

**SINGLE DWELLING HOMES**  
**DESIGN GUIDELINES**

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\* ARCHITECTURAL CONTROL COMMITTEE REQUEST FORM

## APPLICATION INFORMATION

1. The following exterior modifications, and only these modifications, do not require a Request for Modification Review Form ("Form") to be submitted if certain conditions are met:

- Patios (Guideline 1)
- Exterior Lighting and Flag Poles (Guideline 2)
- Garden Plots (Guideline 3)
- Play Equipment (Guideline 4)
- Basketball Goals (Guideline 5)
- Children's Wading Pools (Guideline 6)
- Ornamental Trees and Shrubbery (Guideline 8)
- Repainting with same color (Guideline 12)

2. A complete Form must be submitted through the Architectural Control Committee for all other types of modifications. **All modification approvals must be in writing.** When plans are required, they must be submitted with the Form.

3. The Architectural Control Committee ordinarily meets on a regular basis, except when a holiday postpones a meeting. Owners generally receive a response to their request within ten days after the meeting at which the request is considered.

## COVENANT ENFORCEMENT PROCEDURES

1. Apparent covenant violations - as reported by any source - must be submitted in writing to the Architectural Control Committee to be referred for appropriate action.

2. A violation will be reported to Neighborhood Management Associates, Inc who will send a letter requesting compliance and/or submissions for approval.

3. If necessary, follow-up correspondence requesting immediate action will be sent. Possible sanctions include: (i) suspension of the right to vote; (ii) suspension of the right to use the recreational facilities; or (iii) recordation of notice of covenant violation with the superior court; (iv) imposition of a fine on a per violation and/or per day basis; (v) commencement of legal procedures; (vi) correction of the violation by the association with all costs charged to the violator; and/or (vii) filing a lien for all fines and costs to correct the violation.

**SINGLE DWELLING HOMES**  
NEIGHBORHOOD ASSOCIATION GUIDELINES

GUIDELINE NO. 1

Patios and Walkways

1. Submission of a Form for a patio is not required if:
  - (i) The patio does not extend beyond the sidelines of the house and does not extend to within 10 feet of side property lines; nor further than twenty (20) feet from the rear of the home, and
  - (ii) The patio does not exceed 6 inches above ground level at any point.
2. Submission of a Form for a walkway is not required if the walkway is located in the rear yard and:
  - (i) The walkway does not extend beyond the sidelines of the house and does not extend to within 10 feet of side property lines; and
  - (ii) The walkway does not exceed 4 inches above ground level at any point.
3. A Form must be submitted for patio covers, trellises, permanent seating, railing and other items not enumerated above.

GUIDELINE NO. 2

Exterior Decorative Objects, Front Porch Flower Pots, Lighting, Etc.

1. A form will not be required for the placement of 1 bird bath, 1 sculpture, 1 water fountain, flower pots or window boxes as long they are in keeping with the style and colors of the house.
2. Except as provided below, a Form must be submitted for all exterior lights or lighting fixtures not included as a part of the original structures. A Form is not required if lights meet the following criteria:
  - (i) Lighting does not exceed 12" in height;
  - (ii) The number of lights does not exceed 10; and
  - (iii) All lights must not exceed 100 watts, are white or clear, non-glare type and located to cause minimal visual impact on adjacent properties and streets.
3. A Form is not required to be submitted for a single flag pole staff attached to the front portion of a house.
4. Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowers in pots must always be neat and healthy. Neatly

maintained front porch flower pots (maximum of 4) that match exterior color containing evergreens/flowers do not require submission of a Form.

5. Objects will be evaluated (regardless of a form being submitted or not) on criteria such as location, proportion, color and appropriateness to surrounding environment.

### GUIDELINE NO. 3

#### Garden Plots

1. A Form must be submitted for garden plots unless all of the following conditions are met:
  - (i) The plot is located behind rear line of house;
  - (ii) The size of the plot is limited to 150 square feet or 1/4 of the rear lot, whichever is smaller; and
  - (iii) The maximum height of plants is less than 4 feet at full growth.
2. All garden plots must be located behind the rear line of the house with the exception of cluster houses, houses set on lots at angles and houses on corner lots. These will be considered on an individual basis when a Form is submitted.

