

BELMONT ASSOCIATION INC.



ARCHITECTURAL GUIDELINES

Revised June 2023

Belmont Association Architectural Guidelines

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Architectural Review - Introduction

Belmont is an exciting and vibrant place in which to live and the people here wish to make it an even better place to call home through their continuing efforts to protect, maintain, and enhance their property values.

Belmont is a planned community, meaning that the original tract of property was site-planned, designed, and approved as a self-contained, deed restricted community which has its own homeowners association and set of protective covenants that each property owner must abide by (see the community's protective covenants). The conditions and restrictions were set so the aesthetics, appearance, and safety guidelines would be defined and the homeowners could live in harmony and have some assurance that the actions of other property owners in the community would not adversely impact the quiet enjoyment of their homes or their property values (for example – painting one's home with colors that clearly conflict with the overall scheme of the neighborhood, placing aluminum foil in the windows, abandoning cars in the street, having unkempt yards, or keeping/breeding of vicious or dangerous animals).

This document outlines the guidelines and procedures for making an application for changes to the exterior of your home or yard. All exterior changes must be submitted in writing to the Architectural Review Committee for approval prior to the beginning of any work, including any exterior changes that are not covered in this booklet. These guidelines may be amended from time to time and if a topic is not covered in these guidelines or if you have any questions please contact Wake HOA Management at (919) 790-5350.

All approvals for work expire after 12 months from the date of approval. If the work is not complete within 12 months it is necessary to resubmit an Architectural Review Form for your project.

Procedure for Requesting Architectural Approval

Prior to beginning any alteration, addition, or improvement to the exterior of a lot the homeowner must complete an Architectural Review Form. This form may be obtained by calling the association's management company (Wake HOA Management), copied directly from this handbook, or downloaded from the web at www.wakehoa.com. Click on Community Documents and then you will see the link for Belmont. The completed form should be sent to the management company at:

Wake HOA Management
Phone (919) 790-5350
10224 Durant Road, Suite 109
Raleigh, NC 27514
info@wakehoa.com

Be sure to complete the Architectural Review Form, obtain the necessary signatures, and attach any required supporting documents before submitting your request for approval. Incomplete forms may cause delays in review of your request. The Architectural Review Committee (the "ARC") will contact you within 30 days of receipt with a written response. This allows the ARC time to review and consider all requests.

The ARC may approve a request, conditionally approve a request with specifically stated conditions for approval, deny an application, or return a request for additional information. Any homeowner that is not satisfied with the ARC's decision may submit a different Architectural Review

Form to begin the process again or appeal the ARC's decision. In order to appeal the ARC's decision the homeowner has 30 days from receipt of the response to submit a written appeal that sets forth the basis for the appeal and a copy of the Architectural Review Form. The homeowner may also meet with the ARC at its regularly scheduled monthly meeting. Please call the management company if you wish to appear at the next monthly meeting.

In the event of a conflict between these Architectural Guidelines and the Declaration of Protective Covenants, the Declaration shall prevail and take precedence.

General Landscaping

Landscaping around the home can add a personal touch and increase the value of one's home. It is encouraged that homeowners seek professional assistance when planning extensive landscape plantings or structures. Several commonly requested landscape elements which need prior approval before building/installing on the property include, but are not limited to, the following:

Tree planting or removal
Patios
Walkways
Gardens (water or vegetable)
Gazebos
Planters
Retaining walls
Exterior lighting

It is the homeowner's responsibility to check for easements, setback restrictions, or regulations that may affect the project. Any permits or inspections that the city or county may require are also the homeowner's responsibility. When planning any of the projects listed above, be sure to include as much information on your Architectural Review Form as possible, including the materials specifications and intended location on your plot plan.

Patios, decks, and sheds should be accented with flowers or shrubs to soften the view and blend the structure into the landscaping.

Grass should be mowed on a regular basis and not allowed to grow over 4" tall. Trimming around the sides of the house, mailbox, and landscaping should also be done regularly. Edging along the driveway and any sidewalks should be done at least once a month during the growing season.

