

ASHLEY WOODS HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS
AND
SPECIFICATIONS

SEPTEMBER 1997

ASHLEY WOODS HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

September 1997

Dear Homeowners and Prospective Buyers:

Covenants and Architectural Standards were instituted in the early stages of development of our association and every property owner is required to adhere to the stipulations and guidelines contained in the documents. The primary purpose of the covenants and standards is to maintain and enhance the appearance of our community by assuring that any newly added appurtenances, as well as basic changes to the property, were evaluated and approved in accordance with the covenants and standards by their attorney at the closing of their home.

This booklet should be your first reference when you need information pertaining to architectural changes. If you need to know something that is not in this guide, please call a Board Member, a committee chair, or the management company.

The management company for the Ashley Woods Homeowners Association is HRW, inc. They can be reached by phone at 469-8661 or in person or in writing at 1183 W. Chatham St., Cary, NC 27513. The office hours for HRW, inc. are 8:00 a.m. -5:00 p.m. Monday through Thursday and 8:00 a.m.- 2:00 p.m. on Fridays. There is a 24 hour on-call staff member available, should you have an emergency and need immediate assistance.

Our primary goal has been to develop standards that will help to ensure a high quality of life and maintain property values without being unnecessarily restrictive.

We hope you enjoy your new home.

Sincerely,

Board of Directors
Ashley Woods Homeowners Associate

ASHLEY WOODS HOMEOWNERS ASSOCIATION
ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

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I. PURPOSE AND POLICY

The Architectural Standards and Specifications (hereafter referred to as the Standard) were established by Article VI of the Ashley Woods Homeowners Association Master Covenants and Restrictions. Their primary purpose is to preserve and maintain the property values and the natural beauty of the development. Article VI also establishes the Architectural Review Committee, with final approval authority given to the Board of Directors.

A part of the charter of the Architectural Review Committee is to enforce and maintain consistent standards while remaining flexible and open-minded to changes in our community and our lifestyles. This standard is intended to be a living document that allows for individual creativity of design, with each request being reviewed on its own merits. This document is not intended to be comprehensive; rather it is a guideline for residents considering modification to their lot or exterior of their home. The aesthetics of the modification will be a primary consideration of the Committee.

The Committee is composed of a minimum of three but not more than eleven (11) members with volunteers solicited during the annual homeowners meeting, but all of whom must be approved/appointed by the Board of Directors. The Architectural Review Committee meets regularly each month (call HRW for current date, time and location). The primary purpose of the meeting is to review all architectural requests received by HRW during the previous month and to make recommendations to the Board of Directors. Homeowners are often requested to attend meetings to: (1) ensure that the committee fully understands their request, and (2) to offer their comments about architectural violations and any modifications that are currently underway or being planned.

II. RESPONSIBILITIES

THESE ARE THE RESPONSIBILITIES OF ALL PARTIES AS THEY RELATE TO THE ARCHITECTURAL STANDARDS AND CONSTRUCTION SPECIFICATIONS.

BOARD OF DIRECTORS

The Board of Directors is responsible for approving or disapproving all architectural requests, making decisions about violations and related penalties or legal remedies, and the final interpretation of the Covenants and Restrictions.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

The Architectural Review Committee is responsible for reviewing requests, making site inspections (both before and after the modification), and making recommendations to the Board of Directors. The Architectural Review committee is also responsible for updating this document, as required, for approval by the Board of Directors.

HOMEOWNERS

Each homeowner has the responsibility to properly complete and submit an Architectural Request Form to the Property Management Organization in accordance with the requirements of this Standard. Each homeowners is also responsible for adhering to this policy, complying with the decisions made by the Board of Directors, and reporting any problems or violations to the Property Management Organization.

PROPERTY MANAGEMENT ORGANIZATION (HRW)

The Property Management Organization is responsible for collecting all architectural request forms submitted, and for performing an initial screen to assure completeness. Incomplete forms will be immediately returned to the homeowner. Complete submittals will be distributed to the Architectural Review Committee in a timely manner. The Property Management Organization (hereafter referred to as HRW) also acts as the clearinghouse for community problems or concerns. HRW then channels these messages to the appropriate committee.

