



Greystone Manor

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ARCHITECTURAL DESIGN STANDARDS DOCUMENT

ESTABLISHED OCTOBER 15, 2013

BY THE
GREYSTONE MANOR COMMUNITY ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE

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I. INTRODUCTION

Purpose of the Architectural Design Standards Document

One of the primary purposes of this document is to provide the homeowners of Greystone Manor with a guideline of rules and regulations that will allow us to maintain the integrity and value of our properties in the community. One aspect in allowing us to maintain that integrity is to allow Greystone Manor Community Association (GMCA) the right and responsibility to review any changes to the exterior of the homes. Our Covenants specifically state “no exterior construction, addition or alteration shall be made unless and until plans and specifications shall have been submitted in writing to and approved by the” Architectural Review Committee (ARC). This rule is very broad, and even includes the changing of exterior paint colors. Our Covenants states further that the Greystone Manor Community Association Architectural Review Committee (ARC) has the right to “adopt written design and development guidelines and application and review procedures.” This document does not include all rules and restrictions, but serves as a guideline for homeowners when making changes or alterations to their home and property.

The Architectural Design Standards set forth herein have been developed pursuant to Articles 6 and 7 of the Covenants. The purpose is to establish guidelines related to (I) the use and maintenance of property within Greystone Manor and (II) the construction of improvements (including the alteration of structures) within the community.

Because of the uniqueness of each Lot, within the Community, including variations in size, topography and location, certain uses, improvements or modifications suitable for one Lot may be inappropriate for another Lot. Therefore, despite the guidelines offered by these Design Standards, the ARC is authorized to apply or adopt different standards for different Lots to reflect these differences. As an example, the ARC may allow an improvement, modification or change to a Structure which cannot be seen from any street or another Lot in the Community, but prohibit the same improvement if it can be seen from any street or from another Lot.

The Architectural Review Committee (ARC)

The Architectural Review Committee is made up of homeowners within Greystone Manor whose duty it is to maintain the integrity of the Community. The Covenants

grant discretionary powers regarding the aesthetic impact of design, construction and development including architectural style, colors, textures, materials, landscaping and overall impact on the surrounding properties.

It is the intent of the ARC to assure all improvements are aesthetically compatible and reflect the image and quality of our Community. It is not the intent of the ARC to discourage the creativity of the homeowners. During the review process, the ARC intends to be fair, impartial and understanding of individual goals.

The Architectural Review Request Process

General Information

The ARC Request Form is an application that must be completed and submitted for approval by the ARC before making any exterior changes to the appearance of any property. We are requesting each homeowner provide as much detail as possible when submitting a request. Plans should be specific and details provided, such as materials, start and completion dates, types and sizes of plants, photos, drawings, etc. Every request for review will be responded to within 30 days or less from the day all final documentation has been received.

Step 1: Submitting Plans

Homeowners are requested to submit photocopies of all plans and documentation, along with the Architectural Control Request Form, which can be found on the Greystone Manor website. All submitted plans become the property of the ARC and will not be returned.

Once the plans are received, they will be dated and reviewed by the ARC and HOA. A member of the ARC and/or HOA will notify the homeowner to set up an on-site visit, if necessary. In most cases, homeowner participation is not required.

Step 2: Decision Process

Upon completion of review of all documentation, the ARC will respond to the homeowner with either an approval or a denial. If the plans are denied, the ARC will give the explanation as to why the plan was denied.

Non-compliance/Violation Fines

(Please see Appendix B for the fine schedule)

The Covenants grant the Board of Directors of the Homeowners Association broad discretionary powers regarding the establishing of architectural standards and guidelines, and the review and approval of the construction of improvements, and the alteration of structures on lots within the community. These discretionary powers are also coupled with the ability to establish and levy fines and penalties for

noncompliance, and in certain cases, also include the right to suspend membership rights, including use of the recreational facilities. Although not limited to, “noncompliance” includes the failure to obtain approval for a new structure or alteration to an existing one, without the approval of the ARC. Homeowners who are in violation of the Covenants, will be notified and will be fined and penalized.

