

# Rules \& Regulations Architectural Guidelines 

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2022: Updated management company information
2023: Addition to 3.3 Garbage Screening Design
2023: Updated to 3.3 Garbage Screening Design

### 1.1 Applicability

This guide to Rules and Regulations ("Guide") is adopted pursuant to the governing documents as defined in the Declaration for Cornerstone Park, These documents provide for the establishment of reasonable rules and regulations concerning the use of individual lots and common areas. The Architectural Review Committee ("ARC') serves as representatives of the Master Board ("Board") while enforcing the Guide, Compliance with the Guide is required, but is not the sole basis for review or approval, nor does it guaranty approval of any application. In reviewing each application, the ARC may consider any factors it deems relevant. Decisions may be based purely on aesthetic considerations. Each owner acknowledges that determinations as to such matters are purely subjective in nature and that opinions may vary as to the desirability and attractiveness of a proposed addition or modification. While these Rules and Regulations are for the greater good of the community (townhome, cottage home and single family home), be aware you may be subject to additional rules and regulations, such as Cornerstone Park Townhome Declarations and Cornerstone Park Single Family Attached Homes (Cottages) Declarations.

### 1.2 Purpose

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

### 1.3 Application and Review Process

Unless otherwise specifically exempted by the Declaration or this Guide, each and every proposed exterior modification/addition to residential units or lots requires prior approval of the Architectural Review Committee. Applications should be submitted to CAS, Inc. 1930 N Salem Street, Ste 101, Apex, NC 27523, cecilia@casnc.com.

Each application must include a copy of the lot survey showing the size and location of the proposed modification/addition as well as a list and description of the materials to be used, Color samples may assist the ARC in rendering its decision and expedite the review process. The ARC may require submission of such additional information as may be reasonable necessary to consider any application. Review of the application and notification to the applicants shall be conducted as described in the Declaration. Where specifically permitted to proceed without prior approvals, such permission shall only be effective so long as the Owner complies with every requirement of this Guide. The ARC is not responsible for ensuring structural integrity or compliance with state and local building codes. Homeowners must obtain all necessary building permits and other governmental approval that mav be required for the purposed modification or addition.

Suggestion: It is strongly encouraged that you share and discuss your Application for Architectural Review request with your neighbors on either side of your property and directly behind or adjacent to your property. Their signature on the form only indicates that they are aware and have viewed the planned changes. This may prevent any questions or an objection surfacing after any installation work has been performed.
Important Note: Architectural Review Committee (ARC) approval does not constitute engineering approval. ARC approval is aesthetic in nature. Improvements and consequences are the sole responsibility of the homeowner or person making the improvements,
2.0 General Architectural Standards
2.1 Antennas, Satellite Dishes (DBS, MDS, DSS)

Homeowners who wish to place a satellite dish on the exterior of the residence are encouraged to submit an Application for Architectural Review to the ARC,
Pursuant to FCC Section 207 of the Telecommunications Act of 1996, the Association will not require prior approval for antennas/dishes in the attic, crawl space, garage or other interior space of the dwelling, or another approved structure so as not to be visible from the exterior of the residence.

A maximum of two (2) satellite dishes each measuring one meter or less in diameter may be erected on any lot. If installation is required in other than the following approved locations, include a statement from the installer with the ARC application, Standard approved placement of satellite dish is:

- Attached to or mounted on a deck or patio in the rear of the residence and extending no higher than the eaves of that portion of the roof of the dwelling directly in front of such antenna; or,
- Attached or mounted on the rear wall or rear roof of the residence so as to extend no higher than the ridge line of the residence at a point directly above the position where attached or mounted to the wall,

If installation of the satellite dish / antenna meets the foregoing requirements, no ARC approval is required. However, ARC approval is encouraged.

### 2.2 Play Equipment

Permanently mounted basketball goals are not permitted, Portable goals are permitted, but must be kept in good repair and must not impede the public street right of way of any adjacent Lots or streets within the Community.

Metal swing sets and tree houses are not permitted. Wood swing sets and playground equipment require prior ARC approval and should be placed at least six (6) feet from any property line. Only natural wood or clear stained are permitted. No play structures may be erected on the side or front of any residence and may never be visible from the street.

