

POPLAR FOREST HOMEOWNERS ASSOCIATION

Architectural Control Committee

January, 2018 updates in italics

PURPOSE

The Architectural Control Committee Guidelines, Rules, and Regulations are intended to specifically define the policies and procedures of the Architectural Control Committee.

This document may be amended to provide additional clarification, or to reflect changing conditions or technology.

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SECTION A PROCEDURES

Owners must apply to the Architectural Control Committee (ACC) for approval prior to construction, installation, or replacement of any building, fence, wall, structure, pavement, landscaping effect, or other exterior addition, change, or alteration to any home or property.

All requests for architectural review must be submitted in writing to the Architectural Control Committee in care of the Property Manager at the address set forth below. A request shall be deemed to have been submitted as of the date the Property Manager receives the request (as shown in the records of the Property Manager). The Architectural Control Committee shall examine all requests submitted for review and will document its decisions in writing to the Property Manager who will then forward such decisions to the applicants.

An owner shall not proceed to such construction or alteration prior to receiving written approval by the ACC. If the ACC fails to approve or disapprove such request within 30 days after the request is received by the Property Manager, approval will not be required and the requirement for architectural review shall be deemed to have been fully complied with. The date on which the ACC documented its decision to the property Manager shall be the date used to determine whether approval or disapproval was timely made. An owner must confirm with the Property Manager the date of receipt of the request and whether approval or disapproval has been made before proceeding to construction.

A fine may be assessed for work started or completed without ACC approval. The homeowner may be required, at their expense, to remove any addition, alteration, or modification not approved by the ACC.

It may be necessary for members of the Board of Directors or Architectural Control Committee to enter upon the property for the purpose of inspecting the proposed application, the project in progress, or the completed project. The owner will be given 24 hours notice prior to any such inspection. Such an inspection does not constitute a trespass.

All requests approved by the Architectural Control Committee are authorized for only that property and for that work which is conducted between the start date and completion date specified on each ACC application.

The following items are required with each ACC application:

- a. Name, address, day and evening phone numbers.
- b. Type of proposed modification with the plans and specifications showing the nature, kind, shape, height, materials, color, and location of proposed modification, including but not limited to a copy of a survey of the property with the proposed modification or addition shown thereon.
- c. Estimated start and completion dates.

To submit a request for ACC approval, send completed application to:

Poplar Forest ACC
P.O. Box 26844
Charlotte, NC 28221

As Adopted October 5, 2006

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If a request is denied, applicant will be provided with the reason(s) and may re-submit the request with changes for review.

The ACC, while responsible for maintaining the architectural standards for the community, will not evaluate technical details of proposals such as strength of materials, electrical requirements, or other details covered by building code requirements.

Approval by the ACC will not alleviate the responsibility of the homeowner to comply with all applicable city, county, or state codes. Homeowners must obtain all required building permits, licenses and inspections.

All proposals must meet acceptable levels of quality for materials and workmanship, and be aesthetically balanced with the community.

Work must be started within 90 days of the estimated Start Date and must be fully completed within 30 days of the estimated completion date. The homeowner is required to request an extension, in writing, to the Property Manager if work is not started or completed within the estimated time frame.

In case of an emergency (fire, water, storm damage) the homeowner may proceed with work necessary to protect his property and will not be found in violation of ACC requirements.

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SECTION B GUIDELINES

1. Air Conditioners, Heat pumps

- a. Air conditioning units extending from walls or windows are prohibited.
- b. Other exterior units may be added or relocated only when they are not visually or physically intrusive to neighbors. Shrubbery for screening is strongly encouraged.

2. Attic Fans, Attic Ventilators, Rooftop Vents

- a. Must be approved by the ACC if any portion is visible or extends through the exterior walls or roof of any residence.
- b. Attic ventilators and turbines must match the siding or trim color on the house if mounted on a gable end, and must match or blend with the roof if placed on a roof. Location shall be on the least visible side of the roof.
- c. Any vent through the roof should match or blend with roof color.

3. Awnings

- a. Must be approved by the ACC.
- b. Awnings must be maintained.
- c. Awnings on the back of the house only.
- d. Metal awnings will not be approved.

