

# Apalachee Heritage Home Owners Association, Inc.

## Architectural Design Standards November 1, 2016

Prepared by the  
Architectural Review Committee

Approved by the  
Board of Directors

Revision Number	Date	Description
Version 1.0	20-Apr-2006	Initial Release
Version 1.1	07-Jun-2006	Included Fences, Parking Pads, Sheds and Outbuildings, Storm Doors, & Window Boxes
Version 1.2	07-Nov-2006	Added clarification around removal process for dead, diseased, or seriously damaged trees. Changed CCM contact name.
Version 1.3	12-Feb-2007	Added information around garage door replacements, invisible fences, decks / patios / patio enclosures, roof replacements window film, and general homeowner advice for selecting contractors. Removed CCM / added AMG references. General updates and revisions.
Version 1.4	18-Jul-2007	Changed Patio Enclosure specifications/requirements.
Version 1.5	23-Feb-2010	General Update. Removed AMG/added ACS.
Version 1.6	1-Aug-2013	Clarification of Tree Removal guideline. Exterior painting and fence staining update.
Version 1.7	1-May-2014	Clarification of Commercial Vehicles and Statues.
Version 1.8	1-Sept-2014	Approval of picket fences.
Version 1.9	20-June-2015	Clarification of Commercial Vehicles & shrub removal
Version 2.0	01-Nov-2016	Changed references to management companies from ACS to CMA

## **GENERAL**

To ensure that Apalachee Heritage (AH) remains an excellent place to live where we can all be proud of our homes and shared common areas, our Covenant provides for implementation of a “Community-Wide-Standard” for maintaining our homes and property. This document provides the basis for that community standard by defining “Architectural Design Standards” (ADS) for our community based on the requirements of our Covenant. The ADS also serves as an extension of the Covenant by clarifying its requirements and providing detailed guidelines for architectural requirements to be practiced within our community. The ADS is not intended to conflict with the Covenant which takes precedence. Compliance with local building codes and regulations is the express responsibility of each homeowner.

Homeowners are responsible for maintaining their respective properties in compliance with the architectural standards outlined in this “ADS” and our “Covenants.” This will ensure that property values in our community are not compromised.

The “Architectural Review Committee” (ARC) is responsible for creating and administering the ADS and serves at the discretion of the “Board of Directors” (Board). The architectural standards will be updated and distributed to the community when the need arises. Much of the information provided in the following sections has been included as a result of questions and suggestions from homeowners.

Unless otherwise noted in the ADS or Covenant, ARC approval is required for all architectural changes and modifications to the exterior of the property. This includes any modifications to the interior spaces that are readily visible from the outside of a home. ARC requests should be submitted to the ARC Committee at their email address, [arc@apalacheeheritage.com](mailto:arc@apalacheeheritage.com).

The ARC generally meets every two (2) weeks and works expeditiously to review submittals. If special circumstances arise, the ARC will make every possible effort to accommodate the homeowner. The procedure for submitting proposed architectural modifications are outlined later in this document along with the HOA’s operating procedures for addressing covenant violations.

Once approval is received from the ARC, the homeowner has twelve (12) months from the date of the approval to implement the architectural change. If the 12-month deadline is missed the architectural change will need to be resubmitted to the ARC for review. Once implemented, it is a 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, contact the Management Company or ARC Committee via the web site.

## **COMMUNITY STANDARDS**

The following standards work in conjunction with the tables located towards the end of this document that outline architectural changes that must be submitted to the ARC for review, changes that do not require ARC submittals, and changes that are not permitted under any circumstance.

**For example, “white rocks” in a landscape bed or an “above ground swimming pools” are expressly prohibited by our Covenant and neither the Board nor the ARC has the authority to approve them.**

### **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 canopy or 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, or of a shade that matches the color scheme of the home.

