

Wynston Homeowners' Association



Architectural Guidelines

March 2018

WYNSTON

GUIDELINES FOR ARCHITECTURAL CHANGE REQUESTS

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ARCHITECTURAL AUTHORITY

The Architectural Review Committee (ARC) was established per **ARTICLE X, ARCHITECTURAL CONTROL**, of *Wynston's Declaration of Covenants, Conditions and Restrictions*. The *COVENANTS* also include **ARTICLE XI, USE RESTRICTIONS**, which contains essential information for residents regarding uses, maintenance of and changes to their property. Wynston is zoned **R-10** by the town of Clayton, and it is the responsibility of the homeowner to assure that any changes to the property comply with the town ordinances.

Per the *COVENANTS*, the "Committee" shall be the governing body charged with using its best efforts to promote and ensure a high level of design, quality, harmony and conformity throughout the Property. To that end, the ARC **only judges the aesthetic qualities** of additions and/or modifications for which approval is being requested, and approval may be withheld for purely aesthetic reasons.

As clarification, in order to eliminate possible conflicts of interest and to avoid even the appearance of impropriety, any BOD officer or ARC member who is either a friend of or is related in any way to an ARC Request applicant, is required to disqualify themselves from voting on such a Request.

The Covenants are binding on all homeowners and renters, so they need to be fully understood. The fact that each homeowner is subject to these Covenants should assure all homeowners that the **standards of design quality** will be maintained, enhancing the community's overall environment and protecting property values.

To obtain a copy of the *COVENANTS*, you may request a printed copy from the Board of Directors (BOD) or download one from the Wynston website: <http://wynstonways.weebly.com/>

ARCHITECTURAL GUIDELINES

In a planned community such as Wynston, the question naturally arises as to how to maintain a harmonious, quality development as the community matures and technology evolves. These Guidelines attempt to balance private interests with the broader interests of the Wynston community. Please retain these Guidelines as part of your permanent papers, and make these Guidelines available to any renters of your home.

Homes, yards, all improvements and any personal property, including vehicles, in public view shall be maintained in good condition at all times, and no miscellaneous dismantled items are allowed to accumulate on any Lot.

You must submit an Architectural Request form and obtain approval in writing from the ARC before undertaking any exterior changes to the home not specifically included in the Blanket Approvals. The ARC is allowed up to 30 days to act on a Request. Therefore, it is recommended that the homeowner **NOT** commit labor or materials until your Request has been approved in writing. **If you begin work before your Request is approved, a \$40 fine will be levied.**

Applicants proceed at their own risk with implementation because approval of a Request in no way infers that the exhibits submitted with a Request either do or do not comply with applicable codes, restrictions, laws, ordinances, safety and construction practices, i.e., applicants are solely responsible for all aspects of compliance. Some projects require the homeowner to obtain a *Zoning Compliance Permit* and then obtain a *Building Permit* from the Town.

BLANKET APPROVALS

Items in this category do not require approval when these guidelines are followed. Items that are not specifically included here require approval.

- Plants, shrubs and flowers planted within three feet of the front of your house are not to grow higher than the lowest portion of the windows.
- Bedding borders, when constructed using common residential landscaping designs, cannot exceed 8 inches in height.
- Plantings of flowers and shrubs around trees.
- Plantings around a mailbox post, if they do not extend beyond the curb or onto the sidewalk.
- Vegetable gardening in backyards provided the plants do not exceed allowed fence heights or grow through to a neighbor's yard.
- Outside decorations may be displayed up to 30 days before and 10 days after a holiday.
- Hose caddies affixed to the home and portable hose caddies must be maintained on the side of or the rear of the home.
- Repainting, re-siding or refurbishing the façade (siding, trim) of your home in its original color and building material
- Replacing an exterior light fixture with a fixture of similar size and color.
- Adding lawn furniture and barbecue equipment exposed to the elements. These must be stored in the backyard and not be visible from the street when not in use.
- Attic turbines mounted on the rear of the house roof if they extend no higher than the roof peak, and are no more than 12" above the roof surface.
- Mail boxes, if repainted black in color or replaced with a same size and design.
- Flags affixed to the outside of your home may be a maximum of 3' x 5'. When affixed to your mailbox post, they may be a maximum size of 11" x 17".
- Front storm door frames must either be white or match the color of existing trim. The glass must be clear (no color). Smoked glass, stained glass, and all other front-door design variations must be approved in advance
- Installation of a satellite dish, not greater than one meter (39.37") in diameter and the location of the satellite dish is in the backyard or on the rear roof. If placement is necessary on the side or front of the home, documentation must be provided and screening may be required.
- An outdoor clothes drying device may be built behind the home or in the backyard.

COMMON IMPROVEMENTS

Items in this category require approval. An Architectural Request form must be submitted and the description(s) must comply with these guidelines. Wynston Plat Maps are available online: <http://wynstonways.weebly.com>

Driveway & Parking Modifications:

- Straightening of driveways to eliminate indented (notched) portions. New surfaces must match the existing surface, be professionally finished and constructed with masonry specified for driveways.

