

Highland Oaks Homeowners Association General Architectural Review Committee (ARC) Guidelines

Guidelines apply to ALL private property within the community. The Home Owners Association's Board of Directors (BOD) maintains control of the decision-making process for issues affecting common property within the community.

These guidelines do not constitute full and final interpretation of the Declaration of Protective Covenants for Highland Oaks as recorded by the Clerk of the Superior Court of Gwinnett County Georgia on March 19th, 1993. Instead, they serve to further clarify Community Standards for many of the issues that are most commonly brought to the attention of the ARC. The guidelines are not intended to circumvent a homeowner's responsibility to submit a Request for Modification Form anytime an alteration is made to the exterior portion of the property.

The ARC has **60 days** to review and approve all requests. When submitting a Request for Modification Form (MRF) please allow proper time for the review and approval process.

Property Alterations:

No exterior construction, alteration, or additions of **ANY** kind shall be made unless and until plans or specifications detailing the nature, kind, shape, height, materials, and exact location, etc. have been **submitted in writing and approved by the ARC**. The Modification Request Form (MRF) is available on our website at myhighlandoaks.com or through AMAG our management company.

Mailboxes

- The community has adopted a standard mailbox. This is a Williamsburg model #610, the numbers are Williamsburg 2" brass. Replacement mailboxes/numbers may be obtained through Addresses of Distinction at: <https://mymailboxorder.com/hghlidoaks/>

- If you are unable to obtain the Williamsburg model, the Lakeside Mailbox with an Estate Box is also acceptable as the Williamsburg model is being phased out.

- The community has adopted a standard color for all mailboxes and while we do not endorse manufacturers, we have found that Rustoleum in a spray can in **FLAT BLACK** weathers very well. Mailboxes should **not** be painted by brush.

- Mailboxes should not be altered or accessorized in any way.



Storage or Outbuildings

- Storage or outbuildings of any kind are prohibited.

- "Fort" or "playhouse" type buildings may be considered as part of a swing or recreation package for children but **MUST** be pre-approved by the ARC.

Color Changes

- Any changes to the exterior home colors **requires preview and approval from the ARC BEFORE** the change is initiated.

- At a minimum, the request to change colors should include 2" x 2" color chips to assist the ARC in the review process. The request should also detail which colors are planned for the siding, trim, doors, shutters etc. *Note:* In some cases, the ARC may request the homeowner paint samples of the proposed colors on the home adjacent to the brick and/or stucco to ensure the colors blend properly. If this request is made the ARC will expedite the review process.

Fencing

- The ARC must approve ALL initial fence installations or changes in advance. Requests should include a site plan and a detailed diagram of the fence location, materials and design. Fences must "face out" and be a minimum of 4" high. Shadow-Box fences and picket fences are allowed. See pictures below.
- Fences must not be painted only stained with appropriate wood stain.
- Fences must encompass the entire back yard except where prohibited by easement of other natural barrier (creek, tree, stone etc.) If this is an issue of concern, one or more members of the ARC and/or BOD will meet with the homeowner to discuss. Dog pens and/or pet runs are **strictly prohibited**.



Fence with boards facing out towards street and neighbors.



Shadow-box fence

Pools

- No swimming pools, regardless of nature, shall be constructed or installed without prior ARC review and approval and in no event shall any above-ground swimming pools be permitted.

Yard Sculptures

- Yard sculptures are restricted to the area between the rear dwelling line and the rear property line unless approved by ARC. ARC approval is not required for decorative items meeting the following criteria:

- 1) The object is made of natural or neutral colored material
- 2) The object is no taller than 18" and no wider than 12"
- 3) Flower pots must be neatly maintained and must be the same color as the approved exterior colors of the home or of **natural or neutral colors**. Flower pots must meet the approved size restrictions noted above.

4) All other sculptures, fountains, flags, and similar items must be approved by the ARC.

Tree Removal

- **ARC approval is required** to remove any tree that has a diameter greater than 4 inches at a point 2 feet above the ground.
- The removal of any flowering tree, regardless of size, should be reviewed and approved by the ARC.
- Exceptions include trees within 10 feet of a drainage area, sidewalk, driveway, or dwelling.
- Dead or diseased trees may be removed for safety reasons with ARC approval. The homeowner must provide the ARC with a written statement from an arborist or other qualified professional evidencing the need for the tree to be removed.
- *Note:* When trees are being removed, regardless of cause, all remaining stumps and roots must be removed to where any remnants are below ground level then covered with grass/ground cover consistent with the adjacent areas.

Children's Play Equipment

- Unless otherwise approved, swing sets and play equipment should be naturally colored wood and must be located between the rear dwelling line and the rear property line.
- Metal swing sets are prohibited in any form or fashion.
- Installation of permanent basketball goals must be approved by the ARC and must be located between the rear dwelling line and the rear property line.
- Portable basketball goals do not require ARC approval. However, if they are being used in the street or other common areas they must be stored on the homeowner's property between the rear dwelling line and rear property line. The stored goal should not present a visual nuisance to neighboring properties.

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