Non-compliance/Immediate Violation Fines

An Immediate fine of up to \$100 will be levied every time a homeowner commits the following violation:

1. Leaves trashcan(s), recycle bin(s), yard waste bags and/or trash visible on a homesite except after 5:00 p.m. the night before pickup occurs through midnight of the day of trash pickup.
2. Makes changes to the exterior of the lot or structure on the lot, prior to receiving approval from the ARC. The fine will be up to \$100 per day until violation is corrected.
3. Hang flags in the front of the house without prior approval*
(*See Miscellaneous Items Section VI*)

In addition, no advertising sign (such as painter’s sign, landscaper’s sign, pool company signs, political signs, etc., excluding security signs and private residence signs) is permitted in the community. In doing so, the Board may impose a fine of One Hundred and Fifty and No/Dollars (\$150.00) per day for the display of any sign in violation which is not removed within 24 hours after demand is given to the homeowner.

Also, “no trees that are more than four (4) inches in diameter at a point twelve inches above the ground and no ornamental or flowering trees, including but not limited to, dogwood trees, cottonwood trees, cherry trees or apples trees, regardless of diameter, shall be removed without the prior written consent of the approving authority.” These fines are \$100 per tree and \$500 per incident. (*See Fine Schedule in Appendix B*)

Disclaimers

Approval of any structure by the ARC is in no way a certification that the structure has been built in accordance with any governmental rules or that the structure complies with sound building practices.

The Design Standards set forth herein have not been reviewed for engineering or structural design or quality of materials. In fact, it is very likely that certain standards have been adopted solely on the basis of aesthetic considerations. Therefore, no one should use or rely upon these Design Standards as standards for structural integrity or

soundness of design for any construction or modification of a structure or for ensuring compliance of any activity of construction with building codes, zoning regulations and other governmental requirements. These things must be determined by, and are the sole responsibility of, each homeowner within the community.

Please remember that, like Design Standards, plans and specifications are not reviewed for engineering or structural design or quality of materials. By approving such plans and specifications, neither the ARC, the members thereof, nor the Association assumes any liability or responsibility for any defect in any structure constructed from such plans and specifications.

Neither the Association, the ARC, the Board, nor the officers, directors, members, employees and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any owner of the property affected by the Covenants by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications.

Approval of any type of structure, including children's plays sets and trampolines, by the ARC in no way guarantees the safety of individuals.

Every person submitting plans or specifications and every homeowner agrees that they will not bring any action or suit against the Association, the ARC, the Board or the officers, directors, members, employees, and agents of any of them for damages or otherwise.

II. EXTERIOR HOUSE STANDARDS

Construction

All construction requires the homeowner to complete an ARC request form. The purpose is to ensure that the construction adheres to the ARC standards and is in harmony with the external design and general quality of the community prior to any major work beginning.

Paint/Siding/Brick/Roof

Any change to the exterior color of the house, including but not limited to, doors, shutters, trim, brick, and siding must be approved by the ARC prior to beginning the work.

New roofs should follow the same style and color standard originally installed by the builder. The roof should include at least a 20-year shingle warranty and all exceptions must be approved by the ARC.

Front Porches

No plastic chairs or plastic benches are allowed on front porches.

No artificial vegetation shall be permitted on the exterior of any property. Exterior sculptures, fountains, flags and similar items must be approved under and pursuant to Article 6 of the Covenants.

Doors/Windows/Shutters

Any alterations to the exterior of the house, including, but not limited to doors, shutters, trim and exterior shake or siding must be approved by the ARC, as stated in Article 6.1 of the Covenants.

No foil or other reflective materials shall be used on any windows for sunscreens, blinds, shades or any other purpose. The side of all window treatments which can be seen at any time from the outside of any structure located on a Lot shall be white or off-white, as stated in Article 7.27 of the Covenants.

Garage/Parking/Storage Containers

Vehicles shall be parked only in appropriate parking areas serving the Lot or other designated parking areas established by the Board, if any. No on-street parking other than in connection with special events as approved by the Board of Directors shall be permitted within the Community. Garage doors should be kept closed at all times, except during times of ingress and egress from the garage. No vehicle may be left upon any portion of the Community, except if in a garage or other area designated by the Board, for a period longer than five (5) days if it is not licensed or if it is in a condition such that it is incapable of being operated upon the public highways. After such five-day period, such vehicle may be removed from the Community by the Board of Directors.

