

GLENRIDGE

HOMEOWNERS ASSOCIATION



Architectural/Appearance Standards

&

Construction Specifications

Revisions Adopted by the Board of Directors

October 2, 2018

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OVERVIEW

The Glenridge Community Association Board of Directors and the Architectural Review Committee (ARC) have established these standards to assist homeowners with 1) complying with the Glenridge Community Association's Declaration of Covenants and Restrictions, or 2) obtaining prior approval for exterior changes on any property individually owned, or on property owned in common by all property owners in Glenridge. This document also provides common standards for the appearance, maintenance, and general upkeep of one's house and property.

The relevant guidelines in the Glenridge Community Association Declaration of Covenants and Restrictions are:

PURPOSE

Section 1. Article VII. Architectural Control - Page 25. Declaration of Covenants and Restrictions -

The primary purpose of these covenants and restrictions and the foremost consideration in the origin of same has been the creation of a community which is aesthetically pleasing and functionally convenient. The establishment of certain objective standards relating to design, size and location of dwellings and other structures makes it impossible to take full advantage of the individual characteristics of each parcel of Property and of technological advances and environmental values. In order to implement the purposes of these covenants, the Company shall establish and amend from time to time objective standards and guidelines, including, but not limited to, Architectural Standards and Construction Specifications, Uniform Sign Regulations, Uniform Mailbox Regulations, Landscape Guidelines, and Environmental Rules and Regulations as defined hereinafter, and which shall be binding on all Property Owners within Glenridge.

In a planned community such as Glenridge, the question naturally arises as to how to maintain a harmonious, quality development as the community matures. The standards in this document attempt to provide a meeting ground between private interests and the broader interest of the Glenridge Community as a whole.

The Covenants described above run with the land; are binding on all homeowners and renters, and should be fully understood. The fact that each homeowner is subject to these Covenants should assure all homeowners that the standards of design quality will be maintained in order to create a community of high quality and visual harmony, and also to protect property values.

It is the intended effect that these standards will result in an equitable and consistent handling of all applications for Architectural Committee Review and approval so the necessary value judgments will be kept to a minimum. The standards provide a more concise description of the expectations and requirements. Each property owner should read the Declaration to obtain a full understanding of the Architectural Control Standards. To assist you, we provide the full text in the overview to this document.

ARCHITECTURAL CONTROL – Article VII - Covenants and Restrictions. (Page 25)

ARCHITECTURAL REVIEW COMMITTEE

Covenants & Restrictions – (Page 28) Article VII - Section 3 – Review Board

The Architectural Review Board shall be composed of at least-three (3) but not more than eleven (11) Members, all of whom shall be appointed by the Board of Directors of the Association. At least one (1) Member of the Association other than the Company shall be a Member of the Architectural Review Board at all times. The Architectural Review Board will be formed at such time as architectural approval authority is delegated to the Association by the company.

The HOA Board has a responsibility to all the Homeowners in the community to protect the well-being of its residents and the value of their property by enforcement of these rules and regulations. The standards which follow are the procedures and guidelines applied by the Architectural Review Committee and the Board of Directors to assist the association and its members in the design review process. It is intended that these standards will serve as a positive tool to assist in the full and free use of each homeowner's property in a manner that is consistent with the aesthetic and harmonious development of the Glenridge community.

The Architectural Review Committee ("ARC") serves as representatives of the Board of Directors ("Board") while enforcing the Guide. Compliance with this Guide is required, but is not the sole basis for review or approval, nor does it guaranty approval of any application. In reviewing each application, the ARC may consider any factors it deems relevant. Decisions may be based purely on aesthetic considerations. Each owner acknowledges that determinations as to such matters are purely subjective in nature and that opinions may vary as to the desirability and attractiveness of a proposed addition or modification.

The following are the responsibilities of all parties as they relate to the Architectural/Appearance Standards & Construction Specifications.

- **Board of Directors** – The Board of directors is responsible for appointing members of the Architectural Review board/committee. The Board of Directors is responsible for reviewing all appeals of all architectural requests as well as making decisions about non-compliance violations and related penalties or legal remedies. They are also responsible for the final interpretation of the Declaration of Covenants, Conditions and Restrictions.
- **Architectural Review Committee** – This committee is charged with conducting the review of all applications for exterior changes and with rendering a decision to the applicant in writing within 30 days of receipt of the application.
- **Homeowner** – Each homeowner is responsible to properly complete and submit an Architectural Request Form to the Property Management Company in accordance with the requirements of these standards and specifications. Each homeowner is also responsible for adhering to this policy and complying with the decisions made by the Board of Directors.
- **Property Management Company** – It is the Property Management's responsibility to collect all Architectural Request Forms submitted for approval and to screen all applications for initial completion. Completed applications will be provided to the ARC. The management company is responsible for communicating the Committee's decision to the homeowner. The management company is also responsible for maintaining all files and records of the Architectural Review Committee and the Board of Directors.

WHAT MUST HAVE ARCHITECTURAL APPROVAL?

The committee's prior approval is required for **ANY CHANGE** in the exterior of a property pursuant to **Article VII, Section 2, Controls. (Page 25 of Covenants & Restrictions)** except as otherwise provided herein. *“One (1) copy of all plans and related data shall be furnished to the Company for its records. In the event of such plans neither granted nor denied within thirty (30) days following receipt by the Company of written demand for approval, the provisions of this paragraph shall thereby be waived”.*

This requirement applies to every homeowner's private property and any common areas. NO APPLICATION is necessary to make repairs and/or restoration to original condition/ or condition that was approved upon prior application.

TYPES OF CHANGES WHICH REQUIRE ARC APPROVAL

Such as but not limited to;

- Changes to the Exterior of the home, such as, but not limited to:
- Change in exterior paint color/materials – (Siding/doors/trim.)
- Addition or extension of decks and porches.
- Driveway extensions and parking pads.
- Fence installation.
- Major Landscaping Changes.
- Installation of permanent basketball goal.
- Installation of playsets.
- Placement of dumpsters/Storage Units on any property
- Pool Installation.

TYPES OF CHANGES WHICH DO NOT REQUIRE APPROVAL

Such as but not limited to;

- Periodic repairs and repainting /staining with the existing color for maintenance.
- Replacement of doors/windows that are same as existing in material/color and size.
- Minor landscaping.
- Removal of dead trees or shrubs.
- Flower boxes that are painted to match exterior color approved for home.

REVIEW CRITERIA

The committee reviews each application on the individual merits of the application. The committee's decisions are based on:

- **Validity of concept** – the change must be sound and appropriate to its surroundings.
- **Landscape and Environment** – the exterior change must not unnecessarily destroy or blight the natural landscape of the achieved man-made environment.
- **Relationship of Structures/Adjoining Property** – The proposed change should relate harmoniously to its surroundings and to existing buildings that have a visual relationship to the change.
- **Protection of Neighbors** – the interest of neighboring owners should be protected by making provisions for matters such as – water drainage, sound and site buffers, view preservation, light and air, and other aspect of design which may have substantial effects on neighboring properties.
- **Design Compatibility** – the proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony, style, scale, materials, color and construction details.
- **Workmanship** – the quality of work must be equal to or better than that of existing structures. Poor workmanship may cause the owner problems that may be visually objectionable and be a safety hazard or nuisance for neighbors and community.

DESIGN APPLICATION REQUIREMENTS AND REVIEW PROCEDURES

Please review ARTICLE VII: ARCHITECTURAL CONTROL (Page 25) of the Covenants & Restrictions prior to submittal of any application for ARC review. Should any discrepancy exist between the Community Rules and Regulations and the Declaration, the more restrictive Covenants will control. This document is intended to clarify the process by which homeowners may customize and modify the exterior presentation of their homes and/or lots. The intent is to provide consistent guidance to owners regarding requirements for additions and modifications to property in the community, and matters of particular concern to the ARC when considering applications for approval of such conditions and modifications. Additionally, the Guide sets forth various restrictions on other matters relating to community standards and the overall appearance of property in the community.

