



**CRENSHAW HALL PLANTATION
HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL and LAND USE STANDARDS
AND
SPECIFICATIONS**

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Architectural and Land Use Standards and Specifications

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Introduction – These standards are intended to augment and clarify the Declaration of Covenants in accordance with Article VI, IX & XIII, and Section 10 of the Covenants and Bylaws.

ARCHITECTURAL SUBMITTAL AND APPROVAL PROCESS

Each homeowner has the responsibility to complete an Architectural Request Form prior to making any changes, additions, or deletions 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.

Failure to submit a request prior to the start of work may result in denial and/or removal at the owners' expense.

Items to be submitted:

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

Submit your completed Architectural Request Form to the management company for initial review. Incomplete submittals will be returned to the homeowner and are deemed denied until completed.

Completed submittals will be forwarded to the Architectural Committee representative prior to the next scheduled meeting for review and site visit.

A homeowner who wishes to meet with the Architectural Committee should contact the management company to be placed on the agenda for the next scheduled meeting.

The management company will complete a standard response letter indicating the final decision. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits. Any alterations/deviations may require resubmittal. Please contact the management company for more information.

Reminders:

1. Construction cannot begin without written approval.
2. Town of Wake Forest building permits may need to be obtained and will be the responsibility of each homeowner.
3. Allow sufficient time for processing and approval in planning for construction.
4. No previously approved installation shall constitute a precedent for approval.

APPEALS

The homeowner may appeal a denied submittal by submitting a written request for reconsideration to the Board of Directors. Specific, detailed information should be included that clarifies why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact the management company to be placed on the agenda for the next Board of Directors meeting.

The request is deemed denied and the decision of the Architectural Committee continues in effect unless and until the Board of Directors reverses or modifies such decision.

ADDITIONS AND STRUCTURAL CHANGES TO HOMES

All external additions or structural changes to homes must have architectural approval before construction begins. This includes, but is not limited to, new rooms, porches, garages, carports or attached structures. Changes to windows, doors, or chimneys/fireplaces also require 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 structure 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. Elevations showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint colors and shingle samples if applicable.

Guidelines:

1. No addition shall encroach upon the setbacks for the lot as listed in Article VIII of the Covenants.
2. Additions should match the house color and style as much as possible.
3. Any building permits needed are the responsibility of the homeowner.

AIR CONDITIONERS

Window and through-the-wall air conditioners, whether such units are permanently installed or removable, are not permitted.

ANTENNAS – RADIO/TV AND SATELLITE DISHES

Any satellite dish or disc that is *one meter or less* in diameter is permitted without application and approval of the Committee so long as (i) the dish or disc is located on a part of the lot so as not to be clearly and readily visible from any street or any neighboring lots, provided that such a location does not preclude the reception of an acceptable quality signal, or is located anywhere on the lot but is reasonably and adequately screened to prevent visibility from any street or any neighboring lots; and (ii) the lot owner registers the disc or dish in writing with the Association's Management Firm stating the owner's name and address, the name, type, height, diameter, and sketch of the lot and dwelling showing the existing location. Any satellite dish or disc that is *greater than one meter* in diameter or any antenna that is designed to receive any signal other than television broadcast signals are not permitted on the Properties.

Antennas such as used for CB or HAM radio are not permitted.

Exterior mounted TV antennas require prior architectural approval.

AWNINGS

All awnings require architectural approval.

Information required in submittal:

Plot plan showing location of awning

Elevation showing location of awning

Description and sample of material(s) to be used

Guidelines:

1. Fabric must blend with color of house.
2. Awning material must be fabric.
3. May 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 within a reasonable time.
6. Must be attached to house, not free standing.

BASKETBALL GOALS

Items not requiring architectural approval:

1. Basketball goals may be mounted on poles located on edge of driveway pad.
2. Basketball goals may not be attached to any portion of the house or detached building.
3. Portable basketball goals may not remain in cul-de-sacs, on the street or any public thoroughfare, or any part of common areas overnight. Town/County ordinances may prohibit playing in the street, including cul-de-sacs.

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

Permanent exterior clotheslines are not recommended and must be reviewed and approved by the Board.