### GUIDELINE NO. 4

#### Play Equipment

1. A Form is not required to be submitted for play equipment if the play equipment is located: (i) within the extended sidelines of house (ii) in the rear yard; (iii) within the screened fenced area of the rear of the house, if yard is fenced; and (iv) does not exceed fifteen (15) feet in height and will have a minimum visual impact on adjacent properties.
2. Only wood stained earthen colors that blend into the surrounding environment will be approved.
3. A baseball backstop or similar item is not play equipment and must comply with the fence guidelines.

#### Play Houses and Tree Houses

1. A Form must be submitted for all play houses and tree houses.
2. Play houses and tree houses must be located where they will have a minimum visual impact on adjacent properties. In most cases, material used **must** match existing materials of the home and the tree house/play house may not be larger than 100 square feet.

### GUIDELINE NO. 5

#### Basketball Goals

1. A Form is not required to be submitted if **all** of the following requirements are met; (i) goal backboard is perpendicular to Primary Street; (ii) backboard is white, beige, clear or light gray; (iii) post is painted black; and (iv) written approval of any neighbor who may be impacted by play is obtained.

2. If freestanding or portable, one rectangular guideline surrounding the hoop is permissible. Goals may not be attached to the house. Portable goals may not be maintained for periods of more than 24 hours in the street or at the curb.
3. All portable basketball goals should be in good working order and standing erect.

#### GUIDELINE NO. 6

##### Private Pools

1. A Form is not required to be submitted for children's portable wading pools (those that can be emptied at night) that do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet.
2. Aboveground pools are prohibited.
3. A Form must be submitted for all in-ground pools.
  - (i) Appearance, height, and detailing of all retaining walls must be consistent with the architectural character of the house. Some terracing may be acceptable.
  - (ii) Must have adequate fencing. Preferred privacy fencing for lots with pools or spas should be consistent with the attached privacy fence exhibit.
  - (iii) Maximum pool area - 1,000 Sq. Ft.
  - (iv) Glaring light sources that can be seen from neighboring lots may not be used.
  - (v) Landscaping enhancement of the pool area and screening with landscaping is required.
4. A Form must be submitted for exterior spas/hot tubs. Spas/hot tubs must be screened from adjacent properties and streets.

#### GUIDELINE NO. 7

##### Fences

1. A Form is required for all fencing.
2. Chain link fences are prohibited.
3. The following types of fencing may be approved for installation:
  - (i) Six foot privacy with scalloped tops and post detail as noted. (See exhibit "A"). Materials must be cedar, cypress, or No. 2 or better pressure treated wood.
  - (ii) Four foot picket fences, straight, scalloped, or inverted scalloped with an approved tip style (See exhibit "B"). Materials must be cedar, cypress, vinyl or No. 2 grade or better pressure treated wood.
  - (iii) Maximum four foot split rail fence. May have inside welded wire. Split rail fence may be complimented by the use of a picket style gate(s) (See exhibit "C"). Materials (except the wire, if used) must be wood (cedar, cypress, or No. 2 or better pressure treated wood).

- (iv) Maximum five foot wrought iron or aluminum style fence with an approved tip style (See exhibit "D").
4. All Forms must include the following information:
- (i) Picture or drawing of fence type. (See attached exhibits for acceptable fence styles).
  - (ii) Dimensions - Maximum heights are noted above. The maximum span between posts shall be 10 feet. The minimum post size shall be 4 X 4 inches and must have 2 X 8 inch rails or three 2 X 6 inch rails per section.
  - (iii) Color - Wood fences must be natural or painted to match exterior trim color. Wrought iron/aluminum fences must be black. Vinyl fences must be white or match exterior trim color.
  - (iv) Site Plan - A site plan denoting the location of the fence must accompany the Form.
  - (v) Crossbeam - Except for exterior lots backing up to non-residential property, crossbeam structure shall not be visible from any street (must face inside toward yard).
5. All fences constructed on any lot must be of uniform style and construction unless otherwise approved by the ACC

