Architectural Standards
&
Community Specifications
for

Stillwater
Homeowners Association, Inc.

Amended
November 14, 2022

Architectural Control Table of Contents

	Section	Date Amended
Introduction	1.01	
Architectural Control Committee	1.02	
Enforcement	1.03	
Guideline Summary		
Specific Changes Which Require Submittal	1.04	
Specific Changes Which Do Not Require Submittal	1.04	8.15.17
Specific Changes/Items Which are Prohibited	1.04	
Submittal and Approval	1.05	
Construction Guidelines	1.06	
Maintenance	1.07	
Architectural Standards	2.01	
Antennas and Satellite Dishes		
Awnings	2.02	
Basketball Goals	2.03	8.15.17
Decks, Patios, Arbors & Lattice	2.04	
Dog Houses	2.05	
Driveways & Parking Pads	2.06	
Fences	2.07	6.18.21
Garbage Cans	2.08	6.18.21
Holiday Decorations	2.09	
Landscaping	2.10	
Mailboxes	2.11	
Painting of Home Exterior	2.12	
Parking	2.13	
Rain Barrels	2.14	
Screened Porches/Additions	2.15	
Sheds	2.16	
Signs	2.17	11.14.22
Skylights & Attic Fans	2.18	
Solar Collectors	2.19	
Spas/Hot Tubs	2.20	
Stone Walls/Retaining Walls	2.21	
Storage	2.22	
Swing Sets, Playhouses, Play Equipment	2.23	
Tree Removal	2.24	
Vegetable Gardens	2.25	
Architectural Control		
Application	3.01	

Introduction

A. Purpose of Architectural Controls

The Architectural Controls for Stillwater provide an overall framework and comprehensive set of standards and procedures for the development of the Community in an orderly and cohesive manner. These standards have been developed to assist in the landscaping and dwelling modifications of lots and homes within Stillwater. These standards do not cover the initial construction of lots or homes within Stillwater. The standards set forth the criteria for design, style, materials, colors and location of site improvements, home improvements, landscaping, signage and lighting. In addition, the Architectural Controls establish a process for review of proposed modifications to ensure that all lots within the Community are maintained with the consistency and quality that attracted you to Stillwater. These initial Architectural Controls have been prepared and adopted by the Declarant pursuant to the Declaration and maybe be modified or adjusted in the sole discretion of the Declarant.

B. Applicability of Design Review

Unless otherwise specifically stated in Article VI of the Declaration or these Architectural Controls, all plans and materials for landscaping or exterior modifications of improvements on a Lot must be approved before any construction activity begins. Where these Architectural Controls specifically allow an Owner to proceed without advance approval, such allowance shall only be effective so long as the Owner complies with the requirements of the stated guideline and with all Local, City, County or Federal Permits that maybe required in addition to the approval under this Guideline.

Owners are responsible for ensuring compliance with all standards and procedures within these Architectural Controls. Owners are also governed by the requirements and restrictions set forth in the Declaration and any applicable Supplemental or Amended Declaration. Owners are all required to know and understand the City, County, Local, State or Federal permits needed and must apply for and secure any permit needed. It is the sole responsibility of the Owners and no the HOA to know and understand what is required.

These Architectural Controls shall not apply to the activities of the Declarant, any homebuilder constructing a new dwelling on any lot in Stillwater, nor to improvements to the Common Area by or on behalf of the Stillwater Owners Association, Inc. ("Association").

C. Review Structure

Until Declarant transfers control of the HOA and the ACC Committee to the Homeowners, Architectural control and design review for Stillwater is handled by the Board of Directors or by an Architectural Control Committee (the "ACC"), whose members shall be appointed by the board of directors of the Association ("Board"). The Board of Directors has exclusive jurisdiction over all matters relating to modifications to existing structures and landscaping, as set forth in Article IX of the Declaration.

Architectural Control Committee

Design Review Procedures

If the ACC fails to respond within 45 days from receipt of completed application (receipt shall be defined as the date stamped on the application upon receipt), application shall be deemed *approved.*

Appeal

Any Applicant shall have the right to appeal a decision of the ACC by resubmitting the information, documents set forth above within 30 days of written notice to the applicant. If Applicant fails to appeal a decision of the ACC to the Board of Directors within 15 days of notice as dated on the letter sent to the applicant, the ACC decision is final and non-appealable. In the case of a disapproval and re-submittal, the ACC shall have 30 days from the date of each re-submittal to approve or disapprove any re-submittal.

