

# HARRISON PLACE ARCHITECTURAL GUIDELINES

## A. GENERAL

The Harrison Place Owners Association's (HPOA) Declaration of Covenants, Conditions, and Restrictions provide rules and standards to preserve and enhance the values of properties in the neighborhood. Article III charges the Architectural Committee with using "its best efforts to promote and ensure a high level of taste, design, quality, harmony and conformity throughout the Subdivision" and vests it "with the authority to render a final interpretation and decision".

These guidelines address the architectural standards in greater detail regarding the requirements for additions, modifications, and improvements to properties in the Harrison Place Subdivision. The purpose of this document is to provide homeowners with more detailed information in order to minimize confusion and enable a speedy response. Requests that deviate from the guidelines require a detailed explanation for the variance in addition to the required Architectural & Landscape Improvement/Alteration Application and Review Form.

## B. GENERAL RULES

- Homeowners are responsible for the exterior maintenance of their properties.
- Homeowners should not carry on any activity that may become an annoyance or nuisance to the neighborhood. [See Article VIX: NUISANCES]
- Owners must keep lots mowed and free of weeds, dead trees, rubbish and trash. [See Article XIII: APPEARANCE]
- All animals must be restrained on a leash and controlled by a responsible person when outside of the home or fenced area. Pet owners are responsible to collect and properly dispose of their pet's waste at all times. [See Article XIV: ANIMALS]
- Motor vehicles should not be parked on the street overnight. Boats, trailers, campers, recreational vehicles, and similar property must be parked in a garage or screened from the street and neighbors. [See Article XV: PARKING]
- Changes to the property may require approval from the Architectural Committee.
- Note that no improvement work shall start before the written approval from the Architectural Committee.

## C. CHANGES THAT REQUIRE APPROVAL (Not an all Inclusive List):

- Expanding or modifying the exterior of the existing building.
- Repainting any exterior part of the building with a different color.
- Adding an accessory building.

- Adding or replacing a patio or deck.
- Adding or replacing a fence.
- Adding or changing the driveway.
- Landscaping changes or improvements, for example, tree removal.

#### D. GENERAL GUIDELINES

##### 1. **Building Changes (Exterior)** (Articles III, IV, and VI)

- a) All changes to the exterior of the building require approval from the Architectural Committee.
- b) The work can be, but not limited to, one or more items as follows:
  - 1) The finished building or addition shall be:
    - No closer than 30' from the street, except corner lot.
    - Dwelling no closer than 15' from the property line
    - Accessory building no closer than 10' from the property line.
    - A building permit may be required by Town of Cary.
  - 2) Doors and Windows – Provide color samples if changing colors.
  - 3) Awning – Provide material data and color samples.
  - 4) Roof - Provide material data and color samples if different from the existing roofing material or color.
  - 5) Decks:
    - Location of the deck shall be on the rear side of the house.
    - Must meet Town of Cary building code requirements for footings, posts, beams, and handrails.
    - Must meet structural loading requirements if used to support hot tubs.
    - Must provide architectural or engineering drawings.
    - A permit may be required by the town of Cary.
  - 6) Exterior Painting – If different than the existing color, must provide samples for:
    - Siding
    - Gutters
    - Doors
    - Storm doors
    - Windows
    - Shutters
  - 7) Exterior Building Lighting – Provide the lighting fixture specifications and fixture locations for approval before finalizing the plan.
  - 8) Decorative Objects – Any large decorative objects, such as statues and monuments require approval from Architectural Committee.

##### 2. **Accessory Building** (Article XII)

- a) Accessory buildings require approval from the Architectural Committee. They include, but are not limited to:
  - 1) Detached garage
  - 2) Workshop
  - 3) Storage shed
  - 4) Greenhouse
  - 5) Gazebo
- β) The building shall not be inhabitable and shall be:
  - 1) 1-story structure only
  - 2) Maximum 15'-0" height
  - 3) The maximum width and depth is 24 feet, the size of an oversized 2 car garage.
  - 4) Maximum 450 sq-ft. space
  - 5) No shower, toilet fixture, or sewer lines
  - 6) No natural gas line
  - 7) Only 120V power circuits
  - 8) Must comply with the town of Cary building codes
- χ) Temporary structures such as shacks or trailers are prohibited on the property except with a prior written approval from the Architectural Committee
- δ) A building permit may be required by the Town of Cary

### 3. **Landscaping** (Article III)

Approval is needed for the following:

- a) Removing trees larger than 6" in diameter, unless the tree is dead or poses a danger.
- b) Making significant changes to the ground surface of the yard.
- c) Removing hedges or bushes.
- d) Adding trees, hedges, and natural areas.
- e) Adding tree or area lights.
- f) Adding or replacing structures in the yard, such as large rocks or stone, monuments, gazebos, or ponds.
- g) Making landscaping changes that divert rain water from the original flow.
- h) Installing a swimming pool.

### 4. **Fences** (Article XI)

- a) No fence, wall, hedge or mass planting shall be permitted except upon written approval by the Architectural Committee.
- b) All fences will be reviewed by the Architectural Committee as to height (may not be more than 6 feet), color and location.
- c) Any improvements or removal of an existing fence requires approval from the Architectural Committee. This includes, but is not limited to:

- 1) Repainting with a different color
- 2) Changing the gate with different style, height, color or materials.

5. **Parking** (Article XV)

- a) Homeowners are not permitted to park motor vehicles overnight on the street in the development.
- b) Recreation Vehicles – Boats, trailers, campers and/or other recreation vehicles shall be parked in the garage of area screened from the street and adjoining property.