HRW is also responsible for sending the Board of Directors' response to complete submittal to the homeowner and the Architectural Review Committee.

III. GUIDELINES

It is the interpretation of the Committee and the Ashley Woods Homeowner's Association Board of Directors that the provision of Article VI apply to a wide variety of aesthetic consideration in the community. Every attempt has been made to include in this Standard those considerations which have the potential to impact property values. Suggestions for improvement of this document should be submitted to HRW.

The following are examples of the types of changes, additions or deletion that would either (1) require submittal of an Architectural Request Form, (2) not require a submittal, or (3) are prohibited.

While every effort has been made to identify aspects of change, the homeowner who has doubt if his/her situation is adequately addressed should contact HRW for guidance.

NOTE: It must be recognized that the submittal/approval process is administered by volunteers on their own time (nights and weekends) and is inherently lengthy. The Committee and the Board of Directors meet once within each calendar month. It is imperative therefore, that each homeowner **plan in advance** and allow for the process time required.

Throughout document the term "changes" shall include additions and deletion.

A. Types of Changes Which Require Submittal

1. Changes to the exterior of the home, such as (but not limited to):

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- a. Addition of:
 - 1. Awnings
 - 2. Decorative lighting (gas lights, low-voltage landscaping lights, etc.)

- b. Appearance, such as:
 - 1. Color
 - 2. Materials (such as siding)

2. Other exterior changes, such as:

- a. Buildings/Storage Sheds
- b. Decks, deck skirting or screening and patios
- c. Driveway extensions and parking pads
- d. Enclosures
- e. Fences
- f. Hedges and screen planting
- g. Landscaping
- h. Mailboxes
- i. Parking
- j. Recreation or sport equipment
- k. Signs
- l. Structures
- m. Swimming pools and hot tubs
- n. Tree removal - live

B. Specific Changes Which Do Not Require a Submittal:

- 1. Flower boxes which are painted to match exterior color approved for home

- 2. Minor landscaping (see Section V)

- 3. Non-permanent children's play equipment which meets Guidelines for Ashley Woods. (Appendix B)

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4. Periodic repainting and restaining with the existing color for maintenance
5. Removal of dead trees
6. Small garden plots which meet Guidelines for Ashley Woods and located behind the residence out of view from the street.
7. Storm doors (must meet color and material requirements)

C. Specific Changes Which Are Prohibited:

1. Animals other than household pets
2. Wire-backed wood fences, chain-link fences, and other fence designs except that approved under Fence Guidelines
3. Commercial advertising signs
4. Encroachment on other property
5. No storage sheds
6. Metal storage sheds
7. Parking of vehicles or trailers on streets overnight
8. Permanent clotheslines or those installed on the exterior of the home or property
9. Pools, above ground
10. Unclean, unsightly, unkempt, unhealthy or unsafe conditions which tend to substantially decrease beauty or safety
11. Bright colors
12. Removal/elimination of window grills
13. Addition of basketball goals other than those permitted in Guidelines for Ashley Woods. Basketball goals attached to the garage are strictly prohibited.
14. Addition of solar collectors
15. Any items not in compliance with neighborhood covenants

CLOTHESLINES

1. Permanent exterior clotheslines are prohibited.

MAILBOXES

1. All new mailboxes or replacements of deteriorating installations shall conform to the approved mailbox standards.
2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

PARKING

1. No industrial or commercial type trucks, or tractors, or inoperable vehicles, may be regularly parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as written in the Declaration Covenants.
2. The association shall regulate the parking of recreational vehicles such as campers, boats, trailers and motorcycles.

STORAGE

1. No trade materials or inventories may be stored upon residential lots.
2. Temporary storage of materials for modification projects should be discreetly placed and orderly maintained.

AWNINGS

Items Requiring Architectural Approval:

All awnings require architectural approval.

Information Required in Submittal:

- 1) Plot plan showing location of awning.
- 2) Elevation showing location of awning.
- 3) Description and sample of material(s) to be used.