All requests must follow the stated approval process.

DESIGN APPLICATION - The application review process will be completed in 30 days upon receiving the application, and a written response will be mailed once decision is made. Incomplete applications will be returned which may cause further delay in obtaining approval.

What must be included on the application?

- Plat map of lot indicating exact proposed location of change/new structure.
- Detailed description of change/addition including a clear sketch with dimensions.
- Materials – type and colors.
- Paint/Stain colors – color swatch must be included.
- Specifications – materials, color, dimensions, location etc.
- For Tree removal - a survey plat showing placement of all trees to be removed including pictures.
- Drainage plans if project involves grading, excavating or removal of dirt.
- For Pools & Spas: the placement of all pool equipment and hardware must be noted on the plan as well as type, size and type of screening to be used.
- Start and estimated completion date.
- Approval by signature of proposed change by at least TWO neighbors is strongly recommended.
- Additional information may be required for review. See application requirements in each section.

APPLICATION REVIEW PROCEDURE:

In examining each application the Committee considers whether or not the exterior change is in conformance with **Article VII, Architectural Control, Section 2 of the Covenants**. Each application with all the required information will be considered on its individual merit using the Covenants and the Architectural/Appearance Standards & Construction Specifications as a basis for making a decision. A quorum, which is the majority of the number of people serving on the committee, is required to make a final decision. During the consideration of an application, the Architectural Review Committee may view the site/location, and may also contact the applicant and neighbors. All data and comments are considered carefully during the review process. The committee will approve conditionally, disapprove, or approve the application as submitted. All applicants will receive written notice regarding the committee's decision within 30 days following receipt of application. The committee will record its action and the notification/letter to the applicant, by saving copies of all records regarding the application with the property management company.

APPEALS

- To appeal a disapproved submittal, the homeowner should submit a written response including specific detailed information that clarifies why the submittal should be reconsidered. The owner may request to meet with the Committee or Board of Directors to further discuss the submittal.
- Should the submittal have been disapproved on a technicality (i.e. location or height of a fence) and the owner is willing to comply with the remedy proposed in the Committee's response, then the owner can submit the change on original application - initial and date the change(s) and submit signed document to Property Management. The revised submittal will then be reconsidered by the Committee. The owner will then receive notification (within 5-7 days) by phone/and receive written approval citing changes(s).

FINAL APPROVAL/ Walkthrough

In cases of conditional approval, final approval will be given once the Architectural Review Committee has reviewed the completed project.

CORRECTION PROCEDURES

An exterior change made without the required approval of the Architectural Review Committee constitutes a violation of the Declaration under the provisions of Article VII. Architectural Controls, (page 25) Section 2, Controls, (A)

Essentially, a violation will require removal or modification of the work at the expense of the property owner, or payment of damages incurred by the Association in having the work removed or modified. The Committee will investigate each reported violation and attempt to bring the owner or renter into compliance. Committee members may pay on-site visit to the resident, explaining any problems and agreeing upon resolutions. Should the owner or renter fail to carry out the agreed upon corrections, the Committee will submit matter to the Board of Directors of the Community Association for final resolution. This could lead to the Association filing legal action against the owner or renter.

Remedy by judgment or lien, is further explained in the Declaration under the provisions of **Article VIII. General Provisions, Section 4. Enforcement; (page 29)**

VIOLATIONS

Violations will be handled by the Board of Directors, including:

- Implementing a change, addition, or deletion without approval of a properly completed submittal.
- Deviation or non-compliance with the Covenants, Architectural/Appearance Standards & Construction Specifics.

VIOLATION RPROCEDURE REGARDING COVENANT VIOLATIONS No. 2007- 1

WHEREAS Article VII Section 1. Powers of the Bylaws of Glenridge Community Association Inc. assigns the Board of Directors the power and duty to adopt and publish rules for the administration of the Association’s affairs and for performing all responsibilities and exercising all rights of the Association as set forth in the governing documents and as provided by law

WHEREAS Article IV of the Articles of Incorporation states that the Association shall “exercise all powers and privileges and to perform all of the duties and obligations of the Association as set forth in the Declaration of Covenants & Restrictions...”

WHEREAS Article VII Architectural Control of the Declaration of Covenants and Restrictions of Glenridge Community Association outlines specific guidelines and regulations pertaining to the owners of each lot and provides that each owner shall maintain his or her unit all structures and the Board of Directors may formulate rules and regulation concerns the architectural control and use of the property.

WHEREAS the Board of Directors recognizes the need for specific procedures to be set for members of the Association with regards to covenant violations outlined and defined in Exhibit A.

THEREFORE, BE IT NOW RESOLVED THAT effective June 1, 2007 the Board of Directors duly adopts the Policy Resolution 2007-1 regarding violations of the Covenants by members of the Association.

This resolution will remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

ARCHITECTURAL/ APPEARANCE STANDARDS & CONSTRUCTION SPECIFICATIONS

Revisions Adopted on October 2, 2018

The following standards and specifications provide specific guidance and requirements regarding particular design situations frequently encountered in Glenridge. Outlined are generally accepted methods for achieving the required objectives and standards. Merely following the guidelines does not guarantee approval. Please review ARTICLE VII ARCHITECTURAL CONTROL (Page 25) of the Covenants & Restrictions prior to submittal of any application for ARC review. Should any discrepancy exist between the Community Rules and Regulations and the Declaration, the more restrictive covenant will control.

This document clarifies the process by which homeowners may customize and modify the exterior presentation of their homes and/or lots. The intent is to provide consistent guidance to owners regarding requirements for additions and modifications to property in the community, and matters of particular concern to the ARC when considering applications for approval of such conditions and modifications. Additionally, the Guide sets forth various restrictions on other matters relating to community standards and the overall appearance of property in the community.

MAINTENANCE & APPEARANCE OF PROPERTY

Each owner is responsible for maintaining his/her property in a way that does not detract from the community's overall beauty. Owners are required to take this responsibility seriously, as it can severely affect the value of all properties in the subdivision. Maintenance affects the visual character and economic values of the property and neighborhood and, potentially, can sometimes be a matter of safety. No application is necessary to make repairs and restoration to original condition.

IMPORTANT

Many additions to a homeowner's property may require permits or approvals from the Town of Cary or Wake County. It is the homeowner's responsibility to determine whether such permits or approvals are required. Application approval by the Architectural Committee or the Board of Directors does NOT constitute approval by the Town of Cary or Wake County related to permits, variances, setbacks/buffers, or easements. The ARC Committee and/or the Board are not responsible for governmental regulations; therefore, neither the Board nor the committee accepts any liability for approving the application.

ANTENNAS and SATELLITE DISHES

Satellite dishes are permitted, but should be no larger than 3 ft. in diameter. *See Article VII – Section 2 Controls - (J)* It is preferred that residents place all antennas and satellite dishes on the rear of a house.

- **Maintenance** – must be kept clean and free of mold/stains.
- **Approval Required** – Yes.
- **Application Requirements** – location, color, dimensions. If not placed in the rear, residents must document the need for alternate placement for ARC’s review. Please also submit to ARC a plan to minimize the view from the street of any antennas and satellite dishes.