#### GUIDELINE NO. 8

##### Exterior Landscaping and Maintenance

1. Each owner shall keep his lot and all improvements thereon in good order and repair including, but not limited to, seeding, watering, mowing, weed removal in lawn and landscape beds, the pruning and cutting of all trees and shrubbery and the painting or other appropriate external care of all buildings and improvements including maintaining a clutter free driveway. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set in the surrounding community.
2. A Form is not required to be submitted for flower beds, ornamental trees and shrubbery planted in existing landscape beds.
3. A form must be submitted for screen planting (row or cluster style), property line plantings and creation of new beds that are visible from the street. Forms must include a description of the types and sizes of trees or shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.
4. Each owner is responsible for removal of debris, clippings, etc. from the property line to the center of the street. All planting areas should be properly maintained at all times, and, after the first frost, all affected material should be removed. At the end of the growing season, all dead plants should be removed. It is suggested that the bare earth be covered with straw, mulch or similar cover to prevent soil erosion.
5. Landscaping must relate to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding community.
6. All landscape beds must be covered with natural pine straw, chopped pine bark mulch, or wood shavings or other approved materials including landscape rock.
7. Natural landscape bed edging must be neat and well kept.. Forms are required for all other

edging or boarders..

8. Outdoor storage of garden tools and hoses must be screened from view and kept behind shrubs. Any tools or items stored under a deck or porch must also be screened from view.
9. No form is required to install an in-ground pop-up irrigation system

#### GUIDELINE NO. 9

##### Firewood

1. Firewood piles are to be maintained in good order and must generally be located within the sidelines of the house and in the rear yard in order to preserve the open space vistas.
2. Woodpile coverings are allowed only if the cover is an earthen color and the woodpile is screened from the view of street. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

#### GUIDELINE NO. 10

##### Decks

1. A Form is required for all decks.
2. The Form must include:
  - (i) A site plan denoting location, dimensions, materials and color;
  - (ii) In most cases, the deck may not extend past the sides of the home;
  - (iii) Materials must be cedar, cypress, or No. 2 grade or better pressure treated pine; and
  - (iv) Color must be natural or painted to match exterior trim color of home.
  - (v) Repainting or restaining a deck requires written approval only if the color is changed.
3. Vertical supports for wood decks must be a minimum 6 x 6 inch wood posts or painted metal poles, preferably boxed in as to appear to be 6 x 6 inch wood posts.
4. The following, without limitation, will be reviewed: location, size, conformity with design of the house, relationship to neighboring dwellings, and proposed use.
5. Owners are advised that a building permit may be required for a deck.

#### GUIDELINE NO. 11

##### Exterior Building Alterations

1. A Form must be submitted for all exterior building alterations. Building alterations include, but are not limited to, storm doors and windows, removal or installation of shutters, construction of driveways, garages, carports, porches and room additions to the home.

Repainting requires prior written approval only if the color is changed.

2. The original architectural character or theme of any home must be consistent for all components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
3. A paint color change requires the following information:
  - (i) Paint sample or picture of paint color used in or approved for this color in another like-style Community in the same county. The address of the home and community where color has been approved must be identified. Importing or introducing other colors outside of GlenBrooke must maintain the integrity of GlenBrooke's original look and feel.
  - (ii) Area of home to be repainted.
  - (iii) Photograph of your home and homes on either side (in most cases, adjacent homes cannot be painted the same colors).
4. Storm windows and doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors. The Form must contain the following information:
  - (i) Picture or drawing of all windows/doors on which storm windows/doors will be installed;
  - (ii) Picture depicting style of storm window/door to be installed; and
  - (iii) Color.
5. If County authorities make any changes to the plans as approved by the Architectural Control Committee, the owner must submit such changes for approval prior to construction.
6. A Form is required for all tennis or sport courts. Lighted courts (other than the community courts) are prohibited.
7. A Form is required for all attached or detached buildings.
  - (i) Detached buildings must be located within the extended sidelines of the home.
  - (ii) Detached buildings shall be limited to 500 square feet.
  - (iii) Detached buildings may not be used for workshops, garages, or any other purpose that may be deemed by the Architectural Control Committee to cause disorderly, unsightly, or unkempt conditions.
  - (iv) Detached building exterior materials must match the exterior materials used on the home.
8. Owners are advised that a building permit will be required for certain exterior building alterations.
9. A Form is required for all dog houses. All dog houses must be located where they will have minimum visual impact on adjacent properties.



