



**Cornerstone Park Single Family Attached Residences
(Cottages) Association, Inc.**

Architectural Guidelines

Date: April 2019

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1.0 Introduction

1.1 Applicability

This Architectural Review Guide (“Guide”) is adopted pursuant to the governing documents as defined in the Declaration of Covenants, Conditions and Restrictions for Cornerstone Park Single Family Attached Residences (referred hereafter as the Cottages). The Architectural Review Committee (“ARC”) serves as representatives of the Cottage Board (“Board”) while enforcing this Guide. Compliance with the Guide is required, but is not the sole basis for review or approval, nor does it guaranty approval of any application. In reviewing each application, the ARC may consider any factors it deems relevant. Decisions may be based purely on aesthetic considerations, so as to maintain the general scheme or plans of the subdivision. Each Owner acknowledges that determinations as to such matters are purely subjective in nature and that opinions may vary as to the desirability and attractiveness of a proposed addition or modification. While this Guide is for the greater good of the Cottages, be aware you may be subject to additional rules and regulations, such as the Cottages Rules & Regulations and the Cornerstone Park Master Rules and Regulations and Covenants.

1.2 Purpose of the Committee

The Committee is established to provide a system of review for the construction or modification of all Improvements with the Properties. No Improvement shall be commenced, improved, or altered; nor shall any grading, excavation, or change of exterior color or other work which in any way alters the exterior appearance, be done without prior written approval of the Committee.

This Guide is not intended to replace the Declaration, but to clarify the use of Lots and Association Property; and the process by which Owners may customize and modify the exterior presentation of their homes and/or Lots. The intent is to provide consistent guidance to Owners regarding requirements for additions and modifications to property in the community, and matters of particular concerns to the ARC when considering applications for approval of such conditions and modifications. Additionally, the Guide sets forth various restrictions on other matters relating to community standards and the overall appearance of property in the community. Whenever there exists a conflict among the Governing Documents of the Cottage Homeowners Association (HOA), the Declaration shall control.

1.3 Application and Review Process

Unless otherwise specifically exempted by the Declaration or this Guide, **each and every proposed exterior modification/addition to residential units or Lots requires prior approval of the ARC.** Applications are available on the property management website, or by request, for review by the ARC. Also see 3.1 Attachment at the end of this Guide.

Each application must include a copy of the Lot survey showing the size and location of the proposed modification/addition as well as a list and description of the materials to be used. Color samples may assist the ARC in rendering its decision and expedite the review process. The ARC may require submission of additional information as deemed reasonable and necessary to consider any application. Review of the application and notification to the applicants shall be conducted as described in the Declaration. The Committee shall have the

right to refuse any proposed Plans, which at its sole discretion, are not suitable or desirable. Where specifically permitted to proceed without prior approval(s), such permission shall only be effective so long as the Owner complies with every requirement of this Guide. The ARC is not responsible for ensuring structural integrity or compliance with state and local building codes. **Owners must obtain all necessary building permits and other governmental approval that may be required for the proposed modification or addition.**

Suggestion: It is strongly encouraged that you share and discuss your Application for Architectural Review request with your neighbors on either side of your property and directly behind or adjacent to your property. Their signature on the form only indicates that they are aware and have viewed the proposed changes. This may prevent any questions or an objection surfacing after any installation work has been performed.

Important Note: ARC approval does not constitute **engineering approval**. ARC approval is aesthetic in nature. Improvements and consequences are the sole responsibility of the Owner or person making the improvements.

Approval of an Architectural Request is within an approved time frame. An extension may be granted upon written request.

Once work has begun it should be completed in a timely manner, a few days for minor projects and a few weeks for larger ones (exceptions for emergencies or weather may be granted).

2.0 General Architectural Standards

2.1 Antennas and Satellite Dishes

Unless otherwise required by law, no exterior satellite dish or antenna in excess of one meter, (39.37”), in diameter may be placed on the exterior of any dwelling or in the Community Association Property without the prior written approval of the ARC, note: approval may be withheld at its sole discretion. The locale of any exterior antenna, or satellite dish more than one meter in diameter, shall be subject to the reasonable prior approval of the ARC or Association Board. Exterior antenna, or satellite dishes less than one meter in diameter may be required to be mounted on the rear wall or rear roof of the residence and extending no higher than the eaves of that portion of the roof, screened from public view by the ARC, or Association Board, based upon application guidelines.

2.2 Birdbaths, Birdfeeders, Birdhouses, Fountains

Birdbaths, feeders, houses and fountains are not permitted in the front yard, side yard or in Community Association Property.

