

# Woodbridge Community Association

## Architectural Guidelines

Updated 5/28/2025

## TABLE OF CONTENTS

I.	DOCUMENT PURPOSE AND POLICY.....	2
II.	RESPONSIBILITIES.....	3
III.	OVERVIEW OF THE ARCHITECTURAL GUIDELINES.....	4-5
IV.	DETAILED STANDARDS AND SPECIFICATIONS	
	A. ANIMALS.....	6
	B. EXTERIOR ANTENNAS OR DISHES .....	6
	C. POLES.....	6
	D. STRUCTURES.....	7
	E. SIGNS.....	7
	F. PARKING.....	7-8
	G. DRIVEWAYS AND PARKING PADS.....	8
	H. STORAGE OF MATERIALS.....	8
	I. SWIMMING POOLS.....	8
	J. TREES.....	9
	K. LANDSCAPING.....	9
	L. HEDGES AND SCREEN PLANTINGS.....	9
	M. EXTERIOR LIGHTING.....	10
	N. DOG HOUSES.....	10
	O. DECKS, PATIOS, AND WALKWAYS.....	10-11
	P. ENCLOSURES STORAGE SHEDS.....	11-12
	Q. MATERIALS AND COLORS ENCLOSURES.....	12
	R. GARBAGE STORAGE MATERIALS AND COLORS.....	12
	S. CLOTHESLINES.....	12
	T. GARBAGE STORAGE.....	12
V.	MAINTENANCE.....	13-14
VI.	ARCHITECTURAL GUIDELINES FOR FENCING.....	15
VII.	SUBMITTAL PROCESS	
	A. PLANNING AND PREPARATION.....	16
	B. ARC REVIEW.....	16-17
	C. APPLICATION RESPONSE TIME BY ARC.....	18
	D. ARCHITECTURAL REQUEST APPEALS/RE-SUBMITTALS.....	18
	E. TIME FRAME FOR CONSTRUCTION.....	18
	F. INSPECTIONS.....	18
	G. VIOLATIONS.....	18
VIII.	VIOLATIONS AND ASSOCIATION REMEDIES.....	19
	APPENDIX-A.....	20-21

## **I. DOCUMENT PURPOSE AND POLICY Architectural Guidelines**

The "Architectural and Appearance Control" guidelines (the "Guidelines") were established by Article VI of the Declaration of Covenants, Conditions and Restrictions for Woodbridge (the "Covenants"). Their primary purpose is to preserve and maintain the aesthetic harmony and balance in the residential structures and landscaping of Woodbridge and to ensure / enhance the property values and natural beauty of the development. Article I, Section 1 of the Covenants, along with Article IX of the Bylaws establishes the Architectural Review Committee ("ARC").

It is the responsibility of the establishment of the ARC to maintain consistent standards while remaining flexible and open-minded to changes in the community and lifestyles. **This standard is intended to be a dynamic document that allows for individual creativity of design, with each request being reviewed on its own merits.** The aesthetics of the architectural request will be a primary consideration of ARC.

Article VII, Section I states "The Board and the Architectural Committee shall, from time to time, formulate, publish, amend, modify, waive and enforce reasonable rules and regulations concerning the use and enjoyment of each Lot, and any improvements thereon .... "

## **II. RESPONSIBILITIES Architectural Guidelines**

THESE ARE THE RESPONSIBILITIES OF ALL PARTIES AS THEY RELATE TO THE ARCHITECTURAL AND APPEARANCE CONTROL GUIDELINES.

### **Homeowners**

Each homeowner has the responsibility to properly complete and submit an Architectural Request Form to the Property Management Company in accordance with the standards set forth herein. Each homeowner is responsible for adherence to the policies, standards, and control measures established by ARC, or the Board of Directors (the "Board"), and should report any problems or violations to the Property Management Company.

### **Property Management Company**

It is the Property Management Company's responsibility to collect all Architectural Request Forms submitted, and to do an initial screen of the application to assure completeness. Incomplete forms will be immediately returned to the homeowner. Completed submittals will be distributed to the ARC. After the ARC review, the Property Management Company is responsible for sending, to the homeowner, the ARC's response for each complete submittal. The Property Management Company is directed by the Covenants to do random on-site inspections to assure compliance with approved submittals. The Property Management Company may also act as the clearinghouse for problems or concerns, which anyone may have in the community.

