

# Bowling Green Architectural Control Committee Guidelines

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## 1. Introduction

Architectural Control Committee Guidelines (ACC Guidelines) were established by Article VII of the Declaration of Covenants, Conditions & Restrictions for Bowling Green. Their primary purpose is to preserve and maintain property values and the natural beauty of the development. Article VII also establishes the Architectural Control Committee to grant approval of architectural changes, and establishes an appeals process that involves the Board of Directors.

It is part of the charter of **the Architectural Control Committee (hereafter referred to as "ACC")** to maintain consistent standards while remaining flexible and open-minded to changes in our community and our lifestyles. This standard is intended to be a dynamic document that allows for creativity of design and diversity, with each request being reviewed on its own merits. The aesthetics of the modification and its impact on fellow homeowners will be the primary consideration of the ACC.

The ACC consists of at least three at-large members of the Bowling Green Homeowners' Association (hereafter referred to as "HOA" or "Association") and at least one member of the current Board of Directors. (See Article V, Section 10 of "BY-LAWS OF BOWLING GREEN HOMEOWNERS ASSOCIATION, INC." for further details.) The ACC also attends to other relevant business, such as writing or revising this document, and reporting on area inspections and follow up inspections. It is the interpretation of the Bowling Green HOA Board of Directors that the provisions of Article VII apply to a wide variety of aesthetic considerations in the community. Every attempt has been made to include in these ACC Guidelines those considerations that have the potential to impact property values. Suggestions for improvement of this document should be made to the ACC and/or the Board of Directors.

While every effort has been made in these ACC Guidelines to clearly identify the requirements for architectural changes, not every situation can be foreseen, so a homeowner who has questions regarding his/her situation should contact the ACC for guidance. It must be recognized that the approval process is administered by volunteers on their own time (nights and weekends) and is inherently lengthy and time-intensive. The ACC and the Board of Directors meet on a limited basis within each calendar month. It is imperative, therefore, that each homeowner **plan in advance** and allow enough lead time for the approval process before scheduling any project.

### **Approval of these guidelines**

The initial release of these guidelines must be approved by a quorum of the Architectural Control Committee and the Board of Directors (as defined by the By-Laws).

Following the initial release of these guidelines, a majority of the Board of Directors may approve changes to correct minor omissions and errors in this document. Changes to existing sections or addition of new sections and/or content may be considered minor omissions and may be approved by the Board of Directors according to the By-Laws of the Bowling Green Homeowners Association, Inc., Article V, Section 10(g).

**Grandfathering**

Existing conditions that do not conform to these guidelines and are permanent in nature must be documented, reviewed and approved by the ACC.

Existing conditions that do not conform to these guidelines and are non-permanent in nature will not be grandfathered, and must be made compliant by the homeowner.

Grandfathering of existing non-conforming conditions does not bind the HOA or ACC to approve all such conditions. Each Architectural Approval submission will be reviewed on its own merits.

## 2. Responsibilities

These are the responsibilities of all parties as they relate to ACC Guidelines:

### 2.1 Architectural Control Committee (ACC) Responsibilities

The ACC is responsible for reviewing requests, making site inspections (both before and after the modifications), and approving requests, with or without conditions of approval. It is also the responsibility of the ACC to keep this document updated on a regular basis.

The ACC aims to resolve (approve, conditionally approve or reject) all applications within a 30-day timeframe, **beginning from the time the application received is complete**. Applications lacking plot maps, diagrams or other required and requested details are incomplete and will not be considered by the ACC until all information required to address the application is provided by the homeowner. This timeframe is not a guarantee or stated deliverable; homeowners are encouraged to submit completed applications well ahead of the intended commencement of projects or construction.

Applications lacking plot maps, diagrams or other required and requested details are incomplete and are not actionable by the ACC until all information required to address the application is provided by the homeowner.

### 2.2 Board of Directors Responsibilities

The Board of Directors is responsible for ensuring the ACC is properly staffed and following approved ACC Guidelines and rules. The Board of Directors will provide an appeals process for homeowners wishing to appeal a decision of the ACC. The Board of Directors will also make decisions regarding violations and related penalties or legal remedies, and final interpretation of the Association Covenants.

### 2.3 Property Management Company Responsibilities

The property management company (currently Ammons-Pittman) is responsible for collecting all Architectural Review Applications submitted by homeowners and following the procedures outlined in these guidelines. Incomplete forms will be immediately returned to the homeowner. Complete submittals will be forwarded to the ACC in a timely manner. The property management company will confirm to the homeowner that a complete submittal has been received.

### 2.4 Homeowner Responsibilities

Each homeowner has the responsibility to:

- Become familiar with and regularly review any changes to these ACC Guidelines.
- Properly complete and submit an Architectural Review Application when required.
- Adhere to all applicable governmental and environmental regulations.
  - *It is the sole responsibility of the homeowner to ensure their changes meet town/city/county/state/federal building codes and acquire the necessary building permits.*

- Remind neighbors that ACC Guidelines exist.
  - *Ensuring your neighbors know about these guidelines can prevent neighborhood issues from developing.*
- Notify the property management company, the ACC, or the Board of Directors of potential issues or violations.
  - *It is in all our best interest that these guidelines be applied consistently and fairly, across the neighborhood. If you feel this may not be the case, please notify an ACC member, or a Homeowners Association Board Member.*

### **3. Guidelines**

This section contains the architectural standards and specifications to which each homeowner must adhere.

#### **3.1 Animals**

No animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot. Dogs, cats and other household pets may be kept, provided they are not bred or maintained for any commercial purpose.

##### **Approval**

Provisions for keeping household pets outside (housing, fencing, etc.) for long periods of time are subject to the "Dog House and Dog Run/Dog Kennel" sections of this document.

#### **3.2 Antennas and Satellite Dishes**

##### **Approval**

All exterior antennas, towers, discs or dishes to be erected, including those used by Dish Network and DirecTV, must be approved by the ACC. (Refer to Bowling Green Covenants, Conditions & Restrictions, Article IX, Section 18.)

##### **Guidelines**

Antennas and dishes must be located to minimize their negative impact on the aesthetics of the neighborhood.

All antennas and satellite dishes must be installed so that they cannot be seen from any street and must be installed on the rear of any residential structure.

All installation wiring must be concealed (see Section 3.39).

#### **3.3 Attic Ventilators**

##### **Approval**

Approval is not required if the following guidelines are met.

##### **Guidelines**

Ventilators, fans and turbines must be mounted on the least visible side of the roof ridge, to minimize their visibility.

It is recommended (but not required) that attic ventilators, fans and turbines be painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end).

### **3.4 Awnings**

#### **Approval**

Awnings must be approved by the ACC.

#### **Location**

Awnings are permitted in the rear of the home, provided they are designed and constructed in a manner consistent with the guidelines designated below. Awnings will not be permitted in the front or on the side of homes.

#### **Construction**

Awnings must be a color that is compatible with the color scheme of the home. The awning material must be made of a fade resistant material. Retractable-type awnings are permitted.

### **3.5 Chimneys**

#### **Approval**

The *addition* of a chimney requires ACC approval.

The repair or re-construction of a pre-existing chimney does not require ACC approval if the new chimney will be identical to (materials, color, size) the existing one.

#### **Guidelines**

A chimney must be masonry or enclosed by the same material as the exterior of the home.

### **3.6 Clotheslines and Drying Apparatus**

#### **Approval**

Permanent exterior clotheslines and other drying apparatus are prohibited.

### **3.7 Decks**

#### **Approval**

Any change, expansion of or addition to a deck must be approved by the ACC.

#### **Material**

Standard decking materials change over time. Materials that are considered "generally acceptable" for building decks in this region of the country (at the time of an application) must be used. If local contractors do not use it, and it is not available in local lumber yards, it is not to be considered a "generally acceptable" decking material and is unlikely to be approved by the ACC.

The material to be used must be specified in the application.

The material to be used must be considered to be of high quality.