City and/or County Approval

The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of the City, County, or other governmental authorities. It is the responsibility of Applicant to obtain all necessary permits and approvals.

Implementation of Approved Plans

All work must conform to approved plans. If it is determined by the ACC that work completed or in progress on any Unit is not in compliance with these Architectural Controls or any approval issued by the ACC, the ACC shall, directly or through the Board of Directors, notify the Owner in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and shall require the Owner to remedy the same within 15 days.

Changes After Approval

All proposed changes to plans, including changes that affect the exterior of any building, colors, windows, grading, paving, utilities, landscaping or signage, made after the approval of plans must be submitted to and approved in writing by the ACC prior to implementation.

If the City, County, or any other authority having jurisdiction requires that changes be made to final modification plans previously approved by the ACC, the Applicant must notify the ACC of such changes and receive approval from the ACC prior to implementing such changes.

Enforcement

Enforcement/Waiver

In the event of any violation of these Architectural Controls, the Declarant or the Board may take any action set forth in the By-Laws, Declaration, or N.C. Planned Community Act. The Declarant or the Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Declarant or the Board shall be entitled to recover the costs incurred in enforcing compliance and/or impose a fine against the Dwelling/Lot upon which such violation exists.

NOTE: Fines may be imposed for ANY changes begun or completed without ACC approval.

Notice:

1) The management company will mail one notice to any owner in violation, noting the violation and requesting compliance by a certain date to avoid penalties. In the case of work in progress, a letter shall be sent by the management company as soon as possible informing the appropriate persons to cease the work immediately, explaining the violation and, in addition, giving the violator a reasonable amount of time to correct the violation.

2) A site inspection will be performed after the date outlined in the notice. If the violation has been corrected, the matter will be closed. A remaining violation will result in further compliance actions. Normally only one notice would be provided, but the ACC, with Board approval may extend the grace period based on individual circumstances or issue subsequent notices if necessary.

Architectural Control Section 1.04

Guideline Summary

It is the interpretation of the Stillwater Homeowners Association that the provisions of these Guidelines 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.

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

1. **REQUIRE** a submittal of an "Architectural Request Form ".
2. **NOT REQUIRE** a submittal
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 any additions and deletions.

A. Types of changes which **REQUIRE** submittal/approval:

1. Changes to the exterior of the home, such as:
    a. Addition of
        - Awnings
        - Decorative lighting
        - Porches
        - New loving space/room additions
        - Decks and patios
    b. Appearance, such as:
        - Color
        - Materials (such as siding)
2. Other exterior changes, such as:
    - Permanent yard decorations
    - Decks and patios
    - Driveway extensions and parking pads
    - Enclosures
    - Exterior lighting
    - Fences
    - Hedges and screen plantings
    - Major landscaping, including retaining walls
    - Mailboxes
    - Play sets, swing sets, play houses, etc.
    - Recreation or sport equipment (e.g. trampolines)
    - Structures
    - Hot tubs/spas
    - Live tree removal

B. Specific changes which do **NOT REQUIRE** a submittal:

- Minor landscaping (see specifications)
- Periodic repainting and re-staining with the existing color for maintenance purposes
- Portable pools usable only by small children
- Removal of dead trees
- Small, discretely located garden plots

C. Special changes/items which are **PROHIBITED**:

- Animals other than household pets
- Chain-link, wire or painted fences
- Clotheslines
- Commercial advertising signs
- Converting garages to living spaces
- Encroachment on other property
- Metal swing sets
- Parking of vehicles or trailers of soft surfaces
- Portable Basketball Goal
- Swimming pools (above-ground)
- Unclean, unsightly, unkempt, unhealthy or unsafe conditions which tend to substantially decrease beauty or safety

UNLESS SPECIFICALLY EXCEPTED IN THIS DOCUMENT, ALL EXTERIOR CHANGES REQUIRE ARCHITECTURAL REVIEW BOARD APPROVAL IN WRITING BEFORE THE PROJECT BEGINS

Architectural Control Section 1.05

Submittal and Approval Process

Submittal and Approval Process

Each owner has the responsibility to complete an architectural request form and receive approval from the Architectural ACC prior to making additions or alterations to the exterior of their home or lot. The process will be the same for all submittals with the required details varying depending upon the type of project.

Items to be Submitted:

1. Architectural request form completed in its entirety.
2. Plot plan outlining the position/placement of each proposed addition.
3. Drawings/plans showing the construction of changes or additions.
4. Samples of paint, siding, or any other items that may be helpful in making a decision.

Submit your completed architectural request form to the management company. Incomplete or illegible submittals will be returned to the homeowner.

