



Laurel Ridge Community Association Architectural Design Guidelines

Building a Better Neighborhood

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Introduction

The Declaration of Protective Covenants, Conditions, Restrictions and Easements for Laurel Ridge (hereinafter referred to as the "Covenants") provides for a design review process through which property modifications must be approved by the Board of Directors (hereinafter referred to as the "Board"). This provision applies to any exterior modification of existing homes/properties and was created for the sole purpose of achieving harmony, balance, and a high standard of quality within the community.

The following Architectural Design Guidelines are provided to amplify and supplement our Community's Covenants. Homeowners are encouraged to study these guidelines as well as the Covenants. Note that in the event of a conflict, the Covenants will control.

For requested modifications, the contents of these guidelines and any action of the Board 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 for ensuring compliance with building codes, zoning regulations, or other governmental requirements. The Board nor the Association, nor any member, shall be held liable for injury, damages or loss arising out of any approval or disapproval, construction, or through such modification to a Lot.

Authority

These Architectural Design Guidelines are promulgated pursuant to the authority granted to the Board of Directors (hereinafter referred to as the Board) of Laurel Ridge under Article 6, Section 7 of the Covenants. The requirements of these Design Guidelines shall be in addition to; and not in lieu of, the requirements and provisions of the Covenants.

Purpose

Plans and specifications must be submitted to and approved by the Board pursuant to the Covenants. These Design Guidelines are for the sole and exclusive purpose of assuring that all structures within the community are in conformity and harmony with existing standards of the neighborhood.

Review Criteria

The Board will evaluate all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, this will include consideration of the characteristics of each house and lot, since what may be an acceptable design in one instance may not be for another. Design decisions made by the Board in reviewing applications are not based on personal opinion or taste. Judgments of acceptable design are based on the following criteria:

Conformance with Covenants

All applications are reviewed to confirm that the project is in conformance with the Covenants.

Relation to the Natural Environment

Fencing in particular can have a damaging effect on the feeling of open space. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely affect the natural environment.

Validity of Concept

The basic idea must be sound and appropriate to its surroundings.

Review Criteria (continued)

Design Compatibility

The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Location and Impact on Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. For example, fences may obstruct views; breezes or access to neighboring property; decks or larger additions may cast unwanted shadows on the adjacent patio or infringe on a neighbor's privacy. When a proposed alteration has possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making application. It may be appropriate in some cases to submit neighbor comments along with the application.

Scale

The size of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

Color

Color may be used to soften or intensify visual impact; parts of the addition that are similar to the existing house such as roofs and trim should be matching in color.

Materials

Continuity is established by use of the same or compatible materials as were used in the original house.

Workmanship

The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. Certain architectural requests will require professional installation by a licensed contractor.

Timing

A variety of modifications can be built or installed by the residents themselves rather than a contractor. However, projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for the neighbors and the community. All applications must include estimated completions dates. If such time period is considered unreasonable, the Board may disapprove the application.

Appeal Process

In the event that a modification request is denied by the Board, the homeowner has the right of appeal. The homeowner's request must be in writing stating all facts pertinent to the appeal. The Board will reconsider the request based on the appeal information. If the Board decides to stand by its original decision, then the decision is final. During the appeal process no work may begin on the project. The decision of the Board of Directors is final.

Application Information

Request for Modification

A Form for Request for Modification Review (hereinafter referred to as "Form") is provided for use in requesting review/approval of any exterior modification. This form **MUST** be submitted for all exterior modifications, including, but not limited to:

- Exterior Building Alterations, including Paint
- Storm Doors and Windows
- Awnings
- Driveways, Patios, Walkways
- Garages
- Porches
- Dog Houses
- Fences
- Decks, Patios, Gazebos, Screened-Porches, Sun Rooms
- Exterior Lighting
- Flag Poles
- Retaining Walls
- Tree removal (for trees > 4" in diameter at the point 12" above the ground)
- Exterior Landscaping, Trees, Shrubbery
- Vegetable Gardens
- Children's Playhouses/Dollhouses, Play Equipment, Trampolines
- Swimming Pools and Hot Tubs
- Antennas and Satellite Dishes