### **Architectural Review Committee**

The ARC is appointed by the Board and consists of volunteer homeowners. The ARC is responsible for reviewing architectural requests, making site inspections (both before and after the modifications), and making decisions with regards to requests. The ARC meets regularly on the first Tuesday of each month. Their responsibilities are to update the Architectural Guidelines from time to time, incorporate new architectural regulations and standards into it, and to report on area inspections and follow up inspections. **It is imperative that each homeowner plans in advance and allows for the process time required as is defined in Section VII of this document.**

### **Board of Directors**

The Board is responsible for approving / disapproving all **appealed architectural requests**, as well as making decisions about violations and related penalties or legal remedies, and any final interpretation of the Covenants.

### III. OVERVIEW OF THE ARCHITECTURAL GUIDELINES

It is the interpretation of the Woodbridge Community Association Board and the ARC that the provisions of Article VI of the Covenants apply to a wide variety of aesthetic considerations in the community. Further clarity of Article VI has been detailed in this document with every attempt made to include those considerations that have the potential to impact property values. In submitting a request, if a homeowner has doubt if his/her situation is adequately addressed, then the Property Management Company should be contacted for guidance.

Section III of this document represents ONLY an overview of the standards, regulations, and types of changes, additions, or deletions that would either (A) require submittal of an Architectural Request Form, (B) not require a submittal, or (C) are prohibited. Note: Section III is not all-inclusive. Please refer to categories under Section IV of this document for defining terms relative to a specific request.

Throughout this document the term "changes" shall include additions & deletions.

#### A. Types of Changes Which Require Submission of an Architectural Application

##### 1. Typical changes to the exterior of the home, such as:

- a. Addition of:
  - i. Awnings
  - ii. Decorative lighting
  - iii. Solar collectors
  - iv. Satellite dishes and antennas
- b. Appearance, such as:
  - i. Color
  - ii. Materials (such as Siding)

##### 2. Other exterior changes, such as:

- a. Buildings
- b. Decks and patios
- c. Driveway extensions and parking pads
- d. Enclosures
- e. Fences - all types
- f. Hedges and screen plantings
- g. Landscaping - major
- h. Mailboxes
- i. Poles
- j. Recreation or sport equipment
- k. Signs
- l. Swimming pools and hot tubs
- m. Tree removal - live
- n. Exterior lighting
- o. Statuary

**B. Specific Changes Which Do Not Require a Submission of an Architectural application:**

1. Free standing basketball goals
2. Flower boxes which meet color standards
3. Minor landscaping
4. Non-permanent children's play equipment restricted to the back of the yard
5. Periodic repainting and re-staining with the existing color for maintenance.
6. Portable pools usable only by small children
7. Removal of dead trees
8. Small, discretely located, garden plots
9. Storm doors (must still meet color standards)
10. Movable non-permanent items of landscaping not to exceed 3 feet from the ground level.  
More than 4 structures per lot need approval.

**C. Specific Changes or Items Which are Prohibited:**

1. Animals other than household pets
2. Chain-link or weld wire fences
3. Wire-backed wood fences.
4. Commercial advertising signs
5. Encroachment on other property
6. Parking of boats, trailers, or any other recreational vehicles in driveway or road.
7. Pool, above ground
8. Unclean, unsightly, unkempt, unhealthy or unsafe conditions that tend to substantially decrease beauty or safety, such as trash, unused landscaping materials or tools, and empty boxes or containers.

#### **IV. DETAILED STANDARDS AND SPECIFICATIONS**

The specifications listed below are those that have been identified by the Committee and/or the Board as requiring a detailed specification. For items detailed below, the expectation is that this minimum detail will be met.

##### **A. Animals**

1. No animals, livestock, poultry, or exotic animals of any kind shall be raised, bred, or kept on any lot, except that:
  - a. Dogs, cats, or other household pets may be kept, provided that they are not bred or maintained for any commercial purpose.
  - b. Pets must be housed in the home or backyard of the residence. They must not be allowed to roam freely throughout the neighborhood.
  - c. Pets walked outside should be on a leash and their solid waste must be picked up from private or common areas; their liquid waste should not be allowed on neighbors' property or vegetation.

