

ARCHITECTURAL STANDARDS AND CONSTRUCTION SPECIFICATIONS

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Table of Contents

Appeals	3
Submittal & Approval Process.....	3
Items to be submitted:	3
Reminders:	3
Maintenance.....	4
Additions & Changes To Homes.....	4
Awnings	5
Basketball Goals.....	6
Clotheslines.....	6
Decks, Patios, Arbors, Screens	6
Detached Structures	7
Driveways & Parking Pads	8
Fences	9
Garden Plots	11
Lawn Ornaments, Decorations, Outside Lighting, Signs & Flags	12
Mailboxes.....	12
Painting Exterior of House	13
Parking.....	13
Pets, Pet Houses, Pens	13
Skylights & Attic Fans.....	14
Solar Panels.....	14
Storage.....	15
Swimming Pools & Hot Tubs.....	15
Swing Sets, Playhouses, Jungle Gyms	15
Window Air Conditioning Units.....	16

Appeals

To appeal a disapproved submittal, the homeowner should submit a written appeal to the Board of Directors, 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 CAS, Inc. to be placed on the agenda for the next meeting. Any deviations from these standards will be addressed through the violation process.

Submittal & 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. Submittals should be made via the Arbor Creek NABR App or website.

Items to be submitted:

Submit your completed Architectural Request Form to CAS, Inc. to perform an initial review for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner.

All completed submittals will be forwarded to the appropriate Committee. The committee may review the request and inspect the site. The committee will approve or reject the Request.

A homeowner who wishes to meet with the Committee should contact CAS, Inc. to be placed on the agenda for the next scheduled meeting. CAS will advise the homeowner of the final decision of the Committee.

The ARC will approve or deny an application within sixty (60) days of receipt of a completed application that contains all information necessary for review. The ARC reserves the right to request additional information to evaluate the application. An application is not considered to be complete until all information requested by the ARC has been provided. If an Owner fails to provide any requested missing information within thirty (30) days of the ARC's request, the application will be denied. However, the applicant may submit a new application with the requested information to the ARC for its review.

Reminders:

1. No change shall begin without written approval from the committee via CAS, Inc.
2. Building permits may need to be obtained. It is the responsibility of each homeowner to obtain these permits.
3. Allow at least thirty (30) days for processing and permits in planning for changes.

Maintenance

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

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

1. Shrubberty, Trees, Lawns
2. Driveways & Sidewalks
3. Mailboxes
4. Decks
5. Fences
6. Play Equipment
7. Roofing
8. Siding
9. Paint & Stain
10. Garbage Can Storage

Architectural Standards & Control Specifications

Additions & Changes to Homes

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, carports or attached structures of any kind. Also, any changes to windows, roofing, doors, or chimneys / fireplaces require approval.

Items Not Requiring Architectural Approval

Normal maintenance to preserve the structure in its original state does not require architectural approval. Approval should not be required for roof replacement when the replacement is for maintenance purposes and the new materials, style, finish, design, dimensions, color and construction is the same as the existing roof.

Information Required in Submittal

1. Plot plan showing the location of the changes and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.
2. Elevation showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint colors and single samples, if applicable.

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. Gutters, Downspouts, aluminum fences, and other metal hardware should be an original factory paint color and should not be painted or repainted.

Awnings¹

Items Requiring Architectural Approval

All awnings require architectural approval.

Information Required in 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. Any wood structure should be same color as house or deck.
5. Upon deterioration, the awning will be repaired or replaced.

¹ Revised 8/19/98

Basketball Goals²

Items Requiring Architectural Approval

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

Information Required in Submittal

1. Plot plan showing location of basketball goals.
2. Picture or description of item.
3. Description and placement of screening.

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

Clotheslines

Outside clotheslines shall not be permitted upon any lot at locations where they can be viewed from any street.³

Decks, Patios, Arbors, Screens⁴

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

Deck Materials

1. Deck materials are generally treated wood and must be weather resistant.
2. The types and treatment of wood shall be like that of fences.
3. Posts may be made of brick, pressure treated wood or other suitable material.
4. Include any landscape plan/screening of the area underneath the deck.

Patio Materials

1. Concrete slabs, smooth finish.
2. Bricks with sand fill or grout.
3. Stone with sand fill or grout.
4. Include any landscape plan with your request for the area around the perimeter of the patio.

² Revised 2/03

³ Revised 8/8/13

⁴ Revised 8/19/98

Height of Deck, Arbor and Screens

1. Decks should be of a reasonable height for their intended purpose.
2. Arbors should be no higher than eight (8) feet above the deck surface.
3. Free standing deck screens (e.g., lattice) shall not exceed five (5) feet in height.
4. Screens as part of an arbor may extend to the arbor.

Location and Restrictions

1. Patios should be located behind the house and may not extend around corners or be free standing in other areas of a backyard.
2. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
3. The construction of decks or patios within a buffer area will not be allowed.
4. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
5. All permits and building codes must be in compliance with local regulations.

