

Windward Pointe Homeowner's Handbook

Rules, Responsibilities, Architectural Guidelines & Procedures

The Rules, Responsibilities and Procedures outlined in this packet have been established by the Board of Directors of the Windward Pointe Homeowners Association, Inc. in compliance with the corporation's "Declaration of Covenants, Conditions and Restrictions."

Our Homeowners Association was created as an administrative organization to maintain and preserve our common property, to enforce rules for our benefit, and to provide other common services to owners. Membership in the Association is automatic upon purchase of a home in Windward Pointe, and all owners are required to share equitably in the expense of carrying out the association functions.

As homeowners and members of the Association, we have several roles and responsibilities. The single most important decision making forum for owners is the annual meeting where representatives are elected to the Board of Directors and referenda decisions regarding significant issues are made. Homeowners also have an opportunity to contribute to the association's work by volunteering to serve on one of the committees.

All owners have an obligation to pay the monthly assessment on time, thus permitting the Association to meet its financial obligations without penalty, and to follow the rules and regulations so that we may live harmoniously in our community.

The Board of Directors has the ultimate responsibility for the operation of the Association on behalf of the owners. The Board must maintain, protect and preserve all owners investments in the community by:

- Maintaining and repairing common property
- Safeguarding common property (through liability insurance, etc.)
- Preserving and safeguarding financial and fiscal assets.

Board meetings are usually held monthly and are open to residents. If you wish to address the Board, please call our HOA President (see directory).

The Board of Directors welcomes your input and your help. Please be an active participant in our association. We need your energy and ideas.

RULES/ REGULATIONS & ARCHITECTURAL STANDARDS

1. DUES

Homeowner Association fees are due on the first of the month for each quarter (January, April, July & October). They are considered late if not received by the 20th of the month due, and a late charge of \$20.00 will be applied monthly. Dues not received by the last day of the month they are due are considered delinquent. Residents will be mailed two “reminder to pay” letters over a two month period. At the third month, the resident will receive notice that the Association is pursuing legal action and a lien will be filed against the property. The cost of collections, including any legal fees and court costs, will become the responsibility of the delinquent owner.

Note: Dues are a legal obligation incurred with ownership. Withholding of dues is not an acceptable means of communication or protest with the HOA or the Board of Directors.

2. ALTERATIONS

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 (such as installation of fences, sheds, swing sets, and paint colors). The process will be the same for all submittals with the requirement details varying depending upon the type of change. See the *Procedures Section* of this packet for complete instructions on submitting a request. Also, items requiring Architectural Review approval will be noted with an * and will list all guidelines to be followed.

3. ADDITIONS & 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, vinyl siding, or attached structures of any kind. Also, any changes to windows, doors or chimneys/fireplaces 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 many 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 shingles if applicable. Guidelines:

- No addition shall encroach upon the setbacks for the lot as listed in the covenants or per Town approval.
- Additions should match the house color and style as much as possible.
- Town Building Permits may need to be obtained and will be the responsibility of each homeowner.

4. **AWNINGS***

All awnings require architectural approval. **Information required in submittal:** 1) plot plan showing location of awning. 2) Elevation showing location of awning. 3) Thorough description of materials to be used. Guidelines:

- Fabric to blend with color of house.
- The awning material shall be fabric only.
- Can be either retractable or stationary.
- Any wood structure must be same color as house or deck.
- It is expected, than upon deterioration, the awning will be repaired within a reasonable time.
- Must be attached to house, not free standing.

5. **BASKETBALL GOALS***

Permanent basketball goals mounted on poles or on the house require approval. Permanent basketball goals are not allowed along the street right-of-way. Information required in submittal: 1) Plot plan showing location of permanent basketball goals. 2) Picture or description of item.

Goals must be maintained and/or repaired – no rusted hoops, broken nets, peeling paint. Goals must be properly weighted per manufacturers instructions.

6. CLOTHES LINES

Permanent exterior clotheslines are prohibited in Windward Pointe.

7. COMMON AREAS

Every homeowner should protect their interest in the common areas. Please do not abuse these areas by way of littering or in any way restricting the enjoyment of the areas, including but not limited to the cutting or removal of any plants without the Board's consent. Cultivation of any part of the common area by a homeowner is prohibited. The common areas will be maintained by the Association.