##### **B. Exterior Antennas or Dishes**

1. Purpose and intent. To lessen any impact on surrounding properties and to preserve the image and character of the Woodbridge Community Association.
2. Procedure. Federal Communications Commission guidelines restrict Homeowner Associations from denying homeowners the right to install certain antennas or a satellite dish system on their property. Therefore, the Homeowners Association requests that the following guidelines be used in placement and selection of a satellite dish;
  - a. Satellite dishes shall be no larger than 24" in diameter.
  - b. Satellite dishes shall not be located within any required yard setback, or in any required buffer, or street right of way.
  - c. Satellite dishes installed at ground level must be screened so that the dish is not visible from any street as viewed from ground level. The screen shall consist of live evergreen screening. Any tree removal required must adhere to tree removal restrictions. All wiring shall be properly buried.
  - d. Satellite dishes may be located on the rear, side or roof of a building. However, they should be positioned to have the least visible impact from the street.
  - e. Satellite dishes should not be mounted on the front of the building.

##### **C. Poles/Basketball Goals**

1. The ARC recommends the use of movable basketball goals; however, submittals for free standing poles (such as basketball goals) should include construction and installation details.
2. Freestanding flagpoles of any type are not permitted.

## D. Structures

### 1. Play Equipment

- All structural play equipment should be in the rear of the house, not on the side or in the front of the house.
- No single unit should exceed 12 feet by 24 feet by 15 feet high.
- Typically, one constructed unit per house (small, low items such as sandboxes are excluded).
- Play equipment should be located at least 5 feet from the property lines.
- Trampolines should be located in the rear of the house.

## E. Signs

1. Real estate signs do not require submittal. They must be placed on a plot. No signs may be placed on the common property.
2. Garage/yard sale signs are allowed the week prior to sale but must be removed no later than one day after the sale.
3. Political campaign signs that meet the standards of the City of Raleigh ordinance do not require approval but must be removed within the day after Election Day.
4. Commercial advertising signs are prohibited.
5. Alarm company signs or other similar community/home protection signs may be placed in the front of the house (i.e. attached to a short support to be inserted in the lawn).
6. Small permanent signs depicting the street number and street name (address) are permissible.
7. Seasonal visuals (Halloween, Christmas, etc.) must be removed no later than 30 days after the associated holiday has passed.

## F. Parking

1. All authorized vehicles belonging to owners and/or other of the residence must be parked in the driveway or in the garage. Continuous daily/nightly street parking is prohibited.
2. No industrial or commercial type trucks, or tractors, or inoperable automobiles may be regularly parked outside on any lot or in the driveway.



3. No trailers, campers, recreational vehicles or boats shall be stored outside on any lot or in the driveway.
4. No parking of motor vehicles on any residential lawns or other soft surfaces.
5. Temporary street parking is allowed as long as it doesn't impede cars from entering or leaving garages, driveways, infringes the pertinent City of Raleigh or OMV regulations, or is longer than 24 hours in duration. Prolonged parking in the street limits the normal flow of vehicles and may contribute to accidents involving children or pedestrians that may not see or be seen by approaching vehicles.

#### G. Driveways and Parking Pads

1. Driveways and vehicle parking pads shall be concrete only. Any other type of pad (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practice so as to minimize risk of settling, excessive cracking and improper drainage. Not all lots can accommodate a parking pad.
2. Particular close attention must be paid to structure placement, setbacks and encroachment due to the size of most lots in Woodbridge.

#### H. Storage of Materials

1. No trade materials or inventories may be stored outside on residential lots.
2. Temporary storage of materials for architectural request projects should be discreetly placed and maintained in an orderly fashion. Storing in the garage is the preferred method of storage.

#### I. Swimming Pools Architectural Guidelines

1. In ground pools must meet local city code standards for safety, including fencing. Fencing style must meet guidelines.
2. Above ground pools are prohibited.
3. Portable pools usable by small children are pre-approved but must be stored indoors or discreetly placed in the garage or backyard when not in use.
4. Pools must meet setback requirements.