Birdbaths require ARC approval. Birdfeeders, birdhouses and fountains are pre-approved provided they are no larger than one foot in width, one foot in depth, and one foot in height. Birdbaths, birdfeeders, birdhouses and fountains should be tasteful and well maintained. They should not be a nuisance to your neighbors. Any pole on which a birdhouse or birdfeeder is located may not exceed two (2) inches in diameter and six (6) feet in height (including the house and feeder). Birdfeeders must be at least four (4) feet above ground.

2.3 Clotheslines

Clotheslines are not permitted on any Lot.

2.4 Exterior Colors, Shutters, Doors, Other Exterior Modifications

Exterior colors must conform to the community color scheme. Roof shingles must be the same color and style as originally installed.

Shutters and doors will complement the exterior color scheme and maintain the approved community colors. Shutters and front door must be the same color. All Owners are responsible for maintaining the paint color of doors and shutters as they fade or need repair/replacement. Exterior of residence including vinyl siding/trim, garage doors and roof shall be free of mildew, dirt and stains. Garage doors may not be modified in any way. Please refer to Attachment 3.2 for Exterior Colors

2.5 Exterior Lighting, Seasonal Decorations

Ground landscaping lights are pre-approved provided they are conservative in design, use white LED lights, are limited to 2,000 lumens and are directed toward the house or ground. Hardwired lighting shall meet City of Raleigh code requirements. All exterior light fixture replacement shall be in keeping with the current design of the community.

Seasonal holiday decorative lights are pre-approved from Thanksgiving through the 15th of January. Other holiday decorations (Easter, Valentines, Halloween, etc.) are approved two weeks prior to the holiday until two weeks after the holiday.

2.6 Fences, Pergolas, Awnings

No fence or wall is permitted on any Lot (other than an invisible fence as herein provided and stated). Extensions to existing privacy panels require prior ARC and Board approval. After ARC approval, such fencing and privacy panel will be the complete responsibility of the Owner to maintain.

- Pergolas should be natural wood, clear stained or approved stain and be installed per the design submitted for ARC review and approval.
- Gazebos should be natural wood, clear stained or approved stain and must be submitted for ARC review. Canopies and canopy-type gazebos are not permitted.
- Awnings shall be neutral in color, only attached at the rear of the home, be retractable, and require ARC approval.

2.7 Flags, Flagpoles

Freestanding flagpoles mounted on the Lot are not permitted. Flags, which in the Board's judgment tend to incite or antagonize are not permitted. Flags meeting the following criteria are pre-approved:

- One flagpole, not to exceed two inches in diameter and sixty (60) inches in length may be mounted on the front of a dwelling.
- Flags shall not exceed 4' x 6' in size. Flags must be maintained in good condition and shall not be displayed if mildewed, tattered, or faded.
- **Nothing herein shall be interpreted to prevent or restrict the display of the flag of the United States of America or of North Carolina no larger than 4' x 6' in size.**

2.8 Garages

Garages may not be modified in any way. Garage doors shall be left in a closed position except when moving automobiles and equipment in and out. Approval is not necessary for replacement of garage doors if it is an exact match in style, color, and design of current garage door

2.9 Garage Sales, Garage Sale Signs, Items for Sale

Garage sales will be limited to one per year per Lot. Community wide garage sale(s) may be held each year. Each garage sale may last a maximum of 48 hours. Sale items must be kept in the immediate area of the garage. Advertising signs may be placed at the Lot 48 hours in advance of the sale and must be removed immediately at the conclusion of the sale. All other signs require ARC approval.

Other than garage sales, items for sale such as cars, boats, etc. may not be displayed at the residence or on Community Association Property.

2.10 Garbage Containers, Recycle Containers, Garbage, Woodpiles

Garbage containers, recycle containers, and woodpiles must be stored in one of the following pre-approved locations:

- Inside the garage, or
- In the rear of the Lot, or a location that is screened so to be concealed from view of street and neighboring properties. Please refer to Attachment 3.3 for screen design.
- Garbage and recycle containers may be placed at the curb no earlier than dusk the day prior to collection and must be retrieved and stored back inside the garage or approved location before dusk the day of collection.

Garbage and recycle containers may not be stored in front of the garage.

2.11 Hot Tubs, Spas, Saunas, Pools

Hot tubs and spas are only permitted using the standard Application For Architectural Review form for approval prior to installation.

