

**BROOKDALE
HOMEOWNERS ASSOCIATION, INC.**

Effective Date:

ARCHITECTURAL GUIDELINES

Single Family Design Guidelines

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3.0 Request for Architectural Approval Form

1.0 Introduction

1.1 Applicability

This guide to Rules and Regulations ("Guide") is adopted pursuant to the *Articles of Incorporation*, and the *Declaration of Covenants, Conditions, and Restrictions*, ("Declaration"). These documents provide for the establishment of reasonable guidelines concerning the use of individual lots and common areas. The Architectural Review Committee ("ARC") serves as representatives of the Board of Directors ("Board") while enforcing the Guide. Compliance with this Guide is required, but is not the sole basis for review or approval, nor does it guaranty approval of any application. In reviewing each application, the ARC may consider any factors it deems relevant. Decisions may be based purely on aesthetic considerations. Each owner acknowledges that determinations as to such matters are purely subjective in nature and that opinions may vary as to the desirability and attractiveness of a proposed addition or modification.

1.2 Purpose

This document is not intended to replace the Declaration, but to clarify the process by which homeowners may customize and modify the exterior presentation of their homes and/or lots. This document is to preserve and enhance the property values and attractiveness of the Brookdale neighborhood. The intent is to provide consistent guidance to owners regarding requirements for additions and modifications to property in the community, and to assure that modifications and improvements are consistent with the harmony of exterior design within the Brookdale community, located appropriately with regard to surrounding structures and topography and of high quality materials and workmanship.

1.3 Application and Review Process

Each and every proposed exterior modification/addition to homes or lots requires prior approval of the ARC. Submit a copy of the *Request for Architectural Approval* form as shown on the application. Each application must include a copy of the lot survey showing the size and location of the proposed modification/addition as well as a list and description of the materials to be used. Color samples may assist the ARC in rendering its decision and expedite the review process. The ARC requires submission of such additional information as may be reasonably necessary to consider any application. Review of the application and notification to the applicants shall be conducted as described in the Declaration. A Submittal Fee of \$_____ shall be due and payable when the Architectural Review Request form and all required back up documentation are submitted by the homeowner.

2.0 General Modification Standards

2.1 Additional Landscaping

Homeowners who wish to install additional or remove existing landscaping must submit a *Request for Architectural Approval* form to the ARC. Maintenance of lawns, mulched areas and rotation of seasonal annuals shall not require prior approval.

2.2 Antennas, Satellite Dishes (DBS, MOS, DSS)

- Attached to or mounted on a deck or patio in the rear of the residence and extending no higher than the eaves of that portion of the roof of the dwelling directly in front of such antenna; or,
- Attached to or mounted on the rear wall or rear roof of the residence so as to extend no higher than the ridgeline of the residence at a point directly above the position where attached or mounted to the wall.
- Freestanding, pole-mounted should be located in rear yard and not be visible from the street or side yard with screening as not to be objectionable from adjacent properties.

If installation is required in other than the above locations, include a statement from the installer with the ARC application.

2.3 Backyard Play Equipment, Basketball Goals

All play structures (i.e., swings) shall be constructed primarily of wood and must be finished in a natural wood stain. Play structures shall be in the rear yard and positioned 6' inside property lines in all directions. Trampolines are only permitted in yards with 6' privacy fences and lockable gates. Portable basketball goals are permitted, but must be located within property lines and must be removed and stored not visible from street when not in use. All goals must be mechanically sound, and well-maintained. **Play structures of any type are not permitted in the front or side yards.** In the case of a corner lot, any play equipment or structures to be installed must be screened by landscaping or fencing from public view. Applicants must include their screening plan with the *Request for Architectural Approval* form.

2.4 Birdbaths, Birdfeeders, Birdhouses, Yard Ornaments, Statues

Homeowners may install up to a total of four of any combination of the following; a yard ornament, birdbath, birdfeeder or birdhouse so long as the post and attachment do not stand taller than 2' in front yard and within the beds abutting the home and more than 6' above the ground in the rear yards only.