### **Commercial Vehicles**

Commercial vehicles are defined in Section 7.4 of the covenants as any vehicle which bears a logo or any other form of commercial advertising. (See Section 7.4 for a more detailed description). These vehicles are not permitted to be parked in the neighborhood except as follows:

- The vehicle **must** be kept, while at the residence, within the enclosed garage and not be visible from the street. The exception being police cars.
- If the vehicle has removable logos or other removable commercial markings, it may be parked in the drive way if the markings are removed.

### **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 throughout the year. **It is not necessary to obtain prior ARC approval for patio furniture or woodpile covers provided they are maintained in good condition and 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.

**Decks, Patios, and Patio Enclosures**

Deck and patio additions will require ARC approval. This includes the addition of wooden deck structures, concrete patios, or glass / screen enclosure of a deck or patio. **Homeowners are responsible for ensuring that any decks, deck additions, patio, or patio enclosures built on their property are properly designed and constructed, and that applicable building codes, regulations, and processes are followed.** It is recommended that professional services are used for these types of projects. The following guidelines apply.

***DECKS*** (free standing or attached to the house):

- Decks should be constructed from treated lumber and should match the overall construction of any existing deck structure that is already present.
- The homeowner is responsible for maintaining the integrity and appearance of decks. Decks constructed from treated wood must be stained and/or sealed. Note: The stain “color” requires ARC approval. Clear sealers do not require approval

***PATIOS:***

- Concrete patios: The color and finish of the concrete should match the overall construction of any existing concrete that is already present on the homeowner’s property.
- Patios constructed from concrete pavers are an option and can be submitted for ARC approval. If this option is used, the pavers should be of a color that works well with the existing color scheme of the home and property.
- Patios may also be constructed of other materials as flagstone. Proposed use of other materials need ARC approval.
- The homeowner is responsible for maintaining the integrity and appearance of the patio, keeping it free from mud stains and debris. Periodic pressure washing of concrete patios, sidewalks and driveways is recommended.

***ENCLOSURES:***

- Screen or glass enclosures of decks and patios should be constructed in a manner that is in keeping with the overall appearance of the home to which it is attached. When completed, it should appear to have been part of the home as originally constructed.
- Construction / building materials used for an enclosure must be the same as those used for the existing home. This requirement includes but is not limited to framing, roofing, and siding materials. Enclosures designed to use vinyl or metal building materials in any configuration will not be approved.
- The exterior color scheme used for the enclosure must match with the exterior appearance of the existing house.
- The roof lines of the enclosure should be pitched or sloped to best match the architectural scheme of the home to which it is attached. Roof shingles must match those of the existing house.
- It is a homeowner’s responsibility to maintain the integrity and appearance of the patio enclosure in the same manner that is applicable to the original, existing home. This includes but is not limited to trim, gutters, siding, and roofing.

### 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 seven (7) days.

### Fences

All requests for **fences must be submitted to the ARC for approval** (refer to Covenant: Section 7.16). Fences may be constructed from wood, aluminum or wrought iron. Those fences constructed from aluminum or wrought iron must be finished in black. Note that vinyl fences will not be permitted. Also note that chain link and barbed wire fences are excluded by the 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 not permitted to be constructed in homeowner's front yards. The fence is to start at the back corners of the house to enclose the back yard. In some circumstances, exceptions are needed, if so, these have to be approved by the ARC.
- Fences are to be securely constructed using concrete footings and maintained squarely, in an upright position and limited to a maximum of six feet in height. The finished side of a wood fence must be facing out, i.e. the horizontal support boards running between the posts must be inside the fence and not be visible from outside.
- The homeowner is responsible for maintaining the integrity and appearance of the fence after it is constructed. Fences constructed from treated wood must be properly stained and/or sealed. Clear or natural sealer, Yankee Barn sw3505, Hawthorne sw3518, and Chestnut sw3524 are approved for use. Stains or paints other than these need approval.