These items must be located in the rear of the residence, screened from view of the street and neighboring properties. Owners are required to install safety features such as locks or covers and comply with all applicable state and local codes.

Saunas, above-ground pools and in-ground pools are not permitted.

2.12 Landscaping and Yard Maintenance

All landscaping must be kept weeded and well maintained. Residents may not plant or interfere with Community Association Property.

Regular watering to present a lush, green lawn is encouraged. Natural areas and landscaping beds may not encompass more than 30% of the front and side yard.

ARC approval is required prior to the removal of any tree or shrub installed by the Developer. The cost of removal/replacement is at the homeowner's expense. The ARC and

Board reserve the right to require suitable replacements to maintain the general plan of the developer. The Association's obligation to maintain shall not include the obligation to replace any plant, shrub, or tree for any reason.

Any shrub, flowerbed, etc. within your property border is expected to be maintained (weeded, mulched, trimmed, etc.), except for any portion of the Lot that is maintained by the Association.

No plantings or obstacles are permitted in the rear open area that prevents access/egress of the adjoining property Owner(s) for maintenance of their property.

2.13 Roof Accessories

Modification to a rooftop requires an approved Application for Architectural Review Form prior to modification. Approved rooftop accessories or equipment must match the existing trim color, compliment the residence and be as inconspicuous as possible. The following restrictions must also be met:

- Exposed flashing, gutters, and down spouts must match the existing trim color scheme of the residence.
- Skylights shall not exceed 3' x 5' in size and shall be mounted on the back side of the roof so as not to be seen from the front of the property.

Solar energy equipment will have the appearance of a skylight, have finished trim, and shall not be visible from the front of the property

2.14 Parking, Recreational Vehicles, Campers, Boats, Trailers

All vehicles owned, leased, or operated by an Owner, Family Member or Occupant/Tenant shall be parked only in the garage or driveway of the Lot. Vehicles parked in the driveway may not block any portion of the sidewalk.

Any Parking spaces located within the Community shall be used for visitor parking only. except for any parking spaces that are specifically assigned to the Owner by the Board. In no instance shall the Owner be assigned an auxiliary parking space when parking is available on the Lot.

No parking on the street, sidewalk or grass is permitted.

No abandoned, partly dismantled or inoperative vehicles are permitted. All cars and trucks must have current registration, inspection and tag or will be subject to towing.

No boat or boat trailer, motor home, camper, bus or truck in excess of one (1) ton weight, commercial vehicle, truck or van, or anything else other than normally intended to be a private passenger is permitted within the Subdivision.

The Board of Directors shall have the right and authority to make, implement, and enforce such additional parking rules and regulations as it might determine from time to time necessary or appropriate, and shall have the right and authority to enforce same, including, but not limited to written warning, levied fines and/or towing of any vehicle parked or

maintained in violation of these or subsequently adopted parking rules and regulations. The cost of said towing and/or impoundment shall be the responsibility of the Owner of the vehicle to which such vehicle is registered.

2.15 Patios, Porches, Driveways, Walkways, Paving Stones

ARC approval is required prior to construction, modification or extension of patios, porches, driveways and walkways. Patios must stay within the minimum building line (MBL) of any Lot. No patio shall extend into the side yard beyond the side plane of the residence.

Artificial turf is not permitted on any surface. Driveway and walkway additions or replacements must be submitted for Architectural review. The use of natural paving stones requires ARC approval; synthetic material is not permitted

2.16 Storm Doors, Doors, Window Coverings

Storm doors are permitted using the standard Application For Architectural Review form *prior* to installation. They must be full-view glass or glass/screen and must match the existing trim color scheme.

Front doors may not be modified in any way. Rear door modifications require approval.

Interior window coverings must be in good repair. Foiled, blacked out or offensive colors are not acceptable.

2.17 Planters, Decorative Statues

- Planters are pre-approved provided they are of a color and material that is complimentary to the residence and are maintained in a neat and attractive manner.
- Empty planters and unsightly objects or nuisances are not permitted.
- Artificial plants are not permitted.
- Statues and figurine planters are not permitted in the front yard.

3.1 Attachments

**APPLICATION FOR ARCHITECTURAL REVIEW
OF PROPOSED EXTERIOR CHANGES/ADDITIONS**

Mail Application to the Cottage Board Property Management Company

Date: _____ Owner _____(s)

Name: _____

Property Address: _____

_____ Lot #: _____

Owner(s) Phone #'s: (H) _____ (W) _____

Email Address: _____

The Owner requests design approval and grants permission to the Architectural Committee to enter the property to consider the request and to inspect during installation and upon completion.