The Architectural Review Board meets monthly to review all requests. The outcome of the meeting is communicated to the management company; each homeowner will be sent a letter indicating the committee's final decision.

Approval of any application or portion thereof does not ensure approval of similar submittals, as each application will be considered on its own merits.

Any alterations/deviations after the initial approval will require a new application.

Important Reminders:

1. No construction shall begin without written approval.
2. Municipal permits may need to be obtained and will be the responsibility of each homeowner.
3. In planning for construction, allow enough time for processing and approval.
4. All changes must meet municipal specifications.

Architectural Control Section 1.06

Construction Guidelines

Requirements

Inspections: The Applicant shall schedule and coordinate a review of all construction activities with the ACC to verify compliance with the approved plans and specifications. The ACC may also perform additional periodic information inspections to ensure that wok is being performed in conformance with approved plans, these Architectural Controls and the Community-Wide Standard. All inspections are observations only and will not relieve the obligation to obtain inspection approvals from the City of Raleigh, Wake County and other organizations having jurisdiction.

A job site not in compliance with the Declaration, these Architectural Controls or approved plans will be issued a Notice of Violation and a punch list of items need to bring the construction and/or job site into compliance. Further construction is prohibited until such punch list items have been corrected.

Construction Damages: Any damage to vegetation or common area facilities caused by the Applicant, its contractors, sub-contractors, agents or employees must be corrected immediately to the satisfaction of the ACC, the Declarant, and the Owner of the damaged property. If the damage is not corrected, the Declarant or the Association may repair such damage and assess the cost of repair and an administrative cost to the Applicant.

Conduct: The Applicant must ensure that all contractors and subcontractors control the conduct of their employees while working in Massey Preserve at Neuse Crossing. Loud music, profanity and other behavior which is unbecoming of a quality operation will not be tolerated. Employees violating this policy may be asked to leave the premises and may be denied future access to Massey Preserve.

Site Cleanliness: All sites must be maintained in a clean and orderly manner at all times, the storage of materials should be in an inconspicuous location within the site and stored neatly and orderly, and all construction debris shall be cleared at the end of each working day.

Architectural Control Section 1.07

Maintenance

Maintenance

It is the responsibility of each homeowner to maintain his property, including betterments and improvements, so that it is in keeping with community standards.

The following should be reviewed on a regular basis to ensure that your home is in good repair:

A. Landscaping
B. Driveways and sidewalks
C. Decks
D. Fences
E. Mailboxes
F. Play equipment
G. Roofing
H. Siding
I. Paint or stain
J. Drainage

Deterioration

If at any time the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the management company will make a site inspection.

Depending upon the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time the deterioration has not been repaired, the Association shall have the right, but not the obligation, to enter such Owner's Lot to maintain said Lot and, pursuant to procedures set forth in the Bylaws, assess all costs incurred by the Association against the Lot and the Owner thereof as a Special Individual Assessment as provided in Section 6 of Article V of the Stillwater Declaration of Covenants Conditions and Restrictions.

Neighborhood Inspections

The management company routinely makes inspections to review the appearance of the community, and to insure compliance with the Covenants and Architectural Guidelines.

Architectural Control Section 2.01

Antennas and Satellite Dishes

Antennas and Satellite Dishes

Guidelines:

1. Preferred location is the rear of the house.
2. Satellite dishes shall not be located within 10 feet of side or rear property lines.
3. It is recommended that satellite dishes installed on the house
4. All wiring should be concealed.
5. If located on a pole the pole and dish shall be screened with plants

Antennas located in the attic do not require approval.

Awnings

Awnings

Requires Architectural Approval

Information Required in Submittal:

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

Guidelines:

1. Awning may be placed only on the rear of the home.
2. Fabric is the only acceptable material.
3. Fabric should blend with color of home.
4. Awning may be retractable or stationary.
5. Awning must be attached to the house.
6. Awning must be properly maintained.

Basketball Goals

Basketball Goals

Portable basketball goals are not allowed.

In-ground permanently installed basketball goals shall be allowed, however, must be submitted for review. The basketball goal shall, if possible, be installed across the driveway from the garage door or at the end of the driveway. The post shall be black in color and the backboard shall be clear. The submittal shall include a plot plan showing the location of the proposed goal. The goal shall not be more than 10 feet forward of the front plane of the house except if approved by the ACC committee.

Architectural Control Section 2.04

Decks, Patios, Arbors and Lattice

Decks, Patios, Arbors and Lattice

Requires Architectural Approval

Additions or alterations to a deck, patio, arbor, pergola and/or similar structure require architectural approval.

