

# The Reserve at Reid Plantation

## Architectural Review Committee (ARC)

### Purpose of the Design Guidelines and Maintenance Standards

The primary purposes of the Declaration of Covenants and Restrictions for The Reserve at Reid Plantation Homeowners' Association is to provide a framework of rules and regulations to assure that the property within our community is maintained and improved in a manner compatible with the high quality of the Reserve at Reid Plantation Subdivision. One important means of maintaining the integrity of our community and protecting and enhancing our property values is through the Association's exercise of its powers to review and approve changes to the exterior of lots, homes and yard within the community. The Declaration and the Associations' Bylaws strictly prohibit additions or alterations to lots or the exterior of any structures on lots in Reserve at Reid Plantation without prior written approval of the Associations' Architectural Review Committee (the "ARC").

The ARC recognizes two categories of standards. The categories can be described as those that are **structural alterations requiring approval in advance** and those that are **maintenance requirements at all times**. Please see below for discussions of each.

#### **OVERVIEW OF THE APPROVAL PROCESS**

To obtain ARC approval for exterior modification, homeowners must submit to the ARC an Application for Approval of Alterations and Landscaping Changes. A copy is attached to the Guidelines, but additional copies may be obtained from our website [www.backyardrealty.com](http://www.backyardrealty.com). Homeowners are requested to provide as much detail as possible when submitting an Application to the ARC. This will eliminate confusion and reduce the time required to respond to the homeowner. The Declaration and By-Laws require each homeowner to submit plans and specifications showing the nature, kind, shape, color, size, materials and location of any proposed changes to lots or the exterior of homes. The plans should also be specific to planned start and completion dates, materials to be used, size and location of improvements (including a survey if appropriate) and exterior colors. The ARC will respond to each Application in writing within 30 days from the day all final documentation has been received. Work on any alteration cannot begin until approval by the ARC has been received by the homeowner. Approval from the HOA does not correlate with the City and/or County. Please be sure to check with the City and County to obtain any permits required to complete the project.

#### **ON-SITE REVIEW PROCESS**

The purpose of the on-site review is for the ARC members to assess the impact the improvement may have on neighbors and the general quality of the community. The on-site process usually is brief. However, we recommend that a homeowner be available for questions for complex plans.

## **DECISION PROCESS**

Upon completion of the Application review and any on-site review, the ARC will mark the Application with one of three decisions and will contact the homeowner directly. The three responses are as follows.

### **a) Plans Approved as Presented**

The Application and plans were accepted as submitted, and the homeowner can begin the requested improvements immediately after receiving the Approval Letter from the ARC.

### **b) Plans Approved with Stipulations**

The Application and plans were accepted with specific conditions. The homeowner should review the conditions set forth by the ARC and, if in agreement can begin the improvements immediately. If the homeowner disagrees with the ARC's conditions, the homeowner may submit revised plans and work with the ARC to reach an acceptable plan; however ARC approval must be obtained prior to proceeding with the construction or alteration.

### **c). Plans Denied as Presented**

If the homeowner's Application and plans are denied, an explanation will be provided by the ARC. The ARC may recommend one or more alternative solutions; if the homeowner is receptive to one of these solutions. If provided, the homeowner may submit revised plans to the ARC for approval.

## **APPROVED PLANS**

Once plans are formally approved in writing by the ARC, homeowners can begin working on the improvements or alterations. All work must be done in accordance with the plans as approved by the ARC. All changes or modifications to approved plans must be submitted to the ARC for review and approval. Failure to incorporate ARC stipulations or to follow approved plans will be deemed an unapproved change, and therefore, would be in violation of the Declaration and these Design Guidelines. Construction material should always be stored out of sight from the road when not in use.

## **ENFORCEMENT**

The Declaration and By-Laws grant the Board of Directors board powers to enforce the architectural review powers and the design and maintenance standards. These include the power to levy fines, to enter lots and correct or remove violations, to suspend voting or recreational facility use privileges, and/or bring legal action for force removal or correction of violations. Please note that failure to request and obtain ARC approval, when required, for an improvement is a violation even if the improvement conforms to the Design Guidelines. Before fines are levied and, when practical, before other enforcement actions are taken, violating homeowners will be notified in writing of the violation and the proposed sanction to be imposed.