#### J. Trees

1. The removal of a live tree requires approval unless the trunk of the tree is less than five inches (5") in diameter.
2. Removal of dead, diseased, damaged trees and trees which represent a threat to property does not require submittal, regardless of size. It is the homeowner's responsibility to properly remove dead trees from their property.
3. With all tree removal, tree stubs must be removed or ground.

#### K. Landscaping

1. Landscaping of a minor nature such as naturalizing an area of yard and adding shrubs, trees, flowers, etc. need not be submitted for approval. These are considered normal improvements.
2. Front lawn surfaces must consist of at least 50% grass or natural surface.
3. Other types of landscaping represent more significant projects that may be structural, have an impact on adjacent property, or require strong aesthetic consideration, and will require submittal:
  - a. Retaining walls
  - b. Drainage and runoff: careful consideration should be given to landscaping that will regulate current drainage/runoff to adjoining property. Details should be contained in the architectural application request.
  - c. Garden plots. Small discreetly located garden plots need not be submitted. Large plots in public view with tall crops (i.e. corn) should be submitted with details of screening.
  - d. Ornaments/figurines/statues/benches to be placed in public view front yards, corner lots, etc.) do not require submission. No more than four (4) pieces should be placed in the front of any lot and no piece shall be higher than 36 inches. This applies to permanent placements like birdbaths, etc., not to seasonal visuals (Halloween, Christmas, etc.).

#### L. Hedges and Screen Plantings

1. Requests for hedge or screen plantings which form a barrier between properties should have:
  - a. Setbacks to allow for plant growth.
  - b. Indication of the height of shrubs and trees at maturity.
  - c. Portions of natural hedges or screen plantings that die must be replaced.

## M. Exterior Lighting

### 1. Lamp Posts

- a. Two walkway/entrance lights on post not exceeding six feet in height to the base of the light fixture are allowed.
  - b. Mercury vapor, sodium, etc. high-power lamps are not permitted.
  - c. The post shall be wood, stone, brick or metal painted black or house trim color.
  - d. The lamp should be similar to or match existing house exterior lights (such as those on front porch/stoop, not floodlights).
  - e. Entrance lights situated on top of "ARC approved" walls on the sides of a driveway entrance will be considered provided they match the existing exterior house lights on the front porch/stoop.
2. Permanent landscape lighting on vegetation, walks, walls, house, etc. are encouraged. All landscape lighting must receive ARC approval.
  3. Seasonal lighting, such as Christmas lighting, is permitted and should be removed after the season is over.

## N. Dog Houses

1. Exterior finish with the exception of brick should match the house (i.e. siding, roof, shingles, and color).
2. Should be located on the property in an area that is not visible from the street and must be located at least ten (10) feet from a neighbor's property line (not located in side yard areas that are visible from the street). It must be landscaped such that drainage is not a problem. They must be properly maintained and kept in good repair and free of material that may create unpleasant odors.
3. The fencing for the dog has the same standards as all fences (i.e., no chain link, weld wire, etc. allowed).
4. Invisible fencing is deemed to be a preferred method for keeping pets within the property lines of their owner; however, pets are required to be housed in the rear of the property.

## O. Decks, Patios & Walkways

Creative designs and patterns for decks and patios are encouraged, particularly in replacement of existing building supplied components.

There are no predetermined styles in this document for decks or patios.

### 1. Deck Materials

- a. Deck materials are generally pressure treated wood #2 or better).