No gas golf carts allowed. Only battery operated or electric golf carts are permitted.

Portable moving/storage containers (Pods), dumpsters, etc. require written approval to be obtained by the ARC.

Exterior Lighting

In accordance with Section 7.19 of the Covenants, exterior lighting on any Lot visible from the street shall not be permitted, except for: (a) approved lighting as originally installed on a Lot; (b) one decorative post light; (c) street lights in conformity with an established street lighting program for the Community; (d) seasonal decorative lights; or (e) other lighting approved under and pursuant to Article 6 of the Covenants. Hardscape lighting plans need to be submitted to the ARC before installation.

Decks/Patios

All decks may be natural wood color, stained in a natural wood color or painted the color of the trim on the house.

All plans to build new or expand existing decks or patios must be submitted to the ARC for approval. Also, homeowners are encouraged to concurrently submit a landscaping plan to address areas under and around the deck.

Satellite Dishes/Antennae

Pursuant to Section 7.9 of the Covenants, no exterior antenna, receiving dish or similar apparatus of any kind for receiving or transmitting of radio or video signals, shall be placed, allowed or maintained upon any portion of the Community, including any Lot, unless approved in accordance with the provisions of Article 6, however no such approval shall be necessary to install (a) antennas designed to receive direct broadcast satellite services, including direct-to-home satellite services or to receive or transmit fixed wireless signals via satellite, that are one meter or less in diameter; (b) antennas designed to receive video programming services via multi-point distribution services or to receive or transmit fixed wireless signals other than via satellite that are one meter or less in diameter or diagonal measurements; or (c) antennae that are designated and intended to receive television broadcast signals. Owners shall install any permitted antennae on the rear dwelling unless such installation (i) imposes unreasonable delay or prevents the use of the antennae; (ii) unreasonably increases the cost of installation; or (iii) an acceptable quality signal cannot otherwise be obtained.

Garbage Cans/Recycle Bins/Yard Waste Bags/Trash

All garbage cans, recycle bins, and trash shall be located or screened so as to be concealed from view from neighboring properties. All rubbish, trash and garbage shall be regularly removed and shall not be allowed to accumulate. Trash, garbage, debris or other waste manner of any kind may not be burned within the Community, pursuant to Section 7.9 of the Covenants.

Garbage and recycling receptacles shall be placed at the curb no earlier than 5:00 p.m. the day before pick up and shall be removed by midnight of the day of pickup. All community trash removal and recycling shall be subject to further rules and regulations as the Board may adopt, including without limitation, the designation of a particular trash pick-up day throughout the entire or a portion of the Community.

An immediate fine of up to \$100 will be assessed for every violation of this standard.

Mailboxes

All mailboxes serving Lots shall be approved in accordance with the provisions of Article 6 of the covenants hereof. Identical replacement mailboxes may be installed without further approval; but no modification to or change in mailboxes may be made unless approved by the ARC.

Ribbons, balloons and/or decorations of any kind may not be attached to the homeowner's mailbox, mailbox post or lamppost for a period of more than forty-eight (48) hours.

III. LANDSCAPING STANDARDS

Developing a Landscaping Plan

Homeowners are encouraged to develop a long-range (3-13 months) landscaping plan to be reviewed by the ARC. The landscaping plan should be detailed and include such items as plant type, size, quantity, estimated time to complete the project and the physical location of each plant. While many landscaping plans can be all encompassing, please limit request to work that can be completed in 12 months.

Lawns

All front and side lawns shall be Bermuda sod to ensure consistency in the community. Lawns should be cut, edged, weeded, fertilized and watered as often as needed to ensure a neat and healthy appearance.

Lawn and Yard Furniture/Structures

No artificial vegetation shall be permitted on the exterior of any property. Exterior sculpture, fountain, flags and similar items must be approved under and pursuant to Article 6 of the covenants.

Islands/Trees/Bushes

All new or expansion of mulch islands or beds require a landscaping plan to be submitted for approval. No landscaping plan is required to plant in existing islands or beds. **Black mulch** is the only acceptable mulch for the community. It should be maintained regularly with fresh mulch, edging and weeding. Pine straw is only acceptable in the rear of the yard.

Landscaping walls require ARC approval and must match the color scheme of the home.

