

Architectural Design Guidelines

Carpenter Park Single Family Homeowners Association, Inc.

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1. Introduction

a. Objective of the Guidelines

This document has been prepared by Carpenter Park Single Family Homeowners Association, Inc. (the "Association") for promoting the perpetual sustainability of Carpenter Park Single Family Homes community. The standards of design expressed in this document are intended to describe the "vision" of the thorough procedures that are clearly out-lined. The intent is to expedite the process of the application for change or construction. Throughout the course of time, the Association Board (the "Board") may review and revise the Architectural Design Guidelines (the "Guidelines"), as necessary to reflect changing conditions.

b. Relationship to Legal Documents

These Guidelines are supplementary to the Declaration of Covenants, Conditions and Restrictions (the "Covenants") and the Governance of Carpenter Park Single Family Homes (the "Governance document") for Carpenter Park Single Family Homeowners Association, Inc. The criteria are intended to compliment the Covenants and should a conflict arise, the Covenants and then the Governance documents shall prevail.

c. Community Master Plan

The community is a Master Planned Community that includes approximately 98 single family homes. The Master Plan approved by Wake County, as defined in the Covenants, includes public streets, and open areas. The site will also contain a Trail System, as defined in the Covenants. It is the intent of the Board to protect the natural features of the community as much as is practical throughout the course of the community's lifetime. Consequently, these Guidelines will also reflect that sensitivity in its approach toward the design review and construction of residences within the community.

2. Organization and Responsibilities of the Architectural Review Committee

a. Mission and Function

The Architectural Review Committee is provided for in the Covenants and the By-Laws of the Carpenter Park Single Family Homeowners Association, Inc. (the "By-Laws").

The Architectural Review Committee is referred to as the ("ARC"). The Covenants state that no structure is to be erected or altered in the community without being approved by the Board pursuant to the Covenants. The ARC works with these Guidelines and Covenants to assure an attractive, compatible, and aesthetically pleasing community. The final decision of the ARC may be based on purely aesthetic considerations. It is important to note that these opinions are subjective and may vary as committee membership changes over time. The Board reserves the right to revise and update the Guidelines as well as the performance and quality standards to respond to future changes.

These Guidelines are used by the ARC for the evaluation of projects/changes as submitted to them.

b. Membership

The ARC is comprised of members appointed by the Board. An appointed member will chair the committee. The right to appoint members to the ARC shall be retained by the Board.

c. Scope of Responsibility

The ARC has the following responsibilities:

- Reviewing and evaluating each of the plans submitted by an owner for adherence to the Guidelines and compatibility of the design with the adjoining sites and common spaces.
- Approving all new construction.
- Monitoring the construction in order to ensure compliance with Covenants and approved construction documents.
- Enforcing the Guidelines through special assessment or remedy as per the Covenants.
- Interpreting the Covenants and Guidelines at the request of the Owners.
- Approving all modifications to existing structures, including but not limited to walls, fences, exterior painting, material replacements, window tinting, renovations, additions, play structures, roofing, doors, windows, garage doors, landscaping, et al
- In the event that a member of the ARC is called upon to review and evaluate a plan for a structure to be located on a property adjacent to where that member resides, said member may comment on that structure but may not vote on its acceptability. An adjacent property shall be defined as the property directly in front of and the property directly behind as well as the property directly to the sides of the ARC member's property.

d. Enforcement Powers

Any structure or improvement that is placed on any home site without Board approval is considered to be in violation of these Guidelines and the Covenants. The Board has the power to fine and/or direct that the non-conforming structure be brought into compliance at the owner's expense. Should the owner fail to comply with the directives of the Board, the ARC will act in accordance with the Covenants and Governance to bring the non-conforming item into compliance.

e. Limitation of Liability

Design and plan decisions by the ARC do not constitute a representation of warranty as to the quality, fitness, or suitability of the design or materials specified in the plans. Owners should work with their architect and or contractor to determine whether the design and materials are appropriate for the intended use. In addition, decisions by the ARC do not assure approval by any governmental agencies. Owners are responsible for obtaining or ensuring that their agent or contractor obtains all required permits before commencement of construction. The Association, the Board of Directors, any committee, or member of any of the foregoing shall not be held liable for any injury, damages, or loss arising out of the manner or quality of approved plans for construction on or modifications to any home site. In all matters, the committees and their members shall be defended and indemnified by the Association as provided in the Covenants.

3. When Design Review Applications Are Required

a. Small Alterations Request

Small alterations include but are not limited to roof replacement, door and window replacement, garage door replacement, shutters, siding, fencing, decks, patio expansions, trellises, and miscellaneous items that can impact the look and architectural style and design intent of the

community. The ARC Committee will review design and color of materials so the applicant shall submit the “Small Alterations Request Form” and the “Color Selection Form”, both located in the rear of this document. Note: No submittal is required if you are just replacing existing materials with the same color and similar materials

b. Additions, Re-construction or New Construction

- Additions - are considered to be any extension to the residence, either heated or non-heated space. Addition examples are, but are not limited to porches, sun-room, additional heated space, 2nd floor requests, etc.
- Re-Construction - typically described as, but not limited to a structure that sustained damage of some sort and needs to be rebuilt to like or same specifications
- New Construction – is for a completely new structure to be built, most likely the home is no longer habitable, or a catastrophic event caused a complete destruction. In this case, only the original 6 floor plan designs will be considered by the ARC Committee and Board of CPSF HOA.
- Submittals – the “Addition, Re-Construction, New Construction” Form and the “Color Selection Form” must be submitted for review by the HOA.

c. Variance Requests

A variance application is required for any design outside the ARC Design Guidelines, and any requests to encroach into the vertical air space, front, side or rear set back requirements. For example, when you purchased your home, you received a plot plan that shows a dotted line indicating your buildable area; if you want to install any structure encroaching that buildable area, you must submit a “Variance Request Form”.

Note: The homeowner must be complete the application forms, plans, details and material selections and the templates are in section 7 of this document. There are two methods of filing the requests, the homeowner can print this document, then fill out the appropriate form and mail the document to the management company, or posted on the management company website are interactive PDF forms that can be downloaded, electronically altered and emailed directly to the management company. The HOA Property Manager will forward all applications to the Board and ARC Committee. Incomplete requests or submittals will be returned to the owner. The owner is totally responsible for compliance with the Guidelines, Covenants, ordinances, all applicable local, state and federal building and safety codes, regulations, etc. as required. All additions, re-construction and new construction must be approved by and permitted by the City of Morrisville post the Architectural Design Review by the CPSF HOA and it’s representatives.

