

EMERALD POINTE HOMEOWNERS
ASSOCIATION

ARCHITECTURAL STANDARDS
AND
CONTROL SPECIFICATIONS

SUBMITTAL AND APPROVAL PROCESS

Each homeowner has the responsibility to complete an Architectural Request Form prior to making any additions and/or changes to the home or property. The process will be the same for all submittals with the required details depending upon the type of change.

Items to be submitted

- Architectural Request Form completed in its entirety.
- Plot plan outlining the position or placement of the additions, alterations, or change.
- Samples of paint, siding, or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to the Ammons, Pittman Property Management Company to perform an initial review. Incomplete or illegible submittals will be rejected as being inadequate, which will delay the process, or an approval will be issued on a conditional basis.

All completed submittals will be forwarded to the Emerald Pointe Homeowners Association Architectural Committee. The committee (a minimum of 3 members) will review the submittal and/or inspect the site. The Architectural Committee will approve or deny the completed Architectural Request Form within 15 days of receipt. The homeowner will be notified in writing either of the approved submittal or the reason(s) the submittal was denied. The entire process could take up to 30 days and no additions, alterations and/or changes shall begin without written approval.

A homeowner who wishes to meet with the Emerald Pointe Homeowners Association Architectural Committee should contact a member of the Committee to request a meeting to further discuss the reason(s) of the denial and/or submit changes to attain approval. If the submittal is still denied, the homeowner may appeal the decision with the Emerald Pointe Homeowners Association Board of Directors.

Reminders

- Building permits may need to be obtained. It is the responsibility of the homeowner to obtain permits, if applicable. Please include these with your submittal.
- Allow 30 days for the submittal process and your notification of approval/denial.
- No changes shall begin without written approval.

Appeals

- To appeal a denied submittal, the homeowner should contact the Emerald Pointe Homeowners Association Board of Directors. The homeowner should prepare a written appeal to the Board, including specific detailed information stating why the submittal should be reconsidered. Also, any changes that can be made to gain approval should be presented at this time.
- The Emerald Pointe Homeowners Association Board of Directors will notify the homeowner within 48 hours with the final approval/denial.

Failure of the Architectural Committee to act

- In the event said Board, or the Architectural Committee, fails to approve/disapprove plans within 30 days; approval will not be required and Article VII Architectural Control of the Declaration of Covenants, Conditions, and Restrictions for Emerald Pointe Subdivision, will be deemed to have been fully complied with; provided that all decisions under the section shall be the sole responsibility of Declarant until such time as Declarant shall no longer vote as a Class B member of the Association.

ARCHITECTURAL STANDARDS AND CONTROL SPECIFICATIONS

Clotheslines

- Exterior clotheslines are prohibited.

Mailboxes

- All new mailboxes or replacements shall conform to the mailbox style approved for Emerald Pointe Subdivision. (Step 2, green, with paper slot)
- Mailboxes must maintain its existing location at the construction of the house.
- Planting around the base of mailbox is allowed providing that the guidelines for landscaping are followed.
- The mailbox post must be securely placed in the ground.

Parking

- All residential vehicles must be parked in the driveway, not on the grass/soil surfaces of the lot. No vehicle of any kind shall be parked ON the lot. Please be considerate of your neighbors and do not park directly behind another's driveway.
- There will be no parking of motorhomes, except overnight, in the neighborhood. All recreational vehicles, boats/campers/motorcycles/ATVs, must be kept in the garage or rear of lot.
- No allowance of business/commercial trucks or tractors greater than 1-ton capacity on the lot or within any right-of-way. As well as any inoperable vehicles.

Driveways and Parking Pads

Items requiring architectural approval

- **Any parking pads or changes to driveways require approval. Layout should compliment existing driveway/walkway with same color, and finish.**
- **Driveways and parking pads shall be concrete only. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.**
- **Close attention must be paid to structure placement, setbacks, and encroachment onto buffer areas, neighboring lots and Emerald Pointe Homeowners Association Common Properties.**

Information Required in Submittal

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

NOTE:

The Homeowner is responsible for meeting all Town of Knightdale and Emerald Pointe Homeowner Association impervious surface requirements.