Arbors/Swings

Arbors must be located where they will have minimum visual impact on adjacent properties and streets. Homeowners are encouraged to include a landscaping plan with the arbor to minimize the neighboring view.

Fencing

No fence or fencing type barrier of any kind shall be placed, erected, allowed or maintained upon any lot without prior written approval in accordance with the provisions of Article 6 of the covenants. Guidelines detailing acceptable fence styles or specifications may be issued pursuant to Article 6 of the Covenants, but in no event may a chain link or barbed wire fence be approved. The ARC has deemed that the only fence that is approved is the black aluminum fence or wrought iron, as is located at the pool. An ARC request form is still required to put up any fencing.

Tree Removal

No trees that are more than four (4) inches in diameter at a point twelve (12) inches above the ground and no ornamental or flowering trees, including, but not limited to, dogwood trees, cottonwood trees, cherry trees or apple trees, regardless of diameter, shall be removed without the prior written consent of the approving authority under Article 6 of the neighborhood covenants. Owners shall also comply with any local ordinance applicable to tree removal.

Retaining Walls

Retaining walls constructed on lake lots will need to be consistent throughout the community.

- All walls must be set back a minimum of 12 inches from the lake edge line as identified on a certified survey of the parcel.
- The top cap of the wall must be between 20 and 36 inches above the spillway dam height.
- All walls must either interlock with neighboring walls or return into the grade of an owner's lot for a clean termination into the bank.
- The block to be used is manufactured by Belgard model Anchor Diamond Pro Stone Cut Virtual Joint with a Diamond Pro Cap in Sheffield Beige color.
- All retaining wall modifications must be submitted to the Board for their approval before construction begins.

IV. RECREATIONAL EQUIPMENT STANDARDS

Basketball Goals

The ARC does require written prior approval before any permanent or mobile basketball goals are erected. Goals affixed to the house are not permitted. The goals must be kept in good appearance and condition and must have a net.

Children Play Sets/Trampolines

The ARC requires prior approval for all swingsets/play sets/trampolines. All children's toys, play sets, bikes, etc. must be placed out of view from the street and have minimum visual impact on neighbors when they are not in use.

Picnic Tables/Grills

All grills and outdoor furniture must be located in the rear yard where they will have minimum visual impact on adjacent properties and streets.

Pools/Spas/Whirlpools

Above ground pools of any type are not permitted.

No swimming pools shall be constructed, erected, or maintained upon any lot without prior written approval in accordance with the provisions of Article 6 of the covenants.

All applicants must submit a detailed site plan with their ARC request form including the following:

1. Pool location, size and shape.
2. Hardscape locations (decks, walls, etc.)
3. Fencing location around pool.
4. Equipment location and landscaping plan to conceal the equipment from view of street, and neighbors.
5. Overall landscaping plan.
6. Description of materials to be used for construction of the above items.
7. Project start and finishing dates.
8. Submit a \$300 refundable deposit after completion of all approved landscaping.

The pool/spa/whirlpool must also be located to provide minimum visual impact to the surrounding properties and streets.

V. YARD MAINTENANCE STANDARDS

Yard Maintenance

Lawns-front, side and rear-should be regularly fertilized, edged and mowed. Lawn clippings and edging debris should be removed from sidewalks, curbs, and driveways by collecting for proper disposal or by sweeping or blowing back onto the lawn. The debris should not be blown or swept into the street. Weeds and fallen leaves should be controlled. Wooded back yards should have downed trees cleared and underbrush controlled.

Planting beds should be kept fresh looking by maintaining neat edges, keeping well mulched, preventing intrusion of weeds and grass, providing sufficient moisture, keeping shrubs pruned and removing dead or unhealthy plants.

No yard debris including, but not limited to, grass clippings, dead limbs, rocks and leaves should be dumped where it is visible from the road.

Trees and shrubs are not permitted to grow into the path of the street or community sidewalks.

VI. MISCELLANEOUS ITEMS

Holiday Decorations

Exterior Christmas decorations, including flags, may not be displayed before Thanksgiving Day and should be removed by the second weekend in January.

Exterior Halloween decorations may be displayed one month before Halloween and must be removed no later than one week after Halloween.