Guidelines:

- 1) Fabric to blend with color of house.
- 2) The awning material shall be fabric only.
- 3) Can be either retractable or stationary.
- 4) Any wood structure must be same color as house or deck.
- 5) It is expected, that upon deterioration, the awning will be repaired within a reasonable time.
- 6) Must be attached to house, not free standing.

SWING SETS, PLAY HOUSES, JUNGLE GYMS

Items Requiring Architectural Approval:

All permanent play equipment must be approved by the Architectural Committee prior to placement.

Information Required in Submittal:

1. Plot plan showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment to be placed.

Guidelines

1. Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than 10 feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on it's own merit.
2. The Architectural Committee reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair (disrepair constitutes noticeable missing and/or broken parts, rust and/or peeling paint.) A site inspection will be conducted by the management company to verify if the complaints are valid and action needs to be taken.
3. Screening may be required along the property lines in order to block the view and/or noise from the neighboring lots. Landscape plans should accompany the submittal.
4. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

VEGETABLE GARDEN PLOTS

Items Requiring Architectural Approval:

Vegetable garden plots in the single family areas will not require prior approval of the Architectural Committee if they are wholly located in the rear portion of the lot and a minimum of ten feet from the side and rear lot lines. Any tree removal required to provide space for the garden plot must adhere to the tree removal guidelines.

Architectural Committee approval is required for any vegetable garden plot location other than described above, or any deviation from the above guidelines.

Guidelines:

Maintenance of the garden plot is required. Excess debris will be removed at the end of the gardening season and the plot returned to a natural state. This would include stakes and any other structural additions required for harvesting the garden.

In addition, no compost piles are allowed on any property located within the association.

PETS, PET HOUSES, AND PENS

No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that:

Dogs, cats or other household pets may be kept, provided that they are not bred or maintained for commercial purposes.

Guidelines for the Housing of Animals:

- 1) Pet pens must be at least 10 feet from any property lines.
- 2) They must be located in the back or side yard (whichever is least conspicuous).
- 3) Screening should be provided as much as is reasonably possible.
- 4) No chain link or metal fencing is allowed, the fencing must be one of the approved fence styles.

Information Required in Submittal:

- 1) Plot plan showing the location of the proposed structure.
- 2) Description of the materials to be used in construction.
- 3) Description of the type, size and number of animal(s) to be enclosed there in.
- 4) Description of the plantings to be provided for screening.

PAINTING OF EXTERIOR OF HOUSE

Items Requiring Architectural Approval:

1) Color changes made to the existing colors must have Architectural approval (submit color samples to the Architectural Committee).

Items Not Requiring Architectural Approval:

1) Periodic repainting and restaining with the existing color for maintenance does not require approval.

2) Brick will remain unpainted except to match the existing painted brick house color.

SKYLIGHTS AND ATTIC FANS

Items Requiring Architectural Approval:

The addition of a skylight or attic fan, that changes the exterior of the roof must be approved by the Architectural Committee.

Information Required in Submittal:

- 1) Plot plan showing the location of the addition.
- 2) Description of style, size and materials to be used.

Guidelines:

The addition of a skylight or attic fan, must be located on the section of the roof facing the back of the lot.

SWIMMING POOLS AND HOT TUBS

Items Requiring Architectural Approval:

All permanent swimming pools require Architectural approval. Hot tubs which are a permanent part of the deck and/or patio must also be approved.

Information Required in Submittal:

- 1) Plans and specifications showing the nature, kind, shape, height, materials and location must be submitted.
- 2) Plot plan showing the location of pool or hot tub.
- 3) Plan for screening (fencing or live screening).

Guidelines:

- 1) Any wood support structure must be the same color as the house or deck.
- 2) Pool or hot tub cannot be located within a buffer or easement.
- 3) All Health Department regulations must be met.
- 4) Pool or hot tub must be screened from view of any street.

SOLAR COLLECTORS

Items Requiring Architectural Approval:

All solar collectors require Architectural Approval.

Information Required in Submittal:

- 1) Drawing showing the location of the unit on the roof.
- 2) Plot plans showing visibility from streets and neighboring lots.

