



**ARCHITECTURAL DESIGN
GUIDELINES**

Woodland Park Homeowners Association, Inc.

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INTRODUCTION

Architecture is the combination of aesthetics and function to create something of function. The point was refined by Karsten Harries of Yale University in the review of Edward Winters book “Aesthetics and Architecture:

“Put somewhat narrowly, works of architecture are useful buildings that succeed also as aesthetic objects:

It also follows that architecture thus applies to higher level systems such as a neighborhood of homes that follow an aesthetic theme. This is why it is unlikely to be able to define every approval or disapproval in purely technical terms. In some cases, perhaps all cases, the decisions are a matter of judgement by the committee and the Board.

People choose to live in Woodland Park because of the architecture and aesthetic appeal of their own home and that of the neighborhood as a whole. The architecture reviews thus strive to insure the appeal of Transitional style homes on large wooded lots by maintaining a consistent architecture with clear aesthetic purpose.

The Board of Directors of Woodland Park Homeowners Association (Board) is providing the attached Architectural Design Guidelines (“Guidelines”) a provision of the Declaration of Covenants, Conditions, Easements and Restrictions (“Declaration”), for the purpose of establishing and maintaining exterior design elements throughout the community. These guidelines are intended to provide direction and recommendations to homeowners when planning home improvements to the exterior of their homes and property and for the Architecture review committee (“ARC”) to use in considering applications from homeowners for projects.

These guidelines may not contain a comprehensive list and recommendation for every exterior project a homeowner may want to conduct. If homeowners would like clarification as to a specific project they are encouraged to contact the ARC for recommendations.

Per the Declaration, “Unless expressly authorized in writing by the Committee, no Dwelling Unit, fence, wall, driveway, patio, swimming pool, building, or other structure or improvement whatsoever shall be constructed or maintained, nor shall any exterior addition or alteration to any Dwelling Unit, fence, wall, driveway, patio or other building or structure or improvement be started, nor shall any clearing or site work be commenced or maintained upon any Lot in the Property, until plans and specifications therefore showing the shape, dimensions, materials,

basic exterior finishes and colors, location on site, driveway, parking, decorative landscape planting, floor plans and elevations therefor.” Such approval shall not be unreasonably withheld and is for the purpose of maintaining architectural continuity in the interest of the orderly development of the subdivision. Failure of the BOD to accept the submitted plans within thirty (30) days after submission in writing shall constitute a rejection of said plans. “Homeowners are strongly encouraged to thoroughly review the Declaration AND Guidelines prior to undertaking any exterior change project. Additionally, homeowners MUST maintain extreme caution in any exterior change in or near their septic tank and/or main or secondary septic fields.

It is important to note that the Guidelines are applicable to all future building exterior and property improvements. Guidelines for initial home construction by approved home builders may vary from any current guideline standards. The Board may update, revise and adopt new guidelines at their discretion as provided in the Declaration. Improvements approved under previous Guidelines may be exempt from any updated or amended versions at the discretion of the board upon recommendation from the ARC. Any replacement, alterations or modifications to such improvements may be cause for full compliance with any updated Guidelines. These Guidelines will be utilized by the ARC to evaluate and recommend approval/disapproval of property alterations and/or improvements throughout the community. Homeowners should use these Guidelines in planning changes to their property that will require ARC review.

While the Board retains the final decision on all applications under these guidelines, it depends largely upon the ARC members and their expertise in preparing recommendations to the Board.

COMMON GUIDELINES

Design: The design or style of improvements should attempt to enhance the natural setting of the community and compliment any community design elements. Improvements must be sensitive to adjacent properties as well as the community as a whole.

Constraints: Planning for improvements should include identifying any limitations or regulations applicable to a lot such as utility and other easements, street and utility right of ways, watershed and wetlands restrictions, etc. Most of these constraints are indicated on the Record Plat and/or the Lot Survey. All driveways, parking pads, guest parking turnabouts and culverts will be constructed from concrete.

