

MODIFICATION REQUEST GUIDELINES FOR EXTERIOR CHANGES OR ADDITIONS

Village Grove Owners Association

Generally, Modification Request forms are required to be submitted and approved by the Architectural Review Committee (ARC) prior to making exterior changes or additions.

1. Exterior Painting: The modification request form must include all paint colors that will be used and indicate what structure(s) will be painted. Structures include, without limitation, siding and brick (if applicable), gutters, fascia and trim, shutters, front door, garage door (and trim, if applicable) and front porch roof (if applicable).

Paint information must include the name of the paint manufacturer, name of paint and number.

Example: Sherwin Williams Townhall Tan SW7690

a. Estate and Enclave Homes: Only flat or semi-gloss finish paint will be approved. Gloss finish is not permitted. Adjacent homes should not be painted the same color.

b. Coventry Townhomes: All exterior painting is done by the Village Grove Owners Association (the "Association").

2. Fencing: The modification request form must include a drawing indicating the intended placement of the fence on the property, the dimensions of the fence, and the locations of any gates. Fences must be constructed using pressure treated wood, cedar or cypress. Gates must open to the inside. Metal, chain link, cyclone, chicken wire, or plastic fences are not allowed. Fences **must** be stained, paint-stained, or clear coated. Stain or paint-stain colors must be approved by the ARC prior to fence application.

a. Estate Homes: Fence footprint cannot extend forward along the side of house more than 25% from the rear corner of the house. Exceptions may be granted on a case-by-case basis if approved by the ARC. A 4-foot-high dog-eared picket is the approved style.

b. Enclave Homes: The approved fence height is 6 feet plus 1-foot diamond patterned lattice top, for a total height of 7 feet.

c. Coventry Townhomes: Fences are not permitted.

3. Roofing

a. Estate and Enclave Homes: For installation of a new roof, a picture of the shingles and color to be used, and name of manufacturer must be submitted to the ARC for approval prior to installation.

b. Coventry Townhomes: The Association is responsible for the maintenance and repair of the Coventry townhome roofs. This responsibility extends to maintaining the roofs and repairing any damage resulting from ordinary wear and tear. Each owner is responsible for repairing damage to that owner's roof which

resulted from a casualty event. Any repairs must match the existing roof shingles. Prior to repair, the owner shall notify the ARC to verify the uniformity of the shingles that will be used.

4. **Landscaping:**

a. **Estate and Enclave Homes**

i. **Plants, Trees and Shrubbery:** For installation of new plants, trees or shrubbery, a drawing depicting the name(s) and location(s) of the plants, trees or shrubbery and pictures of same must be submitted to the ARC for approval prior to planting.

ii. **Sod Replacement:** Currently, both Bermuda and Zoysia grasses are approved by the ARC. Installation of those grasses does **not** require prior approval. Installation of any other type of sod or ground cover must be approved prior to installation and may be approved on a case-by-case basis. Prior to installation, a modification request must be submitted for approval. This request shall indicate the type of sod or ground cover to be used and shall include a drawing of where the sod or ground cover will be placed on the property.

iii. **Bedding Areas:** The ARC approves the use of mulch (red, black, or brown) and pine straw in bedding areas. No modification request is necessary to add mulch (red, black, or brown) or pine straw to bedding areas. Any other materials must be approved by the ARC prior to installation in bedding areas. White rocks are **not** permitted and **will not** be approved for use in bedding areas. Prior to installation of any material other than mulch (red, black, or brown) or pine straw to bedding areas, the owner shall submit a drawing indicating the type and color of the material to be used in bedding areas and indicating the location where this material will be installed.

iv. **Edging for Flower Beds or Lawns:** The following materials are approved for use in edging flower beds or lawns: metal, brick, large river rock and landscape timbers. Prior to the installation of any edging for flower beds or lawns, a modification request form must be submitted to and approved by the ARC. This form shall include a picture of the material(s) that will be used along with a drawing indicating where the edging will be installed.

v. **Walkways:** A modification request form must be submitted to and approved by the ARC prior to the installation of any walkway that can be seen from the front or sides of the home. This form shall include a drawing of where such walkway will be installed and shall indicate the length and width of the same. A picture of the materials to be used shall be submitted with the modification request form. Acceptable materials include, without limitation, poured concrete, concrete pavers, flagstone and small river rock (egg or pea rock). White rocks are **not** acceptable and **will not** be approved for use in walkways.

vi. **Drains:** A modification request form must be submitted to and approved by the ARC prior to the installation of any drain. This form shall include a drawing indicating the location of the drain(s), including whether the drain(s) will be above or below ground, and the location(s) where the diverted water will spill out.

vii. **Retaining Walls:** A modification request form must be submitted to and approved by the ARC prior to the installation of any retaining wall. This form shall include a drawing depicting the location of the proposed wall on the property, as well as the height, width, and length of the proposed wall. This form shall also indicate the purpose for which the wall is to be installed and the materials to be used in constructing the wall.