4. The Design Review Process

a. Review of Plans

Lot specific submittals are required for each lot in Carpenter Park Single Family Homeowners Association, Inc. The ARC will review lot specific design submissions on an as needed basis. Full submittals shall be submitted via email in pdf format or by US mail To the HOA Property Management Firm as noted on the Architectural Submittal Forms. The Property Manager will forward all applications to the Board and ARC Committee for reviewed.

Submittals will be given preliminary initial review for completeness of submittal and then a site visit will be scheduled with the homeowner to review site conditions, relationship of proposal to adjacent houses, architecture and colors, and expedite review. The ARC directives at such ARC Meeting will be as noted on the ARC s to

- “Approved” (proceed with permitting and construction)

- “Approved as Noted” (proceed with permitting and construction based on ARC directives and provide final revised submittal if required for ARC record)
- “Not Approved as Noted” and “Resubmit” (not approved to proceed with permitting and construction, resubmit with required ARC directives completed for final ARC review and approval prior to proceeding with permitting or construction) and written directives to be completed and forwarded to the builder/homeowner, ARC (if required) and others as needed within 14 calendar days.

If “Approved as Noted”, and the Homeowner agrees with requirements without question, then construction may proceed under the conditions that such ARC directives and requirements will be completed in field. Otherwise, if questions exist, the Builder / Lot Owner shall contact ARC in writing and resolution of such questions completed and understood with ARC prior to proceeding with construction.

5. Additions, Re-Construction and New Construction

The following sections detail the review and building requirements in cases of creating an addition or reconstruction or new construction as a result of serious damage

a. General Standards

Architectural consistency is very important to the Association and community. This is the basis for the ARC to approve proposed architecture in the community. All proposed houses, additions, and alterations will be reviewed on individual architectural style merits and details. Homes must be designed in conformity as set forth in the Covenants and the Guidelines. All footprints and garages must be sited within the setbacks. Plans submitted for review, or any portion thereof, may be disapproved upon any grounds which are consistent with the purpose and objectives of the ARC, including purely aesthetic considerations.

- Dwelling Size / Minimum Standards

Minimum square footage shall be defined as a heated floor space as noted below for each specific lot. Note that the Board may update such requirements for future lots as required and determined by the Board for alternative product type and styles.

- 1 Story Homes – 1,200 SF to 2,000 SF
- 2 Story or taller Homes – Not Permitted

Heated floor space does not include garages, covered walks and / or porches / stoops and unfinished attic only if the site conditions present a hardship and only on a case by case basis. Variances may also be granted if, in the Board’s sole discretion, the resulting appearance of such residential dwelling within Carpenter Park Single Family Homeowners Association, Inc. conforms to the existing architectural aesthetic and only on a case by case basis.

- Height Requirement

No building shall exceed 24 feet in height above the average finished ground level when measured at the corners.

- Front Façade

The front facing façade or elevation shall be in keeping with the architectural style of the community.

- Front Porches

All covered porches visible from the street shall be a minimum depth of 4' (four feet) (8' suggested).

- Approved Exterior Siding Material
- Approved exterior siding materials:
 - Brick – for front elevations or facades, foundations and chimneys
 - Horizontal Vinyl Siding
- The following exterior siding materials are not approved
 - Exposed Wood, natural, painted or stained
 - Concrete siding
 - Metal siding

- Finished Floor Elevation

All homes shall be constructed as slab on grade

- Roofs

Pitch of the main roof structure slope should be no less than 4 / 12. Slopes for porches, breezeways and other secondary structures may be less, provided they are approved by the ARC. No mansard roofs will be allowed. Contemporary or other irregularly pitched roof styles or flat roofs will not be allowed. All roof penetrations (gas flues, exhaust vents, plumbing vents, skylights, etc.) shall be located on the rear roof slopes so they are not visible from the street as possible. Roof penetrations must be painted a color that is compatible with the roof color. Roof penetrations visible from the street must be approved in writing by the ARC. All houses shall have overhangs in correct proportion to the house's architectural detailing and a minimum of 1'-0" deep (smaller overhangs as approved on a case by case basis by the ARC such as dormers, etc.) unless otherwise approved by the ARC.

Approved roof materials shall consist of the following:

- 20-year or better dimensional fiberglass shingles
- 30-Year or better Architectural style fiberglass shingles
- Colors – Black, Dark Charcoal, Dark Brown, Dark Gray
- Solar or Alternative energy systems

Solar Systems and or Alternative energy systems shall have materials and colors that complement the roofing materials and shall blend into the roof. No contrasting colors to the roofing such as panels, frames or mounting hardware shall be permitted. Example: White solar panels and mounting brackets are not permitted on a black roof.
- Chimneys

Chimney finishes are restricted to brick or wood frame with vinyl siding. No exterior metal fireboxes are allowed unless encased in masonry surrounds. Direct vent fireboxes are allowed and will be reviewed and approved on a case by case basis by the ARC and shall be integrated into the house architecture as determined and approved by the ARC.
- Garages \ Garage Doors

Double width garage doors must have a top panel of glass (sun burst pattern); other patterns of glass may also be considered for approval on a case by case basis with glass upper panels. The color of the garage door must be white or off white to match existing community. Carports are not allowed.
- House Identification Numbering – See Governance Document

- **Doors**
Exterior doors shall be appropriate to the architectural theme. Exterior sliding doors shall only be permitted on rear elevations. They shall not be visible from the street. All storm and screen doors shall be approved by the ARC.
- **Windows**
Windows are recommended to be GBG (grid between glass) and snap in grilles are allowed on side elevations. Windows shall be compatible with the architecture of the house and the community (i.e. single hung, double hung, casement, etc.). Exterior window screens will be gray. Use of glass block is not allowed on front elevations, street elevations on corner lots and on other highly visible lot elevations. Skylights, and/or roof windows will not be allowed on the street side elevations or other highly visible lot elevations of the home. Dormer windows must also maintain an alignment balance with the home.
- **Decks and Patios**
Detailing of all patios and decks must be architecturally compatible with the home. Patios and decks shall be designed to serve as an extension of the house. Wood under- pinning, wood deck railing and wood decking is NOT permitted. Views to the under- side of decks and porches must be screened with underpinning and landscaping.
Porch screen colors must be submitted to the ARC for approval.
- **Exterior Trim**
Detailing must be consistent with existing homes and on all elevations. All houses shall have overhangs in correct proportion to the house's architectural detailing and a mini- mum of 1'-0" deep (smaller overhangs as approved on a case by case basis by the ARC such as dormers, etc.) unless otherwise approved by the ARC.
- **Awnings and Shutters**
Awnings are allowed only in rear fenced in patio locations. Shutters are only allowed on single width windows unless properly proportioned per the architectural detailing of the house and as approved by the ARC on a case by case basis. Shutters shall have the appearance of being operational with required mounting hard- ware (hinges, brackets, etc.).
- **Gutters and Downspouts**
Gutters and downspouts shall be required for all homes with the color matching the trim, siding and type as approved by ARC. Downspouts may be surface drainage with splash-blocks, however, downspouts may also be connected to an underground drainage pipe system which daylights a minimum of 5 feet from the property line and is directed away from the adjacent lot. Do not impede storm water flow with any ad- verse erosion affect to adjacent properties.
- **Plan submission Requirements for Design Review -** The following submission requirements and checklists must be completed and submitted to ARC prior to obtaining final Board approval for permitting and prior to any construction. Provide the appropriate forms for your ARC Submittal located in this document. Submit your forms to the HOA Property Management Company including but not limited to the following:
 - Site Plan and existing conditions
Must include the following information:

(8-1/2" x 11" pdf format, 11" x 17" maximum).