ARBORS – (incl. PERGOLAS & GAZEBOS)

- * **Arbors** must not exceed 8 feet in height, 4 feet in width and 3 feet in depth. Arbors must be located in the rear or side yard only; if located in the side yard, arbors shall be no closer to the front than the foundation’s mid-point.
- * **Pergolas** must be located only in the rear or side yard or on a deck. Freestanding pergolas must not exceed 9 feet in height and 12 feet in length and width. Pergolas integral with a deck or patio shall not exceed 9 feet in height nor should they exceed the dimensions of the deck or patio.
- * **Gazebos** shall be located only in the rear yard or on a deck; the size and location shall be proportional to lot size and configuration. Gazebos integral or built into the deck shall be of the same or compatible materials as the deck, and of the same color as the deck. Gazebo roof shingles may be wood shake shingles or composite material that resembles wood shake shingles, or asphalt shingles that match the house shingles in material, design, size and color.
 - **Materials Allowed** –Arbors – Wood/Wrought Iron or composite material that resembles wood. Pergolas /Gazebos – Wood or composite material that resembles wood.
 - **Maintenance** – All structures should be in good repair – free of rust, rot, mold, and stains. All wood structures should be treated with sealer and/or stained. Painted structures should not be faded or chipped. Wrought iron structures should be free of rust.
 - **Approval Required** – Approval is not required for arbors as long as these standards are met. Approval is required for all permanent Gazebos and Pergolas.
 - **Application Requirements** - Detailed site plan including dimensions, materials, and colors must be included. Color should be compatible with the color scheme of the dwelling or deck, as appropriate.

AWNINGS

Awnings are allowed in rear yard only. Awnings must be consistent with the architectural style and scale of house. The color of the fabric must be compatible with the existing house colors.

- **Maintenance** - Must be kept clean and in good repair.
- **Approval Required** – Yes.

BASKETBALL HOOPS

Basketball hoops must not be mounted on the house. Permanent Basketball Goals must be installed on the rear third of the driveway or parking pad (toward house). Portable Goals must be returned to the rear third of the driveway or parking pad when not in immediate use. All Goals must be mounted on a single pole painted black or trim color to match the house. The backboard should be white, clear or grey color. **One goal only per driveway.**

- **Materials Allowed** – Backboard should be white/clear or grey color.
- **Maintenance** - Nets and Backboards must be in aesthetically in good shape.
- **Approval Required** – For permanent basketball goals.
- **Applications requirements** – picture/map of proposed location of goal. Color and size.

CLOTHES LINES

All clothes lines are strictly prohibited on any property.

COMPOSTING

All compost receptacles require approval. Composting apparatus must be placed in walled-in or landscaped areas, and shall be appropriately landscaped, as approved, so that they will be substantially concealed or hidden from any eye-level view from any street or adjacent property. Composting receptacles must be kept behind the home's rear-most line. Receptacles should be located no closer than 3' from any property line. The ARC reserves the right to require further screening, if necessary.

- **Materials allowed** - Receptacles must be made of plastic (similar to TOC green or brown trash receptacles), or constructed of natural wood with a lid in order to maintain a neat appearance. Dimensions of any compost receptacle shall not exceed 5 feet in width or 5 feet in length. The maximum height of 40" with the lid closed shall not be exceeded.
- **Maintenance** - Proper composting should result in an earthy aroma that is not unpleasant. Malodorous compost indicates that undesirable byproducts are being produced. Those who are composting need to take immediate steps to remedy the source of any bad odors so that they don't become a nuisance to neighbors.
- **Approval Required** – Yes
- **Application Requirements** - Picture of proposed location of receptacles. Picture of receptacle, including dimensions, material, and color.

DECKS

Decks are allowed in rear of house only and should not extend past the side of the house (including deck steps). If the house has a side entrance toward the back of the house immediately adjacent to the deck, then an up-to-4 foot extension for the purpose of allowing a stairway to the side entrance would be allowed. Free-standing deck screens (e.g. lattice) must not exceed 6 feet in height. Deck arbors must not exceed 8 feet in above the deck surface. If plan includes other exterior changes, such as fencing, lights, plantings, other appropriate sections of the Architectural Standards should be considered during the completion of the application. Upon completion of the project all disturbed areas must be restored to stable condition, i.e., seeded, sodded or mulched.

- **Materials Allowed** – Pressure treated or other weather- and water-resistant Wood or Composite material (Trex).
- **Maintenance** – Must be maintained in good repair and stained.
- **Approval Required** - Yes - for new decks and /or change to current deck including - extension/ color/materials only. Repairs or restoration to existing deck does not require approval.
- **Application Requirements** – Clear drawing of proposed plan including; dimensions, materials, color, and exact location. Include plan for exterior lighting and/or landscaping.
- **Town/City. Permits** - Homeowners are responsible for all applicable Town and County permits. Application approval from the ARC committee does not constitute approval by the Town of Cary or Wake County.

DOG PENS/RUNS

Dog pens and runs are permitted only with approval. No other pens/runs are permitted. Dog pens must be located at least 10 feet from any property line where lot fencing does not exist. Pens must be located in the back or side yard – whichever is least conspicuous. Plant screening should be provided where a pen in a side yard may be visible from the street.

- **Materials Allowed** - fencing to match existing fence on property and/or approved style in of the community. Chain link and metal fencing are strictly prohibited.
- **Maintenance** – all dog pens must be kept clean and in good repair.
- **Approval Required** – Yes.
- **Application Requirements** – picture of location of pen including dimensions, fencing style including - materials, color, and plant screenings choices.

DOORS

Exterior Doors including Garage Doors and Storm Doors. All doors must be compatible with the overall house design. All doors should be painted in a complementary color of siding or brick.

- **Materials Allowed** – Wood, aluminum or fiberglass.
- **Maintenance** – Paint or stain must not be faded, washed out, chipped or stained. Paint/stain should be fresh in color. Rotted wood must be replaced with 30-60 days. All doors should be free of mold or stain.
- **Approval Required** – Yes for new style/color doors only. Not required for replacement doors of same style and color.
- **Application Requirements.** Details including style, material, color, and dimensions. Include pictures of door with 2 paint/stain color swatches. Pictures and details of door hardware must be included also.

DRIVEWAYS (including Extended Driveways/Parking Pads)

Parking of any vehicle is permitted on approved surfaces only. An approved surface is defined as a driveway or parking pad. Grass and natural areas adjacent to driveways and parking areas are not to be used for parking of any vehicles on a temporary or permanent basis.

- **Materials allowed** – Concrete only on driveways. Concrete should match as closely as possible to the color of existing driveway. Certain bricks, pavers or stone are acceptable as long they enhance the aesthetics of the property, are installed in a professional manner, and are contiguous to the existing driveway with minimal gaps. Asphalt, landscaping tiles, individual pavers, sand or clay are prohibited materials.
- **Maintenance** - Driveways must be free of stains, mold and mildew. Driveways should be power washed regularly. Every 2-4 years is recommended. Driveway expansion joints must be free of weeds.
- **Approval Required** – Yes for any driveway alteration, extension and/or addition of parking pad.
- **Application Requirements** – A dimensional spec showing the size and location of the extension/addition. Pictures of the type and color of materials must be included also.

DUMPSTERS

All dumpsters on any residential lot require approval.

- **Maintenance** – must be kept clean and free of overflowing debris.
- **Approval Required**- Yes
- **Application Requirements** – Size and location. Dates of delivery and pick up.

EXTERIOR – Colors & Materials – [See House](#)

FENCES

Fencing is a visual extension of the house and should relate to the house's materials, colors and architectural style. Fencing can detract from Glenridge's open character and may have both visual and physical impact on adjoining property. Property owners are cautioned that building a fence that infringes on easements, buffers, or access of right of ways shall be the responsibility of the owner. Owners must verify with all required governing agencies and authorities. Failure to comply may result in destruction or removal of the fence at the homeowner's expense. The property owner also must follow governmental regulations for erecting a fence. Pools and hot tubs may require different style fencing or gate by law than these architectural guidelines allow, and will be considered separately when appropriate. It is strongly encouraged that if a current neighbor's fence exists, to match or blend the style. Corner and odd shaped lots may need special consideration for style and placement. Fences must not extend past the house's front corner. No fence should impede storm water flow. The following materials are NOT PERMITTED – Split rail, vinyl, chicken wire and stockade fencing.