- b. Coventry Townhomes:** Landscaping for the Coventry Townhomes is maintained by the Association.
- 5. Statuary:** Statuary is **not** permitted in the front yard or in the right of way strip located at the front of the home. A modification request form must be submitted to and approved by the ARC for any statuary on the front porch of the home. This form shall include the size, placement and type of statuary. Each owner may have only **one (1)** statuary item on that owner's front porch.
- 6. Lawn Ornaments:** Each owner may place two (2) appropriate/tasteful lawn ornaments in that owner's front yard without ARC approval. A modification request form must be submitted to and approved by the ARC to place more than two (2) lawn ornaments in the front yard at any one time. The ARC reserves the right to require that inappropriate ornaments be removed.
- a. Seasonal Lawn Ornaments** Seasonal ornaments may be placed on the lawn without ARC approval, subject to the following restrictions:
- i. Christmas Lights:** Seasonal lawn ornaments may be placed at the front of the home, in the front yard, on the back deck and in the back yard without ARC approval beginning on Thanksgiving Day. Seasonal lawn ornaments must be removed from the front of the home and the front yard within (14) days of Christmas Day.
- ii. All Holidays Other Than Christmas:** Seasonal lawn ornaments may be placed at the front of the home, in the front yard, on the back deck and in the back yard without ARC approval beginning fourteen (14) days prior to the first day of the season/holiday. Seasonal lawn ornaments must be removed from the front of the home and the front yard within fourteen (14) days of last day of the season/holiday.
- b. Inappropriate Ornaments:** Ornaments which will be deemed inappropriate, and thus prohibited, by the ARC include, without limitation, ornaments depicting crude behavior and ornaments containing any profane language.
- 7. Trellis:** One trellis is permitted in the front or side yards of each property. Any trellis must blend with the current landscaping of the property and must conform with the Community-Wide Standard. A modification request form must be submitted to and approved by the ARC prior to the installation of any trellis that will be placed in the front or on either side of the home. This form shall include a photograph of the trellis and a drawing or photograph of the location where the trellis will be placed. Trellises may be placed in the back yard and out of view of from the front and side yards without ARC approval.
- 8. Artificial Vegetation and Flowers:** Artificial vegetation and flowers are not permitted in the Village Grove community with the exception of those placed on seasonal or holiday door wreaths.
- 9. Free-Standing Flag Poles:** Free-standing flag poles are not permitted in the Village Grove community. This restriction shall be without exception.
- 10. Flags:** The American flag can be displayed at any time. One additional flag may be displayed in addition to the American flag at appropriate times. A modification request form is not required to display an additional

flag in compliance with this rule. Any flag displayed shall be in good condition and shall not include any inappropriate images or language. The ARC reserves the right to require the removal of any flag displayed in addition to the two flags permitted under this rule and of any flag which includes inappropriate images or language, as determined by the ARC.

a. Appropriate Flags: Appropriate flags include “game day” spirit flags and seasonal flags displayed during the corresponding season.

b. Inappropriate Flags: Flags which will be deemed inappropriate, and thus prohibited, by the ARC include, without limitation, flags depicting crude behavior and flags containing any profane language.

c. Political Flags: Flags displaying or depicting political messages are prohibited.

11. Satellite Dishes: Satellite dishes must be no larger than one (1) meter in diameter, must be placed at the back of the home, and must not be visible from the front of the house or from the street. A modification request form is **not** required to place a satellite dish on the property in compliance with this rule.

a. In the event that a satellite dish must be placed where it is visible from the front of the house or the street (ex. necessary for reception), a modification request form must be submitted to and approved by the ARC prior to placement. This form shall include a drawing indicating the location on the property where the satellite dish will be placed in relation to the front of the house and the street. Exceptions may be granted on a case-by-case basis at the discretion of the ARC. Any satellite dishes larger than one (1) meter in diameter will **not** be approved.

12. Decks, Sunrooms, Screened Porches and Pergolas: A modification request form must be submitted to and approved by the ARC prior to making any additions, changes, or construction to decks, sunrooms, screened porches and pergolas. This form shall include an architectural drawing or rendering of the addition, change, or construction and shall indicate the dimensions and placement of the structure. This form shall indicate the paint or stain to be used (if applicable) and shall contain a list of all materials, including roofing materials (if applicable), to be used.

a. Window AC or Heating Units in Sunrooms: Window AC or heating units may not be installed in sunrooms and will not be approved.