DECKS, PATIOS, ARBORS AND SCREENS

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 or addition requires architectural approval.

Deck Materials:

1. Deck materials are generally pressure 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 materials.
4. Include any landscape plan / screening of the area underneath the deck.

Patio Materials:

1. Concrete slabs,
2. Bricks or paving blocks with a sand fill or grout,
3. Stone or slate with a sand fill or grout,
4. Include any landscape plan with your request for the area around the perimeter of the patio

Height of deck, arbors, 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 floor.
3. Freestanding deck screens, i.e., lattice shall not exceed five (5) feet in height.
4. Screens as part of an arbor may extend to the arbor.
5. Area under the deck should be screened from view of neighboring lots.
6. If plant screening is used, it should obscure the area underneath the deck within a 3-year time span.
7. If left unscreened the area beneath the deck should maintain an attractive appearance.

Location and Restrictions:

1. Patios should be located behind the house, but may not extend beyond house corners, or be freestanding in other areas of a backyard.
2. Decks shall not extend outward beyond the rear corners of the building line.
3. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
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 comply with the Town of Wake Forest Regulations.

DECKS, PATIOS cont.

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. Landscape plan for the area around the perimeter of the deck/patio to include the screening of the area underneath the deck.

DETACHED STRUCTURES

All detached structures require architectural approval prior to construction. Examples include, but are not limited to; storage sheds, potting sheds, greenhouses, garages, and carports, etc.

Information required in submittal:

1. Official plot or survey showing lot boundaries and existing building with the proposed structure.
2. Two elevations of the proposed construction showing the proximity to the residence.
3. Description of materials to be used including color samples.
4. Description and location of any trees to be removed.
5. Copy of the Permit issued by the Town of Wake Forest.

Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible and should be placed out of view of any street. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Structures shall match the house in materials, color and style, i.e., gable roof, horizontal siding.
3. No metal or plastic sheds are allowed.
4. No structure shall infringe upon the setbacks for the lot as listed in the covenants.
5. All structures must be properly maintained.
6. All permits and building codes must comply with the Town of Wake Forest Regulations.

DRIVEWAYS AND PARKING PADS

All driveways and parking pads or changes to the original design require architectural approval, prior to construction.

Location and Restrictions:

1. No parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces.
2. Driveways and vehicle parking pads must be concrete. Other types of pads, i.e., brick, stone, etc. shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should 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.

FENCES

All fences require architectural approval prior to construction.

Styles: **Stockade** (wood) fences should be constructed in a Scalloped or Rainbow design, with decorative exposed posts.

Metal (wrought iron-style) may be powder coated aluminum or wrought iron.

Color: Color may be natural, natural wood-color. Metal fences must be black.

Materials: Stockade (wood) may be either cedar, redwood, or treated pine lumber.

Metal (wrought iron-style) may be powder coated aluminum or wrought iron.

Chain link, wire and metal slat is not allowed. Any other material must be approved.

Height: The maximum height allowed is five (5) feet measured from the ground to the top of any portion of the fence, including decorative posts.

Location:

1. The fence location shall not extend beyond midway of the front and rear of the dwelling.
2. All fences (including any live screening) must be constructed within the property line with full regard for setbacks.
3. Property owners are cautioned that building a fence that infringes on easements or access of right-of-ways may result in destruction or removal of the fence. Such construction is done entirely at the risk and expense of the property owners.
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 Town of Wake Forest.
5. A top-down map (surveyor's plot plan) to indicate the exact location of the fence in relation to the house and property lines is required with the dimensions, elevations (side view) and gate location.
6. Setback may be required for the sake of landscaping, sidewalks, etc.
7. Corner and end lots may require additional setback and/or screening.

Landscaping must be included with the submittal.

Construction details require all hardware to be weather resistant, posts to be set in concrete, and finished side (where applicable) of fence must face the adjoining lots.

FENCES – Continued

Process:

1. Each installation will be examined on its own merit. No previously approved installation shall constitute a precedent for approval.
2. No construction shall begin without written approval from the Architectural Committee.
3. Allow enough time (30 days) for processing and approval in planning for construction.

