



Homeowners' Association Handbook
for
Architectural & Landscape Design Guidelines & Standards
Exterior Maintenance Standards
&
Use Restrictions

Version 1.2; March 7, 2017

TABLE OF CONTENTS

TOPIC	PAGE NUMBER
Introduction and Background	5
Application and Review Procedures	11
Appeals Procedures	13
Enforcement Procedures	14
Property Maintenance Standards	16
Use Restrictions	17
Architectural & Landscape Design Guidelines & Standards	20
Air Conditioners & Heat Pumps	20
Arbors	20
Attic Ventilators, Flues, Vents, & Radon Fans	20
Awnings	21
Bird Baths, Bird Feeders, & Lawn Decor	21
Chimneys	21
Clotheslines	21
Compost Bins	22
Decks	22
Dog Houses, Dog Runs, & Kennels	23
Doors	23
Drainage	24
Driveways	24
Equipment Screening	24
Exterior Decorative Objects	24
Exterior Lighting	25
Exterior Painting & Staining	25
Fences	26
Fire Pits & Outdoor Fireplaces	27
Firewood	28
Flags & Flagpoles	28

Fountains	28
Garage Doors	29
Garage Trellises	29
Gazebos	29
Generators	29
Greenhouses	30
Grills and Outdoor Kitchens	31
Gutters & Downspouts	31
Holiday Decorations	31
Hot Tubs & Spas	31
House Numbers	31
Irrigation Systems	32
Landscaping Improvements	33
Mailboxes	33
Open Porches	33
Outdoor/Lawn Furniture	34
Painting	34
Patios	34
Pools, Pool Houses, & Perimeter Safety Fencing	35
Privacy Screening for Decks & Patios	35
Rain Barrels	36
Recreation & Play Equipment	36
Retaining Walls	37
Roofs	37
Room Additions, Garage Expansions, & Outdoor Space Conversions	38
Satellite Dishes & Antennas	38
Screened Porches	39
Security Bars	39
Sheds & Storage Units	39
Shutters	40
Signs	40

Skylights & Solar Tubes	41
Solar Panels	41
Sun Control Devices	41
Temporary Structures	42
Tree Removal	42
Trellises	42
Vegetable Gardens	42
Walkways & Pathways	43
Water Gardens & Water Fountains	43
Window Coverings	43
Windows	43
Wind Turbines & Wind-Electric Generators	44
PRINTABLE FORMS	
Appendix A: Architectural Application Form	
Appendix B: Landscaping Application Form	
Appendix C: Approved Fence Styles	
Appendix D: Recommended Plant Materials	
Appendix E: Suggestion Form	

INTRODUCTION AND BACKGROUND

Definitions

The following terms are used in this handbook:

Covenants (CC&Rs)

“Covenants” refers to “Declaration of Covenants, Conditions and Restrictions for Carilion,” one of the community’s governing documents. The covenants come with the deed for each lot and home. The covenants impose certain restrictions upon the use of the lot and home regardless of the owner and are legally binding upon all homeowners and their successors in ownership. The CC&Rs may be found on Carilion’s website, www.carilionlife.com, under “Files.”

By-Laws

“By-Laws” refers to “By-Laws of Carilion Homeowner’s Association, Inc.,” one of the community’s governing documents. The By-Laws may be found on Carilion’s website, www.carilionlife.com, under “Files.”

Use Restrictions

“Use Restrictions” refers to the rules found in Article 11 of the covenants (CC&Rs) covering a range of homeowner activities. Among them are certain exterior property improvements (for example, fences, decks, and patios), certain landscaping matters (for example, tree removal and elevation changes), use of the common areas, and conduct (for example, pet control, parking, and offensive behavior). The Use Restrictions are intended to ensure community harmony, safety, and environmental preservation.

Declarant (Developer)

The Declarant is Carilion Properties LLC or any successor, successor-in-title, or assign, more commonly referred to as “the developer.”

Carilion Homeowners Association (HOA)

The HOA is composed of Class A members—all property owners—and the sole Class B member—the Declarant (developer).

Board of Directors

The HOA Board of Directors, whose members are initially appointed by the Declarant, is the body responsible for administration of the association.

Property Management Company

A residential property management company provides certain services to the HOA Board of Directors. These services include duties in the areas of administration, fiscal management, physical plant, insurance, and any forms, reports, and returns required by law.

Architectural Review Board (ARB)

The ARB is appointed by the Declarant. During the development period, the ARB oversees the construction of new homes and advises the Architectural Review Committee (ARC) in reviewing homeowners’ applications for exterior changes or improvements.

Development Period

This term refers to the period during which Carilion is under development and being administered by the Declarant. The development period will continue until 100% of the total number of units permitted by the Master Plan have received certificates of occupancy, unless the Declarant elects to relinquish its rights at an earlier date.

Advisory Committee (AC)

In anticipation of the end of the development period, when Carilion will become fully self-governing, the HOA Board granted limited authority to an Advisory Committee of three or more elected residents to act as an HOA Board of Directors-in-training. The AC, among its various duties, is charged with ensuring that the covenants that govern Carilion and apply to all property owners are enforced, with the goal of preserving, protecting, and enhancing the community's standards and values. The AC also provides general guidance to the various volunteer committees, as well as advice in areas not covered in their respective mission statements.

Architectural Review Committee (ARC)

The ARC, a committee composed of three or more homeowners, was established to help develop and maintain design guidelines and standards that are consistent with the original Carilion design plan, while still allowing for individual expression and promoting general community improvement. The ARC reviews and approves or disapproves homeowners' applications for most exterior changes. The ARC is also responsible for investigating possible violations of the architectural design guidelines and standards and for recommending corrective actions to the Advisory Committee and the HOA Board.

Landscape Committee (LC)

The LC, a committee composed of three or more homeowners, seeks to preserve and enhance Carilion's green space, parks, and common areas while encouraging residents to continue the pastoral vista in their personal landscapes. The LC reviews and approves or disapproves homeowners' applications for major landscaping changes and certain matters related to outdoor decor. The LC is also responsible for investigating possible violations of the landscaping design guidelines and standards and for recommending corrective actions to the Advisory Committee and the HOA Board.

Basis for and Objectives of Protective Covenants

The Declaration of Covenants, Conditions, and Restrictions for Carilion (CC&Rs for short), one of the community's founding documents, is a part of the deed for each home and is legally binding upon all homeowners and their successors in ownership, whether or not homeowners are familiar with the provisions of this document.

The CC&Rs include covenants pertaining to architecture, landscaping, maintenance, and use restrictions. Article 9 (Architectural Standards) requires homeowners to get written approval before making exterior changes ("improvements") to their properties and allows for "the creation of design and construction guidelines and application and review procedures." Article 10 (Exterior Maintenance) addresses homeowners' responsibility for keeping their properties in good repair. Article 11 (Use Restrictions) addresses a variety of matters, some of which pertain to architectural and landscaping, others of which are intended to preserve the environment and promote community harmony (see the "Use Restrictions" section of this handbook).

Design covenants are established to maintain architectural and environmental design standards for the entire community, such as by ensuring consistency with the overall design concepts for Carilion, promoting harmonious architectural and environmental design qualities and features, and preserving and enhancing the aesthetic appearance of the community. Compliance with and enforcement of the design covenants also help to preserve homeowners' property values. These covenants, along with the developer's design concepts for Carilion, are in large measure the foundation of the design guidelines and maintenance standards found in this handbook.

Purpose of the Handbook

The CC&Rs provide mostly broad, general guidance to homeowners with regard to exterior changes or improvements and maintenance. The purpose of the Carilion Homeowners' Association Handbook is to provide more specific guidance by familiarizing homeowners with the design guidelines and standards critical to maintaining the aesthetic qualities of our community.

To that end, the handbook contains specific guidelines and standards pertaining to the kinds of exterior changes or improvements that require prior approval by the Architectural Review Committee (ARC) or the Landscape Committee (LC), and to the kinds of changes or improvements that do not require approval as long as pertinent guidelines and standards are met. As well, this handbook elaborates on the exterior maintenance requirements outlined in general terms in Article 10.1 of the CC&Rs and summarizes some of the provisions in Article 11 (Use Restrictions).

The primary objectives of publishing and updating the Carilion Homeowners' Association Handbook are:

1. to increase homeowners' and other occupants' awareness of and understanding of architectural and landscaping guidelines and standards;
2. to assist homeowners in preparing applications for proposed exterior changes;
3. to outline the formal review criteria used by the architectural and landscape committees in evaluating applications for exterior changes;
4. to increase homeowners' awareness of and understanding of exterior maintenance standards;
5. to highlight certain use restrictions intended to ensure community harmony, safety, and environmental preservation;
6. to describe the procedures involved in enforcing community standards.

Philosophy

The philosophical basis for the architectural and landscaping guidelines and the maintenance standards outlined in this handbook is twofold:

- First, the understanding that homeowners naturally want to take pleasure in and be proud of their homes and their community.
- Second, the conviction that it is in everyone's best interests that, as we look for ways to enhance the aesthetic qualities of our homes and community, we do so in a manner that preserves the original Carilion design concepts and protects our property values.

With these two core principles in mind, the Architectural Review Committee and the Landscape Committee encourage homeowners to consider ways of improving the exterior appearance of their properties. The design guidelines and standards found in this handbook, along with an explanation of the application process and the review criteria, are intended to assist homeowners in planning

projects. The review committees hope that this information will make approved applications the standard and minimize or eliminate the instances of rejected applications.

The Advisory Committee, empowered to ensure compliance with the maintenance standards found in this handbook, believes that residents' pride in our community is based in part on the aesthetic appeal of well-kept homes, yards, and common areas, and that prospective homebuyers' important first impressions of Carilion are based on what they see as they drive or walk around the community. Because to some extent, the value of an individual property is a function of the overall quality and appearance of Carilion, all homeowners benefit from well-maintained properties.

Carilion homeowners at closing explicitly accept the legal reality that when a homeowner's proposed exterior alteration would not comply with community-wide guidelines and standards, the latter take precedence. That said, the Advisory Committee and the review committees understand that in matters of judgment and taste, there is often room for flexibility and negotiation. It is the committees' intention to work closely with homeowners in a friendly, respectful, and helpful manner.

Changes That Require Review and Approval

Most changes, permanent or temporary, to the exterior appearance of a structure or yard require an application to and approval by the Architectural Review Committee or the Landscape Committee, as detailed in the "Architectural and Landscaping Design Guidelines and Standards" section of this handbook. The review requirement is not limited to major changes, such as adding a room, deck, or patio; it also includes less significant alterations, such as replacing exterior lights with those of a different style. Approval is also required before removing existing items.

The types of exterior changes and the pertinent guidelines and standards found in this handbook are not intended to be exclusive or all-inclusive. It is likely that from time to time a homeowner will contemplate a change not addressed here. If there is any question as to whether a proposed change requires an application and approval, homeowners should seek clarification from the ARC or LC before proceeding with the project.

Changes That Do Not Require Review and Approval

There are exceptions to the otherwise inclusive review requirement, including the following:

- Exteriors may be repainted or re-stained provided there is no color change from the original.
- Similarly, exterior components may be repaired or replaced as long as there is no change in the design, type of material, or color.
- Minor landscape changes do not require an application. In general, landscape changes of a small scale that do not substantially alter the appearance of a lot and do not involve a change in topography or grade are exempt from the review requirement. (See "Landscaping" in the "Architectural and Landscaping Guidelines & Standards" section for examples.)
- Some changes do not require an application *as long as the homeowner complies with the pertinent guidelines and standards*. These kinds of changes are clearly identified in the "Design Guidelines and Standards" section of this handbook. However, if a homeowner wishes to make a change or improvement that would not comply with the pertinent guidelines and standards, an application must be filed.

Design Review Criteria

Specific characteristics and criteria have been incorporated into the guidelines and standards in order to provide clear guidance to homeowners as to whether contemplated changes will be permitted. However, a complete listing of all characteristics and situations is neither possible nor desirable. The appropriateness and acceptability of particular changes, especially those of a major nature, may depend on a number of circumstances and factors that must be evaluated on a case-by-case basis.

A change that is appropriate for one type of house, lot size, and location may not be appropriate in another situation.

The broad criteria listed below provide the overall basis for the development of architectural and landscaping guidelines and standards and for the review committees' evaluation of individual design proposals:

Design Compatibility: A proposed modification or change shall match or be compatible with the architectural characteristics of the applicant's house, and be compatible with adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, and use of similar materials, colors, and construction details.

Scale: The scale of a proposed change shall relate to the size of the applicant's house, the location and size of the lot, and adjoining houses and surroundings. This criterion applies both to architectural and landscaping modifications.