13. Outbuildings: As a general matter, outbuildings are not permitted in the Village Grove community. Exemptions to this general rule may be approved on a case-by-case basis at the sole discretion of the ARC. A modification request form must be submitted to and approved by the ARC prior to the placement or construction of any outbuilding on the property. This form shall indicate the purpose of the outbuilding, as well as all materials to be used in constructing the outbuilding, and shall include a drawing which details the size of the outbuilding. If the outbuilding is preconstructed, then the form shall include a picture of the outbuilding. Structures may not be placed in front or side yards and must **not** be visible from the street.

14. Dog Houses: Dog houses must be placed in the back yard of the property and must not be visible from the front of the home or from the street. A modification request form is not required for the placement of a dog house in compliance with this rule.

15. Play Equipment: Play equipment (including, without limitation, playhouses, swing sets, trampolines, volleyball nets, and inflatable pools) must be placed in the back yard of the property and must not be visible from the street or from the front or side yards of the house. A modification request form must be submitted to and approved by the ARC prior to the installation of any play equipment. This form shall include a picture of the equipment and shall indicate the location where the play equipment will be placed. The Association reserves the right to demand removal of any play equipment that can be seen from the street or from the front or side yards of the house.

16. Basketball Goals: Moveable basketball goals are permitted. A modification request form must be submitted to and approved by the ARC prior to the placement of any basketball goal at the property. This form shall include a picture of the goal and shall indicate the location where the basketball goal will be used and the location where the basketball goal will be stored.

a. Moveable Basketball Goals: Moveable basketball goals are permitted. When not in use, moveable basketball goals must be stored where they are not visible from the street or from neighboring properties.

b. Permanent Basketball Goals: Permanent basketball goals may be permitted on a case by case basis at the discretion of the ARC.

17. String Lights:

a. Back of House and Back Yard: String lights may be placed permanently on the back deck or in the back yard only with ARC approval. A modification request form must be submitted to and approved by the ARC prior to the placement of any string lights on the back deck or in the back yard. The ARC reserves the right to require the removal of any lights which cause an unreasonable disturbance to other owners in the community (for example, flashing lights or abnormally bright lights).

b. Front of House and Front Yard: String lights are permitted at the front of the home and in the front yard during holiday seasons **only** and must be removed at the end of the season.

c. Holiday Seasons: Holiday lights are permitted during holiday seasons without ARC approval, subject to the following restrictions:

i. Christmas Lights: String lights may be placed at the front of the home, in the front yard, on the back deck and in the back yard without ARC approval beginning on Thanksgiving Day. String lights must be removed from the front of the home and the front yard within (14) days of Christmas Day.

ii. All Holidays Other Than Christmas: String lights may be placed at the front of the home, in the front yard, on the back deck and in the back yard without ARC approval beginning fourteen (14) days prior to the first day of the season/holiday. String lights must be removed from the front of the home and the front yard within fourteen (14) days of last day of the season/holiday.

18. Exterior Lighting: A modification request form must be submitted to and approved by the ARC prior to the installation of any lights on the landscaped portions of the property or any walkways located at the property. This form shall include a picture of the lights to be installed and a drawing which indicates the location where the

lights will be placed. Any exterior lighting installed on these areas must be made of metal and glass. Plastic lights are not permitted.

19. Swimming Pools: Above ground swimming pools are not permitted on any Village Grove properties.

a. Estate Homes: A below ground swimming pool may be installed at an Estate home. The swimming pool must be located in the back yard of the property and must not be visible from the street or from the front or side yards of the house. A modification request form must be submitted to and approved by the ARC prior to the installation of any swimming pool. This form must include a site plan of the backyard indicating where the swimming pool will be installed, as well as any architectural drawings of the pool done by the pool installation company. These architectural drawings shall indicate the pump and filter location as well as the size and type of decking to be used.

Additionally, any owner wishing to install a swimming pool on that owner's property must obtain permission to do so from the neighbors on either side of the owner's property and from the neighbor living directly behind the owner's home. The owner is responsible for obtaining all necessary permits regarding the below ground swimming pool. All swimming pools must meet all building code requirements for Gwinnett County. The ARC recommends that any owner wishing to install a swimming pool schedule a site visit with the ARC prior to submitting any pool modification request.

i. Fencing: Fencing is required around pool area. In the event that the yard in which the pool is installed is not already adequately fenced in compliance with the code requirements of Gwinnett County, a separate modification request form must be submitted to and approved by the ARC prior to the installation of any fencing. No fences shall be erected inside of an existing fence.

ii. Landscaping: If the pool area will be landscaped, a separate modification request form must be submitted to and approved by the ARC before any landscaping work may take place.

b. Enclave Homes and Coventry Townhomes: No swimming pools, including below ground swimming pools, may be installed on any of the Enclave or Coventry properties.