For other holidays, all decorations may be displayed one week before the holiday and must be removed no later than one week after the holiday.

An immediate fine of \$50 will be assessed for every violation of the holiday standard.

Pet Management

No animals, livestock or poultry of any kind may be raised, bred, kept or permitted on any lot with the exception of dogs, cats or other usual and common household pets in reasonable number as determined by the Board. Dogs which are household pets shall at all times whenever they are outside a lot be confined on a leash. An Owner shall not allow any animal waste to remain in the Community. No exterior pens for household pets shall be erected or maintained on any lot unless approved in accordance with Article 6 of the Covenants. All pets shall be registered, licensed and inoculated if and as required by law. Animal control authorities shall be permitted to enter the community to patrol and remove unlicensed pets.

Signs

No signs, except "For Sale" signs for the home site on which the signs are posted, are allowed on your personal property unless approved by the ARC. One "Open House" sign will be allowed on your personal property for one day only, the day of the open house.

To recognize all Greystone graduates, the HOA Board will annually erect one generic congratulatory sign at the front of the community. Individual lawn signs will be permitted two (2) weeks before graduation and two (2) weeks after graduation.

Nothing should ever be attached to the signposts, light poles or any other columnar structure in our community.

An immediate fine of \$50 will be assessed for every violation of this standard.

Owner Maintenance Responsibility

Each Owner shall maintain and keep his or her lot and dwelling in good repair condition and order.

APPENDIX A

GREYSTONE MANOR ARCHITECTURAL CONTROL REQUEST FORM



Date _____

Estimated Start Date _____

Name _____

Estimated Completion Date _____

Address _____

Email Address _____

Telephone _____

DESCRIPTION OF MODIFICATION

Please provide a brief description of modification, and attach/include drawings, exterior elevations, floor plan, and detail of materials to be used, pictures, catalog pictures, brochures and color samples.

Please submit a site plan showing exact location of modification being requested in relation to your home and property lines. Existing decks, walkways, driveways, etc., should also be indicated. A copy of the land survey is acceptable.

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification. ☐ Yes ☐ No

Signature _____

*Submit request either by emailing to **bkeivani@yahoo.com** or by USPS to:*

Beth Keivani
2445 Manor Creek Court
Cumming, GA 30041

Date received by Architecture Review Committee _____

- ☐ Approved
- ☐ Not Approved
- ☐ Approved with Conditions



APPENDIX B

ARC Non-Compliance Procedure and Fines

A \$50 fine will be assessed for every violation of the holiday standard.

Up to \$100 fine for:

1. Leaves garbage can(s), recycle bin(s), yard waste bags and/or trash visible on a home site except after 5:00 p.m. the night before pickup occurs through midnight of the day of trash pickup.
2. Makes changes to the exterior of the lot or structure on the lot, prior to receiving approval from the ARC. The fine will be up to \$100 per day until violation is corrected.
3. Hangs flags in the front of the house without prior approval

In addition, no advertising sign (such as painter's sign, landscaper's sign, pool company signs, political signs, etc., excluding security signs and private residence signs) is permitted in the community. In doing so, the Board may impose a fine of One Hundred and Fifty and No/Dollars (\$150.00) per day for the display of any sign in violation which is not removed within 24 hours after demand is given to the homeowner.

Also, "no trees that are more than four (4) inches in diameter at a point twelve inches above the ground and no ornamental or flowering trees, including but not limited to, dogwood trees, cottonwood trees, cherry trees or apples trees, regardless of diameter, shall be removed without the prior written consent of the approving authority." These fines are \$100 per tree and \$500 per incident.

Lawns shall be mowed regularly. Flower beds must be maintained with fresh mulch and pine straw in a timely manner and weeds shall be controlled in both lawns and flowerbeds. The ARC shall have the right to give notice to a homeowner in violation of this policy and shall expect to have the issue resolved within ten (10) days of receipt of notice. If the homeowner fails to mow the lawn, treat the weeds or maintain the beds within ten (10) days, the ARC shall have the right to have a landscaping company cut the lawn and/or treat the weeds and the beds and assess the cost to the homeowner.

The Architectural Review Committee reserves the right to assess fines for violations of policies included within the Architectural Design Standards document, including those items within the document but not specifically defined in Appendix B.