## 1. EXTERIOR HOUSE STANDARDS:

- a). As the exteriors of homes need repairing or repainting, any change from the original color scheme must be approved in advance by the ARC. The request submittal must include color chips for the ARC to review. Repainting in the same color as the original color scheme does not require ARC approval.
- b). All window treatments on the front of any house must be either white blinds, or window treatments with white backing.
- c). Storm doors are permitted, however they must be either full glass or half glass/screen and to be factor finished in white, dark brown or dark green. Other colors must be approved by the ARC provided they match the house trim or door in color.
- d). Any changes to existing or new hardscapes including, but not limited to, driveways, walkways and patios, require approval of the ARC prior to construction.
- e). No artificial or plastic decorations shall be permitted on the exterior of any lot.
- f). Clothes lines are absolutely not permitted.
- g). No trash disposal unit may be visible from the street. Garbage receptacles must not be left at the street except on the day of pick-up.
- h). All basketball nets must be portable, and pulled to the rear of the house when not in use.
- i). No above ground pools will be allowed unless located in the rear of the house in the backyard, and enclosed with a privacy fence no less than 72 inches in height.
- j). No window air conditioning units shall be allowed.
- k). Shutters which are added to a house shall be compatible with the style of the house and shall be of proper proportions to match the window to which they relate. Colors shall be compatible with the color of the house and neighborhood.
- l). Statues and lawn ornaments are permitted but may be limited by the ARC to insure aesthetic appeal.
- m). Flags must be on a wall mount flag pole attached to house or on a garden flag stand/pole. Only one flag less than 3' x 4' is permitted.

2. **FENCES:** All fencing requests must be reviewed and approved or disapproved by the ARC. Submission of a letter of intent which includes proposed style of fencing and plot plan showing all dimensions of the property about the house and property line shall be shown.

- a). No fences shall be located in the front yard of any Lots. All fencing shall be limited to decorative picket or split rail or privacy.

b). All fencing must be unpainted cedar or pressure treated pine. Fences shall not exceed six feet (6') in height.

c). Absolutely no chain link, wire type, or dog pens and runs are allowed at any time.

3. **PARKING:** No resident shall park vehicles on utility easement or upon the landscaped yard. The pursuit of hobbies or other activities, such as the assembly and disassembly of motor vehicles or other mechanical devices, which might tend to cause disorderly, unsightly or unkempt conditions, shall not be pursued or undertaken in the front yard of any lot, or in any driveway, or other place where such condition is visible from any street.

a). No recreational vehicle or motor home, or boat may be stored or parked on a regular basis on any front yard, side yard, driveway or on the street or anywhere visible from any street, this also includes tractor-trailers, buses and trucks over 30 feet in length. **The term regular basis means 12 hours or more in one-week period.** No inoperable or junked motor vehicles shall be parked or stored upon any property.

4. **SATELLITE DISHES:** Any exterior satellite dishes or exterior antennae may be no larger than one meter in diameter and higher than twelve (12) feet above the roof line. Dish and antennae shall be located in a place shielded from view from the street and from other lots to the maximum extent possible.

5. **DECKS/PATIOS:** All decks must be located on the back of the house and not extend past the sides of the house. The type of wood used for any deck as well as, all plans to build new or extend existing decks, patios must be submitted to the ARC for approval. Homeowners are encouraged to submit a landscaping plan to address areas under and around decks.

6. **ROOFING:** All roof shingle replacements must be reviewed and approved or disapproved by the ARC. Roofing samples must be submitted with each request.

7. **MAILBOXES:** Mailboxes shall be of type consistent with the character of the subdivision and shall be replaced and/or maintained on a regular basis using the same type and color of the original. The house number must also be present at all times on mailboxes. Replacement mailboxes and post can be purchased from Ace Hardware located in Douglasville, GA.

8. **LAWN AND LANDSCAPING:** An alteration to landscaping on lots that will make a noticeable change from the street or which might cause erosion, requires ARC approval, and should include a detailed landscaping plan. All yards shall be appropriately and fully landscaped and maintained with a combination of grass, trees, shrubs, and/or defined planting or flowerbeds.

9. **LAWN MAINTENANCE:** All yards and lawns shall be maintained at all times in a condition that is compatible with the high standards and quality of the community, as determined by the ARC and the Board to be compatible with the quality and standards of The Reserve at Reid Plantation.

a). All lawns – front, sides and rear should be regularly fertilized, edged, and mowed. Lawns should be maintained at a height of five inches or less. Lawns should be cut, edged and watered

regularly, in accordance with Carroll County regulations to ensure a healthy green appearance during growing seasons.

b). Lawn clippings, tree and shrub clippings and edging debris should be removed from sidewalks, curbs and streets by sweeping or blowing back into lawn. Do not blow or sweep or leave clippings in the street.

c). Weeds must be controlled.

d). Planting beds should be kept fresh looking by maintaining neat edges, keeping well strawed, bark, or mulched, preventing intrusion of weeds and grass.

e). All trees, and shrubs must be pruned and remove dead or unhealthy plants as needed. For shrubs and bushes, shoots in excess of six inches must be trimmed back.

f). Maples trees that line the streets are the individual homeowners responsibility to maintain and prune and keep mulched or pine strawed at all times.