### Garage Door Replacements

Periodically, garage doors can rather simply wear out or suffer other damage that renders them unserviceable. If a garage door is replaced with one of the same design as originally installed on the home, no ARC approval is required. However, as it may not be possible to obtain an identical door and the selected design must change, an ARC request submittal is required. The following guidelines should be used when changing the design of the garage door.

- The pattern imprinted on the door should also match the original door design as closely as possible and must not have any penetrations for windows or embedded doors.
- Variations in the above criteria require ARC approval.

### **Gardens**

Gardens require approval by the ARC. The following guidelines must be kept in mind when requesting approval:

- The garden must not be visible from the street.
- Garden arbors or other vertical structures will not be considered for approval without a proposed means of hiding these from view.
- The garden area must be maintained at all times of the year and is limited to an area of 12X12 feet.

### **House Number Plaques**

Because our mailbox house numbers are relatively small, one additional address plaque can be placed on the Lot if prior ARC approval is obtained. The additional house number plaque must meet the following guidelines:

- A plaque can be placed either on a small yard stand (a.k.a. “estate sign”) or be attached to the dwelling close to the front entrance such as in a landscape bed. The plaque should contain house numbers only.
- On some homes, house numbers can be located on the wood trim above the front entrance without impacting the overall aesthetic of the property.
- The numbers used on either a plaque or above a front entrance must not exceed six (6) inches in height and consist of black and/or gold lettering matching the existing mailbox lettering as closely as possible.

### **Invisible Fences**

Some homeowners have elected to use “invisible fence” technology to maintain control over their pets. The ARC does not classify “invisible fences” the same as traditional “fences” as they are buried in the ground and out of sight. As such, no ARC approval is required to install these types of fences. Please note the following.

- A small sign must accompany the installation of an invisible fence so that passers-by are alerted that the animal in the yard is under some type of restraint or control. Signs for this purpose are usually included with the installation of these products.
- Invisible fences are not 100% effective. It is incumbent on the homeowner to ensure that their animal is under control at all times.

### **Landscape Borders**

The installation of landscape borders and edgings must be submitted to the ARC for approval. The following guidelines should be used when selecting a landscape border material:

- The border material selected should be complimentary to the exterior finish of the house.
- If landscape bricks or shape stones are used, they must be uniformly installed.
- If using brick, it is recommended that brick borders match the brick on the house.

### **Landscape Groundcover**

The homeowner is responsible for maintaining and replacing aged mulch and groundcover in landscape beds. Artificial vegetation and groundcover is **not** permitted (refer to Covenant: Section 7.20). To change the groundcover, the following guidelines must 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.
- Pine straw, natural wood mulch or pine bark is the preferred groundcover.
- The addition of rock mulch or decorative rocks as ground cover **does** require ARC review. Generally, earth-tone rocks or neutral tone and textured river rocks are acceptable. Grey drainage material, including but not limited to “septic tank” stones and grey slate chips are **not** acceptable. “White rocks” and white “marble chips” are **not** acceptable. These will not be approved.

### **Landscape Lighting**

Landscape lights have become very popular and do enhance a home’s curb appeal (refer to Covenant: Section 7.19). Although the “Malibu”, “Pagoda”, or other similar 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 light fixtures must not be readily visible from the street. Lights must not be pointed in a direction that impacts neighbors or be pointed towards the street.
- Standard “Malibu” or “Pagoda” style lighting of the two (2) or three (3) tier varieties that are spaced at approximately two to three feet (2’ to 3’) intervals can be placed alongside front flowerbeds, along landscape borders adjacent to the house, or along front entrance walkways. These lights should **not** be placed along street, sidewalks, and driveways or in landscape beds in the middle of the yard.
- Post lamps must be submitted to the ARC for review.

### **Lawns**

Front and side yards should consist of Bermuda, Zoysia, or another similar looking grass which is dormant during winter months. Exceptions should be submitted to the ARC for review. Rear yards can include Fescue as that is what the builder left in most cases. If a homeowner wishes to replace the Fescue in back yards with Bermuda, Zoysia, or another similar looking grass, ARC approval is not required.