## GUIDELINE NO. 12

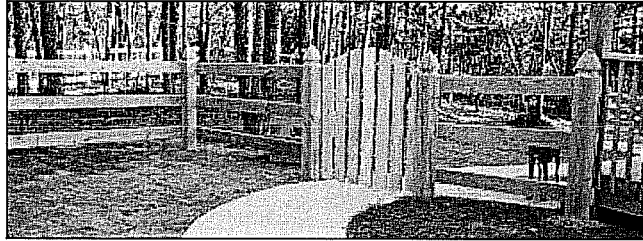
### Vehicles and Parking

1. Boats, trailers, campers or recreational or any other type of vehicle may not be parked longer than a 48 hour period in open view on residential property.
2. All cars parked in open view and not in a garage must be operable and may not be unsightly.
3. No vehicle may be parked on any yard. As a general rule, parking of vehicles on the street is prohibited. Temporary parking (four hours or less) is allowed if not a nuisance to neighbors or impediment to traffic flow. Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to other driveways and traffic.

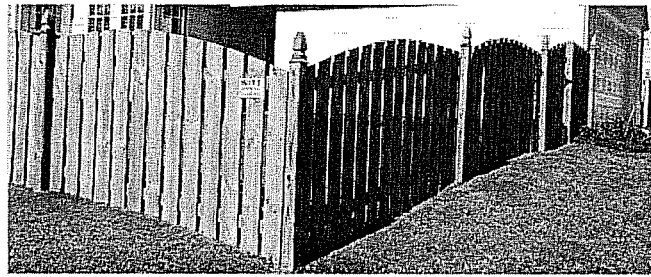
# **GlenBrooke/Cherokee Homeowner's Association**

## **Approved Fence Designs**

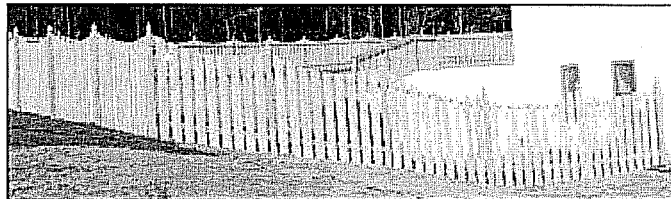
### **Split Rail**



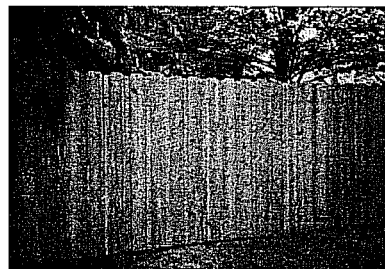
### **Scallop**



### **Saddle with or without posts**



### **Board on board, with or without dog-ear**



An ACC request form is required for all fences.

## ARCHITECTURAL CONTROL COMMITTEE REQUEST

Request Date:		Lot #	
Property Address			
Owner(s) Name			
Owner(s) Telephone #			
Anticipated Project Completion Date			

### Brief Description of Architectural Modification Requested

**Please attach drawing of proposed change to show and describe the following in detail:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Location of modification on lot</li> <li>Proposed color scheme (if applicable)</li> </ul> | <ul style="list-style-type: none"> <li>Visible impact from the street and adjacent properties</li> <li>Proposed building materials</li> </ul> |
|--|---|

Date received by ACC			
ACC Response <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Additional Information Requested	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #e0e0e0;">Explanation</th> </tr> <tr> <td style="height: 100px;"></td> </tr> </table>	Explanation	
Explanation			
For questions regarding this response, please refer to the Covenants, Conditions and Restrictions document Article II, Section 1.			

ACC Signature 1	Date
ACC Signature 2	Date
Project Completion Notes	