8. DECKS, PATIOS, ARBORS & SCREENS*

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures including landscaping require Architectural approval. 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.

Guidelines:

- Deck Materials
 - Deck materials are generally pressure-treated wood and must be weather resistant. Approved wood composites will be considered.(i.e. Trex)
 - The types and treatment of wood shall be like that of fences.
 - Posts may be made of brick, pressure-treated wood or other suitable material.
 - Include any landscaping plan/screening of the area underneath the deck.

- Patio Materials
 - Concrete slabs, smooth finish.
 - Bricks, with sand fill or grout.
 - Stone, with sand fill or grout.
 - Include any landscape plan with your request for the area around the perimeter of the patio.
- Height of deck, arbors and screens
 - Decks should be of a reasonable height for their intended purpose.
 - Arbors should be no higher than 8 feet above the deck surface.
 - Screens as part of an arbor may extend to the arbor.
- Location and Restrictions
 - Patios should be located behind the house.
 - Obstruction of views or breezeways of adjoining properties will be considered when evaluating placement and location.
 - The construction of decks or patios within a buffer area will not be allowed.
 - Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
 - All permits and building codes must be in compliance with the Town of Holly Springs Regulations.

9. DETACHED STRUCTURES*

All detached structures require Architectural Review Committee approval prior to construction. Examples include storage sheds and greenhouses. **Information Required in Submittal:** 1) Official plat 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.
Guidelines:

- Permanent structures must be installed to be as inconspicuous as possible and should be placed out of the view of any street. It cannot be placed any closer to the adjoining property lines than 5 feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
- Structures should match the house in color and style as much as possible.
- No metal, plastic, or resin structures are allowed.
- The exterior must match the existing structure, in color and shingles.
- Structures shall not exceed 10' X 12', with a 2' allowance at the discretion of the Architectural Review Committee.
- No structure shall infringe upon the setbacks for the lot as listed in the covenants.
- All structures must be properly maintained.

10. DRIVEWAYS & PARKING PADS*

Any parking pads or changes to driveways require architectural approval. Items 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.

Guidelines:

- No long-term parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces visible from the front of the house unless appropriately screened.
- Above mentioned vehicles may be parked in the driveway temporarily for maintenance purposes but require permission from the Board of Directors should said time exceed ten days.
- Driveways and vehicle parking pads shall be concrete only. Any other type of pad (ie. Brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practices.

- Close attention must be paid to structure placement, setbacks, and encroachment onto buffer areas, association owned common property and neighboring lots.
- Combined width of driveway and parking pad shall not exceed 3 car widths.
- All vehicles must have a current registration with the North Carolina Department of Motor Vehicles

11. FENCES*

All fences require Architectural approval prior to construction. All new fences including associated landscaping require Architectural approval. Any appearance change or addition requires Architectural approval. **Information Required in Submittal:** 1) Submit a top down map (surveyor's plat) showing the exact location of the fence in relation to the house and property lines. 2) Elevation drawing(s) showing the measurements of the fence such as height, width of slats and spacing between slats. 3) Description of any landscaping that will be added along the perimeter. 4) Description of the materials to be used including if the fence will be left as natural color or will be painted white. 5) Description and location of any trees to be removed. Guidelines: *Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.*

- **Styles allowed** – Gothic, Picket, Stockade, Shadow Box, Dog-eared.
- **Design allowed** – Picket fences with decorative exposed posts. Pickets must be constructed with a decorative picket design. Stockade fences must be constructed in a scalloped or rainbow design, with decorative exposed posts. Spacing between slats shall be no less than $\frac{1}{2}$ the width of the slat for all fence styles except for the Shadow box.
- **Colors allowed** – natural or white.
- **Materials allowed** – Fence itself to be wood though composites will be considered.
- NO metal, wire, chain or concrete fences are allowed. All hardware used to join the fence

components must be galvanized. All posts must be set in concrete.