2.5 Clotheslines, Fuel Tanks, Outside Storage

Clotheslines, aboveground fuel storage tanks and similar items are not permitted. Storage of any materials (such as, but not limited to, lawnmowers, landscaping materials, and lumber) outside an enclosed structure is not permitted. Furniture intended for indoor use may not be placed or stored on any outside area, including porches/patios.

2.6 Decks, Patios, Screened Porches, Pergolas, Gazebos, Freestanding Sun Screens, Tents and Fire Pits

- A copy of the plot plan showing the proposed location of the deck, patio, porch, pergola, gazebo, or fire pit and its relationship with the house are to be submitted with the request for architectural approval form

No deck shall extend into a side yard beyond the side plane(s) of the house and shall be no larger than 400 square feet. All improvements must be located a minimum of 10' from all property lines. Materials, color and design must all be complimentary in character and quality to the house.

Freestanding tents, screens, and shade structures are considered temporary and for special events, and are permitted for a period of ten (10) days.

2.7 Dog Pens, Runs, Dog Houses

A single doghouse is permitted only in yards with 6' privacy fences and are to be of similar color to the main house (siding, shingles) and are to be located a minimum of 10' inside property lines behind the house and screened from street view. There shall be no dog pens or dog runs of any kind.

2.8 Exterior Colors

Color changes are to match one of the standard color schemes provided by any of the builders in the neighborhood. Color chips and siding samples are to be submitted with the *Request for Architectural Approval* form. This includes siding, trim, doors, shutters, shingles and any other exterior color modification.

2.9 Exterior Lighting, Seasonal Decorations

Exterior lights shall be conservative in design and as small in size as practical. Lights shall be directed toward the house or ground and limited in wattage to 2,000 lumens. Low voltage (12 volt) lighting is preferred.

Seasonal holiday decorations and lighting are pre-approved; however, winter holiday lighting is not permitted before Thanksgiving week and must be removed no later than the following January 15th.

All other holiday decorations are permitted two weeks prior to holiday and must be removed within one week after holiday.

2.10 Fences

Fencing is not permitted in front yards and must tie into the main structure at the

rear façade of the residence.

Fences may not extend outside the boundaries of the installing homeowner's lot. Fences shall be installed on the property line and adjoining property owners allowed to attach to the fence or fences must be installed 3' from property line for maintenance.

Fences installed within an easement area are subject to removal for maintenance within the easement. Owners bear the risk of re-installing any fencing that must be moved within an easement.

A single fence shall be permitted between adjacent lots sharing a common side or rear property line unless a major drainage swale straddles the property line, then Fences shall be installed at the top of the slope adjacent to a drainage swale and one access gate must be installed. Each homeowner is responsible for mowing and maintaining their property in the drainage swale.

Fences on corner lots abutting a local residential street must be installed parallel to the side street. The fence must be installed no closer than ten (10) feet from the side property line.

Chain-link fences are not permitted.

A copy of the plot plan showing the proposed location of the fence and its relationship with the house are to be submitted with the *Request for Architectural Approval* form.

The permitted fence design options are as follows:

1. Flat top, tongue and groove white vinyl privacy fence without decorative lattice accent is the only 6' tall approved fence. (5"x5" post with pyramid post top, 6" tongue and groove boards with 5.5" top and bottom rails):



2. White picket straight top, 4' tall approved fence:



2.11 Flagpoles, Flags

One flag pole either in the ground or on the house is permitted without ARC approval with the intent to fly the United States Flag or state flag. Flags visible from the exterior of a dwelling may be hung only on flag poles meeting the following criteria.

- The maximum flag pole height shall be 25 feet and the flag shall not exceed 4' x 8'.
- The United States flag must be flown in accordance with the U.S. and International Codes; U.S. flag etiquette. (i.e. US Code 36-17sc.)

Flags visible from the exterior of a dwelling may be hung only on flag poles meeting the following criteria.

One decorative flag may be mounted on the front of the house. Flags shall not exceed 4' x 8' in size. Only official flags of countries, seasonal decorative flags, and college and professional team flags may be displayed; flags which display trademarks or advertising, and battle flags and similar flags which, in the Board's

HOMEOWNERS ASSOCIATION, INC.

judgment, are intended to, or tend to, incite, antagonize, or make political statements (other than a statement of citizenship or country of origin of the residents of the dwelling), shall not be permitted. Flags shall be maintained in good condition and shall not be displayed if mildewed, tattered or faded beyond recognition.