1. **Deck Materials**
    a. Deck material to be pressure treated wood.
    b. The types and treatment of wood shall be like that of fences.
    c. Post may be of brick, stone or 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, broom finish or colored and stamped only.
    b. Bricks, with sand fill or grout.
    c. Stone, with sand fill or grout.
    d. Include a landscape plan for the area around the perimeter of the patio.

3. **Height of Decks, Arbors, and Lattice**
    a. Arbors should be no higher than eight feet above the deck surface.
    b. Freestanding deck screens (e.g. lattice) shall not exceed five feet in height.
    c. Lattice as part of the arbor may extend to the arbor.

4. **Locations and Restrictions**
    a. Patios should be located directly behind the house, but may extend around corners.
    b. All decks must be in rear of the house, no side decks are permitted.
    c. Neighboring views will be considered.
    d. Decks or patios may not be constructed within a buffer.
    e. Only exterior material comparable to those on an existing structure and compatible with the architectural character of the community will be approved.
    f. All construction must be in compliance with municipal regulations.

Information Required In Submittal:

1. Plot plan showing the location of the deck or patio, in relationship to other structures and property lines.
2. Elevation drawing(s) showing style of deck or patio, including railings, steps, etc.
3. Description of material being used, including samples of stain or paint if applicable.

Dog Houses

Dog Houses

Requires Architectural Approval

1. Must be properly maintained.
2. Must be made of painted/stained wood or PVC. No wire or chain-link is permitted.
3. Limited to one doghouse per home.
4. Must be located directly behind and adjacent to the home so as not to be visible from front of home.
5. Dog runs of any sort are not permitted.

Architectural Control Section 2.06

Driveways and Parking Pads

Driveways and Parking Pads

Requires Architectural Approval

Any parking pads or changes to driveway require architectural approval.

Location and Restrictions

1. Driveways and vehicle parking pads should be concrete in broom finish only. Any other type of pad (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practices.
2. Close attention must be paid to structure placement, setback and encroachment onto buffer areas, association owned common property, and neighboring lots.

Information Required in Submittal:

1. Plot plan showing location of driveway or parking pad.
2. Elevation drawing(s) showing the measurements of the parking pad, such as length and width, and any landscaping that will be added along the perimeter.
3. Detailed description of materials used and type of finish.

Architectural Control Section 2.07

Fences

Fences

Requires Architectural Approval

Guidelines:

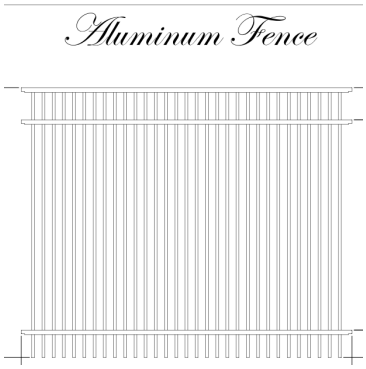
1. **Materials:**
   a. Fences are to be made of a black aluminum or composite material.
   b. No vinyl, wood, wire, electric or chain link fences allowed.

2. **Styles:** Solid fences are not allowed. See illustration below. Recommended fence height is 4 foot or 5 foot and the highest point of any fence may not exceed 5 without specific special approval by the ACC board which can be denied for any reason. Pet friendly fencing (reduced space between pickets) may also be installed. Should a neighbor already have a regularly spaced fence installed, a homeowner may choose to: (1) Remove and replace the shared fence with the pet friendly fence or (2) Install a courtyard style pet friendly fence. Courtyard style fence shall require special approval which may or may not be granted at the sole authority of the ACC.

   a. Black Aluminum or Composite

Option A Standard Spacing Black Aluminum Example

Option B Pet Friendly Spacing Black Aluminum Example



3. **Color:** Black

4. **Height:**
    a. Fence may be 4 or 5 feet in height.
    b. The maximum height at any point should not exceed 5 feet.
    c. A uniform height is to be maintained parallel to the ground line.

5. **Location/Setbacks:**
    a. Fence shall not extend any further forward than the rear corner of the home. Except that if the rear corner of the neighboring home on either side of the home requesting a fence is closer to the street than the rear of the home of the owner requesting the fence the closer rear of the home shall be the controlling point.
    b. All fences must be constructed on the property line and must tie in to neighboring fence(s). Only on fence down a property line shall be allowed

    c. Side yard fences on corner lots must align with, and may not extend beyond the rear corner of the home.
    d. Property owners are cautioned that building a fence that infringes on easements or access to right-of-ways may result in the destruction or removal of the fence.

