

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 Articles II - Section 3 on page 2 of 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.

The primary responsibility of our HOA is to preserve, protect and enhance property values. This is the main advantage to living in an HOA governed neighborhood. We are all partners in this association and each of us has the responsibility to adhere to its rules and regulations.

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 owner's 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 join our next Board Meeting or use the Windward Pointe website to submit a concern.

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

Please contact the Board with any concerns or suggestions at any time using the BOD email address: **wp-bod@grandchestermeadows.com**

PURPOSE of the ARCHITECTURAL COMMITTEE:

As a resident of Windward Pointe, you live in an AMAZING community!

We pride ourselves in being a unique, first class neighborhood here in Holly Springs. Our goal is to help protect your most valuable asset as well as maintain your expected standard of living.

As members of the ARCH Committee, we wish to ensure that our neighborhood upholds consistent standards while remaining flexible and open minded to changes in our community and lifestyles.

The ARCH Committee reviews all architectural requests received by the Property Management Company (Grandchester Meadows) for approval or denial. If a request should be denied, the homeowner may appeal this denial via email or at the next regularly scheduled HOA board meeting.

REVISION HISTORY:

Summer 2022

Section 11: 6' Fence allowed under certain circumstances.

Section 13: Trim bushes/trees for sidewalk clearance and road visibility.

Section 16: Paint color clarification.

Section 19: Pet ownership. Comply with HS Town Ordinances.

Section 20: Remove entire section discussing Antennas and Satellite Dishes.

Section 22: Solar Panel clarification.

Section 28: Clarification of Trash/Recycle/Yard waste pickup.

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 fee charge will be applied monthly. Dues not received by the last day of the month they are due will be 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 for additions and structural changes:

- 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 shingles if applicable.

Guidelines for Additions & Structural changes:

- 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 for awnings:

- 1) plot plan showing location of awning.
- 2) Elevation showing location of awning.
- 3) Thorough description of materials to be used.

Guidelines for Awnings:

- 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.
- 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 for basketball goals:

- 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 manufacturer’s 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, without prior Board approval, is prohibited. The common areas will be maintained by the Association. The community common areas are the entrances and signs (Off Cayman and Sandy Pointe), the pool grounds and the pool parking lot.

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 for decks, patios, arbors and screens:

- 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.

Deck Materials

- Deck materials are generally pressure-treated wood and must be weather resistant. Approved wood composites will be considered.
- 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 for detached structures:

- 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 for detached structures:

- Permanent structures must be installed to be as inconspicuous as possible and should be placed out of view of the street in front of the house. 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.

- These structures must be consistent -looking with the outside of the home and be in good repair and well-maintained.
- 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. A Town building permit may be required.
- No structure shall infringe upon the setbacks for the lot as listed in the covenants.

10. **DRIVEWAYS & PARKING PADS***

Any parking pads or changes to driveways require architectural approval.

Items Required in Submittal for driveways and parking pads:

- 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 for Driveways and Parking Pads:

- 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 any construction. All new fences including associated landscaping require Architectural approval. Any appearance change or addition requires Architectural approval.

Information required in submittal for fences:

- 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 for Fences:

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 ½ the width of the slat for all fence styles except for the Shadow box.
- Colors allowed – natural, earth-tone stained or white.
- Materials allowed – Fence itself to be wood, wood composite or vinyl. 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.
- Exception to Maximum Height Allowed- A 6-foot fence is allowed ONLY along property lines not adjacent to a residential property (ie: School Days Lane, field, wooded non-WWP lots). The fence must then be tapered to the abutting shorter level on the remaining sides. This will be approved on a case-by-case basis.
- 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-way 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*

Any semi-permanent or permanent lawn ornaments which include, but are not limited to, fountain, 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 for lawn ornaments, decorations, outside lighting, signs & flags:

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

Guidelines for Lawn Ornaments, Decorations, Outside Lighting, Signs & Flags:

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 ensure that your home is in good repair:

- Shrubbery should be trimmed neatly. Please try to maintain the height of all limbs overhanging the sidewalk as well as safe travel along our neighborhood's streets. Bushes and overhanging trees must allow clear passage along the sidewalk as well as safe travel along our neighborhood's streets.
- Trees should be pruned regularly.
- 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 and roofing/shingles should be inspected periodically for wear.
- Exterior siding should be painted regularly (every 5-10 years as needed) and should be free from wood rot. This also includes 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 committee or Board member 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 for major landscaping:

- 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 for Major Landscaping:

- Hedges and Screen Plantings o No hedge or screen plantings 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.
- No changes or modifications can be made to Common Property, without prior Board of Directors' written approval.
- 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. Colors must not clash with the colors of the homes in the immediate vicinity or duplicate the color of an adjacent house. Color coordination is strongly considered as part of the review process. Extremely bright or fluorescent colors and black siding are not allowed. The Board of Directors strives to maintain the harmonious appearance of our neighborhood while still allowing individuality among homeowners.

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). The Association shall regulate the parking of recreational vehicles such as campers, boats, trailers and motorcycles as outlined in this section and Declaration of Covenants.

- No 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 on a temporary basis for maintenance purposes but require permission from the Board of Directors should said time exceed ten days.
- All vehicles must have current registration with the North Carolina DMV.

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 *

Dogs, cats and other household pets may be kept, provided that they are not bred for commercial purposes. For non-household pets, please comply with the Town of Holly Springs Code of Ordinances (Chapter 12).

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 (nonemergency number) at (919)-552-7110

Information required for Architectural Review submittal:

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

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.

20. 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 for retaining walls:

- 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.

21. 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 for skylights, attic fans, AC window units, etc.:

- 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.

22. SOLAR PANELS*

Only roof-mounted solar panels are allowed in Windward Pointe. Homeowners must submit an irradiance summary indicating the recommended placement and efficiency of the panels. If at all possible, every effort should be made to locate them on the back side of the house, limiting their visibility from the street.

23. 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.

24. 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.

25. STORAGE OF RECREATIONAL VEHICLES

Boats, campers, trailers and all other similar property must be parked 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.

26. 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 for swimings pools and hot tubs:

- 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 for Swimmings Pools & Hot Tubs:

- 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.

27. 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 be placed in the backyard and not visible from the street in front of the house. Please keep all play equipment well-maintained.

Information required in submittal for swing sets, play houses, and jungle gyms:

- 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 for Swing Sets, Play Houses & Jungle Gyms :

- 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 committee or Board of Directors 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

28. TRASH, RECYCLING & YARD WASTE COLLECTION

The Town of Holly Springs collects garbage and recycling in Windward Pointe according to the schedule established on the Town website. Town issued garbage cans should be placed at the curb on pick up days. Grass clippings and small yard waste are collected with the vacuum truck. Please keep them separate from larger items such as cut branches, etc. Please note that the vacuum trucks are unable to suck up rocks/stones of any size. Also, please be sure to tidy up the curb area, if necessary, after the vacuum truck has collected the clippings. Finally, please make an effort not to leave trash and recycle bins at the curbside for an extended time periods.

*For any questions about trash collection, refer to the Holly Springs Town Ordinances.

29. 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 for vegetable garden plots:

- 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 online at: www.grandchestermeadows.com and submitted electronically.

(Click the Windward Pointe menu link, click Architectural link and electronic form will load)

Items to be Submitted:

- i. Architectural Request Form completed in its entirety
- ii. Signatures of adjoining neighbors - form included in submission receipt
- iii. Plot plan outlining the position or placement of the change or addition.
- iv. Drawings/plans showing the construction of the change or addition.
- v. A thorough description of paint, siding, or any other items that may be helpful in making a decision. And expedite the application process.

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 HANDLING VIOLATIONS:

The HOA Board of Directors is responsible for objectively reviewing all violations of noncompliance with HOA rules, architectural rules and/or covenants.

1st Warning Letter

A warning letter will be issued from the Management Company describing the violation with notification that the condition needs to be remedied within 30 days of the date on the letter.

2nd Warning Letter

A 2nd warning letter will be sent from the Management Company again describing the violation and failure to remedy the situation within the prescribed timeframe. The homeowner must remedy the situation within 30 days of the date on this letter. This stage will result in the suspension of pool privileges until the situation is resolved to the satisfaction of the Board of Directors or its assigned agents.

Failure to Comply Letter - 3rd Letter

A letter from the Management Company describing the violation and noting the failure to comply with the prior 2 warning letters. Notification that the condition needs to be remedied within 14 days of the date of the letter or the Board of Directors will proceed with fines. Pool privileges will remain suspended until the situation is resolved to the satisfaction of the Board of Directors or its assigned agents.

- Please note that any unpaid fines could result in a lien being placed on the property.
- North Carolina General State Statute 47F-3-107.1 authorizes and outlines the procedures for fines and suspension of planned community privileges or services for violations.