- Owner's name
- North Arrow and scale
- Property lines with dimensions and bearings
- Building setback lines
- Wetland lines (if existing)
- Easement lines (if existing)
- Identify clearing limits for the home (if required where existing vegetation exists)
- Street name(s)
- Existing Utility structures (may be freehanded on the site plan)
- Outline of adjacent lots homes
- Proposed location of home on site
- Dimensions from corner of foundation to adjacent property lines
- Proposed driveway and walks
- Proposed other site improvements (patios, decks, pools, fences, etc.)
- Proposed retaining walls (indicate wall material, top of wall and bottom of wall elevation)
- Proposed accessory structures (patios, trellis, etc.)
- Location of service area and service area screen wall

▪ Floor Plans

(8-1/2" x 11" pdf format).

- Interior rooms
- All window and door openings shown
- Total square footage of structure
- Heated square footage of structure

b. Building Elevations

- All exterior elevations (Front, rear and sides. Marketing cut sheet if portfolio previously approved will be sufficient)
- Approximate finish grade line against house
- All exterior materials and finishes
- All decks, patios and terraces
- Service Area Screen wall detail and planting
- Average roof height
- Max Roof Height not to exceed 24'-0"

c. Exterior Colors and Material Samples (Provide Color Selection Form)

- Siding material (brick, stone, siding paint color, accent materials, etc.)
- Roofing material(s)
- Garage door color
- Front door color
- Window color
- Color samples
- Trim color
- Shutter color

d. Landscape Plans

General Notes: The Landscaping Plan is required to be submitted directly to the ARC representative as noted on ARC Submittal Checklist for coordination with required landscape designer / architect for final landscape plan review and approval. Such Landscape Plan shall be submitted a minimum of 30 days prior to the need for landscaping / hardscaping installation. The Landscaping Plan will be reviewed by the ARC within 14 days. The Landscaping Plan shall be submitted on a maximum 24" x 36" for- mat (8-1/2' x 11" pdf format, 11" x 17" format also acceptable) with the plant schedule / lists as required.

- Owners name
- North arrow and scale
- Property lines with dimensions
- Location and size of all existing trees over 6" in diameter within 20' of clearing limits for the home within the property lines
- Location of all structures (including decks, trellises, fences, etc.), pavement, and utilities
- Location of all lawn areas and shrub bed lines
- Location of all proposed plant material
- Plant lists with quantities, botanical names, common names, sizes and specifications
- Building elevations (if required) for reference walls needing landscaping
- Location and specifications of all exterior site lighting fixtures (low voltage)
- Total area of lawn in square feet
- Total area of lawn as percentage of site
- At a minimum, the following landscaping will be required for all homes:
 - Trees: One 3-inch caliper street trees (Refer to Landscape Guidelines for approved species) shall be installed per 20' of street frontage or fraction thereof (and as pre- determined by the Board / ARC), located within 10'-20' from back of curb. Maintain 20' of separation between tree trunks.
 - Evergreen shrubs 2' in height or spread (whichever is larger) minimum, 36- 48 inches on center, shall be required around the front and of both sides of the home. Blank areas of walls shall be landscaped with upright shrubs
 - Sod and irrigation shall be required in front yard area and the area between the sidewalk and curb with the exception that landscaping is allowed within 2' of the mailbox. Sod will also be required behind the curb or sidewalk (2 feet mini- mum) or as reviewed / required by the ARC for continuity of the streetscape and lawn areas of each specific lot on a case by case basis. Where two driveways are adjacent, sod shall extend 10 feet from the back of the sidewalk or curb line or as reviewed and approved on a case by case basis. The rear yard may be seeded or sodded.
 - Bark mulch or pine straw shall be used in all plant beds and areas without grass, to be maintained in a weed-free condition.

- Each builder shall protect and maintain the protection of the adjacent lots and properties including existing topography, trees, etc. Each builder shall protect all trees 6" in diameter and larger with tree protection fencing within 10' of the clearing edge of each specific lot. Note also this may (in most cases also) include the adjacent lots / properties if within such 10' clearing edge. Please coordinate this policy / requirement with all sub-contractors.

- e. Site Requirements: Accessory and Decorative Structures
 - Outbuildings
 - Outbuildings are NOT permitted outside the rear fenced in patio area.
 - Arbors and Trellises
 - Arbors and Trellises are permitted over patio areas only. Location, elevations and finishes must be submitted to the ARC for approval prior to beginning construction. Materials must be vinyl coated or solid PVC and must be white or the same color as the siding of the home. (See Landscape Guidelines for patios)
 - Fences and Walls
 - Fences and walls must harmonize in character and color with the house. All fences shall be a minimum height of 6'-0". Privacy fencing up to 6'-0" in height is allowed on a case by case basis and if the upper 1'-0" section is open lattice or picket detailing.
 - Fencing of the entire lot is not permitted. Fencing shall be restricted to the rear yard of the home. Front yard and corner street side yard fences may be reviewed and approved by the ARC on a case by case basis per the specific lot location and fence proposed. Such fencing adjacent streets shall be located not to infringe of the visual angles of traffic flow or from adjacent houses and yard areas. The ARC reserves the right to approve or require the use of fences along the side yard of the home. Open metal picket, open wood picket (painted or stained), pierced brick, brick piers / columns in combination with fencing and landscaping, vinyl (only on a case by case basis as approved by the ARC) are acceptable fencing materials. Plastic, chain link, split rail, horizontal rail, etc. fences are not allowed. Solid privacy fences are not allowed (1" minimum picket spacing).
 - Location and materials used for all retaining walls must be submitted for approval. Retaining walls may be constructed of treated timbers, brick, stone, or an interlocking wall system (i.e., keystone or an approved equal, straight faced or stone profile appearance required and the color / detailing shall be coordinated with the house and site) as approved by the ARC.