**10. YARD VIOLATIONS:** The ARC will review these areas and issue violation letters when needed. If yards are not maintained in accordance with the standards established by the Board and the ARC, then the Board may enforce the option of having landscaping company maintain yard and homeowners will be billed for charges.

**11. PLAYGROUND EQUIPMENT:** Children's play equipment or swing sets must be located where they will have minimum visual impact on adjacent properties and streets. The equipment should be manufactured of wood. No Metal Swing Sets Allowed. The design, materials, color and location of swing sets and other permanent or semi-permanent play structures require ARC approval.

**12. PET MANAGEMENT:** No dog is allowed off a homeowner's property without a leash. No dog is permitted to be left unattended outdoors unless in a fenced in back yard. Homeowners are responsible when walking dogs through neighborhood to clean up after them.

**13. DOG HOUSES AND RUNS:** No structure for the care, housing or confinement of any animal or bird shall be constructed or maintained on the property; provided, however, that an owner may maintain one structure per lot for the housing of a dog so long as the structure is located on the rear of the lot and is not visible from the street on which the lot fronts. Such a structure shall be painted or stained in a color scheme which matches that of the house on the Lot and shall be no larger than a reasonable size as determined by the ACC. No dog runs shall be permitted on any Lot.

**14. HOME MAINTENANCE:** All home and other structures on a lot shall be maintained and repaired in a condition compatible to the high quality and standards of The Reserve at Reid Plantation, as determined in the discretion of the ARC and the Board. This shall include, but not be limited to, pressure washing, painting, replacing broken windows, replacing damaged siding, steps and replacing loose or damaged shingles or other items necessary to maintain the appearance of the property.

**15. OUTSIDE STORAGE BUILDINGS:** Homeowners must receive approval from the ARC prior to the construction/erection of any outside storage facility. Homeowners should submit plans and specifications including the following.

- a). A full set of plans including foundation, framing and elevation plans with full details must be submitted to the ARC for approval.
- b). The building must be made with the same material as are on the house, i.e., brick, or vinyl siding.
- c). The building must be located in the rear yard and in the center 1/3 of rear yard and a minimum set back from the rear property of 25 feet.
- d). The building must have a 12 inch cornice section that matches the existing structure.
- e). The maximum size of any structure will be 20 foot by 20 foot.
- f). The building must be maintained in a state of good repair. Any deterioration in the building should be repaired promptly.

**16. SIGNS:** Only a For Sale – signs, no greater in size than 2' X 3' will be allowed. One real estate sign may be displayed on a lot provided it is professionally lettered and measurers no more than 2' X 3'. No approval shall be given to any Lot Owner for erecting or maintaining a “For Rent” sign of any kind. Yard Sale signs may be placed on a dawn to dusk basis, being removed nightly and replaced in the morning. Board approval is required prior to placing any signs on the common area.

**17. HOLIDAY DECORATING:** Holiday decorating will be permitted during holiday seasons, but must be taken down within one week after holiday passes. Christmas decorations are permitted from the week of Thanksgiving though New Year’s Day.

**18. NEW HOMES:** Any lot must receive approval from the ARC prior to the construction/erection of any new home and submit plans and specifications that adhere to the following:

- a). The type of foundation used must use poured concrete (ie. no cinderblock).
- b). Stone/brick accent around garage door area or in the form of water table along front of house with a minimum height of eighteen inches.
- c). Single or double garage doors are Carriage style as per surrounding houses in neighborhood.
- d). Shutters present around windows.
- e). ARC approved tree placed in front yard at least 12 feet from curb or utilities. Trees available include:
  - Okame Cherry – 2” trunk minimum
  - Crape Myrtle “Miss Francis” - 15 gallon minimum
  - Flowering Dogwood - 1.5” trunk minimum
  - Kousa Dogwood - 7’ height minimum
  - Eastern Redbud - 2” trunk minimum
- f). Gutters along roof edges that match siding trim color.