

# CORNERSTONE PARK COMMUNITY

---

HOMEOWNERS ASSOCIATION, INC.

Rules and Regulations Guidelines

**July 14, 2008**

## TABLE OF CONTENTS

### 1.0 Introduction

- 1.1 Applicability
- 1.2 Purpose
- 1.3 Application and Review Process

### 2.0 General Architectural Standards

- 2.1 Antennas, Satellite Dishes (DBS, MDS, DSS)
- 2.2 Garden
- 2.3 Play Equipment
- 2.4 Birdbaths, Birdfeeders, Birdhouses
- 2.5 Clotheslines, Fuel Tanks, Outside Storage
- 2.6 Decks, Patios, Screened Porches, Driveways
- 2.7 Pets and Pet Houses
- 2.8 Exterior Colors, Shutters, Doors, Other Exterior Modifications
- 2.9 Exterior Lighting, Seasonal Decorations
- 2.10 Fences/Pergolas
- 2.11 Flagpoles, Flags
- 2.12 Garage Sales, Garage Sale Signs, Items for Sale
- 2.13 Garbage Containers, Recycle Containers, Garbage
- 2.14 Gardens, Landscaping, Decorative Landscape Edging
- 2.15 Home-Based Businesses
- 2.16 Hot Tubs, Spas, Saunas, Pools
- 2.17 Mailboxes
- 2.18 Outdoor Furniture
- 2.19 Parking, Recreational Vehicles, Campers, Boats, Trailers
- 2.20 Roof Accessories
- 2.21 Signs
- 2.22 Storage Sheds, Outbuildings, Garages
- 2.23 Storm Doors
- 2.24 Window Air Conditioners, Fans
- 2.25 Window Boxes, Planters, Decorative Statues
- 2.26 Yard Maintenance
- 2.27 Grading, Drainage, and Dirt
- 2.28 Rain Barrels

### 3.0 Attachments

- 3.1 *Request for Architectural Approval Form*
- 3.2 Fence Options

## Introduction

### 1.1 Applicability

This guide to Rules and Regulations (“Guide”) is adopted pursuant to the *Articles of Incorporation*, and the *Declaration of Covenants, Conditions, and Restrictions*, (“Declaration”). 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 this 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 are subject to additional rules and regulations.

### 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 concern 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.

### 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 require prior approval of the Architectural Review Committee.** Submit three copies of the *Request for Architectural Approval* form to PPM, Inc., 6739 Falls of Neuse Rd, Raleigh, NC 27615.

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 reasonably 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 approval, 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 government approval that may be required for the proposed modification or addition.**

**Suggestion:** It is strongly encouraged that you share and discuss your ARC plan and 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 activities. 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 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 a *Request for Architectural Approval* 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 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 a 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 to or mounted on the rear wall or rear roof of the residence so as to extend no higher than the ridgeline 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 Gardens**

Vegetable gardens require prior ARC approval. Metal swing sets are not permitted. Wood swing sets (natural wood or clear-stained) require prior ARC approval and should be placed at least six (6) feet from any property line. No play structures may be erected on the side or front of any residence. Playhouses and tree houses are not approved.

### **2.3 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.

### **2.4 Birdbaths, Birdfeeders, Birdhouses**

Birdbaths require ARC approval. Birdfeeders and birdhouses are pre-approved provided they are no larger than one foot in width, one foot in depth, and one foot in height. Birdhouses, birdfeeders and birdhouses 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 inches in diameter, and six feet in height (including the house or feeder).

Birdbaths, feeders and houses will not be placed in the front yard, side yard, or in common areas or wetlands/marshes.

## **2.5 Clotheslines, Fuel Tanks, Outside Storage**

Clotheslines and above ground fuel storage tanks are not permitted. Storage of any materials (such as, but not limited to, lawnmowers, landscaping materials, and lumber) outside an enclosed structure is not permitted.

## **2.6 Decks, Patios, Screened Porches, Driveways**

ARC approval is required prior to construction, modification or extension of decks, patios, screened porches, and driveways. 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.

## **2.7 Pets and Pet Houses**

Dog pens and runs are not permitted. Doghouses are permitted provided an ARC approval form is submitted and the following criteria is met: the doghouse must match the color scheme of the existing structure, must be in the backyard at least six feet from any property line, and not more than four feet high.

