, the association reserves the right to perform an inspection to ensure that the fence and any associated landscaping conform to the conditions stated in the approval.

II. Style

A.	French Gothic	Drawing #1
B.	Stockade	Drawing #2, #3, #4
C.	Picket	Drawing #5
D.	Shadow Box	Drawing #6

THE FINISHED SIDE OF ALL FENCE STYLES MUST FACE ADJOINING LOTS

I. Color

A. Natural wood
B. White Vinyl-- **picket only**
C. Stained (All stain colors must be approved.)

II. Materials

A. Fence itself to be wood or white vinyl only. **NO METAL, WIRE, CHAIN, STONE, BRICK, OR CONCRETE FENCES ARE ALLOWED.**

B. Styles A, and C above may be either cedar, redwood or treated pine lumber.

NOTE: No painted fences, only stained natural colors.

III. Height

Refer to the following table for acceptable heights. All heights are measured from the ground to the top of the posts. Fencing material may not extend beyond the height limits. Thus, the height limit shall be the higher of the posts or the fencing material. The maximum height may vary based upon the environment and application. Please contact the Architectural Committee for more information.

FENCE STYLE	MAX. HEIGHT OF ANY PART OF FENCE (FEET)
STYLE A	6-ft
STYLE B	6-ft.
STYLE C	3-ft. minimum – 4 ½ -ft.
STYLE D	6-ft.

IV. Location

A. All fencing must be set back 1/3 the distance between the front of the house and the back line of the house.

B. **Only** picket fences are allowed in the front of the property. Picket fences located in the front yard are restricted to a height of 3 feet **only.** No other style of fencing will be allowed in the front

C. All fences must be constructed on the property line.

D. Existing topography and landscaping within the buffer shall not be disturbed except with the approval o the Board of Directors. Construction within a buffer area may require approval from the Town.

E. Submit a top-down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines.

1. Dimensions **must** be included
2. Elevations (side view) **must** be included
3. Gate locations **must** be included

F. You must first obtain a letter of approval from the Town of Apex Environmental Coordinator at 249-3413 and the Corp. of Engineers if your fence will be installed in or encroach upon wetlands, 100-year flood-line or a water quality buffer.

G. Screening requirements will be in effect for any fence bordering a street. Evergreen plantings must be put in place that will screen ¾ of the fence within 3 years.

V. Setbacks

A. If an adjoining property has an existing fence, the homeowner submitting must attach to that fence or place fence 3-ft off the property line to allow for maintenance between the fences.

B. On corner lots, fences must be set back from the street a minimum of 15-ft.

C. Additional setback requirements may be required for the sake of landscaping.

VI. Landscaping

A. A landscape plan shall be part of the documentation required to be submitted with the application. See Section VI paragraph D for guidelines.

VII. Construction Details

A. All hardware is to be galvanized or powder coated black.

B. For style C spacing dimensions must be detailed in the submittal.

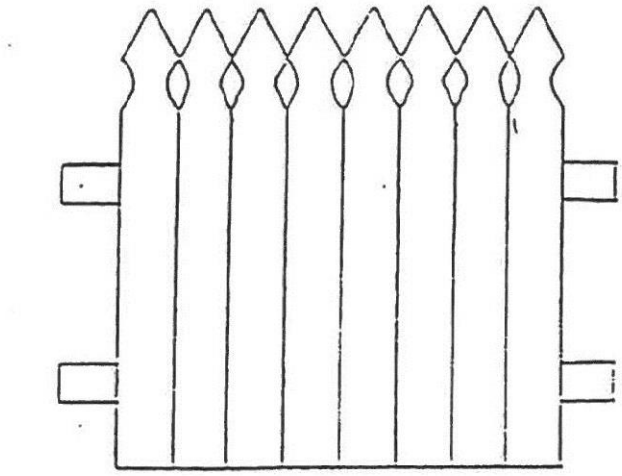
C. All posts must be set in concrete.