2.12 Garbage Containers, Recycle Containers

Garbage cans and recycling bins must be stored in one of the following pre approved locations (stated in order of preference): 1) inside your garage, 2) behind the house, screened from street view by the house, or 3) along the side of your home (on corner lots the garbage can must be stored on the side of the home opposite the intersecting street) and must be screened from view with a structure in accordance with the attached Exhibit A.

Garbage containers may be delivered to the curb 24 hours prior to collection and must be retrieved 24 hours after collection.

2.13 Home-Based Businesses

Home-based businesses are permitted provided the following criteria are met:

- It is not evident that home-based business is being conducted.
- No unusual traffic, other than normal residential traffic, is permitted.
- Commercial vehicles are not permitted.
- Comply with all State, County or City rules, regulations & permitting requirements.

2.14 Hot Tubs, Spas, Saunas and Pools

A copy of the plot plan showing the proposed location of the hot tub, spa or sauna and its relationship with the house along with the type, size, color, fencing, landscaping, and screening are to be submitted with the *Request for Architectural Approval form*.

- Above ground pools are not permitted.

2.15 Mailboxes

If residence is serviced by community cluster mailboxes then repairs or replacements as needed are maintained through the HOA. Individual mailboxes are not permitted on home sites if residence is serviced by community cluster mailboxes.

If residence is not serviced by community cluster mailboxes, only the original black mailbox is permitted. If replacement or repair is required, the mailbox must be restored to the original design specification. The residence address must be clearly visible on the mailbox.

2.16 Outdoor Furniture

No furniture shall be used, stored or kept on the exterior of any residence except on porches, patios, and decks. Furniture not enclosed in a room shall be limited to such types as is designed for outdoor use.

2.17 Parking, Recreational Vehicles, Campers, Boats, Trailers

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No vehicle, including recreational, camper, boat, trailer, car or truck, will be parked on the grass or sidewalk of any lot. Recreational vehicles, campers, boats and trailers must be kept in the garage except temporarily in preparation for imminent use and for a period not to exceed 5 days while undergoing repairs.

No vehicle will be permitted to park regularly on any roadway or street within the Community.

2.18 Pets

Pets must be on a leash, or restrained at all times.

Animal nuisance of any kind will not be tolerated, including noise, aggressive behavior and improper waste disposal. While outside the confines of the owner's property, animal waste will immediately be collected by the owner and disposed of in an approved waste receptacle. For disease prevention and sanitary reasons, violators will be subject to penalties, including fines, by the Board.

Other than normal household pets, no other animals, livestock or poultry of any kind shall be raised, bred or kept on the properties. A maximum of four (4) dogs, cats or other normal household pets may be kept in homes provided that such pets are not kept, bred or maintained for any commercial purpose.

Rottweilers, Pit Bulls, Chows, other aggressive breeds or other dogs showing aggressive behavior shall not be permitted within the Community.

2.19 Roof Accessories

Homeowners who wish to install any type of roof accessory (i.e. solar panel) need to submit detailed specifics with the *Request for Architectural Approval* form.

2.20 Signs

No signs of any kind shall be erected, placed or permitted to remain on any residence, lot or common area except following written approval by the Association Board of Directors subject to the following guidelines:

- Signage advertising Official community events.
- A single "For Sale" or "For Rent" sign which shall not exceed 18" x 24" is permissible when located on the advertised property.
- A security system warning sign, not to exceed 6"x6" in size, may be displayed at the entrance to the residence.
- One political sign is permitted to be displayed in a front yard. It shall not be displayed earlier than 45 days before the day of an election and must be removed no later than 7 days after an election day. The maximum size shall be 24 inches x 24 inches.
- Any signs advertising yard, garage or estate sales must be removed within 24 hours of the close of sale.
-

2.21 Storage Sheds, Accessory Buildings

A copy of the plot plan showing the proposed location of the storage shed or

accessory building and its relationship with the house of along with the type, size and color are to be submitted with the *Request for Architectural Approval* form.

