

WESTMINSTER AT CRABAPPLE

DESIGN STANDARDS

Established June 1999
Amended February 2022
Effective March 1, 2022

By the Westminster at Crabapple Homeowners Association, Inc.
Architectural Control Committee and Board of Directors

Notice

- Any tree removal without approval from ACC and the City of Alpharetta shall be subject to a \$250 fine.

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I. Introduction

A. Purpose of the Architectural Design Standards Document

One of the primary purposes of the Declaration of Covenants, Restrictions and Easements for Westminster at Crabapple Subdivision (the "Declaration") is to provide the homeowners in the Westminster at Crabapple Subdivision (herein, "Westminster at Crabapple", "Subdivision", or "Community") with a framework of rules and regulations that ensure property within the Community is developed and maintained in a fashion to protect the investment of every homeowner.

One important aspect of maintaining the integrity of a residential community is to provide the homeowners association with the right to review and approve changes to the exteriors of homes within the Community. The Declaration strictly prohibits the addition of any new structure, or the alteration of any existing structure on any Lot without the written approval of the Architectural Control Committee ("ACC"). This prohibition is very broad and includes the changing of exterior paint colors on a home.

The Declaration states that the ACC shall develop and disseminate architectural guidelines for the Community. These guidelines are specifically referred to in the Declaration as the "Design Standards" and should be considered an extension of the Declaration. This document is not an all-inclusive list of restrictions, but a set of guidelines to be followed by homeowners when planning landscaping, or the construction or alteration of any Structure located on his/her property.

The Architectural Design Standards set forth herein have been developed pursuant to Articles V and VI of the Declaration. Their purpose is to establish guidelines related to (I) the use and maintenance of property within Westminster at Crabapple, and (II) the construction of improvements (including the alteration of structures) upon the Community's Lots.

As guidelines, the Design Standards may not be determinative of whether a particular use of one's property is acceptable, or whether the plans for a proposed improvement will be approved. Because of the uniqueness of each Lot within the Community--including variations in size, topography, and location--certain uses, improvements, or modifications suitable for one Lot may be inappropriate for another Lot. Therefore, despite the guidelines offered by these Design Standards, the ACC is authorized to apply or adopt different standards for different Lots to reflect those differences. As an example, the ACC may allow an improvement, modification, or change to a Structure which cannot be seen from any street or another Lot within the Community but prohibit the same improvement if it can be seen from any street or from another Lot.

B. The Architectural Control Committee (“ACC”)

The Architectural Control Committee (“ACC”) is made up of three or five homeowners. The Covenants have granted the ACC discretionary powers regarding the aesthetic impact of design, construction, and development including architectural style, colors, textures, materials, landscaping, and overall impact on surrounding properties.

It is not the intent of the ACC to impose a uniform appearance within Westminster at Crabapple nor to discourage creativity on the behalf of the homeowners. Its intent is to promote and assure that all improvements are aesthetically compatible and reflect the image of a quality community. During the plan review process, the ACC intends to be fair, impartial, and understanding of individual goals.

C. Overview of the Change Request Process

Homeowners are requested to provide as much detail as possible when submitting a Change Request Application to the ACC. The intention is to eliminate confusion and reduce the time required to respond to the homeowner. Plans should be specific in nature and include such items as types of materials to be used, planned start/completion dates, types and sizes of plants, and actual photographs, when applicable. Plans need to be commenced within one year from the date of approval. If not commenced within such time, then such approval shall be deemed revoked by the ACC, unless the ACC gives a written extension for commencing the work. Plans should also be limited in size to work that can be completed within 120 days of beginning the project, unless another time period is approved by the ACC. Every change request will be responded to in writing within 30 days from the day all final documentation has been received. If the ACC fails to approve or to disapprove such application within forty-five (45) days after the request is made, the ACC's approval will not be required, unless such structure or improvement is otherwise in violation of the Declaration, the Bylaws, the Amendments, the Design Standards, the HOA's rules and regulations, or applicable zoning ordinances.

1. **Step 1 - Submitting Plans**

The Declaration requires homeowners to submit one (1) set of Plans and Specifications. Homeowners are requested to submit photocopies of all plans and documentation. The ACC will retain the original Plans and Specifications for permanent record and return a copy to the Homeowner. Homeowners may submit Change Request Application and plans (including architectural drawings/photographs, property survey showing improvements, description of materials) via web-portal, email, mail, or in-person.

Web portal	https://form.jotform.com/210695254582056
Email	acc@westminsteratcrabapple.com
Mail	Westminster at Crabapple HOAPMB 195 ATTENTION: ACC 12460 Crabapple Road, Suite 202-195 Alpharetta, GA 30004
In-person	In the alternative, the documentation may be hand delivered to the Secretary of the ACC so long as the Secretary writes the date of receipt on the documentation received and the homeowner acknowledges the accuracy of the date with his or her initials.

2. Step 2 - On-site Review Process

Once received, plans will be recorded and reviewed by the ACC in the order in which they are received. A member of the ACC will notify the homeowner by phone of the approximate date and time of any on-site visit. In most cases, the homeowner's participation is not required for the on-site review but is always welcomed. The purpose of the on-site review is for the ACC members to assess the impact the request may have to neighbors and the general quality of the Community. The on-site process is usually brief (5-20 minutes) with limited or no homeowner involvement. However, it is recommended that a homeowner be available for questions for the more complex project plans.

3. Step 3 - Decision Process

Upon completion of the site review, the ACC will mark the Change Request with one of the following decisions and contact the homeowner to explain the decision.

- **Plan Approved as Presented** - The plan was accepted as documented, and the homeowner can begin the requested change upon receipt of a copy of the approved plans.
- **Plan Approved with Stipulations** - The Plan was accepted with specific conditions. The homeowner should review the conditions and if in agreement, can begin the requested changes upon receipt of a copy of the approved plans. If the homeowner does not agree with the stipulations, the decisions can be appealed within 10 days, as provided herein.
- **Approved Plans** - Once plans are formally approved by the ACC, homeowners can begin working on the improvements or alterations. All work must be done in accordance with the plans as approved by the ACC. All changes or modifications to plans must be reviewed and approved by the ACC.
- **Plan Denied as Presented** - If the homeowner's plan was denied, an explanation will be provided. In many cases, the ACC will recommend one or more alternative solutions. If the homeowner is receptive to one of these solutions, they simply need to submit a letter to the ACC detailing what they are going to do to resolve the problem. The ACC must approve the homeowner's plan before the homeowner can proceed with their request.

IMPORTANT NOTICE: For your protection, please inquire with the City of Alpharetta and/or the county about permit requirements before starting any work on your property involving new construction, alterations, modifications, or additions.

D. Appeals

Within **ten (10)** days of receipt of notice of the ACC's decision as to the Change Request Application, a homeowner may appeal the ACC's decision, by filing a written request to have the matter reviewed by all members of the ACC. Alternatively, homeowners may file a written request for review directly to the Westminster at Crabapple Board of Directors (herein, the "Board"). The receiving party will review the matter within thirty **(30)** days of receipt of the written request and render a final decision.

E. Violations

The Declaration grants the Board and the ACC broad discretionary powers regarding the establishment of architectural standards and guidelines, and the review and approval of the construction of improvements, and the alteration of Structures on Lots within the Community. These discretionary powers are also coupled with the ability to establish and levy fines and penalties for noncompliance, and, in certain cases, also include the right to suspend membership rights, including the right to vote or to use the recreational facilities. Although not limited to the following, "noncompliance" would include the failure to obtain approval of a new Structure, or the alteration of an existing Structure, from the ACC, or failing to do work on a Structure in conformance with approved plans. Homeowners who are in violation of the Declaration and the Design Standards set forth in this document will be notified in writing of the violation and will be fined and penalized in accordance with the Declaration and rules and regulations adopted by the Board.

F. Disclaimers

Approval of any Structure or alteration thereof by the ACC is in no way a certification that the Structure has been built in accordance with any governmental rules or that the Structure complies with sound building practices. Homeowners are required by law to obtain a building permit for all new construction, a business permit for conducting business, and approval by the City Arborist to remove trees.

The Design Standards set forth herein have not been reviewed for engineering or structural design or quality of material. In fact, it is very likely that certain standards have been adopted solely on the basis of aesthetic considerations. Therefore, no one should use or rely upon these Design Standards as standards for structural integrity or soundness of design for any construction or modification of a Structure or for ensuring compliance of any activity or construction with building codes, zoning regulations and other governmental requirements. These things must be determined by and are the sole responsibility of each Owner within the Community.

Please remember that, with like the Design Standards, plans and specifications are not reviewed for engineering or structural design or quality of materials, and by approving such plans and specifications, neither the ACC, the members thereof, nor the Westminster at Crabapple Homeowners Association, Inc. ("Association") assumes liability or responsibility therefore, nor for any defect in any Structure constructed from such plans and specifications. Neither the Association, the ACC, the Board, nor the officers, directors, members, employees, and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of the above for approval, or to any Owner of property affected by the Declaration by reason of a mistake in judgement, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications. Approval of any type of structure including children's playsets by the ACC in no way guarantees the safety of the individual.

In accordance with the Declaration, every person who submits plans or specifications and every Owner has agreed that they will not bring any action or suit against the Association, the ACC, the Board or the officers, directors, members, employees, and agents of any of them to recover any such damages.

II. Exterior House Standards

A. Construction

All construction requires the homeowner to complete a request for change form and an optional site visit from members of the ACC. The purpose of the visit is to ensure that the construction adheres to ACC standards and is in harmony with the external design and general quality of the Community.

B. Paint/Siding/Brick/Roof

1. All alterations to the exterior color of the house, including but not limited to doors, shutters, trim, brick, and siding, must be approved by the ACC.
2. New roofs should follow the same style (as shingles) and color standard originally installed by the builder. The roof should include at least a 20-year shingle warranty and all exceptions must be approved by the ACC.

C. Front Porches/Entry Way

1. Flower containers (per flower container standards), wood and wrought iron benches and chairs and statues not exceeding thirty inches (30") in height are allowed on front porches.
2. No artificial trees, plants or flowers, or plastic chairs and benches are allowed on front porches.

D. Doors/Windows/Shutters

1. Any alterations to the exterior of the house, including but not limited to doors, shutters, trim, and exterior siding, must be approved by the ACC.
2. Any portion of any window treatments that are visible from the street on which the dwelling is situated must be lined in white or off white to give the Community a common look from the outside. The type of window treatments that are automatically approved include, but are not limited to: a white sheer, white blinds, white plantation shutters, or white lined curtains. Approval may also be given for natural wood blinds and shutters. Unaltered sheets shall not be permitted to be used as window treatments in windows facing the street.
3. Lead glass doors are permitted in the front of the house when approved by the ACC. All requests for these items in the side or the back of house must be submitted to the ACC. The decision will be based upon the on impact to surrounding houses.

E. Driveways/Walkways

Any changes to existing or new hardscapes including, but not limited to, driveways, walkways, and patios, require specific approval of the ACC prior to construction. All hardscape construction must be completed by a professional contractor.

F. Garage/Parking

1. Homeowners are encouraged to keep vehicles in their garage and are requested to keep garage doors closed at all times when not in use.
2. No garage shall be altered or converted in any way, including conversion into living space, without prior approval of the ACC. It is the intention of the ACC that the garage would be available to park vehicles so that vehicles are not routinely parked in the driveway or on the street.
3. No owner shall park his automobile, boat, or vehicle on the streets of the subdivision as a matter of course. In addition, no commercial trucks or other commercial vehicles shall be stored on any Lot except while parked in an enclosed garage. All vehicles should be parked in the driveway (or driveway extension perpendicular to the street) at all times.
4. No school bus, truck, or commercial vehicle over ½ ton capacity, house trailer, mobile home, motor home, recreational vehicle, camper, habitable motor vehicle of any kind, boat or boat trailer, trailers of any kind, or like equipment, shall be permitted on any homesite, unless the homeowner obtains prior approval from the ACC. It is the intention of the ACC to not permit routine storage of any such vehicle listed above on any lot; however, owners should be allowed to park recreational vehicles, motor homes, campers, and boats on a temporary basis, such as those vehicles of guests, on their lots. "Temporary" means two weeks or less.
5. Vehicles and equipment described above are permitted if stored within the garage with the garage door closed.

G. Exterior Lighting

1. All exterior lighting shall be consistent with the character established in Westminster at Crabapple and be limited to the minimum necessary for safety, identification, and decoration, and must be approved by the ACC.
2. Outside light posts should remain black in color. Colored lens, lamps or bulbs of any type are not permitted, except for holiday decorations.

H. Decks/Patios/Lattice Work

1. All decks must be located on the back of the house and may not extend beyond the sides of the house. Decks may be made of pressure treated pine or an approved wood alternative composite decking (e.g., Trex). Pressure-treated pine decks should be natural wood color. Wood alternative composite decking (e.g., Trex) and color requests must be submitted to ACC for approval prior to construction.
2. All plans to build new or expand existing decks, patios and lattice work must be submitted to the ACC for approval prior to construction. Also, homeowners are encouraged to submit a landscaping plan to address areas under and around the deck.

I. Reception Device/DBS/Antenna

1. Any installation of reception devices, antennas and DBS systems must be approved by the ACC.
2. No direct broadcast satellite (DBS) antenna or multi-channel multi-point distribution service (MMDS) larger than one meter in diameter can be placed, allowed, or maintained upon any portion of the Subdivision, including a Lot. DBS and MMDS antennas one meter or less in diameter and television broadcast service antennas may only be installed in accordance with FCC rules.
3. No other antenna or other device for the transmission or reception of television signals, radio signals or any form of electromagnetic wave or radiation may be erected, used, or maintained outdoors on any portion of the Subdivision, whether attached to a home or structure or otherwise; provided, however, that the HOA shall have the right to erect, construct and maintain such devices.

J. Trash Can Storage

Trash cans must be appropriately screened, with said screening approved by the ACC, or kept in the garage.

K. Mailboxes/Street Numbers

1. All mailboxes and supporting posts will follow one common design.
2. Street number or surnames are not permitted on the curb, in the yard, or posted on any part of the house.

III. Landscaping Standards

A. Developing a Landscaping Plan

Homeowners are encouraged to develop a long-range 3-12 months landscaping plan to be reviewed by the ACC. Many professional landscaping companies provide landscaping planning services for a reasonable fee. Professional assistance is encouraged to assist in reducing plant loss. The landscaping plan should be detailed and include such items as: plant type, size, quantity, estimated time to complete project and the physical location of each plant. While many landscaping plans can be all encompassing, please limit change requests to work that can be completed in 12 months.

B. Lawns

All front lawns shall be Bermuda sod to ensure consistency in the Community. Side and rear yards may be either sod or seed with one of three types: Bermuda, Fescue or Zoysia, or if approved by the ACC, artificial turf surfaces. Artificial turf is approved on a case-by-case basis, and provided, the location is only in the rear yard and not visible from the street. Additionally, artificial turf surfaces must include a full drainage plan with the Change Form Application.

All front rear and side lawns should be cut, edged and watered regularly to ensure a healthy green and neat appearance. Also see Section V. **Yard Maintenance Standards**

C. Lawns & Yard Furniture/Structures

1. All lawn/yard furniture and structures including but not limited to bird baths, bird houses, bird feeders, rock gardens, ponds, waterfalls, statues, or other types of accessories can only be located in the backyard and not in the front yard.
2. Artificial flowers, bushes trees, etc. are not permitted anywhere on the outside of the house.

D. Flower Containers

Flowerpots, flower planters and window boxes are allowed to be positioned in the front of the house and on both sides. Permitted areas for pots and planters are the front entrance, sidewalks, garage area, end of driveway away from the street, and in the pine islands contiguous with the house. They are not permitted in the front or side yards in the middle of the lawn or in other pine islands. All containers should be standard design (i.e., no figurines, icons, etc.) and be made of wood, pottery, wrought iron, terra cotta, cement or plastic. The containers should not exceed thirty inches (30") in height and twenty-four inches (24") in length, and their color should be harmonious with the surrounding environment. No artificial plants, trees or flowers are allowed. Containers not meeting these standards need to be reviewed and approved by the ACC.

E. Pine Islands/Trees/Bushes

1. All new or expansion of existing islands or beds require a landscaping plan to be submitted for approval. No landscaping plan is required to plant in existing islands or beds. Pine islands should be maintained regularly with fresh pine straw or mulch, and such areas should be regularly edged for clean appearance.
2. Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant material native to the Southeastern United States.
3. The preferred landscape bed edging is a neat four inch (4") to six inch (6") deep trench or natural living plant life. All plant beds will be covered with pine straw, natural chopped bark, or mulch.
4. Landscaping walls require ACC approval and may be made of either stacked stone or, brick to match the home, or pressure treated pine.

F. Arbors/Swings

Arbors/Swings are permitted in rear yards only and must be located where they will have minimum impact on adjacent properties and streets. Homeowners are encouraged to include a landscaping plan with the Swing/Arbor to minimize the neighboring view. Arbors and swings must be made of natural wood and any color other than earth tone colors needs the prior approval of the ACC.

G. Fencing

1. Fences, made of a natural material or an approved alternative, are permitted in the rear yard only and require the homeowner to submit a detailed plan to the ACC for approval. Submissions should include a complete description of the fence, materials and a site plan showing the fence location in relationship to property lines. When submitting a request for a new fence, homeowners are encouraged to also include a landscaping plan that is focused at hiding as much of the fence from neighbors as possible. Generally, if a fence is erected, it should encompass the entire rear yard.
2. Invisible dog fences are pre-approved. If the invisible fence is installed in the front yard, do not install within the City right of way.

H. Removal of Trees

1. No tree with a diameter greater than two-and-a-half feet (2.5') -- when measured two feet (2') from the ground -- may be removed without written permission from the ACC.
2. The removal of live branches greater than eight feet (8') above the ground requires ACC written approval.
3. Homeowners are required by law to obtain the approval of the City of Alpharetta Arborist to remove trees. The ACC may require a copy of the approval letter before approving plans involving the removal of trees, but not necessarily. The City Arborist can be reached at the following:

2 Park Plaza
Alpharetta, GA 30009
(678) 297-6229.

<https://www.alpharetta.ga.us/government/departments/community-development/tree-removal/residential-tree-removal>

4. Any tree removal without approval from ACC and the City of Alpharetta shall be subject to a \$250 fine.

I. Improvements made in Undisturbed Buffers

1. Areas designated on the Plat as "buffers" cannot contain Structures except for decks, patios, any Structure which can be developed under applicable building codes without the necessity for continuous footings which require inspections, and development Structures required by engineering considerations for the Subdivision, such as detention ponds, underground utilities, and the streets and driveways as shown on the Plan.
2. Swimming pools may not be constructed in the "buffers."
3. Natural growth, brush and trees cannot be removed from an undisturbed stream buffer.
4. The same rules apply to areas considered by the City of Alpharetta to be undisturbed buffers, regardless of whether it is indicated on the plat. The ACC may require approval by the zoning board before approving plans involving structures or improvements in the undisturbed buffers, including the undisturbed stream buffers.

IV. Recreational Equipment Standards

A. Basketball Goals

1. All basketball goals need to be approved by the ACC and must be kept in good appearance and condition (e.g., no rust, no broken parts, must have a net).
2. Basketball goals are not to be kept on neighborhood streets or cul-de-sacs as a matter of course.

B. Children's Playsets/Bikes/Toys

1. All play equipment must be approved by the ACC. Children's play equipment (swing sets) must be located with minimum visual impact on adjacent properties and street. The equipment should be manufactured of natural wood or approved alternative, and accessories should be in earth tones or neutral colors. Blue, yellow, green, etc. may be used only if earth tones or neutral colors cannot be found. Plastic will be allowed if item(s) is not manufactured in natural wood. No metal play equipment or swing sets are allowed.
2. All children's toys, bikes, etc. must be placed out of view from the street and have minimum impact on neighbors when not in use.

C. Picnic Table/Grills

All picnic tables, grills and outdoor furniture must be located in the rear yard where they will have minimum visual impact on adjacent properties and streets.

D. Pools/Spas/Whirlpools

1. Permanent above ground pools are not permitted, with the exception of an ACC-approved spa or covered hot tub. Spas/hot tubs may only be located in the rear of the property, not visible from any street and having minimal visual impact to surrounding properties.
2. Wading pools are permitted in the rear yard and must be emptied and stored when not in use. Wading pools used in front of the house must be emptied and stored every night.
3. In-ground pools, spas, and whirlpools are permitted, but must fit naturally into the topography of the proposed lot. The pool/spa/whirlpool must also be located to provide minimum visual impact to the surrounding properties and streets. Pool enclosures are not permitted.
4. All in-ground pools, spas or whirlpools must be approved by the ACC. Homeowners must submit a detailed site plan with their Request for Change, including the following:
 - Pool location and shape.
 - Hardscape locations (e.g., decks, walls)
 - Fencing location around pool.
 - Yard fence location (Optional, but if requested the fence must comply to Design Standards)
 - Equipment location and landscaping plan to conceal from view of street and adjacent properties.
 - Landscaping plan, if needed.
 - Company(s) performing the project, and description of all materials to be used for construction
 - Projected start and finished dates.
 - Copy of all County Building Permits that are required.

V. Yard Maintenance Standards

A. Yard Maintenance

1. Lawns - front, side, and rear - should be regularly fertilized, edged and mowed.
2. Lawn clippings and edging debris should be removed from sidewalks, curbs, and driveways by collecting for proper disposal or by sweeping or blowing back onto lawn. Do not blow or sweep into the street.
3. Weeds should be controlled.
4. Wooded back yards should have downed trees cleared and underbrush controlled.
5. Planting beds should be kept fresh looking by maintaining neat edges, keeping well mulched, to preventing intrusion of weeds and grass, and providing sufficient moisture.
6. Shrubs should be pruned, and dead or unhealthy plants should be removed.
7. The ACC will review these areas and issue Non-Compliance Reports when needed.
8. Sprinkler systems are preapproved.

VI. Miscellaneous Items

A. Dog Houses

1. No structure for the care, housing, or confinement of any pet can be constructed or maintained on any part of the Subdivision without prior approval. Such structures will only be allowed in the rear yard and must also be located close to the house to provide minimum visual impact to the adjacent properties and street. The exterior colors must relate to the exterior of the house or be of neutral colors and be discreetly located so as to not cause a nuisance to neighbors.

2. Homeowners must submit all detailed plans including site layout, material type, and color.

B. Flags

The American Flag is allowed to be hung in the front or garage side of house from a pole that is physically attached to the house. Any other flags can be hung in the rear or side of the house on a pole attached to either the deck or house. Standalone flagpoles are not permitted.

C. Holiday Decorations

1. Exterior Christmas Decorations may not be displayed before Thanksgiving Day and should be removed by January 15th.

2. All other holiday decorations, including exterior colored lens, lamps, or bulbs, may be displayed two weeks before the holiday and should be removed no later than one week after the holiday.

D. Pets/Pet Management

1. No Owner or occupant may keep any pets other than a reasonable number of generally recognized household pets on any portion of the Subdivision. The Board has the discretion to determine what is a reasonable number of household pets.

2. No Owner or occupant may keep, breed or maintain any pet for any commercial purpose.

3. Pets may not be left unattended outdoors. No dog is allowed off a homeowner's property without a leash that has an owner attached.

4. Homeowners are responsible for cleaning up after their dog while walking in common areas or other homeowner's property. Homeowners must bring a pooper-scooper or disposable device (bag) for removal of waste.

5. No potbellied pigs are allowed.

6. Dangerous dogs, such as pit bulldogs, and other dangerous animals are prohibited. The Board will have the discretion to determine what dogs and other animals are to be deemed dangerous.

E. Signs

1. Except as otherwise permitted below, no signs, advertising posters, or billboards are allowed on your personal property unless approved by theACC.
2. Two (2) professional security signs not to exceed twelve (12") inches by twelve (12") inches each in size may be displayed on a Lot and one (1) professionally lettered "For Rent" or "For Sale" sign not to exceed two feet (2') by two feet (2') in size may be displayed on a Lot being offered for sale or for lease.
3. Signs announcing births, birthdays, or other events may be displayed for one week.
4. Yard of the Month sign may be displayed for one month, during the month in which it is awarded.
5. Political signs not to exceed two (2') feet by two (2') feet in size concerning an upcoming election may be displayed; however, it may not be displayed before fifteen (15) days prior to the election and must be removed no later than one day after the election. The signs will be limited to a reasonable number as determined by the Board.
6. At any time, a homeowner may place one (1) garage sale sign and/or one (1) Open House sign on common property. These signs should be not be larger than two feet (2') by two (2') and state the date, time and address of the sale/open house. They may be placed the day before the event, and must be removed within 24 hours after the event has ended.
7. Lost pet signs not to exceed twelve (12") inches by twelve (12") inches each in size may be posted for seven (7) days and must be removed by the homeowner after that period.
8. Contractors' signs associated with ongoing construction and improvements (i.e., sprinkler company, etc.) not to exceed two (2') feet by two (2') feet each in size may be displayed on a Lot while the improvements are being made, but in no event may the sign be displayed for more than thirty (30) days.
9. No one should attach a poster of any kind on the stop signs or light poles of our Community.
10. Signs required by legal proceedings are automatically allowed.

F. Business Activity

1. Homeowners may use their Lot to conduct business activities within the dwelling, so long as:
 - a. the existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from outside of the dwelling;
 - b. the business activity does not involve visitation of the dwelling by employees, clients, customers, suppliers, or other business invitees in greater volume than would normally be expected for guest visitation to a residential dwelling without business activity;
 - c. the business activity conforms to all zoning requirements for the Subdivision;
 - d. the business activity does not increase traffic in the Property in excess of what would normally be expected for residential dwellings in the Property without business activity (other than deliveries by couriers, express mail carriers, parcel delivery services and other such similar delivery services);
 - e. the business activity does not increase the insurance premium paid by the HOA or otherwise negatively affect the HOA's ability to obtain insurance coverage;
 - f. the business activity is consistent with the residential character of the Subdivision and does not constitute a nuisance or a hazardous or offensive use, or threaten the security or safety of other residents of the Subdivision;
 - g. the business activity does not result in a materially greater use of common area facilities or HOA services; and
 - h. No commercial vehicles are parked on the property or on the street adjacent to the property (other than deliveries by couriers, express mail carriers, parcel delivery services, and other such similar delivery services).
2. All business activities that satisfy the above conditions may be conducted without prior ACC approval. All other activities must first be approved by the ACC.
3. The ACC should consider and weigh whether the business activity offends one or more of the above provisions and whether the activity would benefit other homeowners in deciding whether to approve business activities.
4. Proof of a business license may be required prior to ACC approval.

G. Abandoned Personal Property

1. Personal property may not be stored on any portion of the Common Property for more than forty-eight (48) hours without prior approval of the Board.
2. If the property is not removed within forty-eight (48) hours after written notice is given, then the Board may remove the property and either store or discard it, unless there is an emergency, in which case, the Board may remove the property immediately and without prior notice.
3. Pool toys may be left in the covered box by the pool.

H. Firearms/Fireworks

1. The display and/or discharge of B-B guns, pellet guns, and all other firearms of all types are prohibited on the Common Property (except that the lawful display of firearms is permitted by law enforcement officers).
2. The display and discharge of fireworks is not allowed on the Common Property, including neighborhood streets and cul-de-sacs.

I. Leasing Units

1. In order to protect the equity of the individual Lot Owners and to preserve the character of the property as a homogenous residential Community of predominantly Owner-occupied homes, the leasing of units will be restricted as set forth in the First Amendment to the Declaration.
2. Homeowners seeking to lease their lots must get prior approval from the Board.
3. No Homeowner may lease his or her Lot if five percent (5%) or more of the Lots (4 Lots) in the Subdivision are in "open leasing status" without approval of the Board.
4. All leases shall be in writing in a form approved by the Board prior to the effective date of the lease. Attached is a form which is deemed acceptable. All leases must be for an initial term of at least twelve (12) months, except with written approval.
5. Board approval may be given to lease a Lot, upon written application, even if five percent (5%) or more of the Lots are in "open leasing status" to avoid undue hardship. Undue hardships include, but are not limited to, the following situations:
 - a. where a homeowner has to move outside of the Atlanta metropolitan area for employment purposes and has not been able to sell the Lot for six months after a reasonable effort to do so;
 - b. where the homeowner dies, and the Lot is being administered by his or her estate; and
 - c. where the homeowner takes a leave of absence or temporarily relocates and intends to return to reside in the Lot, in which case the Lot Owner must reapply every year for renewal of the hardship exception.

J. Amending Design Standards

If there is a Design Standard that any Homeowner would like to change, they should call the Chairman of the Architectural Control Committee (ACC) to discuss the item they want to add, change, or eliminate. The Chairman will then present the homeowner's proposal to the Committee for their vote and communicate the results with the Homeowner. If the Homeowner is dissatisfied with the results, he or she may present the issue to the Board. Homeowners may contact the Chairman with further details regarding the approved procedure.

REVIEW HISTORY

DESCRIPTION OF REVIEW / REVISION	REVISION DATE
Updated to include amount of fine for failure to receive approval from ACC and City Arborist for tree removal	October 2019
Updated the Change Request Application process to include submission by web-portal, email, mail, and in-person; updated Change Request Application process for appeals to be heard by HOA Board of Directors; updated approved materials for Decks/Patios/Lattice, Children's Playsets, Lawns, Pine Islands; updated Above Ground Pool prohibition to include the possible exception for Spas/Hot Tubs; updated template; corrected typographical errors	February 2022