Impact on Neighbors: Visual impact refers to the aesthetic appearance of a proposed change, which includes consideration of design, quality, scale, location, and architectural compatibility. Functional impact refers to such concerns as view, sunlight, ventilation, noise, and drainage. Examples of adverse functional impacts include structural additions that would cause a material loss of sunlight or ventilation to a neighboring dwelling, and an alteration in topography that would change drainage patterns to the detriment of a neighboring property.

Relationship to Environment: A proposed change shall not have a negative impact on the natural environment. The removal of trees or other vegetation and grading and other topographical alterations will be assessed for potential adverse impacts, such as a material change in the rate or direction of storm water runoff and soil erosion.

The above criteria notwithstanding, the review committees may base approval or disapproval of an application entirely on their collective aesthetic judgment, which is inevitably somewhat subjective and may evolve as committee membership changes over time (see Article 9.3c of the CC&Rs).

Variances

In accordance with Article 9.5 of the CC&Rs, variances from architectural and landscaping design guidelines and standards may be granted only in the event of unique conditions or extenuating circumstances, as determined by the Architectural Review and Landscape Committees, by the Advisory Committee, and by the HOA Board. A variance does not constitute a precedent and does not prevent these committees from denying a variance in other circumstances.

Amendments to Guidelines and Standards

The HOA Board, with input from the committees, from time to time may approve amendments to the architectural and landscaping guidelines and standards and to the maintenance standards. Approved amendments are binding upon all homeowners and tenants. Guidelines and standards may be changed to clarify existing rules; to augment existing rules in response to new issues or situations; to address the impact of new technologies; to delete rules that prove to be unrealistic or unreasonable; and to add new rules and procedures as needed to preserve the aesthetic integrity of the community.

All amendments require final adoption of the revised document, including a specific version number and release date, by the Advisory Committee and—during the development period—by the Declarant and the HOA Board. Newly adopted versions of the guidelines and standards will supersede previous versions.

To help ensure that the guidelines and standards in this handbook best serve our community, a Suggestion Form is provided in the appendices and on Carilion's website (www.carilionlife.com) so that homeowners can suggest revisions.

Applicable State and County Regulations

Applicants are solely responsible for complying with building codes and other government regulations and for obtaining all required approvals and county permits for alterations, reconstruction, and new construction. Approval by the Architectural Review Committee is not intended to indicate that a project complies with local, county, state, and federal laws and regulations.

Regulatory approvals do not preempt the design review authority of the ARC.

Staying apprised of local, county, state, and federal regulations and codes is the responsibility of the homeowner. Greenville County offices, ordinances, and codes should be consulted when projects are being planned. General county information can be obtained by visiting www.greenvillecounty.org.

Locating and marking underground utilities in advance of digging prevents possible damage to utility lines, injury, property damage, service outages, and fines to the homeowner. Homeowners are required to schedule underground utility marking at no charge by calling 811.

APPLICATION AND REVIEW PROCEDURES

Application Process

For most exterior changes, a homeowner is required to submit a completed architectural or landscaping application and any supporting materials to the Architectural Review Committee and the Landscaping Committee for review and approval. The homeowner may submit the completed change form and any supporting materials through the email submit link on the website at carilionlife.com/files or personally deliver a completed change application and supporting materials to the current chairperson of the appropriate review committee (committee rosters can be found on the community website). Hand-delivery is recommended if the application is accompanied by supplementary materials. An incomplete application will be returned to the applicant with a statement of deficiencies that must be remedied before the application will be considered filed and ready to be reviewed.

Approval by the ARC or LC does not imply approval by local, county, or state agencies, and vice versa.

Only Carilion homeowners or their tenants may apply for ARC or LC approval. Applications submitted by tenants must have their landlords' approval.

Application Forms

All changes requiring ARC or LC approval must be submitted in writing, using the official application change forms approved by the Advisory Committee. Copies of these forms are included in the appendices to this handbook and are available separately on the community website (www.carilionlife.com).

Each project requires a separate application. A project may be a single change or a set of cohesive changes that, if done in the same time period, would reasonably be considered a single effort. For example, decks and fences would be considered separate projects because they can be constructed independently of each other, but a patio with a retaining wall, an arbor, and landscape screening would be considered a single, cohesive project.

Description

An architectural application requires a complete description of the proposed project. Depending on the nature of the project, this description may include a list of materials and finishes; overall dimensions; location on the lot in relation to the house and to property lines; and colors of the alteration or improvement. In addition, material and/or color samples where relevant are requested (see Drawings/Photographs), as well as provisions for grading, if applicable. Landscaping applications (except those pertaining to projects that do not include vegetation) require a list of plant materials and sizes, provisions for grading if applicable, and the locations and dimensions of proposed new planting beds. See "Site Plan" below.

Applications that include a full array of supporting details and materials will expedite the review process, likely resulting in timely notification of approval or denial. In contrast, applications that lack important supporting details and materials are more likely to be returned as incomplete, thus delaying review.

If the project will be executed by someone other than the homeowner, the application should also include the name, address, and phone number of the company or individual who will be doing the work. Homeowners who enlist the services of contractors or other professionals are advised to ensure that they are licensed, bonded, and insured.

Site Plan

A site plan is a scaled drawing of a lot (for example, a survey) that shows the dimensions of the property, the location of any easements, and (in some cases) adjacent properties. Some types of proposed changes (including but not limited to structural additions, fences, patios, decks, gazebos, pools, major landscaping changes, permanent and semi-permanent recreation and play equipment, and sheds) must be drawn to scale on the site plan, including the distance to property lines. The ARC or LC may request further detailed information, but the site plan will suffice in most cases.

A site plan is not required for the kinds of changes that would not alter the footprint of the house or would not show up in an aerial view of the property. Some examples are changing paint colors, converting a screened porch to an enclosed room, and replacing windows, doors, and exterior lighting fixtures with new designs.

Drawings/Photographs

Clear and complete drawings showing all dimensions, elevations, and details are required for major additions or changes. Drawings must show the relation of the addition or change to the house and to property lines. Homeowners are strongly advised to supplement applications with photographs, sketches, manufacturers' brochures, and links to pertinent websites.

Signature & Neighbor Notification

The applicant is required to sign the application form. In addition, as a courtesy, applicants are encouraged to notify adjacent neighbors that the project is being planned.

Time Frame for Completion of the Review

The Architectural Review and the Landscape Committees are required to notify applicants of the approval or disapproval of a proposed project within thirty (30) days of receipt of a properly completed application. However, the review committees will make every reasonable effort to provide notification within one week, depending on the complexity of the proposed project. The ARC and the LC will acknowledge receipt of properly completed applications and the commencement of the 30-day review period.

Applicants are advised not to schedule project commencement with contractors prior to receiving ARC or LC approval.

If a review committee fails to approve or disapprove a properly completed application within thirty (30) days, the homeowner may consider it approved unless the homeowner and the review committee have agreed to an extension.

Notice of Approval/Denial

Applicants will be given written notice of approval or denial via a letter from the management company. Informal notice may come directly from the review committee's chairperson.

Post-Approval

Once an application is approved, the applicant may proceed with the project, keeping in mind that the county or other government agencies may require certain permits, approvals, or inspections. The Advisory Committee, the ARC, and the LC have the right to inspect the project work area at any reasonable time to ensure that the applicant is complying with the approved plan.

Commencement and Completion Dates

All projects must be commenced within three months and completed within six months of approval. Extensions may be granted on a case-by-case basis upon written request by the homeowner. Projects should be completed in as short a time as is reasonable in order to minimize any adverse visual and noise impacts on neighbors and the community.

Deviation from an Approved Design

There are circumstances in which deviations from the approved design may be necessary. For example, it may be determined that a patio project requires a retaining wall that was not described in the original application. Any need to deviate from an approved design requires the submission of an amended application. The homeowner should mention in the application that the project was previously approved and explain how the revised project differs from the original plan.

Unapproved deviations from an approved application may result in correction at the homeowner's expense.

Liability and Indemnification

In accordance with Articles 4.6 and 9.6 of the CC&Rs, all members of the HOA Board and committees authorized by the Board, while acting on behalf of the Carilion Homeowners Association, shall be legally protected from action against them.

APPEALS PROCEDURES

The following procedures represent formal means of resolving disputes pertaining to applications for architectural and landscaping changes. However, all parties involved are encouraged to resolve disputes informally, on a neighbor-to-neighbor basis, via in-person conversation, phone calls, or email. If these informal approaches are deemed inappropriate or unsatisfactory, the following formal appeals procedures may be initiated:

Applicant to ARC or LC

- An applicant may appeal a decision of the ARC or LC by submitting a written request to the appropriate review committee within seven (7) days of receiving the notice of denial. This request should include any new or additional information that might clarify or justify the proposed project.
- The applicant may also request a meeting with the review committee to discuss the project.
- The ARC or LC will respond to the appeal in writing within fifteen (15) days of receiving it and will make a reasonable effort to schedule a meeting with the applicant if requested.

- Failure of the ARC or LC to respond within fifteen (15) days or to schedule a meeting with the applicant shall not constitute approval of any request made as part of the appeal and shall not alter the prior decision of the review committee.

Applicant to the Advisory Committee and HOA Board

- An applicant whose project was rejected and whose appeal to the ARC or LC was denied may appeal further to the Advisory Committee and HOA Board within fifteen (15) days of receiving written notice of the denial.
- If the ARC or LC fails to respond to an applicant's appeal within fifteen (15) days of receiving it, the applicant has an additional fifteen (15) days in which to appeal to the Advisory Committee and HOA Board.
- No appeal to the AC and HOA Board will be considered unless a prior formal appeal has been made to the ARC or LC.
- The AC and HOA Board will provide a written response to the applicant's appeal within fifteen (15) days of receipt. This response will be sent by certified mail, return receipt requested.

ENFORCEMENT PROCEDURES

The Advisory Committee is legally empowered by the HOA Board to enforce compliance with certain provisions of Carilion's governing documents: the Covenants, Conditions, and Restrictions for Carilion and the By-Laws of Carilion Homeowner's Association, Inc.:

- Article 4.3 of the CC&Rs outlines the process for the enforcement of the provisions of the governing documents.
- Article 9.3a of the CC&Rs authorizes the creation of design guidelines and standards, such as those found in this handbook.
- Article 10 of the CC&Rs outlines parts of the process for the enforcement of exterior maintenance standards.
- Article 3.21 of the By-Laws outlines fining and suspension procedures pertaining to covenant violations.

The enforcement procedures described below apply to all covenant violations, including but not limited to those pertaining to architectural and landscaping guidelines, maintenance standards, pool rules, common area usage, obnoxious or offensive activities, and all other use restrictions.

A violation may be observed and reported to the Advisory Committee by any homeowner, by the Architectural Review Committee, by the Landscape Committee, by the HOA Board, by the Declarant, and by the management company. Homeowners wishing to report an apparent violation should contact the AC or the management company in writing.

If the apparent violation is confirmed, the homeowner found to be in violation may, at the discretion of the appropriate committee, be asked to rectify the violation within a reasonable, clearly defined time. If this informal request does not produce the desired results, the formal procedures outlined below may be initiated.

However, the following procedures do not preclude taking accelerated measures, provided that the homeowner in violation has been given such adequate notice as the circumstances permit and that the actions are consistent with the provisions of the governing documents.

Step 1: Violation Occurs

- The management company sends a first letter to the homeowner outlining the nature of the violation and referring to the relevant section(s) of the CC&Rs or Architectural and Landscaping Design Guidelines and Standards.
- The homeowner is given twenty (20) days from the date of the letter to rectify the violation.

Step 2: Violation Not Rectified

- The management company sends a second letter to the homeowner outlining the nature of the violation and referring to the relevant section(s) of the CC&Rs or Architectural and Landscaping Design Guidelines and Standards.
- The homeowner is given seven (7) days from the date of the letter to rectify the violation.

Step 3: Violation Not Rectified

- The management company sends a third letter to the homeowner, both by regular and certified mail, outlining the nature of the violation and referring to the relevant section(s) of the CC&Rs or Architectural and Landscaping Design Guidelines and Standards.
- The homeowner may request a formal hearing before the Advisory Committee within ten (10) days of the date of this notice.
- The homeowner is informed that, if no hearing is requested and the violation is not rectified, sanctions and/or fines will be imposed starting on day 15 from the date of this letter.

Step 4: Fines and/or Sanctions Imposed

- The management company will notify the homeowner that fines have been imposed and will accrue each day with interest until the violation is rectified.
- The fine for any violations of the covenants will be up to a maximum of \$100 per day, plus interest.
- Sanctions may include, but are not limited to, suspension of voting rights and the right to use any facilities in the Common Area.

Step 5: 90 Days of Unpaid Fines and Interest, Violation Continues Not Rectified

- The management company will continue to impose fines and interest.
- A lien will be placed on the property.

The homeowner has the right to request a hearing before the Advisory Committee at any stage of this process.

The above procedures also apply to the failure to maintain a property in good order and repair and free of debris, as required by the CC&Rs. In the event of non-compliance with the property maintenance standards detailed below, the Advisory Committee and the management company, twenty (20) days after written notice to the homeowner (or a longer notice period as determined by the AC), have the authority to enter the homeowner's property and to perform the required maintenance at the homeowner's expense.

PROPERTY MAINTENANCE STANDARDS

In accordance with Articles 4 and 10 of the CC&Rs, if the HOA Board or the Advisory Committee determines that one or more elements of a property have deteriorated to the point of adversely affecting the aesthetics of the community, the AC will attempt to reach an agreement with the homeowner about the specific maintenance or repair needed and will establish a reasonable time period for this work to be completed. The AC will consider extenuating circumstances, including, for example, illness or temporary disability, financial hardship, accidents, vandalism or other incidents, and storm damage.

If the maintenance or repair is not completed to the Advisory Committee's satisfaction within the agreed upon time period, the AC may initiate the enforcement procedures outlined above.

Exterior of Structures

- The exterior of all structures, including but not limited to primary dwellings, equipment, arbors, gazebos, greenhouses, permanent grills and fire pits, outdoor kitchens, hot tubs and spas, screened porches, pools and pool houses, awnings, compost bins, decks and porches, patios, fences, mailboxes, recreation and play equipment, retaining walls, sheds, and storage units, shall be kept in good condition.
- No exterior structure shall be permitted to stand with its exterior unfinished for longer than six (6) months after the commencement of construction.
- In the event of fire, windstorm, or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months unless expressly approved in writing by the Advisory Committee.
- No significant blistering, peeling, fading, or streaking of exterior painted surfaces is permitted.
- Any exterior elements of the home (for example, siding, gutters and downspouts, roofing shingles, electrical fixtures, windows, and doors) that are missing, broken, or otherwise in disrepair, shall be repaired or replaced as quickly as possible.

Driveways, Walkways, and Pathways

- Driveways, walkways, and pathways shall be kept in good condition.

Mowing, Landscaping, and Weed Control

- All turf areas shall be kept mowed during the growing season. Grass shall not be permitted to exceed six (6) inches in height.
- Turf areas and other vegetation shall be watered as needed during dry periods unless Greenville County or other governmental agency has mandated watering restrictions due to drought.
- Any dead plants, shrubs, and trees shall be removed immediately.
- All hedges, trees, and shrubs shall be trimmed and maintained and their size maintained in proportion to the yard and home through pruning.
- All portions of a lot not improved by an impervious surface or structure shall be maintained with grass, mulch, or other vegetation.
- No bare earth shall be left exposed except in flower beds or vegetable gardens.
- Dumping of debris and lawn clippings in common areas or on undeveloped lots is not permitted.
- Turf areas shall be kept reasonably weed free.
- Landscape beds shall be maintained. Weeds, dead growth, and unused stakes shall be removed.

Trash, Recycling, and Debris

- Trash and recycling containers shall be screened from view from the street, alley, and other properties, except for the approved interval during which such items are placed curbside for pickup. Containers shall be placed curbside no earlier than 24 hours before scheduled pickup and shall be returned to their storage locations no later than 24 hours after pickup.
- Trash containing foodstuffs shall be placed in covered containers.
- Trash and recyclables shall be secured so that they are not inadvertently distributed onto neighboring properties, common areas, or the street by wind, animals, etc. Homeowners whose trash or recyclables are inadvertently spread are responsible for prompt cleanup.
- No accumulation of trash, yard waste, or other debris shall be stored on a lot.
- Construction materials required for a project shall be neatly stored in an unobtrusive location on the lot when not in use. Once the project is complete, all remaining construction materials shall be removed from the property immediately.
- Homeowners for whom a weekly trash and recycling pickup is insufficient are encouraged to dispose of the excess at the nearby Blackberry Valley Residential Waste and Recycling Center. The center also accepts bulky items, old electronics, yard waste, paint, and many types of recyclable items. Greenville County residents may use the Blackberry Valley center at no charge.

USE RESTRICTIONS

Article 11 of the CC&Rs pertains to acceptable and permitted uses of a lot and dwellings in the community. The provisions of Article 11 pertaining to property maintenance and architectural and landscaping changes are addressed elsewhere in this handbook. The following are summaries of the most salient points of other use restrictions from Article 11 likely to be of greatest relevance to homeowners.

Residents are encouraged to consult the CC&Rs for additional details about the following use restrictions and for information about use restrictions not included here.

11.1: Residential Use of Property

- Homes are intended for single-family, residential use only.
- Business activities conducted on the property require written approval from the ARB.
- Private offices may be maintained in dwellings as long as their use is incidental to the primary residential use of the dwellings.

11.9: Temporary Structures

- No trailer, camper, shack, tent, barn, or other structure of a similar nature shall be used as a residence, either temporarily or permanently.
- See also the “Temporary Structures” section in the Architectural and Landscape Design Guidelines & Standards part of this handbook.

11.11: Livestock and Pets

- Dogs, cats, and other small household pets are permitted but may not be kept or bred for commercial purposes.
- Livestock and poultry are not allowed.

- Pets must not constitute a nuisance or cause unsanitary conditions.
- Pets shall be under leash at all times when walked or exercised in the common areas.
- Pet owners shall immediately remove excrement.
- If the HOA Board, upon written request of any resident, determines that a particular pet is a nuisance, the Board is authorized to take corrective action that may include removal of the pet, fines, and repairs to damaged common areas at the owner's expense.

11.12: Obnoxious or Offensive Activities

- No obnoxious, offensive, or illegal activities shall be carried on, nor shall anything be done which is or may become an annoyance or nuisance to other property owners. Such activities include, but are not limited to, excessively loud noise and the dumping of trash or debris upon any portion of the development.

11.16: Parking and Vehicles

- Construction vehicles or equipment, mobile homes, recreational vehicles, golf carts, boats and other watercraft, trailers, stored vehicles or inoperable vehicles may be parked only in enclosed garages.
- Construction vehicles or equipment are exempt from this provision during daylight hours or for such period of time that is reasonably necessary for construction on a property or the common areas.
- Operation of motorized vehicles on sidewalks and greens maintained by the HOA is prohibited unless specifically permitted by the Board.
- There shall be no restrictions or interference with any provision under the Americans with Disabilities Act or similar state or local law, ordinance, or regulation.

11.18: Changing Elevations

- No elevation changes shall be permitted which materially affect the surface grade of surrounding properties, unless approved in writing by the Landscape Committee. See also the "Drainage" section in the Architectural and Landscape Design Guidelines & Standards part of this handbook.

11.21: Common Areas, Greens, and Sidewalks

- Residents, as well as their guests, clients, pets, lessees, etc., shall refrain from actions that detract from other residents' enjoyment of common areas, streets, alleys, and sidewalks.
- Prohibited activities include, without limitation, obstruction of common areas, maintenance of dogs or other pets under conditions that interfere with others' use of the specified areas, playing loud radios or musical instruments, holding large gatherings without advance approval from the HOA Board, loitering, or use of facilities, tents, or other temporary structures, stages, vending machines or facilities, except for events approved in advance by the Board.
- Special events held within the community, including, without limitation, educational, cultural, entertainment, promotional, sporting, or social events expected to draw increased vehicular, bicycle, and pedestrian traffic to the common areas, pedestrian plazas, sidewalks, etc. within the community shall be approved in advance by the Board.

11.22: Environmental Protection

- Any activities that materially disturb or destroy the vegetation, wildlife, wetlands, or air quality in the community or adjoining buffer zones or which use excessive amounts of water or which

result in unreasonable levels of sound or light pollution are prohibited. Such activities include, without limitation, the following:

- Dumping of grass clippings, leaves, or other debris, petroleum products, fertilizers, or other potentially hazardous or toxic substances in any environmentally sensitive area is prohibited, except that fertilizers may be applied to landscaping provided care is taken to minimize runoff.
- Obstruction, re-channeling, or other interference with drainage flows after location and installation of drainage swales, storm sewers, or storm drains is prohibited.
- Living trees may not be removed except in conformance with the provisions found in the "Tree Removal" section in the Architectural and Landscape Design Guidelines & Standards part of this handbook.

11.23: Construction Activities

- Homeowners shall complete improvement projects in a timely manner, to the end that improvements shall not remain in a partly finished condition any longer than reasonably and normally necessary.
- During the course of improvement projects, homeowners shall keep streets and parking areas contiguous to the property free from excess dirt, mud, garbage, trash, or other debris.
- Rocks and trees removed during construction of improvements shall be disposed of in conformance with the provisions of approved plans.
- Storage of construction materials and equipment shall be in conformance with the provisions of approved plans.

11.27: Firearm and Weapon Discharge

- Any firearm discharge other than for defense or protection of one's life or property is prohibited. Firearms shall include rifle, pistol, shotgun, black powder gun, pellet or BB gun, bow and arrow, and any other weapon from which any bullet, shot, or projectile may be discharged.

ARCHITECTURAL & LANDSCAPE DESIGN GUIDELINES & STANDARDS

An architectural or landscaping application is required for all of the changes or improvements listed below unless otherwise specifically noted and for any change or improvement that will not comply with all of the pertinent guidelines and standards. Homeowners unsure of whether a contemplated change or improvement requires an application should ask the appropriate review committee chairperson for guidance before proceeding.

Air Conditioners & Heat Pumps

The following design guidelines and standards pertain to air conditioners and heat pumps (ARC application is required):

- Window air conditioners are not permitted.
- Additional exterior air conditioning units or heat pumps, which are typically installed on a level pad on the ground, and relocation of existing units may be considered as long as they do not have any adverse audible or visual impact on adjoining lots and open spaces.
- Screening for exterior equipment is required. See the “Equipment Screening” section for guidelines pertaining to landscaping or architectural screening.

Note: An ARC application is not required for replacing central air conditioning units and heat pumps as long as the new units are placed in the same locations as the old ones.

Arbors

An arbor is a decorative structure usually consisting of horizontal lattice work supported by vertical shafts for the purpose of supporting vines or hanging plants or for shading outdoor spaces. The following design guidelines and standards pertain to arbors (ARC application is required):

- If the arbor is attached to a deck, the material and color shall be compatible with the deck.
- Arbors as described above are generally permitted on decks, patios, fences, and gates, or may be freestanding.

Note: An ARC application is not required for the repair or replacement of an approved arbor as long as there is no change in design, materials, size, or location.

Attic Ventilators, Flues, Vents, & Radon Fans

The following design guidelines and standards pertain to attic fans and ventilators, flues, vents, and radon fans. (ARC application is required):

- Appearance: Ventilating equipment shall be selected, located, and installed so as to minimize its appearance on the house and visibility from neighboring properties and the street.
- Noise: Possible adverse noise impact on nearby properties will be considered.
- Types not allowed: Rotating or wind-powered turbine ventilators generally will not be approved.
- Roof installations: Radon fan vents and other mechanical devices requiring penetration of the roof shall be as small as functionally possible in order to minimize visual impact.
- Colors: Ventilating equipment mounted on a gable end shall be painted to match the siding or trim color of the house.

Note: An ARC application is not required for the replacement of approved ventilating equipment with new equipment of a similar size and appearance in the currently approved location as long as the homeowner complies with the guidelines and standards set forth above.

Awnings

The following design guidelines and standards pertain to awnings (ARC application is required):

- The architectural design, materials, colors, character, form, scale, and profile of an awning shall be compatible with the design and character of the house.
- The awning shall be of a material that will resist rust, mildew, mold, and fading.
- Commercially manufactured awnings are permitted on the rear of the house but may be considered on the side of the house on a case-by-case basis.
- On corner lots, commercially manufactured awnings facing the street may be subject to more stringent design guidelines.
- Wood-framed, stick-built awnings with fiberglass shingles or other approved roofing material may be added over existing or new windows or doors provided that the design, materials, and colors are compatible with those of the house.

Note: An ARC application is not required for the repair or replacement of an approved awning as long as there is no change in design, materials, or color.

Bird Baths, Bird Feeders, & Lawn Decor

The following design guidelines and standards pertain to bird baths, bird feeders, and lawn decor. (See also the “Outdoor/Lawn Furniture” section.)

- Bird feeders and single-family bird houses are permitted.
- Bird baths not larger than two feet in diameter and three feet in height are permitted.
- Plastic lawn ornaments are not permitted.
- Lawn decor shall be in good taste and not excessive in number.

Note: A landscaping application is not required for bird baths, bird feeders, and lawn decor as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items.

Chimneys

The following design guidelines and standards pertain to the alteration, reconstruction, and new construction of chimneys (ARC application is required):

- Chimneys shall be constructed of materials and colors that match or are harmonious with the materials and exterior colors of the house.
- A masonry chimney shall be constructed to match the stone, brick, or other masonry materials used elsewhere on the house.

Note: An ARC application is not required for the replacement of an approved chimney as long as there is no change in design or materials.

Clotheslines

The following design guidelines and standards pertain to clotheslines and clothes-drying devices (ARC application is required for permanent, ground-mounted clotheslines):

- Permanent, ground-mounted clotheslines (for example, T-post and umbrella-style) are permitted as long as they are not visible from the street and, to the extent possible, are screened from view from other properties.
- Portable clothes-drying devices are permitted on rear-yard porches, decks, and patios provided that they are removed when not in use.

- Retractable reel-type clotheslines are permitted at the rear of the house on screened or open porches, decks, and patios provided that they are retracted when not in use.
- Clothes being dried outdoors shall not be visible from the street and, to the extent possible, shall be screened from view from neighboring houses.

Notes: An ARC application is not required for portable clothes-drying devices or retractable clotheslines as long as the homeowner complies with all of the guidelines and standards set forth above. An ARC application is required for noncompliant items or locations. An ARC application is not required for the replacement of an approved permanent, ground-mounted clothesline as long as there is no change in size, location, or design.

Compost Bins

The following design guidelines and standards pertain to compost bins:

- Only commercially available bins made of synthetic materials are permitted.
- No more than one bin is allowed per property.
- Compost bins shall be located in the rear of the property adjacent to the house or garage and shall not be easily visible from the street.
- The bin color shall be an earth tone, such as black, brown, dark green, tan, or gray.

Note: A landscaping application is not required for compost bins as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations.

Decks

The following design guidelines and standards pertain to the alteration, reconstruction, and new construction of decks (ARC application is required):

- Rear-yard decks shall not extend beyond the side plane of the house. However, minor extensions beyond the side plane may be allowed on a case-by-case basis, depending on lot size and topography, design of the house, and the deck's proximity to adjacent houses. Landscaping may be required to soften the effect of any such minor extension and to reduce the impact on adjacent neighbors or the view from the street.
- Side-yard decks may be considered on a case-by-case basis.
- Generally, stairs shall not extend past the side plane of the house.
- Materials: Decks shall be made from high-quality pressure-treated wood (most commonly, yellow pine), other high-quality wood suitable for decks (such as Western red cedar, redwood, or ipé), or wood-like composite decking materials (such as Trex).
- Railing: Deck railings shall have vertical pickets except as noted below. Plain pickets, spindles, sunburst, and Chippendale patterns are permitted. Other styles (for example, parallel horizontal rails) may be considered on a case-by-case basis. Caps, pickets, and railings shall be made of wood, wrought iron, steel, or copper. For decks made of wood-like composite materials, materials from the same manufacturer may be used for railings.
- Accessory structural elements: Decks may be designed to include such features as a gazebo, arbors, bench seating, built-in planters, trellises, plant hangers, and privacy screening. Such features shall be appropriate within the context of the overall deck design.
- Privacy screens: A privacy screen on a deck shall follow the design guidelines and standards provided in the section "Privacy Screening for Decks & Patios."
- Decks shall be clear-sealed or painted or stained a color compatible with the house colors.

- Under-deck storage: A storage area may be built under a deck with sufficient ground clearance and shall be constructed of pressure-treated wood lattice or wood-like composite lattice that surrounds the entire under-deck area that can be observed by others. If an outside door to this under-deck storage area is desired, it shall be made of lattice to match the screening. The color of the lattice shall be compatible with that of the deck. Alternatively, the area beneath a deck may be framed out and sided and painted to match the house; the door style and color shall be compatible with the house's exterior doors.

Note: An ARC application is not required for the repair or replacement of an approved deck as long as there is no change in size, design, materials, or color.

Dog Houses, Dog Runs, & Kennels

The following design guidelines and standards pertain to dog houses and other facilities for housing and managing pets (ARC application is required):

- Dog runs and kennels are not permitted.
- Dog houses are permitted only within fenced rear or side yards. In rear yards, the fence may be structural or electronic.
- Dog houses shall be located so as to minimize visibility from the street and impact on neighbors. In some instances, appropriate screening may be required.
- Dog house construction materials and colors shall be harmonious with the house.
- Dog house dimensions shall not exceed three feet in width, three feet in length, and four feet in height.

Note: An ARC application is not required for the replacement of an approved dog house as long as there is no change in size, location, materials, or color.

Doors

The following design guidelines and standards pertain to the installation or alteration of doors (ARC application is required):

Exterior Doors

- The style of front, rear, and side doors shall be compatible with and complementary to the style of the house and the house's colors.
- New hardware shall be compatible with and complement the door and the architectural style of the house.

Storm Doors

- Storm doors shall be full view, without significant decoration, ornamentation, or edging. For example, cross buck storm doors with scalloping and storm doors with grilles or ornamentation are not permitted.
- Storm doors shall match or be compatible with the color of the entrance door or the trim around the entrance door.

Screen Doors

- Screen doors are not permitted on the front of the house. However, full-view screen inserts for approved storm doors are permitted there.
- Screen doors made of wood shall be stained a natural color or painted to match the color of the door frame.

Note: An ARC application is not required for the replacement of an approved door as long as the new unit is identical to or closely similar to the old one.

Drainage

The following guidelines and standards pertain to changes relating to water drainage (including french drains) (Landscaping application is required):

- Changes to or amendment of the existing drainage within the homeowner's lot requires prior approval.
- All water drainage patterns or swales on a lot shall be properly maintained and preserved so as not to adversely impact the discharge or diversion of water onto neighboring lots or the common area.

Driveways

The following design guidelines and standards pertain to driveway extensions, modifications, and additions (ARC application is required):

- Extensions, modifications, and additions to driveways will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots or common area.
- Additions or modifications shall be of the same material as the existing driveway. However, grass, brick, stone, and stamped concrete accents may be considered.

Note: An ARC application is not required for resurfacing or replacing a driveway with the same materials.

Equipment Screening

The following design guidelines and standards pertain to the screening of equipment installed on a homeowner's property (ARC or landscaping application is required, depending on the type of screening to be used). "Equipment" collectively refers to objects such as but not limited to air conditioning units, heat pumps, ground-mounted satellite dishes, standby generators, and pool equipment.

- Trees and shrubbery: The use of trees or shrubbery to screen equipment from view is preferred. This type of screening is generally appropriate for most locations within a property.
- Fencing: The use of fencing to screen equipment is permitted. Examples include L-shaped fence sections to screen air conditioning units and square enclosed areas attached to the inside of existing fences to screen pool equipment. Plant material shall be used to soften the view from the street.
- Design: Screening shall be compatible in scale and materials with the house, existing landscape features, and existing structures such as fences. Fencing shall be sealed or painted or stained a color compatible with the house colors and shall match or be compatible with any existing fence.

Note: An ARC application is not required for the replacement of approved structural screening as long as there is no change in design, materials, location, or color.

Exterior Decorative Objects

See the "Bird Baths, Bird Feeders, & Lawn Decor" and "Outdoor/Lawn Furniture" sections.

Exterior Lighting

The following design guidelines and standards pertain to exterior lighting, including landscape lighting, path lighting, new exterior lighting fixtures for a house, and changes to existing exterior lighting fixtures for a house. No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact on adjoining neighbors due to location, wattage, or other features.

Landscape Lighting and Path Lighting

Exterior lighting includes but is not limited to landscape uplighting, path lights, and lighting of decorative objects (Landscaping application is required):

- Lighting shall be installed so as not to shine on adjacent properties or public spaces.
- Fixtures shall be low in physical height and of a minimum wattage.
- Lighting shall be directed to illuminate only walkways, deck surfaces, steps, stairs, stone retaining walls, and landscaping.

House Light Fixtures

Light fixtures attached to the house or installed by the builder shall not be modified without approval (ARC application is required). These include but are not limited to flood lights attached to the house and post lights.

- Light fixtures that replace existing fixtures shall be compatible in style, color, and scale with the house.
- Builder-installed post lights may not be removed without prior approval.

Notes: A landscaping application is not required for the replacement of approved landscape or path lighting as long as the new units are identical to or closely similar to the old ones. An ARC application is not required for the replacement of approved exterior lighting as long as the new units are identical to or closely similar to the old ones.

Exterior Painting & Staining

The following design guidelines and standards pertain to the exterior surfaces of houses, detached garages, and sheds (ARC application is required):

- Color changes apply not only to the house siding but also to the doors, shutters, trim, roofing, gutters, downspouts, and other appurtenant structures.
- Color selections and color schemes shall be harmonious with the colors and color schemes used on existing residences within the community. Changes to exterior colors shall relate to and complement the colors of adjacent houses.
- The new siding color shall not be identical or nearly identical to that of the house on either side or the houses directly across the street.
- The new paint or stain is considered to be different if the color changes (for example, from yellow to green) or if, while the color remains substantially the same, it is noticeably lighter or darker than the original color was at the time of application.
- The exposed portion of concrete foundations shall be painted to complement the siding or trim.

Note: An ARC application is not required for repainting or repairing an exterior surface to match its original color as long as the homeowner complies with all of the guidelines and standards set forth above. However, all other changes to exterior surfaces require an ARC application.

Fences

Fencing can be highly functional: for example, by providing privacy screening or a safe play area for small children, or by confining dogs within the homeowner's property. However, because fencing also has a strong visual aspect, homeowners should consider not only the functionality of a proposed fence but also its aesthetic impact on adjacent properties. The following design guidelines and standards pertain to fences (ARC application is required):

Materials, Styles, & Finishes

- Fences shall be wood, wrought iron, aluminum, or a wood-like composite material.
- Gates shall be of the same material as the fence and of complementary design and size. Homeowners are encouraged to incorporate design details that make a gate the focal point of a fence.
- See Appendix C or the community website for illustrations of approved styles for wood and composite fences. Other styles may be considered on a case-by-case basis.
- For wood and wood-like composite fences, the pickets shall face outward.
- Wood fences shall be sealed with paint or with a clear, semi-transparent, or opaque stain. Colors shall complement the house colors and the surrounding environment.

Height Restrictions

- Front-yard fences are limited to three feet in height.
- Rear-yard fences are limited to six feet in height.
- Side-yard fences are limited to six feet in height. However, on corner lots, side-yard fences facing the street are limited to 54 inches in height.
- For properties with fenced side-yard patios near the front of the house, fences are limited to four feet in height (for example, the Charleston-style houses on Ridenour Avenue).
- The opaque/solid lower portion of a wood or composite fence shall not exceed five feet. The upper portion of a such a fence taller than five feet shall be transparent (for example, shall consist of pickets or lattice).

Placement

- All rear-yard and side-yard fences shall be lot-line fences. Exceptions may be considered on a case-by-case basis (for example, for corner lots; where a neighbor's fence is already set on or less than three feet from the lot line; or where other extenuating circumstances exist on the lot line, such as a prohibitive easement, a berm, a drainage swale, or woodlands).
- Front-yard fences shall be set back at least three feet from the inside edge of the sidewalk. Exceptions may be considered on a case-by-case basis.
- The posts of lot-line fences shall be set as close as possible to the property lines without intruding on neighboring properties.
- When on an alley, rear-yard fences shall include a gate to access the alley.
- Fence configurations for corner lots and irregular-shaped lots may be considered on a case-by-case basis.
- Fences on corner lots shall not impede line of sight for traffic.
- Fencing shall not interfere with the flow of drainage in swales or within surface drainage easements. Installation should leave enough clearance between the bottom of the fence and the topography or vegetation to allow unobstructed drainage.
- Homeowners who install a fence within an easement do so at their own risk, and the HOA assumes no liability.

Adjacent Fences

- Where feasible, there shall be only one fence separating adjoining lots. Homeowners contemplating a new fence are encouraged to choose one that is compatible (in height, material, design, and color) with an existing adjacent fence (and therefore, with the neighbor's

permission, can be connected to that fence) in order to avoid closely spaced parallel fences. Where compatibility is not feasible or desired, the new fence shall be set back at least three feet from the existing fence to permit maintenance of the fences and the space between them.

- Aesthetics are especially important in circumstances where a property abuts more than two other properties with existing fences (that is, where there are neighbors on both sides of and behind a property). Homeowners are encouraged to adopt the design of an existing adjacent fence in order to reduce the unsightly confluence of clashing fence types.

Accessory Elements

- Arbors and trellises are permitted within the fence line, and arbors are permitted above gates.
- Additional materials such as wire mesh lining may be considered on a case-by-case basis. Wire mesh shall be neutral in color, vinyl coated, and minimally visible from the street.
- Fence sections used solely as a landscape feature and incorporated into a landscape plan may be considered on a case-by-case basis.
- Homeowners are encouraged to soften the visual impact of a fence facing the street with landscaping. (A separate landscaping application is required.)

Notes: All approved fences installed before the adoption of these guidelines and standards shall be "grandfathered." However, if a grandfathered fence is replaced, it requires a new application and shall comply with the guidelines and standards in effect at that time. Exceptions to this requirement may be considered on a case-by-case basis (for example, when mature landscaping would have to be removed to accommodate a relocated fence). An ARC application is not required for the repair or replacement of an approved fence as long as there is no change in design, location, materials, or color.

Fire Pits & Outdoor Fireplaces

The following design guidelines and standards pertain to fire pits (and similar flame-producing devices) and outdoor fireplaces (ARC application is required for permanent structures):

Permanent Fire Pits and Fireplaces

- Location: Permanent fire pits and fireplaces are permitted only in rear yards and in side yards with patios.
- Design: The design shall be compatible with the house and any appurtenant structure (for example, a patio).
- Materials: The materials shall be compatible with those of the house and any appurtenant structure.
- Permanent fire pits and fireplaces shall be installed in compliance with all applicable codes.

Portable Fire Pits and Similar Devices

- Portable wood-burning fire pits and similar devices (for example, fire tables and chimineas) are not permitted on wood or composite surfaces (for example, decks and wood-floored screened porches).
- Wood-burning devices shall be located within reach of a water source (i.e., hose bib) and placed so that wind will not carry smoke into a neighbor's outdoor living spaces.
- Portable fire pits shall be located at least five feet from property lines and a safe distance from flammable structures and vegetation.
- Portable fire pits used in front of the house shall be used only on hard surfaces and shall be stored out of view from the street when not in use.
- LP- and gel-fueled devices (including patio heaters) are permitted if used according to manufacturers' safety instructions.

Notes: An ARC application is not required for portable flame-producing devices as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations. An ARC application is not required for the repair or replacement of an approved fire pit or fireplace as long as there is no change in design, location, materials, or color.

Firewood

The following guidelines and standards pertain to the storage of firewood:

- No firewood shall be stacked in a common area.
- Firewood shall be kept neatly stacked and shall be located in the rear yard in such a manner as to avoid adverse visual impacts on adjoining properties.
- Firewood shall be out of view from the street.
- If tarps are used, they shall have earth tone colors, such as black, brown, dark green, tan, or gray, to minimize their visual impact.

Note: An ARC application is not required for storing firewood as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations.

Flags & Flagpoles

The following design guidelines and standards pertain to flags and flagpoles (ARC application is required for freestanding flagpoles):

Freestanding Flagpoles

- One permanent, freestanding flagpole is permitted in the rear yard only and shall be located so as to minimize its impact on neighboring properties.
- Flagpoles on corner lots shall not be visible from the street.
- Freestanding poles shall be no taller than 15 feet.
- Flags for a freestanding pole shall be sized appropriately for the height of the pole (typically, no larger than 3 x 5 feet).

Other Flags & Flagstaffs

- Removable or temporary flagstaffs that do not exceed six feet in length and are attached to the front wall or column of the house are permitted.
- Flags shall be no larger than 3 x 5 feet.
- Flags displayed in a window shall not exceed 50% of the window area.
- Flags displayed off a balcony or deck shall be no larger than 3 x 5 feet.
- A maximum of two flags is permitted at any given time.

Notes: An ARC application is not required for removable or temporary flagstaffs as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations. An ARC application is not required for the replacement of an approved flagpole as long as the new unit is identical to or closely similar to the old one.

Fountains

See the "Water Gardens & Water Fountains" section.

Garage Doors

The following design guidelines and standards pertain to garage doors:

- Design: Garage doors shall remain consistent with the style and color installed by the builder. Style changes shall be compatible with the architecture of the house and harmonious with styles commonly found in the community.
- Garage doors may not be replaced with walls, with or without entry doors or windows.
- Garage additions: See the “Room Additions, Garage Expansions, & Outdoor Space Conversions” section.

Note: An ARC application is not required to repair a garage door with matching materials or to replace it with one of the same design and color. However, an ARC application is required if the garage door is to be changed in any way, including but not limited to design, color, or materials.

Garage Trellises

The following design guidelines and standards pertain to garage trellises (ARC application is required):

- A garage trellis shall be compatible with the architecture of the house.
- A garage trellis shall be painted to match the house trim or be painted or stained a color that is compatible with the house colors.

Note: An ARC application is not required to replace a trellis with one of the same design and color.

Gazebos

The following design guidelines and standards pertain to gazebos, including freestanding gazebos and gazebos attached to other structures, such as decks or patios (ARC application is required):

- Design: A gazebo shall be compatible in design, scale, materials, and color with the applicant's house and any structures to which the gazebo is attached.
- Location: A gazebo shall be located in the rear yard, at least five feet from any property line. Gazebos are not allowed in front or side yards. For corner lots and irregularly shaped lots, some latitude on location may be allowed on a case-by-case basis. A gazebo may be an integral part of a deck or patio, or it may be a freestanding structure.
- Roof materials shall match or be compatible with those of the house.
- The trim of a gazebo shall be compatible with the house in color, material, size, and style.

Notes: Temporary gazebos such as those used for parties and receptions are subject to the same location guidelines as permanent gazebos but do not require an application. An ARC application is not required for the repair or replacement of an approved gazebo as long as there is no change in design, location, materials, or color.

Generators

The following design guidelines and standards pertain to permanent (standby) generators (ARC application is required):

- Generators shall be installed in accordance with county code and manufacturer's instructions.
- Generators shall be screened from view by landscaping, fencing, or other screening means. (See the “Equipment Screening” section.)

Notes: An ARC application is not required for portable generators. An ARC application is not required for the replacement of an approved permanent generator as long as the new unit is placed in the same location as the old one.

Greenhouses

The following design guidelines and standards pertain to greenhouses (ARC application is required for permanent greenhouses):

Permanent Greenhouses

- Greenhouses, whether attached to the house or freestanding, are permitted only in the rear yard.
- Attached greenhouses will be treated like sun rooms. See the “Room Additions, Garage Expansions, & Outdoor Space Conversions” section for guidelines and standards.
- The size of freestanding greenhouses shall be appropriate for the size of the home, lot, and surroundings. For most Carilion rear yards, a greenhouse of less than 100 square feet would be appropriate. Larger sizes may be considered on a case-by-case basis.
- Greenhouses shall be made of durable, quality materials that will not create unsightly maintenance problems: for example, aluminum framing and translucent multi-celled polycarbonate or tempered glass covering.
- Greenhouses shall be securely anchored to prevent wind damage and shall have appropriate foundations.
- Homeowners are responsible for securing any required building permits for poured foundations, for utilities needed for climate control equipment (such as fans, vents, and heaters), and for irrigation.
- Homeowners are required to soften the appearance of the greenhouse with landscaping (a separate landscaping application is required).

Portable Greenhouses

- Portable greenhouses are typically small PVC-framed structures with polyethylene or similar covering, anchored directly to the ground, and used to harden off tender plants in the spring or to shelter tender plants during cold spells.
- Portable greenhouses shall be no taller than four feet.
- Portable greenhouses are permitted only in the rear yard, and to the extent possible, they shall be located to minimize view from neighboring properties.
- One portable greenhouse is permitted per lot.
- Portable greenhouses are permitted for temporary use only.

Cold Frames

- Cold frames are permitted only in the rear yard.
- One cold frame is permitted per lot.
- Cold frames shall be constructed of synthetic materials or weather-resistant wood.

Notes: An ARC application is not required for portable greenhouses and cold frames as long as the homeowner complies with all of the guidelines and standards set forth above. An ARC application is not required for the repair or replacement of an approved permanent greenhouse as long as there is no change in design, location, structural materials, or color.

Grills and Outdoor Kitchens

The following design guidelines and standards pertain to built-in (permanent) grills, including barbecue pits and outdoor kitchens (ARC application is required):

- Design: The architectural design and scale of a permanent grill or outdoor kitchen shall be compatible with the character and design of the house or the structure to which it is attached or most closely related.
- Homeowners are responsible for obtaining any required permits and for code compliance.
- Non-permanent grills: Non-permanent grills shall be stored out of view from the front of the house when not in use (grills on side-yard patios are exempt from this requirement).

Notes: An ARC application is not required for non-permanent grills. An ARC application is not required for the replacement of an approved permanent grill or outdoor kitchen as long as there is no change in design, location, structural materials, or color.

Gutters & Downspouts

See the “Exterior Painting & Surfaces” section.

Holiday Decorations

The following standard pertains to holiday decorations:

- Homeowners are asked to put up holiday decorations no earlier than one month prior to the holiday and to take them down no later than two weeks after the holiday.

Note: An LC application is not required as long as the homeowner complies with the standard set forth above.

Hot Tubs & Spas

The following design guidelines and standards pertain to freestanding hot tubs and spas, including those incorporated into other features, such as decks, patios, and gazebos (ARC application is required). For in-ground spas and hot tubs, see the “Pools, Pool Houses, & Perimeter Safety Fencing” section.

- Location: Hot tubs and spas shall be located behind the house and are not permitted in a side or front yard. For corner lots and irregularly shaped lots, some latitude on location may be allowed on a case-by-case basis.
- Privacy screening (structural or landscaping) may be required for hot tubs visible from the street.
- Privacy screening shall comply with the guidelines found in the “Privacy Screening for Decks & Patios” section and requires an ARC or LC application.

Note: An ARC application is not required for the replacement of an approved hot tub or spa as long as there is no change in design, size, location, structural materials, or color..

House Numbers

The following design guidelines and standards pertain to house numbers:

- By state law, all houses are required to display house numbers on the front in a location where they are easily legible from the street.
- House numbers shall be compatible with the architectural style of the house.
- House numbers shall also be displayed on mailboxes.

Note: An ARC application is not required as long as the homeowner complies with all of the guidelines and standards set forth above.

Irrigation Systems

The following design guidelines and standards pertain to new irrigation systems and to major changes to or additions to previously installed permanent irrigation systems (Landscaping application is required):

- Homeowners may not install irrigation systems in any common areas unless approved by the Landscape Committee.
- Irrigation systems installed in an easement are the responsibility of the homeowner, and the homeowner will be responsible for any damage caused by construction in the easement.
- Homeowners are responsible for ensuring that the installation and operation of irrigation systems do not have an adverse impact on their property or neighboring properties, including common areas, by exceeding the normal drainage capabilities of all properties or by causing standing water or the overwatering of trees and plants.
- Irrigation systems shall be installed entirely within the homeowner's property lines unless approved by the Landscape Committee.

Note: A landscaping application is not required for the repair or replacement of or minor change or addition to an irrigation system.

LANDSCAPING IMPROVEMENTS

The following design guidelines and standards pertain to the installation of new landscaping and the alteration of existing landscaping (Landscaping application is required). (See also the “Tree Removal” section.)

- Minor landscape improvements do not require an application. In general, if the improvements are of a small scale and do not substantially alter the appearance of the lot or involve a change in topography or grade, they are exempt from the approval process. Examples include planting flowers, replacing shrubs, replacing mulch, and adding edging around beds or trees.
- The planting of a hedge or row of plants or trees to be used as screening requires prior approval.
- Homeowners are advised to consult Appendix D for a list of recommended plants, trees, and mulch types. This list is also posted on the Carilion web site (www.carilionlife.com). An application is required for materials not on this list.
- Planting in the space between the sidewalk and street shall not be the type of creeping vine that could impede drainage into a storm drain or spread onto the sidewalk.
- No tree or shrub shall be placed in a location where it will obstruct sight lines for traffic or impede walking on sidewalks.
- No trees may be planted in the space between the sidewalk and street.

Mailboxes

The following design guidelines and standards pertain to mailboxes:

- A builder-installed mailbox is supplied with each home. Replacements shall be of the same design and color.
- Replacement mailboxes shall display house numbers.
- For information on obtaining a replacement mailbox, please see the community website: www.carilionlife.com.

Note: An ARC application is not required for replacing a mailbox as long as the homeowner complies with all of the guidelines and standards set forth above.

Open Porches

The following design guidelines and standards pertain to the alteration, reconstruction, and new construction of open porches (ARC application is required):

- The design shall match the architecture of the house. The construction materials and colors shall be compatible with the corresponding components of the house. Size shall be compatible with the home, lot, and surrounding homes.
- New porches shall be constructed only at the rear of the house. Exceptions may be considered on a case-by-case basis.
- Porch floors may be wood, a wood-like composite material, masonry, or concrete.
- Porch railings shall be made of wood, wrought iron, steel, wood-like composite materials, or aluminum.
- Porch railings with patterns are encouraged.
- Railings made of wood or composite materials shall match the house trim color. The color of metal railings shall be compatible with the house colors.
- Porch ceilings may be enclosed with painted or stained wood or vinyl. Exposed joists shall be painted or stained.
- Minimum depth on sitting porches shall be five feet.
- Minimum depth on front stoops shall be five feet.

- Accessory structural elements: Porches may be designed to include such features as bench seating, built-in planter boxes, trellises, plant hangers, and (on rear and side porches only) privacy screens.
- A privacy screen on a side or rear porch shall follow the design guidelines and standards provided in the “Privacy Screening for Decks & Porches” section.

Notes: An ARC application is not required for roll-down sun shades or outdoor curtains on rear and side porches as long as the colors are compatible with the house colors. However, an ARC application is required for sun shades and outdoor curtains on front porches. An ARC application is not required for the repair or replacement of an approved open porch as long as there is no change in design, materials, or color.

Outdoor/Lawn Furniture

The following design guidelines and standards pertain to outdoor/lawn furniture:

- Outdoor/lawn furniture shall be used in the rear yard, on porches and decks, and in side yards with patios.
- Upholstered furniture not designed for outdoor use is not permitted in outdoor spaces.
- Concrete, metal, wood, or wrought iron benches, chairs, and other outdoor furniture not placed on a porch, deck, or patio are considered lawn decor and shall comply with the guidelines in the “Bird Baths, Bird Feeders, & Lawn Decor” section.

Note: An ARC application is not required as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations.

Painting

See the “Exterior Painting & Surfaces” section.

Patios

The following design guidelines and standards pertain to patios (ARC application is required):

- Location: Patios shall be located in rear yards; they are not permitted in front yards. Patios may be located in side yards if part of the original house plan. Exceptions may be considered on a case-by-case basis.
- Size: The size of a patio shall be compatible with the size of the lot and its location within the lot.
- Level: Patios may be elevated if the overall design is compatible with the house and with the lot’s topography.
- Patio railings: Railings shall be between 36 and 42 inches in height. They may completely enclose the patio if it is attached to the house. Acceptable materials include wood, aluminum, wood-like composite, wrought iron, stone, and brick.
- Materials may be mixed (for example, part brick and part wrought iron). The color of railings shall be compatible with the house colors.
- Patio walls: See the “Retaining Walls” section.
- Materials: Concrete is allowed for patios, but more decorative construction materials are encouraged, including but not limited to concrete aggregate (concrete with embedded stones), stamped concrete, brick, flagstone, slate, decorative pavers, and wood. Asphalt is not permitted.

Note: An ARC application is not required for the repair or replacement of an approved patio as long as there is no change in design, size, materials, or color.

Pools, Pool Houses, & Perimeter Safety Fencing

The following design guidelines and standards pertain to permanent pools (including in-ground hot tubs and spas), pool houses, and perimeter safety fencing (ARC application is required):

- Pool types: Only in-ground pools are permitted. Permanent hot tubs and spas are also permitted, either alone or integrated with a pool. For freestanding hot tubs and spas, see the “Hot Tubs & Spas” section.
- Pool houses: Pool houses of appropriate scale may be approved on a case-by-case basis. Visual and noise impact on neighbors will be considered. Pool houses shall be designed to match the applicant’s house and shall comply with all applicable county building codes and guidelines.
- Location: Pools, in-ground tubs and spas, and pool houses shall be located in the rear yard only. A location directly behind the house is preferred, but other locations within a rear yard may be considered on a case-by-case basis.
- It is the homeowner’s responsibility to comply with current county ordinances pertaining to pools.
- Decking materials: The area surrounding a pool is referred to as the pool deck. Decking shall be concrete, concrete aggregate, stone, brick, or a similar material. Wood decking is not permitted.
- Pool covers: Covers for pools, hot tubs, and spas are permitted and shall have earth tone colors, such as black, brown, dark green, tan, or gray, to minimize their visual impact.
- Accessory structural elements: Pools may be designed to include such features as retaining walls, bench seating, waterfalls, slides, diving boards, lighting, and privacy screening. Such features shall be appropriate within the context of the overall pool design and shall adhere to other applicable guidelines.
- Equipment screening: Pool equipment shall be screened to limit the impact of the view from adjacent properties. See the “Equipment Screening” section.
- Perimeter safety fencing: Pools shall comply with current code pertaining to safety fencing. Perimeter safety fencing may be installed in addition to rear-yard fencing. However, perimeter safety fencing shall be located within the side planes of the house and a reasonable distance from the lot line to avoid a potential fence-on-fence appearance. Acceptable perimeter safety fencing materials are the same as those for other fence types. See the “Fences” section.

Notes: An ARC application is not required for temporary pools, such as children’s wading pools, as long as they are drained and put away when not in use. An ARC application is not required for the repair or replacement of an approved pool, pool house, or perimeter fencing as long as there is no change in design, location, materials, or color.

Privacy Screening for Decks & Patios

The following design guidelines and standards pertain to privacy screening for decks and patios (ARC application is required):

- Materials: All privacy screening shall be made of wood or a wood-like composite material.
- Design: Privacy screening shall not exceed a height of six feet. Screening may be wholly lattice or other open design, or may combine opaque (solid) and transparent sections, or may be wholly opaque. A wholly opaque screen or an opaque portion shall not exceed 42 inches in height.
- Privacy screening on any deck or patio shall not adversely affect light or natural ventilation on adjacent properties.
- Under-deck screening: The area below a deck may use lattice-work for screening. Acceptable materials are pressure-treated wood and wood-like composite. Lattice color shall be compatible with the color of the deck. See the “Decks” section for further details.

- *Note: An ARC application is not required for the repair or replacement of approved privacy screening as long as there is no change in design, location, materials, or color.*

Rain Barrels

Rain barrels are used to collect rain water for use in landscaping and gardens. The following design guidelines and standards pertain to rain barrels:

- Barrels shall be located in the rear of the property at the rear corners of the house or garage and shall not be easily visible from the street.
- The barrel color shall be an earth tone, such as black, brown, dark green, tan, or gray.
- A maximum size of 80 gallons is permitted.

Note: A landscaping application is not required as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations.

Recreation & Play Equipment

The following design guidelines and standards pertain to recreation and play equipment (ARC application is required for permanent and semi-permanent equipment):

Definitions

- Permanent and semi-permanent equipment includes but is not limited to the following: sports pads (for example, basketball courts), swing sets, standalone playhouses, play sets (for example, structures that may include swings, sliding boards, ladders, and tree house-like rooms, etc.), in-ground basketball systems, sandboxes, and trampolines.
- Portable equipment includes but is not limited to the following: kiddie pools, goals (for example, hockey, soccer, and lacrosse goals), and portable basketball systems.

General Guidelines

- Location: Permanent and semi-permanent equipment shall be located behind the house and be placed a reasonable distance from property lines in order to minimize the visual and noise impact on neighbors. Play and sports equipment is not permitted in front yards unless it is stored out of sight when not in use. Except for in-ground basketball systems, permanent goals are not permitted.
- Design: The size and design of the equipment shall be compatible with the lot, the house, and the surroundings.
- Materials and colors: Equipment constructed of wood shall be stained or painted in natural wood colors or earth tone colors or shall match the color scheme of the house. Plastic and metal materials shall make only limited use of bright colors.
- Approval for permanent and semi-permanent equipment does not convey to new owners or from tenant back to owner unless the equipment remains in place.

Basketball Systems

- Backboards may not be attached to the front of the house.
- In-ground poles shall be a neutral color.
- In-ground basketball systems are permitted adjacent to driveways or sports pads in rear yards only.
- Portable basketball systems are permitted on or adjacent to driveways or on sports pads in rear yards only.

- Basketball systems of either type are not permitted in front of the house. Small plastic toy setups for children are permitted in front of the house provided that they are put away when not in use.
- For houses with rear-load garages, basketball systems of either type shall be located no closer to the alley than the midpoint of the driveway (measured from the edge of the alley to the garage).
- For houses with driveways extending from the street to a garage behind the house or to a side-loaded garage, basketball systems of either type shall be located as far from the street as practical.
- Portable basketball systems are not permitted on sidewalks or in streets and alleys.
- Court markings may not be painted on the playing surface unless it is an approved sports pad.

Notes: An ARC application is not required for portable equipment as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations. An ARC application is not required for the repair or replacement of approved permanent or semi-permanent recreation and play equipment as long as there is no change in design, location, materials, or color.

Retaining Walls

The following design guidelines and standards pertain to the installation or alteration of retaining walls, including but not limited to walls used to retain soil in raised landscape beds, decorative landscape walls, and walls around patios (Landscaping application is required):

- The scale, location, and design of the retaining/landscaping walls shall be harmonious with the homeowner's house and consistent with the overall character of the community.
- Retaining walls shall be constructed of brick or stone masonry or dry-stacked natural or manmade landscaping stones or blocks.
- New or altered retaining walls shall not adversely affect drainage. See the standards set forth in the section "Drainage."

Note: A landscaping application is not required for the repair or replacement of an approved retaining wall as long as there is no change in design, location, materials, or color.

Roofs

The following design guidelines and standards pertain to the replacement of or alteration of existing roofs and roofing materials (ARC application is required for structural alterations and for changes in roofing materials):

- Only standard fiberglass architectural shingles are permitted on the main roof. Other materials may be considered on a case-by-case basis.
- Bay windows, porticos, porches, and shed roof awnings above garage doors: Roofing materials other than fiberglass architectural shingles may be considered on a case-by-case basis based on their compatibility with the architectural design and character of the house and other houses in the community. For example, metal is acceptable as an accent roof material.

Note: An ARC application is not required for the replacement of roofing materials with materials of the same type, style, and color.

Room Additions, Garage Expansions, & Outdoor Space Conversions

The following design guidelines and standards pertain to any room addition that changes the existing footprint of the house. This includes but is not limited to sunroom additions and garage expansions. These guidelines and standards also pertain to conversions of outdoor spaces (decks and porches) to indoor spaces (for example, converting an open porch to a Carolina room). (ARC application is required.) For adding screening to an open porch, see the “Screened Porches” section.

- Design: Room additions, garage expansions, and outdoor space conversions shall be compatible in design, scale, materials, and color with the applicant’s house and adjacent houses.
- Roofs: Roof pitches and roofing materials shall match or be compatible with those of the house where possible.
- Windows and doors: Windows and doors shall match those of the house and shall be located in a manner that relates well to the location of existing exterior openings.
- In considering an application for a room addition or garage expansion, the ARC shall consider the effect on the streetscape and visual and functional impacts on adjoining and nearby properties (see the Design Review Criteria section of this handbook).

Satellite Dishes & Antennas

In compliance with FCC rules for Over-the-Air-Reception Devices (OTARD rules), an ARC application is not required for the installation of antennas and dishes designed to receive direct broadcast satellite (DBS—for example, DirectTV and Dish Network), television broadcast (TVBS), and multichannel multipoint distributions services (MMDS, also known as wireless cable or broadband radio services) as long as the homeowner complies with the guidelines and standards set forth below. An ARC application is required for all other types of exterior antennas: for example, AM/FM radio, “ham” radio, CB radio, and Digital Audio Radio Services (DARS—for example, SiriusXM).

- Every effort shall be made to locate the dish or antenna so that it is not seen from the street.
- When scheduling installation of a satellite dish or antenna, homeowners should inform the installer of the preferred placements (see below). In some cases, installers will place satellite dishes or antennas in the most convenient location for them and not take the time to consider what is best for the homeowner or the community.
- No antenna or dish shall be installed on any common area of the community.
- Satellite dishes larger than one meter in diameter are not permitted.
- MMDS antennas larger than one meter in diameter or diagonal measure are not permitted.
- No device shall be installed that disrupts signal reception for other homeowners.
- TVBS antennas shall be mounted inside the house if adequate signal reception is possible. If not, the preferred type of antenna for outdoor installation is one designed to be mounted unobtrusively on the back of a satellite dish or on the roof.
- Antennas shall not be mounted any higher than the top of the roof than is required for adequate reception.
- Masts and wiring shall be securely mounted to the house.
- Ground-mounted units shall be installed as close to the house as possible without precluding acceptable signal reception.
- If a ground-mounted dish is easily visible from the street, the homeowner shall submit an ARC application for structural screening or a landscaping application for screening with plant materials. See the “Equipment Screening” section.
- Discontinuation: When any satellite dish or antenna is no longer in continuous use, the HOA reserves the right to require the homeowner to remove the unit and exterior wiring.
- Assuming acceptable signal reception, preferred placements are listed in rank order, from most to least acceptable:

1. Roof mounted on the back side of the roof and no higher than necessary
2. Ground mounted directly behind and as close to the house as possible
3. Wall mounted on the side wall as close to the back of the house as possible
4. Roof mounted at the side of the house as close to the rear as possible
5. Ground mounted in the side yard as close to the house and to the rear as possible
6. Ground mounted in the front yard as close to the house as possible

Screened Porches

The following design guidelines and standards pertain to the alteration, reconstruction, and new construction of screened porches (ARC application is required):

- Design: The proposed screened porch shall be compatible in design, scale, materials, and color with the homeowner's house.
- Location: Screened porches shall be located to the rear of the house. Screened side porches are permitted if part of the original house plan, although existing side-yard open porches may be screened. Screened front porches are not permitted.
- Roof: Roof pitches and roofing materials shall be compatible with those of the house.
- Structural materials: Wood and aluminum structural materials are permitted. Wood framing shall be stained or painted to match or be compatible with the house trim color.
- Siding and trim: Siding and trim shall be compatible with those of the house.
- Doors: Doors shall be compatible with those of the house.
- Undercroft screening: See the "Privacy Screening for Porches & Decks" section.

Note: An ARC application is not required for the repair or replacement of an approved screened porch as long as there is no change in design, structural materials, or color.

Security Bars

The following design guidelines and standards pertain to security bars:

- The use of exterior security bars or grates on windows and doors is not permitted.
- The ARC may consider exceptions on a case-by-case basis if the security apparatus will not be visible from the street or from adjoining properties.
- Homeowners concerned about security are advised to consider alternatives, such as alarms.

Sheds & Storage Units

The following design guidelines and standards pertain to sheds and storage units (ARC application is required):

- Location: Sheds and storage units shall be located behind the rear plane of the house.
- Materials and colors: The finishing materials (siding, roofing, trim) and colors shall be the same as those used on the house.
- Size: The shed shall be in scale with the house and yard.
- Under-deck storage: A storage area may be built under a deck with sufficient ground clearance and shall be constructed of pressure-treated wood lattice or wood-like composite lattice that surrounds the entire under-deck area that can be observed by others. If an outside door to this under-deck storage area is desired, it shall be made of lattice to match the screening. The color of the lattice shall be compatible with that of the deck. Alternatively, the area beneath a deck may be framed out and sided and painted to match the house; the door style and color shall be compatible with the house's exterior doors.

Notes: An ARC application is not required for small manufactured storage units as long as they are made of resin or other maintenance-free material, are no larger than 75 cubic feet, are neutral in color, are placed under a rear deck or porch and against the house, and are screened from view from neighboring properties. An application is required for noncompliant units or locations. An ARC application is not required for the repair or replacement of an approved shed or storage unit as long as there is no change in design, materials, location, or color.

Shutters

The following design guidelines and standards pertain to shutters (ARC application is required):

- Shutters shall be made of wood or a wood-like composite material. Vinyl shutters are not permitted.
- Shutters that appear operable, with appropriate hardware (hinges and shutter dogs), are encouraged.
- Shutters shall be shaped to match the window opening and appropriately scaled for the window size.
- The color of shutters shall be compatible with the house colors.
- Homeowners are not permitted to remove shutters from the house, add shutters to windows that do not have shutters, or change the size, design, hardware, material, or color of shutters without first receiving ARC approval.

Note: An ARC application is not required for the replacement of shutters as long as there are no changes in materials, hardware, design, size, or color. If grandfathered noncompliant shutters are replaced, the new shutters require an ARC application and shall comply with the guidelines and standards in effect at that time.

Signs

Before installing signs, homeowners are asked to weigh their intended purpose against their possible adverse aesthetic impact on the community. Although some types of signs serve an important function, signs potentially detract from the appearance of the community, especially when their use becomes widespread. The following guidelines and standards pertain to signs:

Security System Signs

- Two security system signs are permitted per lot on a permanent basis. Only one sign shall be visible from in front of the house.
- Security signs shall be located within five feet of the house.

Real Estate Signs

- Real estate signs shall be placed only in front of the house.
- Illuminated signs are not permitted.
- “Open House” signs are permitted in the homeowner’s front yard and in appropriate locations in common areas and right-of-ways (for example, at the entrances to the community and at intersections). These signs shall be placed no earlier than 24 hours in advance and shall be removed promptly afterwards.
- All permitted signs advertising the property for sale or rent shall be removed within three days of the closing date or execution of the lease agreement.
- Information on “For Sale By Owner” signs should be completed with adhesive (not handwritten) letters and numbers.

Warning Signs

- Two “Beware of the Dog” signs, each not exceeding 64 square inches, are permitted.
- If dogs are restricted to a fenced yard, one sign shall be posted at each gate.
- If an electronic (“invisible”) fence is used, signs shall be posted at the most logical approaches to the electronically fenced portion of the yard.
- Only one warning sign shall be posted in the front yard.

Other Temporary Signs

- Permitted types: political (for example, candidate, referendum), yard and garage sale, commercial (for example, contractor, handyman), awareness (for example, breast cancer), advocacy (for example, bike lane initiative).
- Only two temporary signs of the types mentioned above are permitted at any given time.
- Temporary signs of the types mentioned above shall be displayed in the front yard only and within five feet of the house.
- Temporary signs shall not exceed four square feet or stand taller than three feet.
- Political signs are permitted only for a declared candidate or referendum, shall be displayed no earlier than 30 days before an election, and shall be removed within 48 hours after voting day.
- Yard sale or garage sale signs shall be placed no earlier than 24 hours in advance and shall be removed promptly afterwards.
- Commercial signs: A contractor working on a home (for example, building a deck or painting) is permitted to post one sign in the front yard but only during the period of the contract.
- Signs that promote awareness or that advocate causes shall not be in place longer than a total of 30 days.
- All signs must be in good taste.

All Signs

- No sign shall be placed where it would create a nuisance to surrounding homes (for example, by preventing neighbors from seeing up and down the street when exiting their driveways).
- Homeowners are not permitted to post signs or notices on the community entrance signs, stop signs, mailboxes, street signs, light poles, or HOA-owned signs.

Note: An ARC application is not required for signs as long as the homeowner complies with all of the design guidelines and standards set forth above. An application is required for noncompliant items or locations.

Skylights & Solar Tubes

The following design guidelines and standards pertain to skylights and solar tubes (ARC application is required):

- Skylights and solar tubes shall be located so that they are not visible from the front of the house.
- The skylight or solar tube frame and trim shall match the color of the roof.

Note: An ARC application is not required for the repair or replacement of an approved skylight or solar tube as long as there is no change in design, materials, or color.

Solar Panels

Solar panels, solar collectors, thermodynamic panels, and the like are not permitted.

Sun Control Devices

See the “Awnings” and “Open Porches” sections.

Temporary Structures

The following guidelines and standards pertain to temporary structures used in conjunction with construction, renovation, or moving:

- Dumpsters and bins are permitted only during construction, renovation, or moving and shall be located so as to minimize disruption or hazard to pedestrians and vehicular traffic.
- Portable toilets are permitted only during construction or renovation and shall be located so as to minimize disruption or hazard to pedestrians and vehicular traffic.
- Portable storage units (for example, PODs) are permitted only in conjunction with construction, renovation, or moving. Unless there are no practical alternatives, they shall be placed on the homeowner's lot, not in the street (where they pose a hazard to traffic).
- An ARC application is required for portable storage units that will be left in place for more than one week.

Note: An ARC application is not required as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations.

Tree Removal

The following standards pertain to the removal of trees (Landscaping application is required):

- The removal of viable trees that are greater than six inches in diameter measured two feet above ground level requires prior approval.
- Trees shall be removed promptly if they are dead or present a hazard.
- Any removal of a tree shall include the removal of the stump and any exposed roots.

Trellises

The following design guidelines and standards pertain to trellises (small structures used in landscape design to support the growth of vines or other climbing plants):

- Trellises shall be incorporated into the overall landscape plan and used for vines or other climbing plants.
- Trellises shall be made of wood or iron.
- Trellises shall not exceed six feet tall or five feet wide.

Note: A landscaping application is not required as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant items or locations.

Vegetable Gardens

The following design guidelines and standards pertain to all vegetable gardens:

- Vegetable gardens shall be located only in the rear yard or in a fenced side yard.
- Vegetable gardens shall be screened from view from the street.
- Gardens shall not exceed 100 square feet.
- Gardens shall not adversely affect drainage. See the standards set forth in the "Drainage" section.

Note: A landscaping application is not required as long as the homeowner complies with all of the guidelines and standards set forth above. An application is required for noncompliant sizes or locations.

Walkways & Pathways

The following design guidelines and standards pertain to walkways and pathways (ARC application is required):

- The scale, location, materials, colors, and design of walkways and pathways shall be compatible with the applicant's house and adjacent houses and consistent with the overall character of the community.
- Walkways and pathways shall be constructed of flagstone, brick, brick pavers, stepping stones, concrete, exposed aggregate, or similar durable material. Asphalt is not permitted.
- If the proposed walkway or pathway is to be constructed of brick or brick pavers, the color shall complement the existing brick of the house, if applicable.
- Walkways and pathways shall not exceed four feet in width.
- Walkways and pathways shall not adversely impact drainage.

Note: An ARC application is not required for the repair or replacement of an approved walkway or pathway as long as there is no change in design, location, materials, or color.

Water Gardens & Water Fountains

The following design guidelines and standards pertain to water gardens and water fountains (Landscaping application is required):

- Water gardens and fountains are permitted only in rear yards or inside fenced courtyards.
- The scale, location, and design of the water feature shall be harmonious with the applicant's house and consistent with the overall character of the community.
- Yards that include ponds and other landscape water features may require safety fencing.
- Water features shall not adversely affect drainage. See the standards set forth in the "Drainage" section.

Note: A landscaping application is not required for the repair or replacement of an approved water garden or water fountain as long as there is no change in design or location.

Window Coverings

The following design guidelines and standards pertain to window coverings:

- No aluminum foil, reflective tint, paint, cardboard, newspaper, or similar covering shall be applied to windows or to the glass portions of doors.
- Neutral-colored sheets or blind material made from paper are permitted as temporary window coverings for a reasonable amount of time after a homeowner moves in, pending installation of permanent window coverings.

Note: An ARC application is not required for temporary window coverings as long as the homeowner complies with the design guidelines and standards set forth above.

Windows

The following design guidelines and standards pertain to the installation of additional windows and replacement windows (ARC application is required):

- The added windows or replacement windows shall match the existing windows of the house in design, materials, trim, and color.

- If the homeowner wishes to replace all of the house's windows with new windows that will change the exterior appearance of the house in any way, the new windows shall be compatible with the architecture and colors of the house.

Note: An ARC application is not required to replace existing windows with windows of the same design, color, and trim as long as there is no change to the exterior appearance of the house.

Wind Turbines & Wind-Electric Generators

These devices are not permitted.

Appendix A:
Architectural Change Application Form

Carilion Architectural Change or Improvement Application

Please e-mail the completed form and any supporting materials to the current Chairperson of the Architectural Review Committee. The email submit link is on the website at carilionlife.com/files . If you would prefer you may also hand deliver your material to the Chairperson; contact the Chairperson of the Architectural Review Committee using the same Submit link on the website to ask for address and time to deliver.

Applications should be submitted 30 days prior to start date of project .

Applicant's Name:	Date:
Property Address:	Lot Number:
Home Phone:	Work or Cell Phone:
E-mail Address:	

Indicate the type of change or improvement planned. Each project requires a separate application. If the project consists of a set of cohesive changes that constitute a single effort (for example, a patio with arbor), check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Air Conditioner, Heat Pump
<input type="checkbox"/> Antenna
<input type="checkbox"/> Arbor
<input type="checkbox"/> Attic Ventilator, Flue, Vent, Radon Fan
<input type="checkbox"/> Awning
<input type="checkbox"/> Chimney
<input type="checkbox"/> Clothesline
<input type="checkbox"/> Deck
<input type="checkbox"/> Dog House
<input type="checkbox"/> Door
<input type="checkbox"/> Driveway
<input type="checkbox"/> Equipment Screening (Structural)
<input type="checkbox"/> Exterior Lighting (House Light Fixtures)
<input type="checkbox"/> Exterior Painting & Staining
<input type="checkbox"/> Fence
<input type="checkbox"/> Fire Pit, Outdoor Fireplace
<input type="checkbox"/> Flagpole (Freestanding)
<input type="checkbox"/> Garage Door
<input type="checkbox"/> Garage Expansion
<input type="checkbox"/> Garage Trellis
<input type="checkbox"/> Gazebo
<input type="checkbox"/> Generator
<input type="checkbox"/> Greenhouse | <input type="checkbox"/> Grill, Outdoor Kitchen
<input type="checkbox"/> Gutters, Downspouts
<input type="checkbox"/> Hot Tub, Spa
<input type="checkbox"/> Open Porch
<input type="checkbox"/> Outdoor Space Conversion
<input type="checkbox"/> Patio
<input type="checkbox"/> Pool
<input type="checkbox"/> Privacy Screening
<input type="checkbox"/> Recreation & Play Equipment
<input type="checkbox"/> Roof
<input type="checkbox"/> Room Addition
<input type="checkbox"/> Screened Porch
<input type="checkbox"/> Shed, Storage Unit
<input type="checkbox"/> Shutters
<input type="checkbox"/> Skylight, Solar Tube
<input type="checkbox"/> Temporary Structure
<input type="checkbox"/> Walkway, Pathway
<input type="checkbox"/> Window
<input type="checkbox"/> Other |
|--|--|

Contractor Information:

Name:	
Address:	
Phone number:	
Anticipated Start Date:	Anticipated End Date:

Please Remember:

- Wait for ARC approval before beginning your project.
- Obtain necessary permits before beginning your project.
- If your project involves landscaping, grading, and/or drainage changes, submit a landscaping application to the Landscape Committee.
- ARC and Advisory Committee members may ask to inspect the proposed project site, the project in progress, and the completed project at a mutually convenient time.
- After your application is approved, if you need to modify your plans, be sure to submit an amended application.
- You must begin your project within three months and complete it within six months of approval. Apply to the ARC if you need an extension.
- Complete your project in as short a time as is reasonable to minimize adverse impacts on neighbors.
- You will be responsible for any damage to other properties (including to any common area) or injury to anyone associated with the project.

Sign below to acknowledge that you agree to these provisions.

Homeowner:	Date:
Co-owner:	Date:

For Committee Use Only:

Appendix B:
Landscaping Application Form

Carilion Landscaping Change or Improvement Application

Please e-mail the completed form and any supporting materials to the current Chairperson of the Landscaping Committee. The email submit link is on the website at carilionlife.com/files. If you would prefer you may also hand deliver your material to the Chairperson; contact the Chairperson of the Architectural Committee using the same Submit link on the website to ask for address and time to deliver.

Applications should be submitted 30 days prior to start date of project .

Applicant's Name:	Date:
Property Address:	
Home Phone:	Work or Cell Phone:
E-mail Address:	

Indicate the type of change or improvement planned. Each project requires a separate application. If the project consists of a set of cohesive changes that constitute a single effort (for example, a water fountain with landscaping), check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Drainage | <input type="checkbox"/> Equipment Screening (Vegetation) |
| <input type="checkbox"/> Exterior Lighting (Landscape, Path) | <input type="checkbox"/> Irrigation System |
| <input type="checkbox"/> Landscaping Improvement (Major) | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Water Garden, Water Fountain |
| <input type="checkbox"/> Other | |

Description of Project: Describe your project in sufficient detail to assist the Landscape Committee in reviewing your application. As applicable, indicate the materials to be used, dimensions, location, etc. Consult the Carilion Handbook for further details.

Plant Materials: For each type of plant, please indicate its name, the number to be planted, size at planting (i.e., container size in gallons, or height in feet of balled-and-burlapped items), projected mature size (height and width). Use additional sheets if needed.

Phone number:	
Anticipated Start Date:	Anticipated End Date:

Please Remember:

- Wait for Landscape Committee approval before beginning your project.
- Obtain necessary permits before beginning your project.
- If your project also involves changes or improvements that require approval by the Architectural Review Committee, submit an architectural application to the ARC.
- Landscape Committee members and Advisory Committee members may ask to inspect the proposed project, the project in progress, and the completed project at a mutually convenient time.
- After your application is approved, if you need to modify your plans, be sure to submit an amended application.
- You must begin your project within three months and complete it within six months of approval. Apply to the Landscape Committee if you need an extension.
- Complete your project in as short a time as is reasonable to minimize adverse impacts on neighbors.
- You will be responsible for any damage to other properties (including to any common area) or injury to anyone associated with the project.

Sign below to acknowledge that you agree to these provisions:

Homeowner:	Date:
Co-owner:	Date:

For Committee Use Only:

Date Received:	Date Acknowledged:	Date of Decision:
Approved as submitted:		Disapproved (see comments below):
Incomplete (returned for amendment)		
Comments:		
Landscape Committee Chairperson's Signature:		

Appendix C:
Recommended Plant Materials

*Note: An application is required for
plant materials not on this list*

Recommended Plant Materials

LARGE SHADE TREES

October Glory Red Maple	2" cal per
Red Sunset Maple	2" cal per
Willow Oak	2" cal per
Nuttall Oak	2" cal per
Japanese Zelkovia	2" cal per
Sugar Maple	2" cal per
Heritage River Birch	10 -12 ft. Ht.

ORNAMENTAL TREES

Natchez Crape Myrtle	6 - 8 ft. Ht.
Autumn Flowering Cherry	2" cal per
Japanese Maple	5 - 6 ft. Ht.
Service Berry	6 - 8 ft. Ht.
Trident Maple	1 1/2" cal per

LARGE EVERGREEN SHADE TREES

Deodar Cedar	6 - 8 ft. Ht.
Leyland Cypress	4 - 6 ft. Ht.
Japanese Cryptomeria	7 - 15 gallon
Carolina Hemlock	4 - 6 ft. Ht.

EVERGREEN TREES

Japanese Ligustrum	7 - 15 gallon
Teo Olive	7 - 15 gallon
Nellie R. Stevens	4 - 6 ft. Ht.
Sasanqua Camellia	4 - 6 ft. Ht.
Mary Nell Holly	4 - 6 ft. Ht.
Loropetalium	7 - 15 gallon

MEDIUM EVERGREEN SHRUBS

Parsons Juniper	3 gallon
Otto Luyken Laurel	7 gallon
Indian Hawthorn	3 gallon
Dwarf Burford Holly	3 gallon
Compacta Holly	3 gallon
Koreana Boxwood	3 gallon
American Boxwood	3 gallon
Carissa Holly	3 gallon

MEDIUM DECIDUOUS SHRUBS

Flowering Forsythia	3 gallon
Crimson Pygmy Barberry	3 gallon
Burning Bush	3 gallon
Nearly Wild Rose	3 gallon

SMALL EVERGREEN PLANT MATERIAL

Miscanthus	3 gallon
Satsuki Azalea	3 gallon
Dwarf Azalea	3 gallon
Dwarf Gardenia	3 gallon
Dwarf Yaupon Holly	3 gallon
Hamelin Grass	3 gallon

GROUND COVER

English Ivy	4" pot
Liriope	4" pot
Mondo Grass	4" pot
Climbing Fig	1 gallon

PERENNIALS

Black-eyed Susan	1 gallon
Verbena	1 gallon
Stella Dora Daylily	1 gallon
Lantana	1 gallon

SOD

Bermuda
Fescue

MULCH

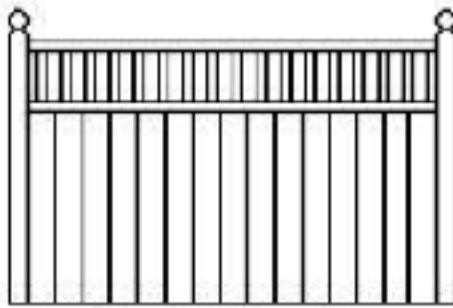
Pine Straw
Hardwood

* Irrigation is strongly recommended for all landscaped areas.

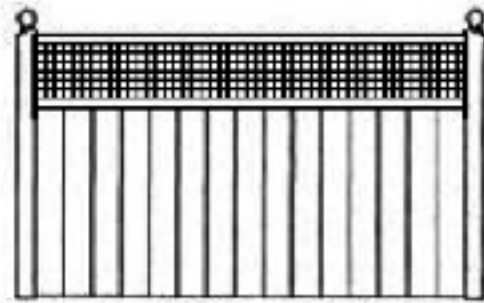
Appendix D:
Approved Fence Styles
Wood & Composite

Approved Fence Styles (Wood and Composite)

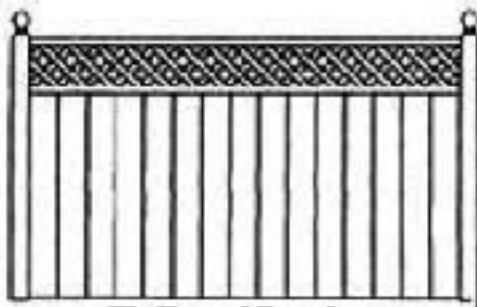
Six-foot Rear and Side Yard Fences:



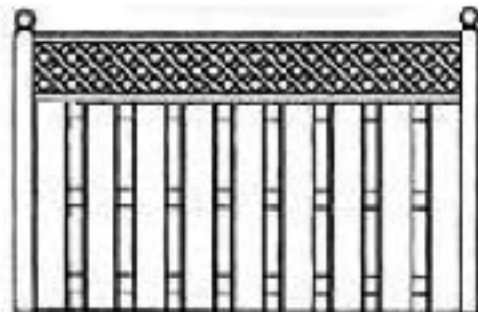
Beard/Picket Top



Board/Square Lattice

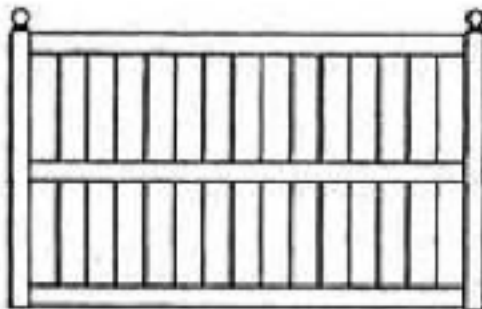


6Ft Board/Lattice

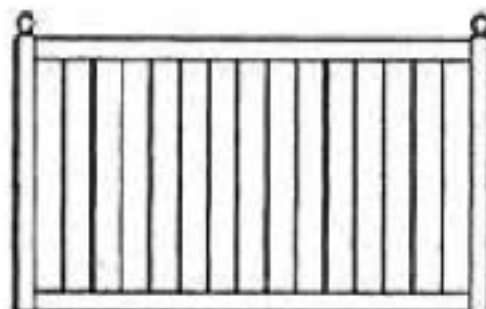


Shadowbox/Lattice

Four- or Five-foot Rear or Side Yard Fences:

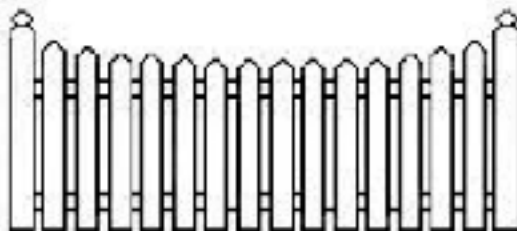


Charleston II

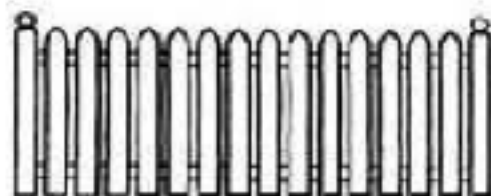


Charleston

Four-foot Rear or Side Yard Fence or Three-foot Front Yard Fences:



Victorian Pointed Picket



Gothic Picket

Appendix E:
Suggestion Form

Suggestion Form

Architectural & Landscaping Design Guidelines & Standards & Maintenance Standards

Please mail or fax this form to the property management company, or hand-deliver it to the ARC or Landscape Committee chairperson or to the Advisory Committee president.

Carilion HOA
P.O. Box 1827
Greenville, SC 29602
Phone: 864-297-4970
Fax: 864-297-6207

Name: _____ Date: _____

Property Address: _____

Home Phone: _____ Work or Cell Phone: _____

E-mail Address: _____

Description of Suggestion:
Please describe in detail your suggestion for amending the Carilion Homeowners' Association Handbook's architectural and landscaping design guidelines and standards or the maintenance standards. Feel free to use additional pages as needed.