### 2.3 Bird baths, Birdfeeders, Birdhouses, Fountains

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

### 2.4 Clotheslines, Fuel Tanks, Barbecue Grills, Outside Storage

Clotheslines and above ground fuel storage tanks are not permitted. Storage of any materials (such as, but not limited to, children's toys, lawnmowers, landscaping material and lumber) outside an enclosed structure is not permitted. Barbecue grills must not be visible from the street.
2.5 Decks, Patios, Porches, Driveways, Walkways

ARC approval is required prior to construction, modification or extension of decks, patios, porches, driveways and walkways. Deck footings and patios must stay within the minimum building line (MBL) of any Lot. No deck or patio shall extend into the side yard beyond the side plane of the residence. Deck waterproofing, sealing and staining is pre-approved provided that natural wood color is used and all decks must be consistently maintained, Artificial turf is not permitted on any surface. Driveway and walkway additions or replacement must be submitted for Architectural review If granted, driveway extension may never exceed 18" (inches) in width from the builder installed driveway.

### 2.6 Pets, Pet Houses

Dog pens and dog houses are not permitted. It is required that owners maintain control of pets at all times. Pets must be on a leash or restrained in the rear yard by use of invisible fencing or an approved fence. Animal nuisance of any kind will not be tolerated, including noise and improper waste disposal. Animal waste will immediately be collected by the owner and disposed of properly.
Other than normal household pets, no other animals, livestock or poultry of any kind shall be raised, bred or kept on the properties. Dogs, cats or other normal household pets may be kept in homes provided that such pets are not kept \} bred or maintained for any commercial purpose. It is suggested that homeowners familiarize themselves with any applicable municipal ordinances relating to pets.

### 2.7 Exterior Colors, Shutters, Doors, Other Exterior Modifications

Exterior color change is permitted provided an Application for Architectural Review Form is submitted and approved prior to the change. Exterior colors must conform to the community color scheme. Shutters and doors will complement the exterior color scheme and maintain the community colors. Shutters and front door must be the same color.

When submitting a request for color change, color chips or siding samples must be attached to the standard ARC application form. All owners are responsible for maintaining the paint color of doors and shutters as they fade or need repair/replacement. Exterior of residence including vinyl siding/trim, garage doors and roof shall be free of mildew, dirt and stains. Garage doors may not be modified in any way, Please refer to Attachment 3.2 for Exterior Colors.

### 2.8 Exterior Lighting, Seasonal Decorations

Ground landscaping lights are pre-approved provided they are conservative in design, use white LED lights, are limited to 2,000 lumens and are directed toward the house or ground. Hardwired lighting shall meet City of Raleigh code requirements. Approval is not necessary for replacement of current light fixtures if replacement is similar type and style. All other fixtures require ARC approval.

Seasonal holiday decorative lights are pre-approved from Thanksgiving through the $15^{\text {th }}$ of January. Other holiday decorations (Easter, ValentinesJ Halloween, etc.) are approved two weeks prior to the holiday until two weeks after the holiday.

### 2.9 Fences, Pergolas, Awnings

Fencing of any kind shall require ARC approval prior to being installed. After ARC approval, such fencing will be the complete responsibility of the homeowner to maintain. The HOA (Homeowners Association) accepts no responsibility for fencing in any manner. Homeowners shall contact all utilities prior to installation to ensure
that any easements are not impeded. If such fencing must be removed or modified due to being installed in an easement or for any other reason, the total expense shall fall upon the homeowner and not the HOA. Please see below for additional requirements relating to fencing:

- Maximum fence height is 4 feet.
- Chain link or metal fences of any kind are not permitted,
- A single fence is permitted between adjacent lots sharing a common property line,
- Fences are not permitted in the front yard. Fencing must not extend more than 8 (feet) from the back corner of the dwelling in the direction of the street and not extend beyond the back foundation line. Under no circumstances may a homeowner erect a fence outside of the lot property line. In the event of an obstacle, the homeowner must shift the fence inside the boundary line of the lot. Fences on corner lots must be installed parallel to the street. The distance from the fence to the street should match the distance from the street to the rear corner of the dwelling nearest the streets, (but in no case be less than 15 feet from the back curb) to allow for line-of sight at the intersection.
- Fence finished must be natural wood, clear stained or approved stain as outlined in Attachment 31/3 Fence Design, Stain.
- Pergolas should be natural wood, clear stained or approve stain and be installed per the design submitted for ARC review and approval.
- Gazebos should be natural wood, clear stained or approved stain and must be submitted for ARC review. Canopies and canopy-type gazebos are not permitted. Please refer to attachment 3.3 for the approved fence design.