- f. Site Requirements: Grading and Drainage
 - A proposed grading and drainage plan must be submitted in order to obtain ARC approval for construction. Drainage from the home site must flow to the lowest

elevation on the property. Drainage shall not flow onto adjacent lots except to the extent that such drainage is contained within the 5 foot reciprocal drainage easement area between units. You will be held responsible to repair any adverse effects (i.e. erosion) of excessive storm water runoff, including, without limitation, repair and maintenance of drainage easement areas to the extent damaged by excessive runoff. Gutters and downspouts shall be required for all homes. Downspouts shall be connected to an underground pipe which daylights on to the property (min. of 5 feet from nearest property line.) Erosion control measures, including silt fencing shall be installed and maintained by the Owner during construction. Failure to construct or maintain erosion control measures and drainage systems shall result in fines.

g. Site Requirements: Driveways and Walks

- Driveways
 - All driveways shall be constructed of concrete. Colored or stamped concrete must be submitted and approved by the ARC prior to installation. A minimum 3-foot landscape strip shall separate the drive from the property line. Driveways shall have a minimum width of 12 feet or as approved by the ARC.
- Walks
 - All material selections and location of walks shall be approved by the ARC. Walks from main front entry porch, stoop or door are strongly encouraged to extend to main walk adjacent street (where they exist) and otherwise integrated into the drive location and landscape development of site.
 -

h. Swimming Pools / Hot Tubs / Water Features

Any proposed swimming pools, hot tubs, fountains, etc. must comply with North Carolina State Law in addition to the Guidelines.

Above ground swimming pools are NOT allowed. Bubble and screened covers for below ground swimming pools are prohibited. Below ground pools are allowed however they are only allowed in rear yards totally behind the house and shall not be installed in the front or side yard of any home. All plans for swimming pools must be submitted to the ARC for approval. Swimming pools which are installed in the rear yards of lots that are adjacent to any street, or other lots may be subject to additional screening requirements as imposed by the ARC.

Outdoor Hot Tubs are only allowed within the fenced patio area. Location of a hot tub shall be shown on the site plan and or landscape plan. Hot tubs shall not be installed on the front or side yard of any home. Hot tubs installed in the rear of lots adjacent to any street, or other lots may be subject to additional screening requirements as imposed by the ARC.

i. The Construction Process

- Construction Time Limit
 - All dwellings and other structures must be completed within 9 months from the date of permit. Exceptions may be granted where

such completion is impossible, when continuation would result in great hardship to the owner or builder due to strikes, fires, national emergencies, or natural calamities or as deemed appropriate by the ARC. If an extension is needed, the builder may submit an extension request, including projected completion date, in writing to the ARC.

- Additional Meetings with the ARC
 - If an application for approval is denied, in whole or in part, the homeowner may appeal the decision in writing and re-submit for final ARC review / approval. Additional ARC Review Fees (if required) may also be required for extended and additional reviews past and other than the initial required ARC submittal and review.
- Variances
 - From time to time, the Guidelines or existing site conditions may impose an undue hardship that may inhibit construction on a particular home site. In such case, the homeowner may submit a Variance Form (found on page 30) to the ARC in addition to the construction application. The ARC will grant or deny the variance request in writing within 30 calendar days of when Variance Form is submitted and reviewed. No variances are allowed unless the homeowner has received a written notice of approval from the ARC. Any variances and / or exceptions granted are unique and do not set any precedent for future decisions of the ARC. Detailed and extended ARC review requirements and services will also require additional ARC Review Fees (if required) if other than the initial required ARC submittal and review.
- Approval
 - Once the conditions have been met and an approved ARC Submittal is verified by the ARC and Board approval is issued as previously noted. If construction has not commenced within “six months” after the date of Approval, it shall be deemed to have expired unless homeowner, prior to such expiration date, has requested and received an extension in writing from the ARC.
- Builder's Sign
 - All builder signs shall be reviewed and approved by the Board.
- Port-A-John
 - If a Port-A-John is required for any job site, the port-a-john must be placed in a screened location of the general construction site area and with the door opening to- ward the rear of the lot. Port-a-john color is recommended as brown, tan or dark green and must have lattice type screening surrounding it. The Board reserves the right to specify the port-a-john vendor for consistency of color and design.
- Construction Tree Protection
 - As mentioned in the introduction, one of the primary goals of these Guidelines is the preservation of the property's existing natural features. Because of this, tree removal outside of the building envelope must be kept to an absolute minimum. All hardwood trees that are 6" in caliper and greater are considered protected. All hardwood trees of 6" caliper within 20' of the clearing limits are to be indicated on the site plan and flagged with yellow flagging tape on site and are subject to tree protection as follows:
 - Protective fencing shall be installed at the drip line, prior to any

- clearing, site work, or construction activity. (See Sections 13 and 14 for tree protection details.)
- The barricade shall be constructed of suitable post extending a minimum of 4 feet above grade. Posts shall be spaced appropriately and shall be joined continuously by orange plastic mesh fencing.
 - The barricade shall remain in place and in good condition for the duration of the construction activity and shall be the last item removed from the site during final cleanup.
 - Storage, temporary, or otherwise, of equipment or materials is not permitted under the drip line of trees.
 - No signs shall be nailed to trees.
 - No controlled fires will be allowed in a tree save area or elsewhere in the community.
 - No concrete washout shall be allowed in a tree save area.
 - No petroleum-based products or other potentially hazardous or toxic substances may be disposed of underneath any tree save area.
 - All trees shall be maintained, cared for and repaired in the event of damage by builders until the property is transferred by lease or sale to a third party.
 - Failure to follow any of the tree protection standards listed above will result in a fine of \$200 per incident and \$1000 for any unauthorized removal of trees per incident.
- Erosion Control
 - The Homeowner, Builder or Owner's agent are totally responsible for obtaining all permits and following all local, state and federal requirements for erosion control on each and every Home and specific neighborhood sections as required.
 - Site Maintenance
 - Contractors and subcontractors must maintain the job site in a clean and orderly condition. Care shall be exercised in the storage of materials and debris. Should it become necessary for the Association to clean a site or have a site cleaned, the cost will be levied as a fine against such Builder or Owner.
 - Fires are NOT allowed on construction sites. No petroleum-based products or other potentially hazardous or toxic substances may be disposed of on any lot or any drainage ditch, stream, or lake.
 - No materials may be stored or placed in the streets, swale, right-of-way, or natural areas.
 - Construction materials, materials to be discarded, equipment or vehicles shall not be placed in a designated tree save area
 - Only usable construction materials may be stored on a construction site. They must be neatly stacked or placed in a way that they are not visible from adjacent sites or the street.
 - All wrapping and packaging materials and food containers must be placed in a covered/enclosed trash receptacle to prevent debris from blowing onto adjacent property or the community.
 - Discarded construction materials and debris must be removed daily or contained within a dumpster or solid-walled trash enclosure. Dumpsters cannot be placed on the street and must be placed on the construction site.
 - Dumpsters, debris bins and other trash receptacles shall not exceed capacity. Schedule prompt pick up for bins and receptacles exceeding 75% of capacity to avoid overflow.
 - Construction Parking Limitations

- Construction parking on Carpenter Park Single Family Homeowners Association, Inc. streets is limited to trade and delivery vehicles only. Personal vehicles should be parked on the jobsite where possible. If there is not sufficient room on the job site, personal vehicle parking is permissible on the street. All construction vehicles, delivery vehicles, and personal vehicles associated with a given job site must be parked on one side of the street. No parking overnight is permitted.
- Right to Inspect Property for Compliance
 - Inspection is specifically reserved by the ARC, the Board, its agents, and representatives to visit the Owner's property for verifying compliance with these requirements and guidelines. A representative of the ARC may make periodic inspections during the entire construction period; however, it is the builder's responsibility to conform to all construction documents and applicable building codes. The Owner will be notified in writing with a copy to the builder of any items and exceptions noted in the inspection report. Such items and exceptions must be resolved to the satisfaction of the ARC.
- Conduct of Workers
 - Contractors shall be allowed to work from 7 a.m. to 7 p.m. on Monday -- Friday, and 8
 - a.m. to 5 p.m. on Saturday (with permission of the representative of the Association). No work shall be performed on Sunday and National Holidays. No alcohol or drugs are permitted on site. Animals are prohibited. Firearms are prohibited. No harassing or loud behavior is permitted. Contractors and workers shall not travel recklessly or at speeds in excess of posted limits. Workers shall not be allowed to travel the property unnecessarily. Violations may result in the contractor being denied access to the property. Builder's ability to extend work times over such limitations requirements as stated may be granted on a case by case basis by the ARC.
- Revisions and Changes During Construction
 - All substantial revisions and changes made during construction shall be submitted in writing to the ARC for approval prior to the implementation of such change. All revised drawings, material and color samples must be submitted along with the revision request. The ARC will review the request and the Board will consider approval.
- Alterations/Remodeling/Improvements/Repainting of Approved Structures
 - Any exterior change to an existing structure requires approval from the ARC and Board before commencing with work. All exterior changes or renovations shall be submitted to the ARC for approval. All construction shall be subject to the review procedures set forth in Section 3 and construction regulations set forth in Section 4 of these Guidelines.

j. Additions, Reconstruction and New Construction ARC specifics

Such ARC directives and requirements shall be completed and coordinated with final construction, or such construction shall be deemed non-conforming and will require correction as set forth in the Guidelines and Covenants. The original submittal will be placed in the permanent files and will be available for builders' / lot owners', homeowners', etc. reference in coordinating future ARC Submittals. Submission requirements are outlined in this document, this Section and Section 5.0 of these Guidelines. Each submission must include:

- ARC Submittal Checklist
 - ARC Review Fee (if required by Board of Directors)
- Color Selection Form (found on page 28).
- Site plan (8-1/2" x 11" format, 11" x 17" maximum if hard copy)
- Landscaping plan (8-1/2" x 11" format, 11" x 17" suggested, 24" x 36" maximum or as required by landscape architect / designer if detailed information is required)
- Floor plans and exterior elevations (8-1/2" x 11" format)
- Floor plans, all exterior elevations with material indications, special details, etc.
- Include any other required or suggested items as noted in Section 5 of these Guidelines to best communicate design and color intent of submittal / proposal.

The Association also requires full ARC review and approval for all post construction (and pre-closing if required) alterations and additions including but of course not limited to additions to houses after review and approval of the original initial ARC Submittal, landscaping alterations and improvements, fences, etc.

The original submittal will be placed in the permanent files which will be located at The HOA Property Management Company. Submission shall include all information as required to communicate the full extent of the proposed building or site improvements and / or alterations including but not limited to a site plan with improvements / fence / etc., landscape plan with proposed plantings, details and colors of such improvements as required, etc.

Note: A full ARC Approval must be obtained from the ARC before proceeding with permitting and beginning any construction.

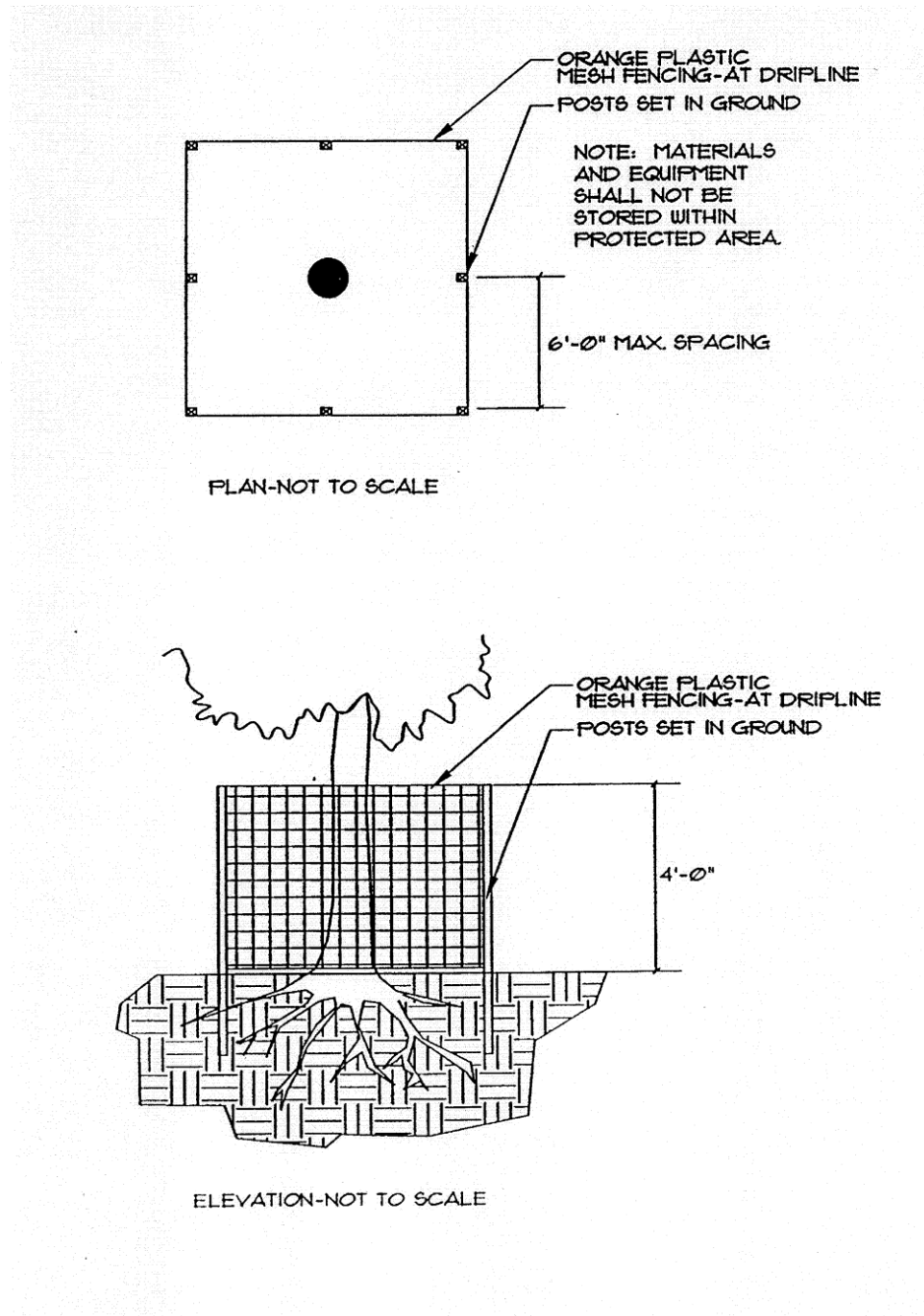
- **Conditions of Approval / Rejection of Plans**
Approval by the ARC shall in no way relieve the owner and / or builder of responsibility and liability for the adherence to any applicable ordinances and codes. Any ARC Submittal submitted for review or any portion thereof, may be denied on any grounds, which are consistent with the purpose and objectives of the ARC. The final decision of the ARC may be based on purely aesthetic considerations.
- **Architectural and Contractor Requirements**
All plans for the construction of dwellings and other buildings or significant structures in the community must be designed and drawn by a licensed architect or a professional, experienced home designer. The plans must meet, at a minimum, the building codes of Wake County, Town of Morrisville and the State of North Carolina.
- **Review Process**
The design review process may be divided into two steps, a builder review and a final ARC review and approval (as previously outlined and described in Section 3.01). The purpose of the preliminary assessment review is to allow the builder / lot owner and the ARC to work together to arrive at an approved design that complies with the Guidelines and Covenants. For the preliminary assessment review, the homeowner or authorized agent may submit freehand conceptual drawings via email in pdf format and / or in person of the proposed building and site layout and ARC Review Fee (via mail or in person if required by the Board). The ARC reviews these preliminary plans for design and technical issues as set forth in the Guidelines, and may approve, approve with conditions as noted, or reject the plans.

The homeowner or authorized agent must revise the plans, as required, and re-submit to the ARC for final review and approval. The ARC may, at its sole discretion, grant approval on the basis of its preliminary assessment review. Upon approval by the ARC, the plans shall be deemed final and the builder / lot owner may proceed with permitting and construction. No builder may commence the building permitting process or any site clearing or construction prior to obtaining ARC Approval. Upon the lot owner's meeting these requirements, the ARC has the right to require a clearing inspection.

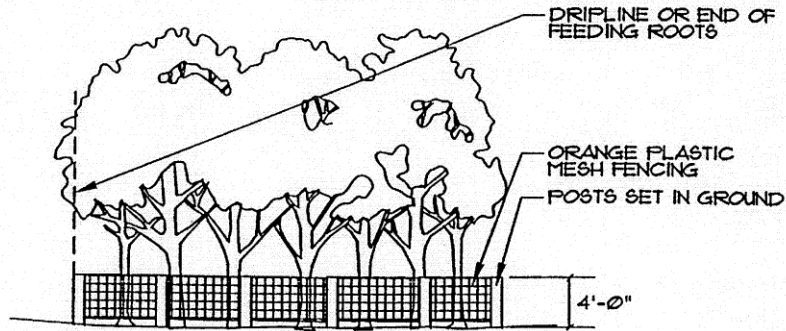
- **Representation and Warranty**
Each application to the ARC shall represent and warrant by the owner that use of the plans submitted does not violate any copyright associated with the plans. Neither the submission of the plans to the ARC, nor the distribution and review of the plans by the ARC shall be construed as publication in violation of the designer's copyright, if any.
Each owner submitting plans to the ARC shall hold the members of the ARC, the Association and the Board harmless and shall indemnify said parties against any and all damages, liabilities, and expenses incurred in connection with the review process.
- **Additional Meetings with the ARC**
If an application for approval is denied, in whole or in part, the homeowner may appeal the decision in writing and re-submit for final ARC review / approval. Additional ARC Review Fees (if required) may also be required for extended and additional reviews past and other than the initial required ARC submittal and review.
- **Variations**
From time to time, the Guidelines or existing site conditions may impose an undue hardship that may inhibit construction on a particular home site. In such case, the homeowner may submit a Variance Form (found on page 30) to the ARC in addition to the construction application. The ARC will grant or deny the variance request in writing within 30 calendar days of when Variance Form is submitted and reviewed. No variations are allowed unless the homeowner has received a written notice of approval from the ARC. Any variations and / or exceptions granted are unique and do not set any precedent for future decisions of the ARC. Detailed and extended ARC review requirements and services will also require additional ARC Review Fees (if required) if other than the initial required ARC submittal and review.
- **Approval**
Once the conditions have been met and an approved ARC Submittal is verified by the ARC and Board approval is issued as previously noted.

6. Detail and Standards

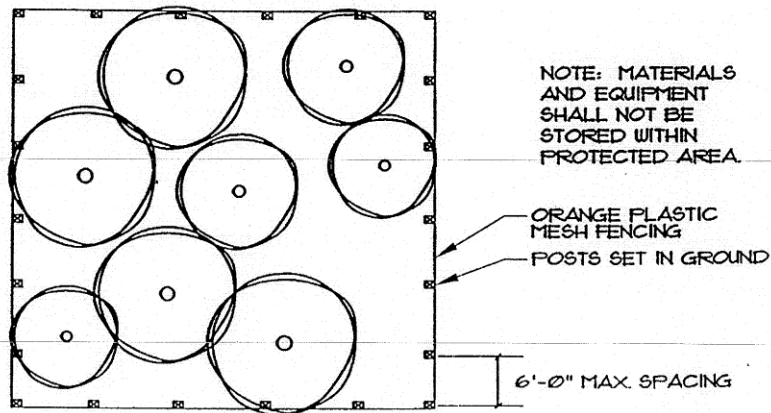
a. Tree Protection – Individual Tree Protection