LANDSCAPING

After initial construction, removal of a tree with trunk diameter exceeding six (6) inches at a height of four (4) feet above ground level requires architectural approval. Other 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 require architectural approval.

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 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
3. Drainage/runoff proposals, which detail any landscape plan that may change the flow of any drainage/runoff, shall be submitted with a plot plan and the drawings showing the present drainage/runoff with the proposed change in the drainage/runoff flow. If the proposed plan requires a permit from the Corp of Engineers, Town of Wake Forest, or any governmental agency, a copy of the permit must be provided with the request. This includes, but is not limited to anything that affects lakes, streams, creeks, buffers, and wetlands.
4. Retaining walls five (5) feet or greater in height require an Engineer's stamp of approval for structural integrity.

Guidelines:

Grasses (non-decorative)

1. Tall Fescue and Tall Fescue blends are preferred. Other grasses or materials that maintain the aesthetic appearance of the neighborhood i.e., Bermuda, Zoysia, or other varieties, may be considered with submittal of an Architectural Request. Any costs in support of a conditional approval will be borne by the applicant.

Hedges and Screen Plantings

1. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house.
2. Replacement of dead/damaged shrubs and plantings as provided by the builder is acceptable.
3. Hedge or screen plantings, which form a barrier between properties, should have (a) agreement for maintenance access, and (b) setbacks to allow for plant growth.

Landscaping cont.

Mulching and Bedding Materials

1. Only natural materials i.e. pine straw, cedar chips, bark, etc. may be used.
2. Inorganic materials i.e. stones, various forms of rock, crushed brick, etc. should not be used. Use of white rock/stones is not recommended due to the high maintenance requirements.

Trees

1. Many of the trees in the community are 'street trees' - A street tree is any tree that is planted in the public rights-of-way, such as between the sidewalk and the street. In some neighborhoods, street trees are planted in an 8' street tree easement. These easements are located between the sidewalk and the house. The Town of Wake Forest requires street trees to be planted in all new developments. The Town of Wake Forest is responsible for the care and maintenance of street trees. However, the Town depends greatly on residents for weeding and watering especially for newly planted trees. All street trees are protected by the Vegetation Ordinance of the Municipal Code. If a Town street tree is dead, injured, or suffering from pests or disease, please call [Luke Devores](#) Urban Forestry Coordinator, at (919) 435-9565.
2. Mature trees (any tree with a trunk diameter of 6" or more measured at a height of 4' above the ground) requires architectural approval before removal.
3. Removal – Any/all trees ('street' or private) needing removal must be requested and approved. Only trees certified by a licensed/certified arborist can be considered. Trees posing an imminent hazard to property or danger of falling must be approved.

LAWN DECORATIONS, ORNAMENTS, OUTSIDE LIGHTING, SIGNS, FLAGS

Lawn ornaments, lantern poles, flood lights/security lights (in excess of 200 watts), and fishponds all require architectural approval.

United States and North Carolina State flags up to 4'X6' may be displayed. Flags may be mounted to the house, typically on staffs in holders. Free-standing flag poles are not permitted.

Items not requiring architectural approval:

Decorations including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, signs, i.e., house for sale*, garage sale, yard sale, etc. are allowed as long as they are removed within a reasonable amount of time.

Political or campaign signs are limited to one per property and may not exceed 24"X24" in size. No signs may be placed on common areas, easements, rights-of-way or areas owned by others. Political signs may be erected no earlier than 45 days before the day of the election and must be removed no later than 7 days after an election day.

Signs advertising commercial businesses are prohibited.

*"Rent/For Rent" signs are prohibited.

Information required in submittal:

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

Guidelines:

Every effort should be made to not disturb or adversely affect neighbors particularly with the installation of flood and security lights. The committee reserves the right to require a homeowner to remove an item if surrounding homeowners complain and if, upon inspection, the Architectural Committee considers, in their sole discretion, the item unsightly or a nuisance.

Rent/For Rent signs are not an effective or appropriate means of advertising in this community and, as such, are detrimental to the overall value of our properties.

MAILBOXES

All mailboxes or replacement of deteriorating installations shall conform to the approved mailbox standards (Article VII, Sec 8).