### **Parking on the Street**

Vehicles should be appropriately parked in driveways or in garages and not on the street (refer to Covenant: Section 7.4). Cars parked in driveways should not hang over sidewalks or out into the street. The covenant makes 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.

- Guest vehicles should not be left parked in front of a home for more than three (3) consecutive days.
- Guest vehicles that are parked on the street must not be parked across from each other such that traffic egress and emergency vehicle access is impeded.

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

**In no case, should anyone park within the boundaries of an intersection.**

### **Parking Pads**

Parking pads and expansions/extensions to driveways must be submitted to the ARC for review. The following design guidelines apply.

- The driveway material must be concrete and the color must match the existing driveway.
- The general layout and configuration of the parking pad footprint must be in keeping with other parking pads that have already been installed throughout the community.
- For front-entrance garages, the end or edge of the parking pad should line up with the front corner of the house.
- For side entrance garages, the end or edge of the parking pad's footprint should extend to the face of the house.
- Parking pads must be contiguous with the existing driveway.

### **Playground Equipment**

Playground equipment must be approved by your ARC prior to installation (refer to Covenant: Section 7.23). 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 (20) 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 and Exterior Enhancements**

ARC approval is not required provided the "statues" or "enhancements" such as fountains, birdbaths, benches, planters, and similar items are either not visible from the street or meet the following guidelines:

- Statues and other enhancements are in keeping with the general decorative theme of the dwelling and landscape and are not offensive in nature.
- Statues and/or enhancements should be no more than twenty-four (24) inches in height.
- The number of large statues and/or large enhancements (close to the 24" height restriction) is limited to two (2).
- 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 enhance the overall value of a community and for that reason, their construction is discouraged. For homes in our community without ample basement or garage storage, other than leased storage space, sheds seem to be the only remaining option. Therefore, storage sheds and outbuildings will be permitted, provided the following design guidelines and procedures are followed.

- 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 (including colors) around the materials being used.
- **Metal storage buildings and buildings with vinyl siding will not be permitted.** Sheds constructed with an approved blueprint and with the appropriate materials will be considered for approval.
- Storage sheds and outbuildings shall only be permitted within the confines of a fenced-in back yard. The fence "style" must be one that exhibits a solid break in the line of sight into the back yard. If a fence is not already in place, a fence request must also be submitted to the ARC for approval as outlined in this document.
- The shed or outbuilding shall be positioned on the lot in a location that is practical for the homeowner, yet aesthetically suitable to surrounding homeowners. The location will vary due to the configuration of each individual lot; therefore, its location must be coordinated and approved in advance by the ARC.
- The shed must be built with the same materials used for the existing home, including but not limited to siding, roof shingles, windows, doors, etc. Homes with brick or stucco/stack stone front or side construction must have these features incorporated into the blueprints of the shed or outbuilding. The siding, bricks or stack stone must match those on the existing home.
- Double doors are permitted but not garage-type doors.
- The maximum size footprint for a shed or outbuilding shall be eight (8) feet wide by ten (10) feet long. The height of the pinnacle of the roof line shall not exceed nine (9) feet above grade and shall be located in the center of the roof parallel to the long side of the shed.
- The storage shed or outbuilding should be installed on level grade and be appropriately anchored to its concrete foundation. An entrance ramp from the surrounding grade to the floor of the shed is permissible.
- The outside of the shed and its surrounding area shall not be used for storage. All items must be kept inside while not in use.
- Any and all utility lines (i.e. water or electric) supplied to the shed or outbuilding must be run underground.
- The homeowner is responsible for adhering to applicable building codes and applying for any required building permits.