Decks and Patios

When contemplating adding a wooden deck or concrete/brick paver patio to the rear of your home it is important that you consider several factors:

1. Water or drainage pattern under or around the deck/patio. Improper final drainage can damage the house foundation as well as create an area for insects (for example – mosquitoes) to breed.
2. Distances of deck/patio to property lines and easements. Ordinances may require that such structures not encroach into easements or to within certain distances from property lines.

3. Any permits or inspections that the city or county may require are the homeowner's responsibility. All requests for decks/patios will be reviewed by the ARC in context to the particular house and lot as well as surrounding lots and easements. Please be specific on the details of the size, location, and type of deck/patio on your Architectural Review Form.

Solar Panels, Antennas, Satellite Dishes, Window Air Conditioning Units

Solar panels are reviewed on a case-by-case basis and may be placed on both the front and rear roof lines. Panels must be all black in color; must sit flush with the roof. The underlying racking/mounting system must be all black and must not be visible. The power system located on the side of the home must be screened from view and all parts of the solar panel system must integrate seamlessly with the home.

Satellite dishes of one meter or smaller for receiving direct broadcast video service or antennas designed and intended to receive customary television transmission or radio reception signals are allowed. No exterior antenna, receiving dish or similar apparatus of any kind for receiving or transmitting CB or Ham radio or video signals shall be allowed. Homeowners shall install any permitted antennae or satellite dish that is not larger than two feet (2') in diameter on the rear of the home or on a pole in the rear yard unless an acceptable quality signal cannot otherwise be obtained.

If a satellite dish is installed on a pole it must be screened in such a way that it cannot be seen from the street or adjacent lots. On your site plan that is included with your Architectural Review Form please mark the intended location of your antennae or satellite dish and any screening landscaping.

Window air conditioning units are not permitted.

Awnings

Awnings must be located on the rear of the home and will be reviewed on a case by case basis. Please submit a picture of the awning when extended, material, color, and design with your Architectural Review Form. Please also note the intended location of the awning on your plot plan.

Retracted awnings are recommended. Awnings must be maintained and kept in good condition. Any faded, worn, or torn awnings will need to be removed or replaced.

Garbage Cans and Recycle Bins

Garbage cans and recycle bins should not be kept on the driveway. These items must be stored out of view from the street. It is suggested that these items either be kept in the garage or in your side yard, screened from view with fencing or landscape plantings. If you wish to build a trash can corral (or fence screen) you will need to submit an Architectural Review Form with detailed information about materials and intended location for ARC approval.

Fences

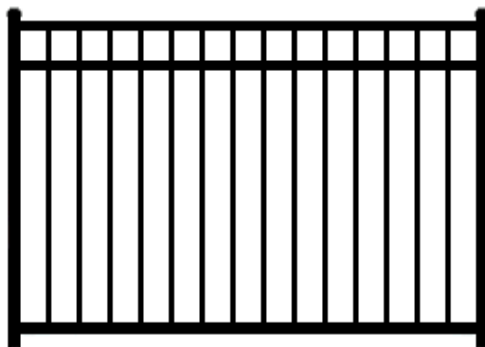
Fences are to be made of black aluminum or treated wood with clear protectant or a natural stain. All fence stains must be approved by the Board/ARC prior to staining the fence, and paint sample should be included in the ARC application. Painted fences are not permitted. Fence stain in brown tones are preferred.

Fences must be between 54" to 72" tall. This includes the fence or an addition to the top being fence or lattice. The fence must be placed on the property line unless there is an easement; fences should be placed outside of any easements. Requests for fence placement within a Private Drainage Easement will be reviewed on a case-by-case-basis. Also, fences should not adjust or interfere with the lot's water drainage pattern. Fences may be placed off of the back corners of the house and cannot be closer than 10' from the front corners, not including the porch.

