

CONGLETON FARMS HOA
Architectural Committee Guidelines
Revised & Approved by Board of Directors
Approved 1/1/2021

ALLOW TWO WEEKS FOR THE ARCHITECTURAL COMMITTEE TO MEET AND REVIEW YOUR REQUEST. ALL REQUIRED DOCUMENTS AND APPLICATION MUST BE INCLUDED AND COMPLETED OR THE REQUEST WILL BE DENIED. NO EXCEPTIONS.

To ensure harmony, it is the responsibility of every homeowner or potential homeowner to know and abide by the rules and regulations of the community.

This document is a guide and is NOT approval for homeowners to skip the required Architectural Committee (AC) review processes that pertain to all properties and structures in the development.

This document also is not intended as an all-encompassing guide and it is still the responsibility of the homeowner to file for approval on changes unless this document specifically states that approval is not needed.

General stormwater: All improvements are subject to review in reference to stormwater runoff, easements, and impervious area. This is also referenced in the Declaration of Covenants.

- | | |
|-------------------|--|
| Antennas | No outside antennas are permitted. See Satellite Dishes. |
| Decks | In addition to meeting building codes, decks need 6" X 6" posts (min.). If decks are on 1st floor, use lattice, brick, or stone to cover openings underneath deck and landscape sides visible from the street. Wood-colored stains are permissible. Maintain wood health and appearance with routine pressure washing and weather treating, typically every 3 years. Cannot be placed in an easement. |
| Deck & house roof | Colors require approval. Changes to roofs of houses must be approved. |
| Fences | <p>All fence designs, including location, material, height, etc., must be approved to ensure compliance. Fences allowed are maximum 6' natural wood privacy fencing or 4' natural wood fencing or 4' black aluminum fencing. Only aluminum fencing is allowed on lots that back up to the pond. No chain link fences are permitted.</p> <p>Placement of fences may be on the property line or 3' to 5' in from the property line to allow for maintenance between properties. Three feet off the property line is the <u>minimum</u> if not placed on the property line. Fences placed on the property line automatically gives their neighbor the right to tie into their fence without permission. Fences cannot be placed in a utility or drainage easement. Placement of fences must follow the requirements in Declaration of Covenants, Article VIII, Section 6. Owner is responsible for necessary maintenance and repairs of fences which cross over an easement to tie into a neighbor's fence.</p> |

Treated lumber fences must be natural wood colored stain. Homeowners are responsible for maintaining wood health and appearance that includes routine pressure washing and weather treating, typically every 3 years along with any repairs or replacement in kind.

Proper setbacks vary by section, please refer to New Hanover County and NC State regulations for setbacks and appropriate Covenants Conditions and Restrictions for height specifications.

Flags	<p>U.S., State of North Carolina, and non-controversial flags are permissible within limits:</p> <p>Garden flags:</p> <ul style="list-style-type: none">- May not exceed 13 X 18 inches- Are limited to two flags in yard(s) facing a street - Are allowed without AC consent. <p>Bracket-mounted large flags:</p> <ul style="list-style-type: none">- May not exceed 4 feet X 6 feet- May be affixed to the house or garage <p>For specific patriotic holidays:</p> <ul style="list-style-type: none">- Multiple U.S. flags are permitted to line driveway and sidewalk. Flags deemed controversial, tattered, or worn should and may be removed.
Gas or LP tanks	<p>Tanks are to be hidden from street view. Do not enclose more than three sides around flammable gases.</p>
Landscaping	<p>Unless a project makes architectural changes and/or requests removal of trees, landscaping projects using materials less than \$1,000 are permissible without written approvals. Landscaping and lawns are required to be well maintained as to not lower the value of surrounding homes or encroach onto sidewalks or roadways.</p>
Mailboxes	<p>Individual mailboxes are not allowed. Community mailboxes will serve all homes.</p>
Paint	<p>Changes of exterior paint colors including trim and outside doors are to be approved.</p>
Patio	<p>Concrete, brick, or stone is permitted. For limitation on impermeable area of a lot, refer to County, State, and Federal agencies. Cannot be placed in an easement.</p>
Play Sets & Trampolines	<p>Heights less than 12 ft. Adequate shielding by fence or landscaping is required. Minimum 5 ft. from property line. Metal, wood, and any safety netting shall be maintained for health and appearance.</p>
Privacy Screen	<p>Lattice, plantings, louvers, vertical picket, and shadow-box fencing may be used for privacy screening. Wooden privacy screens should be similar in color to the main house, trim, or fence.</p>

