

VANDORA PINES HOMEOWNERS ASSOCIATION

ARCHITECTURAL STANDARDS

AND

SPECIFICATIONS

JULY, 2001

REVISED OCTOBER 2008

CONTENTS

Architectural Submittal and Approval Process.....	3
Appeals.....	4
Clotheslines.....	5
Mailboxes.....	5
Parking.....	5
Storage.....	5
Awnings.....	6
Basketball Goals.....	7
Play Equipment.....	8
Vegetable Garden Plots.....	9
Pets.....	10
Painting.....	11
Skylight and Attic Fans.....	12
Swimming Pools and Hot Tubs.....	13
Solar Collectors.....	14
Lawn Decorations, Lighting, Signs.....	15
Major Landscaping.....	16
Additions and Structural Changes.....	17
Driveways and Parking Pads.....	18
Detached Structures.....	19
Decks, Patios, Arbors, Screens.....	20-21
Fences.....	22-23
Maintenance.....	24
Architectural Request Form.....	25-26

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.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

CLOTHESLINES

1. Exterior clotheslines 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.

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, trailers, 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 grassed or soil surfaces of the lot, or on the street.

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.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

AWNINGS

1. **Only retractable awnings, with proper board/architectural review committee approval, are permitted in Vandora Pines”.**

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 use.

SWING SETS, PLAY HOUSES, 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 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 STANDARDS AND CONTROL SPECIFICATIONS

GARDEN PLOTS

Items Requiring Architectural Approval:

1. Gardens in single family residential areas 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.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

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 22-23.)
5. No animal may be kept or secured by being chained, tied or otherwise attached 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 plantings to be provided for screening.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

PAINTING OF EXTERIOR OF HOUSE

Items Requiring Architectural Approval:

1. Color changes made to the existing colors must have Architectural Committee approval.
2. Submit color samples with the Architectural Request Form.

Items NOT Requiring Architectural Approval:

1. Periodic re-painting and re-staining with the existing color does not require approval.
2. Brick or stone will remain unpainted unless originally painted by the builder.

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.

SWIMMING POOLS AND HOT TUBS

1. Only in-ground pools are allowed.
2. Temporary children's pools are permitted 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 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.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

SOLAR COLLECTORS

1. Solar collectors are not allowed in Vandora Pines.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

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 signs.

Items NOT Requiring Architectural Approval:

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

Information Required in 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 to remove an item if surrounding homeowners complain.
2. Commercial advertising signs are prohibited.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

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, will require approval.

Items NOT Requiring Architectural Approval:

1. Landscaping of a minor nature such as naturalizing an area of 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:
 - Agreement for maintenance access.
 - Setbacks to allow for plant growth.
2. No changes or modifications are allowed to Common Property without prior Board of Director's written approval.

Retaining Walls – Submit Architectural Request Form for approval.
Ornaments – See guidelines for lawn decorations on page 15
Garden Plots – See guidelines for garden plots on page 9
Fences – See guidelines for fences on page 22

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

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. Also any changes to windows, doors or chimneys/fireplaces require approval.

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.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

DRIVEWAYS AND PARKING PADS

Items Requiring Architectural Approval:

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.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

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 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. 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 are allowed.
5. No structure shall infringe upon the setbacks for the lot.
6. All structures must be properly maintained.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

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. Deck materials are generally treated wood or composite deck material (i.e. trek) and must be weather resistant.
- b. The types and treatment of wood shall be like that of fences.
- c. Posts may be made of pressure treated wood or other suitable material.
- d. 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.
- 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 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 permits and building codes must be in compliance with local regulations.

Information Required in Submittal:

1. Plot plan show 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.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

GUIDELINES FOR FENCES

1. STYLES

- a. Picket
 - Picket fences must be constructed with a decorative picket design (i.e. dog-ear, gothic, etc...)
- b. Scalloped or Rainbow

2. COLOR

- a. Natural (wood appearance).
- b. Painted fences are strictly prohibited.
- c. Fence should have a wood appearance.
- d. All styles above may be cedar, redwood, treated pine lumber or composite material (i.e. trek).
- e. NO metal, wire, chain, vinyl, or concrete fences are allowed.

3. HEIGHT

- a. Fences must be a minimum of four (4) feet tall. The maximum height allowed is six (6) feet tall.

4. LOCATION

- a. No fence shall extend closer to the front of the house than the back corners of the dwelling.
- b. All fences must be constructed on the property line, except where there is a set back 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 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.

- d. 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 City.

- e. 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

Information Required in Submittal:

1. Plot plan showing the location of the fence, in relationship to other structures and property lines. Dimensions and gate locations must also be included on the plans.
2. Elevation drawing(s) showing style of fence.
3. Description of materials to be used along with a photograph of the fence style.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

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.

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
 - **Garbage cans must be stored so as not to be visible from the street.**

DATE REC'D _____
REC'D BY _____

**VANDORA PINES HOMEOWNERS ASSOCIATION
ARCHITECTURAL REQUEST FORM**

Please complete this form in its entirety and submit it to the Homeowners Association office at least 7 days prior to the next Architectural Review Committee meeting for consideration at the meeting.

PROPERTY OWNER'S NAME _____ PHONE NUMBER _____ REQUEST DATE _____
PROPERTY ADDRESS _____ LOT # _____
PROPERTY OWNER'S SIGNATURE _____ 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 applicable.

4. A permit and inspection by the Town of Garner may be needed. Permit not required for fences and 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	LOT #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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