The fence posts must be anchored in the ground with concrete. If a fence is installed prior to obtaining ARC approval the homeowner may be required to remove or relocate the fence at their own expense. Chain-link and barbed wire fences are strictly prohibited. If a privacy fence is installed, the finished side (front view) of the fence shall face outward from the requester's property. Adjacent homeowners must be allowed to tie into the fencing.

Approved fence styles are either the privacy fence, black aluminum style fence, wood stockade style fence or the rainbow scalloped (or sunburst) style fence. Please see the 3 fence details. No other types of fences are allowed in Belmont.

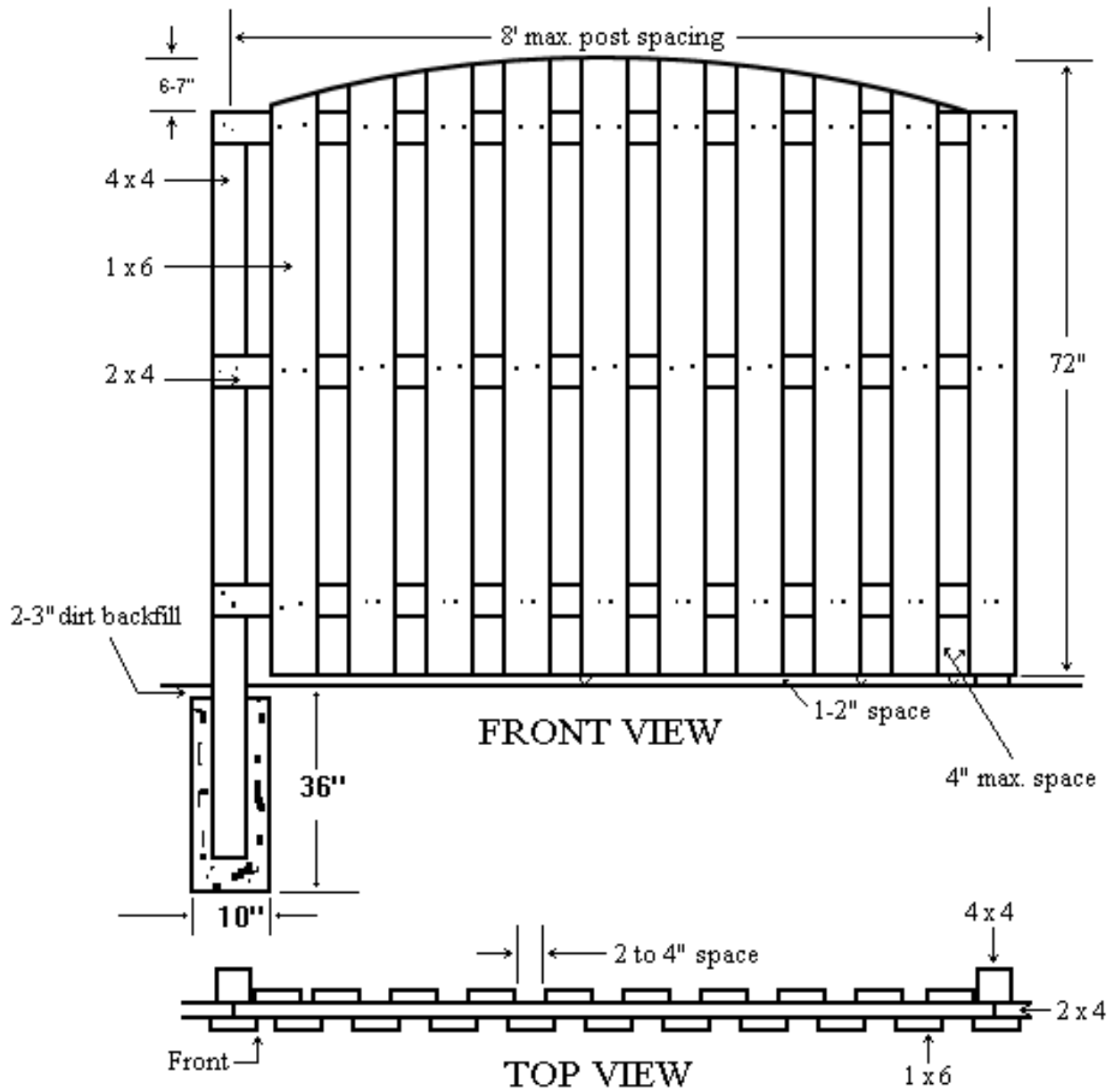
Black Aluminum style



Wood Stockade style with decorative post caps



Rainbow Scalloped (or Sunburst) Fence Detail



Playground Equipment and Pools

Play equipment should be placed in the rear yard only and blend with the natural surroundings. Please submit detailed drawings, measurements, specifications, and color scheme to the ARC with your Architectural Review Form. Landscaping or fencing may be required to prevent the play equipment from being visually obtrusive to neighbors. Any permits or inspections that the city or county may require are the homeowner's responsibility.

Under no circumstances will above-ground swimming pools be allowed.

Storage Sheds and all Detached Structures

Sheds must be placed in the rear yard and be permanently affixed to the ground with a concrete slab floor or footings. Prefabricated or store-bought sheds will be reviewed by the ARC on a case by case.

All detached structures, (e.g. playhouses, accessory buildings, and any other detached structure) will be reviewed and approved on a case by case basis noting the following guidelines:

1. All storage buildings, playhouses, etc. (accessory buildings) type structures shall be constructed and finished to match the main house detailing, trim, roof slopes (overhangs, colors, etc.
2. Accessory buildings shall be proportioned per the site and house and shall not be larger than 10'-0" x 8' ·0" except as approved by the ARC on a case by case basis.
3. Accessory buildings shall not restrict the visibility of adjacent homeowners' views to public spaces, parks, etc. and will be reviewed on a case by case basis.
4. Additional landscape screening may also be required around all accessory buildings based on the impact on adjacent homeowners' houses, views, etc.
5. Accessory buildings are not allowed on lots adjacent public areas including but not limited to water features, park areas, etc., and will be reviewed and approved on a case by case basis.