Submittals: Submittals must be complete and include a completed Application for Approval for Exterior Design Change (“Application”) along with the requested documentation for review. The Application requires that adjacent homeowner signatures be obtained to ensure that they have reviewed your plans as well as received a Request Consideration for Neighboring Property Exterior Design Change Pending Application form that allows adjacent homeowners an opportunity to comment on the proposal directly to the ARC. The objection of a neighbor would not necessarily cause the application to be disapproved. Most submittals for lot improvements will require a copy of the “Lot Survey” indicating the location of the improvements. Submittals for building additions or improvements should include elevation views of the building. Partial or incomplete submittals will be returned without review. Additional information may be requested by the ARC as may be deemed necessary for review.

ARC Review: Property completed submittals will be reviewed in a timely manner by the ARC. Currently, most applications are processed within 10 days. In most cases, it is necessary to inspect the lot and surrounding conditions as part of the review process. The Board generally accepts the recommendations of the ARC but may request additional information or review. Any improvements installed without prior written approval shall be considered in violation and subject to fines and penalties. Any improvements not conforming to the guidelines in effect at the time shall be considered in violation and subject to fines and penalties, and may be compelled to be reversed.

In the event the Board fails to approve such submission made by any Lot Owner within thirty (30) days after said plans and specifications have been received by the ARC, approval will be deemed to have been denied. Any plans and specifications that contain inaccurate or missing data or information when submitted shall not be deemed to be approved. Approval or disapproval of such plans, location or specifications may be based upon any grounds, including purely aesthetic and environmental which is at the sole discretion of the ARC and the Board as they shall be deemed necessary.

Existing Violations: Any property improvement requests will not be considered in the event that unapproved improvements or identified violations exist on the subject property. It will be necessary for the applicant to submit all improvements for review and/or resolve any violations with the ARC and the Board prior to any subsequent review.

Variations & Appeal: Variations from the Guidelines may be granted in the event of unique conditions extenuating circumstances as determined and approved by the Board upon the recommendation of the ARC. Granting of a variance shall not constitute any changes to the

Guidelines nor set a precedent for future decisions of the ARC. If the applicant disagrees with the decision of the ARC in its review or inspection, the homeowner may file a written appeal by mail or email with the Woodland Park Homeowners Board within fifteen (15) days after receipt of a notice of disapproval. Upon receipt, the board will schedule the date and time of a hearing with the Board.

Remedy: the Declaration provides for the remedy of non-conforming improvements and violations on individual lots by means of removal, fines and/or liens on the property. All costs for remedy shall be the responsibility of the lot owner.

Agency Approval: Depending on the type and/or location of the improvement, approval may be required by various governmental agencies in Franklin County or the State of North Carolina. Approval for improvements by the ARC does **not** imply, constitute or waive any government agency review requirements. Please note that under current watershed ordinances, almost any project involving disturbance of water runoff (like digging a hole) requires a Franklin County permit. Installing sprinkler heads or headwalls for driveway culverts within the rightway of a street accepted by NCDOT requires a permit from NCDOT.

Existing Improvements: Unapproved improvements made to properties prior to November, 2019 or improvements approved by the Board of Directors prior to the date of this document are considered “Grandfathered” Improvements and would not need to be changed or modified to comply with the guidelines laid out within this document. All future improvements, including modifications of “grandfathered” improvements, would need to be submitted to the ARC for approval by the Board of Directors.

Corner Lots: Corner lots will be treated in the same manner as other lots with regards to the view from the street directly in front of the lot on which the house faces. Along the street side of the lot, owners are urged to provide a minimum buffer/screen that shall break up and soften any hard lines of any new addition. This should consist of both evergreen and deciduous shrubs and trees for screening purposes. All screen plantings must be located on the lot with the requested improvement.

NEW, ADDITION, AND/OR REMODELING CONSTRUCTION GUIDELINES

General: New construction, additions or remodeling improvements including a room addition, screened porch, deck, in-ground pool, hot tub/spa, patio, walk, drive addition, re-painting (if different than the original exterior home color), re-roofing or other additions or alterations to the exterior appearance of a home or structures must be approved by the board after receiving approval recommendation from the ARC.

