

**VANDORA PINES HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS
AND SPECIFICATIONS
JULY 2001
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SUBMITTAL AND 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 construction and effects of the change.
4. Samples of paint/stain, siding, or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to the Homeowners Association to perform an initial review from 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 the Homeowners Association to be placed on the agenda for the next scheduled meeting.

The Homeowners Association will advise the homeowner of the final decision of the Committee.

Reminders:

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

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 the Homeowners Association to be placed on the agenda for the next meeting.

ADDITIONS AND CHANGES TO HOMES

Items Requiring Architectural Approval:

1. 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. Any changes to windows, doors or chimneys/fireplaces require approval.
2. Any change in color to the exterior of the home must have architectural approval. No color changes to the garage door are permitted, it must remain in the original color, white.

Items NOT Requiring Architectural Approval:

1. Normal maintenance to preserve the structure in its original state does not require architectural approval.
2. Storm doors do not require 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(s) showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint/stain colors, and shingle samples if applicable.

Guidelines:

1. No change shall encroach upon the setbacks for the lot as listed in the covenants.
2. Changes must match the house color and style.
3. City/Town/County Building Permits are the responsibility of each homeowner.

AWNINGS

1. Only retractable awnings, with proper board approval, are permitted.

BASKETBALL GOALS

1. Permanent basketball goals are prohibited.
2. Basketball goals are not allowed along the street right-of-way.

Items Requiring Architectural Approval:

1. Basketball goals mounted on poles require approval.
2. Portable basketball goals must be stored directly behind the house and out of sight as much as possible when not in regular use.

CLOTHESLINES

1. Exterior clotheslines are prohibited.

DECKS, PATIOS, ARBORS, AND SCREENS

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

1. DECK MATERIALS
 - a. Treated wood or composite deck material (trex) and must be weather resistant.
 - b. Posts may be made of pressure treated wood or other suitable material.
 - c. Include any landscape plan/screening of the area underneath the deck.
2. PATIO MATERIALS
 - a. Concrete slabs – smooth finish or stamped.
 - b. Bricks with sand fill or grout.
 - c. Stone with sand fill or grout.
 - d. Include a landscape plan with your request for the area around the perimeter of the patio.
3. HEIGHT OF DECK, ARBORS, AND SCREENS
 - a. Decks should be of a reasonable height for their intended purpose and must meet all building codes.
 - b. Arbors should be no higher than eight feet above the deck surface.
 - c. Free standing deck screens (i.e. lattice) shall not exceed five feet in height.
4. LOCATION AND RESTRICTIONS
 - a. Patios should be located behind the house and may not extend around the corners.
 - b. Obstruction of views or breeze ways of adjoining properties will be given consideration in all cases.
 - c. The construction of decks or patios within a buffer area will not be allowed.
 - d. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
 - e. All permit 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.

DETACHED STRUCTURES

Items Requiring Architectural Approval:

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

Information Required in Submittal:

1. Architectural approval must be received prior to any construction. A request for approval must include:
 - a. Official plat or survey showing lot boundaries, the existing building, and the proposed structure.
 - b. Two elevations of the proposed construction showing 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. Any structure 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, however, each request will be reviewed on its own merit.
2. Only one detached structure permitted per lot.
3. Structures should match the house in color and style as much as possible.
4. No metal sheds or metal roofs are allowed.
5. No structure shall infringe upon the setbacks of the lot.
6. All structures must be properly maintained.

DRIVEWAYS AND PARKING PADS

1. 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 or streets.
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. Plot plan 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.

FENCES

1. STYLES
 - a. Picket fences must be constructed with a maximum spacing of three (3) inches.
 - b. Privacy
2. MATERIAL
 - a. Wood
 - b. PVC (vinyl) with routed posts not bracketed.
 - c. NO metal, wire, chain link, aluminum, wrought iron, or concrete fences are allowed.
3. COLOR
 - a. Natural (wood appearance).
 - b. Painted fences are strictly prohibited. Natural wood stains are allowed.
 - c. PVC colors must be submitted for architectural approval.
4. HEIGHT
 - a. Fences must be a minimum of four (4) feet tall. The maximum height allowed is six (6) feet tall.
5. LOCATION
 - a. No fence shall extend closer to the street than half width of the home (centerline) from the rear.
 - b. All fences must be constructed on the property line, except where there is a setback requirement. Fences must be constructed with the finished side facing out, and all posts and unfinished materials facing the interior of the lot.
 - c. Property owners are cautioned that building a fence that infringes on easements or access rights-of-way may result in destruction or removal of the fence. Such building is done entirely at the risk and expense of the property owner.
 - d. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Architectural Review Committee. Construction within a buffer area may also require approval from the city.

Information Required in Submittal:

1. Plot plan showing the location of the fence in relation to other structures and property lines.
2. Submit a top-down map (surveyor's plat or plot plan) to indicate the exact location of the fence in relation to the house and property lines. The following must also be included:
 - Dimensions
 - Elevations (side view)
 - Gate locations
3. Elevation drawing(s) showing style of fence.
4. Description of materials to be used along with a photograph of the fence style.

LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS & FLAGS

Items Requiring Architectural Approval:

1. Lawn ornaments, free standing flagpoles, lantern poles, flood lights, security lights, and fish ponds.
2. All other signs not mentioned below.

Items NOT Requiring Architectural Approval:

1. Holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns.
2. For Sale, For Rent, Garage Sale, Yard Sale, and political signs as long as they are removed within a reasonable amount of time after an event and that no sign be placed on common property.

Information Required for Submittal:

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

Guidelines:

1. Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights. On items not requiring approval, the Committee reserves the right to request a homeowner remove an item if surrounding homeowners complain.
2. Commercial advertising signs 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 the mailbox is allowed, provided that the guidelines for landscaping are followed.