- **Materials Allowed** –
 - * 4 foot. Fences: Wood / Black or Dark Brown Aluminum.
 - * 5 foot. fences shall be permitted in ALUMINUM MATERIAL ONLY.(Black or brown)

- * Wood fences must have a minimum of 1 ½ - 2 inches between pickets or shadow box.
- * See photos of styles permitted below.
- * Wood fences should be treated with clear preservative or finished with a neutral wood tone stain within 6 months of installation.
- * Construction must consist of vertical members supported on horizontal members with horizontal members on inside (house side) of fence.
- * All fence heights are measured from ground level.
- **Maintenance** – All fences must be maintained in a safe and aesthetically pleasing condition.
- **Approval Required-** Yes for all new fences or change in style/color of existing fence. Repairs or restoration to original /or pre-approved condition do not require approval.
- **Application Requirements** – All applications must include photos of style, color, material and dimensions. If fence is wood, samples of stain color must be included.
- **Town/City. Permits** - Homeowners are responsible for all applicable Town and County permits. Application approval from the ARC committee does not constitute approval by the Town of Cary or Wake County.

Pictures of Accepted Fence Styles in Glenridge

Wood Styles



Aluminum Styles. (Fences)



FIREPLACES (Outdoor)

Please refer to the - North Carolina Fire Prevention Code and the Town of Cary Code of Ordinances regarding Recreational Fires and Open Burning.

<http://www.townofcary.org/services-publications/fire/hot-topics/outdoor-fires>

Stationary Outdoor Fireplaces are site constructed, permanent in nature, solid-fuel-burning, and may be constructed of stone, brick, concrete, clay, or other noncombustible material. A stationary outdoor fireplace will normally have a hearth, fire box, and chimney or stack. Stationary outdoor fireplaces are NOT considered open burning and do not require an open burning operational permit.

- Stationary outdoor fireplaces must be at least 5 feet from property lines and require a building permit for construction if it is located less than 10 feet from any building or roofed structure or if the length or width of the fireplace is greater than 12 feet.
- If the fireplace is within 10 feet of any building or roofed structure, the chimney of the fireplace must extend at least 2 feet above the building or roofed structure.
- Shall not be used to burn rubbish or yard waste.

All stationary outdoor fireplaces will be reviewed on an individual case-by case basis to determine compatibility of the proposed structure to the surrounding structures and sites. It is considered a visual extension of the house, and should complement the architectural style of the house and its surroundings. Review of proposal will be based on scale, materials, details, color and design intent.

- **Maintenance** – Fire safety is the responsibility of the owner. See refer to Fire Safety on the Town of Cary website. All fireplaces should be kept in good repair. Missing or broken bricks should be replaced promptly.
- **Application Required** – Yes
- **Application Requirements** – Detailed plan including; site location, distance from house and other surrounding dwellings, other structures and property lines; dimensions of structure, material types and colors. Pictures of the following must be included - proposed design, materials, color, site location including house.
- **Town/City. Permits** - Homeowners are responsible for all applicable Town and County permits. Application approval from the ARC committee does not constitute approval by the Town of Cary or Wake County.



FLAGPOLES

Flagpoles must not exceed 6 feet in length and must be attached to the front portion of the house or garage entry way. Flagpoles permanently installed in the ground are prohibited. Maximum of 2 flag poles per household. Homeowners/residents may also display one garden flag not to exceed 2 feet in length and one seasonal or sports flag not to exceed 3 feet by 5 feet. ARC approval is not required for installation and display of flags of the United States or North Carolina, of a size not greater than 4 feet by 6 feet, which may be displayed in accordance with or in a manner consistent with the patriotic customs set for the in 4 U.S.C. §§5-10, as amended, governing the display and use of the flag of the United States.

- **Maintenance** – Flagpoles and flags must be maintained in good repair.
- **Approval Required** - ARC approval is not required for installation of a single attached flagpole.

FOUNTAINS/ PONDS- See *Water Features*.

FRONT PORCHES (& PORTICOS)

Front porches and porticos must be compatible with architectural design of existing structure. Roof and siding materials must be the same.

- **Materials Allowed** – Siding and roof materials must be same as materials (including color) on existing structure such as – wood or cement board siding, or asphalt or fiberglass shingles. Brick should match or complement existing structure. Aluminum rails are allowed in black or dark brown color/ and wood rails which must be painted to match trim on existing structure. If extending stoop, flooring materials should be concrete or stone tiles that complement the main structure. Any additional gutters must be painted the same color as existing gutters on house.
- **Maintenance** – Porches and porticos should be free of debris, mold and stains. Paint on all materials including gutters, rails and siding must be not be chipped or faded as required on main structure also. Cracked or missing shingles should be replaced. Broken or missing brick must be repaired or replaced. All rails should be in good repair.
- **Application Requirements** – All applications must include a detailed diagram of proposed plan, including; dimensions, material types and colors. Pictures should also be included of the following; the existing structure (house), all materials including – roof, brick, rails, flooring, siding and gutters - and color chips. Plans of any additional or new landscaping around new porch.
- **Town/ City. Permits** – Homeowners are responsible for all applicable Town and County permits. Application approval from the ARC committee does not constitute approval by the Town of Cary or Wake County.

GARAGE SALES - Signs, Items for Sale

Garage sales are permitted on weekends only (Saturday and Sunday), and must operate between the hours of 8:00 am and dusk each day. Sale items must be kept in the immediate area of the garage and driveway. Advertising signs may be placed at the residence 48 hours in advance, and must be removed immediately following the sale's conclusion. Signs may be placed in common areas for 24 hours without approval. All other signs require approval. Items for sale such as cars, boats, lawnmowers, may not be displayed in front of the residence.

- **Approval Required** – Only signs posted in common areas for more than 24 hours.

GARBAGE DISPOSAL

All trash and recycling containers must be stored so as not be viewed from the street. Cans should be stored at the rear or side of home, set back from front corner out of view. Screenings such as evergreen shrubs or fencing are recommended. Containers may be placed curbside no earlier than dusk prior to collection day, and must be returned no later than 8am the day following collection. Yard waste should not be placed on the curb until the evening before pick up, except during peak leaf collection times for our zip code in the fall. If doing extensive yard work or clean up after fallen tree/limbs, permission to put waste curbside will be granted upon request. For more information regarding waste disposal and recycling please visit the Town of Cary website – www.townofcary.org

- **Materials Allowed** – Trash & Recycling receptacles are provided by the Town of Cary.

GARDENS (Vegetable Gardens)

All vegetable gardens must be in rear yard only. They are Not Permitted in front or side yards. All vegetable gardens must be located inside the physical rear property line of the house. They must not exceed ¼ of the area inside the physical boundaries of the rear yard. Plants must not exceed 4 feet or the height of any adjacent fence. They should not grow into neighboring property or open space/common areas.

- **Maintenance** – Plot should be maintained in a neat fashion, free of weeds and debris. Compost piles are not allowed on any property.

GENERATORS

Screening is required for visual and/or noise buffering purposes.

GUTTERS (and downspouts)

Gutters must be installed at the edge of a roof. Downspouts should not be located mid-way on the side of a house where they are visible to the street- they must be located at a corner of the structure. Downspouts must be located and installed so they will not create water runoff issues for neighboring properties.

- **Materials Allowed** - Vinyl in traditional style.
- **Maintenance** - Gutters should be free of leaves and clutter. Gutters and downspouts must be maintained with missing, damaged, bent, and warped pieces or sections promptly repaired (within 30-60 days). Gutters should be painted regularly in a color to complement siding and trim of home.
- **Approval Required** - Only if changing color or style. If repainting, repairing or replacing to restore to original condition no approval is required.

GRADING

Changes to the topography of your lot, including but not limited to, lot clearing, tree removal, addition or removal of fill, etc. could result in flooding due to improper drainage into a neighbor's yard. Therefore, such changes are required to be approved prior to being started. The Architectural Review Committee accepts no liability for any damage caused by such grading action, whether approved by the Committee or not. Property owners must consider neighboring property owners when any changes are made to the lot so it doesn't negatively affect the neighbor.