Be consistent with sound practice so as to minimize the risks of settling, cracking, and improper drainage.

Basketball Goals

- **Permanent mounted and portable basketball goals are the only acceptable goals allowed.**

Location

- **Portable basketball goals will be maintained in the driveway at all times.**
- **Permanent mounted and portable basketball goals should be positioned to avoid impact to adjoining property, street and personal safety.**

Items Requiring Architectural Approval

- **Permanent goals mounted on poles located in the driveway require approval from the architectural committee.**
- **No permanent goals mounted on the exterior of the home will be permitted.**

Information Required in Submittal

- **Plot plan showing the location of basketball goal.**
- **Picture of description of item.**
- **Description and placement of any applicable screening.**

NOTE:

Permanent mounted and portable basketball goals are not allowed in the street or in the cul-de-sacs.

Garden Plots

Items Requiring Architectural Approval

- **Flower and vegetable gardens in single family residential areas will not require prior approval of the architectural committee; providing it blends with the architecture of the home and layout of the property.**
- **Whenever possible, existing trees should not be removed for the placement of flower and vegetable gardens.**
- **Compost piles are allowed within your property lines and at the rear of the property.**
- **Tasteful, well-kept, vegetable gardens must be maintained in the rear of the property. Harvest season requires complete removal of spent gardens.**

Guidelines

- **Maintenance of any flower and/or vegetable garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural state. This would include removal of stakes and any other structural additions required for harvesting the garden.**

Major Landscaping

Guidelines

- **No hedges or screen plantings shall be erected on any lot closer to the front lot line than the front of the house.**
- **Hedge or screen planting which form a barrier between properties should have an agreement for maintenance access and setbacks to allow for growth.**
- **Lawns must be maintained and cut on a regular basis.**
- **No changes or modifications are allowed to Emerald Pointe Homeowners Common Properties, without prior approval from the architectural committee and the Board of Directors.**

Items Requiring Architectural Approval

- **Landscaping of a minor nature such as naturalizing an area of the yard of adding low growing shrubs and bedding flowers does not require approval, providing they do not encroach upon neighboring properties.**
- **Other types of landscaping that are adjacent to a property line or obstruct a neighbors view will require approval.**

Information Required in Submittal

- **Plot plan showing the landscape design and location of plants.**
- **Description of plants/shrubs to be used.**

Fences

Styles

- Picket fences.
- Split Rail fences.
- Scalloped or Rainbow fences.
- Privacy fences.

Color

- Natural or stained wood.

Materials

- Wood or vinyl only.
- All wood styles above may be cedar, redwood, or treated pine lumber.

Restrictions

- No metal, wire, chain, or concrete fences are allowed.
- No painting of wood/vinyl fences are allowed.

Height

- The maximum height allowed for any fence is 6 feet. A uniform height is to be maintained parallel to the ground line.

Location

- Submit a top down map (surveyors plot) to indicate the exact location of the fence in relation to the house and property lines. To be included are dimensions, elevations, and gate locations.
- No fence shall extend any further than front of air conditioning unit.
- Homeowners are cautioned that building a fence that infringes on easements or access right-of-way may result in removal of fence. Such building is done entirely at the risk and expense of the homeowner.
- 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 of Knightdale.
- Whenever possible, existing trees should not be removed in order to place a fence.

Fences Continued

Setback

- A setback may be required for the sake of landscaping.

Landscaping

- Landscaping must be included with the Architectural Request Form.

Construction Details

- All hardware must be galvanized.
- For Picket style fences slats may have a maximum 1 1/2 inch gap between them.
- All posts must be set in concrete.
- The finished side of the fence styles must face the adjoining lots.