Submission of Plans and Specifications

The form **MUST** contain the following:

- A. Plans and specifications for the construction or replacement of any Structure on the Lot shall be submitted to Total Property Management Services, LLC (TPMS) and reviewed by the Board in accordance with the requirements of Article 6, Section 2 of the Covenants. Each Owner shall submit to the Board at least two (2) complete sets of such plans and specifications.
- B. Plans and specifications should contain all of the following information showing the nature, kind, shape, height, materials and location of the proposed property addition or modification, a survey of all existing trees 4" in diameter at a height of 12" and other significant vegetation on the Lot, and the appearance in relation to surrounding structures and topography as well as the estimated date of completion.
- C. While the Board has 30 days to respond to the application, the submission of any application should be done at least 45 days prior to the anticipated time that you intend to begin work. Any and all modification requests must be approved, in writing, before any work begins.
- D. If any work is begun before written approval is granted, the Board will refer the Owner to Article 6, Section 6 of the Covenants, which may include removal of any and all modifications at the homeowner's expense.
- E. All work must be completed within the period specified on the application. This requirement ensures timely completion and protects the community from extended periods of partially completed construction.
- F. Approvals granted by the Board are valid for 12 months from the date of approval. Any project not begun within 12 months, must reapply for approval to ensure that the project conforms with any subsequent revisions to the community wide standards.

A completed Form must be submitted to Total Property Management Services, LLC, (TPMS) for all exterior improvements and modifications. All approvals must be in writing and on file with TPMS.

Fines for Failure to Comply with the Application Process

Homeowners who do not submit an application for modification prior to beginning work will be assessed a fine of **two hundred and fifty dollars (\$250)**. The approval process is designed to maintain the architectural design and aesthetics of the community and promote increased property values. Failure to comply with that causes increased administrative work for Total Property Management Services, LLC, (TPMS) and the Board of Directors. Homeowners may also be required to restore the property to its condition prior to the unapproved modification and/or be assessed additional fines.

Compliance with Cherokee County

Homeowners are advised that a Cherokee County building permit may be required for certain exterior building alterations, including, but not limited to decks, gazebos, screened porches, pools, etc. **It is the Homeowners responsibility to obtain necessary permits & inspections.**

All permits must be posted as required by law in plain sight. The Board or Property Management firm may request copies of these permits to be provided to them. The Homeowner must comply with this request.

Covenant Violations

Process for Failure to Comply with the Covenants

The purpose of the Laurel Ridge Community Association Bylaws and Covenants, Conditions, Restrictions and Easements is to achieve harmony, balance and a high standard of quality within the community. Enforcement of the bylaws and Covenants protects property values and the architectural design of the community. As of this publication, failure to comply with the Bylaws and Covenants will be managed by the Board of directors (herein after referred to as the Board).

Alleged covenant violations — as reported by any source — may be submitted to the Board to be referred for appropriate action. The Board will report any covenant violations to Total Property Management Services, LLC (TPMS). Within a reasonable timeframe (usually five (5) business days), TPMS will send notice to the owner describing the violation(s). The owner shall have ten (10) days after receipt of such notice within which to complete such maintenance, repair or replacement, or, in the event that such maintenance, repair or replacement is not capable of completion within a ten (10) day period, to commence such work which shall be completed within a reasonable time frame approved by the board.

Fines for Failure to Comply with the Covenants

If upon inspection and/or notification of that violations have not been not corrected; TPMS will send final notice to the owner. This final notice will be sent via certified mail and the owner will incur the administrative costs of the notice, which is **fifty dollars (\$50)**. This final notice will allow the owner five (5) business days to correct the violation. The notice will also inform the owner that if the violations are not corrected within the five (5) days, and if the situation warrants, the violations may be corrected by TPMS and the Laurel Ridge Community Association Board of Directors, **at the expense of the owner**. The owner will be invoiced for the cost of the final notice as well as any and all expenses incurred in correcting the violation(s). The owner will also be fined as follows:

- \$50 for administrative costs as described above;
- The fine will increase by \$25 for every additional day that it goes uncorrected after the ten (10) day period.
- The above fines **are in addition to** the initial \$250 fine for failure to submit an application and follow the required application process.