Any changes made to the mailbox (hanging or attached) must be submitted to the Architectural Committee for approval. For example:

1. Hanging plants
2. Flags
3. Decorated covers placed over the mailbox

Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

The mailbox post and house number shall be maintained in a good state of repair. Maintenance of the mailbox and post is the responsibility of the property owner. See website (www.CrenshawHallHOA.com) for information regarding mailbox replacement.

MAINTENANCE

It is the primary responsibility of each homeowner to maintain his/her property in a way that does not detract from the overall beauty of the community. It is hoped that each homeowner will take this responsibility seriously, as this can severely affect the value of all properties.

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

1. Shrubbery, Trees, and Lawns
2. Flower Beds, Landscaped/Natural Areas
3. Exterior Decorative Lighting
4. Driveways, Sidewalks and Steps
5. Decks and Patios
6. Fences
7. Play Equipment
8. Roofing
9. Wood
10. Paint and Stain
11. Garbage Can Storage
12. Mailbox and Post

Deterioration:

If at any time, the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the Community; the Management Company will make a site inspection.

Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time, the repairs have still not been made, the Board of Directors may pursue the remedies set forth in Article XIII, Section 10 of the Declaration.

In order to ensure that the overall beauty of the community is maintained, yard waste/grass clippings, as well as trash and recycle containers, must not be placed at the curb-side before the evening prior to pick up. Bins must be taken in by the evening of the following day. Waste materials and containers/bins must be stowed neatly, out of site from street view, until the day before collection.

PAINTING OF EXTERIOR OF HOUSE OR STRUCTURE

Changes to existing colors require architectural approval. Color samples must be included with the submittal.

Brick finishes are required to remain unpainted except to match any existing painted brick house color.

Exposed cement foundations (stamped or smooth) must be painted to match the house 'body' color.

Items not requiring architectural approval:

Periodic re-painting and re-staining with the existing color for maintenance.

PARKING

On-street parking of vehicles must be limited to guest visitation or other short-term situations, typically overnight.

No industrial or *commercial type trucks, tractors, or inoperable vehicles may be regularly parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as in the Declaration unless specifically provided for.

No trucks, vans, motorcycles, travel trailers, campers or other trailers or any other apparatus designed for movement over and upon streets or highways shall be regularly parked on the streets within or adjoining the property.

Neither a motorboat, houseboat or other similar waterborne vehicle, nor any airplane, nor any travel trailers, other trailers, or "camper" vehicles, i.e., RV, pop-up campers, etc. may be maintained, stored or kept on any portion of the property, except in (a) enclosed garages, (b) in area(s) specifically approved and with screens or covers as specifically approved by the Architectural Committee.

* Generally speaking a vehicle above 7 feet in height, or with a payload in excess of one ton, or has equipment such as ladders, generators, tools, hoses, pipes, wire, wood, or storage devices for gasoline, oil diesel fuel, paint, etc. would be considered a commercial vehicle.

PETS, PET HOUSES AND PENS

No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot, except as follows:

Dogs, cats, or other household pets may be kept, provided that they are not bred or maintained for commercial purposes. All laws and ordinances of the Town of Wake Forest, Wake County or State of North Carolina Animal Control Ordinances, and other governing agencies must be adhered to regarding pets.

Guidelines for Pets in the Community:

1. Pets are not allowed in the Pool or Tennis Court Areas.
2. Pets must be leashed when outside property lines.
3. Pet noise levels must be kept to a minimum.
4. Cleaning up and disposing of pet waste is required in all areas.

Guidelines for the Housing of Pets:

1. Pet pens will not be permitted. Fencing will be allowed with the guidelines for fences. Architectural approval must be obtained before placement of any fencing.
2. Chain link and metal fencing are prohibited. Fencing type must be one of the approved styles.

PLAY EQUIPMENT SWING SETS, PLAY HOUSES, JUNGLE GYMS, TRAMPOLINES

The Architectural Committee must approve all permanent play equipment prior to placement.