The material used must be compatible with other existing external structures.

Plans for sealing, staining or painting the deck must be specified in the application.

If the deck is to be sealed, stained or painted it must conform to the ACC Guidelines for exterior color changes (see "Exterior Colors and Materials" section).

### **Height**

Deck flooring may not be constructed at a level higher than the main floor of the house.

### **Accessories**

The following items are permitted, but must be included in the application for approval:

- Attached standing screens (should not exceed 6 feet in height)
- Arbors, pergolas, screens or other shade elements
- Planters
- Ornamental embellishments, such as starburst features and fence post finials
- Lattice (for uses other than "storage under deck")

### **Storage under deck**

If the space under the deck is used for storage, it must be screened with lattice. Adding lattice to screen the bottom of a deck does not require approval by the ACC. However, shielding under a deck with any other material (non-lattice) requires ACC approval.

## **3.8 Dog Houses**

### **Approval**

The placement of dog houses does not require approval by the ACC, provided they are in accordance with the guidelines below.

### **Guidelines**

Dog houses must be in the back yard and compatible with the applicant's house in terms of color and material. Dog houses should be located where visually unobtrusive to neighbors. The use of fencing is optional; however, if used, fencing must meet all requirements found in the "Fencing" section of this document.

Like Accessory Buildings, dog houses must be at least ten (10) feet inside any property line.

## **3.9 Dog Runs and Dog Kennels**

### *Dog Runs and Dog Kennels Defined*

1. A fenced structure constructed to allow dogs to exercise or otherwise move about portions of the owner's property without escaping; or
2. A permanent constraining device (such as a post and leash) which allows an animal to roam in a tethered fashion.

### **Intent**

The intent of these guidelines is to prevent unattractive sights, sounds and odors from impacting the neighborhood.

**Approval**

A fenced-type dog run requires the construction of a fence, and therefore, requires ACC approval.

Other permanent constraining devices (such as post and leash) are prohibited, and may also violate applicable town or county ordinance or town, city, state or federal law(s).

Dog runs and dog kennels must be at least ten (10) feet inside any property line.

***3.10 Driveways and Parking Pads***

Driveways provide a direct connection between the street and a garage. Parking pads are driveway extensions, constructed to increase the surface area of a driveway.

The addition of paved space (parking pad) to existing driveways is discouraged by the HOA as they generate additional run-off and reduces the percentage of natural elements on the Lot.

Driveways and parking pads may not be constructed, extended for or used by prohibited vehicles types such as watercraft, trailers, campers, recreational, commercial or other vehicle/equipment types mentioned in the Bowling Green Covenants, Conditions & Restrictions, Article IX.

**Approval**

Any change or addition to an existing driveway or parking pad requires ACC approval.

Repair or replacement of a driveway that utilizes the exact same material and shape (foot-print) of the original driveway does not require ACC approval.

**Materials**

Concrete shall be the only allowable material for driveways and parking pads unless otherwise approved by the ACC. Brick and/or stone may be used for decorative borders, provided its appearance is consistent with the rest of the lot and surrounding properties. Exceptions to these materials definitions may be allowed by the ACC on a per-site basis.

The preparation of the soil base shall be consistent with sound construction practices to minimize the risks of settling, excessive cracking and improper drainage.

**Guidelines*****Appearance of parking pads***

The layout or design should preserve and complement the original driveway and walkway. The surface shall be the same color and finish as the existing concrete drive. Depending upon lot configuration, screening with landscaping may be required to visually block the area from adjoining property owners. Circular, and other complex driveway configurations, are not recommended for Bowling Green homes.

***Location of parking pads***

Parking pads must be adjacent to and contiguous with the original concrete driveway on the side opposite of the front walkway. Parking pads and driveways may not extend any further into any lot

than the front of the house or the entrance to the garage, whichever is closest to the existing driveway.

**Dimensional Limitations:** Maximum width of 9'-0". Each lot will be reviewed individually.

**Setback Requirements:** To minimize impact to adjoining lots, minimum setback from the side property line is four (4) feet. The setback may be reduced on a case-by-case basis on cul-de-sac lots due to lot configuration, with specific approval of the ACC and the Town of Wake Forest.

**Drainage/Slope:** Slope of the parking pad and that of the adjacent yard shall preserve the original run-off flow pattern and shall not cause excessive water to be directed to a neighboring property or to any house foundation.

### ***3.11 Enclosures, Building Additions and Accessory Buildings***

#### **3.11.1 Enclosures and Building Additions**

##### *Enclosures Defined*

Enclosures and building additions include screened porches, sun rooms or any new living space or storage area that is physically attached to the main residential structure.

##### **Approval**

Proposed plans for enclosures and building additions must be submitted to the ACC for approval. The committee will take into consideration proposed materials, colors, location, scale, lot drainage and related details of the plan. The intent is to preserve the architectural character of the neighborhood. Accordingly, plans should be designed to reflect aesthetic compatibility with the community. Homeowners are responsible for securing all required permits from the Town of Wake Forest.

##### **Location**

Proposed enclosures and building additions may be located on any side of an existing dwelling.

All enclosures and building additions must be within the setback requirements of the Town of Wake Forest zoning ordinance(s).

##### **Materials**

Materials for use on any enclosure or building addition must meet or exceed the quality of and be consistent with the materials used in construction of the original structure. A plan's compliance with the current Town of Wake Forest building codes will be deemed to have met the minimum standards of construction. The ACC reserves the right to require homeowners to exceed these standards if necessary to maintain the architectural character and/or aesthetic qualities of the community.

### 3.11.2 Accessory Buildings (Sheds)

#### *Accessory Buildings Defined*

An accessory building is defined as a detached building, 250 square feet or less, primarily used for storage, and commonly referred to as a shed.

Detached, freestanding storage sheds are discouraged. Where possible, accessory buildings and storage sheds should be attached to the rear of the house. In most cases, this is less expensive than a freestanding structure and is more aesthetically pleasing, as well as more convenient.

#### **Approval**

Proposed plans for accessory buildings and sheds must be submitted to the ACC for approval. The ACC will take into consideration proposed materials, colors, location, scale, lot drainage and related details of the plan. The intent is to preserve the architectural character of the neighborhood.

Accordingly, plans should be designed to reflect aesthetic compatibility with the community and compliance with the Bowling Green Covenants, Conditions & Restrictions, including the following:

#### **Guidelines**

**Key building requirements of any accessory building include**, but are not limited to:

- Siding and paint colors for windows, shutters and door(s) must be the same material, composition and color as the home located on the lot.
- The roof of any accessory building must have the same pitch, materials and shingle/roofing colors as that of the home.
- The accessory building must have a suitably constructed floor system and/or foundation.
- The maximum size of any storage shed is 250 square feet as measured via the roof overhang (i.e. approximately 15'x15' interior dimensions).
- All exterior freestanding structures shall maintain proper drainage on the site.
- If electrical service will be provided to the detached structure, the application must include details of how that service will be run and must comply with all applicable electrical codes and regulations. Overhead electrical service is not permitted.

**Metal storage structures, enclosures, accessory buildings or sheds are prohibited and will not be approved.**

#### **Location**

Any proposed location of an accessory building must conform to the zoning restrictions by the governmental body having jurisdiction over the area, such as Wake County and/or the Town of Wake Forest.

Placement of a detached shed in relation to the house should be to the rear of each lot and not in the side yard areas that are highly visible from the street.

In compliance with Town of Wake Forest zoning guidelines, accessory buildings must be at least ten (10) feet inside any property line, and may not be placed on any buffer, sight line or utility/drainage/sewer easement.

### **Materials**

Materials for use on any accessory building addition must meet or exceed the quality of and be consistent with the materials and colors used in construction of the original structure. A plan's compliance with the current Town of Wake Forest building codes will be deemed to have met the minimum standards of construction. The ACC reserves the right to require homeowners to exceed these standards if necessary to maintain the architectural character of the community.

All accessory buildings must be completed within sixty (60) days of the start of construction of the accessory building.