4. Basketball Goals

- a. Do not require ACC approval
- b. Temporary goals only.
- c. Placement of basketball goals shall be located to minimize impact on neighboring properties.
- d. Basketball goals may be located in the front of the house provided that the goal shall be no closer to the street than half the distance of the driveway.
- e. All Sporting Equipment must be maintained in appearance and safety.
- f. See "Sporting Equipment".

5. Bird Feeders, Bird Houses, Bird Baths

- a. Do not require ACC approval.
- b. Must be visually unobtrusive and blend with surrounding landscaping.
- c. Rear yard only.

6. Boats

- a. No watercraft may be parked in the street, in a driveway, or upon any lot.

7. Chimney Caps

- a. Chimney caps do not require ACC approval.

8. Clothes Lines

- a. Are not permitted.

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SECTION B GUIDELINES (continued)

9. Dog Houses

- a. Requires ACC approval.
- b. Must be visually unobtrusive.
- c. Must be located behind rear line of house and at least 5 feet within lot lines and within an area enclosed by an approved fence.
- d. Must be maintained by Homeowner.

10. Dog Pens, Dog Runs

- a. See "Fences

11. Driveways

- a. All driveway modifications or replacements must be approved by the ACC.
- b. All driveways modifications must match existing material.

12. Exterior Lighting

- a. Dusk-to-dawn security lights designed to illuminate large areas such as sodium or mercury-vapor lamps are not permitted.
- b. Decorative lamppost location must be approved by the ACC.
- c. Landscape lighting requires the approval of the ACC. Landscape lighting must have black, bronze or dark green finish, and must not be intrusive to surrounding properties. *Landscape lighting must be located within an existing landscape bed to prevent damage or dislocation due to routine landscape maintenance activities.*
- d. Spotlights mounted on the house are acceptable when not intrusive to surrounding properties. Colored lights are not permitted except as a part of holiday decorations.

13. Exterior Maintenance

- a. Repair or replacement of roof, painting of trim, windows or siding, where color, texture, or appearance are unchanged do not require the approval of the ACC.
- b. Homeowners must apply in writing to the ACC for approval of any addition, alteration, modification, or exterior maintenance, which changes the color, or appearance of the home or property.
- c. Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences (except those installed as part of fencing of the perimeter of the neighborhood), accessory buildings, and recreational equipment.
- d. Residents are responsible for maintaining and trimming lawns and shrubbery or flowers within any fenced in areas of the rear yard to maintain a neat and groomed appearance.

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SECTION B GUIDELINES (continued)

14. Fences

- a. Must be approved by the ACC as to style and location.
- b. No chain link fences.
- c. No fences over 6 feet high. Any privacy style fencing must be shadowbox.
- d. Fences over 4 feet in height must be 'softened' with appropriate landscaping where visible from the street. Homeowners must submit landscaping plan with ACC approval request.
- e. Fences shall not obstruct lot drainage.
- f. Any stain or paint color requires ACC approval.
- g. No fences in the front yard.
- h. On a corner lot any side yard fencing along the street must be at least 15 feet behind the curb.

15. Firewood

- a. Location should be selected to minimize visual impact.
- b. Must be located behind front line of house.
- c. Firewood shall be kept neatly stacked.
- d. In case of annual use or storage, screening is required.

16. Flagpoles

- a. Free-standing flagpoles require ACC approval.
- b. Flagpoles mounted on the house do not need ACC approval and should not exceed 5 feet in length.
- c. One flagpole per home.
- d. Flags must be well maintained.

17. Fountains, Statuary

- a. Must be approved by the ACC.
- b. Must be maintained and kept neat and clean by the Homeowner.