b. Tree Protection – Tree Save Area



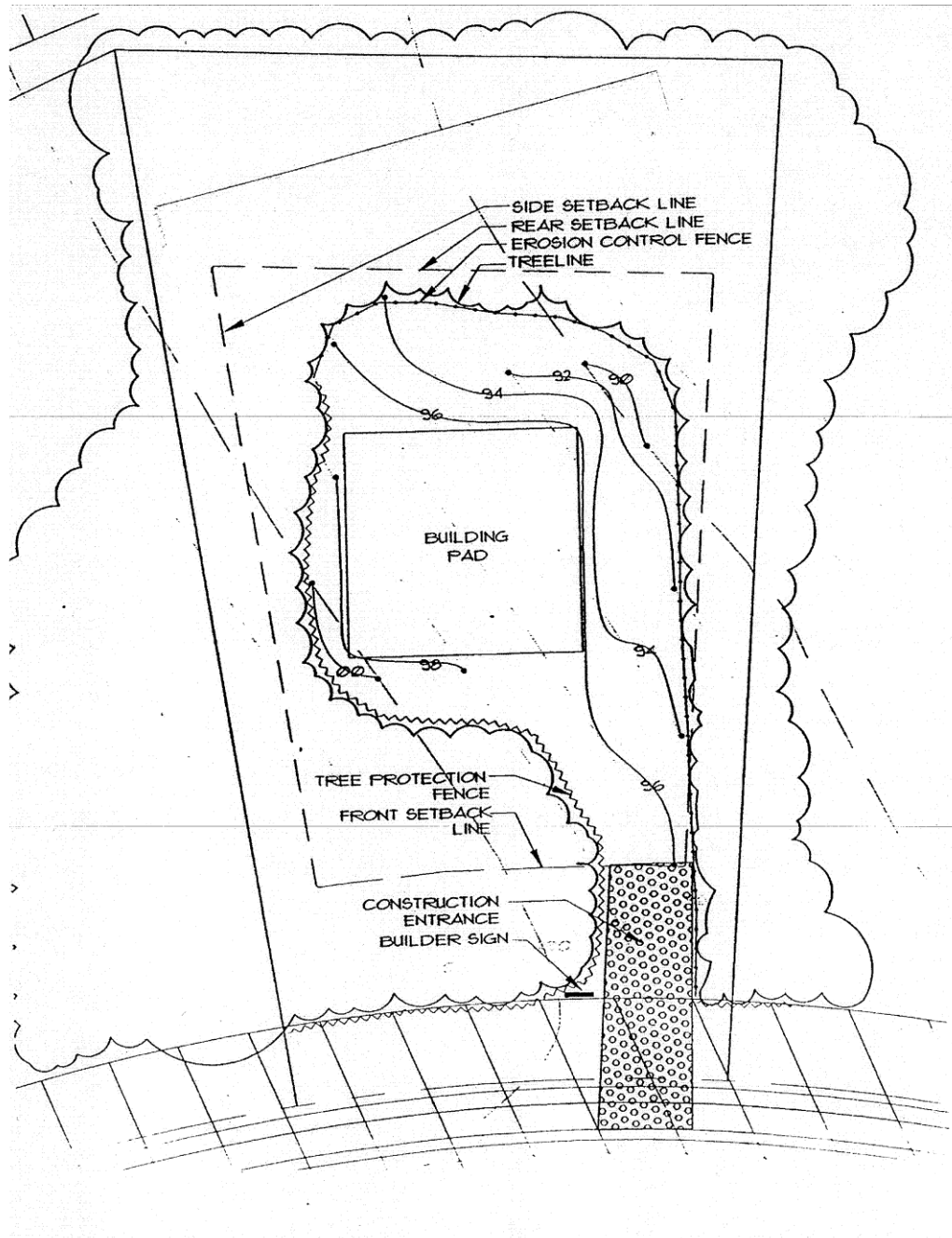
ELEVATION-NOT TO SCALE



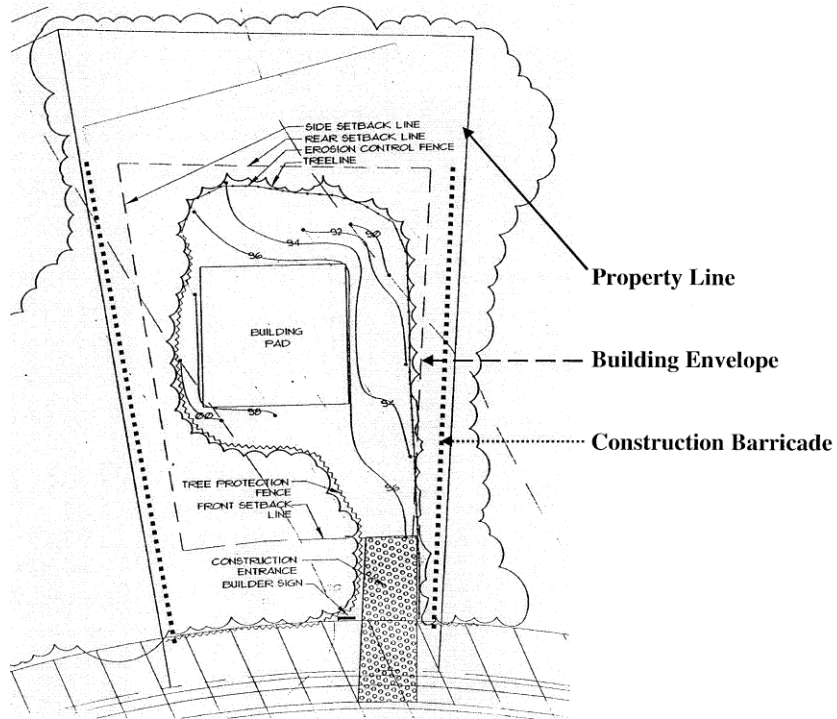
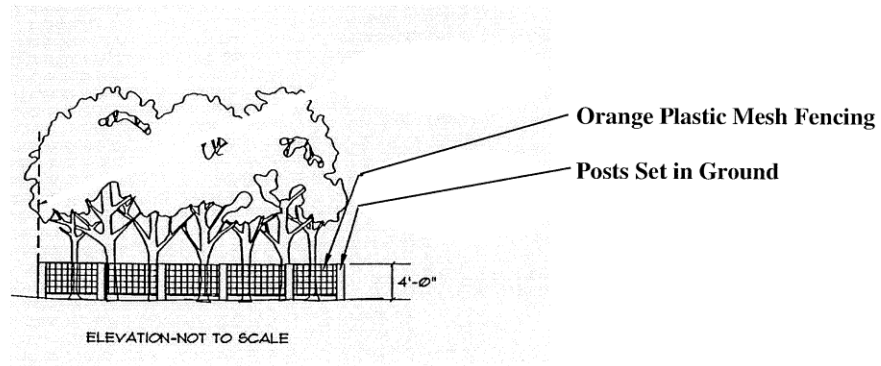
PLAN-NOT TO SCALE

TREES AND SHRUBS CLOSELY GROUPED MAY BE ENCLOSED IN ONE ENLARGED BARRICADE

c. Construction Site Plan



d. Construction Site Barricade



7. ARC FORMS

Small Alteration Request Form

Submit via email to ARC Representative, Amy Boe, Grandchester Meadows Company, P.O. Box 1149, Apex, NC 27502, manager@grandchestermeadows.com, (919) 575-171

Name: _____ **Email:** _____

Address:

Phone: (Home) _____ (Work) _____ (Cell) _____

Please Indicate the Change Request Type: () Architectural () Other

Give a complete description of what architectural alteration you are requesting the Committee to approve:

Specify dimensions (including elevations), type of materials to be used, and 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. Elevations views will be required as necessary to give a complete understanding of the project.