6. **Appearance** (Article XIII)

- a) Each homeowner shall keep the building and ground on the property in good appearance and repair. This will include, but is not limited to:
  - 1) Building – Maintain and repair as needed:
    - Doors
    - Windows
    - Roof
    - Exterior Wall or Siding
  - 2) Yard – Maintain the yard:
    - Mow the grass
    - Keep the yard clean from trash
    - Maintain curb appeal by keeping trees trimmed and curbs clean
    - Keep mail boxes and fences in good condition
    - If the yard is not properly maintained, the Architectural Committee may have the required work done and charge the owner for the work.

7. **Miscellaneous**

- a) Mail Box – Replacing a mailbox with one that is different from the original requires approval from the Architectural Committee.
- b) Trash Containers should not be placed at the curb greater than 1 day in advance of pickup and should be removed from the curb no later than 1 day after pickup.
- c) Satellite Disc – Satellite Disc shall be installed on the rear side of the house.
- d) Communication Tower – Radio Transmitter Tower is prohibited.
- e) Solar or Photo Voltaic Panel Installation
  - 1) The appearance and color shall harmonize with the roof and building design.
  - 2) Requires approval from the Architectural Committee.

## E. PROCEDURE FOR APPROVAL

1. Prepare a document/package. This package, depending on the type of work, shall include but is not limited to
  - a) Complete and sign the Architectural & Landscape Improvement/Alteration Application and Review Form ( Exhibit A)
    - Property owner name, address, phone number, email address
    - Detailed description of request
  - b) For buildings or structures, a final drawing/sketch package or sketch to include
    - Property line
    - Set back line and building location
    - Plan drawing with dimensions
    - Elevation drawing with dimensions
    - Installation specifications and material data
  - b) For landscape improvement or tree removal, a plan or sketch to include:
    - Locations in reference to the house and property lines
    - Types of plants
    - Estimated heights of full grown plants
    - Show the storm/rain water flow
  - c) Attachments as required:
    - Brochure of the materials
    - Pictures
    - Material and color samples
2. Submit the package to:

Harrison Place Owners Association  
c/o Grandchester Meadows Inc.  
PO Box 1149  
Apex NC 27502  
Phone: (919) 757-1718

If you prefer to submit the request online, follow the instructions on the community website under our Management:  
<https://www.grandchestermeadows.com/harrison-place/>  
- Click on Exterior Changes
3. Responses from the Architectural Review Committee
  - a) Duration: 7 – 30 days

- b) The Architectural Committee will notify Management of its decision and our Manager will send a letter to the homeowner stating whether the request was approved or denied, along with any stipulations.
- c) Sometimes the Architectural Committee needs more information to complete their approval process. This information can be samples of materials, colors or pictures. If requested, the property owner shall provide this information. If the information is not provided within a reasonable time, the Architectural Committee may disapprove the request.
- d) If disapproved, the Architectural Committee will provide reason(s) for the rejections. The property owner can make the change or alter the work to comply with the Covenants, conditions and restrictions and re-submit the request.
- e) The owner should not begin work on the request until receiving the written approval from the manager on behalf of the Committee.

## **F. VIOLATIONS**

Violations will be addressed and remedies enforced to maintain a high standard that will enhance our investment and allow Harrison Place to continue to be a desirable Cary community. For any violations of the following RULES AND REGULATIONS or the COVENANTS, the Architectural Committee and/or Harrison Place Owners Board of Directors via Grandchester Meadows Management Company may initiate discussion with the homeowner, and one warning letter will be mailed to the homeowner. If the violation is not corrected by the due date indicated, a fine may be assessed after the homeowner has been given the opportunity to be present at a hearing before the HPOA Board of Directors, pursuant to the North Carolina Planned Community Act, Chapter 47F of the North Carolina General Statutes as amended as of January 1, 2006. Fines will be assessed according to each individual offense. In the event that a situation cannot be addressed to the satisfaction of the HPOA Board, the COVENANTS provide for other options including initiating a lien against the property until the issue is resolved.

Architectural & Landscape Improvement / Alteration Application and Review Form

Date Submitted \_\_\_\_\_

Name of Owner (s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Detailed Description of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Projected Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

The following information must be included with this request form:

- Actual drawing and picture of item with specifications / dimensions
- Type and color of material to be used
- Architectural drawings for any structures
- Plot plan or survey with outline of where structure will be located on property

Note: Before submitting this request, please read your Covenants and Architectural Guidelines which can be found on the management website for Harrison Place Subdivision under "Documents Index". This can save you time and expense. If the improvement is not addressed in the Covenants or Guidelines, the final decision will be based on type, size, style and location of requested improvement.

1. Under NO circumstances does approval by the HP Architectural Committee indicate full authorization. In addition, it may be necessary to obtain building permits and structural approval as required by the town and/or county. All improvements are subject to local building regulations and restriction of record.
2. If the homeowner proceeds without all necessary approvals, he/she may be subject to legal proceedings as well as having to remove all unauthorized improvements.
3. Formal written approval may take up to 30 days. Please allow enough time prior to onset of work for the review process.

\_\_\_\_\_  
 Homeowner Signature  
 Submit completed request form and required documents  
 Online at:  
[www.grandchestermeadows.com/harrison- place/](http://www.grandchestermeadows.com/harrison-place/)  
 OR MAIL: Harrison Place OA  
 PO Box 1149 Apex  
 NC 27502

<b>For Internal Use Only</b>	
Date Request Received:	_____
Date Sent to Architectural Committee:	_____
Signature of Arch. Committee Chair:	_____
Date Board Responded to WD:	_____
Approved:	_____ Denied: _____