18. Garbage Cans, Recycle Bins

- a. Must be brought to the curb for pickup no earlier than the evening of the day prior to scheduled pick up and must be removed from the curb no later than the evening following pick up.
- b. Must be kept in sanitary condition.
- c. Must be concealed or screened. *Trash cans may be screened by (1) storage inside the garage, (2) by shrubbery which is of sufficient size and height to fully conceal the trash cans at the time of planting and which is maintained in a healthy, neat and trim manner or (3) by constructing a permanent concealment structure consisting of at least 3 sides, one side being the side of the residence. All sides to be level, and constructed parallel to the structure of the home, be of sufficient height and size to fully conceal the trash can/recycle bins and be colored in a manner consistent with the color of the exterior or trim of the house. All trash can/recycle bin concealment structures must be maintained and kept clean and , if painted, the surface must be repainted as necessary.*
- d. See "Trash".

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SECTION B GUIDELINES (continued)

19. Gazebos, Arbors, Trellises

- a. Must be approved by the ACC.
- b. Gazebo must be located behind the rear line of the house, and be a minimum of 10 feet within the lot lines.
- c. Arbors and Trellises must be located behind the front setback of the house.
- d. Gazebos may be natural wood, wood stain, or painted to match the house. Roofing may be natural shake or shingle to match the house.

20. Handicapped Access Facilities

- a. Must be approved by the ACC.
- b. Walkways, railings, ramps and other similar facilities must be constructed to blend with the existing house and landscaping.

21. Holiday Decorations

- a. Holiday decorations of a modest scale do not require ACC approval.
- b. Must be temporary in nature and must be removed no later than 15 days after the holiday.

22. House Numbers

- a. House numbers are required to be placed on the house. Mailbox and curbside numbers do not legally suffice.
- b. Curbside house numbers are permitted.

23. In-Home Business

- a. Customer-intensive businesses that attract vehicles to the neighborhood are not allowed.
- b. No exterior storage of business-related materials will be permitted.

24. Irrigation Systems

- a. No ACC approval required to add backyard system or sprinkler heads.
- b. Backflow and other exposed valves or timers must be screened.
- c. Homeowner is responsible for maintaining irrigation systems and keeping them in working order.

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SECTION B GUIDELINES (continued)

25. Landscaping

- a. **ANY landscaping changes must be approved by the ACC.**
- b. Landscaping must not obstruct sight lines required for vehicular traffic.
- c. Landscaping must not interfere with public thoroughfares or sidewalks.
- d. Landscaping requiring terracing or retaining walls must be approved by the ACC.
- e. Railroad ties are not permitted.
- f. Only pine straw mulch is allowed for ground cover in natural areas and garden landscape beds.
- g. *No flowers, shrubs or trees, regardless of size, may be planted in any grassed area, including around permanent structures such as light posts or mailboxes unless planted within a landscape bed which is mulched with pine straw. The homeowner is responsible for maintaining all such plantings.*
- h. *Where constructed edging around beds is done, such edging materials must be composed of (1) masonry materials such as brick or stone and be mortared in place and coordinated in color and style to the home or (2) metal edging located at the edge of the pine straw bed, properly installed with the lower edge of the metal edging entrenched into the surface of the ground and firmly placed. No use of plastic, wood or composite edging around beds is permitted.*
- i. Approval of the ACC is required for any landscaping that may affect the drainage of any lot.

26. Lighting

- a. See "Exterior".

27. Mailboxes

- a. All mailboxes and posts in subdivision must match, per zoning requirements.
- b. Must maintain appearance and working order.
- c. Mailbox posts must comply with the city, county, state and federal guidelines.
- d. Mailbox location must comply with postal regulations.

28. Patios, Decks, Porches

- a. Must be approved by the ACC.
- b. Detailed plans including size, location and grade must be submitted with plot plan.
- c. Proper building permits are required.
- d. Acceptable materials for patios include concrete, stone, flagstone, or brick / pavers.
- e. Any stain or paint colors must be approved by the ACC.

29. Pet Access Doors

- a. Must be approved by the ACC.
- b. Pet access door must not be visible from the front of the residence.

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SECTION B GUIDELINES (continued)

30. Play Ground and Recreational Equipment

- a. All playground and recreational equipment must be approved by the ACC.
- b. Metal swing sets are not acceptable.
- c. Installation must ensure harmony of external design and location in relation to surrounding structures and topography.
- d. Natural wood is the preferred material.
- e. Must be located behind rear line of house and centered in rear as not to be seen from the street.
- f. Must be maintained in appearance and safety.