- **Height allowed** – The maximum height allowed is to be determined based on the environment and application. A smooth flowing, uniform height is to be maintained parallel to the ground. Stepped or staggered top line elevations are not allowed. The maximum height allowed for the *Gothic style* is 5 feet measured from the ground to the top of the decorative posts. The maximum height allowed for the *Picket style* is 4 feet measured from the ground to the top of the decorative posts. The maximum height allowed for the *Stockade style* is 5 feet measured from the ground to the top of the decorative posts. The maximum height allowed for the *Shadow Box style* is 5 feet measured from the ground to the top of the decorative posts. The maximum height allowed for the *Dog-eared style* is 5 feet measured from the ground to the top of the decorative posts.
- **Locations** – No fence shall extend beyond the front line of the house. The finished side of the fence styles must face the adjoining lots, on the outside of the fence. All fences must be constructed at least 6 inches within the property line, unless adjoining a neighboring fence. Property owners are cautioned that constructing a fence that infringes on easements or access of right-of-ways may result in the eventual destruction or removal of the fence. Such construction is done entirely at the risk of the homeowner. 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 Town of Holly Springs.
- **Maintenance** – Maintenance of the fence is the responsibility of the property owner. It is recommended for natural finished fences that an annual application of wood preservative and/or water treatment be part of the normal maintenance practices of the property owner in order to preserve

the look of the fence. For fences that are painted white, it is recommended that the fence be washed periodically to prevent discoloration. Also, periodic re-painting of the fence will be required to maintain the appearance of the fence.

12. LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS & FLAGS*

Lawn ornaments, free standing flagpoles and lantern poles, floodlights and security lights, and fish ponds all require approval. The following do not require approval:

Decorations including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, and for sale, for rent, garage sale, yard sale and political signs provided that no sign be placed on common property (as long as they are removed within a reasonable amount of time). Seasonal lights must be removed within one (1) month of the holiday date.

Commercial advertising signs are prohibited. **Information Required in Submittal:** 1) Plot plan showing the location of the item. 2) Picture or description of the item.

Guidelines: Every effort should be made not to disturb or adversely affect neighbors, especially with the installation of floodlights and security lights. On the items that don't require approval, the Architectural Review Committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain, and if upon inspection, the Committee considers the items unsightly or a nuisance.

13. MAINTENANCE AND REPAIRS

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 and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties in the neighborhood. The following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair:

- Shrubbery should be trimmed neatly.
- Trees should be pruned.

- Lawns should be cut and edged regularly and evaluated each fall for the need to be re-seeded. Residents who have a sidewalk near their property are responsible for maintaining both their property side and the street side.
- Flower beds should be free of extraneous weeds. Dead items should be removed in a timely manner.
- Natural areas should be kept neat.
- Driveways should be free of weeds, debris and oil stains.
- Decks should be maintained – weather-treated.
- Fences should be maintained – no broken boards, chipped paint, etc.
- Play equipment
- Roofing/shingles
- Exterior siding should be painted regularly (every 5-10 years as needed) and should be free from wood rot.
- Other painted and stained finishes on other exterior items (sheds, porches, etc.)
- Mailboxes should be in good working order. No broken flags or rusted boxes allowed. Posts should also be free from wood rot and be maintained (painted, stained).
- No broken window grids, shades or blinds should be visible from the front of the home. Likewise, items stored in front of a window, either inside the home or in the garage, should not be visible from the street. The homeowner should install a blind or shade to hide the items.
- Broken or missing window screens should be replaced or taken down entirely.
- **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 Complaint committee may make a site visit. 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 be made, the Board of Directors may be forced to take more strenuous action.

14. MAJOR LANDSCAPING*

Landscaping of a minor nature such as naturalizing an area of the yard or adding low-growing shrubs and bedding flowers need not be submitted for approval, provided they do not encroach upon neighboring properties. After initial construction, no tree having a trunk diameter exceeding size (6) inches at a height of four feet above ground level, shall be removed without the Architectural Review Committee's, and/or the Association Board's prior express written approval, unless the tree is dead or diseased and poses an imminent threat or danger to persons or property. 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, will require Architectural Review Committee approval. **Information Required in Submittal:** 1) Plot plan showing quantity and location of plants. 2) Description of plants. 3) Details of any landscape plan that may change the flow of any drainage/run off shall be submitted with details, including a Plot Plan, drawings showing the present drainage/run off, and the proposed drawings showing the change in the drainage flow as a result of this change. Guidelines:

- a. Hedges and Screen Plantings
 - No hedge or screen planning shall be erected any closer to the front lot line than the front of the house.
 - Hedge or screen plantings which form a barrier between properties should have the following: agreement for maintenance access, setbacks to allow for plant growth.
- b. No changes or modifications can be made to Common Property, without prior Board of Directors' written approval.
- c. Retaining Walls – see guidelines for retaining wall; Ornaments – see guidelines for Lawn ornaments; Garden Plots – see guidelines for Vegetable/garden plots; Fences – see guidelines for fences.

15. NOISE

Windward Pointe is within the town limits of Holly Springs, which has a noise ordinance. Please be considerate of your neighbors. If you are disturbed by a loud noise, you should attempt to contact the source of the noise. If the source is uncooperative and if the problem continues, contact the Holly Springs Police Department. Please do not contact the Neighborhood Watch Committee Chair for noise violations.

16. PAINTING OF EXTERIOR OF HOUSE*

Color changes made to the existing colors must have Architectural approval (submit color samples to the Architectural Committee). This includes any color changes made to the exterior of the dwelling, decks, fence and sheds. Periodic repainting and re-staining with the existing color for maintenance does not require approval. Brick will remain unpainted.

17. PARKING

Personal or business vehicles are not permitted to be regularly parked on the lot (other than driveway) or on common property or within any right-of-way of any street in or adjacent to the Subdivision as written in Declaration of Covenants (Article III, section 7). Industrial or commercial-type trucks or tractors, or inoperable vehicles may not be regularly parked on the lot (other than driveway) or on common property or within any right-of-way of any street in or adjacent to the subdivision as per the Declaration of Covenants (Article III, section 7). The Association shall regulate the parking of recreational vehicles such as campers, boats, trailers and motorcycles as outlined in the Declaration of Covenants.

18. PERSONAL PROPERTY

No personal property, including toys, bicycles, garbage cans and recycling bins, should be left in the streets, parking areas, yards or any common area.

19. PETS, PET HOUSES, AND PENS *

No exotic animals, livestock or poultry of any kind shall be raised, bred or kept on any lot, except that: dogs, cats or other household pets may be kept, provided that they are not bred, or maintained for commercial purposes.

All pets in Windward Pointe should be kept on a leash and under control of their owner at all times. Pets shall not be allowed to run free, disturb, annoy or otherwise interfere with residents and their guests. Any inconvenience, damage, excrement, or other unpleasantness caused by any pet shall be the responsibility of the owner. In compliance with the Town of Holly Springs Pet Ordinance, cats and dogs must be leashed and/or in the owner's control. Also, dog owners must clean up after their pets. You may report violations to the town to the Animal Control Department c/o Holly Springs Police (non-emergency number) at 552-7110

Guidelines from Housing of Animals:

- Dog houses must be at least ten feet from a property line.
- Dog houses must be located in the back or side yard (least conspicuous area).
- Screening should be provided as much as is reasonably possible.
- No pet pens are permitted. *Refer to fence guidelines for more detail.*

Information required for Architectural Review submittal:

- Plot plan showing location of the proposed structure.
- Description of the materials to be used in construction.
- Description of the type, size, and number of animal(s) to be enclosed therein.
- Description of the plantings to be provided for screening.

20. RADIO/ TV ANTENNAS & SATELLITE DISHES *

All exterior-mounted satellite dishes require Architectural approval. Antennas located in the attic do not require approval. Exterior mounted radio/TV antennas require Architectural approval. **Information required in submittal:** 1) plot plan showing location of dish 2)

description of plantings used to camouflage the equipment (if applicable). Guidelines: *Purpose and intent*- To minimize any health and safety hazards created by mounting satellite dishes on residential buildings. To control the location and screening of satellite dishes to lessen any impact on surrounding properties. To preserve the image and character of Windward Pointe:

- All exterior satellite dish installations must receive prior approval of the Architectural Review Committee unless FCC Regulations dictate otherwise.
- Each request will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
- A satellite dish which meets size requirements may be located on any lot zoned for residential use in Windward Pointe provided that it meets the following requirements:
 - Satellite dishes must be less than or equal to one meter in diameter.
 - Satellite dishes shall not be located within ten (10) feet or side or rear property lines, any required yard setback or in any required buffer, whichever is greater.
 - No satellite dish shall be located any closer to the front lot line than the front of the house.
 - Satellite dishes installed at ground level must be screened so the dish is not visible from any street or neighboring property as viewed from the ground level. The screen shall consist of live evergreen screening. Any tree removal required must adhere to the tree removal restrictions. All wiring shall be properly buried.
 - Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof.
 - Satellite dishes may be mounted on the back or side of the homeowners building but shall not be mounted on the front. If mounted on the side

- of the building, they cannot be placed within ten (10) feet from the front of the dwelling.
- o In no way shall these guidelines waive more stringent Town of Holly Springs requirements nor waive the necessity of any required Town of Holly Springs permits.

21. RETAINING WALLS *

Plans for retaining walls, including landscaping, require Architectural approval in the event that they may impact an adjoining neighbors' drainage. Information Required in submittal: 1) Plot plan showing the location of the wall in relationship to other structures and property lines. 2) Elevation drawing(s). 3) Description of materials used.

22. SKYLIGHTS, ATTIC FANS, AC WINDOW UNITS*

The addition of a skylight or attic fan, that changes 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. Window air conditioning units are not allowed on the front of a house.

23. SOLAR COLLECTORS.

Solar collectors are not allowed.

24. SPEED LIMIT

The speed limit on all streets within Windward Pointe is 20 miles per hour. Two traffic calming devices on Cayman Avenue are intended to help slow down those who speed through our community. Please exercise care when driving through our community to ensure the safety of all residents and guests.

25. STORAGE

No trade materials or inventories may be stored upon residential lots. Temporary storage of materials for modification projects should be discreetly placed and

maintained in an orderly fashion as close to the rear of the home as possible.

26. STORAGE OF RECREATIONAL VEHICLES

Boats, campers, trailers and all other similar property must be parked in such that they are not visible from any point directly facing the front of the house. Boats, campers, trailers, and all other similar property should be no higher than seven (7) feet. Boat covers should be form fitted and must be a neutral color.

27. SWIMMING POOLS & HOT TUBS*

NO pools are allowed. Hot tubs which are to be a permanent part of the deck and/or patio must be approved.

Information Required in Submittal: 1) Plans and specifications showing the nature, kind, shape, height, materials and location must be submitted. 2) Plot plan showing the location of the hot tub. 3) Plan for screening (fencing or live screening). Guidelines:

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

28. SWING SETS, PLAY HOUSES, & JUNGLE GYMS*

All permanent play equipment must be approved by the Architectural Review Committee prior to placement. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

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:

- 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 4 feet. The preferred

location is in the rear, directly behind the house, but each request will be reviewed on its own merit. .

Landscape plans should accompany the submittal.

- The Complaint Committee reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair (disrepair constitutes noticeable missing and/or broken parts, rust and/or peeling paint). A site inspection will be conducted by the Complaint Committee to verify if the complaints are valid and to determine if action needs to be taken. Screening may be required along the property lines in order to block the view and/or noise from neighboring lots

29. TRASH, RECYCLING & YARD WASTE COLLECTION

The Town of Holly Springs collects garbage in Windward Pointe on Monday. Town issued garbage cans should be placed at the curb. Curbside recycling is also collected on Monday along with yard waste (grass clippings, branches, etc.) and large items (furniture, appliances, etc.). Grass clippings and small yard waste are collected with the vacuum truck. Please keep them separate from larger items such as cut branches, etc. Also, please be sure to tidy up the curb area, if necessary, after the vacuum truck has collected the clippings.

30. VEGETABLE GARDEN PLOTS*

Vegetable garden plots will not require prior approval of the Architectural Review Committee if they are wholly located in the rear portion of the lot, are no larger than 300 ft², not visible from the front view of the house, and a minimum of 4 feet from the rear lot line. Any tree removal required to provide space for a garden plot must adhere to the tree removal guidelines. Architectural Review Committee approval is required for any vegetable garden plot location other than described above or any deviation from the above description. Guidelines:

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

ARCHITECTURAL SUBMITTAL & 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 requiring details varying depending upon the type of change. Forms can be obtained from any Architectural Review Committee or Board member or online at:

<http://www.windward-pointe.org>

Items to be Submitted:

- i. Architectural Request Form completed in its entirety (including signatures of adjoining neighbors).
- ii. Plot plan outlining the position or placement of the change or addition.
- iii. Drawings/plans showing the construction of the change or addition.
- iv. A thorough description of paint, siding, or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form (via U.S. Mail) to the:

Windward Pointe HOA
Attn: Architectural Review Committee
P.O. Box 904,
Holly Springs, NC 27540.

Upon receipt, submittals will be reviewed for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner.

Completed submittals will be forwarded to the Architectural Review Committee prior to their next scheduled meeting to be reviewed. A site visit will be conducted if necessary. A homeowner who wished to meet with the Architectural Review Committee should contact a member of the committee to be placed on the agenda for the next scheduled meeting.

A representative of the Architectural Committee 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 a re-submittal. Please contact a member of the Architectural Review Committee for more information.

Upon completion of the work, the Architectural Review Committee or representative will verify that the changes or modifications were made in accordance with the submitted plans. If any deviations from the submitted plans are found, the homeowner will be notified of the necessary corrections required to be made.

Reminders: No construction shall begin without written approval. Please remember to submit all requests well before starting any project. Allow enough time for processing and approval in planning for construction. Town Building permits may need to be obtained and will be the responsibility of each homeowner.

Appeals: To appeal a disapproved submittal, the homeowner should submit a written response to the Board of Directors within 30 days of receiving the notification of denial of request, including detailed information that clarifies why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to further discuss the submittal. Please contact the Board President to be placed on the agenda for the next Board of Directors meeting.

Unapproved Modifications: Any changes, additions, or deletions to the exterior of a homeowner's home property without prior written approval are in violation of covenants and can only be validated by submitting an Architectural Review Form to the Committee. A site visit will be conducted by the Architectural Review Committee or representative to determine if the existing conditions warrant further action(s) on the part of the homeowner to be in compliance with the Architectural Standards. Such actions are subject to any and all recourse as defined in the Declaration of Covenants or any amendments thereto.

PROCEDURES FOR VIOLATION

1ST Offense – Warning notice via letter

2nd Offense – Warning notice via letter with time constraints

3rd Offense – Certified letter sent with notice of a hearing regarding violation. If warranted, a fine may follow the hearing. The fine will continue until the matter is resolved.

WINDWARD POINTE HOMEOWNERS ASSOCIATION, INC**Architectural or Landscape Request Form**

Name _____

Address _____ Email: _____

Telephone (Home) _____ (Work) _____

Please indicate the Change Request Type: Architectural Landscape**GIVE A COMPLETE DESCRIPTION OF WHAT ARCHITECTURAL/LANDSCAPE ALTERATION YOU ARE REQUESTING THE COMMITTEE TO APPROVE.**

Specify dimensions (including elevations), type of materials to be used, a sketch of the proposed design, colors (if applicable) and a plat of the property showing the change. Use additional sheets of paper and submit maps and/or plats as appropriate.

NOTE: Once the request has been approved by the Architectural Committee, any deviations or changes in design, material and/or color **MUST** be resubmitted for Architectural approval. This includes getting signatures from abutting neighbors.

Date Submitted**Homeowner Signature**

The owner is **REQUIRED** to review the proposed changes with all abutting neighbors, and anyone who might reasonably view the change prior to submission to the Architectural Request Committee. This review is **NOT** an approval or disapproval, but is merely a notification to the neighbors are aware of the change, and that they understand they may contact the Architectural committee to voice their opinion on this request.

NAME	ADDRESS	SIGNATURE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Please return completed form to:

Windward Pointe HOA
c/o Architectural Committee
P.O. Box 904
Holly Springs, NC 27540

Architectural Committee Use Only:

Date Received: _____