Rain barrels	Rain barrels are permitted with approval of location and design.
Satellite Dish	One dish <25" diameter, hidden from the street view, if at all possible, based upon line of sight to satellites.
Shed	Must be framed construction. Facade and shed style consistent with that of the home in material and color. Footprint may not exceed 120 square feet. Height limit is 10 feet. "A" roofline is permitted. Building setback is 5 feet, but at times the required setback is greater (swales, etc.). Refer to New Hanover County and NC Division of Water Quality requirements. Cannot be placed in an easement.
Signs	No signs are permitted without prior approval except: <ul style="list-style-type: none"> - One sign For Sale or For Rent not exceeding 24" X 36" with an optional attached or adjacent Take One box. Sign must be freestanding in the ground. - One political support sign per candidate up to 24" X 24" may be displayed and appear not earlier than 45 days before the day of the election and not later than seven days after an election day.
Sports Equipment	Basketball hoops, hockey goals, etc., can be on personal property keeping in mind community's nuisance guidelines. Permanently installed or long-term placement of sports equipment must be shielded from view by privacy fence, except for basketball hoops in the front yard upon approval of AC. Skateboarding half pipes or similar structures are not permitted. Boats must be properly stored out of sight behind fencing or in the garage.
Statuary	Non-controversial statuaries may be approved. Seek approval if items can be seen from a street or common area.
Sunroom or screened	Professionally installed. Constructed of same materials as existing home porch or professionally installed aluminum rooms. Roofing – see Deck Roof section. If finished product has pressure treated wood, maintain wood health and appearance with stain plus routine pressure washing and weather treating, typically every 3 years.
Swimming Pools	All swimming pools must be professionally installed. Pools require AC approvals and must meet all New Hanover County and NC requirements. Pools will be screened from the street and adjoining property. Cannot be placed in an easement.
Trash cans	When not at the curb the night before or day of pick-up, trash receptacles or recycle bins are to be hidden from view from the street.
Trees	No tree shall be removed without approval.

Traffic guards Guards or guides set in yards along the roadways used to prevent damage to grass and property are permitted if made of flexible materials such as plastic or fiberglass. Metal posts, wooden posts, concrete, boulders, stone posts are prohibited as traffic guards.

Walls Retaining walls require AC approval. Cannot be placed in an easement.

VIOLETIONS OF THE ARCHITECTURAL GUIDELINES MAY RESULT IN ACTIONS, INCLUDING AN OPPORTUNITY TO CORRECT THE ISSUE, FINES, AND LEGAL ACTIONS. FINES ARE DETERMINED BY THE BOARD, BUT WILL NOT EXCEED \$100 PER ISSUE OR PER DAY UNTIL THE VIOLATION IS CORRECTED.

CONGLETON FARMS HOA

FENCE REQUEST FORM

As stated in the Congleton Farms AC Guidelines, all fence designs, including location, material, height, etc., must be approved to ensure compliance. Fences allowed are maximum 6' natural wood privacy fencing or 4' natural wood fencing or 4' black aluminum fencing. Only aluminum fencing is allowed on lots that back up to the pond. No chain link fences are permitted.

Placement of fences may be on the property line or 3' to 5' in from the property line to allow for maintenance between properties. Three feet off the property line is the minimum if not placed on the property line. Fences placed on the property line automatically gives their neighbor the right to tie into their fence without permission. Fences cannot be placed in a utility or drainage easement. Placement of fences must follow the requirements in Declaration of Covenants, Article VIII, Section 6.

Owner is responsible for necessary maintenance and repairs of fences which cross over an easement to tie into a neighbor's fence.

Treated lumber fences must be natural wood colored stain. Homeowners are responsible for maintaining wood health and appearance that includes routine pressure washing and weather treating, typically every 3 years along with any repairs or replacement in kind.

Proper setbacks vary by section, please refer to New Hanover County and NC State regulations for setbacks and appropriate Covenants Conditions and Restrictions for height specifications.