6. Storage Shed Location - Storage sheds and accessory buildings must be 5 feet inside the property line on all sides.

It is the homeowner's responsibility to check for easements or setback restrictions that may affect placement of the shed.

Please submit color chips, material samples, and a picture or brochure (if available) with your Architectural Review Form. Please do not purchase materials or begin construction before receiving written approval from the ARC.

Screened Porches and Deck Enclosures

All screened porches and enclosed decks must be located on the rear of the home, be of a permanent nature, and will be reviewed on a case by case basis. The screened porch or deck enclosure should match the color scheme of the home, preferably made from the same siding and roofing materials as the home.

It is the homeowner's responsibility to check for easements or setback restrictions that may affect placement of the porch or deck. Any permits or inspections that the city or county may require are also the homeowner's responsibility.

Please submit color chips, material samples, and a picture or brochure (if available) with your Architectural Review Form. Please do not purchase materials or begin construction before receiving written approval from the ARC.

Flower Gardens

Flower gardens in existing flower beds or around trees are highly encouraged and do not require ARC approval. Any extensive plantings should be detailed on your plot plan and submitted for ARC approval.

Parking and Parking Pads

The driveway should be cleaned periodically to remove any oil stains. Any grass growing between the concrete sections should be removed. Vehicles must be parked in the driveway or garage, not in the yard area. Inoperable vehicles must be parked in the garage or in the driveway with a car cover. No commercial vehicles may be parked in the street. They must be parked in a driveway or garage and not in the yard. Boats, trailers and recreational vehicles are not permitted unless concealed in the garage. Parking pads will be reviewed on a case-by-case basis. Not all lots can support a parking pad or extension.

Mailboxes

The mailbox must remain in its original color and design. No physical alteration of the mailbox or post is allowed. As the paint on the mailbox and post fade they should be repainted to match their original color. Plantings around the mailbox and non-permanent seasonal decorations are allowed. Any plantings and decorations must not obstruct the view of the address numbers.