Maintenance

- Maintenance and upkeep of the fence and grounds surrounding area is the responsibility of the homeowner.

Process

- Each installation will be examined on its own merit. No previous installation shall constitute establishing a precedent for approval. All fences installed prior to the establishment of the Architectural Committee will be grandfathered into the Specification Standards.

NOTE:

NO CONSTRUCTION SHALL BEGIN WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL COMMITTEE.

Additions and Changes to Property

Items not Requiring Approval

- Normal maintenance to preserve the structure in its original state does not require architectural approval.

Items that do Require Architectural Approval

- All external changes to property must have architectural approval before any additions and/or changes occur. This includes, but is not limited to, new rooms, porches, garages, carports, or attached structures of any kind.

Information Required in Submittal

- Plot plan showing the location of the additions and/or changes and distance from property lines, as well as the location of any existing trees that may need to be removed in order to complete the project.
- Elevation showing the planned appearance of the structure.
- Description of materials to be used including vinyl siding, paint colors, and shingle samples, if applicable.

Guidelines

- No additions and/or changes shall encroach upon the setbacks for the lot as listed in the Covenants.
- Additions and/or changes must match the same color scheme and same vinyl siding as the house.
- All permits and building codes must be in compliance with local regulations and is the responsibility of the homeowner to obtain.

NOTE:

Painting of vinyl siding is not allowed under any circumstances.

Decks, Patios, Arbors, and Screens

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

Deck Materials

- Deck materials are generally treated wood and must be weather resistant.
- The types and treatment of wood shall be like that of approved fences.
- Posts may be made of brick, pressure treated wood, or other suitable material.

Patio Materials

- Concrete slabs, smooth finish.
- Bricks, with sand fill or grout.
- Stone, with sand fill or grout.

Height

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

Location and Restrictions

- Patios should be located in the backyard and may not extend around corners or be freestanding in other areas of the yard.
- Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
- The construction of decks or patios within a buffer will not be allowed.
- Only exterior materials comparable to those on existing structures and compatible with the architectural character of Emerald Pointe Subdivision will be approved.
- All permits and building codes must be in compliance with local regulations.

Information Required in Submittal

- Plot plan showing the location of the deck and/or patio, in relationship to other structures and property lines.
- Elevation drawing(s) showing style of deck/patio, including railing, steps, etc. should be included.
- Description of materials to be used; samples of stain/paint.
- Include any landscape plan or underneath deck enclosure.

Lawn Ornaments, Decorations, Outside Lighting, Signs, & Flags

Items Not Requiring Architectural Approval

- Decorations for any Holidays, for sale/rent, garage/yard sale, political campaign signage, as long as they are removed in a timely manner.
- Landscape or accent lighting, wall mounted flags and lanterns are permitted.
- No sign shall be placed on Emerald Pointe Homeowners Common Properties without prior approval from the architectural committee.
- Yard/garage sale signs placed at entrance are to be removed at the end of sale day.

Items that Require Architectural Approval

- Lawn ornaments.
- Free standing flagpoles.
- Lantern Poles.
- Flood lights.
- Security lights.
- Fishponds.

Guidelines

- Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood/security lights. On items not requiring approval, the architectural committee reserves the right to request a homeowner to remove an item if several complaints are made.

Information Required in Submittal

- Plot plan showing location of item.
- Picture or description of item.

NOTE:

Business/Commercial advertising signs are prohibited.

Playground Equipment

Items Requiring Architectural Approval

- Any construction of playground equipment requires architectural approval.

Appearance

- Playground equipment should blend with the natural surroundings.
- Landscaping of fencing should be planned to screen play equipment from being offensive to neighbors and to maintain a safe environment for the children.
- The size of play equipment shall be proportional and consistent with the surroundings.

Location

- Dependent upon the configuration of each lot, play equipment should be placed in the backyard.

Materials

- Equipment constructed from treated natural wood is encouraged.
- No metal swingsets/playsets are allowed.