## ***3.12 Exterior Colors and Materials***

### **Approval**

**Maintenance of existing color:** Provided that the existing colors are replicated, an application to the ACC is not required for re-painting, re-staining or re-sealing siding, doors, shutters, trim, decks, pergolas or fences. A clear sealant may be applied to unprotected decking or fencing material without approval.

**Color change:** Any changes to the original exterior paint color of siding, doors, shutters, trim, decks, pergolas or fences or deck must be approved by the ACC. Proposed color changes will be approved provided the color is visually compatible with the architectural scheme found on existing structures in the community.

### **Materials**

Siding must be painted with exterior flat paint. The use of other finishes will be approved on a case-by-case basis by the ACC. Doors, shutters and trim must be painted with high-quality exterior semi-gloss paint. The use of other finishes will be approved on a case-by-case basis by the ACC.

## ***3.13 Fencing***

### ***Intent***

The construction of fencing is discouraged in Bowling Green. The physical definition of individual lots visually detracts from the natural open feeling that exists throughout much of the development. It is the intention of these guidelines, however, to allow specific types of fencing so that the homeowner has the option of creating an enclosed or semi-enclosed area for privacy, security, or protection of small children.

### **Approval**

**Any and all** fence construction must be approved by the ACC. Detailed plans need to be submitted with application, including construction type, location, and material. A plot map (survey) of the lot

showing all existing buildings, drives, walks, natural area and specific tree locations shall be provided with the proposed location of the fence, with exact dimensions to property lines or right-of-ways. If requested by the ACC, all proposed fencing will be flagged or staked in the field for review by the ACC prior to approval.

Uniformity with existing fences, especially those on adjacent and surrounding properties, will be strongly considered in all submissions to the ACC.

**Property lines must be found, marked and readily visible prior to any application.** Requests for fencing where property lines cannot be easily determined will be denied as incomplete.

### **Location**

Fencing must be located in the rear-yard only.

No fence shall be constructed any further forward on a lot than the back corners of any residence, except for fencing to screen trash cans and HVAC units from view, without specific exception and approval from the ACC. Such exception will be granted only where site requirements necessitate such deviation, and after the ACC has exhausted all other options.

Fences on adjoining lots should be connected to each other such that the front fence faces become a straight line that is parallel to the street frontage (curb), unless there are drainage or sewer easements that prevent such adjoinment. Where no fence currently exists on an adjoining lot, it shall be assumed that a fence will be constructed there in the future, and the fence should be built up to the property line to accommodate a future neighboring fence. The ACC will address these concerns as a natural part of the approval process.

Where fencing cannot connect to fencing on neighboring lots, they must be twenty-four (24) inches or more from property lines in the case of both lots (i.e. there must be a four-foot separation between fences). Corner lots will be required to have a minimum setback of eight (8) feet from the inside of the curb on the side of the lot facing the street.

The ACC retains the discretion of requiring additional setback as is deemed necessary for site-specific situations. Existing topography, vegetation, flood plain and or adjacent lot relationships are factors to be analyzed in determining a setback requirement.

### **Materials**

All materials should be new and of a high-grade quality.

Picket fences may be constructed of only one of the following:

- High quality pressure-treated or naturally weather-resistant wood such as yellow pine, cedar or redwood;
- Composite or similar synthetic material with a wood-grain “look and feel”, subject to ACC approval; or
- Wrought iron fencing, subject to ACC approval.

**Split-rail fences, chain-link fences and fences constructed in whole or in part of vinyl or wire are not suitable for use in Bowling Green and will not be permitted.**

**Construction**

Fence posts of the type and material described below should be used every eight (8) feet, or closer if required by generally accepted construction practices or the layout of the lot. Fences placed within two (2) feet of either side property line must have a gate on each side of the house at street frontage, per Bowling Green Covenants, Conditions & Requirements.

Construction and installation of all fencing should be done by qualified individuals or companies to ensure the quality of the finished product.

*Wood and Composite Fence Construction*

Wood and composite fences should have and maintain a natural wood appearance and be consistent with surrounding fences, including the use of similar picket gaps and picket width, top-cut scalloping, and/or arches.

Wood/composite fencing shorter than four (4) feet is discouraged.

Wood/composite fencing taller than six (6) feet is prohibited.

The open space between wood/composite fencing pickets must not exceed two (2) inches.

Wood/composite fencing greater than four (4) feet in height must be constructed using at least three (3) horizontal rails to ensure long-term stability and aesthetic quality of the fence.

The 'finished' side of all wood/composite fencing must face the exterior of the lot (i.e. visible posts and horizontal rails must face the interior of the lot).

Fence posts for wood or composite fences must be at least four (4) inches by four (4) inches ("4x4"), and be set in the ground at least eighteen (18) inches with cement or concrete to prevent sway or lean of the fence.

Pickets for wood or composite fencing must be installed vertically.

All wood or composite fencing must be finished (e.g. sealed, stained or painted). This requirement may or may not apply to synthetic materials. Stain/seal/paint colors must be included at the time of application, must be approved by the ACC, and should be uniform and consistent with surrounding fences and decking.

*Metal Fence Construction*

Metal fences must be constructed of wrought iron, galvanized steel, galvanized iron or other enduring material. Aluminum fences are prohibited.

**Metal fences should have and maintain a black painted appearance.**

Picket/bar must be two (2) inches across, and the spacing between pickets/bars must not exceed eight (8) inches.

Metal fencing shorter than four (4) feet is discouraged.

Metal fencing taller than six (5) feet is prohibited.

Fence posts for metal fences should be constructed of heavier-gauge metal than the pickets. Stone columns may be used, but may not be more than eight (8) feet apart or higher than six (6) feet, except where structurally required by generally accepted construction standards or the layout of the lot.

Homeowners should prevent rust and decay of metal fences through the use of stains or other weather protecting products and should not allow any fence color, appearance or construction to deteriorate.

### **Guidelines**

Fencing must follow the contour of the land, and a uniform height is to be maintained parallel to the ground.

### *Decorative Elements*

Fences may have as part of their construction certain decorative elements such as finials, filigree, or fence post caps. Lattice work may only be used as a decorative element and should not comprise the majority of any fence. All decorative design elements must be approved, and submission of any new fence construction plan to the ACC must include a description and picture(s) of any such elements for approval.

## **3.14 Firewood**

### **Approval**

Use of a wood pile does not require ACC approval, provided the following guidelines are met.

### **Guidelines**

Firewood shall be kept neatly stacked, only in the rear yard of the owner's property.

Firewood should be stacked in piles which do not exceed six feet in length and four feet in height, for both aesthetic and safety considerations.

Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on or near patios or decks.

## **3.15 Garage doors**

### **Approval**

Replacement of a garage door with an identical one (configuration, size, color, texture) does not require ACC approval.

Installation of a new type of door does require ACC approval (e.g. installing a 'custom' garage door).

### **Guidelines**

The appearance of the garage door should be compatible with the design of the home and consistent with neighboring homes and the community at large.

### **3.16 Gazebos**

#### **Approval**

All gazebos must be approved by the ACC.

#### ***Intent***

Gazebos should be of a scale and style that are compatible with the home, adjacent homes and the environmental surroundings. Gazebos will be approved based on considerations of visibility, scale and size.

#### **Location**

Gazebos must be located in rear yards, except that variances for side yards may be granted if the gazebo does not interfere with the view from the adjacent neighbor's home.

#### **Materials and Color**

All gazebos, including their rails, landings and supporting posts, must be constructed of cedar, redwood, pressure treated lumber, or equivalent high-quality composite materials. Variances may be granted for materials on a case-by-case basis. Wooden portions including trim must be fully painted to match the color of the home on the lot.

#### ***Underside Storage***

Elevated gazebos may utilize lattice to create a storage area (see section on "Decks" for further details).

### **3.17 Generators**

#### **Approval**

The installation of a permanent generator requires ACC approval.

The temporary use of a generator when there is a power outage does not require ACC approval.