### **Storm Doors**

A storm door may be installed without prior ARC approval provided it is a full glass door matching the color of the front door. Other colors require 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 (refer to Covenant: Section 7.10). Residents will be fined \$500 per tree for cutting without approval. 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 which should not be removed, irrespective of size.
- If resident suspects a tree is an “**Immediate Danger**” to life or dwelling, such as a tree struck by lightning or significantly structurally damaged by wind, they are to notify the ARC at 770-339-8063 or CMA at 404-835-9276 and advise them of the situation. They may then proceed to cut the damaged tree unless advised otherwise by the ARC or CMA. They are to submit pictures of the damaged tree/trees to the ARC within 72 hrs. to justify cutting without approval. A formal ARC approval is not required under these circumstances. Trees that have existed on a lot since before home construction cannot fall under the “**Immediate Danger**” category without suffering some form of prior damage which appreciably changes their condition and renders the tree(s) a danger. In other words, mature trees do not qualify for removal under this clause without an outside force or event causing an obvious problem and threat that did not previously exist.
- Residents requesting the removal of a tree or trees believed to be diseased, damaged or dead, but otherwise appearing to be normal, are to submit an arborist report along with their request to remove the tree or trees. If the tree or trees are obviously diseased, damaged, or dead photographs should be submitted to support their request. After review of the supporting documents and photos, an arborist report may be requested prior to the tree(s) being removed.

**Note: Removal of trees is a sensitive issue with our homeowners. The presence of trees in our community increase the value of our respective properties and the overall value of the homes within our community, making this a more desirable place to live.**

- Once a tree has been removed, the stump must be ground down or removed such that it is no longer visible. Hardwoods or flowering trees must be planted to replace those that were cut.
- Debris from tree removal should not be left on your property to decompose. Under no circumstance shall debris from tree removal be placed in a natural area, left in the street, or placed on 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 (refer to Covenant Section 7.20). The following guidelines apply to window boxes.

- Window boxes will only be permitted on the first floor of a home.
- Window boxes shall be constructed of wood and must match the overall trim of the house and be installed in such a manner that their size and number presents an architectural balance to the 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 Film**

A large variety of “window film” is available for installation and most of these will provide UV protection up to 99%. The use of “window film” is permitted in our community without an ARC submittal as long as the following guidelines are followed.

- Note that homes in our community are constructed using double-pane, insulated window glass and caution is urged as films with absorption characteristics greater than 59% can potentially damage these windows. On insulated glass, the range of “light transmission” should be in the range of 35% to 50%.
- Only scratch-resistant window film should be used.
- Window film must be installed on the inside of the window.
- Window film generally comes in bronze, grey, and silver tones. The only tone approved for our community is “grey”. Patterned window film or films emulating “stained glass” will not be permitted.
- High quality window film should be used. Examples of acceptable manufacturers include but are not limited to “Madico” and “Johnson Window Films”.
- Window film must be professionally installed so that its appearance does not detract from the home or community. Poorly or incorrectly installed films that present an undesirable appearance will need to be removed at the homeowner’s expense.

### **Window Treatments**

The exterior side of window treatments must be “white” or “off-white” (refer to Covenant: Section 7.26). For the purpose of these guidelines, the term “off-white” includes variations of white such as shades of “eggshell”, beige, or light grey which are neutral in appearance. Foils and wood-tone finishes on blinds are **not** acceptable

### **Woodpiles**

Woodpiles must be kept out of view from the street and from neighboring properties. This can be accomplished using an ARC approved screen. If they cannot be hidden from view from the street or neighbors, it will have to be removed. 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 neighbors by an ARC approved fence.
- A screen can be built to shield the woodpile provided it has been 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.

### **Roof Replacements**

As our community gets older, there will be occasion where the roof will need to be replaced. The following guidelines apply.

- If a homeowner replaces the roof on their home with one that is identical to the existing roof, no ARC approvals are required.
- Other than to replace the small sections of metal roofing provided by the builder for aesthetic purposes on small overhangs, a full metal roof is not acceptable.
- If a homeowner would like to replace their existing roof with “architectural style” shingles, the color must be as close to the original color as possible. Color deviations will require ARC review.