- b. The types and treatment of wood shall be like that of fences. Floor decking material should be finished neutral in color.
  - c. Posts may be made of bricks, pressure treated pine, or other suitable material.
- 2. Height of decks, arbors and screens, gazebos, spas.
  - a. Decks should be of a reasonable height for their intended purpose.
  - b. Arbors should be no higher than eight feet above the deck surface.
  - c. Freestanding deck screens (e.g. lattice) shall not exceed six feet in height, except if attached to the house.
  - d. Gazebos and hot tubs are considered permanent structures and require ARC approval.
- 3. Patio & Walkway Materials
  - a. Concrete slabs, smooth finish, or with exposed aggregate should be accompanied by an appropriate landscape plan.
  - b. Bricks or stones, with a sand fill or grout are allowed.
- 4. Location
  - a. Patios should be located behind the house, but may extend beyond the back corners.
  - b. Decks shall not extend outward beyond the rear corners of the building line.
  - c. Special cases may require an exception to this rule and will be determined on a case-by-case basis.
  - d. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
- 5. Any landscaping around the deck must not impede proper drainage of the lot.
- 6. The homeowner is solely responsible for obtaining required building permits from the city of Raleigh and ensures compliance with all applicable codes and regulations.

#### P. Storage Sheds

- 1. Plans for adding a storage shed at a residence must be approved in advance before construction can begin and must be submitted with ARF form. ARC approved construction of a storage shed may include instructions to provide buffer landscaping so as to soften view for neighbors.
- 2. Approved storage sheds:
  - a. Must be situated behind the owner's residence and be located at least 5 feet from the property lines and at least 15 feet from the residence.
  - b. Must have a footprint no larger in size than 250 square feet and single story.

- c. Must be constructed of wood and finished with a siding material which is similar in color and composition to the residence.
- d. Must have a suitably constructed flooring system or foundation. (A masonry foundation or slab is permitted, provided that it is completely enclosed by brick or siding to grade level).
- e. Must have a roof with a similar pitch, be made of similar materials and be of a color similar to the residence.

Q. Enclosures (screen porch, sunrooms, etc.)

- 1. Enclosures should be designed and constructed for aesthetic compatibility and preservation.
- 2. Enclosures will have to comply with the North Carolina Building Code.

R. Materials and Colors

- 1. Periodic repainting and re-staining with the existing color for maintenance does not require submittal.
- 2. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
- 3. Color changes
- 4. Keep all colors low in intensity (saturation or chroma).
- 5. Colors must not clash with the colors of the homes in the immediate vicinity.
- 6. Actual color samples must be included with a request for a color change.

S. Clotheslines

- 1. Permanent exterior clotheslines are prohibited.
- 2. A temporary (retractable) clothesline is allowed; however, it must be hidden from view from the street as much as possible.

S. Garbage Storage

- 1. Garbage must be disposed of in covered containers.
- 2. Yard waste or any landscaping debris cannot be left out on the side or front of the lot until 24 hours before pickup. It must be stored in the garage, in the rear, or on the side of the lot until pickup. Extenuating circumstances, such as after storms, are exceptions.

## **V. MAINTENANCE**

It is the primary responsibility of each homeowner to maintain their 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 ensure that your home is in good repair:

1. Lawns - grassy areas must be mowed, not allowed to seed, and properly maintained.
2. Flowerbeds and landscape beds must be kept free from weeds.
3. Shrubbery, hedges, and trees - must be kept trimmed.
4. All easements (sewer, drainage, etc...) on the lot must be properly maintained.
5. Decks
6. Pools and Hot Tubs
7. Driveways and Private Sidewalks
8. Fences
9. Playground Equipment
10. Roofing
11. Paint and Stain
12. Garbage Can Storage
13. Mailboxes
14. Bird Houses I feeders
15. Storage Sheds

### **Deterioration**

If at any time the Board is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the ARC will be requested to make a site inspection. They will then make recommendations to the Board.

Based upon the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If, after that time, the repairs have still not been made, the Board has the obligation of enforcement described in Article IV, Section 10 of the Covenants.

## **VI. ARCHITECTURAL GUIDELINES FOR FENCING**

It is the general intent of the Association to discourage the use of fences within the Woodbridge community. The physical definition of individually fenced-in lots visually detracts from the natural open feeling that is desirable throughout 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 background for privacy, security, or protection of small children.

The ARC shall review all proposed fence locations, colors and styles. ARC also retains the right to grant variances. Each case shall be reviewed on an individual basis. The ARC shall emphasize the development of sensitive, compatible, functional and aesthetically pleasing qualities of the fence design. Quality materials and construction methods shall be employed. The following architectural guidelines for fencing will assist the ARC and protect the total development.