Signature of Owner

Date

FOR COMMITTEE USE:

Date Received by Architectural Committee: _____

DESIGN APPROVAL: _____ Yes _____ Conditional 1_____ No

Decision and initials of participating committee members:

REMARKS/SPECIAL CONDITIONS:

NEIGHBOR'S APPROVAL ENCOURAGED BUT NOT MANDATORY

3.2 Exterior Colors (attached)

SHERWIN-WILLIAMS 06/07/11
Sher-Color(tm) Order# 2204-0123080

EXTERIOR ARCHITECTURAL
A-100 LATEX
GLOSS STANDALONE

122 MIDNIGHT GREEN
CUSTOM SHER-COLOR MATCH

BAC COLORANT	OZ	32	64	128
B1-Black	4	30	1	-
G2-New Green	-	63	1	1
L1-Blue	-	40	1	-
Y3-Deep Gold	-	41	-	-

ONE GALLON ULTRADEEP
A08T00154 650047301

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0123080-003

SHERWIN-WILLIAMS 06/07/11
Sher-Color(tm) Order# 2204-0123080

EXTERIOR ARCHITECTURAL
A-100 LATEX
GLOSS STANDALONE

078 WINEBERRY
CUSTOM SHER-COLOR MATCH

BAC COLORANT	OZ	32	64	128
L1-Blue	-	16	1	1
R2-Maroon	-	19	1	1
R3-Magenta	8	11	-	-

ONE GALLON ULTRADEEP
A08T00154 650047301

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0123080-002

SHERWIN-WILLIAMS 09/02/11
Sher-Color(tm) Order# 2404-0088044

EXTERIOR ARCHITECTURAL
A-100 LATEX
GLOSS STANDALONE

#18 TUXEDO GRAY
CUSTOM MANUAL MATCH

BAC COLORANT	OZ	32	64	128
W1-White	2	18	1	-
B1-Black	4	47	-	-
N1-Raw Umber	2	56	1	1
R2-Maroon	-	5	-	1

ONE GALLON ULTRADEEP
A08T00154 650047301

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0088044-001

SHERWIN-WILLIAMS 06/07/11
Sher-Color(tm) Order# 2204-0123080

EXTERIOR ARCHITECTURAL
A-100 LATEX
GLOSS STANDALONE

166 MIDNIGHT BLUE
CUSTOM SHER-COLOR MATCH

BAC COLORANT	OZ	32	64	128
W1-White	-	5	1	1
B1-Black	2	-	-	1
G2-New Green	4	10	-	-
L1-Blue	4	47	-	1

ONE GALLON ULTRADEEP
A08T00154 650047301

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0123080-001

SHERWIN-WILLIAMS 06/07/11
Sher-Color(tm) Order# 2204-0123080

EXTERIOR ARCHITECTURAL
A-100 LATEX
GLOSS STANDALONE

002 BLACK

CUSTOM SHER-COLOR MATCH

BAC COLORANT	OZ	32	64	128
B1-Black	12	-	-	-

ONE GALLON ULTRADEEP
A08T00154 650047301

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0123080-006

SHERWIN-WILLIAMS 06/07/11
Sher-Color(tm) Order# 2204-0123080

EXTERIOR ARCHITECTURAL
A-100 LATEX
GLOSS STANDALONE

010 MUSKET BROWN

CUSTOM SHER-COLOR MATCH

BAC COLORANT	OZ	32	64	128
W1-White	-	38	1	1
B1-Black	8	3	1	1
R2-Maroon	-	23	1	-
Y3-Deep Gold	-	42	-	1

ONE GALLON ULTRADEEP
A08T00154 650047301

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0123080-005

SHERWIN-WILLIAMS 06/07/11
Sher-Color(tm) Order# 2204-0123080

EXTERIOR ARCHITECTURAL
A-100 LATEX
GLOSS STANDALONE

008 CLAY

CUSTOM SHER-COLOR MATCH

BAC COLORANT	OZ	32	64	128
B1-Black	-	32	1	-
N1-Raw Umber	-	53	1	-
R2-Maroon	-	3	1	-
Y3-Deep Gold	-	31	1	-

ONE GALLON DEEP
A08H00153 650047285

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0123080-004

3.3 Garbage Screening Design

Attachments



Screening with white lattice may be purchased at local hardware/home improvement stores (i.e. Lowes, Home Depot, etc.). If you choose this option, please use enough panels so that the screen blocks all containers from view from the street.