Guidelines:

- 1) Solar collectors must be installed to be as inconspicuous as possible.
- 2) Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
- 3) Collectors should be attached only to the roof, not free standing or ground mounted.
- 4) Every effort must be taken to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping with no piping running down the side of the dwelling.
- 5) The ideal installation is one that is laid flat on the roof.
- 6) Any tree removal required to permit increased solar exposure to the collectors, must adhere to the tree removal guidelines.
- 7) No topping or removal of trees on association common areas and/or greenways shall be allowed.

LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS, FLAGS

Items Requiring Architectural Approval:

Lawn ornaments, flood lights and security lights, and fish ponds. Free standing flag poles are prohibited. Flags may be attached to the house. Ornaments/figurines to be placed in public view (front yards, corner lots, etc.) should be submitted with a picture. This applies to permanent placements like bird baths, not to the temporary installation of seasonal visuals (Halloween, Christmas, etc.).

Items Not Requiring Architectural Approval:

Decorations including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, and for sale, for rent, garage sale, yard sale, political campaign signs provided that no sign be placed on common property

Information Required in Submittal:

- 1) Plot plan showing location of item.
- 2) Picture or description of item.

Guidelines:

Every effort should be made not to disturb or adversely affect neighbors especially with the installation of flood lights and security lights. On the items which don't require approval, the committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain and if, upon inspection, the committee considers the item unsightly or a nuisance.

Commercial advertising signs are prohibited.

MAJOR LANDSCAPING

Items Requiring Architectural Approval:

Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers need not be submitted for approval, provided they do not encroach upon neighboring properties.

After initial construction, no tree having a trunk diameter exceeding six(6) inches at a height of four feet above ground level, shall be removed without the Architectural Committee's and/or the Board's prior express written approval, unless the tree is dead or diseased or poses an imminent threat or danger to persons or property.

Other types of landscaping that are structural, or changed the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view will require Architectural Committee approval.

Information Required in Submittal:

- 1) Plot plan showing quantity and location of plants.
- 2) Description of plants.
- 3) Details of any landscape plan that may change the flow of any drainage/runoff shall be submitted with details, including a Plot Plan, drawings showing the present drainage/runoff and the proposed drawings showing the change in the drainage flow as a result of this change.

Guidelines:

- 1) Hedges and Screen Plantings
 - a. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house.

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b. Hedge or screen plantings which form a barrier between properties should have the following:

- *Agreement for maintenance access
- *Setbacks to allow for plant growth.

2) No changes or modifications can be made to common property, without prior Board of Director's written approval.

Retaining walls - see guidelines for retaining walls

Ornaments - see guidelines for ornaments

Garden Plots - see guidelines for vegetable garden plots

Fences - see guidelines for fences

RADIO/TV ANTENNAS AND SATELLITE DISHES

Items Requiring Architectural Approval:

All exterior-mounted radio/TV antennas and satellite dishes require Architectural approval.

Items Not Requiring Architectural Approval:

Antennas located in the attic do not require Architectural approval.

Information Required in Submittal:

- 1) Plot plan showing location of antenna or dish.
- 2) Description of plantings used to camouflage the equipment, if applicable.

Guidelines:

A. Purpose and intent. To minimize any health and safety hazards created by mounting satellite dishes on residential buildings. To control the location and screening of satellite dishes to lessen any impact on surrounding properties. To preserve the image and character of the Ashley Woods Homeowners Association.

B. Procedure. All exterior satellite dish installations must receive prior approval of the Ashley Woods Architectural Committee.

C. Each request will be examined on it's own merit. No previously approved installation shall constitute establishing a precedent for approval.

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D. A satellite dish which meets size requirement may be located on any lot zoned for residential use in the Ashley Woods Homeowners Association provided that it meets the following requirements:

- 1) Satellite dishes shall be less than or equal to 39 cm. in diameter.
- 2) Satellite dishes shall not be located within ten (10) feet of side or rear property lines, any required setback or in any required buffer, whichever is greater.
- 3) No dish shall be located closer than thirty (30) feet to a street right-of-way.
- 4) Satellite dishes installed at ground level must be screened so the dish is not visible from any street or neighboring property as viewed from ground level. The screen shall consist of live evergreen screening. Any tree removal required must adhere to tree removal restrictions. All wiring shall be buried properly.
- 5) Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof. The dish must be painted to match the color of the shingles on the roof.
- 6) Satellite dishes may be mounted on the back or on the side of the homeowners building but shall not be mounted on the front. If mounted on the side of the building, dishes cannot be placed within ten (10) feet of the front of the dwelling. The dish must be painted to match the primary color of the building.

E. In no way shall these guidelines waive more stringent Town of Apex requirements nor waive the necessity of any required Town of Apex permit(s).

DRIVEWAYS AND PARKING PADS

Items Requiring Architectural Approval:

Any parking pads or changes to driveways require Architectural approval.

Locations and Restrictions:

- 1) No parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces.
- 2) Driveways and vehicle parking pads shall be concrete only. Any other type of pad (i.e., brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc., should comply with good construction practices.
- 3) Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, association owned common property and neighboring lots.

Required in Submittal:

- 1) Plot plan showing location of driveway or parking pad.
- 2) Elevation drawing(s) showing the measurements of the parking pad such as length, height and width as well as any landscaping that will be added along the perimeter.

DETACHED STRUCTURES

Items Requiring Architectural Approval:

All detached structures require ARC approval prior to construction. Examples include storage sheds, greenhouses and garages.

Information Required in Submittal:

Architectural approval must be received prior to any construction. A request for approval shall include:

1. Official plot or survey showing lot boundaries and existing building with the proposed structure.
2. Two elevations of the proposed construction showing proximity to the residence.
3. Description of materials to be used including color samples.
4. Description and location of any trees to be removed.

Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than ten (10) feet. The preferred location is in the rear, directly behind the house, within the building envelope, but each request will be reviewed on it's own merit.
2. Structures should match the house in color and style as much as possible.
3. No metal sheds are allowed.

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4. No structure shall infringe upon the setbacks for the lot as listed in the covenants.
5. All structures must be properly maintained.
6. The Board of Directors may restrict the placement of detached structures along ponds and greenways. (If such amenities exist within your association.)

DECKS, PATIOS, ARBORS AND SCREENS

There are no predetermined styles for decks and patios. All new decks, patios, arbors, screening and under-deck enclosures including associated landscaping require architectural approval. Any appearance change or addition requires architectural approval.

1) Deck Materials

- a) Deck materials are generally pressure treated wood and must be weather resistant.
- b) The types and treatment of wood shall be like that of fence.
- c) Posts may be made of brick, pressure treated wood or other suitable material.
- d) Include any landscape plan / screening of the area underneath the deck.

2) Patio Materials

- a) Concrete slabs, smooth finish.
- b) Bricks, with sand fill or grout.
- c) Stone, with a sand fill or grout.
- d) Include any landscape plan with your request for the area around the perimeter of the patio.

3) Height of deck, arbors and screens

- a) Decks should be of a reasonable height for their intended purpose.

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- b) Arbors should be no higher than eight feet above the deck surface.
 - c) Free standing deck screens (e.g., lattice) shall not exceed five feet in height.
 - d) Screens as part of an arbor may extend to the arbor.
- 4) Location and restrictions
- a) Patios should be located behind the house, but may not extend beyond, around corners, or be freestanding in other areas of a backyard.
 - b) Decks shall not exceed outward beyond the rear corners of the building line.
 - c) Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
 - d) The construction of decks or patios within a buffer area will not be allowed.
 - e) Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
 - f) All permits and building codes must be in compliance with the Town regulations.

Information Required in Submittal:

- 1) Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.

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- 2) Elevation drawing(s) showing style of deck and patio, including railing, steps, etc...

- 3) Description of materials used, including samples of stain or paint if applicable.

FENCES

I. Styles

A. Picket

B. Stockade

1) Picket fences with decorative exposed posts. Pickets must be constructed with a decorative picket design.