Materials: All materials shall match existing house including siding, trim, shingles, roof pitch, etc., as well as finish and color. In the event the house is all brick, the siding material (and color) must be submitted and approved by the Board after receiving approval recommendation from the ARC.

Colors: All exterior components shall have finish materials and color matching or otherwise complementing the existing house as determined by the ARC. Decks may be left the natural wood color, stained or painted to match the house with ARC approval.

Location: No addition (other than paving and landscaping) may extend beyond the building setbacks shown on the survey as defined by Franklin County ordinance. Pools shall not extend beyond the building setbacks shown on the survey. Decks, pools, hot tubs/spas and room additions are recommended to not extend outside the rear corner (side walls) of the house.

Screening: Foundation planting beds at the house shall be extended to include room additions, decks, etc., Swimming pools, hot tubs/spas and other improvements are recommended to be screened from view from the street directly in front of the lot on which the house faces. The minimum buffer/screen shall be sufficient to break up and soften any hard lines of a new addition. This should consist of both evergreen and deciduous shrubs and trees for screening purposes. Special attention should be paid to those areas that may directly face a street (front of home, side of home for corner lots). All screen plantings must be located on the lot with the requested improvement.

Debris: All construction debris shall be collected on a daily basis and placed in appropriate containers or hauled off. Debris may only be placed at the curb for pick-up for a period not exceeding 24 hours. Hazardous, toxic and similar materials must be secured at all times.

Submittal: You must submit an Application with the location of the new construction drawn on your lot survey of the property, house elevation views indicating the location, heights, roof lines, etc. of the house and the proposed addition (if applicable), the location of the landscaping, and a list of plants to be installed to fulfill the buffer/screen requirement. Construction documents may be required depending on the nature of construction. Please submit the application via email to info@rogerspm-nc.com. If however, you cannot send the submission by email and or have additional documents that cannot be emailed, please contact [Rogers Property Management 919-939-6580](tel:919-939-6580) for further directions.

Garages: Detached Garages may **NOT** be converted to, or used as living quarters or to conduct a business as per the Covenants. The maximum size (footprint) is recommended not to exceed 24 feet side by 32 feet long and must have a complimenting pitch in relation to the existing home. The maximum height is no more than 1 and ½ stories.

Decks: New decks must be attached to the house or a structure, or be an extension of an existing deck. Exceptions may be made for unique conditions or designs. Existing decks may require upgrading to match a deck addition in order to maintain composition (railings, steps, etc. should match). Enclosing of an existing decks shall be treated as a sunroom or a screen porch as appropriate.

Pools/Hot-Tubs: In-ground swimming pools and hot tubs are allowed with approval by the ARC. Above ground swimming pools are not allowed. Hot tubs must be located on, or integrated into the design of a deck or patio system. Pool motors and filtration systems are recommended to be enclosed and/or screened to minimize noise disturbance.

HOME MAINTENANCE AND REPAIR

General: Any maintenance or repairs that affect the outward appearance of the property require ARC approval, examples are, but not limited to, the replacement of roofs, front doors, gutters and paint colors etc.

Colors: Any color change requires an ARC submission, however shade changes required a picture of the current house colors along with proposed new colors and a brief description of which color will be applied to which portions of the house, i.e. body, trim, shutters for example.

Roofs: Because roof shingles tend to last many years and styles change over time the only restriction is when changing from asphalt to another material or color.

OUTDOOR STRUCTURE GUIDELINES

General: Outdoor structure improvement guidelines apply to storage sheds, gazebos, playhouses, dog houses and other similar free-standing structures. All such (and similar) improvements must be submitted to the ARC.

Materials: All materials are recommended to match the house including siding, trim, shingles, etc., and finish/color. Roofs are to be multi-pitched. In the event the house is all brick or stone, all siding material (and color) must be submitted and approved by the ARC.