One storage shed may be permitted on a home site provided that:

- It is located behind the house (screened from view by the house) and is set a minimum of 10 feet inside all property lines;
- It does not exceed a maximum of 12' x 12' in size nor have an eave height greater than 8';
- The exterior surface is of a color which match the home;
- The roof is a gable roof and is constructed of shingles which match the home;
- It has windows on at least two sides;
- It is landscaped with 3-gallon evergreen shrubs installed at a minimum spacing of 3' on center around three sides of the perimeter of the shed with One shrub planted at each corner of the building. On corner lots evergreen trees (wax myrtles or Leyland cypress) shall be planted in lieu of shrubs along the side visible from the intersecting street.
- A poured concrete foundation is preferred. Concrete blocks may be acceptable if screened with lattice underpinning and landscaping.
- NOMETAL, PLASTIC/VINYL PRE-FORMED SHEDS ARE ALLOWED.

2.22 Storm Doors

Storm doors must be full-view glass and shall match or compliment the trim or body color of the house. No screen doors are permitted on the front of homes. However, screen doors are permitted on rear doors of homes, provided that the color matches the exterior of the home. Color pictures and model information of the proposed storm door are to be submitted with the *Request for Architectural Approval* form.

2.23 Window Air Conditioners

Window air conditioning units and window fans of any kind are not permitted.

2.24 Window Boxes, Planters, Rain Barrels, and Vegetable Gardens

Color pictures and dimensions of window boxes and planters along with the location they are to be placed are to be submitted with the *Request for Architectural Approval* form.

A maximum of 2 rain barrels up to 50 gallons capacity are permitted on each lot. Rain barrels must be placed in back yard, not visible from the street.

Vegetable gardens must be located wholly in the rear portion of the lot and a minimum of 10' from any property line and not within any drainage easement. The maximum approximate size is 240 sf.

2.25 Yard Maintenance

Residents are required to mow and weed their yard as necessary to present a neat and uniform look to the neighborhood. This includes during periods of low rainfall when dry patches appear and weeds tend to overcome the lawn. Grass will not be permitted to grow over curbs, sidewalks or driveways. Regular watering to present a lush, green lawn is recommended, but not required. No not leave hose extended through the yard

after watering.

2.26 Driveway Extensions

Driveway extensions shall be concrete or paver material only. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices so as to minimize the risks of settling, excessive cracking and improper drainage and comply with North Carolina and applicable County requirements and codes.

Driveway extension is permitted on both sides of original driveway.

The width shall not exceed 36 inches per side of original driveway.

2.27 Commercial Vehicles

Only standard passenger vehicles pickup trucks and vans are permitted to be parked in driveways. No light duty trucks, tractor trailer trucks, box trucks, or commercial vans are permitted to be parked in driveways.

Avondale Homeowners Association
Request for Architectural Approval

Name: _____

Street Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

What is the estimated Start Date? _____ Completion Date: _____

Type of Modification:	<input type="checkbox"/>	Fence	<input type="checkbox"/>	Porch	<input type="checkbox"/>	Deck/Patio
	<input type="checkbox"/>	Utility Building	<input type="checkbox"/>	Pool	<input type="checkbox"/>	Garage
	<input type="checkbox"/>	Exterior Painting	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Carport
	<input type="checkbox"/>	Other: _____				

Location: _____

Size: _____

Color: _____

Materials: _____

Contractor Name: _____

Please read and follow these instructions carefully:

1. Attached a detailed description of improvements including:
 - Location, size, Color, Material, Contractor (if applicable), Plans/Drawings
2. Attach copy of Property Survey, with proposed changes/additions shown.
3. Please include two (2) complete copies of the request (One will be returned with Committee response).
4. Mail request Submittal Fee of \$ _____ and supporting documentation to:

Please Note:

- Complete one form per change (ex. One request for a garage and one request for a fence). Multiple requests can be mailed in the same envelope.
- A copy of the Property Survey must be included for each request or the request will be returned.
- Committee reserves the right to request more information to clarify the request.
- Please allow 3-4 weeks for the approval process.

Committee Use Only

☐ Approved

☐ Denied Reason for denial: _____

(Name of Committee Member)

(Signature of Committee Member)

(Date)

Revisions: