

GARRETT FARMS GUIDELINES FOR ARCHITECTURAL/LANDSCAPING APPROVAL REQUEST

APPEARANCE

Homeowners are responsible for maintaining a pleasing appearance on their properties. This includes appropriate landscape upkeep, home repair, painting, gutter cleaning, etc.

In order to preserve the appearance of individual homes and the community, as a whole, homeowners should regularly check their homes for wear and damage that may require exterior repair and make those repairs as needed. Garrett Farms offers the following guidance to homeowners who wish to receive approval from the Architectural Review Committee (ARC) for exterior repairs:

1. When selecting windows, doors, garage doors, roofing, and other exterior repair materials and units, select no less than the mid-range of a marketed line.
2. Only brick, stonework, and fiber-cement board are to be used as exterior siding. No vinyl or aluminum siding is allowed.
3. Trim materials should be wood or composite products. No vinyl or aluminum trim is allowed.

LANDSCAPING

All properties must be kept free of tall grass, undergrowth, dead trees and trash. Lawns should be mown regularly and lawns should be free of weeds. Plant beds should be free of weeds, well-defined and mulched. Natural areas should be tidy and free of weeds and undergrowth.

Removal of living trees greater than 12 inches in diameter requires ARC approval. The application should specify the tree, location on property and reason for removal. Stumps may not be left visible in the front yard. Electronic pictures may be included with application.

TRASH, RECYCLING AND YARD WASTE BINS

Trash, recycling, and yard waste containers are to be kept out of sight from the street and neighboring homes, except on pickup day. As needed, they should be screened from sight with vegetation or screens (screens require ARC approval).

PARKING

Adequate off-street parking must be provided by the owner of each lot for all of his or her vehicles. **Property owners are not permitted to park their automobiles on the streets in the development or on grass. Seek ARC approval to extend drives via paving or permeable pavers; no gravel is allowed.** Boats, trailers, campers and all other similar property must be screened from the street and adjoining lot view. In no case shall recreational vehicle parking be allowed in front of or beside a house unless adequately

screened from view of the street and adjoining lots. Inoperative or abandoned vehicles may not be parked in the driveway or stored on the streets in the development.

TEMPORARY STRUCTURES AND ACCESSORY BUILDINGS

Trailers, tents, shacks, barns or other temporary structures are prohibited. Carports are not allowed. **All accessory buildings such as storage buildings, doghouses, detached garages, greenhouses or playhouses must be pre-approved by the ARC.** These buildings must reflect the design and construction of the house including matching siding, shingles, and roof slant. Storage buildings must also be unobtrusive and inconspicuous, positioned in the back yard, proportional to the size of the lot and screened with landscaping and/or fencing. Accessory buildings may not be used for human habitation.

FENCES

All fences, walls, hedges or mass plantings must be approved by the Architectural Review Committee (ARC) prior to construction or planting. They will be reviewed as to height, style, materials, color and location. Fences may not exceed six feet in height in rear or side yards, or four feet in front yards. However, if the City of Durham height limitations are stricter, they shall prevail. Acceptable materials are wooden with a natural stain, and painted aluminum. Chain link and braided (chicken) wire fences are prohibited. Gates should be compatible with fence design, material, height, and color.

MAILBOXES

Mailboxes must meet USPS standards for curbside mailbox placement and be US Postmaster General approved. Mailboxes should be the standard size rural residential mailbox (6.833" W x 8.766"H x 19.962"D rectangular base, curved top). The ARC will consider other sizes of the same/similar look. The preferred color is black.

Posts should be wood and no bigger than 4" x 4". Posts may be natural or stained wood or painted. Paint should be white, although the ARC will consider colors that reference the home siding color or trim color. Posts should be regularly maintained to remove mildew and/or refresh paint as needed.

Molded plastic or polymer mailboxes with no visual separation between mailbox and post will not be considered. Mailboxes must have a visually distinct mailbox and post.

SATELLITE DISHES

Garrett Farms allows satellite dishes of one meter or less per FCC regulations. These dishes do not have to be pre-approved, but the ARC must be notified within 2 weeks of installation. All homeowners must comply with the guidelines on placement and screening of satellite dishes. Please review these **before** installation. Dishes must be maintained and not interfere with other homeowners' ability to receive or transmit audio/video signals. Dishes no longer utilized should be promptly removed. Please refer to the "satellite and telecommunications equipment guidelines" for additional information.

CLOTHESLINES

In the spirit of being an environmentally friendly neighborhood, clotheslines are allowed if they conform to proper "taste, design, quality, harmony and conformity" for the community as noted in the covenants. Accordingly, clotheslines must be hidden from the curb or neighbors' view and be placed exclusively in the backyard/rear of house. They must be retractable and taken down completely/folded up when not in use. They cannot be a freestanding, permanent fixture in the yard. They must be maintained properly. It is also a violation for clothes to remain up after nightfall or for the clotheslines to deteriorate in appearance

ANIMALS

No animals other than house pets may be kept or maintained on any part of your property. This prohibition includes horses and poultry. No commercial animal breeding of any kind is allowed. The City of Durham requires that pet owners control their pets. **In accordance with the law, please make sure you always clean up after your pets.** If you have a problem with a neighborhood pet that cannot be addressed directly with his or her owner, contact Animal Control at (919) 560-0630.

RENTAL PROPERTIES

As homeowner, you are responsible for the upkeep of your home and annual assessment while occupied by tenants. Our covenants prohibit boarding houses; renting is only to a family unit. Please provide all tenants a copy of the GF Handbook (available at the GF website). Please ensure your contact details on file with CAS, Inc. are updated with your physical address. Please send CAS, Inc. the GF street address along with the name and contact information of tenants to ensure your tenants will have access to the GF pool and other common areas.

Architectural and Landscaping Changes and/or Additions

In accordance with the CC&R for Garrett Farms (which you signed when purchasing your home) changes to the exterior of your home or yard must be pre-approved. The Garrett Farms ARC is appointed by the Board of Directors and reviews architectural/landscaping applications to ensure their cohesion with the overall appearance of the neighborhood. This protects the neighborhood's attractiveness, helps maintain property values, and saves homeowners from the potential hassle of having to undo or remove improvements to their properties.

Changes requiring prior approval include, but are not limited to:

- Changes to the exterior: replacing siding, windows, doors, trim or color scheme.
- Additions to the structure of the house including decks, porches or roof alterations.
- Additions to the driveway.
- Mailboxes.
- Fences, walls, hedges or mass plantings.
- New landscape plantings or natural areas exceeding 80 square feet.

- Removal of living trees greater than 12 inches in diameter.
- Detached structures such as: storage sheds, gazebos, doghouses, playhouses, garages or greenhouses.
- All temporary or permanent structures including satellite dishes or antennae of any kind.
- Non-portable play equipment including wooden swing sets, tree houses, slides etc. Trampolines do not require approval, but must be kept in the back yard.
- Awnings or exterior blinds.
- Construction or renovations requiring a building permit.

Failure to obtain prior approval for architectural/landscaping changes and/or additions may result in a hearing to impose fines of up to \$100 per day. Please help avoid this aggravation by applying for approval in advance. If you are unsure of whether approval is needed, please contact Jim Sharp, Community Manager at (919) 403-1400, x1206, or e-mail: jims@casnc.com

APPLICATION PROCESS

An Application for Architectural/Landscaping Approval form is included in the back of this handbook. Additional forms can be obtained by contacting Talis Management or going to the website, www.talismgmt.com. *ALL ARCHITECTURAL /LANDSCAPING APPROVALS MUST BE SENT DIRECTLY TO CAS, Inc. IN ORDER TO START THE APPLICATION APPROVAL PROCESS.* Talis Management will then forward the Homeowner's Application to the Chair of the ARC for the Committee's review and ultimate approval, conditioned-approval, or decline of the Application.

The Chair of the ARC will have possession of acceptable color swatches for the exterior of houses being re-painted a different color than what has been previously approved to be painted on the Homeowner's house. Any Homeowner can arrange an appointment to meet with the Chair of the ARC to review the acceptable color swatches in advance of submitting a Homeowner's Application for exterior painting of their house. The Chair of the ARC will be most happy to meet with you.

The form asks for a brief description of your project. Please provide details regarding manufacturer and model of new materials. In addition to the project description, your application should include (on 8 ½ x 11 paper):

- **A copy of your lot survey with the location of the improvement designated relative to the lot boundaries and existing structures if any changes are being proposed that place new structures, modifications, or items on your lot. Omission will cause a delay in the approval of your application.**
- Front, side and rear sketches of any structural improvement.
- Photographs or descriptive brochures if possible.

- Description of materials or plantings to be used.
- Color samples, if applicable.

NEIGHBORS' SIGNATURES

The form also requires the signatures of adjoining and facing neighbors. Neighbors' *approval* is not required for an application to be approved by the ARC. A neighbor's signature is not an indication of their approval of a Homeowner's request, but simply indicates that they are aware of the application and understand they can voice any concerns to the ARC. If you are unable to obtain a signature from one of your neighbors, please list the name and address on the form and include an explanation (e.g., out of town, house temporarily vacant, etc.). Your application will be delayed if you do not include at least three signatures or explanation.

SUBMITTING APPLICATION

Once you have completed the form with neighbors' signatures and necessary attachments, please either email the application with scanned images of the design and/or paint swatches or other samples to GarrettFarms@talismgmt.com. Or send a copy of the entire application to:

Garrett Farms Architectural Review Committee

C/O: CAS, Inc.

5915 Farrington Rd, Suite 104, Chapel Hill, NC 27517

For delivery by overnight or in person: See above address.

Email: jims@casnc.com

Fax: 919-403-1499

If you cannot scan your images, you can still email the application and simply mail the landscaping designs or color swatches to CAS, Inc. Please make indication on your email that the copies of the landscaping design and/or the color swatches for painting your house will be forthcoming in the mail.

REVIEW SCHEDULE

The ARC strives to review the Homeowner's application and render a decision within two weeks of receiving the completed application ("Completed" means receipt of all necessary and requested information for the ARC to make a complete and informed decision). HOWEVER, THE ARC HAS UP TO THIRTY (30) CALENDAR DAYS TO MAKE A DECISION ONCE ALL REQUESTED DOCUMENTATION HAS BEEN SUBMITTED AND RECEIVED BY THE COMMITTEE.

PLEASE DO NOT CONTRACT TO COMMENCE WORK ON YOUR HOME IMPROVEMENTS UNTIL YOU HAVE RECEIVED APPROVAL FROM THE GARRETT FARMS ARC. The Homeowner will receive an Approval/Conditioned/Decline Letter from Talis Management once the ARC has made its decision.