### 2.10 Flagpoles, Flags

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

- One flagpoleJ not to exceed two inches in diameter and sixty (60) inches in length may be mounted on the front of a dwelling.
- Flags shall not exceed 4' x 6' in size, Flags must be maintained in good condition and shall not be displayed if mildewed, tattered, or faded.


### 2.11 Garage Sales, Garage Sale Signs, Items for Sale

Garage sales will be limited to a maximum of one time per year per residence. Community wide garage sale(s) may be held each year, Each garage sale may last a maximum of 48 hours. Sale items must be kept in the immediate area of the garage.

Advertising signs may be placed at the residence 48 hours in advance of the sale and must be removed immediately at the conclusion of the sale, All other signs require ARC approval. Reference guidelines in paragraph 2.20.

Other than garage sales, items for sale such as cars, boats, lawnmowers, etc. may not be displayed at the residence or on any common areas.

### 2.12 Garbage Containers, Recycle Containers, Garbage

Garbage containers, recycle containers and woodpiles must be stored in one of the following pre-approved locations:
o Inside the garage, or
o In the rear of the lot, or a location that is screened so to be concealed from view of street and neighboring properties. Please refer to Attachment 34 for screen design.

Garbage and recycle containers may be placed at the curb no earlier than dusk the day prior to collection and must be retrieved and stored back inside the garage or approved location before dusk the day of collection.

Remember, containers may be placed behind your home or in your garage rather than assembling a screen enclosure.

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

### 2.13 Gardens, Landscaping, Decorative Landscape Edging

Flower gardens are permitted as long as kept weeded and are not a nuisance to neighbors. Vegetable gardens require prior ARC approval. Additional landscaping, landscape edging and any alterations of original plants (shrubs, trees, etc.) are permitted provided the standard Application for Architectural review form is submitted and approved prior to the addition/alteration.
Approval is not required for mulching with pine straw, hardwood, or bark mulch. Decorative gravel mulch or other types of mulching require ARC approval.
All landscaping must be kept weeded and well maintained. Residents may not plant or interfere with common areas,

### 2.14 Grading, Drainage, Dirt

The grading and drainage swales in place at the time of closing are in place to support warranties existing at the time of closing and to prevent any run-off or drainage issues from your property on to any neighboring Lots, No obstructions or debris shall be placed in catch basins and drainage areas.

No homeowner shall install any landscaping; place any fill or do anything to adversely affect any contiguous lot,
Any homeowner or resident who changes the existing grading or drainage shall be liable for all costs and expenses of repairing such changes and any costs, liabilities, damages or causes of action arising out of such changes.

All dirt, excavated or brought in, should have a specific plan for storage in the rear area of each Lot. At no time shall dirt be stored on any Common Area.
Prior to any digging or excavation in any Lot, it is recommended that "No Cuts" be contacted at 1-800-632-4949. Important Note: Architectural Review Committee (ARC) approval does not constitute engineering approval. ARC approval is aesthetic in nature. Improvement and consequences are the sole responsibility of the homeowner or person making the improvements.

### 2.15 Home-Based Businesses

Home-based businesses are permitted provided the following criteria are met:

- Prior approval must be obtained from the Board by the homeowner and continued annual registration/approval of the business obtained from the Board as long as the business is in existence.
- It is not evident that home-based business is being conducted.
- No unusual traffic, other than normal residential traffic is permitted. The Board has sole discretion as to whether the amount of traffic generated is unusual,
- Any additional signs or logo vehicles indicating that the Lot or residence is being utilized for anything other than a residence are prohibited.
- No items or equipment related to the business may be stored or otherwise kept on owner's lot outside of the dwelling or garage.
- Business activities should comply with all applicable federal, state and local laws.


### 2.16 Hot Tubs, Spas, Saunas, Pools

Hot tubs and spas are permitted using the standard Application for Architectural Review form for approval prior to installation. These items must be located in the rear of the residence, screened from view of the street and neighboring properties. Owners are required to install safety features such as locks or covers and comply with all applicable state and local codes.

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

### 2.17 Mailboxes

Only the approved mailbox and base are permitted. If replacement or repair is required, see Attachment 3.5 Mailbox Design. Decorative coverings are not permitted.

### 2.18 Outdoor Furniture

No furniture shall be used, stored, or kept on the exterior of any residence except on porches, patios, and decks. Furniture not enclose in a room shall be limited to such types as is designed for outdoor use.