#### **Guidelines**

The location chosen must minimize the noise and visual impact the equipment has for surrounding homeowners.

### **3.18 Greenhouses**

#### **Approval**

An attached greenhouse will be treated as a major alteration to a dwelling and follow the rules for building additions (see the section on "Enclosures and Building Additions" for details).

Detached greenhouses must be approved by the ACC.

#### **Guidelines**

Whether attached or detached, a greenhouse must meet the following criteria to be approved:

- It must be located in the rear yard;
- Its size and design must be architecturally compatible with the home and surrounding homes; and
- There shall be no adverse visual impact to adjoining properties.

### **3.19 Grills (*permanent*)**

#### **Approval**

The installation of a permanent grill does not require approval from the ACC if the guidelines below are met.

#### **Guidelines**

The permanent grill being installed must be a "standard product" available on the market (i.e. it is available as a "stock item" in home improvement stores). The construction of customized cooking structures (e.g. built-in outdoor kitchens, brick or stone ovens, grills and fire-pits, etc.) requires ACC approval.

Permanent grills must be placed in the rear yard of the house.

Permanent grills should be as far as practical from adjacent property lines.

### **3.20 Hot Tubs and Spas**

#### **Approval**

The addition or modification of a hot tub or spa requires ACC approval.

#### **Guidelines**

Exterior hot tubs or spas must be located in the rear-yard.

When a hot tub or spa is desired by the homeowner, incorporating the hot tub or spa as an architectural feature of a deck or patio is preferable.

The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck, or patio to which it is attached or most closely related.

Fencing or other screening from street or surrounding lot view is recommended for open hot tubs/spas.

All hot tub/spa additions must meet Town of Wake Forest and Wake County zoning and building ordinances, and all applicable safety regulations.

All hot tubs/spas must incorporate proper drainage on the site. The addition of a hot tub or spa must not introduce drainage concerns for neighboring or surrounding property owners.

### **3.21 HVAC objects**

#### *HVAC Objects Defined*

HVAC objects are heating, ventilation and air conditioning components residing near the foundation of a home.

**Approval**

Modification to the location and configuration (size, number of units, etc.) of an external HVAC object(s) requires ACC approval.

The replacement of an HVAC object(s) in the same location with one(s) of identical size and shape does not require ACC approval.

**Guidelines**

The location chosen must minimize the negative noise and visual impact the equipment has for surrounding homeowners.

**3.22 Landscaping****3.22.1 Landscaping not requiring approval**

ACC approval is NOT required for landscaping of a minor nature. Examples of minor landscape improvements include:

- Planting of seasonal plants or flowers in planting beds and natural areas;
- Converting a small (less than 10 sq. ft.) grassed area to a planting bed or natural area (as long as minimum grassed area percentages are maintained; see "Lawn," section 3.22.5 below);
- Mulching with pine straw, hardwood or pine bark mulch;
- Replacement of existing shrubs, plants or trees that die or are diseased with same variety and size shrub, plant or tree in the same location; or
- Edging or borders (8 inches or less in height above ground level) consisting of unstained pressure treated lumber, brick, stone, pre-cast concrete edging, flexible steel or black plastic edging. Edging or borders exceeding eight (8) inches should be considered a retaining wall and must follow the guidelines set forth below for such structures.

**Any other landscaping** that constitutes a significant or material change to the visual or physical elements of a lot requires ACC approval before planting or construction.

**3.22.2 Easements**

Landscaping and plantings in utility easements will be reviewed on a case-by-case basis and normally will be permissible, but with the full understanding that any planting or structure may have to be removed for utility work in that easement without any liability on the part of the homeowners' association or the utility company.

**3.22.3 Flower Boxes and Pots****Approval**

Attachment of flower boxes to the front of the home must have ACC approval.

The addition of flower pots to the yard does not require ACC approval unless a large number of pots (greater than 10) or large pots (greater than 3 feet in height or width) are being added to the front yard.

### **Guidelines**

The size of flower boxes must be in proportion to the size of the window below which they hang. Flower boxes and pots in the front of the home should be removed when they contain no live plant material.

## **3.22.4 Garden - Vegetable & Herb**

### **Approval**

The use of "raised beds" gardening techniques requires ACC approval to ensure their use will be unobtrusive to neighboring properties.

Exceptions to guidelines below require ACC approval.

### **Guidelines**

Vegetable and herb gardens must be confined to the rear of the yard out of view from the street.

The maximum height for plants in these gardens should not exceed five (5) feet.

Garden beds should be maintained regularly. Dead plant material must be removed at the end of the growing season unless doing so would permanently harm the plant.

End-of-season maintenance includes removal of stakes and any other structural additions required for hosting plants in the raised bed or garden. Seasonal elements such as plants or flowers should be employed to ensure the visual appeal of raised beds during non-growing periods of the year.

## **3.22.5 Lawn**

All front yards must have a minimum of 50% grassed or sodded area. The rear and side yards each must have a minimum of 25% grassed or sodded area. The addition of landscaping features that would bring the percentage of grassed area below these minimum percentages must have approval of the ACC before the change is effected.

## **3.22.6 Shrubs and Trees**

### **Approval**

ACC approval is required if:

- The addition or removal of the shrub or tree will materially alter the drainage pattern into neighboring properties, common areas or easements.
- The shrub or tree will, at maturity, overhang or impede upon a neighboring property, common area or easement. In general, setbacks to allow for plant growth should be taken into account when planting any shrub or tree.

- More than four (4) new trees or bushes or any type or combination are being planted at the same time.

### **Guidelines**

Planting of shrubs or trees that will, at maturity, impede a driver's vision at intersections is prohibited. **Any landscaping** that constitutes a significant or material change to the visual or physical elements of a lot requires ACC approval before planting or construction.

### *Removal of Trees*

Except in the case of an emergency situation that does not permit any delay, no living tree larger than three (3) inches in diameter at a point measured three (3) feet off the ground shall be removed from any occupied Lot without ACC approval.

## **3.22.7 Retaining Walls**

### **Approval**

The addition of a retaining wall requires ACC approval.

The following additional material is required by the ACC when submitting a request for a retaining wall:

- Details on how the wall will be secured to prevent collapse; and
- The effects on drainage and runoff patterns as a result of the addition of the wall.

### **Guidelines**

"Natural" building materials such as stone, slate, brick and pressure-treated timbers shall be considered acceptable materials. Railroad ties are prohibited.

### **Materials and Construction**

Materials and colors chosen should complement existing colors and structures on the site.

All retaining walls must be constructed using generally-accepted engineering practices to insure safety, structural integrity and long-term viability. The use of interlocking or pre-cast concrete blocking with built-in retention elements is strongly recommended.

Retaining walls must provide for suitable drainage under or through the wall itself.

Retaining wall materials and finished appearance should be uniform and consistent with the surrounding community.

## **3.22.8 Water Features**

### **Approval**

The addition of any water feature (including water gardens, ponds, waterfalls and water fountains) requires ACC approval. The following additional material is required by the ACC when submitting a request for a water feature:

- Plans to limit the potential for accidents such as electrocution and drowning;
- Plans for landscaping; and

- Plans for fish or other living creatures.

**Guidelines**

Water gardens and ponds are discouraged in the front-yard (due to safety concerns). The size and scale of any water feature should be compatible with the home.

**3.22.9 Lighting****Approval**

Low-voltage lighting to enhance landscape plantings or home appearance does not require ACC approval.

**Guidelines**

As the effects of proposed lighting may be difficult to assess prior to installation, the ACC reserves the right to require adjustments to installed lighting if it is found to have adverse effects after installation.

Lighting that illuminates common areas or the property of others, including reflected "backwash", is prohibited.

Lighting must not have an adverse visual impact to any other property due to factors including, but not limited to, location, color or wattage.

Seasonal holiday lighting must be removed within 30 calendar days of the end of the holiday.

**3.22.10 Sculpture**

Any sculpture that is to be placed in the front yard or that exceeds three (3) feet in height regardless of placement must receive ACC approval.