31. Ponds

- a. Must be approved by the ACC.
- b. Must be located behind rear line of house.
- c. Must be maintained.
- d. Wiring and plumbing must not be exposed.

32. Pools, Hot Tubs, Jacuzzi, Sauna, Spa

- a. Must be approved by the ACC.
- b. Above ground pools will not be approved for installation in any location.
- c. All pool and hot tub landscaping, fencing, and lighting must follow the landscaping, fencing, and lighting guidelines.
- d. Water chemistry must be maintained per health department standards.
- e. No drains are allowed which direct water to adjoining lots or common areas.

33. Satellite Dishes, Antennas

- a. Satellite dishes with a diameter greater than 39" are not permitted.
- b. Antennas or satellite dishes less than 39" in diameter designed for the reception of direct broadcast satellite services, video programming services, or television broadcast signals may be installed, with prior ACC approval.
- c. Satellite dishes must not be mounted to the side or front walls of any home. They may not be mounted on the front of the roof.
- d. The preferred location for satellite dishes is on the roof to the rear of the ridge.
- e. *Satellite dishes that are installed on poles or posts must be softened with shrubbery of appropriate size and height at installation and located within a pine straw bed. Installation using poles or posts may only be approved if homeowner provides written documentation from the service carrier that installation on the rear roof of the home is unacceptable due to inability to receive a reasonable service signal.*
- f. Other exterior antennas require ACC approval.

34. Screens, Storm Windows, Storm Doors

- a. Must be approved by the ACC.
- b. Mill finish aluminum is prohibited.
- c. No bright plated or natural aluminum window screens are permitted.
- d. No wrought-iron door or window treatment.
- e. No cross members or ornamentation.

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SECTION B GUIDELINES (continued)

35. Signs

- a. No sign shall be displayed except for one professional sign of not more than one square foot.
- b. Sign indicating presence of security or alarm system is permitted.
- c. One sign advertising property for sale or rent, limited to 5 square feet, may be displayed.

36. Sporting Equipment

- a. Any exterior sports apparatus or structures such as batting cages, trampolines, or skateboard ramps must be approved by the ACC.
- b. Must be located behind rear line of house, and at least 10 feet within lot lines.
- c. All Sporting Equipment must be maintained in appearance and safety.
- d. See "Basketball Goals".

37. Storage Buildings

- a. Are not permitted.

38. Sunscreens

- a. Reflective sunscreens and window films are not acceptable.

39. Swingsets / Jungle Gyms

- a. See "Play Ground and Recreational Equipment".

40. Toys, Tools and Equipment

- a. Must be removed from any driveway, front yard, or side yard each day.

41. Trash

- a. Items such as appliances, carpets, mattresses or other bulk items that require scheduled pickup must not be brought to the curb or located on a driveway prior to the evening before scheduled pickup.
- b. Cut limbs, grass cuttings, leaves, etc. must not be brought to the curb for pickup prior to the evening before scheduled pick up.
- c. Items placed at the curb for pickup must not interfere with public thoroughfares.
- d. See also "Garbage Cans".

42. Tree Removal

- a. Must be approved by the ACC.

43. Utilities

- a. All utilities servicing detached outdoor living areas shall be installed underground.

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SECTION B GUIDELINES (continued)

44. Vehicles

- a. No commercial truck, school bus, camper trailer, trailer, or recreational vehicles may be parked in the street, in a driveway, or upon any lot.
- b. Any vehicle lacking current registration, license plate or inspection may not be parked in the street, in a driveway, or upon any lot. Vehicles with an expired license, registration, or inspection are included in this restriction.
- c. Hobby or “project” vehicles must be garaged. Hobby or “project” vehicles must not be a nuisance to the neighborhood.
- d. No parking on grass.
- e. Parking on public roads is discouraged.
- f. Parking on public roads is prohibited if such parking would interfere with public safety, entrance or exit, or emergency vehicles.

45. Walkways

- a. Must be approved by the ACC.
- b. Acceptable materials include concrete or brick / pavers.