### **Painting**

Interior painting does not need approval, however, exterior painting other than the original color scheme needs ARC approval.

- The resident should submit to the ARC color cards for each color to be used for the siding, trim, shutters, and doors.

## **General Maintenance**

Most homeowners do an outstanding job maintaining their respective properties in accordance with the Covenants and Architectural Design Standards. However, there are always homeowners that need an occasional reminder about completing 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 periodic 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 before it reaches the end of its useful life so that the landscaping beds do not look unkempt or run down.
- 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 and damaged shrubs should be removed and replaced as soon as it is seasonally possible. NOTE: ARC approval is not required for replacements.
- Mailboxes and mailbox poles should be vertically square, painted black when required, and free of rust.
- Trash cans should be kept out of site except on trash pickup day and on the prior evening 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 many decks and fences are constructed from treated wood, they will age and show signs of deterioration from the weather. The following considerations should be applied to:

- 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 continually 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 stain or clear sealer.
- ARC approval is required to change from the natural color of a deck and/or fence through the process of staining or sealing, unless a pre-approved stain is being used.

## **SUBMITTALS**

All submittals **must** be in writing and contain a complete set of information required by your ARC. Submittals that do not contain the basic required information will be summarily rejected. Submittals must contain the following information.

- A general description of the modification.
- A plan of the lot showing the location of the proposed modification. All homeowners should have been furnished with a lot plan when they closed on the purchase of their home. If a homeowner does not have a copy of this document, one can be obtained at the Gwinnett County Courthouse for minimal expense.
- Catalogue cut-sheets, samples, and/or pictures of the materials to be used in the project must be provided. Pictures of similar projects are also helpful.
- The homeowner's telephone number and email address should be included so that the ARC can call or email if questions arise concerning a Request.

Work on the project can not begin until ARC approval is obtained. The ARC has thirty (30) days to approve a request and homeowners should incorporate this period into their project schedule.

The ARC can be reached through CMA at the following address or our web site:

**Apalachee Heritage Home Owners Association  
c/o Community Management Associates 1465  
Northside Road \* Suite 128  
Atlanta, GA 30318**

## **VIOLATIONS**

CMA performs property inspections on behalf of the Board and the ARC each month. When violations are recorded, a notice will be sent to the homeowner outlining the violation and any action required to correct it. A homeowner has ten (10) days to correct a violation (refer to Covenant: Section 5.2). If the same violation is observed during the next property inspection, a second notification will be sent to the homeowner. If a third notification is required it will be in the form of a certified letter from the Association's attorney and at this point, it is likely that fines will be levied until the situation has been resolved and/or legal options perused .

As a reminder, Apalachee Heritage HOA is now part of the GA "Property Owners Association" (POA) Act; accrued fines automatically generate statutory liens against the property where the violation occurred. This in turn affects the homeowners "privileges" in the community until the issue is resolved.

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 that investment. By working together, following the above guidelines and remaining mindful of our neighbors, this goal can be easily accomplished. The ARC is looking forward to working with everyone to preserve the value of our community.

## **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. Again, if a homeowner cannot decide upon what needs to be submitted, simply ask.