**3.22.11 Hedges and Screen Plantings*****Hedges and Screen Plantings Defined***

Hedge or screen plantings are defined as plantings which form a visual or physical barrier between properties.

**Approval**

The addition of a hedge or screen planting must be approved by the ACC.

**Guidelines**

No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the home.

Hedge or screen plantings should have:

- Agreement for maintenance access.

Hedge or screen plantings **must** have:

- Sufficient set-back to allow for plant growth.

### **3.23 Mailboxes**

#### **Approval**

Approval is not required to replace an existing mailbox; however, only **an exact match** can be re-installed.

#### **Size and Color**

All mailboxes and mailbox posts must remain the same size and color as originally installed by the builder. The color of the mailbox post and newspaper box must remain white. The mailbox itself must be black with two brass bands over the top. No exceptions will be granted.

#### **Replacements**

Information concerning the configurations and retail sources for approved mailboxes and mailbox posts may be obtained by contacting the property management company or the ACC. Replacement costs are incurred at the homeowner's expense.

#### **Maintenance**

Mailboxes and mailbox posts must be replaced or re-painted, as appropriate. Maintenance costs are incurred at the homeowner's expense.

### **3.24 Newspaper Tubes**

#### **Guidelines**

Newspaper tubes are not permitted. No exceptions will be granted.

### **3.25 Parking**

#### **Guidelines**

Homeowners should make every attempt to park their vehicles in their driveway or garage and encourage visitors to do the same. Please be courteous of your neighbors and do not park directly behind any driveway as it may contribute to accidents.

Comprehensive regulations concerning prohibited vehicle types (such as boats and aquatic craft, campers, trailers, commercial and recreational vehicles) and areas in which permissible vehicles may or may not be parked or stored are contained in the Bowling Green Declaration of Covenants, Conditions & Restrictions, Article IX, Section 12.

No business/commercial trucks or vehicles, or tractor trailer trucks or cabs may be parked on any street or Lot, or within any right-of-way within the Bowling Green subdivision.

Vehicles which appear to be abandoned or inoperative may not be kept or stored on any Lot within the Bowling Green subdivision in such a manner that they can be seen from any other Lot, any street within the subdivision, or the Common Areas.

### **3.26 Patios**

#### **Approval**

The addition or modification of a patio requires ACC approval.

#### **Location**

A patio must be located in the rear yard and should not protrude past the sides of the building. Exceptions may be made for homes with rear yards that are not suitable (but this must be approved by the ACC).

Any negative impact on drainage must be remedied and must not adversely impact a neighbor.

#### **Materials**

Acceptable materials are concrete, stone or brick.

Concrete:

- Can be smooth or textured finish or with exposed aggregate.
- Large concrete slabs are not recommended, as they are aesthetically poor and water run-off issues exist with these types of patios.
- It is highly recommended that concrete slab patios have their perimeter landscaped
- The edges of concrete slabs that are above grade must be screened with landscaping.

Brick or stone:

- Must be filled with sand, grout or other material to keep bricks and stones together while providing a neat and finished appearance.
- A consistent stone or brick material must be used throughout the patio.

#### **Guidelines**

There is no predefined style. However, the patio should complement the dwelling and be in proportion to the house and lot.

Proper landscaping is required for patios, and landscaping plans must be included in the application. Drainage must be considered. Plans for water run-off must be included in the application.

### **3.27 Play and Recreational Equipment**

#### *Play Equipment Defined*

Swing sets, jungle gyms, climbing equipment, slides, sandboxes and similar items are classified as play equipment for the purposes of this guideline. This guideline does not apply to play equipment that is temporary and movable in nature such as bicycles, wagons, and items of a similar nature.

#### *Recreational Equipment Defined*

Trampolines, basketball goals, horseshoe pits, permanent volleyball courts, permanent golf putting surfaces and similar items are classified as recreational equipment for the purposes of this guideline.

The guideline does not apply to temporary recreational equipment such as badminton and volleyball nets, and items of a similar nature.

### **Approval**

ACC approval is required for any play or recreational equipment not located in the rear yard.

No play or recreational equipment or swing set may be constructed unless built with exterior treated wood that requires no painting. ACC approval is required for any colorful roofs or slides.

### **Location**

Lot configuration permitting, play and recreational equipment must be located in the rear yard. In the event lot limitations require placement of play or recreational equipment in the side yard area, plans must first be submitted to the ACC for approval. Such plans should include details as to how the equipment will be screened or shielded from view.

Under no circumstances may play and recreational equipment be located in the front yard. The location of the play and recreational equipment must take into account and minimize the adverse impact on adjacent properties, specifically relating to noise, safety and line of sight. This guideline does not apply to basketball goals; see below.

### **Setback Requirements**

Play and recreational equipment shall not be located closer than twenty (20) feet from any side or rear property line, per the Bowling Green Covenants, Conditions & Restrictions (Article IX, Section 15). This setback requirement is applicable to all lots, whether the yard is fenced in or not.

### **Basketball Goals**

Basketball goals, fixed or portable, may be located adjacent to the driveway in the front or side of the home. The location of the basketball goal must take into account and avoid the possibility of balls striking vehicles, landscaping or other items located on adjacent properties.

Neither fixed nor portable basketball goals may be permanently (allowed to remain overnight) located adjacent to the street, where the street is utilized as a playing surface.

### **3.28 Poles**

Permanent free-standing poles (such as flag poles) are prohibited.

### **3.29 Security Bars**

#### **Approval**

The installation of security bars requires ACC approval.

#### **Guidelines**

Security bars or gates on windows and doors are strongly discouraged.

Security bars or gates may be approved if a homeowner can demonstrate exceptional circumstances and/or the security apparatus will not be visible from the street and from adjoining properties.

### ***3.30 Sidewalks and Pathways***

#### **Approval**

The installation of private sidewalks and pathways must be approved by the ACC.

The replacement or repair of an existing private sidewalk or pathway with identical materials and specifications does not require ACC approval.

#### **Guidelines**

Private sidewalks and pathways must be set back at least four (4) feet from any property line and installed flush to the ground.

Only brick, stone, concrete or similar durable construction material should be used.

The scale, location and design should be compatible with the lot, home, and surroundings.

### ***3.31 Signs and Signage***

#### **Approval**

The construction of permanent signage on a homeowner's property is not permitted. The placement of small, inconspicuous security service signs are permitted and do not require approval of the ACC.

#### **Guidelines**

Real estate signs (for the sale of the lot on which it sits) do not require ACC approval, provided that they are in compliance with the Bowling Green Covenants, Conditions & Restrictions (refer to Article IX, Section 8) and approximately twenty (20) feet from the edge of pavement of the road.

Garage/yard sale signs do not require ACC approval if they are removed no later than one day after the applicable garage/yard sale.

Signs of no more than 6 square feet expressing support of or opposition to political candidates or other issues which will appear on the ballot of a primary, general or special election do not require ACC approval, provided that such signs:

- meet the requirements of city, town or county ordinance do not require approval provided that:
- are not placed on a Lot earlier than 60 days before any such election
- are removed within one week (7 calendar days) following Election Day.

House-mounted flags are permitted provided that flags are kept in good condition.

**Commercial advertising signs, including those attached or adhered to vehicles, are prohibited.**

### **3.32 Solar Panels**

#### **Approval**

The installation of new or additional solar panels requires ACC approval.

#### **Guidelines**

Solar panels that are visible from the front of the home are prohibited. Exceptions may be granted on a case-by-case basis.

### **3.33 Storage and Portable Storage Units**

#### **Approval**

ACC approval is not required if the following guidelines are met:

#### **Guidelines**

Portable storage units may not be located on the premises (e.g. in the driveway) for more than one week (7 calendar days) without prior ACC approval.

Temporary storage of materials for construction or landscaping projects must be discretely placed and maintained in an orderly fashion. The materials must be promptly removed when the project(s) is/are complete.