### **A. General Guidelines**

1. All fence designs or proposals must be submitted to the ARC and shall include the following information:
  - a. The proposed fence must be chosen from the approved Standard Fence Materials list. See Appendix A.
  - b. All proposed fence style types and color must be stated. (Appendix A).
  - c. A plot plan of the lot showing all existing buildings, drives, walks, natural areas shall be provided with exact dimensions to property lines or rights-of-way. All roadway and easement buffers shall be shown on the plan.
  - d. All proposed fencing should be flagged or staked in the field for review by the Committee.
2. No perimeter fencing shall be constructed beyond the front corner of any residence.
3. No trees of significant size (5" in diameter or greater) shall be removed during the installation of the fence without prior approval of the Committee.
4. The Committee will consider variations or deviations in the Standard Fence Details. Design consistency, architectural compatibility, fence placement, intent and purpose shall be important factors for granting a variance.
5. Fences will be allowed to run 6" off the property line or must be offset a distance necessary for maintenance. Adjacent fences will be reviewed on a case-by-case basis. It is strongly recommended that 2 neighboring fences be butted together to avoid having two adjacent fences running parallel along property lines.

6. Any color changes or color requests must have ARC approval. (Appendix A)
7. As a condition of approval, the ARC may require landscaping screening.
8. Chain link and weld wire fences are not allowed.
9. Split rail fencing should be limited to natural wooded areas only.
10. Each Homeowner is responsible to regularly maintain (weed eat) the outside area of a fence bordering a neighbor's lot.



## VII. SUBMITTAL PROCESS

Changes, additions, or deletions that have been previously identified as requiring application submission, or that the homeowner believes may require an application, 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.

### A. Planning and Preparation of Architectural Application

1. Prepare the Architectural Review Form (see Appendix B additional copies are available from the Property Management Company). Attach any drawings, sketches, photos, and supplemental documents for the ARC's review. The following items are suggested methods of describing, or visually depicting, the requested change:
  - i. Pictures, magazine cutouts, etc.
  - ii. Color chips
  - iii. Plot plans - top-down drawing showing location of existing structure(s), property boundaries in relation to adjoining property(s), and location of proposed change(s). This plan is attached to your deed.
  - iv. Elevation drawings - a side view that will show height, topography of land, and visual image of the change.
  - v. Drawings need to be to scale (as much as possible) to show a relationship to location, height, etc., with the dimensions clearly marked on all drawings. For major construction projects such as additions, sunrooms, dormers, etc. that a hired contractor is used for... the design drawing should suffice.
  - vi. Written descriptions of the types of materials to be used or a contractor's list of materials.
  - vii. Written and/or visual depiction of construction details.
  - viii. Location for building material storage during construction, soil disposal plan, drainage plan, and landscaping or re-vegetation plan (as applicable).
  - ix. Any other aids that will assist the committee in their review.

**Note: A complete architectural application will FULLY describe/depict the change and will stand on its own merit without need for further explanation or clarification.**

2. Sign the form.
3. Present the completed application to all adjoining property owners or neighbors who may be visually impacted by the change, and obtain their signatures. This signature only reflects that each neighbor has seen the complete submittal. It is NOT an approval of the submittal.
4. Only after completing step 1-3 (above), present the completed application to the Property

Management Company. Incomplete or illegible applications will be returned immediately to the homeowner.

5. The architectural application should be received by the Property Management Company no later than 7 days prior to the established meeting date of the ARC in order for it to be reviewed at the regularly scheduled ARC meeting. Applications received less than 7 days prior or after the ARC meeting will be reviewed at the next regularly scheduled ARC meeting. The ARC meets the first Tuesday of every month.