6. **Landscape Screening Requirements:** It is important that the requesting homeowner check with the municipality to determine the screening required for their particular fence installation. Fences that face a street shall be required to have landscape screening planted along the exterior of the fence. Existing topography and landscaping within a buffer shall not be disturbed. Construction within a buffer area may require approval from the municipality.

    Screening with mature plant material will be **required** for fences on corner lots. A landscaping plan shall be submitted with the fence request. The plan shall include trees and shrubs with a minimum of one plant per 8 feet of fence. See sample landscape buffer below.

7. **Construction Details:**
    a. All hardware is to be galvanized and black in color.
    b. All holes must be appropriate depth to secure proper stability of the fence.
    c. All posts must be set in concrete.
    d. The finished side of the fence must face the adjoining lots.
    e. All pickets must be of uniform height. They must be vertically plumb, follow the contour of the ground and be parallel to the vertical line of the house.
    f. Pre-fabricated fences are prohibited.

8. **Maintenance:**

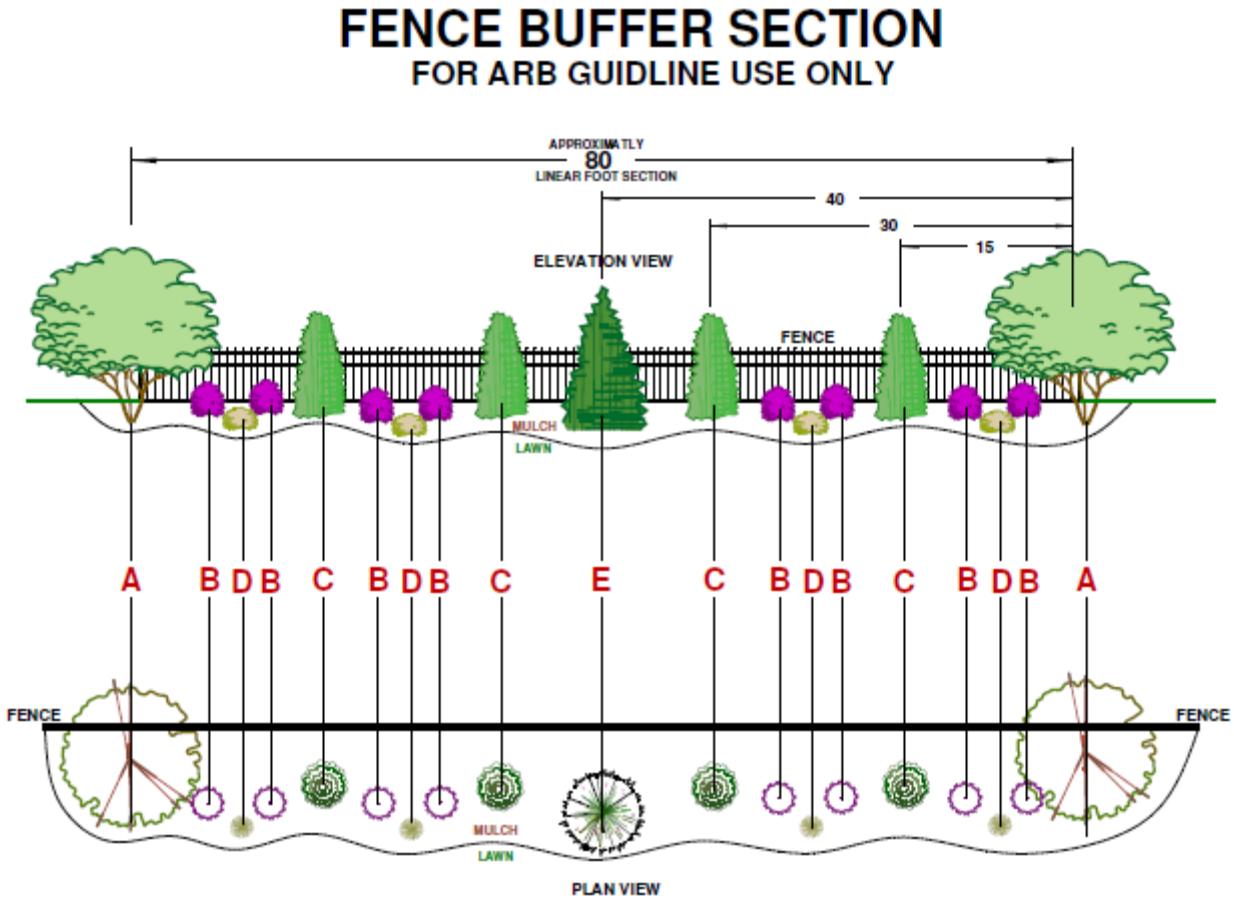
Maintenance of the fence is the responsibility of the property owner.