- **Approval Required** - Yes.
- **Application Requirements** - A copy of an approved Town of Cary permit must be submitted along with ARC application form for any major changes to the topography of a homeowner's lot. Prior to beginning land disturbing activities as defined by Section 3.13 of the Town's Land Development Ordinance within the Town of Cary, a grading permit must be obtained. Any required State and/or Federal permits must be obtained prior to obtaining a grading permit.

HOLIDAY DECORATIONS/LIGHTS

Year-end Holiday decorations are pre-approved from Thanksgiving through 15th of January. Other seasonal and festive decorations are approved two weeks prior to the event and up to seven days after the event.

HOUSE – Exterior Color & Materials

Colors and materials must be consistent with the neighborhood's general scheme and be compatible with the existing structure. It is encouraged that no two homes next to each other be painted the same color. Maintaining aesthetic harmony in the residential structures and landscaping is important to ensure and enhance property values and the community's beauty.

- **Materials Allowed** - Siding - wood/ cement board siding (e.g. Hardi Plank)/ brick. Rails should be pressure-treated wood (painted white or same as trim) or aluminum in dark brown or black. Shutters must be vinyl, wood, or composite material and consistent in design on front façade.
- **Maintenance** - House should be painted regularly (recommended every 7-10 years). Paint must not be faded, washed out, chipped or stained. Paint should be fresh in color. House must be free of mold and stains. Rotted trim, doors, windows, railings and siding must be promptly replaced (within 30-60 days) and painted to match the house.
- **Colors Allowed** - All exterior colors must be a muted earth tone. Earth tone shall mean an acceptable shade of Brown, Grey, Blue, Green, Yellow and White. Trim, shutters, doors (incl. garage), stoop/porch rails and gutter colors should complement the home's primary color. Brick should be in red/brown or deep grey ranges only.
- **Approval Required** - Yes -If changing color of any part of exterior. Approval is not required if repainting in original color or a color approved by ARC upon prior application.
- **Application Requirements** - Color swatches of all colors including name and /or color number.

HOT TUBS (Jacuzzis and Spas)

All hot tubs must be in the rear yard only, and installed as an integral part of the deck or patio area and/or landscaping. Consideration will be given to placement so as to be suitably screened from view of adjacent neighbors and so as not to create an undue disturbance. Emptying water into the yard, onto adjacent lots, or in the drainage easements is strictly prohibited.

- **Materials Allowed** - This will be determined on an individual case-by-case basis. Materials and colors must complement the existing structures and surroundings.
- **Maintenance** - Must be kept in good repair and covered when not in use.
- **Approval Required** - Yes.
- **Application Requirements** - Plans and specifications showing location, shape, dimensions, screening and materials (including colors).

LANDSCAPING (incl. Trees)

All homeowners must maintain well-tended landscaping for positive curb appeal. Shrubs, trees, natural areas and lawns should be trimmed, pruned and cared for on a regular basis. Landscape design should be consistent with lot size and compatible with general scheme of neighborhood. Yard Art included in landscaping – such as; benches, fountains, arches, ornaments etc. should be kept to a minimum and must be compatible with general scheme of community. Some require approval – See Lawn Ornament Section. Ground solar landscape lights are pre-approved provided they are conservative in design, use white lights, are limited to 2,000 lumens, and are directed towards the house or ground. Permanent lighting that requires electrical installation requires approval. See Lighting Section for more details and requirements. *Note – Caution must be used when digging deep holes so as not to cut into any electrical cable etc. Call 811 before you dig. <http://www.nc811.org>.*

Maintenance - Trees, shrubs and bushes should be trimmed and pruned regularly. All natural areas should be free of weeds and mulched. Dead or diseased trees and/or branches and stumps should be removed promptly (within 30 days). Regular pruning is required to maintain proper size in relationship to adjacent plantings and intended function. Plantings and trees should not extend into your neighbor's property, block sidewalks, or obstruct sight distance for traffic and /or road sign. (Refer to Town of Cary- Code of Ordinances, Sight Distance Requirements.) Beds should be mulched at least once a year. Mulching material must be consistent material throughout yard to maintain a uniform and neat appearance. All edging material such as; stones, brick, plastic that surrounds flower beds, tree, shrubs etc. must be maintained repaired and/or replaced as needed. Tree stumps visible from the street must be removed or ground flush with the ground (within 60 days). All garden tools including portable sprinklers should be stored out of sight when not in use.

- **Approval Required-**
 - * **Minor Landscaping** - NO APPROVAL REQUIRED– naturalizing a small area of yard, adding shrubs, trees, flower beds etc. This is considered normal improvement and is encouraged.
 - * **Major Landscaping** - APPROVAL REQUIRED - - significant projects that may be structural, have an impact on adjacent properties, or require strong aesthetic consideration. Major landscaping changes include but are not limited to – major change in plant material, change in topography drainage and runoff, addition of retaining walls, and major aesthetic changes to the front yard – ALSO No trees measuring six (6) inches or more in diameter at a point two (2) feet above the ground may be removed without prior approval (unless the tree is dead, diseased, or poses imminent threat or danger to person or property).
- **Application Requirements** - detailed landscaping plan showing quantity and location of all plantings including names. (Include pictures). Please provide details of landscape plan (with property lines shown) that may affect the adjoining lot or the flow of drainage/runoff, Details of tree removal location.
- **Town/City. Permits** - Homeowners are responsible for all applicable Town and County permits. Application approval from the ARC committee does not constitute approval by the Town of Cary or Wake County.

LAWNS

All homeowners should maintain a well-tended lawn for a positive curb-appeal.

Lawns should be planted with one of the following types of acceptable grasses; Fescue, Bermuda, Zoysia and Centipede. Crabgrass and clover are not considered acceptable as a type of grass. In general, the front of a lot should be about 50% lawn with the rest well-mulched shrubs, flower beds and/or trees.

- **Maintenance** - Lawns should be kept weed-free as best as possible and mowed regularly. Grass should not exceed a height of 6” or more at any time per Town of Cary Ordinance. Lawn grass should not encroach or extend over permanent surfacing such as driveways, curbs and sidewalks. Edging should be done on a regular basis along curb, driveway, flower beds and natural areas. Lawn clippings should be removed promptly after mowing from all surrounding paved surfaces
- **Approval Required** - Approval is only required for a major change in landscaping – see “Landscaping”.

LAWN ORNAMENTS/ DECORATIONS/FURNITURE

Lawn ornaments, decorations, and furniture, such as fountains, benches, ornaments, bird baths etc., should be kept to a minimum and are discouraged in the front and side yards of the house unless a live growing entity. A maximum of three lawn ornaments, decorations, or furniture is permitted without approval provided that they are not permanently installed and no dimension is greater than five feet. Additional lawn ornaments, decorations and furniture will be approved on an individual case-by- case basis provided they do not detract from the appearance of the neighborhood. Lawn and patio furniture are not permitted in front yards unless for temporary use. All furniture such as, but not limited to folding chairs, plastic chairs, tables, loungers etc. must be stored out of view when not in use. Decorative yard benches/chairs will be approved on an individual case-by- case basis. Front porch furniture items composed of materials such as wood/wrought iron/resin are pre-approved.

- **Maintenance** - All ornaments, flower pots, decorations and furniture must be well maintained, free of stains, rust, mold, and rotting. Broken items must be removed.
- **Approval Required** - Yes for items permanently installed or with dimensions greater than 5 feet.
- **Application Requirements** - Location, dimensions, materials and color.

LIGHTING

One walkway/entrance light on post allowed, not exceeding 6 ft. in height from base of light fixture. The lamp post should be black, white, or match the existing house trim color. Site lighting must be low intensity and when used, should only be used to accent entrances and special features being as unobtrusive as possible. Overall high levels of lights are not allowed. Intensity should be no greater than required for pedestrian safety, other than accent on landscape plantings or buildings. Exterior lighting shall be shielded from adjacent properties. Ground landscape lighting must be conservative in design, using white lights, and directed towards the house or ground. Colored lights are prohibited.