### 2.19 Parking, Recreational Vehicles, Campers, Boats, Trailers

All vehicles owned, lease or operated by an Owner, Family Member or Occupant/Tenant shall be parked only in the garage or driveway of the Lot. A maximum of two (2) vehicles may be parked outside the garage on the driveway. See Attachment 3.6 Parking Questions and Answers,
No vehicle, including recreational camper, boat, trailer, car motorcycle or truck, shall be parked on the grass or sidewalk of any lot. No motorboat, houseboat or other similar water-bourne vehicle, travel trailer, other trailer, or "camper" vehicle shall be maintained, stored or kept on any portion of The Properties, except in enclosed garages. All commercial use vehicles, recreational vehicles, trailers, campers, boats and watercraft must be kept in the garage, City of Raleigh ordinance prohibits the parking of a boat trailer or any other type of trailer on a City street except for temporary loading or unloading of effects.
Inoperable or stored vehicles must be stored within a garage within 72 hours of becoming inoperable. Vehicles may be towed from the property after this time.
All cars, trucks, trailers, etc. must have current registration, inspection and tag or will be subject to towing.

### 2.20 Portable On Demand Storage (PODS)

PODS are permitted in a driveway up to two weeks (14 days) with approval prior to placement.

### 2.21 Rain Barrels

Only two rain barrels are permitted per home and must meet the following requirements,

- Black, dark green, brown or terra cotta in color and made of plastic or wood (No metal containers allowed.) o Placed or installed at the rear of the dwelling.
- Maximum of 80 gallons in size.
- Mosquito control needs to be exercised by design or by screening to eliminate any mosquito breeding.

Any deviation to the conditions stated above required ARC review and approval prior to placement or installation,

### 2.22 Renters

All renters must comply with the rules, regulations, and Declaration of the Association and should be properly informed of these responsibilities by the homeowner, Homeowners are responsible for informing the property management that they are renting their property and must supply renter with the governing documents of Cornerstone Park. The homeowner is responsible for any violations.

### 2.23 Roof Accessories

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

- Exposed flashing, gutters, and down spouts must match the existing color scheme of the residence.
- Skylights shall not exceed $3^{\prime} \times 5^{5}$ in size and shall be mounted on the back side of the roof so as not to be seen from the street.
- Solar energy equipment will have the appearance of a skylight, have finished trim, and shall not be visible from the street.


### 2.24 Signs

The placement of any signs on any portion of the Cornerstone property requires the submittal of an ARC Application with the following exceptions:

- A single ['For Sale" or "For Rent" sign that shall be limited to $2 \times 3$ ' and must be displayed in the front yard of the dwelling.
- Directional and open house signs are limited to 48 hours in advance of the event and promptly removed thereafter.
- Contractor signs are permitted only while work is in progress and are limited to $2^{\prime} \times 3^{\prime}$.
- A single garage sale sign that shall be limited to $2 \times 3$ '.
- Official community event signs will be approved by the Board.

Political Signs: For the sole purpose of attempting to influence the outcome of an election, including the support or opposition of an issue or candidate on an election ballot, residents may place a single "Political" sign on their property compliant with the following guidelines:

- Display of political sign more than forty-five (45) days before an election and later than seven (7) days after an election is prohibited.
- The sign may not exceed 24 " $\times 24$ ".
- The sign may not be placed any closer than 3 from the street and may not be located on the street side of a sidewalk.
- A sign may be placed in the window or yard, but not both, • Handwritten signs are prohibited.

All signs must comply with all applicable federal, state and local laws and ordinances and such permits as required by legal and government agencies.

The HOA Board reserves the right to deny the request for placement of any sign on any Lot or Common Area per the Cornerstone Declaration.

### 2.25 Storage Sheds, Garages

Storage sheds require approval from the ARC and must be constructed using the same materials and color scheme of the residence. Garages may not be modified in any way. Garage doors shall be left in a closed position except when moving automobiles and equipment in and out. Approval is not necessary for replacement of garage doors if it is an exact match in style and design of current garage door.

### 2.26 Storm Doors, Front Doors, Window Coverings

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

Front doors may not be modified in any way.

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

### 2.27 Window Air Conditioners, Fans

Window air conditioner units and window fans are not permitted.

