



A R B O R
C R E E K

ARCHITECTURAL GUIDELINES

January 1998

Revised 5/12/98
Revised 8/19/98
Revised 9/16/99
Revised 3/25/04

TABLE OF CONTENTS

Appeals2

Architectural Submittal & Approval Process.....2

Maintenance3

Architectural Standards & Control Specifications

Additions & Changes To Homes3

Awnings4

Basketball Goals4

Clotheslines4

Decks, Patios, Arbors, Screens4

Detached Structures6

Driveways & Parking Pads.....6

Fences7

Garden Plots9

Lawn Ornaments, Decorations, Outside Lighting, Signs & Flags9

Mailboxes10

Painting Exterior of House10

Parking.....10

Pets, Pet Houses, Pens10

Skylights & Attic Fans11

Solar Collectors.....11

Storage12

Swimming Pools & Hot Tubs.....12

Swing Sets, Play Houses, Jungle Gyms12

Appendix

Architectural Application.....A

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.

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.

Items to be submitted:

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

Submit your completed Architectural Request Form to 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.

Reminders:

1. No change shall begin without written approval from the committee via Charleston Management.
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 his 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 insure your home is in good repair:

1. Shrubbery, Trees, Lawns
2. Driveways & Sidewalks
3. Decks
4. Fences
5. Play Equipment
6. Roofing
7. Wood
8. Paint & Stain
9. 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, 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.

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.
2. 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.
2. City / Town / County Building Permits are the responsibility of each homeowner.

◆ 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 must be same color as house or deck.
5. Upon deterioration, the awning will be repaired or replaced.
6. Must be attached to house, not free standing.

◆ BASKETBALL GOALS²

Items Requiring Architectural Approval

1. Basketball goals mounted on poles or on the house require approval.
2. Portable basketball goals must be stored or pulled back flush with the garage when not in use.

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

1. Exterior clotheslines are prohibited.

◆ DECKS, PATIOS, ARBORS, SCREENS³

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.

¹ Revised 8/19/98

² Revised 2/03

³ Revised 8/19/98

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.

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 must be installed to be as inconspicuous as possible and must be placed out of view of any street. It cannot 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. No metal sheds are allowed.
4. No structure shall infringe upon the setbacks for the lot.
5. All structures must be properly maintained.

◆ DRIVEWAYS & PARKING PADS

Items Requiring Architectural Approval

Any parking pads or changes to driveways require architectural approval.

Location & Restrictions

1. No parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces.
2. 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.
3. 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.

◆ FENCES⁴

Styles

1. Picket
 - a. Pickets must be constructed with decorative picket design.
2. Split Rail
 - a. Split Rails must be constructed of round posts and two rails.
3. Scalloped, Rainbow or Dog Eared

Color

Natural wood.

Painted fences are strictly prohibited.

Materials

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

Height

The maximum height allowed is noted below. A uniform height is to be maintained parallel to the ground line.

1. The maximum height allowed for the Picket Style fence is 4 ½ feet measured from the ground to the top of the posts.
2. 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).
3. The maximum height allowed for the Scalloped, Rainbow or Dog Eared Style fences is 5 feet measured from the top of the posts (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.
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.

⁴ Revised 2/03

3. Property owners are cautioned that building a fence that infringes on easements or access right-of-ways 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.
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

Fences can be natural or white vinyl.

Materials - Fence may be wood 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 & FLAGS⁵

Items Requiring Architectural Approval

Lawn ornaments, lantern poles, flood lights, security lights and fish ponds.

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, as long as they are removed within a reasonable amount of time and that no sign be placed on common property.

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

⁵ Revised 2/03

approval, the Committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain.

Commercial advertising signs are prohibited.

Free standing flagpoles are prohibited.

◆ **MAILBOXES**

1. All new mailboxes or replacements shall conform to the mailbox style approved for the community.
2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

◆ **PAINTING EXTERIOR OF HOUSE**

Items Requiring Architectural Approval

1. Color changes made to the existing colors must 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.
2. Brick will remain unpainted unless originally painted by the builder.

◆ **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. The association may regulate the parking of all recreational vehicles such as campers, boats, trailers and motorcycles.
3. 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 must be at least ten (10) feet from the property line.
2. They must 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 must 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 COLLECTORS

Items Requiring Architectural Approval

All solar collectors 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. Solar collectors must be installed to be as inconspicuous as possible.
2. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
3. Collectors must be attached to the roof, not free standing or ground mounted.
4. Every effort must be taken to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping. Piping running down the side of the dwelling is not permitted.
5. The ideal installation is one that is laid flat on the roof.

6. Any tree removal required to permit increased solar exposure to the collectors must adhere to the tree removal guidelines.
7. No topping or removal of trees on association common areas and/or greenways is allowed.

◆ **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 must be the same color as the house or deck.
2. Pool or hot tub cannot be located within a buffer or easement.
3. All Health Department regulations must be met.
4. Pool or hot tub must be screened from view from any street.

◆ **SWING SETS, PLAY HOUSES, JUNGLE GYMS**

Items Requiring Architectural Approval

All permanent play equipment must be approved by the Architectural Committee prior to 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 must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the 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. The Architectural Committee reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain.
3. 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.
4. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.



ARCHITECTURAL REQUEST

ID #: _____ | Date Received: _____
Received By: _____

**Arbor Creek
Homeowners Association, Inc.**

Submit Completed Application and Materials To:

Arbor Creek Homeowners Association, Inc., 1930 N. Salem St., Ste 101, Apex, NC 27523

OR Fax (919) 367-7715

Name: _____ Request Date: _____

Daytime Phone: _____ Evening Phone: _____

Address: _____

Lot # / Subdivision Name: _____

E-mail Address: _____

Property Owner's Signature

Estimated Completion Date

Please give a narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s) to be used including similarity to existing structures as appropriate. Use a separate sheet of paper if necessary.

Please attach drawings and/or samples of paint to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more with different views are needed to clearly show proposed improvements including existing structures:

- A. Plat Plan – “top down view” should be drawn on a copy of your lot survey
- B. Elevation(s) – “side view(s)” – one or more as necessary

Attach paint samples if applicable.

A permit and inspection by the Town may be needed.

When the committee reviews this request, your neighbors have a right to comment and present views about your requested improvements. Please obtain signatures from all property owners having common lot lines with your property and all property owners who would reasonably view the improvement from their property.

I acknowledge that the requesting property owner has shown (me/us) the details of the proposed improvement described on this form and that (my/our) signature represents only (my/our) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

NAME	SIGNATURE	ADDRESS	LOT #	PHONE

The Committee will render a decision within 30 days of receipt of complete application. Should the Architectural Review Committee deny your request, you may appeal to your Board of Directors in writing. Submit your appeal to Charleston Management so that it can be reviewed by the Board at their next scheduled meeting.

Initial Here

Submission without a Plat Map/Survey: I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association and its Agents from any responsibility.

Initial Here

Disclaimer: The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipal, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/ restrictive than those established by the Association, the more stringent/ restrictive requirements prevail.

O F F I C E U S E O N L Y		Date _____
Received <u>Complete</u> Application: _____	Entered Response in Computer: _____	
<input type="checkbox"/> Mailed: _____	<input type="checkbox"/> Faxed: _____	<input type="checkbox"/> Emailed: _____
Approved: _____	Approved w/Conditions: _____	Denied: _____
Comments/Conditions: _____		