### **REQUIRES SUBMITTAL TO THE ARC FOR REVIEW/APPROVAL**

	<b><i>ITEM</i></b>	<b><i>CONDITION</i></b>
<b>1</b>	Awnings, Canopies, & Pergolas	Submit for approval – refer to the “ <b><i>Community Standards</i></b> ” (above).
<b>2</b>	Children’s Swing Sets, Trampolines, & Play Equipment	Submit for approval. Swings sets and play equipment should be constructed of wood.
<b>3</b>	Children’s Forts	Submit for approval – no tree houses.
<b>4</b>	Decks, Patios, & Patio Enclosures	Submit for approval – refer to the “ <b><i>Community Standards</i></b> ” (above).
<b>5</b>	Dog Houses	Submit for approval.
<b>6</b>	Fences	Submit for approval – refer to the “ <b><i>Community Standards</i></b> ” (above).
<b>7</b>	Flags	Submit for approval.
<b>8</b>	Garage Door Replacements	Submit for approval.
<b>9</b>	House Number Plaques	Submit for approval – refer to the “ <b><i>Community Standards</i></b> ” (above).
<b>10</b>	Landscape Beds [New]	Submit for approval.
<b>11</b>	Landscape Borders	Submit for approval – refer to the “ <b><i>Community Standards</i></b> ” (above).
<b>12</b>	Landscape Lights	Submit for approval except as noted in the “ <b><i>Community Standards</i></b> ” (above).
<b>13</b>	Landscape Walls	Submit for approval.
<b>14</b>	Lattice Work	Submit for approval.
<b>15</b>	Parking Pads	Submit for approval – refer to the “ <b><i>Community Standards</i></b> ” (above).
<b>16</b>	Pools	Submit for approval – in ground only.
<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 “ <b><i>Community Standards</i></b> ” (above).
<b>19</b>	Storm Doors	Submit for approval except as noted in the “ <b><i>Community Standards</i></b> ” (above).
<b>20</b>	Trees – Removing or Planting [New]	Submit for approval.
<b>21</b>	Gardens, Trellises	Submit for approval.
<b>22</b>	Window Boxes	Submit for approval – refer to the “ <b><i>Community Standards</i></b> ” (above).

**ADMISSIBLE / NO APPROVAL REQUIREED**

	<i>ITEM</i>	<i>CONDITION</i>
1	Below Ground Irrigation Systems	No approval required.
2	Covers for Patio Furniture & Woodpiles	See “ <i>Community Standards</i> ”(above)
3	Holiday Decorations	No approval required.
4	Invisible Fences (pet control)	No approval required. See “ <i>Community Standards</i> ”(above)
5		
6	Mulch Replacement & Landscape Groundcover	See “ <i>Community Standards</i> ”(above)
7	Patio Furniture Front Porch Furniture	No approval required. <b>Requires</b> approval.
8	Portable Basketball Goal 8’ or higher	No approval required. These must be kept next to the house when not in use and never be left in the street.
9	Portable Toy Basketball Goal (less than 8’)	Must be stored when not in use.
10		
11	Satellite Dish	No approval required. Whenever possible, the preferred location for a satellite dish is on the rear portion of the property.
12	Removal and Replacement of Shrubs and Flowers in Existing Landscape Beds	No approval required.
13		
14	Window Film	No approval required. See “ <i>Community Standards</i> ”(above)
15		

**NOT ADMISSIBLE / NOT PERMITTED**

	<i>ITEM</i>	<i>CONDITION</i>
1	Exterior storage containers.	<b>Not Permitted</b>
2	Permanent Basketball Goal	<b>Not Permitted</b>
3	Second “Box” next to Mailbox	<b>Not Permitted</b>
4	Signs	Not permitted except for “For Sale” signs, signs for “Security Systems”, “Invisible Fence” signs, and “House Number Plaques” as described in the “ <i>Community Standards</i> ” (above).
5	Tall Reflectors at Driveway	<b>Not Permitted</b>
6	Tarp covered items as woodpiles for example	Not permitted except as noted in the “ <i>Community Standards</i> ” (above under “Covers”).
7	White and Grey Landscaping Rocks	<b>Not Permitted</b>
8	Wind Sticks & Pinwheels (front yard)	<b>Not Permitted</b>
9	Window Fans & Window Air Conditioners	<b>Not Permitted</b>

**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 and be painted black.
<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.
<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.
<b>6</b>	Exterior Painting	Painting with original color scheme does not require approval, however, if the resident wishes to change the exterior colors, these colors must be submitted for approval.
<b>7</b>	Interior Painting	Does not need approval.