

**Shakerag Farms  
Home Owners Association**

**Architectural Design  
Standards  
01-January-2007**

**Prepared by the  
Board of Directors**

**Approved by the  
Board of Directors**

**REVISION TRACKING**

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## **GENERAL**

To ensure that Shakerag Farms remains an excellent place to live where we can all be proud of our homes and shared common areas, the following architectural standards have been excerpted from the covenants established for our community. These standards will serve as a detailed guide to the architectural requirements of our community covenants. The covenant takes precedence and this design standard is not meant to be contrary to the covenant document. Compliance to local building codes is the responsibility of the homeowner.

Your “Architectural Review Committee” (ARC, which at present is the Board) administers these design standards and serves at the discretion of your Board of Directors. The architectural standards will be updated and distributed to the community when the need arises. Community feedback is encouraged and should be submitted through “Community Club Management” (CCM). Homeowners are responsible for maintaining their property in compliance with the architectural standards and covenants, which will help to ensure that our property values are not compromised.

Unless noted otherwise, all architectural modifications must be submitted to your ARC through CCM for approval. The ARC generally meets every four (4) weeks and works as expeditiously as possible to review submittals. If special circumstances arise, the ARC will make every possible effort to accommodate our homeowners.

ARC approval is required for all architectural changes and modifications to the exterior of a property. This includes landscaping and interior spaces that are readily visible from the outside. The procedure for submitting proposed architectural modifications through CCM are outlined in this document along with operating procedures for addressing covenant violations.

Once approval is received from the ARC, the homeowner has twelve (12) months from the date of approval to implement the architectural change. The architectural change will need to be resubmitted to the ARC for review if the deadline is missed. It is the homeowner’s responsibility to ensure that architectural improvements are properly maintained.

The following sections define our community’s architectural standards and provide a baseline from which a homeowner can decide whether or not a request for an architectural change must be submitted to the ARC for review. If a homeowner is still uncertain about whether or not an approval is required, submit the request.

## COMMUNITY STANDARDS

The following standards work in conjunction with the tables outlining what is admissible for review and which items must be approved by the ARC.

### Canopies & Pergolas:

Some home sites have been built with rear patios that receive a significant amount of sunlight during the summer season, making them generally unusable. In these situations, a temporary, seasonally installed canopy may be approved by the ARC as long as the following criteria are met. If a permanent, long term solution is required, it is necessary to submit plans to the ARC for the installation of a pergola.

- The canopy or pergola must be of a design that is complementary to the structure to which it is attached or associated.
- The color of a canopy or pergola should be either neutral, earth-tone.

### Commercial Vehicles:

Commercial vehicles are **not** to be stored in the subdivision at any time (refer to Covenant: Section 7.10). The ARC defines “commercial vehicles” as transport trucks or moving vans, construction vehicles (i.e. bucket trucks, dump trucks, bobcats, etc.). “Company vehicles” such as pickup trucks, vans, mini-vans, or SUVs are acceptable provided they meet the following criteria:

- The primary function of this vehicle must include transportation of the driver to and from their principle place of business.
- The vehicle must be kept clean and in good condition.
- When possible, the vehicle must be stored in a garage.

### Covers:

There are occasions when either lawn furniture or wood piles will require a protective cover. Generally, in winter months, some homeowners choose to cover their patio furniture. Some homeowners also choose to cover woodpiles to keep them dry and/or out-of-sight. It is not necessary to obtain prior ARC approval for patio furniture or woodpile covers provided they meet the following guidelines:

- Covers should be of a neutral, earth-tone, or color which is complementary to the rest of the property. Bright colors are **not** acceptable.
- Covers for patio furniture should be designed specifically for that purpose so they can be effectively secured and have a pleasing appearance.
- Covers, or in some cases, tarps for woodpiles should be appropriately secured to the woodpile so they do not blow off during windy conditions.

### Deliveries:

There are times when large deliveries are made to a home. The following guidelines apply:

- It is the homeowner’s responsibility to ensure when deliveries are made, traffic is not impeded by the delivery vehicle.
- If the delivery is for building materials, these materials should **not** be dumped and/or stored in the street.
- If any debris from a delivery is left in the street, it is the homeowner’s responsibility to clean it up and remove it promptly.

- When possible, construction materials should not be stored in the front yard. If materials must be stored in the front yard, they should **not** be kept there for more than four (4) days.

### **Fences**

All requests for fences must be submitted to the ARC for approval. Generally, wood fences are encouraged with the exception that "picket fences" will not be approved. No vinyl fences will be permitted. Chain link and barbed wire fences are excluded by covenant. The following additional guidelines apply to fences.

- Fences and their footings are to be installed within a homeowner's property lines. In no case will alleys be permitted between two fences. It is up to adjoining homeowners to work out approvals and/or agreements for connecting to each others' respective fences.
- Fences are permitted in side and rear yards of properties. Fences are not permitted to be constructed in homeowner's front yards.
- Fences are to be securely constructed using concrete footings and maintained in an upright position.
- The homeowner is responsible for maintaining the integrity and appearance of the fence after it is constructed.

### **House Number Plaques and Signs:**

No address plaques or signs will be allowed except for one security system sign.

### **Landscape Borders:**

Modifications to landscape borders and edging must be submitted to the ARC for review. The following guidelines should be used when selecting a landscape border material:

- Landscape bricks and shape stones can be used, depending on the height. They must be uniformly installed and maintained.
- Field stones can be used if they are earth-tone in color and installed in a uniform manner. Grey or white stones are **not** acceptable.

### **Landscape Groundcover:**

The homeowner is responsible for maintaining and replacing aged mulch and groundcover in their landscape beds. Artificial vegetation and groundcover is **not** permitted nor are any type or color of rocks. To change the groundcover, the following guidelines should be followed:

- ARC approval is not required to replace mulch that has exhausted its useful lifecycle as long as a similar replacement material is used. For example, replacing "pine straw" with "pine bark" or "cypress mulch" does not require ARC review.
- The addition of any other type of mulch as ground cover **does** require ARC review. Grey drainage material and white rocks are **not** acceptable.

### **Landscape Lighting:**

Landscape lights have become very popular and do enhance a home's curb appeal. Although the "Malibu" or "Pagoda" styles are most popular, spot lights are also an alternative. The following guidelines are acceptable for front yard exterior illumination without a formal submittal to the ARC:

- Spot lighting should be limited to four (4) primary lights and two (2) accent lights in the front, and three (3) lights on the side. Anything in excess of this will require ARC review. Lights must be installed at the ground level and the light fixtures must not be readily

visible from the street. Lights must not be pointed in a direction that impacts a neighbor or pointed towards the street.

- Standard “Malibu” or “Pagoda” style lighting of the two (2) to three (3) tier varieties and which are spaced at approximately two to three feet intervals (2’ to 3’) can be placed alongside front flowerbeds, along the side of house, or along front entrance walkways. These lights should **not** be placed along street-side sidewalks or driveways.
- Post lamps must be submitted to the ARC for review.
- Lighting in landscape beds that are not directly adjacent to a dwelling must be reviewed by the ARC.

### **Lawns:**

Front and side yards should consist of Bermuda. Exceptions should be submitted to the ARC for review.

### **Parking on the Street:**

Homeowner’s vehicles must be parked in appropriate parking spaces serving each lot and not on the street. In general, streets throughout the subdivision belong to Gwinnett County. However, the covenant does make provisions which enable the Board to establish the following guidelines:

- If there is space available in a homeowner’s driveway for guest vehicles, then this space should be utilized before cars are parked on the street.
- Vehicles should not be left parked in front of a home for more than three consecutive days.
- If guest vehicles must be parked in the street, they should not be placed in locations which obscure the view of oncoming traffic creating a hazardous condition.
- Vehicles belonging to guests who have parked on the street should not be parked across from each other or in such a manner as to cause congestion or impede traffic.

Although not directly related to the covenants, homeowners should be aware that in the State of Georgia, it is illegal to park within thirty (30) feet of a stop sign.

### **Playground Equipment:**

Playground equipment must be approved by your ARC prior to installation. The following guidelines apply:

- Play equipment must be of the wooden variety. Metal swing-sets will **not** be approved.
- Play equipment is only permitted in the back yard.
- The location of the play equipment must be at least twenty (10) feet away from the property line unless an ARC approved fence is in place.
- Trampolines must be located in back yards and as far away from neighboring properties as possible. If a lot is not enclosed by a privacy fence, future landscape screening may be required if complaints are received regarding noise and visibility issues.

### **Statues:**

Statues are only allowed in the backyard only.

- Decorating schemes outside of these guidelines **must** be submitted to the ARC for review.

### **Storage Sheds and Outbuildings**

- In general, storage sheds and outbuildings do not generally enhance the overall value of a community and for that reason, their construction is discouraged. A request for a storage shed or outbuilding must be submitted to the ARC for review prior to any construction. Construction or placement of a shed or outbuilding that has not been approved in advance by the ARC will be subject to removal at the homeowner's expense. The request must contain a copy of the shed blueprint, a lot survey showing the shed's proposed location, and details and colors for the materials being used.

### **Storm Doors**

A storm door must go through ARC approval. Silver-finish aluminum doors and/or screen doors are not permitted.

### **Tree Removal**

Trees should not be removed from an individual property without prior written approval from the ARC. The following guidelines apply to tree removal:

- ARC approval is not required to remove trees that are less than four (4) inches in diameter (measured at a location twelve (12) inches from the ground).
- The “four inch” provision (described above) does not apply to any ornamental or flowering trees such as dogwoods, cottonwoods, cherry, or apple trees.
- Trees which are dead, diseased, or seriously damaged and pose an immediate threat to life and/or property do not require ARC permission for removal.
- Once a tree has been removed, the stump should be ground down or removed such that it is no longer visible.
- Debris from tree removal should not be left on your property to decompose. Under no circumstance shall debris from tree removal be placed on the lot of another homeowner, an undeveloped lot, a natural area, or in any of the community property belonging to the Association.
- It is strongly encouraged to use tree removal professionals to have tree removal work completed.

### **Window Boxes**

A request for window boxes must be submitted to the ARC for approval.

- Window boxes shall be constructed of wood and must match the overall trim of the house. Window boxes must be installed in such a manner that their size and number presents an architectural balance to the home.
- No window boxes will be permitted other than on the first floor of a home.
- It is the homeowner's responsibility to maintain the window boxes. Flowers and other window box contents must be kept fresh. No artificial vegetation is permitted.

### **Window Treatments:**

The exterior side of window treatments must be “white or off-white”. For the purpose of these guidelines, the term “off-white” includes variations of white (i.e. shades of “eggshell”, beige, or light grey) which are neutral in appearance. Foils and wood-tone finishes on blinds are **not** acceptable.

**Woodpiles**

Woodpiles themselves do not require ARC approval. However, they must be kept out of view from the street and from neighboring properties. This can be accomplished using a screen or a cover. The following guidelines apply for woodpiles:

- The wood must be stacked neatly and uniformly, and not scattered about the yard.
- The pile should be kept away from property lines unless it is shielded from the neighbors by an ARC approved fence.
- Woodpiles should not become excessive in size.
- A screen can be built to shield the woodpile provided a request has been submitted and approved by the ARC.
- Woodpile stands are considered exterior structures and must be approved by the ARC.
- If a tarp is used to cover the woodpile, it must meet the requirements for covers as previously defined in this document.

## **General Maintenance**

Most of our homeowners do an outstanding job with maintaining their respective properties in accordance with the covenants and architectural standards. However, some homeowners need an occasional reminder about completing the routine maintenance that goes with owning a home in a covenanted community such as ours. The following guidelines outline the community standards which apply to routine maintenance activities:

- Lawns must be properly mowed and maintained. This includes the grass area between the sidewalk and the street.
- Curbs, driveways, sidewalks, and landscape beds will require edging to prevent grass from growing over them.
- Yard waste and debris must be promptly removed.
- Every homeowner is responsible for picking up trash around their property such that the community remains clean and free of debris.
- Mulch materials in landscape beds should be refreshed when it reaches its useful life, at a minimum of twice per year.
- Lawns and landscape beds should be free of weeds and fertilized regularly.
- Bare spots on lawns should be repaired.
- Shrubs should be kept trimmed. Dead shrubs should be removed and replaced when seasonally possible.
- Mailboxes should be vertically squared, sealed, and free of rust.
- Trash cans should be kept out of sight (in the backyard or garage) except on trash pickup day and on the evening prior when cans and recycle bins are to be set by the curb.
- Home repairs must be completed as soon as possible, weather permitting. This includes, but is not limited to, painting, pressure washing, and replacement of failed materials.
- **Unightly conditions are not permitted at any time.**

Over time, although decks and fences are generally constructed from treated wood, they will age and show signs of deterioration from the weather. The following considerations should be applied to decks and fences:

- When approval from the ARC is given to erect a fence, or to build or extend a wooden deck, approval is always issued with the understanding that a homeowner will maintain their deck and/or fence.
- ARC approval is not required to perform routine maintenance associated with the staining or sealing of decks and/or fences as long as the work is completed using a clear stain or sealer.
- ARC approval is required to change from the natural color of a deck and/or fence through the process of staining or sealing.

**SUBMITTAL GUIDELINES**

The following tables should be used to determine what is required to be submitted to the ARC, which items do not require submittal, and what items are **not** permitted at all. This will help to streamline the approval process.

**ADMISSIBLE / NO APPROVAL REQUIREED**

	<i>ITEM</i>	<i>CONDITION</i>
<b>1</b>	Below Ground Irrigation Systems	No approval required.
<b>2</b>	Covers for Patio Furniture & Woodpiles	See “ <i>Community Standards</i> ”(above)
<b>3</b>	Holiday Decorations	No approval required.
<b>4</b>	Landscape Lighting	See “ <i>Community Standards</i> ”(above)
<b>5</b>	Mulch Replacement & Landscape Groundcover	See “ <i>Community Standards</i> ”(above)
<b>6</b>	Patio Furniture	No approval required.
<b>7</b>	Portable Toy Basketball Goal (less than 8’)	Must be stored when not in use.
<b>8</b>	Satellite Dish	Approval required. Whenever possible, the preferred location for a satellite dish is on the rear portion of the property.
<b>9</b>	Shrubs and Flowers in Existing Landscape Beds	No approval required.
<b>10</b>	Statues	See “ <i>Community Standards</i> ”(above)
<b>11</b>	Woodpiles	See “ <i>Community Standards</i> ”(above)

**NOT ADMISSIBLE / NOT PERMITTED**

	<i>ITEM</i>	<i>CONDITION</i>
<b>1</b>	Permanent Basketball Goal	<i>Not Permitted</i>
<b>2</b>	Second “Box” next to Mailbox	<i>Not Permitted</i>
<b>3</b>	Sheds and exterior storage containers.	<i>Not Permitted</i>
<b>4</b>	Signs	Not permitted except for a “For Sale” sign and a security system sign as described in “ <i>Community Standards</i> ”(above).
<b>5</b>	Tall Reflectors at Driveway	<i>Not Permitted</i>
<b>6</b>	Tarp covered items.	Not permitted except as noted in the “ <i>Community Standards</i> ”(above)
<b>7</b>	Landscaping Rocks	<i>Not Permitted</i>
<b>8</b>	Wind Sticks & Pinwheels (front yard)	<i>Not Permitted</i>
<b>9</b>	Window Fans & Window Air Conditioners	<i>Not Permitted</i>

**REQUIRES SUBMITTAL TO ARC FOR APPROVAL**

	<i>ITEM</i>	<i>CONDITION</i>
<b>1</b>	Awnings & Canopies	Submit for approval – refer to the “ <i>Community Standards</i> ” (above).
<b>2</b>	Basketball Goal 8’ or higher (portable)	No approval required. These may be used stored in driveways between garage doors, but must never be left in street.
<b>3</b>	Children’s Swing Sets, Trampolines, & Play Equipment	Submit for approval. Swings sets and play equipment should be constructed of wood.
<b>4</b>	Children’s Forts	Submit for approval – no tree houses.
<b>5</b>	Dog Houses	Submit for approval.
<b>6</b>	Fences	Submit for approval – refer to the “ <i>Community Standards</i> ” (above).
<b>7</b>	Flags	Submit for approval.
<b>8</b>	Garage Door Replacements	Submit for approval.
<b>9</b>	Landscape Beds [New]	Submit for approval.
<b>10</b>	Landscape Borders	Submit for approval – refer to the “ <i>Community Standards</i> ” (above).
<b>11</b>	Landscape Lights	Submit for approval except as noted in the “ <i>Community Standards</i> ” (above).
<b>12</b>	Landscape Walls	Submit for approval.
<b>13</b>	Lattice Work	Submit for approval.
<b>14</b>	Patio and Deck Extensions	Submit for approval.
<b>15</b>	Parking Pads	Submit for approval – refer to the “ <i>Community Standards</i> ” (above).
<b>16</b>	Planter Box Attached to Dwelling	Submit for approval.
<b>17</b>	Ponds and/or Water Falls	Submit for approval – in ground only.
<b>18</b>	Storage Sheds and Outbuildings	Submit for approval – refer to the “ <i>Community Standards</i> ” (above).
<b>19</b>	Storm Doors	Submit for approval except as noted in the “ <i>Community Standards</i> ” (above).
<b>20</b>	Trees – Removing or Planting [New]	Submit for approval.
<b>21</b>	Trellises and Pergolas	Submit for approval.
<b>22</b>	Window Boxes	Submit for approval – refer to the “ <i>Community Standards</i> ” (above).

**OTHER ITEMS**

	<i>ITEM</i>	<i>CONDITION</i>
<b>1</b>	Mailboxes	All mailboxes and mailbox-posts must match the standard installed by the builder.
<b>2</b>	Name on Mailbox	Not Permitted
<b>3</b>	Oil and Stains on Driveway & Sidewalks.	Driveways and sidewalks must be kept clean of oil and other stains.
<b>4</b>	Pets	Pets must be kept quiet. Pet owners are responsible for “cleaning up” after their pets when they are walked, and the pet must be on a leash at all times.
<b>5</b>	Water Hoses	Hoses must be rolled up on the ground or in a holder designed for this purpose and must be kept out of site.

**SUBMITTALS**

All submittals **must** be in writing and contain a complete set of information required by your ARC. Submittals should contain a general description of the modification, a lot plan showing its location, and catalogue cut-sheets, samples, and/or pictures of the materials to be used. It is also helpful to include a telephone number that the ARC can use to directly contact a homeowner if questions arise during the review of a submittal.

CCM can be reached at the following address.

**Community Club Management, Inc.  
Attn: Arlyn Huntzicker & Maria Giraldo  
11735 Pointe Place  
Roswell, GA 30075**

## **VIOLATIONS**

CCM performs property inspections on behalf of the Board and the ARC twice each month. When violations are recorded, CCM will send a letter to the homeowner outlining specific violations and any action required to correct each violation.

If the same violation is observed during the next property inspection, a second letter is sent to the homeowner stating a timeframe in which their violation **must** be corrected. After this date, daily fines will be levied and accrue until the situation has been resolved.

After proper notice has been given to the homeowner, at the Board's discretion, the Association's attorney will send a certified letter advising the homeowner that a lien will be placed against their property. If the violation is serious enough, the Board, should they also choose to do so, may file suit against the homeowner.

Our goal is to keep our neighborhood one that we can all enjoy and where we can be proud to live. Each homeowner has made an investment in this community and wants to preserve their investment. If we work together, follow the above guidelines, and are mindful of our neighbors this goal can be easily accomplished. The ARC is looking forward to working with you and preserving our community.