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. While outside the confines of the owner's property, animal waste will immediately be collected by the owner and disposed of in an approved waste receptacle.

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.

## **2.8 Exterior Colors, Shutters, Doors, Other Exterior Modifications**

Exterior color change is permitted provided an ARC approval form is submitted, and approved, prior to the change. Exterior colors must conform to the original community color scheme designed by the builder. Shutters and doors will compliment the exterior color scheme, and maintain the original community colors intended by the builder.

When submitting a request for a color change, color chips or siding samples must be attached to the standard ARC request form. All owners are responsible for maintaining the paint color of doors and shutters as they fade or need repair/replacement.

Power washing is required for all stained and mildewed vinyl siding.

All Other Exterior Decorative Modifications not addressed elsewhere in the Rules and Regulations require ARC Approval prior to the change.

## **2.9 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 towards the house or ground.

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

## **2.10 Fences/Pergolas**

Fencing of any kind shall require ARC approval **prior** to being installed. That being said, after ARC approval, such fencing will be the complete responsibility of the homeowner to maintain. The HOA 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, lattice, PVC, or similar fences 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 tie into the home at the furthest back corners of the dwelling, not to 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 street (but in no case be less the 15 feet from the back curb) to allow for line-of-sight at the intersection.
- Fence finishes must be natural wood or clear stained.

- Pergolas should be natural wood or clear stained and be installed per the design submitted for ARC review and approval.

Please refer to attachments 3.2 for the approved fence designs.

### **2.11 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 flagpole, not to exceed two inches in diameter and sixty inches (60") in length, may be mounted on the front of a dwelling.
- Flags shall not exceed 5' x 8' in size. Flags must be maintained in good condition and shall not be displayed if mildewed, tattered, or faded.

### **2.12 Garage Sales, Garage Sale Signs, Items For Sale**

Garage sales will be limited to a maximum of one time/year per residence. A community garage sale will be held each year to provide a second garage sale opportunity. Each garage sale may last a maximum of 48 hours. Sale items must be kept in the immediate area of the garage area.

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 2.21

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.

### **2.13 Garbage Containers, Recycle Containers, Garbage**

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

- Inside the garage, or
- In the rear of the lot, or a location that is screened so to be concealed from view of neighboring streets.

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 before dusk the day of collection.



## **2.14 Gardens, Landscaping, Decorative Landscape Edging**

Flower gardens are permitted as long as kept weeded and are not a nuisance to neighbors.

Additional landscaping, landscape edging and any alternations of original plants (shrubs, trees etc) are permitted provided the standard *Request for Architectural Approval* form is submitted, and approved, **prior** to the addition/alteration.

All landscaping must be kept weeded and well maintained. Marshes and wetlands are protected areas, and residents are not allowed to interfere in any way with these areas.

## **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 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 may have sole discretion as to whether amount of traffic generated is unusual.
- Vehicles with corporate logos or signs are permitted unless master board receives complaints.
- Any additional signs 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 ARC request 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 original mailbox and base are permitted. If replacement or repair is required, the mailbox must be restored to the original design specification. The residence address must be clearly visible on the mailbox. Mailbox replacement requires ARC approval.

## **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 enclosed 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, leased 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.

No vehicle, including recreational, camper, boat, trailer, car, motorcycle or truck, shall be parked on the grass or sidewalk of any lot. Curbside parking will be limited to a 24-hour period and to guests in front of homeowner's lot. If curbside parking becomes a nuisance or safety issue the master board reserves the right to enforce other parking regulations. It is strongly encouraged that homeowner vehicles be parked in driveway or the garage at all times.

All commercial use vehicles, recreational vehicles, trailers, campers, and watercraft must be kept in the garage out of view except temporarily in preparation for use if such period does not exceed 24 hours.

Inoperable or stored vehicles must be stored within a garage within 72 hours of becoming inoperable. Vehicles may be towed from property after this time.

All cars, trucks, trailers etc. must have current registration, inspection and tags or will be subject to towing.

## **2.20 Roof Accessories**

Modification to a rooftop requires an approved *Request for Architectural Approval* 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' x 5' in size and shall be mounted on the backside 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.