- **Materials Allowed** - Light Post should be wood or metal painted black. Lamps should be similar to or match style and materials of exterior lights on house -(front porch/garage – *not flood lights*) Landscape lights should be white and limited to 2000 lumens.
- **Maintenance** - Posts should be fresh in paint color and be free of stains, mold, rust and rotting. Burned out lights should be replaced should be promptly replaced.
- **Approval Required** - Yes for installation of any new lighting fixtures on exterior of home and property-including lamp posts and all permanent non-solar landscape lighting.
- **Application Requirements** - Dimensions, materials and color. Location is required for all landscape lighting and lamp posts.

MAILBOXES – (and Posts)

Covenants & Restrictions P.26 Art.VII Section 2. Controls (F)

All mailboxes and posts in Glenridge must conform to a single standard as specified below. Mailboxes must be a “standard” size mailbox (traditional) with rounded top/ steel latch and red aluminum flag. Address numbers must be placed on both sides of the mailbox. All posts should include a ball finial post cap. Post and cap must be painted in white gloss latex paint. Mailboxes must be installed at a height of 41- 45 inches from the road surface to inside floor of the mailbox and set back 6-8 inches from the front face of curb to the mailbox door.

- **Materials Allowed**
 - * Mailbox - Black Metal or Plastic in Standard Size – 6.9”W / 8.9”H x (18.5”L – 20.5”L)
 - * Posts - 4 x 4 Wood or PVC in white with a white ball finial post cap.
 - * Numbers - White Century Font Vinyl – 3”
- **Maintenance** - Mailboxes should be kept clean and free from mold and stains. Mailboxes should be repainted or replaced when faded. Numbers should be replaced when missing or torn. The landscaping around mailboxes should be maintained at the mailbox base.
- **Approval Required** - Yes.
- **Application Requirements** - Dimensions / materials/ colors of mailbox and post. Font type and size of numbers. Standard size mailboxes which conform to the Glenridge standards. Please refer to www.elite-mgmt.com for a list of recommended mailbox builders and installers.



PARKING – (Street Parking)

In accordance with the Town of Cary, cars must never be parked within 30 feet of STOP signs. Unregistered and /or non-running vehicles must be stored in the garage. Per the Town of Cary, it is unlawful to store a junked/aesthetic nuisance motor vehicle on public or private property within the Town’s municipal boundaries. All commercially owned vehicles must also be stored in the garage.

- **Job-site Parking** - all contractor vehicles must park uniformly on one side of the street to prevent obstruction to traffic flow. Residents must provide an area for contractor parking as much as practical. No construction vehicles are allowed to be parked overnight on a street/ driveway unless permission is granted by the ARC. All job site parking must remain a minimum of 20 feet from mailboxes and must not block neighboring driveways.

PATIOS

Patios must be located behind the house and may not extend beyond and/or around corners except as part of a walkway approach from the side of the house. Patios should be created in scale with the site and existing structures. Slope of the patio and /or walkways and that of the adjacent yard shall preserve the original run-off flow pattern and must not cause excessive water to be directed to a neighboring property or to the house foundation. Materials and colors should complement the existing structures and surroundings. Upon completion all disturbed areas must be restored to stable condition, i.e., seeded, sodded or mulched.

- **Materials Allowed** - Brick, concrete, concrete pavers, flagstone and slate.
- **Maintenance** - Patios and walkways must be kept clean and free of mold, stains and weeds.
- **Application Required** - Yes.
- **Application Requirements** - Plot plan including; the location in relationship to other structures and property line, size, materials and color. Plan that details drainage and runoff. If plan includes other exterior changes such as new landscaping or lighting these details should also be included.

- **Town/City. Permits** - Homeowners are responsible for all applicable Town and County permits. Application approval from the ARC committee does not constitute approval by the Town of Cary or Wake County.

PETS

Pursuant to Declaration of Covenants and Restrictions, Article IV, no animals, exotic animals, livestock or poultry of any kind shall be raised, bred, or kept on any lot. Dogs, cats other domesticated household pets may be kept, provided that they are not bred, or maintained for commercial purposes. Domesticated household pets are pets raised and kept within the house. The number of dogs, cats or other domesticated pets shall not exceed the Town of Cary Ordinances. It is the responsibility of pet owners to follow the Town of Cary Animal Control Ordinances. Animal Control Ordinances include but are not limited to loose pets, leash laws, removal of animal waste etc.; Additional information is available on the Town of Cary website at – www.townofcary.org or by contacting Animal Control; at 919.319.4517.

PLAY EQUIPMENT

One playset per house. Play structures must be thoughtful to the neighboring property owners. The location of the play areas should take into account the impact on adjacent properties, noise concerns, safety concerns and minimization of offensive visual impact on neighbors or public areas. All **stationery playsets**, (i.e. swing sets, play structures, play houses, sandboxes, trampolines etc.) must be submitted for approval by the committee. They must be located in the rear yard only, behind the house (inside corners) and should not be generally visible from the street. All sets must also be located at least 10 feet from neighbors' property lines. No single unit should exceed 18 ft long x 10 ft deep x 12 ft high. If there is a slide tube, dark green in color is suggested. Play Equipment such as skateboard, bike, and other types of ramps; nets such as baseball batting nets, volleyball, soccer and hockey nets are to be stored out of view from the street immediately when not in use. Tree Houses are not permitted. Upon completion of the project all disturbed areas must be restored to stable condition, i.e., seeded, sodded or mulched.

- **Materials Allowed** - Wood only, with the exception that metal trampolines are permitted. Metal play structures or structures of bright or fluorescent colors are prohibited.
- **Maintenance** - All playsets must be kept in good condition or must be removed. Wooden structures should be stained with tinted sealant in order to preserve the appearance /finish and to minimize the visual prominence of the structure
- **Approval Required** - Yes. All stationary play equipment (i.e. swing sets, play structures, play houses, sandboxes, trampolines etc.) must be submitted for approval by the committee and must include – exact location including dimensions from neighboring properties and house; dimensions color and material of structure.
- **Application Requirements** - application must include pictures that clearly define the structure's proposed location. It should also include dimensions, materials, colors and pictures of the playset to be installed. Landscape plans are required to ensure sufficient screening.

POOLS

Pools are permitted in the rear yard only and must not be visible from the street. On lots where a rear yard adjoins, or is visible from the street, appropriate screening must be installed to minimize visual impact. Above-ground pools are not permitted. All in-ground pools will be reviewed on an individual case-by-case basis. Installation must meet or exceed all applicable safety codes (including fencing), regulations, ordinances, permit requirements and inspection requirements by the Town of Cary. Run-off from pool drainage must be considered in overall landscape plan. Upon completion of the project all disturbed areas must be restored to stable condition, i.e., seeded, sodded or mulched.

- **Materials Allowed** - This will be determined on an individual case-by-case basis. Materials and colors must complement the existing structures and surroundings.

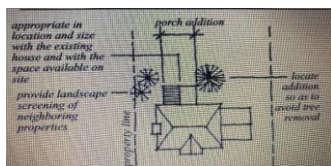
- **Maintenance** - Pools must be maintained to meet all Health Department and Town of Cary requirements. Pool decks must be kept clean and free of mold, stains or algae.
- **Approval Required** - Yes.
- **Application Requirements** - Plans and specifications showing location, shape, dimensions, and materials (including colors). Pictures of all materials and plans are required. Placement of all pool equipment and hardware must be noted on the plan as well as type, size and type of screening and safety fencing to be used in the overall landscaping plan.
- **Town/ City. Permits** - Homeowners are responsible for all applicable Town and County permits. Application approval from the ARC committee does not constitute approval by the Town of Cary or Wake County.