Information Required In Submittal:
1. Plot plan to indicate the exact location of the fence in relation to the house and property lines.
2. Side view elevation must be included.
3. Detailed description of material to be used (lumber and hardware).
4. Fence dimensions must be included.
5. Gate locations, dimensions and hardware information must be included.

9. **Process:**

a. Each installation will be examined on its own merit.
b. No construction shall begin without the written approval from the Architectural Committee.
c. Allow enough time for processing and approval in planning for the construction.
d. All approvals are valid for 6 months from the date of the approval.

Sample Landscape Buffer:



SUGGESTED PLANTS	
A	RIVER BIRCH
B	RUBY LOREPETALUM
C	EMERALD ARBORVITAE
D	GOLD MOP CYPRESS
E	NELLIE STEVENS HOLLY

Architectural Control Section 2.08

Garbage Cans

Garbage Cans

Garbage containers shall be kept in the residence garage, or at a specific point as so designated on the owner's approved plans on days when no collection is scheduled. Containers may not be left at curbside for more than 24 hours, and should not be visible from the street when stored during the week. Garbage Cans shall not be kept at any time on the side of the house.

Homeowners may submit an ARC request to construct an enclosure for trash and recycle containers. Materials and colors must match those of the home. Enclosure height should be approximately 6 inches taller than a normal city provided container. Refer to sample photo below.

Holiday Decorations

Holiday Decorations

Holiday decorations, which do not require approval, must be removed within ten (10) days after the event being celebrated (i.e. Christmas decorations must be removed by January 7th).

Architectural Control Section 2.10

Landscaping

Landscaping
Minor landscaping such as naturalization of an area of the yard or adding low growing shrubs and bedding flowers does not require approval, ***unless adjacent to property lines, or if it changes the contour of the land.***

Landscaping Requiring Architectural Approval:

All major landscaping projects such as mass plantings and/or hedges must be submitted for approval.

All projects that change the contour of the land, impact the grading, or are adjacent to a property line, or may obstruct a neighbor's view, will require architectural approval.

Information Required In Submittal:

1. Plot plan showing location of proposed landscaping.
2. Landscaping plan and description of plants.
3. It is the sole responsibility of the property owner to ensure that nothing is done to negatively impact a neighbor via an altered flow of water, drainage, etc.

Guidelines:

1. **Hedges and Screened Plantings:**

    a. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house.
    b. If a landscape hedge or screen will form a barrier between properties, setbacks will be required in order to accommodate plant growth.

2. No changes or modifications can be made to common property.

Mailboxes

Mailboxes

The transfer of mailbox keys between subsequent homeowners is not an HOA responsibility.

Misplaced, lost, or stolen keys are the responsibility of the homeowner.

Architectural Control Section 2.12

Painting of Home Exterior

Painting of Home Exterior

Requires Architectural Approval

All color changes must be submitted for approval.

Bright or exotic colors on doors, roofs, and other exterior surfaces will not be permitted.

Information Required In Submittal:

1. Color samples of all paints being used.
2. Clear description of color of siding, shutters, door and trim.

Items Not Requiring Architectural Approval:

1. Periodic repainting and re-staining of the existing color for maintenance does not require approval.
2. Brick must remain unpainted except when matching an existing painted brick exterior.

Architectural Control Section 2.13

Parking

Parking

Maximum of 2 vehicles parked in the driveway overnight on a continuous basis. Parking of a Vehicle in the driveway shall not block the sideway in any manner.

Only residential daily driven non-commercial vehicles may only be parked in the driveway, garage, or an approved parking pad. Vehicles may not be parked elsewhere on a lot. Vehicles cannot be parked overnight on the street. Parking on the street is not allowed except for short term none repetitive cases (examples: overnight guests, parties)

Commercial Vehicles, boats, trailers, etc. must be kept in the garage or stored out of the community.

Motorized dirt bikes, off-trail vehicles, 3-wheel vehicles or go-carts are not permitted on public streets, or any portion of the common property and must be stored in the garage.

Rain Barrels

Rain Barrels

Requires Architectural Approval

Guidelines:

Maximum of two (2) rain barrels up to 50-gallon capacity are allowed on each lot. Rain barrels should be placed in the back yard not visible from the street.
The color and design of the rain barrel must be attractive and work in harmony with the landscaping and home. No plastic or PVC barrels are permitted. Plantings or screening shall be used to shield/blend the barrel into the landscaping. Evergreen shrubs no less than 2/3 the height of the barrel shall be required.
A rain barrel placed in the front yard is subject to approval on a case-by case basis. Under no circumstance shall there be more than one (1) barrel allowed in the front yard.

Architectural Control Section 2.15

Screened Porches/Additions

Screened Porches/Additions

Requires Architectural Approval

Guidelines:

1. Must be of same material, style and color of existing home.
2. Roof must have a pitch consistent with that of the house.
3. Roof must have same shingle style and shingle color as the house.
4. Siding material must be of same composition as that of the house.
5. Must be built with standard stick constructed methods. Pre-fabricated panels are not permitted.
6. Must be located on the rear of the house only.
7. Must meet setbacks from all property lines.
8. Be sure to obtain appropriate permits and inspections as required by the municipality.

Information Required In Submittal:

1. Plot plan indicating location of addition/porch.
2. Construction/builder plans.
3. Side view and back view elevation drawings.
4. Detailed description of all material to be used.

Sheds

Sheds

Requires Architectural Approval.

Sheds must match the house in color, style and materials used (i.e. siding, shingles and roof pitch). No plastic or metal pre-fabricated sheds are permitted. Sheds must be site build out of wood. Sheds may not exceed 8 feet in length, 8 feet in width or 8 feet in height. Sheds must be located in rear yards within building setbacks. Landscaping shall be required to screen the building from neighboring views. A Landscape plan shall be submitted with the ACC request. The plan shall consist of at least six evergreen plants at a height of five feet when planted.

Architectural Control Section 2.17

Signs

Signs

No sign whatsoever shall, without the ACC's prior written approval of plans and specifications therefore, be installed, altered, or maintained on any lot or on any portion of a structure visible from the exterior thereof, except: one temporary sign per Lot that advertises property for sale or rent, which has a maximum face area of four square feet, and which is conservative in color and style; such permits as may be required by legal proceedings; such permits as may be required by governmental entity.

Signs must comply with city and county sign ordinances.

Allowed signage:

One political sign may be placed on a lot without approval. The political sign shall not be placed more than 60 days prior to an election and must be removed from the lot 24 hours after the election. It may not be placed within the City right of way. Failure to remove political signs may result in a fine by the Association.

Special event signs may be permitted based on the following:
A single sign no more than nine (9) square feet celebrating the graduation of a high school senior (grade 12) or a custom "Happy Birthday" yard greeting sign, may be placed on a lot after architectural approval is received. These signs will be single event signs and allowed for a period of seven (7) days. Failure to remove signage at the end of the 7-day period may result in a fine and may result in future sign installation requests being denied.

One security company sign may be placed near the front door of the property without approval.

In no event during approved modification of any structure permitting shall more than one job identification sign be approved by the ACC. No vendor or subcontractor sign may be posted after construction has been completed.

Skylights and Attic Fans

Skylights and Attic Fans

Requires Architectural Approval

Skylights or attic fans that alter the exterior appearance of the roof must be submitted to the Architectural Committee for approval.

Information Required In Submittal:

1. Plot plan showing the location of the addition.
2. Description of style, size and materials to be used.
3. Must be located on the rear of the house.

Guidelines:

The addition of a skylight or attic fan must be located in the section of roof facing the back of the lot.

Architectural Control Section 2.19

Solar Collectors

Solar Collectors

Requires Architectural Approval

Information Required In Submittal:

1. Drawing showing location of unit on the roof.
2. Plot plan showing visibility from the street and neighboring lots.
3. Photo of the collector.

Guidelines:

1. Solar collectors must be installed so as to be as inconspicuous as possible.
2. Whenever possible collectors should be placed on the rear of the home or on the side that has the least public exposure.
3. Collectors should be attached only to the roof, not free standing or ground mounted.
4. Every effort must be made to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match the roof coloring. There should be a minimum exposure of piping with no piping running down the side of the dwelling.
5. The ideal installation is one that is laid flat on the roof.
6. Any tree removal required to allow increased solar exposure to the collectors, must adhere to the tree removal guidelines.
7. No topping or removal of trees on association common areas and/or greenways shall be allowed.

Architectural Control Section 2.20

Spas/Hot Tubs

Spas/Hot Tubs

Requires Architectural Approval

Information Required In Submittal:

1. Plans and specifications showing the nature, kind, shape height, materials, and location must be submitted.
2. Plot plan showing the location of hot tub.
3. Plan for screening (fencing or live screening)
4. Special Review and onsite meeting by ACC required

Guidelines:

1. Any wood support structure must be the same color as the house or deck,
2. Hot tub cannot be located within a buffer or easement.
3. All Health Department regulations must be met.
4. Hot tub must be screened from street view.
5. Hot tub can be freestanding; it must be adjacent to the house.
6. Spas and Hot Tubs shall have heavy review from the ACC to ensure compatibility with surroundings.

Architectural Control Section 2.21

Stone Walls/Retaining Walls

Stone Walls/Retaining Walls

Requires Architectural Approval

Information Required In Submittal:

1. Plot plant indicating location of the wall.
2. Drawing from side view with clear detailing of dimensions.
3. Detailed description of material being used.

Guidelines:

1. Must be constructed with traditional building methods; example: sand base, all stones must be level.
2. Must accommodate for all proper drainage and runoff.
3. May require engineering design and municipal permits.
4. Wood retaining walls may be allowed after all other retaining wall means are exhausted

Storage

Storage

1. No trade materials or inventories may be stored upon residential lots.
2. Temporary storage of materials for modification projects should be discreetly placed and orderly maintained.
3. All toys, tools, ladders, lawn mowers, etc. are to be stored inside the residence.
4. Storage utilized under a deck must have lattice or landscaping to screen the view from neighbors and streets.
5. Temporary storage containers (i.e. PODS, Packrats, etc.) are allowed without prior approval in emergency situations only. All other situations must receive prior approval and will be allowed for a period of up to 20 days. Requests for time extensions beyond 20 days will be reviewed on a case by case basis and may or may not be approved. Every effort should be made to store these containers in the driveway.

Architectural Control Section 2.23

Swing Sets, Playhouses, Other Play Equipment

Swing Sets, Playhouses, Other Play Equipment

Requires Architectural Approval

Information Required In Submittal:

1. Plot plan showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment.
3. Description of the materials to be used.

Guidelines:

1. Permanent play equipment must be installed so as to be as inconspicuous as possible, and should be placed to minimize views from all streets. The equipment cannot be placed closer than 15 feet to any property line. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit. The 15 ft setbacks are a requirement of the municipal zoning ordinances.
2. The Architectural Committee 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 Management Company to verify if the complaints are valid and if action needs to be taken.
3. The Architectural Committee may require screening along the property lines in order to block the view and/or noise from neighboring lots. This requirement will be decided on an individual basis due to differing lot plans.
4. Non-permanent play equipment must be stored out of sight each day so that it does not detract from the neighboring surroundings.

Play Houses

Guidelines:

1. Siding material must be the same color and composition as the home.
2. Roof pitch must be consistent with the home.
3. Roof must be of the same materials and color as the home.
4. Must have suitably constructed floor system and/or foundation.
5. Maximum size is 64 sq. ft. (8 ft x 8 ft)
6. Must be located behind the home, so as to be screened from view of the street.
7. Must be at least 10' from neighboring property lines.
8. May not exceed one story in height.
9. Plastic is not allowed.

Other Play Equipment

Must be submitted for approval and will be reviewed on an individual basis. Must meet the above requirements. Bright colors are not allowed. Screening may be required.

Architectural Control Section 2.24

Tree Removal

Tree Removal

Requires Architectural Approval

If a tree on your property is dead, diseased or poses an imminent threat or danger to a person or a property, it may be removed without approval. If a tree in the common area poses a danger, please contact the management company.

You must receive approval to remove living trees that are 4 feet in height or greater and/or 4 inches in diameter or greater. You may be required to replace any trees that are removed.

Information Required In Submittal:

1. Plot plan showing location of tree.
2. Explanation of reasoning for removal of the tree.

No tree from the common area may be removed without express written consent from the Board of Directors. If you wish to remove a non-threatening tree from common area, please contact the Management Company to be placed on the next board meeting agenda for review of the situation.

Architectural Control Section 2.25

Vegetable Gardens

Vegetable Gardens

Requires Architectural Approval

Guidelines:

One (1) Flower/Vegetable garden located wholly in the rear portion of a lot and a minimum of 15 feet from the property line do not require approval. The maximum size shall be 64 square feet.

Maintenance of gardens is required. Excess debris must be removed at the end of the gardening season.

No compost piles are allowed on any portion of the property.