Location: All outdoor structures (excluding gazebos) shall be attached to, or located directly behind the house (not outside rear corners) and no closer to the rear property line than 25' and no closer than 10' to any side lot line. Outdoor structures on corner lots are recommended to be located no closer to the rear property line than 25' and no closer than 20' to any side lot line or side street. The minimum buffer/screen shall be sufficient to break up and soften any hard lines of a new structure. This should consist of both evergreen and deciduous shrubs and trees for screening purposes. Special attention should be paid to those areas that may directly face a street (side of home for corner lots) All Screen plantings must be located on the lot with the requested improvement.

Utilities: All utilities including electric, water, LP, natural gas and/or sewer should be underground and notwithstanding standard building codes.

Screening: All freestanding outdoor structures (excluding gazebos) are recommended to be screened from view from the front of the lot. A foundation planting bed shall be extended or added to all structures attached or incorporated into the house.

Buffers: The minimum buffer/screen shall be sufficient to break up and soften any hard lines of a new addition. This should consist of both evergreen and deciduous shrubs and trees for screening purposes. Special attention should be paid to those areas that may directly face a street. All screen plantings must be located on the lot with the requested improvement.

Debris: All construction debris shall be collected on a daily basis and placed in appropriate containers or hauled off. Debris may only be placed at the curb for pick-up for a period not exceeding 24 hours. Hazardous, toxic and similar materials must be secured at all times.

Gazebo Design: Gazebos must be in architectural design complementing the house architecture.

Size: 16 foot diameter maximum recommended.

Height: Single Story

Colors: Natural wood color, stained or painted/trimmed, in its entirety, in the same quality and color of the house.

Location: As per county setbacks

Screening: Landscaping around the foundation of a gazebo is highly recommended. The minimum plantings shall consist of a continuous evergreen hedge with a mature height equal to the finish floor level of the gazebo.

Storage Shed:

Size: 12x16 maximum recommended

Height: Overall, limited to one (1) story

Siding: Must be quality materials finished to match the home

Base: May be concrete slab or concrete pillars with treated wood joist no more than 18" from the ground. The area between the ground and the bottom of the structure must be covered with a screen most commonly lattice.

Generators: Permanent standby generators must be in a good deadening enclosure. They cannot be located beyond the front facade of the house and generally are acceptable to be located near where the other utilities enter the house next to the AC units. They should be screened as much as possible when viewed from the street. Portable generators used temporarily during power outages should be located so as to minimize noise and be removed when power is restored.

Trash Cans: When feasible, trash cans should not be visible from the street. A privacy type enclosure, with wood being acceptable provided that it be painted with a color commensurate with the house, and can be placed no closer to the front of the house than the far side of the garage door.

REAR YARD FENCE/HARDSCAPE GUIDELINES

General: All retaining walls, concrete culverts, fences and similar enclosures must be approved by the ARC. Fences should perform the functions of enclosing spaces and providing security with minimal visual impact, thus maintaining the sense of natural openness throughout the community. Additional fence setbacks or limitations may be imposed upon lots adjoining common Open Space or other natural areas. Fences shall be constructed with the decorative side facing out (unfinished side facing inside the property)

Fence heights: Six foot (6') height.

Fence color: Approved dark finish

Recommended: Wood preferred. Other style fences may be considered by the ARC for approval recommendations. Chain link fencing **IS NOT** allowed.

Brick and/or stone wall/columns: (Brick and/or stone style and color must match house if applicable) Fences may be designed with brick columns and/or walls. All four sections of fence shall match (unless connecting with an adjacent, existing fence).

Prohibited: Front yard fences (including invisible fence in the front yard), bright colors, dog runs or pens.

Fence locations: Rear/Side Yard Fences located in the side yard may only extend as close to the front of the lot as the front edge of the side of the house. Side yard fences at corner lots must align with, and may not extend beyond the rear corner of the house. Fences located over utility easements are subject to removal as may be necessary for access or maintenance as allowed by the easement. Cost of replacement for such fences

rests upon the homeowner.