Information required in submittal:

1. Plot plan showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment to be placed.

Guidelines:

1. Play equipment must be natural or natural color stain; painting is prohibited. No metal play equipment will be allowed with the exception of equipment that must be metal i.e. approved trampolines.
2. Permanent play equipment must be installed 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 ten (10) feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit and safety consideration.
3. The Architectural Committee reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair. A site inspection will be conducted by the management company to verify if the complaints are valid and if action needs to be taken.
4. Screening may be required along the property lines in order to block the view and/or noise from neighboring lots. Landscape plans must be provided with the submittal.
5. Non-permanent play equipment should be placed inconspicuously so that it does not detract from the neighborhood surroundings and meets setback requirements.
6. Movable plastic play equipment is allowed provided that it is stored when not in use.
7. Items that are ordinarily left outside for prolonged periods of time and are not regularly removed for storage based on their size, and/or appearance, are subject to architectural approval.
8. Tree houses may be permitted pending submittal of architectural review request/approval.

SKYLIGHTS AND ATTIC FANS

The addition of a skylight, solar panel, or attic fan that changes the exterior of the roof requires architectural approval.

Information required in submittal:

1. Plot plan showing the location of the addition.
2. Description of style, size, and materials to be used.

Guidelines:

The addition of a skylight or attic fan must be located on the section of roof facing the back of the lot.

STORAGE

No trade materials or inventories may be stored on residential lots.

Temporary storage of lawn/deck furnishings, garden equipment, and materials for repair or remodeling projects must be discreetly placed and appropriately screened from view from any street or adjoining property.

Rubbish and recycle containers must be placed out of the direct view from the street.

Storage POD's, Pack Rat, etc. –

Long-term use is prohibited.

Short-term (no more than 3 days) use is permitted with an approved Architectural Request. Special conditions will be considered on a per need basis. Containers must not be placed in the street.

SOLAR ENERGY SYSTEMS

PURPOSE OF GUIDELINES

Solar energy systems present a sustainable alternative to conventional energy technologies, with the potential to provide homeowners with a significant portion of their energy needs while safeguarding human health and environmental quality and enhancing property values and economic opportunities throughout the community. While Crenshaw Hall Plantation HOA recognizes these benefits, it is important that these systems are installed in a manner that respects legitimate competing community interests. For purposes of these design guidelines, the phrase “solar energy system” includes both photovoltaic and solar heating and/or cooling technologies. For information on the benefits of solar, refer to the companion brochure *The Benefits of Going Solar: A Resource for North Carolina Homeowners’ Associations* for additional information.

APPLICATION REQUIREMENTS

All solar energy systems require ARC (architectural review committee or similar reviewing group in a HOA) approval. The following documents must be included along with an Architectural Request form

- Plans showing visibility of the system from areas open to common or public access (e.g., public streets, neighboring lots, or association properties or common areas);
- A drawing (with dimensions) showing the proposed location of the system and how the equipment will be mounted, as well as a description of any visible auxiliary equipment, and;
- Photographs or manufacturer literature for all proposed system components including specifications, color, materials, etc.

Following submission of these materials, the ARC will either approve, request additional materials, recommend changes, or if feasible, determine an alternate location for the system. If the ARC fails to render a decision on the proposed system design and location within thirty (30) days after the submission of all required application materials, approval will be automatically granted.

SYSTEM DESIGN AND PLACEMENT REQUIREMENTS

To the maximum extent possible, a roof-mounted solar energy system shall be installed so as to minimize its exposure when viewed from areas open to common or public access (e.g., public streets, neighboring lots, or association properties or common areas). Alternatively, the system may be ground- or pole-mounted, provided such a system does not extend above the fence line and is screened from view from areas open to common or public access. Solar panels on front-facing or side-facing roof surfaces visible from areas open to common or public access must be mounted in the plane of the roof surface minimizing stand-off distance from roof. Panels in other locations may be angled to achieve optimum solar gain provided the top edge of the panel does not extend above the roof peak. All panels must be located entirely within a boundary defined by the roof eaves and peak. Visibility of the underside of the panels shall be minimized from areas open to common or public access.

Solar Systems cont.

Efforts must be made to make the solar energy system an integral and harmonious part of the architectural design of the residence. Visibility of any plumbing, wiring, or auxiliary equipment should be minimized as much as possible. All system components visible from areas open to common or public access and not involved in energy production should be painted to blend with roof coloring.