#### **B. ARC Review**

1. The Property Management Company will forward copies of all applications to each member of the ARC and retain the original.
2. It may be necessary for an ARC member(s) to make a site visit prior to consideration at the ARC meeting.
3. The ARC will review the architectural application at its monthly meeting adding any observations from the site visit. Also, any responses by adjoining property owners will be reviewed and taken into consideration.
4. The ARC is authorized to request the submission of samples of proposed construction materials, color chips, design plans, etc.
5. The ARC will vote on the architecture request. The ARC's recommendation for approval or disapproval will be forwarded to the Property Management Company.
6. The Property Management Company will complete a response letter indicating the ARC's decision, and mail it to the requester within five (5) working days of the ARC decision.
7. Any modifications or change to the ARC's approved set of plans and specifications must be submitted to the ARC for its inspection and approval. Once an application has been approved, any modification thereafter requires submittal of a new architectural request.
8. ARC approved changes remain valid for a term of no more than three (3) months after approval. After which, the approval will be deemed rescinded and must be re-submitted.

#### **Reminders**

- ✓ No construction shall begin prior to or without ARC approval of the architectural application.
- ✓ Allow enough time for ARC processing and approval in planning for construction.

#### C. Application Response Time by ARC

1. The ARC will provide a written response to all applications within 30 days from the date of receipt by the Property Management Company. The ARC will normally respond within 15 days to all applications received by the Property Management Company at least 7 days prior to the regular meeting date of the ARC; however, the ARC will respond within 30 days to all applications received within 2 weeks following the regular ARC meeting date.

#### D. Architectural Request Appeals/Re-submittal

1. To appeal a disapproved architectural application request, the homeowner should submit, within 30 days of the date of the letter received from the Property Management Company, a written response including specific detailed information that clarifies why the request should be reconsidered. The homeowner may also request a meeting with the Board to further discuss the architectural request.

#### E. Time Frame for Construction

1. Construction should begin at the indicated start date or within three months after the date of the written approval from the Property Management Company. Work must be completed within six months after construction begins, unless an extension is requested and granted.
2. Approval for projects that are not begun, or completed, as specified above requires the applicant to resubmit the proposal or request for an extension to the ARC.

#### F. Inspections

1. The Property Management Company and the ARC are directed by the Covenants to do random on-site inspections to assure compliance with approved submittals. Homeowners are asked to cooperate during such inspections. If deficiencies, or significant deviations, are noted, the homeowner will be notified in writing, with a response expected within 30 days.

#### G. Violations

1. Violations will be handled by the Board as described in Article IV, Section 10 of the Master Covenant.

## **VIII. VIOLATIONS AND WOODBRIDGE COMMUNITY ASSOCIATION REMEDIES**

There are essentially two types of violations that must be dealt with by the Woodbridge Community Association:

- ✓ Implementing a change, addition, or deletion **without ARC approval** of a properly completed architectural application request.
- ✓ Deviation, or noncompliance, of an approved application request.

### **A. Homeowner Association Remedies**

1. Enforcement of this Standard is detailed in Article IV, Section 10 of the Covenants and Article VII of the Bylaws of Woodbridge (Wake) Homeowners Association, Inc.
2. Remedies include but are not limited to:
  - a. Suspension of voting rights and privileges
  - b. Levying of penalties as approved by the Board.
  - c. Obtain a Restraining Order to prevent an action.
  - d. Obtain a Court Order to require the homeowner to remove a project.
  - e. Obtain a court order to enter a property to remove a project at the homeowner's expense.
  - f. Submitting a lien against the homeowners' property for outstanding indebtedness to the Association for nonpayment of penalties, removal fees, etc.

### **B. Remedial Process**

After all attempts to resolve a violation have been exhausted, including the opportunity for a hearing, the Board will select the appropriate remedy and notify the property owner of such action.

## **Appendix A-Standard Fence Detail and Specification Architectural Guidelines**

### **Fence Material**

1. #2 or better natural treated finish wood
2. Vinyl
3. Metal or Wrought Iron
4. Stone or Brick - Stone or Brick columns used in conjunction with other fencing materials will be considered.

### **Fence Construction Guidelines**

1. All interior lot fencing shall have a maximum height of 6 ft (6') above natural grade.
2. Posts shall have a maximum height of 6 ft.
3. 4x4 posts minimum, spaced at 8 ft on center and all corners and gates.
4. 1x4 pickets to 3" spacing between each picket.
5. 2x4 rails connecting pickets to posts.
6. Adjoining color or stained fences should match so there isn't a visible difference.
7. Adjoining fences should be similar in style so there isn't a noticeable difference.