Submittal: You MUST submit an application with the fence layout drawn on your lot survey indicating the location of the fence, gate(s) and screen plantings on the property (including adjacent existing fences), a photo or sketch of the proposed fence, and the types of materials that will be used. Please submit the application via email to the info@rogerspm-nc.com. If however, you cannot send the submission by email and or have additional documents that cannot be emailed, please contact [Rogers Property Management 919-939-6580](tel:919-939-6580) for additional directions.

PLAY EQUIPMENT GUIDELINES

General: Play equipment should not detract from the aesthetic quality of the community nor from the privacy of the adjacent homeowners. All play equipment is recommended to be manufactured by a play equipment supplier for the intended use. Any portable equipment that remains in place for more than 30 days will be deemed permanent.

Location: All play equipment should be placed behind the house in an attempt to minimize the visibility of such equipment from the street.

Screening: Play structures that cannot be effectively screened with either existing or proposed plantings within two years will be considered on an exception basis only. The minimum buffer/screen shall be sufficient to break up and soften any hard lines of the equipment. This should consist of both evergreen and deciduous shrubs and trees for screening purposes. Special attention should be paid to those areas that may directly face a street. All screen plantings must be located on the lot with the requested improvement.

Submittal: You MUST submit an application and the location of the play equipment improvements drawn on your lot survey of the property along with the manufacturer's product information and picture or sketch depicting type and arrangement of the play equipment. Additional plans or information may be necessary and requested depending on the extent of the improvements. Please submit the application via email to info@rogerspm-nc.com. If however, you cannot send the submission by email and or have additional documents that cannot be emailed, please contact [Rogers Property Management 919-939-6580](tel:919-939-6580) for further directions.

Basketball Goal: Location: Locate goal at the back end of the drive or outer side of the drive no closer to the street than the midpoint of the driveway (midpoint is the total length of the driveway from the garage to the sidewalk divided by two (2)).

Prohibited: Goals shall not be attached to the house, garage or other structure. Goals shall not be located in the street or in the street right-of-way.

Screening: Goals with locations approved by the A\$RC shall not be subject to screening requirements.

Play Sets: Materials: All structures shall be constructed out of timber or composite. Components such as slides, climbing apparatuses, etc., may be plastic or rubber. These **must** be approved.

Colors: Timber or composite material must be in a neutral or earth tone finish. All stains must have ARC approval. All plastic or rubber components shall be dark or neutral colors. Awnings, canopies, roofing or similar material colors must be approved. Bright or fluorescent colors are not permitted as well as patterns, graphics, text, logos, etc., upon any part of the play equipment.

Landing Area: All bases/safety zones/landing areas must be in a dark or neutral color consistent with the natural ground cover.

Location: All play equipment is recommended to be located directly behind the house (not outside rear corners) if possible and no closer than 30 feet from the rear property line. Play equipment will not be permitted in side yards.

Trampoline: Size: 15 foot diameter maximum

Colors: All components shall be finished (painted, coated, etc.) with dark colors. No bright or fluorescent colors are permitted.

Location: All play equipment shall be located directly behind the house (not outside rear corners) and no closer than 30 feet from the real property line. No play equipment shall be located in the side yard.

ANTENNA/DISH GUIDELINES

General: The Federal Communications commission's Restrictions identified in the Telecommunications Act of 1996, the following applies: "Exterior radio and television antennae, aerials, disks and dishes for reception of commercial broadcasts shall not be permitted on any Lot and no other aerials, disks and dishes (for example, without limitation, amateur short wave or ship to shore) shall be permitted on any Lot without permission of the Board as to design, appearance and location or pursuant to regulations issued for that purpose."

Location: Satellite receiver should be installed in the least visible location from streets or other homeowners if possible. Any inactive satellite or other type of inactive antenna shall be removed immediately after cessation of uses.

Submission: You MUST submit an Application. Your lot survey indicating the location of the satellite dish(s) on the property, an elevation view or sketch of the house with wall mounted receiver is required for ARC review. Please submit the application via email to info@rogerspm-nc.com. If however, you cannot send the submission by email and or have additional documents that cannot be emailed, please contact [Rogers Property Management 919-939-6580](tel:919-939-6580) for further directions.

CERTAIN PLANTS, ANIMALS AND PETS

General: Except as otherwise permitted in the Restrictive Covenants or any amended Declaration, no plants, animals, reptiles, devise or anything of any sort whose normal activities or existence is in any way noxious, dangerous, toxic, venomous, unsightly, unpleasant, or of any nature as may tend to diminish or destroy the enjoyment of other Owners, or tenants and guests thereof, may be maintained on the lot. No animals, reptiles, livestock or poultry (except as to chickens as expressly provided herein) of any kind shall be raised, bred or kep on any Lot, except that a reasonable number, but no more than three dogs, casts or other traditional household pets may be kept in each Dwelling Unit.

At no time shall any household pets be allowed to run free, and at all times when off the Owner's Lot or Dwelling Unit, such pets shall be on a leash. With regard to all animals and pets, every Ownershall comply with any Franklin County or local leash laws, and no Owner

shall keep or maintain any animals or pets in a manner that violates any county or local nuisance laws, regulations or ordinances.

No more than ten (10) chickens, none of which shall be roosters, shall be permitted to be raised, maintained or kept on any lot. Such permitted chickens shall be for the personal use of the Owner, and no chickens shall be raised, kept, bred or maintained for any commercial purpose. All chicken coops, pens or housings shall be regularly cleaned and maintained in such a manner as not to create noxious or unpleasant odors or an unsightly condition, and shall be erected and placed behind the Dwelling Unit in a screened area to shield the same from general visibility and the road.

BEE HIVES GUIDELINES

General: Keeping, maintaining, or operating any bee containment systems, honey-producing hives, or any such bee related production is only permitted under the following conditions:

Number: The number of hives maintained on a lot is limited to five (5) hives.

Construction: Hives must be of commercial construction preferably of a design pictured below. The colors should blend into the natural surroundings or match the base house color. Hives must be on a solid base so they are not easily tipped over by children or animals

Location: Hives must be placed to the rear of the house, not in front or side yards. Hives should be placed as far away from the yard perimeter as possible, and in such a way as to reduce flight pathways through neighboring yards. Hives must be placed so the entrances do not face children's play areas, neighbors' yards, houses, etc. Hives must be placed a minimum of 35 feet from property lines, with 65 feet distance preferred. Hives must be enclosed with fencing to prevent children and pets from accidentally disturbing a hive. In addition, hives closer than 50 feet from the side property lines must have a hedge (vegetative corral) at least 6 feet high to force the bees to fly above head level before leaving the hive area.

Hives must not be visible from the street and must be screened from view if not placed behind the house. If a neighboring lot has a swimming pool, the hives should be located as far from that lot as possible. Location of hives is an area of particular concern and is subject to submission to the ARC and approval by the HOA Board of Directors.

Education: Beekeepers must join either Franklin County Beekeepers Club or Wake County Beekeepers Association and participate in their educational programs.

Types of Bees: Bee colonies must be hybrid strains that have been bred for gentleness, preferably European Bees and should be re-queened on a regular schedule.

Water Source: A perennial water source must be provided within 50 feet of the bee hives. This water source must be closer than ANY water source on a neighbor's property. Bees prefer water that has a bit of flavor, so water with some vegetative debris is more attractive to the bees than is fresh water.

Inspections: Hives must be available for inspection by Franklin County Inspectors and the appropriate representatives of the HOA Board.

Submission: You MUST submit an Application. Your lot survey indicating the location of the hives(s) on the property, the water source, screening, pictures of hives and beekeeper association membership documentation is required for ARC review. Please submit the application via email to info@rogerspm-nc.com. If however, you cannot send the submission by email and or have additional documents that cannot be emailed, please contact [Rogers Property Management 919-939-6580](tel:919-939-6580) for further directions.

MISCELLANEOUS

Clothes Lines: All clothes lines should be kept out of view from the street and in a discreet area as to minimize visibility from the street.