Date submitted _____ **Homeowner Signature** _____

Please include the “Color Form” and material samples if helpful

Note: No submittal is required if you are Just replacing existing materials with the same color and similar materials

ARC FORMS

Color Selection Form

Submit via email to ARC Representative, Amy Boe, Grandchester Meadows Company, P.O. Box 1149, Apex, NC 27502, manager@grandchestermeadows.com, (919) 575-1718

Builder / Homeowner Name _____ **Lot No.** _____

Plan Name _____ **Date Submitted** _____

Street Address _____

Phone: (Home) _____ **(Work)** _____ **(Cell)** _____

Color Selection Guidelines

Recommended siding and trim color schemes have been prepared by the ARC and are available for customer selection. Note these recommended color schemes are only for use as a guideline and other paint manufacturers of course may be used. Exterior material colors must be selected and submitted to the ARC for review and approval prior to finishing and painting the exterior of the house. In case of conflict with existing homes, another color choice may be required for ARC review and approval.

Siding _____ Trim _____

Front Door _____ Garage Door _____

Windows _____ Shutters _____

Roof (main roof area) _____ Roof (metal roof areas) _____

Other (Shakes, accent areas, fencing, accessory buildings, etc.) _____

Reviewing is only for conformance with the Association Architectural Design Guidelines and per specific proposed Variance details only. The builder / homeowner is totally responsible for compliance with the Guidelines, Covenants, ordinances, all applicable local, state and federal building and safety codes, regulations, etc. as required. ARC comments and directives are as noted on attached submittal.

Please include material samples if helpful

NO SUBMITTAL WILL BE REVIEWED UNLESS ALL INFORMATION IS INCLUDED

ARC FORMS

Addition, Re-Construction, New Construction

Submit via email to ARC Representative, Amy Boe, Grandchester Meadows Company, P.O. Box 1149, Apex, NC 27502, manager@grandchestermeadows.com, (919) 575-1718

Homeowner Name _____ Lot No. _____

Plan Name _____ Date Submitted _____

Street Address _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Site Plan (8-1/2" x 11" pdf format, 11" x 17" maximum)

- Existing Site or Plot Plan showing existing conditions
- Proposed Site Plan, including scale, building setbacks, easements, location of house with dimensions to adjacent property lines, drives and walks, accessory buildings, service areas, clearing limits and tree protection fencing / barricade (if required), erosion control structures and silt fencing (if required), water meter and sewer locations (freehanded on site plan), adjacent lot structures (if required), total impervious area square footage and area as percentage of the site, other site information for ARC review.

Landscaping Plan (8-1/2" x 11" pdf format, 11" x 17" maximum)

- Landscaping Plan (may be submitted separately of ARC submittal) including the minimum landscaping requirements, plant lists, etc.

Architectural Plans (8-1/2" x 11" pdf format)

- Floor plans of all levels with finishable / heated square footages of each level and total of entire house
- Floor plans of proposed including SF of addition(s) and total SF of house
- Front, sides & rear elevations (with material indications) and average roof height
- Special details if required (fascia and trim details, porch and deck details / railings, service area, columns, etc.)

Colors and Materials

Color Selection Form must be attached and include all related items and material as necessary for ARC review and approval. Siding, windows, doors, trim, roofing and all other architectural items must be specified and colors selected and submitted with this application. **Please include material samples**

Reviewing is only for conformance with the Association Architectural Design Guidelines and per specific proposed Variance details only. The homeowner is totally responsible for compliance with the Guidelines, Covenants, City Ordinances, all applicable local, state and federal building and safety codes, regulations, etc. as required. ARC comments and directives are as noted on attached submittal.

Homeowner Signature

Date

NO SUBMITTAL WILL BE REVIEWED UNLESS ALL INFORMATION IS INCLUDED

ARC FORMS

Variance Request Form

Submit via email to ARC Representative, Amy Boe, Grandchester Meadows Company, P.O. Box 1149, Apex, NC 27502, manager@grandchestermeadows.com, (919) 575-1718

Homeowner Name _____ **Lot No.** _____

Plan Name _____ **Date Submitted** _____

Street Address _____

The ARC decides whether a variance is to be granted or denied based on the requirements set out in the Architectural Design Guidelines and careful consideration of the merits of the individual request. The Owner hereby makes application to the HOA Board / ARC for the following variance. Note: For any variance, include description of encroaching structures, number of feet in existing setback, and amount of intrusion expressed both in feet and inches or feet to tenths and as a percentage of existing setback, etc. and all related graphic information (site plan, floor plans, elevations, etc.) as required to best communicate and describe proposed variance.

The variance requested is described in detail as follows:

The reasons for the request is:

The impacts of the request on the neighbors and/or development are:

Affected Contiguous Properties/Owners are: names and addresses of owners

Estimated Construction Start Date

Estimated Completion Date

Homeowner

Date

Reviewing is only for conformance with the Association Architectural Design Guidelines and per specific proposed Variance details only. The Homeowner is totally responsible for compliance with the Guidelines, Covenants, ordinances, all applicable local, state and federal building and safety codes, regulations, etc. as required. ARC comments and directives are as noted on attached submittal.

NO SUBMITTAL WILL BE REVIEWED UNLESS ALL INFORMATION IS INCLUDE

ARC FORMS

Architectural Review Form
(for ARC Staff use only)

Decision Dated _____ For Name _____

Address _____

- Approved as submitted**
- Approved with conditions**
- Not Approved as noted - Resubmit**
- Denied due to incomplete request**

Reason for denial or conditional approval:

Date

Reviewed By ARC Member

“This form must have a signature”

Submit via email to ARC Representative, Amy Boe, Grandchester Meadows Company, P.O. Box 1149, Apex, NC 27502, manager@grandchestermeadows.com, (919) 575-1718