

TRAILWOOD HILLS

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ARCHITECTURAL AUTHORITY

The Architectural Review Committee (ARC) is established as a requirement of the Trailwood Hills Homeowner's Association's DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. If you do not have a copy of the DECLARATION, please request a copy from management.

In a planned community such as Trailwood Hills, the question naturally arises as how to maintain a harmonious, quality development as the community matures. The following Guidelines attempt to provide a meeting ground between private interests and the broader interest of the Trailwood Hills community.

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

ARCHITECTURAL GUIDELINES

Please retain these Guidelines as part of your permanent papers. You should make these Guidelines available to any renters of your home.

Please read and follow these Guidelines. You MUST obtain approval IN WRITING from the Architectural Review Committee BEFORE the start of any exterior change. The ARC is allowed up to 30 days to act on an application. Therefore, do NOT commit labor or materials until you have received written approval. In addition, please check with the City for any necessary permits.

There are three major categories of items for specific home improvement guidelines. These three are very important to you because they identify which improvements are permitted and how approvals can be secured. Items not specifically mentioned here require approval.

CATEGORY 1: BLANKET APPROVALS

Items in this category do **not** require approval, provided the guidelines mentioned are followed.

- Plants, shrubs and flowers planted within three feet of the front of your house, not to grow higher than the lowest portion of the windows.
- Bedding borders, if constructed of common landscaping borders not to exceed 8 inches in height.
- Plantings of flowers and shrubs around trees.
- Hose caddies affixed to the home.
- Outside seasonal decorations, displayed up to three weeks before or after the holiday season.
- Vegetables gardening in rear yards, provided the plants do not exceed allowed fence heights or grow through to the neighbor's yard.
- Repainting or re-siding your house in its original color.
- Lawn furniture, barbecue equipment, etc., if kept in good repair. These must be stored within the rear area when not in use.
- Attic turbines, if they are mounted on the rear of the house roof, extend no higher than the roof peak, and are no more than 12" above the roof surface.
- Satellite dishes, no more than one meter (39") in diameter, with hidden cable. If placement is necessary in the side or front yard, screening of satellite dish is necessary and an architectural request form must be submitted.
- Mailboxes need to be kept in good condition, i.e. repainting and repairing when necessary.

CATEGORY 2: COMMON IMPROVEMENTS

Items in this category require approval. An application must be submitted and meet these guidelines. Approval is likely for:

Front storm doors, if:

- They are white or the same color as your existing trim;
- They are of the “full view” design;
- They are of anodized aluminum (including baked-on enamel); and
- They are unadorned. See example: Appendix A

Back Storm doors, if:

- They are white or the same color as your existing trim;
- They are of anodized aluminum (including baked-on enamel); and

Exterior painting, if:

- You are painting within the same family of colors. (If you are repainting the front porch and handrail in the same original color, no approval is required.) You should specify the type and color of paint you will use, and include a color sample from the store.

Exterior Facade, if:

- You are refurbishing the façade (siding, trim) within the same family of colors and building materials (no approval is required.) You should specify the type and color of the siding / trim you will use, and include a color sample from the store if you are changing the building materials itself.

Patios and/or decks, if:

- They will not extend beyond the side corners of the house;
- They will pose no drainage problems for you or your neighbors;
- The materials to be used are designed specifically for patio and/or deck designs;
- They are neutral in color.

CATEGORY2: COMMON IMPROVEMENTS (CONT'D)

Fences, if:

- They enclose all or part of the back yard, and extend no farther along the side yard toward the front than 10' forward of the back of the house;
- Fences range in height from four - six feet;
- Fence material maybe wood or vinyl; chain-link is prohibited.

- When fence fronts street, fence must be landscaped 2/3 within two years.
- All fence installations must be presented to the City as various Lots have buffers and easements, which require the City's approval.

Storage Sheds, if:

- They are no larger than 10 x 14 in size;
- They are constructed of wood; no aluminum sheds allowed;
- They are placed on the property behind your home so the shed can not be seen from the road;
- They must be at least 10 feet from the neighboring property;
- They must be screened from adjacent properties and from street view. The street view in this case would be for lots that cannot properly screen the shed by simply placing shed behind home.
- Siding material must be similar in color and composition to the home;
- Roof must have similar pitch, similar materials and similar color as that of the home

CATEGORY 3: SPECIAL IMPROVEMENTS

Items in this category include fireplace chimneys, window or door changes, landscaping changes, brick or foundation painting, or other special and major improvements to a home.

These require submission of a standard Architectural Review Committee application for improvement, including complete plans and specifications. The proposed changes and improvements must conform to our community standards and guidelines and to those of the city.

Architectural Review Committee approval does not substitute for approval by the city. These requirements do not in any way mean that these types of changes will not be approved. However, a complete record of all changes must be maintained to ensure that we are acting in the community's best interests.

APPEARANCE STANDARDS*

- Paint and stain must be maintained in uniform and good repair (with no peeling, chipping, cracking, or discoloration) on the trim, railings or siding.
- Lawns must be well kept with uniform ground coverage. Grass should be kept no more than 4" high. The designated lawn area should be fully covered with grass. Any brown or bare patches should be repaired during the spring or fall seeding season. Dead trees and shrubs must be removed and replaced with plantings of similar size and shape.
- No items (toys, bikes, garden equipment, trash containers, chairs, wood, recycling bins, etc.) may be left in front or side yards when not in use. Recycling

bins may be set out the evening prior to pick and must be put away the following evening.

- Play equipment such as trampolines, swing sets, kiddie pools and other more stationary items must be kept in the rear of the house. They must be located in such a manner that they cannot be viewed from the street. The street view in this case would be for lots that cannot properly screen these items simply by placing behind home.
- No parking vehicles on lawns or common areas. No parking over the sidewalk, including the part of the sidewalk that is in driveways. Residents may park in the pool parking lot while they are using the pool. Vehicles belonging to residents not using the pool may not park in the pool parking lot. Vehicles and watercraft may not be stored in the pool parking lot.
- No parking boats, or campers in driveway or lots without screening from the street.
- No basketball hoops allowed on streets including cul-de-sacs. Basketball hoops maintained in good repair allowed on driveways.
- Properties should be free of any debris.
- No commercial truck, commercial bus, or other commercial vehicle of any kind may be kept or parked overnight upon any portion of the properties.
- No portion of the properties may be used for the repair of automobiles taking over 1 week to repair. Nor shall any vehicles other than private automobiles be parked in any of the parking spaces maintained by the Association, except that pool users may park in the pool parking lot.
- No trailer, mobile house trailer (whether on or off wheels), vehicle or enclosed body type vehicle (known as “campers”).
- Vegetable gardens are allowed in back yard only.
- Trash storage needs to be screened from the road.

*** -- These standards are in addition to any listed in the Declaration of Covenants.**

THE ARCHITECTURAL REVIEW COMMITTEE PROCESS

1. Owner submits to the Architectural Review Committee, in care of the management firm, an Application for Architectural Improvement. Please note the Architectural Review Committee has thirty days to review the application.
2. The application, noted with the date of receipt by the manager, is turned over to the Architectural Review Committee within two working days, provided all information necessary for review is received. (Management will make a cursory review of the application and request of owner any additional information needed. The committee may still require additional information, as detailed in 5d, below. The thirty-day timetable begins when the application is complete and appropriate for review.)

3. The committee will act on the application within 30 calendar days from receipt. In most cases the owner will receive a response within three weeks.
4. The committee's decision will be noted on the application. The owner will be notified by management of all final decisions, either:
 - a. APPROVAL: The application is approved as submitted.
 - b. APPROVAL WITH CONDITIONS: The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed.
 - c. DISAPPROVAL: The application is denied. The owner can appeal the Architectural Review Committee decision to the Board of Directors. The appeal must be submitted in writing within 30 days and sent to the Board of Directors via management.
 - d. ADDITIONAL INFORMATION REQUIRED: The Committee has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once management receives the information. The owner should follow the same submission procedure. The Architectural Review Committee will act swiftly on all re-submissions.
5. Architectural Review Committee inspection: The Architectural Review Committee reserves the right to visit your lot and inspect the improvement. This will be done for two specific reasons:
 - a. To ensure that the application details were followed and to note problems encountered which might help other residents on similar projects; and
 - b. To learn any "pointers" that other residents may employ in more easily completing an improvement project.
6. Once work has begun on an improvement, it must be completed within three weeks.

TRAILWOOD HILLS HOMEOWNERS ASSOCIATION

ARCHITECTURAL APPLICATION

Name: _____ Date: _____

Address: _____

Phone: Daytime: _____ Evening: _____

Request: _____

Description of Materials:

A drawing MUST be submitted for any structure. Fences MUST be landscaped so that shrubs will cover 2/3's of the fence in 2 years where the fence faces a street.

******* Attach drawings, maps, pictures or additional information *******
* *

PLOT PLAN, RENDERING AND SIGNATURE REQUIRED ON ALL APPLICATIONS
I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee) at its next scheduled meeting. I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions, or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission – a variance from standards must be noted by the committee in the comments section below. Please note the Board/Committee is allowed up to 30 days to render a decision.

(Signature)

(Date)

Approved: _____	Approved with conditions(s): _____	Denied: _____	Date: _____
Comments/Conditions: _____			

**TRAILWOOD HILLS
VIOLATIONS PROCESS AND PENALTY RESOLUTIONS**

Whereas the North Carolina Planned Community Act and Article IV, Section 1b of the Bylaws assigns the Board the authority to establish penalties for infraction of rules and regulations that interpret and apply the powers and duties enumerated in the Declaration, Bylaws and Articles of Incorporation:

Whereas the Board of Directors recognizes the need to establish such penalties and a process for administering such:

Now, THEREFORE BE IT RESOLVED THAT,

Definition: Penalty is defined as up to \$150 per day based on violation.

When a violation is determined the following steps shall be taken:

Step One

A letter will be issued to the owner noting the violation with a request that it be brought into compliance within thirty (30) days. A written response to Management's office from an owner expressing a good faith effort to resolve will result in a reasonable extension.

Step Two

Upon expiration of thirty (30) days the owner will be invited to a hearing; prior to being assessed a penalty. The homeowner will receive a letter stating the time, date and location of the hearing. This hearing will be with the Board of Directors, for the homeowner to be heard and to present evidence. Failure to appear will result in the fine beginning to accrue on the day after the hearing. Of course, if your violation is brought back into compliance with the Declaration and/or rules and regulations prior to that date, no hearing will be necessary.

Step Three

After the hearing the Board will respond in writing within five (5) days. The amount of the penalty and the date it will start or have started will be stated in the letter. The penalty will continue until the violation is corrected. Statement is made that the Association will continue action via applying penalty and, where appropriate, through court action or direct action by HOA to correct violation.

*It is noted that anywhere during the process owners are strongly encouraged to contact the Association to discuss and/ or arrange for compliance.

Adopted January 2, 2002