Information Required in 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.
4. All contractors must be licensed and insured.

Detached Structures

Items Requiring Architectural Approval

All detached structures require approval prior to construction. Examples include storage sheds, greenhouses, garages, and carports. All detached structures must be placed on a foundation.

Information Required in Submittal

Architectural approval must be received prior to any construction. A request for approval shall include:

- a. Official plot plan or survey showing lot boundaries, the existing building and the proposed structure.
- b. Two elevations of the proposed construction showing the proximity to the residence.
- c. Description and location of any trees to be removed.

Guidelines

1. Permanent structures should be installed to be as inconspicuous as possible and must be placed out of view of any street. It should not be placed any closer to the adjoining property lines than the building setback line. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Structures should match the house in color and style as much as possible.
3. Metal sheds are not within the general scheme and development of the community and do not match the aesthetics of the community.
4. No structure shall infringe upon the setbacks for the lot.
5. All structures must be property maintained.

Driveways & Parking Pads

Items Requiring Architectural Approval

Any parking pads or changes to driveways require architectural approval.

Location & Restrictions

1. Driveways and vehicle parking pads shall be concrete only. Any other type of pad (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.

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, height, and width as well as any landscaping that will be added along the perimeter.

Fences⁵

Styles

1. Picket
 - a. Pickets must be constructed with decorative picket design.
 - b. "Belhaven" Style Aluminum Pickets matching the pool and playground fences
2. Split Rail
 - a. Split Rails must be constructed of round posts and two rails.
3. Scalloped, Rainbow or Dog Eared
4. White vinyl or powder-coated aluminum-style approved by the Architectural Committee.

Color

1. Natural wood, powder-coated aluminum, or white vinyl.

Materials

1. Fence itself to be wood, powder-coated aluminum, or white vinyl.
2. All wood styles above may be either cedar, redwood or treated pine lumber.
3. NO wire, chain or concrete fences are allowed.

Height

1. The maximum height allowed is noted below. A uniform height is to be maintained parallel to the ground line.
2. The maximum height allowed for the Picket Style fence is 4 ½ feet measured from the ground to the top of the posts.
3. The maximum height allowed for the Split Rail Style fence is 3 feet measured from the ground to the top of the posts (the highest point).
4. The maximum height allowed for the Scalloped, Rainbow or Dog-eared Style fences is six (6) feet measured from the top of the posts (highest point).
5. The maximum height allowed for the White Vinyl Style is six (6) feet measured from the top of the posts (the highest point).

Location

1. Fences may enclose all or part of a home's backyard and may extend farther than the back corners of the home only to cover utilities, side garage doors or crawl space doors. The fence on the side of the home without utilities, side garage doors or crawl space doors may extend no farther than ten (10) feet from the back corner of the home. If the fence extends farther than the back corners of the home, the area in front of the fence that faces the street must be landscaped.

⁵ Revised 2/03; Revised 8/8/13, Revised 7/7/2022

2. Fences may be constructed directly on the inside of the property line. If there is a neighboring fence, the fence may abut to it, not to interfere with the structural soundness of the neighboring fence.
3. Property owners are cautioned that building a fence that infringes on easements or access rights-of-way may result in destruction or removal of the fence. Such building is done entirely at the risk and expense of the property owner.
4. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Architectural Committee. Construction within a buffer area may also require approval from the Town.
5. Submit a top-down map (surveyor's plot) to indicate the exact location of the fence in relation to the house and property lines.
 - a. Dimensions must be included.
 - b. Elevations (side view) must be included.
 - c. Gate locations must be included.

Setback

May be required for the sake of landscaping.

Landscaping

1. Must be included with the request.
2. For fences that extend farther than the back corners of the home, the area in front of the fence that faces the street must be landscaped.

Construction Details

1. All hardware is to be galvanized.
2. For the Picket Style, slats may have a maximum 1 ½ inch gap between vertical slates.
3. The finished side of the fence styles must face the adjoining lots.

Maintenance

1. Maintenance of the fence is the responsibility of the property owner.
 - a. All fences, except natural wood fences, must be stained, pressure washed, painted or otherwise treated to prevent discoloration (i.e. mold, chipping paint, etc.). If pressure-washing or other cleaning is not sufficient, fence should be repainted.
2. Yards must be maintained up to the property line, inside and outside of the fence.

Process

1. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
2. No construction shall begin without written approval from the Architectural Committee and/or the Board of Directors.

The Village at Arbor Creek ONLY

Color - Fences should be natural wood, powder-coated aluminum, or white vinyl.

Materials - Fence may be wood, powder-coated aluminum or white vinyl. Wood fence may be either cedar, redwood or treated pine lumber.

Location - No fence shall extend closer to the front of the home than midway Between the front and back corners of the dwelling.

Height - The maximum height allowed for Scalloped, Rainbow or Dog-Eared Styles is six (6) feet measured from the ground to the top.