### 2.28 Window Boxes, Planters, Decorative Statues

Window boxes and planters are pre-approved provided:

- They are of a color and material complimentary to the residence exterior and shall be maintained in a neat and attractive manner.
- Statues and figurine planters are not permitted in the front yard.
- Dead and diseased plants and all weeds shall be promptly removed, Artificial plants and vegetation are not permitted.
- Empty planters and unsightly objects or nuisances shall be promptly removed.


### 2.29 Yard Maintenance

Residents are required to mow and weed their yard as necessary to present a neat and uniform look to the neighborhood. This includes during periods of low rainfall when dry patches appear and weeds tend to overcome the lawn. Grass will not be permitted to grow over curbs, sidewalks, or driveways. Regular watering to present a lush, green lawn is expected. Do not leave hose extended through the yard after watering; store hoses appropriately when not in use. Natural areas and landscaping beds may not encompass more than $30 \%$ of the front and side yard.

ARC approval is required prior to the removal of any tree/shrub more than six (6) inches in diameter measured, two (2) feet above ground. No flowering trees, regardless of their diameter, may be removed without prior ARC approval, If a replacement tree is required by the ARC, it must be at least eight (8) feet in height.

Any shrub, flowerbed, etc. within your property border is expected to be maintained (weeded, mulched, etc.). No hedge in the front yard shall exceed four (4) feet in height.

THIS DOCUMENT MAY BE AMENDED FROM TIME TO TIME BY A MAJORITY VOTE OF THE CORNERSTONE PARK BOARD.

### 3.0 Attachments

3.1 Exterior Colors - Sherwin Williams Paint Formulas. The following formulas are based on one gallon of paint from Sherwin Williams:



06107/11



EXTERIOR

Gloss



STOHsher.colorifitt'
BAC colorant

2-Hen Green
3.2 Fence Design/Stain


4 x 4 Posts Set In Cement No More Than 8' On Center
$2 \times 4$ Horizontal Supports
$1 \times 4$ Pickets With 1-1/2" Spacing and Draped 8" to 10"
All Pressure Treated Pine Lumber
Approved Stain: Olympic Elite, Woodland Oil "Mountain Cedar"


Samples pictured Home Depot, etc.). If you choose this option, please use enough panels so that the screen blocks all containers from view from the street. All white vinyl commercially purchased panels are pre-approved.

### 3.4 Mailbox Replacement

Due to the age and deterioration of many of the community's mailboxes and their posts, the Cornerstone Park Board of Directors has chosen a replacement for the current style of mailbox posts. This replacement is easy to locate and purchase at local home improvement stores, Approved Mailbox Specifications:

## Mailbox Post

Gibraltar Mailboxes (from Home Depot)
Model \# WPOOOWOI , Internet \# 20498116, Store SKU \# 10000437061 Whitley Plastic White Post Mailbox http://www.homedepot.com/p/Gibraltar-Mailboxes-Whitley-Plastic-White-Post-MailboxWPOOOWOI/204981168

## Mailbox Box

Gibraltar Mailboxes (from Home Depot)
Model \# El loowoo, Internet \# 1001429501 Store SKU \# 442065, Elite Standard Galvanized Steel PostMount Mailbox in White http://www.homedepot.com/p/Gibraltar-Mailboxes-Elite-Standard-Galvanized-Steel-Post-Mount-Mailbox-inWhite-EI $\underline{\text { |O0W00/100142950?keyword=E1 }}$ IOOWOO

## Mailbox Numbers

All mailbox numbers must be 4 inch brass numbers that match on both sides. There is no specific requirement on model number, as long as the numbers are 4 inches in size and brass/gold in color. Below are links to a few suggested options:

The Hillman (from Home Depot)
Model \# 847044, Internet \# 100184482, Store SKU \# 413895, 4 in. Solid Brass Number 2 http://www.homedepot.com/p/The-Hillman-Group-4-in-Solid-Brass-Number-2847044/100184482? keyword=847044

Hy-Ko@4in House Numbers (Ace Hardware) 0-9 in Solid Brass Item \# 029069200909 https://m.acehardware.com/product/index.isp?productld=1293762\&KPID=6200112\&cid=CAPLA:G:Sho ppin q - Letters \& Numbers=\&pla=pla 6200112\&k clickid=5055477b-bOca-4bcd-8532-2dlb959cd40c

The 4" brass numbers and should be applied to both sides of the post.
The mailbox, mailbox post and numbers are the only approved replacements for the Cornerstone Park Community Association.