Because existing trees may reduce access to sunlight and thereby decrease system performance, the ARC will give special consideration to the limited removal of trees outside the normal tree removal requirements or processes. Removed trees shall be replaced to ensure no net loss of trees.

Exceptions to these system design and placement requirements shall be made if compliance with one or more of these requirements will result in either a significant increase in the cost of the system or a significant decrease in its efficiency or specified performance. For purposes of this exception, "significant" means an amount exceeding 15 percent of the cost of the system, or decreasing efficiency or performance by an amount exceeding 15 percent, as originally specified and proposed. The ARC may require the applicant to provide a written statement by an independent solar energy expert documenting these cost or efficiency and performance impacts. In this case, the ARC will permit variances to these requirements to the minimum extent necessary to avoid significant increases in system costs or significant decreases in system efficiency or performance.

SWIMMING POOLS AND HOT TUBS

In-ground or above ground pools are not recommended and must be approved by the Board. Hot tubs/spas, which are a permanent part of the deck and/or patio, must also be approved.

Information required in submittal:

1. Plans and specifications showing the nature, kind, shape, height, and materials.
2. Plot plan showing the location of hot tub.
3. Plan for screening with fencing or live vegetation
4. All required local permits

Guidelines:

1. Any wood support structure must be the same color as the house or deck.
2. Hot tub cannot be located within a buffer or easement.
3. All Health Department regulations must be met.
4. Hot tub must be screened from view from any street.

VEGETABLE GARDEN PLOTS

Vegetable garden plots will not require prior approval of 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 plot must adhere to the tree removal guidelines.

Architectural Committee approval is required for any vegetable garden plot location deviating from the guidelines. Guidelines:

Maintenance of the garden plot is required. Excess debris will be removed at the end of the gardening season and the plot returned to a natural state. This would include stakes and any other structural additions required for harvesting the garden.

In addition, no compost piles are allowed on any portion of property located within the Subdivision.

COMPOSTING

Composting for backyard gardens is permitted with the following considerations;

- All, any composting must be done in a closed container or bin
- It must not be visible from the street
- It must not be objectionable to a neighbor (sight, odor, etc.)



Professional Property Management
Attn. Crenshaw Hall
Community Service Administrator
11010 Raven Ridge Rd
Raleigh, NC 27614
E-Mail: Kgoodman@PPMRAL.com

REQUEST FOR ARCHITECTURAL APPROVAL

Submit all requests for changes or additions to Talis Management Group at the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request. Please note the applications requiring paint samples must **not** be e-mailed or faxed.

Property Owner: _____

Property Address: _____

Telephone Number: (day) _____ (evening) _____

Estimated Completion Date: _____

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

1. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, dimensions, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including but not limited to:
 - a. Plot Plan – “top-down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
 - b. Elevation(s) – “side, front, and rear view(s)” – one (1) or more as necessary.
2. Attach paint or siding samples, if applicable. (This includes black and white).
3. A permit and inspection by the Town of Wake Forest may be needed. _____ (initial)
4. When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property,

i.e., across the street. If the signatures are missing, the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THIS FORM IS NOT COMPLETE WITHOUT ALL APPROPRIATE ATTACHMENTS AND SIGNATURES.

REASON FOR THE CHANGE/ADDITION _____

I HAVE READ AND UNDERSTAND THE ARCHITECTURAL STANDARDS AND SPECIFICATIONS RELEVANT TO THIS REQUEST AND CONCUR WITH ITS APPROVAL. *I FURTHER UNDERSTAND THAT ADHERENCE TO ALL LOCAL/GOVERNMENTAL LAWS AND REGULATIONS IS THE RESPONSIBILITY OF THE OWNER*

Signed: _____ Date: _____

Notice: You have up to 90 days (after approval) to begin the project and another 90 days from the start time to complete the project. Only the Board of Directors can grant extensions. You must notify the management company immediately as soon as the project is complete so that compliance and completion may be verified.

ARCHITECTURAL COMMITTEE USE ONLY:

Approved Conditional Approval Disapproval More Information Required

COMMENTS: _____

Signed: _____ Date: _____