Garden Plots

Items Requiring Architectural Approval

Gardens in single family residential areas will not require prior approval from the Architectural Committee if they are wholly located in the rear portion of the lot and a minimum of ten (10) feet from the side and rear lot lines. Any tree removal required to provide space for the garden must adhere to tree removal guidelines.

Architectural Committee approval is required for any garden location other than described above or any deviation from the above guidelines.

Compost piles are allowed within your property lines. An Architectural Request Form must be submitted for approval concerning the location.

Guidelines

Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural state. This would include removal of stakes and any other structural additions required for harvesting the garden.

Tree Removal Guidelines

Tree removal guidelines must be followed. No trees measuring six (6) inches or more in diameter at a point two (2) feet above the ground level may be removed without prior written approval.

Lawn Ornaments, Decorations, Outside Lighting, Signs & Flags⁶

Items Requiring Architectural Approval

Lawn ornaments, lantern poles, flood lights, security lights and fishponds. All signs.

Items Not Requiring Architectural Approval

Decorations including holiday decorations; landscape or accent lighting; wall mounted flags and lanterns; for sale, for rent, garage sale, yard sale, political campaign signs (if they are removed within 15 days post-election). No sign should be placed on common property. Signs are limited to one per yard, no larger than 36" square.⁷

Information Required in Submittal

1. Plot plan showing location of item.
2. Picture or description of item.

Guidelines

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

Applications for Free standing flagpoles are likely to be denied as free-standing flag poles do not fit into the scheme and plan of development and the aesthetics of the community.

Mailboxes

1. In keeping with the aesthetics of the community, all new mailboxes or replacements shall conform to the Uniform Mailbox Regulations approved for the community which is a white post and a black mailbox.
2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

⁶ Revised 2/03, 7/22

⁷ Revised 8/8/13, 7/22

Painting Exterior of House

Items Requiring Architectural Approval

1. Color changes made to the existing colors should have architectural approval. (Submit color samples with your application).

Items Not Requiring Architectural Approval

1. Periodic repainting and re-staining with the existing color does not require approval.

Parking

1. No commercial licensed vehicle, 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.
2. All vehicles must be parked in the driveway, not on grassed or soil surfaces of the lot.

Pets, Pet Houses, 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 should be at least ten (10) feet from the property line.
2. They should be located in the back or side yard (whichever is least conspicuous).
3. Screening should be provided as much as is possible.
4. No chain link or metal fencing is allowed. The fencing must be one of the approved fence styles.
5. No animal may be kept or secured by being chained, tied, or otherwise attached to an inanimate object.

Information Required in Submittal

1. Plot plan showing the location of the proposed structure.
2. Description of the materials to be used.
3. Description of the type, size, and number of animal(s) to be enclosed.
4. Description of the plantings to be provided for screening.

Skylights & Attic Fans

Items Requiring Architectural Approval

The addition of a skylight or attic fan that alters the exterior of the roof should be approved by the Architectural Committee.

Information Required in Submittal

1. Plot plan showing the location of the addition.
2. Description of style, size, and materials to be used.

Solar Panels⁸

Items Requiring Architectural Approval

All solar panels require architectural approval.

Information Required in Submittal

1. Drawing showing the location of the unit.
2. Plot plan showing visibility from streets and neighboring lots.

Guidelines

1. Panels should be attached to the roof, not free-standing or ground mounted.
2. Every effort must be taken to camouflage the plumbing/conduit and supports for 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/conduit. Piping/conduit running down the side of the dwelling is not permitted.
3. The ideal installation is one that is laid flat on the roof.
4. Any tree removal required to permit increased solar exposure to the panels must adhere to the tree removal guidelines.
5. No topping or removal of trees on association common areas and/or greenways is allowed.

⁸ Revised 7/22

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.

Swimming Pools & Hot Tubs

Items Requiring Architectural Approval

Only in-ground pools are allowed.

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

Information Required in Submittal

1. Plans and specifications showing the nature, kind, shape, height, materials, and location must be submitted.
2. Plot showing the location of pool or hot tub.
3. Plan for screening (fencing or live screening).

Guidelines

1. Any wood support structure should 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 should be screened from view from any street.

Swing Sets, Playhouses, Jungle Gyms

Items Requiring Architectural Approval

All permanent play structures and equipment should be approved by the Architectural Committee prior to installation and placement.

Information Required in Submittal

1. Plot plan showing location of play equipment and distance from the play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment.

Guidelines

1. Permanent play equipment should be installed to be as inconspicuous as possible. It should not be placed any closer to the adjoining 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 along the property lines in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.
3. Non-permanent play equipment should also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

Window Air Conditioning Units⁹

Items Requiring Architectural Approval

All window air conditioning units should be rear facing and not visible from the street.

Information Required in Submittal

1. Drawing showing the location of the unit.
2. Plot plan showing visibility from streets and neighboring lots.

Guidelines

1. Window air conditioning units should be installed to be as inconspicuous as possible.
2. Whenever possible, units should be placed on the rear of the home or on the side that has the least public exposure.

⁹ Revised 8/8/13