Information Required in Submittal

- Plot plan showing the location of playground equipment.
- Picture or design of equipment.

Antennas and Satellite Dishes

- **Roof mounted antennas are prohibited.**
- **Satellite dishes should be no more than one meter in diameter.**
- **Installation of satellite dishes shall be limited to the back or side yard. Dishes can be mounted on the ground or on the side of the house/roof. When mounted, the dish shall be as inconspicuous as possible from the street and neighboring properties.**
- **The placement of satellite dishes can not violate any safety regulations. For example: fire codes, required distance from power lines.**
- **All installation wiring must be concealed.**

NOTE:

Please provide the satellite dish installer with a copy of these guidelines prior to installation to ensure correct placement.

Utility Sheds and Storage Buildings

Items Requiring Architectural Approval

- All utility sheds/storage buildings must have architectural approval.

Appearance

- Utility sheds/storage buildings must match the color scheme as the house and the same vinyl siding as the residence.
- Utility sheds/storage buildings must be proportionate to the house, but in no case shall exceed 120 feet in total floor space.
- No business materials or inventories may be stored upon the lot.
- Temporary storage of materials for house projects should be discreetly placed and maintained in an orderly manner.
- Interior appliances and/or accessories should not be maintained or stored outside the exterior of the house or lot.

Location

- Utility sheds/storage buildings must be located in the backyard. When possible the shed should become a permanent part of the house. For properties greater than or equal to 1/6th of an acre (.166) sheds shall be located no closer than 5 feet from the rear property lines; for properties of 1/6th of an acre or less, the shed location is further restricted to within 5 feet of the house.

Materials

- Utility sheds/storage buildings should be constructed of same material as house.
- Utility sheds/storage buildings must be permanently affixed to the ground via a concrete slab floor or footings in the corners.
- Metal buildings/utility sheds are prohibited.

Information Required in Submittal

- Plot plan showing location of the utility/storage shed and distance from the property lines, as well as the location of any existing trees that may need to be removed in order to complete the project.
- Elevation showing the planned appearance of the structure.
- Description of materials to be used including vinyl color, and shingle samples.

Changes of House Exterior & Exterior of Rear Yard

Items Requiring Architectural Approval

- **Color changes made to the existing vinyl siding must have architectural approval.**
- **Brick will remain unpainted unless originally painted by the builder.**
- **Any above/inground pools require approval. Any pool constructed in rear of yard is required to have fencing as well as decking to surround the perimeter.**

Items Required in Submittal

- **Plot plan showing the location of pool and landscaping/decking required.**
- **Materials to be used.**
- **Description/picture of project.**

NOTE:

Any project submitted and approved shall be completed in a timely manner, not to exceed 30 days from start of project.

MAINTENANCE

It is the primary responsibility of each homeowner to maintain his/her property in a way that does not detract from the overall beauty of Emerald Pointe Subdivision. Each homeowner should take this responsibility seriously, as failure to do so can negatively affect the value of surrounding properties as well as the subdivision.

Following is a list of areas that should be regularly inspected to ensure the property is in good repair. These include but are not limited to:

- All landscaping and lawns
- Driveways and sidewalks
- Decks, patios, arbors, and screens
- Fences
- Playground equipment
- Roofing
- Mailboxes
- Paint and stain
- Home siding
- Garbage/recycling storage area
- Satellite dishes

Deterioration

If at any time the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the subdivision, the architectural committee will be requested to make a site inspection. The committee will then make a recommendation for action to the Board of Directors.

Based on severity of the deterioration, the homeowner will be given a specified period of time in which to make the necessary repairs. If, after that time, the repairs have not been effected to the satisfaction of the Board, said Board reserves the right to charge a fine and hire a company to make the repairs. The homeowner will be responsible for all fines, repairs costs, legal fees and/or service charges accrued. The above stated costs will be posted to the homeowners account, which will constitute a lien against the property. Failure to pay assessed fines can result in collection actions up to and including foreclosure.