D. The finished side of all fence styles must face adjoining lots.

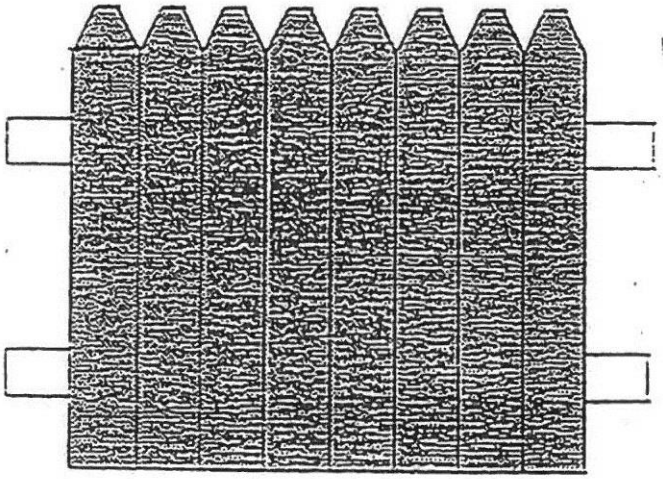
VIII. Maintenance

A. Maintenance of the fence and all associated screen plantings is the responsibility of the property owner.

FENCE STYLES

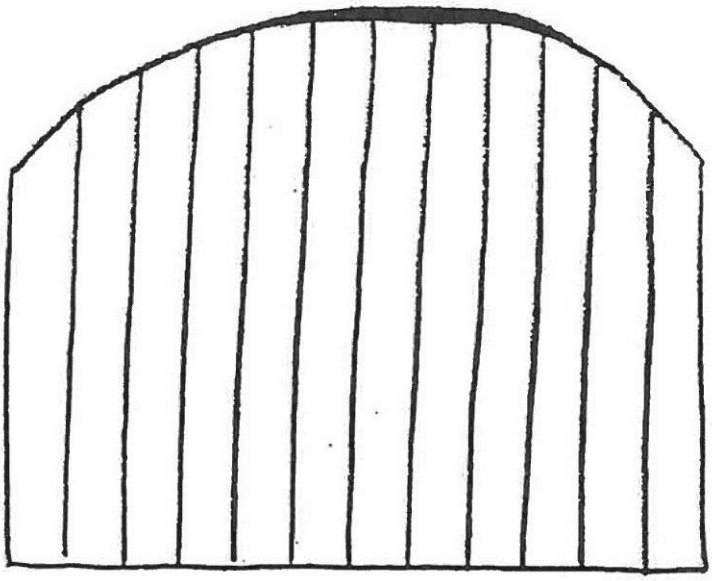


DRAWING #1 – FRENCH GOTHIC (STYLE A)

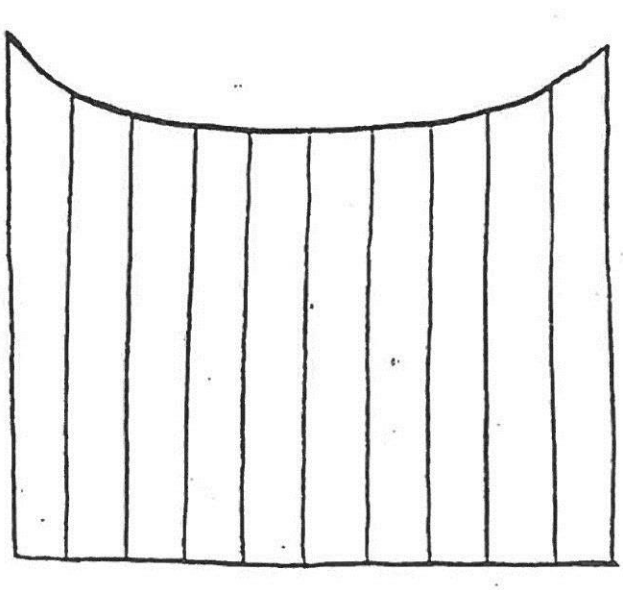


DRAWING #2 – STOCKADE (DOG-EAR) – STYLE B

FENCE STYLES

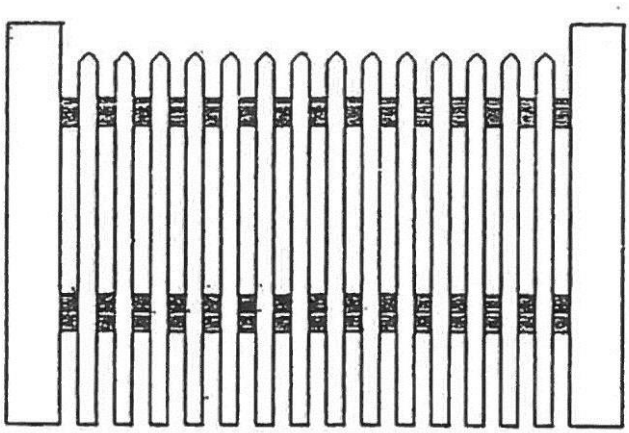


DRAWING #3 – STOCKADE (RAINBOW) – STYLE B

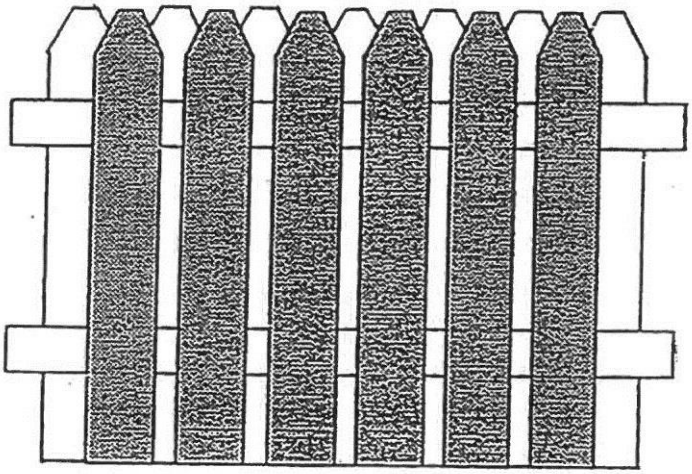


DRAWING #4 – STOCKADE (SCALLOPED) – STYLE B

FENCE STYLES



DRAWING #5 – PICKET – STYLE C



DRAWING #6 – SHADOWBOX