## **2.21 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 a 2x3 square feet and must be displayed in the front yard of the dwelling.
- A single garage sale sign that shall be limited to a 2x3 square feet as described in paragraph 2.10.
- Official community events as approved by the Board.

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 reserve the right to deny the request for placement of any Sign on any Lot or Common Area per the Cornerstone Covenants.

## **2.22 Storage Sheds, Outbuildings, Garages**

Storage sheds require approval from the ARC. Detached garages or building separate from the main dwelling on a lot are not approved. Garages may not be modified for any other use other than required parking.

## **2.23 Storm Doors**

Storms doors are permitted using the standard *Request for Architectural Approval* form **prior** to installation. They must be full-view glass or glass/screen and must match the existing facade color scheme. Door hardware must also match the existing hardware (brass handle for brass lights, etc.).

## **2.24 Window Air Conditioners, Fans**

Window air conditioning units and window fans are not permitted.

## **2.25 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 vegetation is not approved.

## 2.26 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.

ARC approval is required prior to the removal of any tree more than four (4) inches in diameter and two (2) feet above the ground in height. No flowering trees, regardless of their diameter, may be removed without prior ARC approval.

Any shrub, flowerbed, etc within your property border (front and backyard) is expected to be maintained (weeded, mulched etc.).

## 2.27 Grading, Drainage and 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.

Any homeowner or resident who changes the existing grading or drainages 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. ARC approval does not constitute approval for a homeowner to change any existing grading or drainages.

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) approvals do 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.

## 2.28 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)

- Placed or installed at the rear of the dwelling
  
- Maximum of 80 gallons in size

Any deviation to the conditions stated above requires ARC review and approval prior to placement or installation.

**THIS DOCUMENT MAY BE AMENDED FROM TIME TO TIME BY A MAJORITY VOTE OF THE CORNERSTONE PARK COMMUNITY SUBDIVISION MASTER BOARD**

---

**Kory Wilmot, President** **Date**

---

**Deborah Kelley, Vice President** **Date**

---

**Claire Hollingsworth, Secretary** **Date**

3.1 Request for Architectural Approval Form

*Please allow 30 days for approval*

**CORNERSTONE PARK COMMUNITY ASSOCIATION  
APPLICATION FOR ARCHITECTURAL REVIEW  
OF PROPOSED EXTERIOR CHANGES/ADDITIONS**

Mail Application to: Cornerstone Park Community Association Phone: 848-4911  
c/o PPM, Inc. Fax: 870-7241  
P.O. Box 99657  
Raleigh, NC 27624

(Please fill out the top part of this form and the reverse side and **submit in duplicate.**)

DO NOT FAX IN DUPLICATE

Date: \_\_\_\_\_ Resident's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_ Lot #: \_\_\_\_\_

Resident's Phone #'s: (H) \_\_\_\_\_ (W) \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

**FOR COMMITTEE USE:**

Date Received by Architectural Committee: \_\_\_\_\_

DESIGN APPROVAL: \_\_\_\_\_ Yes \_\_\_\_\_ Conditional Approval \_\_\_\_\_ No

Decision and initials of participating committee members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEIGHBOR'S APPROVAL ENCOURAGED BUT NOT MANDATORY**

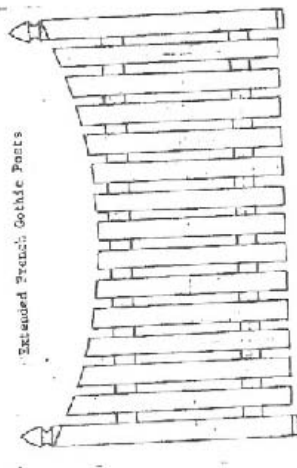
\_\_\_\_\_  
Neighbor Approval

\_\_\_\_\_  
Signature

Comments: \_\_\_\_\_

**REMARKS/SPECIAL CONDITIONS:** \_\_\_\_\_

### 3.2 Attachment - Fences



- 4 x 4 Posts Set In Cement No More Than 8' On Center
- 2 x 4 Horizontal Supports
- 1 x 4 Pickets With 1/4" Spacing and Dipped 8" to 10"
- All Pressure Treated Pine Lumber