No trade materials or inventories may be stored on residential lots.

The planned use of portable storage units should be noted in the Architectural Application.

### **3.34 Storage Sheds**

Refer to Section 3.11, "Enclosures, Building Additions and Accessory Buildings"

### **3.35 Storm and Screen Doors**

#### **Approval**

The installation of storm and screen doors must be approved by the ACC.

Replacement of storm and screen doors does not require approval, provided the replacement doors match the guidelines below.

#### **Guidelines**

Doors must be full view, with kick plates no greater than twelve (12) inches in height and no panels other than glass or transparent screening intended to impede insects. 'Full view' is defined as allowing an uninterrupted view of the underlying door, but may include so-called 'split full view' doors with two separate removable panels, provided that the cross bar securing the panels is no more than two inches wide.

'Split full view' doors should not be used on the front entrance.

Discreet decorative etching on the glass border of a single panel glass door will not disqualify the door as 'full view'.

Storm or screen doors must match the color of the underlying door or that of the immediately surrounding trim. (Note: A homeowner planning on painting a storm door should verify that the material used to construct the door can be painted.)

### **3.36 Storm Windows and Screens**

#### **Approval**

Storm windows must be approved by the ACC.

The use of screens does not require approval, provided they meet the guidelines listed below.

#### **Guidelines**

Storm and screen window frames must be white or the color of the immediately surrounding trim.

### **3.37 Swimming Pools**

#### **Approval**

Swimming pools must be approved by the ACC.

#### **Guidelines**

In general, only in-ground swimming pools will be acceptable. Above-ground pools (excluding portable or inflatable pools which are considered temporary play equipment for children) will be considered only if there are no adverse off-site visual impacts.

All pools must be located in the rear of the property.

All pools must be fenced in, and meet all code and zoning requirements of the Town of Wake Forest and Wake County.

All pools will maintain proper drainage on the site. If a pool is planned, homeowners are required to provide a plan that details drainage patterns and runoff.

Pump and filtration equipment for any swimming pool should be obstructed from view from any nearby or adjoining residence(s) that may be able to see over the required fence due to natural topography. Equipment should be housed in an approved shed or accessory building, or may have landscaping placed around it in order to obscure its presence.

### **3.38 Trash**

#### **Guidelines**

Trash and recyclables should be placed at the curbside no earlier than sunset before the day of pick-up.

Trash and recyclables must be placed in front of the home disposing of the material and must not impose upon or impede neighbors.

Trash located outside residences will be kept only within covered, rigid metal or plastic containers manufactured specifically for trash purposes and provided for residents by the Town of Wake Forest.

Trash containers should be kept out of sight, except when placed at curbside for pickup.

Newspapers and other recyclable items should be left for pick-up in town-supplied recycling containers or other similar container that keeps material neat and organized at the curb. Recycling containers must be kept out of view at all times, except when placed at curbside for pickup.

### ***3.39 Wires and Cables***

#### **Guidelines**

Wires and cables, including those installed to convey radio, satellite or television signals, shall be hidden, buried or secured flush with the side of each home so as to minimize their visibility.

## 4. 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 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:

1. Shrubbery, Trees, and Lawns
2. Driveways and private Sidewalks
3. Decks
4. Fencing
5. Play and Recreational Equipment
6. Roofing
7. Paint and Stain
8. Siding
9. Mailboxes

Homeowners are encouraged to maintain their lawns so that they are free of weeds and mowed regularly. A lawn that is allowed to become unsightly may result in fines, loss of HOA privileges or other remedies at the homeowners' expense (refer to Bowling Green Covenants, Conditions & Restrictions, Article IX, Section 5, "Appearance").

### 4.1 Repairs (emergency situations)

Repairs utilizing identical materials, styles and colors do not require ACC approval.

In the case of storm damage and other emergency situations, temporary repairs and covers may be used (that do not match existing constructions methods) to prevent further damage to the house and property until more permanent measures can be taken. These temporary measures do not require ACC approval.

### 4.2 Deterioration

If at any time the Board of Directors is made aware of a property that has deteriorated to a point that it is affecting the aesthetics of the community, the ACC will be directed to make a site inspection (exterior only). They will then make recommendations to the Board of Directors. Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs or corrections. If, after that time, the repairs or corrections have still not been made, the Board of Directors may use the enforcement procedures at its disposal to effect the necessary changes, at the homeowner's expense. Homeowners will be responsible for all fines, repair costs, legal fees and/or service charges accrued. These costs will be posted to the homeowner's account, which will constitute a lien against the property. Failure to pay assessed fines may result in collections actions up to and including foreclosure.

## 5 Architectural Approval Process

Changes, additions or deletions that have been previously identified as requiring an Architectural Review Application submittal, or other projects that the homeowner believes may require ACC approval, shall follow the process described in this section. The process will be the same for all applications, with the required details varying depending upon the type of change.

### 5.1 Reminders

No construction or material change shall begin without ACC (Architectural Control Committee) approval of the application.

It is the homeowner's responsibility to determine if a Town of Wake Forest or Wake County building permit is required for their project. It is the homeowner's responsibility to obtain these permits and comply with city-, town- and county-imposed requirements and ordinances.

Allow enough lead time for ACC processing and approval when planning for construction.

### 5.2 Homeowner Steps for Preparing the Architectural Application

**Step 1.** Prior to any alteration, addition or improvement, the property owner is to refer to the Bowling Green Architectural Guidelines and determine if an application is required. If yes, continue.

**Step 2.** Prepare the application (copies are available from the management company, Ammons-Pittman, or the Bowling Green community website). Reference should be made to the appropriate section in the Architectural Control Committee Guidelines for the requirements specific to each project. Refer to the Bowling Green By-Laws and Covenants, Conditions & Restrictions documents for additional guidance and requirements.

**Step 3.** Attach drawings, sketches and supplemental documents that will assist the ACC in their review. Depending on the project, some attachments (such as a plot plan or survey) are required for the review process. You will find those required attachments on the application listed beside each specific project category. A complete application will fully describe/depict the change and stand on its own without need for further explanation or clarification.

Suggested attachments include:

1. Pictures, magazine cutouts, web links to product information, etc.
2. Photographs
3. Paint/Stain color chips
4. Plot plans\*/Survey - top down drawing showing location of existing structure(s), property boundaries in relation to adjoining property(s), and location of proposed change(s).
5. Elevation drawings\* - a side view that will show height, topography of land, and visual image of the change.
6. Written and/or visual depiction\* of construction details.
7. Copies of approved building permit(s).
8. Location of building material storage during construction, soil disposal plan, drainage plan, and landscaping plan (as applicable).

*\* Drawings need to be to scale in order to accurately show the relationship to location, height, etc., with all relevant dimensions clearly marked on all drawings.*

**Step 4.** Sign the Application.

**Step 5.** Application must be mailed, faxed or taken to the property management company, or sent via electronic mail ("e-mail") [arch-info@bowlinggreennc.com](mailto:arch-info@bowlinggreennc.com). The property management company will perform an initial review of the Application for completeness, legibility and mark the date received. A postcard will be sent back to the homeowner with the date of receipt recorded.

**Homeowners should contact the property management company if a postcard is not returned – a home homeowner must not assume the application was received.**

**Step 6.** The property management company will forward the application to ACC for review at the next regularly scheduled ACC meeting. Incomplete or illegible Applications will be returned to the homeowner. A homeowner will generally receive written notice of approval, disapproval or approval with conditions within 30 days of receipt of completed applications by the management company or the Architectural Approval Committee Chair or his/her designate, unless the circumstances of the application require a longer period for review. **In all cases the homeowner will receive written notification. Not receiving notification is not to be assumed as approval.** No project may be started without written notification from ACC. Homeowners not receiving a notification should contact Ammons-Pittman and a member of the ACC (email: [arch-info@bowlinggreennc.com](mailto:arch-info@bowlinggreennc.com) ).