MAINTENANCE

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

Following is a list of areas that should be reviewed on a regular basis to insure your home is in good condition:

1. Shrubbery, trees, and lawns
2. Driveways and sidewalks
3. Decks
4. Fences
5. Play equipment
6. Roofing
7. Wood
8. Paint and Stain
9. Garbage can storage
 - **All garbage receptacles must not be stored in front of the house (side or back of the house is required). After trash pick-up all garbage receptacles must be stored immediately.**

MAJOR LANDSCAPING

Items Requiring Architectural Approval:

1. Types of landscaping that are structural or change the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view, all require approval.
2. Retaining Walls.

Items NOT Requiring Architectural Approval:

1. Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers do not require approval, provided they do not encroach upon neighboring properties.

Information Required in Submittal:

1. Plot plan showing quantity and location of plants.
2. Description of plants.

Guidelines:

1. Hedges and screen plantings:
 - a. No hedge or screen planting shall be erected on any lot closer to the front line than the front of the house.
 - b. Hedge or screen plantings which form a barrier between properties should have the following:
 - i. Agreement for maintenance access.
 - ii. Setbacks to allow for plant growth.
2. No changes or modifications are allowed to Common Property without prior Board of Director's written approval.

PAINTING EXTERIOR OF HOUSE

Items Requiring Architectural Approval:

1. Color changes made to the existing colors must have Architectural Committee approval.

Items NOT Requiring Architectural Approval:

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

Information Required in Submittal:

1. Submit color samples with the Architectural Request Form.

Guidelines:

1. Brick or stone will remain unpainted unless originally painted by the builder.

PARKING

1. No commercial licensed vehicles, trucks of two (2) tons or more, tractors, inoperable or unlicensed vehicles, trailers or motor homes to be parked on the lot or on common property within any right-of-way of any street in or adjacent to the Subdivision. Any deviation must be approved by the Board of Directors.
2. The association may regulate the parking of all recreational vehicles such as campers, boats, trailer, motorcycles and similar property. Such property shall be parked in a garage or screened area.
3. All vehicles must be parked in the driveway, not on grass or soil surfaces of the lot or on the street.

PETS, PET HOUSES, AND PENS

1. No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that:
 - a. 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 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 possible.
4. No chain link or metal fencing is allowed. The fencing must be one of the approved fence styles. (See page 10)
5. No animal may be kept or secured by being chained, tied or otherwise tethered to an inanimate object.
6. Homeowners are responsible for picking up and properly disposing of their pet's waste, especially when walking their pet around the neighborhood.

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 animals to be enclosed.
4. Description of the plants to be used for screening.

PLAY EQUIPMENT, SWING SETS, PLAYHOUSES, & JUNGLE GYMS

Items Requiring Architectural Approval:

1. 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 property lines.
2. Drawing(s) or picture(s) 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 property lines 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.

SKYLIGHTS AND ATTIC FANS

Items Requiring Architectural Approval:

1. 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

Solar Collectors are allowed with architectural approval.

Information Required in Submittal:

1. Plot plan showing the location of the solar collectors.
2. The preferred location is the rear of the house.

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 AND HOT TUBS

1. Only in-ground pools are allowed.
2. Temporary children's wading pools less than 24" in height are permitted without prior approval and must be properly stored when not in use.

Items Requiring Architectural Approval:

1. All in-ground swimming pools require architectural approval.
2. Hot tubs must also require architectural approval.

Information Required in Submittal:

1. Plans and specifications showing the nature, kind, shape, height, materials, and location of placement must be submitted.
2. Plot showing the location of pool or hot tub.
3. Plan for screening per Town of Garner regulations swimming pools shall be completely isolated from adjacent properties and from streets by a fence or wall having a minimum height of four feet and constructed to prevent the passage of small children.

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 and Town of Garner regulations must be met.
4. Pool or hot tub must be screened from view from any street.

VEGETABLE GARDENS

Items Requiring Architectural Approval:

1. Gardens in single family residential areas outside of a fenced area will require prior approval of the Architectural Committee. They are to be wholly located in the rear portion of the lot and a minimum of 10 feet from the side and rear lot lines.
2. Architectural Committee approval is required for any garden location other than described above or any deviation from the above guidelines.
3. Compost piles are allowed within your property lines. An Architectural Request Form must be submitted for approval concerning that location.

Guidelines:

1. 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.

VANDORA PINES HOMEOWNERS ASSOCIATION
ARCHITECTURAL REQUEST FORM

Please complete this form in its entirety and submit it to the Homeowners Association for consideration at the next Architectural Review Committee meeting.

PROPERTY OWNER'S NAME

PHONE NUMBER

PROPERTY ADDRESS

PROPERTY OWNER'S SIGNATURE

REQUEST DATE

ESTIMATED COMPLETION DATE

1. Narrative description of the proposed home or landscape improvement change or addition. Indicate materials and colors to be used including similarity to existing structures. Use a separate sheet of paper if necessary.

2. Please attach drawing(s) and/or samples of paint/stain to this request showing all proposed improvements including relationship 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. Plot plan (top down view) should be drawn on a copy of your lot survey.
 - b. Elevation(s) (side view) – one or more as necessary.
3. Attach paint/stain samples if necessary.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

4. A permit and inspection by the Town of Garner may be needed. Permit not required for fences or swing sets.
5. 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 adjacent 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 improvements described on this form and that my/our signature(s) represents only my/our awareness of the request. I/We understand that I/we may make verbal or written comments directly to the Architectural Review Committee.

NAME

SIGNATURE

ADDRESS

6. Should the Architectural Review Committee deny your request, you may appeal to your Board of Directors in writing. Submit your appeal via Buildium so that it can be reviewed by the Board of Directors at their next scheduled meeting.