2) Stockade fences must be constructed in a Scalloped or Rainbow design, with decorative exposed posts.

II. Color

A. Must be left natural. No stain or paint applied. Wood/water repellent is acceptable providing no color is added.

B. Painted fences are strictly prohibited.

III. Materials

A. Fence itself to be wood only.

B. All styles above must be treated lumber.

C. NO metal, wire, chain or concrete fences are allowed.

IV. Height

A. The maximum height allowed is to be determined based on the environment and application. A uniform height is to be maintained parallel to the ground line.

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B. The maximum height allowed for Style A may be 4 1/2 feet measured from the ground to the top of the decorative posts.

C. The maximum height allowed for Style B may be 5 1/2 feet measured from the ground to the top of the decorative posts.

Location

A. No fence shall extend beyond the front line of the dwelling.

B. All fences must be constructed on the property line, except where the setback requirement and live screening requirement is required.

1) Fences that face a street must have live screening planted along the exterior of the fence. Planted screening must obscure the fence within a 3 year time span. Planted screening must be maintain by the homeowner.

C. Property owners are cautioned that building a fence that infringes on easements or access of right-of-ways may result in destruction or removal of the fence.

1) Such building is done entirely at the risk and expense of the property owners.

D. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Architectural Committee. Construction within a buffer area may also require approval from the Town.

E. Submit a top down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines.

- 1) Dimensions must be included.
- 2) Elevations (side view) must be included.
- 3) Gate locations must be included.

VI. Setback

- A. May be required for the sake of landscaping.

VII. Landscaping

- A. Must be included with the request.

VIII. Construction Details

- A. All hardware is to be galvanized.
- B. For Style A, slats may have a maximum 1 inch gap between vertical slats.
- C. All posts must be set in concrete.
- D. The finished side of the fence styles must face the adjoining lots.

IX. Maintenance

- A. Maintenance of the fence is the responsibility of the property owner.

X. Process

- A. Each installation will be examined on it's own merit. No previously approved installation shall constitute establishing a precedent for approval.
- B. No construction shall begin without written approval from the Architectural Committee or the Board of Directors.
- C. Allow enough time for processing and approval in planning for construction.

MAINTENANCE

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall beauty of the community. It is hoped that each and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties.

Following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair:

- A. Shrubbery, Trees and Lawns
- B. Driveways and Sidewalks
- C. Decks
- D. Fences
- E. Play Equipment
- F. Roofing
- G. Wood
- H. Paint and Stain
- I. Garbage Can Storage

Deterioration

If at any time the Board of Directors is made aware of a property that has deteriorated to the point it is affecting the aesthetics of the Community, the management company will make a site inspection.

Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time, the repairs have still not been made, the Board of Directors may be forced to take more strenuous action.

ASHLEY WOODS HOMEOWNERS ASSOCIATION, INC.

c/o HRW, inc.
1183 West Chatham Street
Cary, NC 27513

(919) 469-8661
FAX 469-4831

REQUEST FOR ARCHITECTURAL APPROVAL

Submit all requests for changes or additions to HRW, inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

PROPERTY OWNERS NAME: _____

PROPERTY ADDRESS: _____ **LOT NO.:** _____

TELEPHONE NUMBER: HM# _____ **WK#** _____

ESTIMATED COMPLETION DATE: _____

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including but not limited to:

A. Plot Plan – “top down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.

B. Elevation(s) – “side, front, and rear view(s)” – one or more as necessary.

3. Attach paint or vinyl siding samples, if applicable. (This includes black and white).

4. A permit and inspection by the Town of Cary may be needed.

FOR THE HRW OFFICE ONLY

ID#: _____ **Date Received:** _____ **Received By:** _____

4. When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval, it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, i.e., across the street. If the signatures are missing the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON FOR THE CHANGE/ADDITION _____

ALL PROJECTS MUST BE COMPLETED WITHIN A 12 MONTH TIME FRAME

ARCHITECTURAL COMMITTEE:

Approved _____

Conditional Approval _____

Disapproval _____

COMMENTS: _____

Signed: _____

Date: _____