Basketball Goals and Specifications

Portable basketball goals are allowed, and they must be stored upright and on the owner's property both when in use and when not in use. Portable basketball goal bases may not be weighed down with cinder blocks or any other object on top of the base; no weight on top of the goal base is allowed. Water or sand is to be used inside of the base to provide weight as intended by the manufacturer. All goals, nets, bases, back board and poles are to be in good condition at all times when in view.

If a homeowner wishes to install a permanent basketball goal, prior written approval from the ARC is required, and you must submit a plot plan detailing your desired location and a picture or brochure (if available) with your Architectural Review Form. See rules below concerning permanent goal installation.

Basketball goals must meet the following specifications:

Backboard:

- Up to regulation size 72" maximum width x 42" maximum height
- Clear acrylic or polycarbonate shatter proof material, (no glass)
- 18" double spring rim
- All weather net

- Must be standard in appearance without ornamentation, writing, nor decals.

Pole:

- 3.5” maximum circumference Powder-coated steel pole
- 10 foot maximum height (after in-ground installation, if installing in ground)

Location:

- Backboard must not face street
- Portable basketball goals may not be placed where the street becomes the main surface of play, and play in the street is not allowed.
- Pole (if in ground) may not be located in a ROW
- In ground installation is subject to individual lot conditions and approval by the ACC of an architectural application

Please do not purchase materials or begin construction before receiving written approval from the ARC.

Dogs

Chain link dog pens are not allowed in Belmont. Dog houses may be allowed but require prior approval from the ARC. A few guidelines for dog houses are:

1. The dog house must be constructed of materials to match the color scheme of your home.
2. The dog house must be placed against the back of your home and have shrubs to screen the view from other homes.
3. The dog must not be allowed to bark or make other noises for long periods of time.
4. If your dog is outside, it must be on a leash or within a fenced yard.

For more information about additional architectural guidelines please review your community’s restrictive covenants. If you need an additional copy of the homeowners association’s restrictive covenants you can download them from the web at www.wakehoa.com. Click on Community Documents and then you will see the link for Belmont. Or you can call Wake HOA Management to request for a copy to be mailed to you.

BELMONT HOMEOWNERS ASSOCIATION, INC.
C/o Wake HOA Management Inc.
10224 Durant Road, Suite 109
Raleigh, NC 27514
Phone: 919-790-5350
E-mail info@wakehoa.com

ARCHITECTURAL REQUEST FORM

Name _____ Contact Phone _____

Address _____ Lot # _____

Signature _____ E-Mail Address _____

This form must be filled out in its entirety with requested information before submission to Wake HOA Management for review by the Board of Directors (BOD) or the Architectural Review Committee (ARC). **To avoid delays in the review process, please provide all required information. Your request cannot be processed until all required information has been received. All information should be no larger than 8 ½ by 11.**

____ 1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will describe what the final work will look like. Painting, attach color chips or samples; Fences, specify materials, style, height, color, and mark location using x's on lot survey etc.; Extensive landscaping, include copy of landscape plans, specify types of trees, plants, shrubs, etc. Indicate on your lot survey the approximate location of your plantings.

____ 2. Attach a copy of your official lot survey received at closing. Your official lot survey should show only your lot with property lines, building envelope, and any easements or buffers. Mark your change(s) in colored pen or marker and include any side notes with measurements. Show dimensions and state the distance of how far your change(s) will be from your property line. Not required if only painting exterior.

____ 3. Attach as many elevations (front and side views) of the proposed work as is necessary, including measurements, to accurately describe it. This is required for outside construction, e.g., room additions, screen porches, decks, storage sheds, sun rooms, garages, etc.

____ 4. I have notified all owners whose lots are adjacent to my home or would reasonably view the changes/ improvements from their property. I have explained that this is a courtesy to advise them of the proposed changes/improvements and that all neighbors' concerns should be sent in writing to the Board of Directors c/o Wake HOA Management.

____ 5. Submit the form to Wake HOA Management.