Exterior painting:

- Any color change requires approval. You should specify the type and color of paint you will use and include a color sample when requesting approval. The submittal should also include the color scheme of the neighboring homes.

Exterior Façade:

- You are *changing* the building material(s), you must specify the type and color of the siding/trim you will use, and include a color sample when requesting approval.

Patios and decks:

- They will not extend beyond either side of your house.
- They will pose no drainage problems for you or your neighbors.
- The materials to be used are designed specifically for patios and/or decks.
- Their color is coordinated with existing exterior features of the house.
- Workmanship and materials are professional grade.

Fences:

- It is the responsibility of the Homeowner to assure that their fence complies with all ordinances and standards of the Town and obtains all required permits for construction.
- Material may be white vinyl or wood, with matching gate. No chain link or metal fences or gates are permitted. The smooth side must face neighboring property.
- If two fences are to be joined, the Request must include the signature of the owner of the fence to which the new fence is intended to join.
- A fence height of 6 feet is the maximum allowed. For picket fences, the maximum height is 4 feet.
- Fences must be maintained free of defects. A 60-day grace period is allowed to repair fences after they are cited with a maintenance violation.

Storage Sheds:

- It is the responsibility of the Homeowner to assure that their storage shed complies with all ordinances and standards of the Town and obtains all required permits for construction.
- When planning for the addition of a shed in your back yard, be advised that R-10 Ordinances require that sheds not be closer than 10 feet to any property line and no closer than 20 feet to any street right-of-way.
- If placement is such that the shed is readily visible from street view, a front 6' privacy fence or approved vegetation must be installed to shield it from street view.
- Sheds can be no larger than 12' x 14' in size and 10' high at the roof's peak.
- Building materials must be similar in color to your home.

APPEARANCE STANDARDS

*These Appearance Standards supplement those described in **Article XI** of the "Declaration of Covenants, Conditions and Restrictions"*

- Paint and stain must be maintained in uniform and good repair (with no peeling, chipping, cracking, or discoloration) on the trim and siding. This also applies to mailbox posts and any exterior fixtures and ornamentation.
- Lawns must be well kept with uniform ground coverage. Grass height should be kept below ~4" high, including edges around all structures and growths. The designated lawn area should be fully covered with grass and essentially free of weeds. Any brown or bare patches should be repaired during the spring or fall seeding season. Grass clippings on sidewalk, driveway and street areas must be removed after each mowing and/or edging.
- Dead shrubs are to be removed and replaced (in season) with plantings of similar size & shape.
- No parking of vehicles is permitted on lawns or in common areas.
- No tractor trailer trucks or cabs shall be parked on any street or Lot.
- Boats, trailers & campers cannot be parked in a driveway or at the curb for more than 48 hours within a 7 day period. No permanent parking of these items on Lots is permitted without screening (approved vegetation or fence) from street view.
- Storage PODS for temporary storage of household and personal goods located in any street yard are permitted for a maximum of 7 consecutive days, except when necessitated by reconstruction of damage.
- No personal property may be left in the front or side yards overnight, except for patio furniture and accessories which must be kept on the porch.
- The *external* view of all *interior* window treatments must be a neutral color and well maintained.
- No fans or air conditioners are to be placed in windows. Portable air conditioning units that exhaust through a window opening are also prohibited.

- Any changes to exterior doors that are visible from the street must be approved by the Committee.
- Installation of any awning must be approved by the Committee, and no awnings will be allowed on the front of a house.
- Garbage and Recycling containers must always be screened from street view while being stored, and must be removed from view within 24 hours after being emptied. Materials for screening trash and special containers in a side yard must be approved, if non-natural.
- Commercial Vehicles: No commercial truck or commercial transport, including trailers used for commercial purposes, or other commercial vehicle of any kind may be kept or parked overnight upon any portion of the properties, except vehicles in this class that are stored completely inside a garage will be allowed.
- Excluded from this prohibition are professional vehicles that are required for commuting, even when displaying commercial or weighted plates, if they are otherwise compliant with these Guidelines.
 - Vehicles in this class may bear professionally applied logos and signage as required by and supplied by its owner for professional identification.
 - Professional vehicles must be parked in the resident-operator's driveway or garage.
- Auto repairs outside of a residential garage must be completed within a 24 hour period, and prompt and proper cleanup is required.
- Political, yard sale and real estate signs may be temporarily placed in an individual's yard. The total surface area of signs placed in your yard may not exceed 10 square feet and the signs must be removed immediately after an election, sale or other subject event occurs.
- No private materials or signage are allowed on any Common Area in the community.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

- The Committee consists of at least three members who are appointed by the Board of Directors, one of whom will serve as chairperson. The ARC liaison (a member of the Board of Directors) will serve as an interface between the Committee and the Board.
- The Committee reviews all Requests from homeowners regarding additions, fences, sheds, trees, landscaping, drainage, etc., and votes on the Requests. For a homeowner to proceed, there must be a majority vote in favor from the Committee. A deadlock in votes by the Committee could result in having the Request sent to the Board of Directors for a decision
- The Committee, or any homeowner, may report violations of ARC guidelines to the Management Company, which will include such violations on its monthly report.
- The Committee meets monthly. The chairperson notifies the Committee of the venue and time.
- Along with the Management Company, the chairperson maintains all paperwork.
- The chairperson contacts the Board Liaison with any issues that must be addressed by the Board's officers.
- Minutes from monthly ARC meetings are emailed to Committee members and the Board.

- Committee members that miss two regularly scheduled meetings without notifying the chairperson can be dropped from the Committee.
- Homeowners requesting to be on the Committee must have no unresolved violations and must be current with dues.
- Committee member terms are a minimum of one year of service.
- Committee members must have a computer in order to communicate with other members.
- The Management Company makes a monthly drive-through to check for violations and to follow up on letters that were previously sent to homeowners in violation. The homeowner's violation status is noted in a log. The log is emailed to the ARC chairperson and Board Liaison for review and follow-up. If another letter is necessary, the Management Company mails a second notice by letter. The Management Company will schedule hearings for the Board of Directors after two or more violations of the same offense.
- If a home in violation is a rental property, the letter is sent to the property owner and the renter.

ARC Process

Submit Architectural Request form via email or mail to Management Company



Management Company sends Request(s) to Committee



Chairperson contacts Committee members by email or meeting



Committee either approves, denies, or sends to BOD for approval



Chairperson sends result(s) to Management Company



Management Company informs Homeowner of result by letter



Obtain permits as necessary and complete project



ARCHITECTURAL REQUEST

WYNSTON HOMEOWNERS ASSOCIATION, INC.

Name: _____ Date: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

Request: _____

In order for your application to be reviewed, you must submit all required information for your application to be deemed complete. Please note failure to provide this information may cause a delay in the review process. Provide a detailed description below:

Each request must be accompanied by the following additional information:

1. *Plot Plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines. For fencing, indicate existing fences and if you will be attaching or abutting, plus setback dimensions and location and size of any gate(s).*
 2. *Materials List. For landscaping requests, include list of plants to be used with locations shown and size of plant type at maturity.*
 3. *Indicate color(s) and include paint/stain samples and note if it will match the existing home.*
 4. *Provide photos of proposed project. For tree removal, please include photos of the tree(s) marked with an "X".*
 5. *Drainage Plan and/or landscaping plan as applicable.*
- Fences **MUST** be stained/waterproofed within one year. Also, the smooth side of the fence must face out.
 - Major improvements such as pools, additions, etc., require a neighbor's signature on the plot map.

Please mark the box with an "X" beside your proposed project type. The numbers in parentheses correspond to the required attachments for each project.

<input type="checkbox"/> Fence (1,2,3,4)	<input type="checkbox"/> Landscaping (1,2,5)
<input type="checkbox"/> Storage Shed (1,2,3,4)	<input type="checkbox"/> Tree Removal (1,2,4)
<input type="checkbox"/> Deck/Screened Porch (1,2,3,4,5)	<input type="checkbox"/> Play Equipment (1,2,3,4)
<input type="checkbox"/> Patio (1,2,3,4,5)	<input type="checkbox"/> Other as applicable (1,2,3,4,5)

PLOT PLAN, RENDERING AND SIGNATURE REQUIRED ON ALL APPLICATIONS

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions or deny this Request and that there is no appeal other than resubmission of a modified Request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the Committee in the comments section below. Please note the Board/Committee is allowed up to 30 days to render a decision.

Signature _____
Date

Initial
Here

Submission without a Plat Map/Survey: I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As Lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association, Management and its Agents from any responsibility.

Initial
Here

Disclaimer. The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipal, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/restrictive than those established by the Association, the more stringent/restrictive requirements prevail.

You may submit your application via E-mail (info@charlestonmanagement.com), Upload your request directly to the website at www.charlestonmanagement.com (see instructions below), Fax (919) 848-1548, US Mail to:

WYNSTON HOA
c/o Charleston Management Corp
PO Box 97243
Raleigh NC, 27624

Directions for Uploading your request online:

Visit the website link listed above, click the 'Homeowner Log In' link and sign in.

Once you have logged on to your homeowner home page, please go to 'Association Business'

Select 'Architectural Control'

- Create a request
- Submit your scanned form

Complete the email address field and give a description of your project in the comments field.

Please upload your form, plat map, and any other supplemental documents or details.

Select 'Submit Architectural Control Request' and you will receive an email confirmation.

Received <u>Complete</u> Application: _____	Entered Response in Computer: _____
Mailed: _____	Faxed: _____
Approved: _____	Approved w/Conditions: _____
Comments/Conditions: _____	Denied: _____
Emailed: _____	