PORCHES – (Covered/ Enclosed/Screened)

Plans of the addition of and/or renovation of a screened (or covered porch), should aim to visually integrate the proposed porch with the existing house and the neighborhood through the consistent and complementary use of colors, materials, architectural elements, and other details. The porch should be appropriate in location and size with the existing house and the space available on the site. It should be compatible with the architectural elements of the existing house and the neighborhood, such as roof lines and trim details. The design should reflect consideration for any adverse impact of its presence or use on neighboring properties. Changes in grade or drainage pattern must not adversely affect neighboring properties. The porch's design and location should minimize tree removal and/or alteration of a natural area or other significant existing landscaping. Supplemental landscaping may be required as part of the application review. Screened porches that are elevated less than a full story above grade, regardless of design, should be provided with structural skirting and/ or landscaping to hide the understructure and visually integrate the porch with the house and the ground. The porch roofing material and any siding materials used, should match that of the house. All exposed hardware (such as chimney flues, vent caps, gutters and downspouts, etc.) must be painted to match the surface to which they are attached.

- **Materials Allowed** - Pressure-treated wood or composite decking (such as Trex). All siding and roofing materials must match existing structure/ house. See Siding and Roofing for material allowed. Railings (including guard rails) must be pressure-treated wood stained/painted OR aluminum in dark brown or black only. Doors (including pet doors) must be wood or aluminum.
- **Maintenance** - Must be freshly painted or stained. Screening material must be free of tears and in good repair. Broken or missing rails should be replaced (30-60 days) and freshly painted/stained.
- **Approval Required** - Yes - for all new screened porch additions and /or renovations. Yes – for staining or painting existing porch in a new color. Repairs and/ or restoration to original condition or color does not require approval.
- **Application Requirements** - A copy of your site plan, enlarged and drawn to scale, showing the existing house, associated elements, property lines; neighboring houses; landscape; and the screened porch. Complete elevation drawings, accurate and to scale, showing the existing house and the proposed screened porch. Detailed construction drawings of proposed porch. A detailed list of all exterior materials, including siding, railings, doors, windows (incl. skylights if any), exterior lighting and sample chips of proposed colors/stains.
- **Town/ City. Permits** - Homeowners are responsible for all applicable Town and County permits. Application approval from the ARC committee does not constitute approval by the Town of Cary or Wake County.

Example of site plan diagram which should be included with dimensions.



PORTABLE TOILETS

If an approved ARC project requires a portable toilet on-site for your contractor's use, you must adhere to the following requirements: It must be placed on your lot, 25 feet from the street and a minimum of 15 feet from neighboring property lines. Maximum period any portable toilet may be on site for any project is 60 days. Must be removed within two weeks after the completion of the associated construction project.

- **Materials Allowed** - Must be dark green or brown in color to blend with natural surroundings.
- **Maintenance** - Must be maintained in a sanitary condition at all times.
- **Approval Required** - Yes.
- **Application Requirements** - Color & size. Location on property. Duration portable restroom will be on-site. Include delivery and removal date.

RAINWATER BARRELS

The Town of Cary requires water conservation of its residents throughout the year. In times of drought, due to weather and over building, watering of lawns and ornamental plants is restricted such that these plantings are in jeopardy of dying, causing adverse impact to the aesthetic appearance of our community and cost to our homeowners. The use of rain barrels to collect and store water using a home's gutter system is a means of water conservation. In order to preserve the aesthetic appearance and harmony of our community, while allowing our homeowners access to one of the most effective methods of water conservation, the following guidelines apply to rain barrels. The barrels must be placed in the back yard not visible from the street. Plantings or screening must 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 side yard is subject to approval on a case-by case basis. No plastic or PVC rain barrels shall be permitted in the front yard. Homeowners may have up to 2 rain barrels up to 100-gallon capacity placed on their property.

- **Materials Allowed** - Barrels must be of a neutral color, e.g., brown, black, green, terra cotta.
- **Maintenance** - All rain barrels must be maintained in good repair. A mosquito proof cover must be in place at all times when the barrel is not in use. Connected hoses must not be strewn across lawns to create an unsightly appearance.
- **Approval Required** - No specific architecture request is required for rain barrels so long as the guidelines above are followed.

RECREATIONAL & COMMERCIAL VEHICLES

No boat, trailer, camper, recreational vehicle, commercial or utility vehicle shall be allowed to remain on any portion of the property or common areas overnight unless it is enclosed within a garage or an approved parking pad.

- **Application Required** - Yes.
- **Application Requirements** - Size of vehicle - Detailed plan of proposed parking pad - (See Driveways for more detail). Approval for parking for any recreational or commercial vehicle is strictly reviewed on an individual case-by-case basis. Size of vehicle - location of parking pad, and lot will be considered.

RETAINING WALLS

Retaining Walls and screen walls must be as unobtrusive as possible and built to the minimum height needed to serve their function. Upon completion of project all disturbed areas must be restored to stable condition, i.e., seeded, sodded or mulched.

- **Materials Allowed** - Brick, natural stone and square-corner timbers, depending on location and contextual relationship, and coordinated with the materials used on the home.
- **Maintenance** - Free of mold and stains. Broken or cracked bricks must be replaced within 30-60 days.
- **Approval Required** - Yes
- **Application Requirements** - Detailed plan including pictures of site plan. Pictures must include existing landscaping and house. Material Type / Color & Dimensions.

ROOFS

Color and materials must blend with existing home and surrounding environment.

- **Materials Allowed** - Asphalt & fiberglass shingles. Colors permitted – black, grey, muted shades of tan/brown/, muted shades of blue/grey. Tesla Solar materials allowed in specific colors only. Tuscan is not permitted. Solar panels on a roof must be on rear of house. Copper material is allowed on bay windows accent roofs or bump outs only.
- **Maintenance** - Roof should be clean and free of stains and mold. Cracked and /or missing shingles must be promptly replaced (within 30 days) and must match the existing roof in color and shade.
- **Approval Required** - For new roofs only.
- **Application Requirements** - Type of materials including name and color – pictures must be included of materials.

SHEDS /STORAGE BUILDINGS & STRUCTURES

All exterior storage shed structures will be confined to the rear yard. The location for these structures must be 10 feet from neighboring property lines. Sheds should not be visible from the street. Landscaping screening is a must if structure can be seen from street. The Architectural Review Committee will review materials, colors, location, scale and massing of the proposed structure to determine compatibility of the proposed structure to surrounding structures and sites. Each application will be reviewed on an individual, case-by-case basis, based on the size of the proposed storage shed, location of the storage shed on the lot, the size and configuration of the rear yard, visible impact on others, and both the current landscape screening as well as proposed landscape screening (trees, bushes, and other vegetation). In no case will the ARC approve such a project without adequate landscape screening. Detached sheds are not permitted. An application for a detached shed may be considered depending on the specific lot. Not all lots can accommodate detached sheds. The following minimum criteria apply to all sheds: Siding material must be same color and composition as the home; Roof must have the same pitch, the same materials and the same color as the home; Shed must have a suitably constructed floor system and/or foundation. Maximum size of any storage shed is 120 square feet (i.e.: 10 feet by 12 feet).

- **Materials Allowed** – Materials for use on any storage structure must meet or exceed materials used in construction of the original structure. The Architectural Control Committee reserves the right to require homeowners to exceed these standards if it is deemed necessary to maintain the architectural intent of the original structure. Metal sheds and storage structures are prohibited.
- **Maintenance** - Siding and trim should be freshly painted and free of mold and stains. Missing shingles should be replaced promptly.
- **Approval Required** - Yes
- **Application Requirements** - detailed plan with drawings to include – site location, dimensions, materials and color scheme. (Include color swatches). Pictures of existing structure and proposed shed, and shed location should be included.
- **Town/City. Permits** - Homeowners are responsible for all applicable Town and County permits. Application approval from ARC committee does not constitute approval by the Town of Cary or Wake County.

SHUTTERS

All shutters on a dwelling/house must be identical in style, design and color. Shutters must be painted or stained. Shutters must be of the same height as the adjacent window.