### **5.3 ACC Steps for Reviewing the Application**

**Step 1.** The property management company will forward all complete applications to the ACC.

**Step 2.** The ACC will review applications and supporting documents. A written response of approval or disapproval will be sent to the homeowner within 30 days of dated receipt of the application.

Incomplete or Illegible Applications: Applications that are submitted without necessary attachments or supporting documents, or those that are illegible, will be administratively denied and returned to the homeowner with a request for missing or illegible documents.

**Step 3.** The ACC will make site inspections as needed. The application may also be reviewed with adjoining property owners who may be impacted by the change.

**Step 4.** The application will be voted on by the ACC in accordance with the Bowling Green By-Laws. A majority vote of ACC members will constitute approval or denial of a request.

**Step 5.** A standard response letter indicating the ACC's decision will be mailed and delivered to homeowner no more than 30 days from the dated receipt of the application. An application can be approved, disapproved, or approved with conditions. Approvals are valid for 180 days from approval date. Approval is contingent upon completion of project in accordance with the plan details specified in the application. In the case of a disapproved application, the reasons/requirements are to be listed on the application that is returned to the homeowner (see Appeals/Re-submittal section below). In the case of approval with conditions, conditions will be listed on the application and homeowner may begin the project provided the stated conditions are satisfied. **In all cases the homeowner will receive written notification. Not receiving notification is not to be assumed as**

**approval.** No project may be started without written notification from the Architectural Control Committee (ACC).

**Step 6.** If the ACC is notified (by homeowner or Ammons-Pittman) that a homeowner has not received a response to his/her application within 30 days, the ACC must take immediate action to communicate a decision regarding the homeowner's application.

**Step 7.** An application approved by the ACC is considered a contract to comply with the details specified in the application. Alteration or deviations of a significant nature will require re-submittal of an application. Approval of any application or portion thereof does not ensure approval of similar applications, as each application will be considered on its own merits.

**Step 8.** It is the homeowner's responsibility to obtain appropriate city, town, county and/or state/federal building permits prior to starting construction, as applicable.

### ***5.4 Appeals/ Re-Submittal of Application***

Homeowners may appeal a decision of the ACC to the full Bowling Green Board of Directors in accordance with Article VI of the Bowling Green By-Laws. According to the By-Laws, a request is to be submitted to the Secretary prior to the regularly scheduled Board meeting. Any Board member on the ACC cannot vote when an appeal is brought to the Bowling Green Board of Directors. Should the Application have been disapproved on a technicality (e.g. location or height of a fence), and the homeowner is willing to comply with the remedy proposed in the ACC response letter, the homeowner need only pencil in the change(s) and initial and date the change(s) to the original Application. The ACC will then reconsider the revised application. The homeowner will receive a written approval letter within 30 days citing the change(s).

### ***5.5 Time Frame for Construction***

Construction should begin and be completed within 180 days of written approval by the ACC. Work must be completed within 180 days unless an extension is requested and granted. It is the homeowner's responsibility to comply with any time restrictions imposed in their Town of Wake Forest or Wake County building permits.

## **6. Forms**

The form to be used by Bowling Green homeowners for Architectural Approval is included on the next three pages. An Adobe Acrobat (PDF) version of the Architectural Approval form is available at either of the web sites below:

<http://wakehoa.com/neighborhoods/Bowling-Green.aspx>

<http://bowlinggreenncc.com/forum/index.php?topic=103.0> (member login required)

The PDF can be filled out via computer and emailed directly to the ACC for faster approval.

**Bowling Green Architectural Review Application (Page 1 of 2)  
(FOR HOMEOWNER USE)**

Homeowner Name(s):

Address:

Telephone: (W)  (H)

(Cell)  E-Mail:

Estimated Starting Date:  Estimated Completion Date:

**Please place an "X" beside your proposed project type.** The numbers in parentheses correspond to the required attachments for each project. Please be sure to include all required information or the request will be returned, causing a delay in the review process.

- |  |  |
|--|--|
| <input type="checkbox"/> Antenna/Satellite Dish (1,2,3,4)                | <input type="checkbox"/> Exterior Colors and Materials (2,3) |
| <input type="checkbox"/> Deck (1,2,3,4)                                  | <input type="checkbox"/> Hot Tub/Pool (1,2,3,4,5)            |
| <input type="checkbox"/> Fencing (1,2,3,4)                               | <input type="checkbox"/> Landscaping (1,2,5)                 |
| <input type="checkbox"/> Parking (1,2,3,4,5)                             | <input type="checkbox"/> Storage Sheds (1,2,3,4)             |
| <input type="checkbox"/> Patios (1,2,3,4,5)                              | <input type="checkbox"/> Sidewalks and Pathways (1,2,3,4,5)  |
| <input type="checkbox"/> Play Equipment (1,2,3,4)                        | <input type="checkbox"/> Other (1,2,3,4,5,6 as applicable)   |
| <input type="checkbox"/> Enclosures and Building Additions (1,2,3,4,5,6) |  |

**Definition of required attachments listed above:**

1. Plot Plan with project shown, a top down view drawn to scale indicating all dimensions (length, width, height, sq. footage) and distance to property lines. For fencing, indicate existence of and construction materials for any adjoining/existing fencing.
2. Materials List. For landscaping requests, include list of plants to be used with locations shown.
3. Indicate color(s) and include paint/stain chip(s).
4. Provide a picture (photograph, magazine cut-out), manufacturer's literature or scale drawing with a front/side view.
5. Drainage Plan, soil disposal plan or landscaping plan as applicable.
6. Building material storage location and construction debris details (temporary storage, disposal).

**Description of Request and Detailed Specifications:** (Continue on page 3 or attach add'l pages)

**Materials List:** (Continue on page 3 or attach additional pages if necessary)

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

**Signature:**  **Date:**

## Bowling Green Architectural Review Application (Page 2 of 2)

### NEIGHBOR'S APPROVAL ENCOURAGED BUT NOT MANDATORY

Neighbor Approval #1:     
Name Address Signature

Neighbor's Comments:

Neighbor Approval #2:     
Name Address Signature

Neighbor's Comments:

**E-mail:** For fastest review+approval, send this PDF & supporting docs to [arch-info@bowlinggreennnc.com](mailto:arch-info@bowlinggreennnc.com)

**Mail to:** Bowling Green Homeowner's Association / Ammons Pittman Property Management  
 10224 Durant Road - Suite 107  
 Raleigh, NC 27614

**Phone:** (919) 790-5350

**FAX to:** (919) 277-4623

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**Receipt of Application:** A postcard will be returned to you by the HOA management company, Ammons Pittman, indicating the date the application was received. **Contact Ammons Pittman if you do not receive this postcard reply.**  
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**Reply from Architectural Committee:** You should receive a written reply from the Bowling Green Architectural Committee, via US mail, within 30 days from the dated receipt of your Application at Ammons Pittman. **Contact Ammons Pittman if you do not receive a response within 30 days.**