Please circle which option you are requesting to install:

A. TYPICAL 6' NATURAL WOOD SHADOW BOX PRIVACY FENCE



B. TYPICAL 4' NATURAL WOOD PRIVACY FENCE



C. TYPICAL 4' BLACK ALUMINUM FENCE (Lots located on the pond)



With submission, please include a copy of your plot plan and sketch of proposed location for the fence. Any submission that does not include all requested information will not be considered.

Allow up to two weeks for approval.

Congleton Farms Architectural Request Form

The Declarations of Covenants, Conditions and Restrictions for your community specifies that all exterior improvements to your property must be approved in writing by the Architectural / Design Review Committee before improvements begin. Please complete and return this form according to the provided instructions. One form per project.

Name: _____ Request Date: _____

Street Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Estimated Start Date: _____ Completion Date: _____

List the Type of Modification: _____

Location: _____

Size: _____

Color: _____

Material: _____

Contractor Name: _____

Owner Signature: _____

Date: _____

REQUIREMENTS:

Type of Modification:	Location on Plot Plan / Survey	Material	Style	Size and / Height	Stain / Color	Built Upon Area / BUA *** (see BUA instructions)	Images / Plans
Fence / Fence Enclosure	X	X	X	X	X		X
Utility Building / Shed	X	X	X	X	X	X	X
Porch Conversion	X	X	X	X	X	X	X
Exterior Paint					X		X
Pool	X	X	X			X	X
Patio / Deck	X	X		X	X	X	X
Extended Driveway / Walkway	X	X		X		X	X
Gazebo	X	X	X	X	X	X	X
Landscape	X						X
Addition	X	X		X	X	X	X

INSTRUCTIONS: Please read and follow carefully.

- Please refer to the above chart for specific requirements for your particular project. **Provide all "X" items along with this completed Request Form.** If your project is not specified above please provide a written description (see next paragraph).
- For ALL requests, attach a **written description** of the scope of the proposed changes including the general nature of the work, location of the changes, colors and materials to be used plus any plans, drawings, photos or brochures necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or removals which may be necessary to accomplish the changes proposed.
- Attach a **property survey / plot plan** with the location of the proposed changes **clearly marked on the survey / plot plan.** This item **MUST** be included so that there is a clear understanding of precisely where the changes will occur in relation to the home, driveway, other structures and any easements or rights of way which may exist on the property. Note: Your project will not be sent for Committee review without a copy of the property survey / plot plan. A **plot plan** can be obtained from your closing documents or you may reach out to your builder for a copy.

***** BUA INSTRUCTIONS (Built Upon Area)**

Projects which require owner(s) to submit BUA amounts, include but are not limited to the following; hardscape around in-ground pools, patio, patio extensions, driveway extensions, walkways and sheds. BUA is considered any impervious surface that does not allow rainwater to infiltrate into the ground – i.e. footprint of the home, sq. ft. of driveway, concrete walks/patios, etc. Note: For pool requests the surface area of the pool should not be included in your BUA calculations.

Complete this section for BUA / impervious surface projects:

Existing BUA – located on your plot plan: _____ sq. ft.
Proposed BUA – total square footage of your project: _____ sq. ft.
Maximum Allowable BUA – refer to CC&R's: _____ sq. ft.

IMPORTANT: Please allow up to 3-4 weeks for the Committee to complete the review and response process. Requests which do not include the items described above will delay the process. Email is the quickest and most efficient way to submit a request. The review and response is based on the community's governing documents and the information submitted with this request. **The property owner is responsible** for investigating and complying with any and all other local requirements, permits or jurisdictions the property is subject to as well as HOA governing documents. Homeowners are encouraged to review HOA governing documents prior to submitting a request.

HOW TO SUBMIT YOUR REQUEST:

- Email, Mail or Fax request form AND supporting documentation to:

CONGLETON FARMS HOA
P.O. Box 12051
Wilmington, NC 28405
Fax: 888-799-7626
Email: ARC@PremierManagementNC.com

For email requests: Please assemble electronically into a *single email* with preferably a single PDF attachment. Include your Community's Name, your Last Name and your Property Address in the subject line.

Committee Use Only

Approved

Approved with Conditions

Conditions: _____

Denied

Comments: _____

Name of Committee Member: _____

Signature of Committee Member: _____

Date: _____