MAINTENANCE STANDARDS

Village Grove Owners Association

1. Home Exteriors:

a. Estate and Enclave Homes

i. Paint: The paint on all painted areas of the home, including but not limited to siding, trim, garage door, front door, fascia, columns, shutters, porches, front porch roofs (if applicable), gutters, and downspouts, shall appear fresh with no peeling, cracking, or excessive fading.

ii. Windows: All windowpanes shall be unbroken and without cracks. All pane dividers shall be intact and in good condition.

iii. Screens: All window and door screens shall not be torn or cut, and all screen frames shall not be bent or broken. All screens shall be securely attached to the home.

iv. Siding: The siding on the house shall be intact and well maintained and shall remain free of any mold, mildew, or algae.

v. Wood Trim: All wood trim on the home, including, without limitation, the fascia boards and window frames, shall be well maintained and free of wood rot.

vi. Window Shutters: All window shutter sets shall be complete and securely attached to the house.

vii. Gutters and Downspouts: All gutters and downspouts shall be intact, free of debris, and maintained in good working order.

viii. Front Porches: Front porches shall be uncluttered and well maintained and shall remain free of any mold, mildew, or algae.

ix. Driveways and Yards: All driveways and yards shall be maintained in a neat condition and shall remain free of any clutter or debris.

x. Front Porch Steps and Walkways: All front porch steps and walkways shall be maintained in good condition and shall remain free of any clutter, debris, mold, mildew, or algae.

xi. Exterior Lighting: Except for seasonal holiday lights, exterior light bulbs must be white, not colored.

xii. Fences: All fences shall be intact without any missing or broken slats and maintained in good condition. All fences shall be free of any mold, mildew, or algae. Gates shall be securely attached to fence posts and shall be without any missing or broken hardware.

xiii. Mailboxes: Mailboxes shall be maintained in good condition, intact, and in good working order.

xiv. Garbage Cans: Garbage cans shall be stored where they cannot be viewed from the front of the house or from the roadway. Garbage cans may only be placed at the curb or on the driveway on the day on which trash is scheduled to be picked up.

b. Coventry Townhomes

i. Porches and Front Stairs: Porches and front stairs shall remain free of any clutter, debris, mold, mildew, or algae.

ii. Exterior Lighting: Except for seasonal holiday lights, exterior light bulbs must be white, not colored.

2. Landscaping

a. Estate Homes

i. Sod: Sod shall be mowed and edged regularly during the growing season and shall remain free of any weeds, fungi, or other turf diseases. Dead sod shall be replaced as necessary.

ii. Shrubbery and Flower Beds: All shrubbery and flower beds shall be trimmed regularly during the growing season. Dead shrubs and flowers shall be removed and replaced with live shrubs and flowers of the same type as those removed. Shrubbery and flower beds shall remain free of any fungi or other diseases. Flower beds shall remain free of weeds. Mulch shall be refreshed on a regular basis as necessary.

iii. Ornamental Yard Trees: All ornamental yard trees shall be trimmed as necessary and shall remain free of disease.

iv. Right of Way: The right of way strip between the sidewalk and the curb shall be mowed and trimmed on a regular basis during the growing season. Sod shall be in good condition and shall remain free of any weeds, fungi, or other turf diseases. The areas around trees shall be covered with pine straw or mulch. An owner of property located on a street corner shall be responsible for maintaining the right of way strip located at the side of that owner's house.

b. Enclave Homes

i. Sod: Each owner is responsible for ensuring the sod on that owner's property remains free of any weeds, fungi, or other turf diseases. Dead sod shall be replaced as necessary.

ii. Shrubs and Flower Beds: Each owner is responsible for ensuring the shrubs and flower beds on that owner's property remain free of any weeds, fungi, or other turf diseases. Dead shrubs and/or flowers shall be replaced as necessary. Each owner may refresh the pine straw in that owner's flower beds at any time. Any pine straw added to flower beds must match the existing pine straw installed by the Association.

iii. Right of Way: The right of way strip between the sidewalk and the curb shall be mowed and trimmed on a regular basis during the growing season. Sod shall be in good condition and shall remain free of any weeds, fungi, or other turf diseases. The areas around trees shall be covered with pine straw or mulch. An owner of property located on a street corner shall be responsible for maintaining the right of way strip located at the side of that owner's house.

c. **Coventry Townhomes**: All landscaping maintenance for Coventry Townhomes is provided by the Association.