**For Architectural Committee Use**

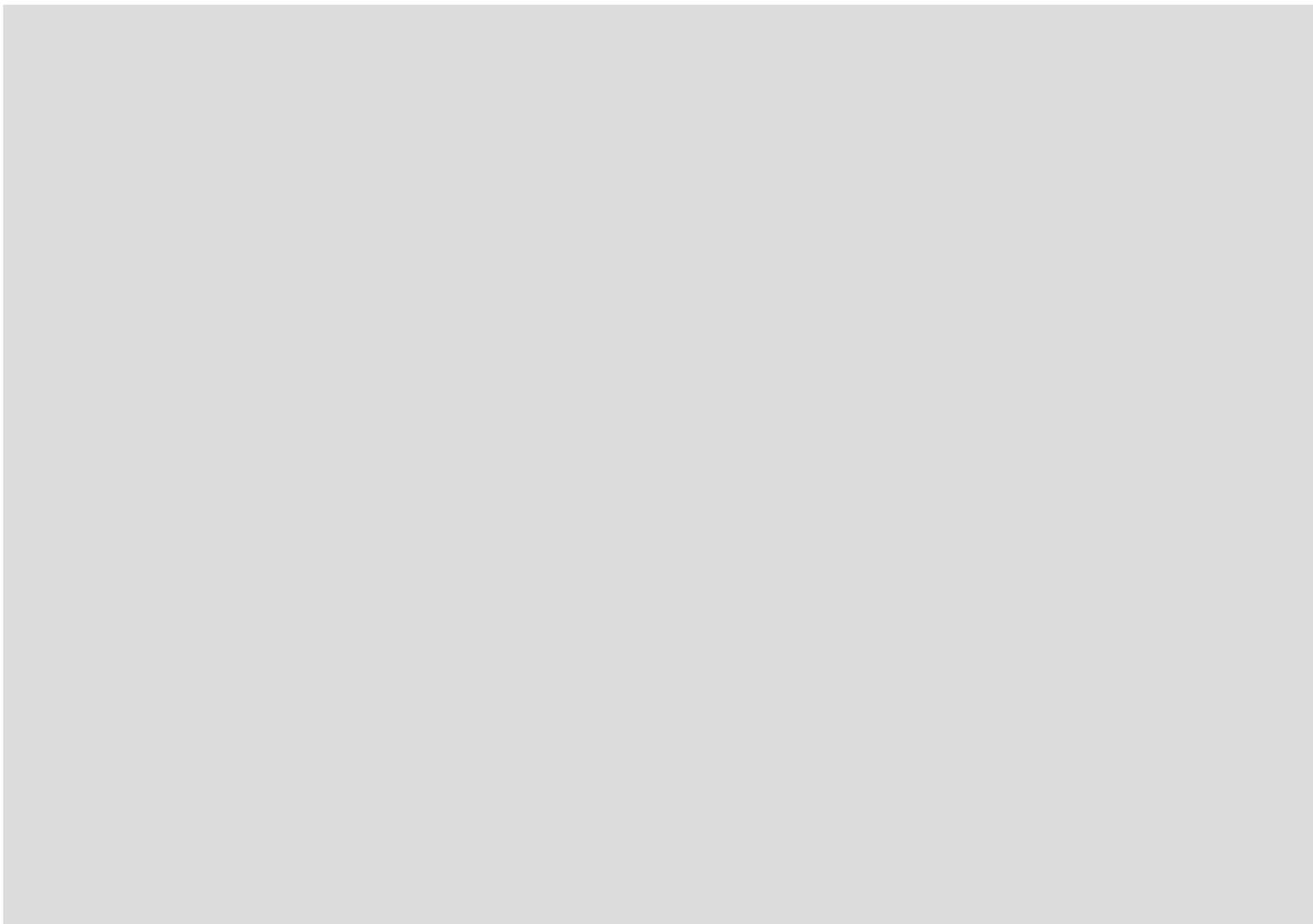
Date Rcvd by Ammons Pittman:  Rcvd by Architectural Committee:

Design Approval     Yes     No     Conditional Approval

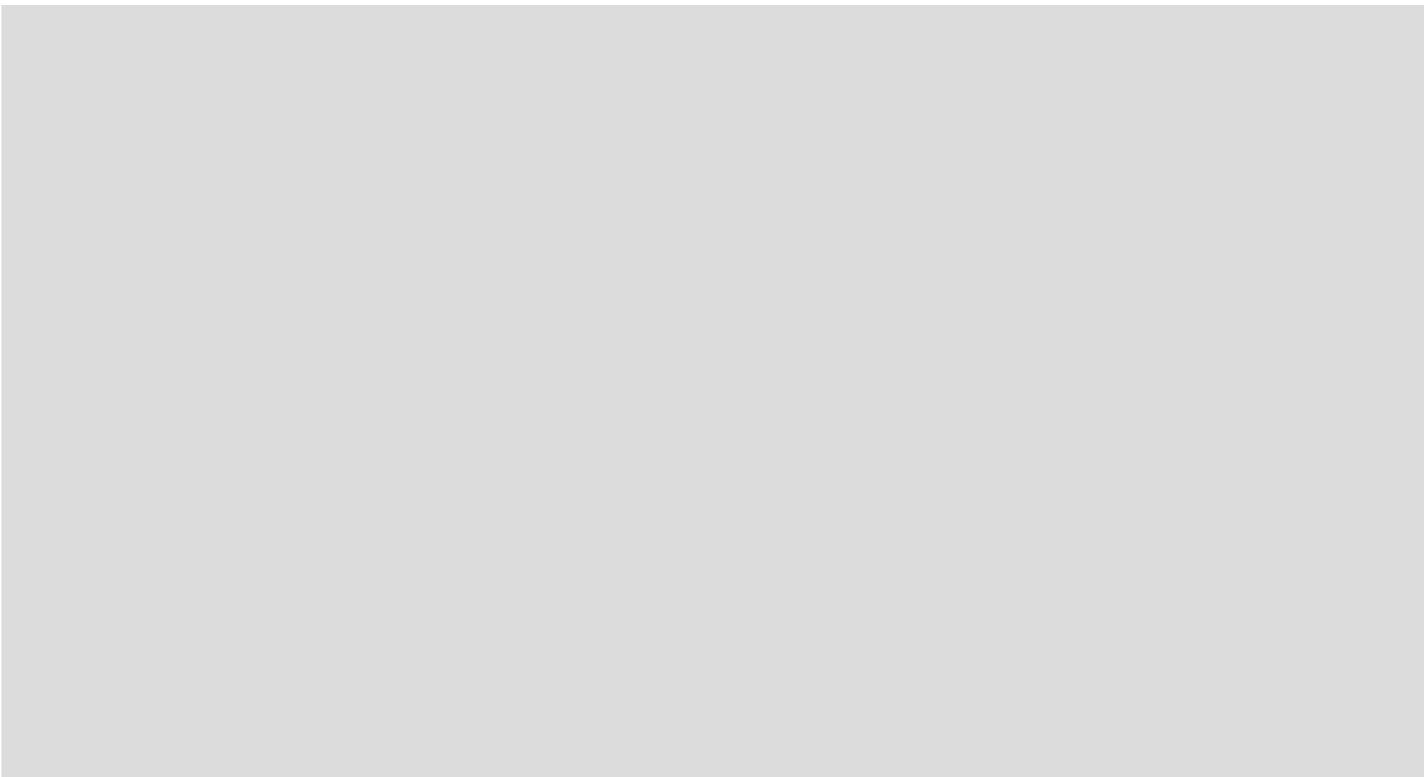
Architectural Committee Chair          
**Signature** **Date**

Remarks / Special Conditions:

**Description of Request and Detailed Specifications:** (Additional information that would not fit on page 1)



**Materials List:** (Additional information that would not fit on page 1)



## **7. Violations and Association Remedies**

### **7.1 Violations**

There are essentially two types of violations that must be dealt with by the Bowling Green Homeowners Association:

- Implementing a change, addition, or deletion without approval of a properly completed Architectural Approval Application; and
- Deviation or non-compliance with an approved Application or specified guideline, including conditional approval requirements.

### **7.2 Remediation Process**

After all attempts to resolve a violation have been exhausted, including 30 days' notice and the opportunity for a hearing, the Board of Directors will select the appropriate remedy and notify the Property Owner of such action.

### **7.3 Homeowners' Association Remedies**

Enforcement of this Standard is detailed in Articles VII and VIII of the Declaration of Covenants, Conditions and Restrictions for Bowling Green and Article VII of the Bowling Green By-Laws.

Remedies include but are not limited to:

- Suspension of HOA voting rights and privileges;
- Levying of penalties and/or fines as approved by the Board of Directors;
- Association obtaining a Restraining Order to prevent an action;
- Association seeking a Court Order to require the homeowner to remove a project;
- Entry to subject property in order to remove a project at the homeowner's expense; and/or
- Submission of a lien against the homeowner's property for outstanding indebtedness to the Association for nonpayment of penalties, fines, removal fees, etc.

Notes: