

Cooper place HOA Architectural Design Guidelines

We appreciate your commitment to our community. Attached you will find the Design Guidelines for the Cooper place HOA, Inc. The Association's governing documents require that any modifications to the exterior of your home be approved by the Association.

These Design Guidelines are provided to you to help establish what modifications would generally be approved; however, each modification is reviewed on a case-by-case basis and based on your specific Lot. These guidelines are not intended to provide any preapproval and are subject to change by the Board of Directors and/or the Association.

All approvals are subject to the following conditions:

1. Change/improvement must not impede the flow of water in any drainage easement or swale.
2. For any portion of construction in any easement, owner/applicant must hold the Association harmless for any costs associated with repair/replacement of change/improvement should the Association or local municipality or local utility need to enter such easement.

At the end of this document, you will find the association's Request for Modification Form. This form should be completed for any modification and returned to your Association Manager. The completed form can be sent to:

Community Association Management, LLC
Bridget Gallagher
Manager Assistant
101 Devant Street, Suites 904 & 905
PO Box 143089
Fayetteville, GA 30214
770-692-0152
770-692-0156 Fax
bgallagher@camga.com

A completed form must be submitted through the Association for all modifications. THE VERBAL APPROVAL OF ANY ASSOCIATION REPRESENTATIVE IS NOT SUFFICIENT. ALL MODIFICATION APPROVALS MUST BE IN WRITING.

When plans are required, they must be submitted with the form. A form is attached to these guidelines. Additional forms are available from the Association.

Cooper Place HOA
Design Guidelines

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A. DEFINITIONS

The Protective Covenants contain design review authority and broad, general objectives of the community association to protect property values and integrity of the subdivision.

The Design Guidelines, which may be modified from time to time, have been developed to supplement and amplify the Covenants. The Design Guidelines serve two purposes:

1. To assist the homeowner, both in designing the proposed improvement and in determining how to apply for approval.
2. To provide criteria for consistent decisions by The Association.

OVERALL GOAL

The overall goal of the Protective Covenants and Design Guidelines is to keep the community an attractive and desirable place in which to live.

B. APPLICATION INFORMATION

1. The following exterior additions, improvements or modifications do not require a Modification Review Form to be submitted provided certain conditions are met:
 - Children's Wading Pools (Guideline 6)
 - Repainting with the same color (Guideline 11)
 - Adding Brown, All-Natural Mulch or Pine Straw to your yard
 - If you are unsure whether a Request for Modification Review Form needs to be turned in, please submit one!
2. A completed form must be submitted to the Association for all other types of modifications. **The verbal approval of any HOA/ARC member is NOT sufficient. All approvals must be in writing.** When plans are required, they must be submitted with the form. A form is attached to these guidelines.
3. The Protective Covenants state, "If the Association fails to approve or to disapprove submitted plans and specifications within thirty (30) days after the plans and specifications have been submitted to it, the foregoing will be deemed approved." Any homeowner applying this rule must be able to prove in writing that any plans and specifications were received by the Association.

ASSOCIATION REVIEW – ENFORCEMENT PROCEDURES

4. Violation of the Design Guidelines and/or the Protective Covenants may result in the following:
 - a. Suspension of the right to vote.
 - b. Recordation of notice of committee violation with the appropriate court.
 - c. Imposition of a fine on a per violation and/or per day basis.
 - d. Correction of the violation by the Association with all costs charged to the violator.
 - e. Filing a lien for all fines, attorney's fees, and costs to correct the violation.

The **Fine Policy** is as follows for ARC Standards/Maintenance:

Notices:

- ☐ 1st Violation Notice (30 Days) – No Fine
- ☐ 2nd Violation Notice (60 Days) - \$25.00 Fine
- ☐ 3rd Violation Notice (90 Days) - \$50.00 Fine
- ☐ 4th Violation Notice (120 Days) - \$100 + \$25.00 per day Fine (Total \$850.00/30 days), up to \$2,500 Fine + Legal Action in addition to any service fees, legal fees, and interest allowable by Georgia statutes.

C. TIMELINESS OF WORK

All work approved by the Cooper place HOA, Board of Directors shall be completed within six months of the approval date, unless otherwise approved. If the work is not performed in this timeframe, the work must be resubmitted for approval. Homeowners should submit a timeline of the work scheduled. Homeowners shall inform the Association upon completion of a project so that a final inspection may be performed.

ALL REQUIRED PERMITS

1. All homeowner Modification Request Forms that involve construction or alteration of a structure that requires a building permit from the local municipality(s) having jurisdiction must be submitted and reviewed for compliance with the Design Guidelines by the Association based only on the Design Guidelines, not the permitting requirements of the municipality nor any State or Federal governing agency. HOA Approval must be obtained prior to applying for building permits. The HOA must be notified of any adjustment to the plan during, or because of the permit approval process.
2. It is the responsibility of the homeowner to confirm if a building permit is required by the local municipality for the requested structure. Cooper place HOA, Board of Directors do not have the authority or the ability to inform homeowners if municipality requires a building permit.

3. The homeowner is fully responsible for obtaining the necessary permits as required by the governmental agencies having jurisdiction over the proposed improvement. The homeowner is solely responsible for compliance with the codes and ordinances of the governmental agencies having jurisdiction over the construction.

4. Cooper place HOA, and the Board of Directors shall not be held responsible for any modification or alteration constructed by or on the behalf of homeowners who do not obtain the proper permits. This is regardless of whether the structure is approved by the HOA, as the Association makes decisions based solely on the Design Guidelines.

5. Keep in mind that in the event a permit is successfully obtained from a local municipality or county, the Modification Request Form must be submitted, reviewed, and approved before work can begin. A permit does not guarantee approval by Cooper place HOA, or Board of Directors.

The contents of these guidelines, and any actions of Cooper place HOA, the Board of Directors, or its agents, are not intended to be, and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for intended use of submitted plans, materials, or construction, nor ensuring compliance with building codes, zoning regulations, or other governmental requirements. Neither the Association, the Board, nor member thereof shall be held liable for injury, damages or loss arising out of any approval or disapproval, construction or through such modification to a lot.

GUIDELINE NUMBER 1: PATIOS AND WALKWAYS

1. Submission of a form for a patio is required. The following guidelines apply:

- ☐ The patio does not extend beyond the sidelines of the house and does not extend to within ten (10) feet of the side property lines.
- ☐ The existing drainage patterns are not altered in a manner that adversely impacts any adjacent properties and the drainage of the patio is directed to the homeowner's own property and properly dispersed.

2. Submission of a form for a walkway is required. The following guidelines apply.

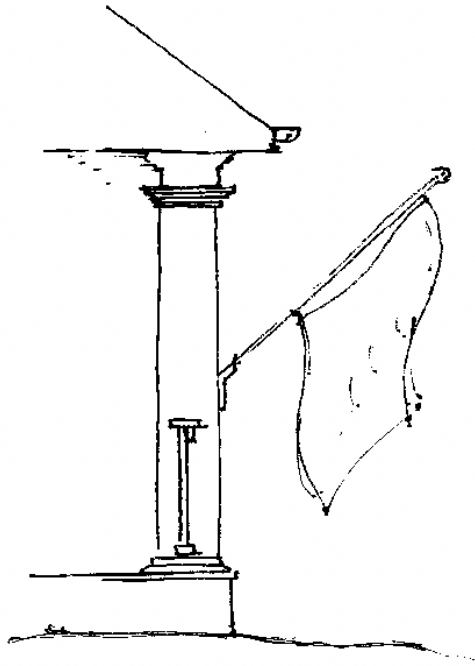
- ☐ The walkway does not exceed four (4) inches above ground level at any point.
- ☐ If the existing drainage patterns are not altered in a manner that adversely impacts any adjacent properties and the drainage of the sidewalk is directed to the homeowner's own property and properly dispersed
- ☐ The width of the walkway shall not exceed 4 feet.
- ☐ The form must note finish or texture if other than a natural broom finish in an unaltered concrete color.

GUIDELINE NUMBER 2: EXTERIOR APPEARANCE, DECORATIVE OBJECTS, FRONT PORCH FLOWERPOTS, LIGHTING, HOUSE NUMBERS, ETC.

Exterior Appearance - General

The preservation of the character of the exterior appearance of homeowner property is the primary purpose of the Design Guidelines. In making selections or decisions, homeowners should consider the following:

1. A form must be submitted if you are repainting and considering any color change. Approval is not required to repaint with same color. Please review the other houses around you and select colors different from the house next door or across the street. See Guideline Number 11.
2. Window treatments that are visible to the street should be made to blend with the exterior by using a white or off-white liner so that the vibrant colors or patterns you select for the interior do not clash with your exterior colors.
3. Exterior decorative objects are not a board approved item. Exterior DECORATIVE objects include items such as bird baths, birdhouses, wagon wheels, sculptures, statues, fountains, pools, antennas, free-standing poles of all types, flag poles, gazing balls and yard art, and items attached to approved structures and visible from any street.
4. Outdoor storage of clothing, shoes, indoor furniture, cleaning equipment, and boxes or trash is strictly prohibited.
5. Clothes lines are prohibited.
6. A form is not required to be submitted for a single flagpole staff attached to a portion of the front of the house to display the official state flag of Georgia or the official flag of the preferred country along with USA flag (USA Flag should be bigger/higher than other country flag). Such flags may not exceed 3 x 5 FT in size. These poles may also be used for the temporary display of flags related to schools, colleges, universities, or flags such as might be used for holiday seasons. Temporary flag displays shall be limited to the season. See Figure 1.
7. Front doors and entry area decorations must be in keeping with the style and colors of the house. Live plants and live flowers in pots must always be neat and healthy. They must not exceed 48" in size and must be contained on the porch and not in the yard or landscape beds. Neatly maintained front porch flowerpots, containing evergreens/flowers, do not require submission of a form.
8. House numbers shall only be displayed in the original location.
9. Holiday decorations and lighting may be installed in a reasonable manner for the various recognized holidays. Holiday decorations and lighting may be in use until fifteen (15) days after the Holiday. Holiday decorations must be contained exclusively to your front entry stoop and respective private rear porches and entries.



3x5 Flag Mounted to Column

Fig. 1

GUIDELINE NUMBER 3: GARDEN PLOTS

1. A form must be submitted for garden plots. No bean poles will be permitted. The following guidelines apply:

- ☐ The plot is located behind the rear line of the house and ten (10) feet from the side property line.
- ☐ The plantings are less than 6 feet.
- ☐ The plot must be properly maintained per the community standards.
- ☐ The plot does not alter the existing drainage patterns in a manner that adversely impacts any adjoining property.
- ☐ The maximum area is 10'x10'.
- ☐ Garden must be screened from any street view.

2. All garden plots must be located behind the rear line of the house. All other proposed locations will be considered on an individual basis when a form is submitted.

3. Garden plots are planting areas or beds that contain anything other than ornamental plants, such as vegetables and herbs.

4. Garden plots shall be cleared of dead plants and overgrowth after the growing season.

GUIDELINE NUMBER 4: PLAY EQUIPMENT

1. A form is required to be submitted for all play equipment. The following guidelines apply.

- ☐ In the rear yard
- ☐ Within the extended sidelines of the house, with the placement in the middle 1/3 of rear
- ☐ Does not exceed 12ft x 12ft in size; and
- ☐ Within the screened fenced area of the yard if yard is fenced
- ☐ Such that it will have a minimum visual impact on adjacent properties as determined by the ARC.
- ☐ The play equipment or associated landscaping materials do not alter the existing drainage patterns in a manner that adversely impacts any adjoining property.
- ☐ Trampolines must be shielded from any street view, by fencing or landscaping, in the rear of the lot. When screening is worn it needs to be removed or replaced.

2. Play equipment should be constructed of natural materials and colors. All colors should be natural earth tones such as dark green, tans and browns, or match the color scheme of the home. All play equipment must be properly maintained.

3. A baseball backstop or similar item is **not** playing equipment and must comply with the fence guidelines.

4. A form is required for Playhouses. Playhouses will not be permitted in common areas.

GUIDELINE NUMBER 5: BASKETBALL GOALS

1. In-ground or portable basketball goals are permitted on a conditional basis; See Figure 3. A form must be submitted and will be considered if all the following requirements are met:

- ☐ The post is painted black.
- ☐ A drawing accompanies the form showing the proposed location.
- ☐ The backboard is clear.
- ☐ Permanent goal is located no further forward than the front line of the house.

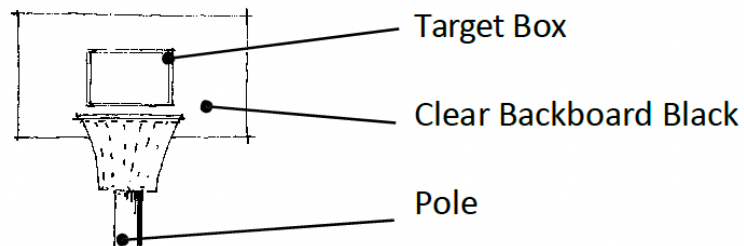
2. Owners must always maintain the appearance of the pole and goal.

3. No goals may be attached to the exterior of the house, deck, etc.

4. The HOA encourages residents to be mindful of their activities after dark, promoting a serene environment for all neighbors to enjoy without disruptions.



Fig. 3



GUIDELINE NUMBER 6: PRIVATE POOLS, LANDSCAPE PONDS and FOUNTAINS

1. A form is not required to be submitted for children's portable wading pools (those that can be emptied on a nightly basis) that do not exceed eighteen (18) inches in depth and whose surface area does not exceed eight (8) feet in diameter. However, they must be stored inside overnight, when not in use. The HOA prohibits wading pools being stored outside overnight.

2. Above ground pools are permitted on condition basis.

3. A form must be submitted for ALL in-ground pools and ponds:

- ☐ All forms for a pool addition shall be submitted with a drawing of the property that accurately depicts the location of the house, property lines, building setbacks, decks, easements, and any other elements that may restrict the location of the proposed pool. See Figure 4. The drawing shall be prepared to a scale of 1" = 10'. The drawing shall dimensionally depict the proposed location of the pool and pool deck, pool equipment and any other related improvements. The proposed drainage plan shall be clearly indicated including all existing drainage conditions. All proposed materials and colors should be indicated on the drawing. The drawing shall indicate the location and type of silt fence to be installed and maintained during construction. Existing trees and other landscaping that are to be removed to accommodate the proposed pool improvements shall be marked with ribbon for review by the ARC prior to removal.
- ☐ The appearance and detailing of all retaining walls must be consistent with the architectural character of the house. Homeowner is responsible for ascertaining need for, and obtaining necessary engineering, fencing, and building permits prior to beginning construction. Any fencing required due to installation of retaining wall must be included in the approval submission.
- ☐ Fencing for lots with pools and spas must comply with the fence guidelines and county building codes (if applicable).
- ☐ Glaring light sources, which can be seen from neighboring lots, shall not be used.
- ☐ The pool area shall be enhanced with landscaping and all pool equipment shall be screened with evergreen landscaping.
- ☐ Pool equipment shall be located a minimum of 15' - 0" from any adjacent property and shall be behind the rear plane of the house.
- ☐ Dirt excavated shall not be stored on the lot longer than one calendar week. All stored excavated dirt shall be immediately covered with straw to prevent erosion and be provided with appropriate erosion control mechanisms.
- ☐ A construction timetable is required, including a completion date.

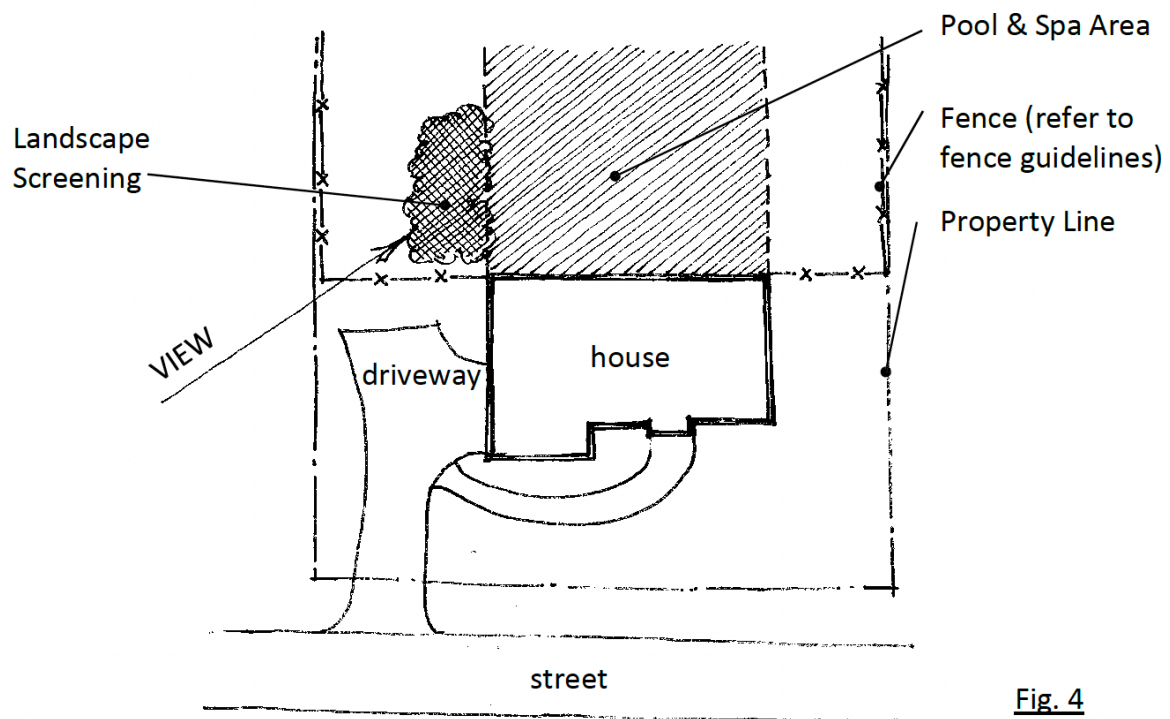


Fig. 4

GUIDELINE NUMBER 7: FENCES, PRIVACY SCREENS – See Figure 5.

1. A form must be submitted for ALL fencing.
2. Chain link and vinyl fences are prohibited. No wire fences, chicken wire, or welded wire fences are permitted.
3. ONLY APPROVED FENCE STYLES ARE “PRIVACY FENCE”, “4 RAIL HORSE FENCE” AND “ALUMINUM FENCE”
4. All forms must include the following information:
 - a. Dimensions:
 - i. Fence must come off rear corners of the home and follow the property line.
 - ii. The height shall not exceed six (6) feet.
 - iii. The maximum span between posts shall be ten (10) feet.
 - iv. The minimum post size shall be 4”x4” and the maximum shall not exceed 6”x6”.
 - v. Crossbeams dimensions shall be 1”x6.”
 - vi. Crossbeam structure must face inside towards the yard.
 - vii. Black plastic-coated wire is permitted on the horse fence, as shown in picture at the end of this section.
 - b. Color: These are the approved colors by ARC for the fence stain or paint (Graphic Charcoal (N500-6^D), Cracked Pepper (PPU18-01^D), Black (BLACK^D)). No Exceptions.
 - c. Site Plan: A site plan drawing denoting the location of the fence must accompany the form.
 - i. Fencing on corner lots will be reviewed on a case-by-case basis and subject to county/city and community rules and regulations.
 1. Corner lot fencing cannot block view of intersections at any point.
 - d. Fences installed by homeowners must have a minimum ground clearance of 1 to 2 inches. The ground clearance must be notated on modification request.
5. Dog runs will be reviewed on a case-by-case basis and subject to county/city and community rules and regulations.
6. Each homeowner must maintain the fences located on his/her respective property regardless of origin of construction or location.
7. Illustrations of the approved fencing and gate design are shown below.



3. Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials in keeping with the horticultural appearance of the community. Approved grass types for front lawns are Bermuda. The amount and character of the landscaping must conform to the precedent set forth in the community.

4. Each owner is responsible for removal of debris, clippings, etc., for any clippings they create. All planting areas should be properly always maintained, and, after the first frost, all affected material should be removed. At the end of the growing season, all dead plants should be removed. Bare earth must be covered with natural pine straw or mulch to prevent soil erosion.

5. The preferred landscape edging is a neat, black rubber material or brick or stone matching the exterior color of the house that is not higher than 1 inch from the top of the soil, as to be fully concealed from view by freshly cut Bermuda grass. Owner is responsible for monitoring the condition of edge/border. Cracking and or damages will require homeowner to repair or replace immediately.

6. Retaining Walls in the front of a home should be brick, stone, or split-face concrete block to match the house. Landscape timber walls will be allowed in rear and side yards on a case-by-case basis. All retaining walls must be submitted to the ARC for approval.

7. Each homeowner shall keep his/her lot and all improvements thereon in good order and repair including, but not limited to, seeding, watering, regular mowing, edging, the pruning and cutting of all trees, shrubbery and weed control; homeowners should also maintain the painting or other appropriate external care of all structures and removal of dead landscaping. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set forth in the Community.

8. Builder installed shrubs and trees may not be removed permanently. They must be replaced with like-kind material, and with Board approval.

9. Outdoor storage of garden tools and hoses must be screened from view. Any tools or items stored under a back deck or porch must also be screened from view.

10. Outdoor storage of garbage cans and trash bins will NOT be approved.

11. All debris, clippings, etc. must be properly removed from lawns, driveways, sidewalks, streets, etc. Hosing, raking, or blowing materials into the streets and into the storm water management system is not permitted. Debris must be stored out of sight (in a garage) until the evening prior to trash removal.

SCREENING

Whenever screening is required, please submit the modification request that comply with the following requirements:

- ☐ Trash Cans and Recycle Bins or Cans
 - Garbage can screen must be made from permitted privacy fence material (pressure treated wood or cedar). Every attempt should be made to match the style and color of existing privacy fence. If unit does not have an existing fence, try to match the style and color of the exterior of the house.
- ☐ Property line screening
 - Evergreen shrubs/trees may be used.
 - Please submit a picture (if possible) of the type of shrubs to be installed with your request for approval to the ARC.

Unless otherwise specifically approved by the ARC, all screening shall consist of a minimum of one row of approved plants of a size and spaced as to provide an effective screen from streets, and neighboring Units within a two-year period. The initial plant height should be at least 4 feet (measured from ground level after planting).

The following shrubs/trees are suggested for screening but the plan for screening and final shrub/tree selection, still must be approved.

Other shrubs/trees other than the below may be approved but require ARC approval.

Any screening plant, which dies or becomes diseased or otherwise fails to maintain the required screening, must be replaced with an approved plant as listed below.

PLANT TYPE	MINIMUM HEIGHT (At planting)	MAXIMUM SPACING WITHIN ROWS (On-center)	NOTES
Leyland Cypress	4 feet	12 feet	Sun
Japanese Cryptomeria (or a Cryptomeria that matures no more than	4 feet	15 feet	Sun Drought tolerant
American Holly	4 feet	8 feet	Sun to shade, drought tolerant
Savannah Holly	4 feet	8 feet	Sun to shade, drought tolerant
Foster Holly	4 feet	8 feet	Sun Drought tolerant
Japanese Maple (Bloodgood, Tamukeyama, Crimson	4 feet	Varies	Partial to full sun Semi drought

Crape Myrtle (purple magic, plum magic, deep pink velour, dynamite,	4 feet	Varies	Partial to full sun Drought tolerant
Thuja (full speed, emerald, wintergreen or one that matures no more than 25' high)	4 feet	Varies	Partial to full sun Drought tolerant
Nellie R. Stevens Holly	4 feet	5 feet	Partial to full sun Drought tolerant
Oak Leaf Holly	4 feet	8 to 10 feet	Partial to full sun Drought tolerant
Spartan Juniper	4 feet	5 feet	Partial to full sun Drought tolerant

GUIDELINE NUMBER 9: FIREWOOD

1. Firewood piles must be maintained in good order and must generally be located within the sidelines of the house and in the rear yard to preserve the open space vistas. They **MUST NOT** be visible from the street. The size of a firewood pile may not exceed 4' wide, 4' high and 6' long. See figure 7.
2. Firewood pile coverings are allowed only if the cover is an earth tone color, and the firewood pile is screened from the view of the street. For example, a tarp-covered firewood pile may be located under a deck and have shrubs planted around it.

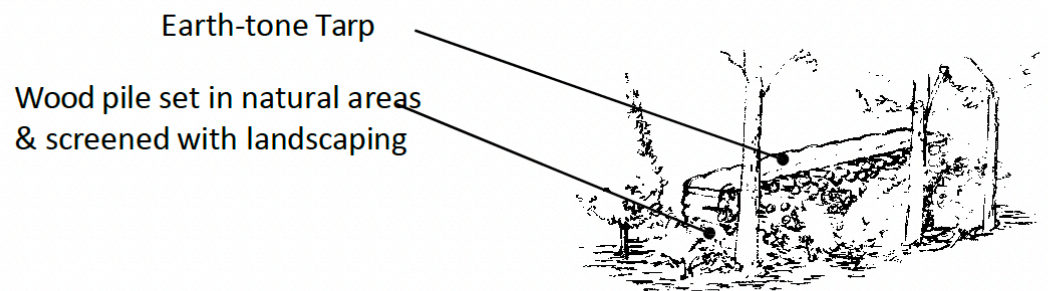


Fig. 7

GUIDELINE NUMBER 10: DECKS

1. A form must be submitted for ALL decks.

2. The form must include the following:

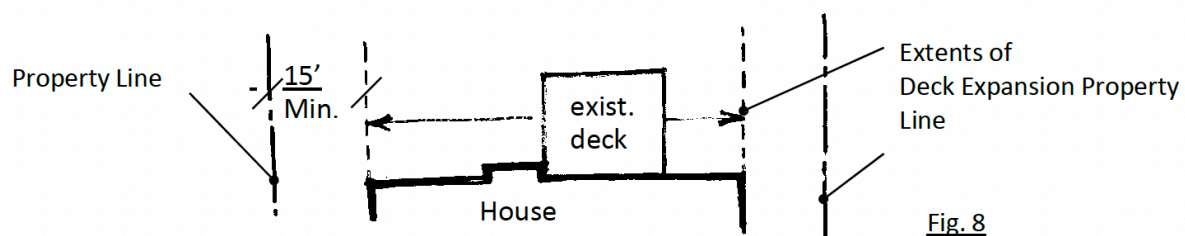
- ☐ A site plan denoting location, dimensions, materials, and color.
- ☐ The deck may not protrude past the sides of the house and must be in the rear of the house.
- ☐ Materials must be cedar, cypress, or Number 2 grade or better pressure treated pine (other material will be considered). Composite material is allowed but is subject to color approval by the Association.
- ☐ The deck must be natural, or stain shall be clear sealant, that compliments the exterior-home colors.

3. Vertical supports for wood decks must be a minimum of 6"x6" wood posts that match the color of the deck or metal poles. Metal poles shall be boxed in to appear to be 6"x6" wood posts.

4. A rail design shall be submitted with the site plan and form indicating the picket and rail materials and design. A brochure may indicate the design if a prefabricated design is used; otherwise, the design should be drawn to scale to indicate the design.

5. The following, without limitation, will be reviewed: location, size conformity with design of the house, relationship to neighboring dwellings, proposed use, and screening components/features.

6. Homeowners are advised that local municipalities having jurisdiction will require a building permit for construction of a deck.



GUIDELINE NUMBER 11: EXTERIOR BUILDING ALTERATIONS AND ADDITIONS

1. A form must be submitted for all exterior building alterations and additions. Building alterations include, but are not limited to, windows, construction of driveways, garages, porches, and room additions to the house. Exhibit A is an example of the plan details that should be submitted with the Application for Modification. Repainting requires prior written approval only if the color is changed from the original color of the house.
2. The original architectural character or theme of any house must be consistent for all proposed additions and alterations to the structure. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
3. A form requesting a paint color change requires the following information:
 - a. Paint sample color used in or approved for the community.
 - b. Area of house to be repainted.
 - c. Photograph of the house to be painted and the houses on both sides (in most cases, adjacent houses should not be painted the same color).
4. Storm windows and doors need to have a modification request.
5. For any changes to the plans as approved by the ARC, the owner must submit such changes for approval prior to commencing construction.
6. Storage structures will be considered only on a case-by-case basis. For any storage structure, all adjacent neighbors must approve, and their signature placed on the Modification Request Form. A form must be submitted for all storage structures.
7. Sheds are prohibited.
 - a. Carports (or open-air covered structures used for the purpose of storing or parking cars, boats, RVs, etc.) are NOT permitted.
8. Homeowners are advised that local municipalities having jurisdiction will require a building permit for construction of any structure, attached or detached.
9. A form must be submitted for all awnings. Awnings or coverings must be a structural extension of the home's existing roof. Colors or finish must be compatible with the home's primary and trim colors. Addition of awnings or coverings requires the following information:
 - a. Picture or drawing of all windows/doors on which awnings will be installed and their location (back or side –awnings are not allowed on the front of the home).
 - b. Picture depicting the style of awning to be installed, Color samples and materials list.
11. Pergolas need ARC approval and all the materials and colors used should be mentioned in the modification form.
12. Outdoor Drapery must be of solid white, cream, or natural tan in color and must be installed on back decks/patios only. Drapery hardware must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the community. Drapery must be maintained, regularly cleaned, and in good repair always. When not in use drapery must be neatly pulled back to maintain a clean, tasteful appearance. Note: Weighted drapery is encouraged to keep drapery contained within porch or deck footprint. All outdoor drapery must receive Board approval prior to installation.
 - ☐ Only purpose-built deck screens will be considered and must compliment other colors of the home.

GUIDELINE NUMBER 12: VEHICLES AND PARKING

1. Any vehicle left parked in a common area longer than 24 consecutive hours is subject to being towed by the Association.
2. All cars parked in open view must be operable, may not be unsightly, and must have current license plates and registration.
3. No vehicle may be parked on any yard or sidewalk or walkway.
4. Parking of vehicles on the street is limited and subject to the Covenants, Conditions and Restrictions. Temporary parking by guests (six hours or less) is allowed if it does not pose a nuisance to neighbors or impede traffic flow. Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to other driveways and traffic (i.e. park only on one side of the street).
5. If the number of vehicles exceeds the number of spaces in the garage, vehicles may be parked on homeowner's own driveway.
6. No commercial vehicles are to be parked overnight on neighborhood streets or driveways.
7. Parking is never allowed within 20 feet of an intersection, nor in front of any fire hydrant.

GUIDELINE NUMBER 13: SATELLITE DISHES/WINDOW AIR CONDITIONERS/WINDOW FANS

1. The following guidelines for mounted satellite dishes must be met:

- ☐ Satellite dishes must be no larger than twenty-four (24) inches in diameter.
- ☐ Rooftop mounting of satellite dishes on the rear of the house (out of public view) shall be required unless installation in such location imposes unreasonable delay or prevents the use of the antennae, unreasonably increases the cost of installation or an acceptable quality signal cannot otherwise be obtained.
- ☐ If ground mounted, satellite dishes must be screened from view by evergreen landscaping does not lattice. Any cable must be buried. A maximum of two satellite dishes per lot is allowed.
- ☐ Satellite dishes mounted on the house wall or roofs shall be in a manner that limits the visibility of the dish(es) to the street. Every effort shall be made to locate the dish discretely and out of view.
- ☐ Front yard Only purpose-built deck screens will be considered and must compliment other colors of the home.

2. Colors of satellite dishes are subject to review. Colors shall be neutral and be compatible with the colors of the house.

3. Wiring or cabling shall be installed to be minimally visible and blend into the material to which it is attached.

4. The owner or occupant shall be responsible for the maintenance and repair of the satellite dish including, but not limited to, (i) reattachment of satellite dish, and any components thereof, within forty-eight (48) hours of dislodging, for any reason, from its original point of installation. (ii) repainting or replacement, if for any reason the exterior surface of the satellite dish becomes worn, disfigured, or deteriorated.

5. Window air conditioners or window fans are prohibited. Any other type of appliance or device located in a window or wall where the device is visible on the exterior must be approved.

GUIDELINE NUMBER 14: ADDRESSES

1. Address plaque numbers that differ from the original installed by the builder are prohibited.
2. No plants shall be planted in such a manner that such planting and their future growth obstruct view of the address plaque.
3. Curb applied painted addresses are not allowed.

GUIDELINE NUMBER 15: SIGNS IN YARDS

1. The ONLY sign allowed in the front or side yard is a FOR SALE or FOR RENT sign or signs required by legal proceedings, in accordance with the Covenants.
2. BOOSTER signs from schools or organizations are allowed to be displayed for the summer and must be taken down by July 1st.
3. CONTRACTOR signs to identify current work being done by contractor(s) are allowed to be displayed for a maximum period of two (2) consecutive weeks.
4. Signs must not exceed 2 x 3 feet in size.
5. Security signs as required by Governing Agencies are permissible.

Cooper place HOA, - REQUEST FOR MODIFICATION REVIEW
THIS REVIEW MAY TAKE UP TO 30 DAYS FOR APPROVAL AFTER ALL REQUIRED INFORMATION
IS RECEIVED

Name _____ Date _____

Address _____ E-Mail _____

City/State/Zip _____ Ph. No _____

Community _____ Lot/Block _____

Please provide the Architectural Control/Covenants Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community.
Description of Modification Requested:

Estimated Start Date _____ Estimated Completion Date _____

Acknowledgment of Adjacent Homeowners (all homeowners sharing common boundary line):
This acknowledgement will be considered by the Covenants Committee but will not be binding upon the Covenants Committee. No application will be considered unless this section is completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed.

Signature _____ Lot (____) In Favor Of (____) Not in Favor Of (____)

Signature _____ Lot (____) In Favor Of (____) Not in Favor Of (____)

Signature _____ Lot (____) In Favor Of (____) Not in Favor Of (____)

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Covenants for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, etc.:

Patio or Walkway

- ☐ Lot survey denoting location
- ☐ List of materials to be used.

Exterior Decorative Objects, Front Porch Flowerpots, Lighting, Etc.

- ☐ Description of object _____
- ☐ Location and picture or sketch of object

Garden Plot

- ☐ Location and size of garden
- ☐ Type of plants to be grown

Fencing

- ☐ Picture or drawing of fence type.
- ☐ Dimensions (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet).
- ☐ Color
- ☐ Site plan (Plat) denoting location. All drawings must be transposed on the Plat of your Property.
- ☐ Crossbeam structure must not be visible from any street (must face inside toward yard).
- ☐ Materials
- ☐ All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
- ☐ All posts shall be anchored in concrete.
- ☐ Permit (if required by County/City)

Exterior Landscaping and Maintenance

- ☐ Landscape plan denoting plant material and location.
- ☐ Landscape borders: material used photo of material and border design style.

Playhouses

- ☐ Location (must have minimum visual impact on adjacent properties)
- ☐ Size and Sketch
- ☐ Materials (in most cases, material used should match existing materials of home)

Private Pool

- ☐ Picture or drawing of pool type.
- ☐ Dimensions (maximum size 1,000 square ft.)
- ☐ Color (must be blue or white).

- ☐ Site plan denoting location.
- ☐ Type of lighting source.
- ☐ Landscape plan

Deck/Porch

- ☐ Picture or Drawing (deck must match any existing deck).
- ☐ Dimensions
- ☐ Color (must be natural or painted to match exterior color of home).
- ☐ Site plan denoting location (in most cases may not extend past sides of home).
- ☐ Materials (must be cedar, cypress or No. 2 grade or better pressure-treated wood).

Exterior Building Alterations / Paint (Submit only if other than original paint color)

- ☐ Color
- ☐ Area of home to be repainted.
- ☐ Photograph of your home plus homes on either side (in most cases adjacent homes cannot be painted the same colors).

Storm Windows/Doors

- ☐ Picture or drawing of all windows/doors on which storm windows/doors will be installed.
- ☐ Picture depicting style of storm window/door to be installed.
- ☐ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors).

Building Additions

- ☐ Location of addition and size of lot.
- ☐ Size, color, and detailed architectural drawing of addition.
- ☐ Materials (material used **must** match existing materials of home).
- ☐ Building permit (if required).

Please submit your request to Bridget Gallagher, Manager Assistant via email at bgallagher@camga.com

Note: I understand and agree that no work on this request shall commence until written approval of the Covenants Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither Community Association Management, LLC, the HOA Board of Directors, the Architectural review Committee shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance, and aesthetics. None of the foregoing assumes

any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner's Signature _____ Date _____

FOR ARCHITECTURAL CONTROL COMMITTEE USE

Approved By: _____ (HOA Board Member)

Date Received _____

Approved _____ Not Approved _____ Conditions _____