- **Materials Allowed** - Vinyl /Wood or Composite Material. Must be painted or stained to complement trim, doors and siding colors on house.
- **Maintenance** - All shutters must be in good repair. Paint must not be faded or chipped. Missing and/or broken shutters must be replaced promptly (within 30 days).
- **Application Required** - An approved application is not required for replacement of shutters in the same location, and of the same size, color and design provided the standards are met. An approval is required for all changes to color and/or design: to permanently remove existing shutters on a house, or to install shutters on a house that does not have shutters.

SIDING

All siding must be consistent in materials and color throughout entire home including any additional porch on dwelling - front/covered or screened.

- **Materials Allowed** - Siding – wood or cement board siding (e.g. Hardi Plank). Brick.
- **Colors Allowed** - All exterior colors must be muted earth tone. Earth tone shall mean an acceptable shade of brown, grey, blue, green, yellow and white. All trim, shutters, doors and gutter colors should complement the home's primary color. Brick should be in red/brown or deep grey range only.
- **Maintenance** - home should be free of stains, mold, chipped or rotted siding.
- **Approval Required** - required only if changing material type or color. Repairs or replacement to restore to original condition does not require approval.
- **Application Requirements** - Detail material type and color. Include color name and samples/chips.

SIGNS

Covenants & Restrictions – page 26. Art.VII Section 2. Controls (D)

Signs may be placed in common areas for 24 hours without approval. All signs shall not be more than 6 sq. ft. in size. Political signs shall not be placed on a lot earlier than 60 days before an election and shall be removed within two days after the elections is over as per the Town of Cary. Security Signs – Must be placed along the walk within 10 feet of house or at the entrance. Construction & Real Estate Signs – no more than 1 sign per residential lot is allowed.

- **Approval Required** - Yes - All Real Estate and Contractor Signs require approval by the ARC. If work completion date is delayed, an extension can be obtained by calling Elite Management or contacting the ARC committee. All signs erected on common areas--including but not limited to garage sale and for sale signs--require approval for periods exceeding 24 hours.

SOLAR PANELS and SKYLIGHTS

Solar panels and skylights are permitted on rear side of house only.

- **Maintenance** - Broken panels and/or panels/skylights with broken seals that are cloudy in appearance must be promptly replaced.
- **Approval Required** - Yes.
- **Application Requirements** - Pictures of panels/ skylights including make, material and color. Pictures must be provided including picture of location on house.

STORAGE/STORAGE UNITS – (Pods & Construction Dumpsters)

Trade materials/inventories may NOT be stored on residential lots. Temporary storage of project materials should be discreetly placed and must be maintained in a neat fashion. All large storage units, PODS, and/or construction dumpsters placed outside a home require approval. Smaller units that are kept entirely inside a garage are not subject to any restrictions. A single unit no bigger than 8 ft. x 8ft. x 16 ft will be allowed for temporary use only. The unit should be placed as unobtrusively as possible in the driveway and as far from the street as possible. Storage units are not permitted on the street. Storage pod units can be used once for no more than 30 consecutive days during any twelve-month period. If multiple units are needed, only one unit can be used at any time and the 30-consecutive-day elapsed time will be measured from the day that the first unit is installed. Extensions will be approved on a case-by-case basis.

- **Maintenance** - It shall be the responsibility of the property owner to ensure that any dumpster being used during construction is free of odors, scattered debris, and all other nuisances.
- **Application Required** - Yes.
- **Application Requirements** - Include type of storage unit /dumpster including dimensions. Application must include date of delivery and pick up.

STORM DOORS

Storms doors must be full-view glass or glass/screen and must match the existing facade color scheme. Door hardware must also match the existing hardware and exterior lighting.

- **Materials Allowed** - Aluminum or fiberglass.
- **Maintenance** - All doors including hardware should be in good repair. Paint must not be faded, washed out, chipped or stained. Paint should be fresh in color.
- **Approval Required** - Yes for new style/color doors only. Not required for replacement doors of same style and color.
- **Application Requirements** - Details including style, material, color and dimensions. Include pictures of door with color. Pictures and details of door hardware must be included also.

WATER FEATURES – (incl. Ponds/ Fountains)

All water features must be installed as an integral part of the landscape plan. These water features include but are not limited to fountains, ponds, waterfalls etc. Run-off from pool drainage must be considered in overall landscape plan. Materials and colors must complement the existing structures and surroundings. Homeowners must check with the Town of Cary/Wake County regarding water depth regulations and safety requirements for ponds/pools. Emptying or dumping of water into the yard, onto adjacent lots or in the drainage easement is strictly prohibited. All water features that are no longer in use and/or maintained in a safe manner and/or which create a hazard through neglect, lack of repair, manner of construction, method of placement, or otherwise, shall be repaired, replaced or removed by the property owner. Examples of lack of maintenance shall include, but are not limited to, protruding or exposed wire, missing and/or protruding pickets, sagging or non-use over a one-year period, stagnant water, or excessive algae.

- **Materials Allowed** - this will be determined on an individual case-by-case basis. Materials and colors must complement the existing structures and surroundings.
- **Maintenance** - all water features must be maintained in a safe manner – they must be free of mold, stains, stagnant water, and algae. Damaged or torn netting or wire must be replaced promptly.
- **Approval Required** - Home owners are required to disclose any planned water features as part of the landscape plan approval.
- **Application Requirements** - detailed site plan including pictures of; water feature, landscaping plan, dimensions, water depth/ materials and colors. Proximity to adjacent lots must be included.

WINDOWS

All windows throughout the home should be consistent in design. Replacement windows should be same size as original design.

- **Materials Allowed** - Vinyl, wood or aluminum clad and white in color.
- **Maintenance** - Broken windows and windows with broken seals that are cloudy in appearance and visible from the street must be promptly replaced. Torn screens, broken or missing grids must also be promptly replaced. Window treatments that are visible from the street should be neutral material, or lined with neutral material.
- **Approval Required** - Yes for all new windows. Replacement windows do not require approval unless replacement is different in color or design.
- **Application Requirements** - Picture of replacement windows including style, make, color and dimensions.

WINDOW AIR CONDITIONING UNITS

Window air conditioning units and window fans are not permitted. Approval for air conditioning units on attic windows (3rd floor) and /or basement on side and/or rear of house will be approved on an individual case-by case basis. Criteria will be based on but not limited to: if attic was pre-approved with unit when finished/added, and visibility from street.

WINDOW BOXES – Planters

- Window boxes and planters are pre-approved provided they match the trim color and style of the house exterior.
- **Materials Allowed** - Wood or vinyl. Color must match trim on exterior of house.
 - **Maintenance** - Must be maintained in a neat and attractive manner. Dead and diseased plants and all weeds shall be promptly removed. All boxes should be freshly painted to match exterior trim. Broken or damaged boxes must be removed or replaced.
 - **Approval Required** - No as long as these required standards are met.

YARD WASTE

Yard waste should be placed at the curb by 7 am on regular collection day. Waste should not be placed on the curb the evening before pick up, except during leaf pick collection times for our zip code in the fall. If doing extensive yard work or clean up after fallen tree/limbs, permission to put waste curbside before that time will be granted upon request – *Email/Call Elite Property Management Company for permission.*

Town of Cary Requirements

Place yard waste in either/or

- **Reusable containers** with handles (*maximum 32 gallon container, 25 pounds each*)
- **Paper bags** (*25–50 pounds max*)
- **Securely tied bundles** that are small enough for one person to handle, not more than four (4) feet in length, not more than twenty-four (24) inches in diameter and with no individual pieces more than four (4) inches in diameter.
 - Limbs must be less than four feet in length and less than four inches in diameter.
 - The maximum volume of curbside yard waste consisting of reusable containers, paper bags, or securely tied bundles (*see guidelines above*) for regular collection at each home on one day cannot exceed 240 cubic feet (8 feet long by 5 feet wide by 6 feet tall).

Unfortunately Yard waste contained in plastic bags or mixed with soil, rocks and trash will not be collected. For more on Chipper Service / Loose Leaf Collection and Christmas Tree Collection please visit the Town of Cary website. (Garbage, Recycling & Yard Waste).