In these cases, the Board of Directors may take action, as deemed appropriate, and may include:

- A. Suspension of the right to vote in Association matters
- B. Recordation of notice of covenant violation with local courts
- C. Imposition of a fine on a per violation and/or per day basis; and/or
- D. Filing of a lien for all fines and costs, including but not limited to legal fees, to correct the violation.

As a last resort, if the action is still outstanding, then it may be necessary for the Board of Directors to file a lawsuit in order to enforce the Covenants.

When a determination has been established that a property is in violation of the Guidelines, and the property owner has been properly notified, the violation will remain active until it is resolved. **Transfer of ownership of a property WILL NOT erase an outstanding violation since a violation follows the property, not the property owner. The realty agency involved in transfer of ownership will be contacted and advised of the existing violation.**

The Laurel Ridge Community Association ARC Request Guidelines

GUIDELINE #1: Exterior Building Alterations

General Guidelines

A Form **must be submitted** for all exterior-building alterations. No exterior construction, alteration, addition or erection of any nature whatsoever shall be commenced or placed upon any part of the community/Lot unless expressly approved in accordance with the Covenants and ByLaws, Article 6, Section 1 and Section 2. Building alterations include, but are not limited to, storm doors and windows, awnings, driveways, garages, porches, swimming pools, decks, patios, exterior lighting, flag poles, tennis courts, children's playhouses/dollhouses, play equipment, fences, out buildings of any nature, and room additions or any alteration of the exterior appearance to the home. Unless addressed elsewhere in these Guidelines, any exterior modification constitutes an alteration as defined in this context.

Please note **written approval** of any exterior modification **must** be obtained before changes are commenced on the home.

If Cherokee County authorities make changes to the plans as approved by the Board, the owner must submit such changes for approval prior to commencing construction.

*Homeowners are advised that a Cherokee County building permit may be required for certain exterior building alterations. **It is the Homeowners responsibility to obtain necessary permits & inspections.***

All permits must be posted as required by law in plain sight. The Board or Property Management firm may request copies of these permits to be provided to them. The Homeowner must comply with this request.

Painting

The exterior colors of the walls and roof of homes shall be compatible and harmonious with the colors of other homes in the neighborhood. A Form **must be submitted** only if the color is changed. If the repaint color is to be the same, a sample of the original color should be maintained by the homeowner. A paint color change requires a colored paint sample (color chips or a sample of painted materials - black and white photos will not be accepted) and a description of area of home to be repainted.

For decks and fences, staining with natural wood tones is preferred. Opaque wood stain or paint, that matches the house colors, will be approved for use on the vertical surfaces of decks.

Awnings

In an effort to maintain uniformity in the neighborhood appearance, awnings are not allowed on the front or sides of any home. A Form **must be submitted** for awnings on the rear of the home.

Windows

No foil or other reflective materials shall be used on any windows for sun screens, blinds, shades or other purposes. A Form **must be submitted** for window tint on the front of the home.

Storm Windows & Doors

A Form **must be submitted** for all storm windows and doors. Storm windows and doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the home's primary and trim colors. Application for storm windows or doors requires the following information:

- A. Picture or drawing of your home, showing the location of all windows/doors on which storm windows/doors will be installed;
- B. Picture depicting style and color of storm window/door to be installed.

Decks

A Form **must be submitted** for all decks that includes a site plan denoting location, dimensions, materials and color. The following will be reviewed: location, size, conformity with design of the house, and relationship to neighboring dwellings.

- A. The deck should not extend past the sidelines of the house; where side entry doors exist, special consideration will be evaluated;
- B. Materials must be to code;
- C. Natural wood tone stain is preferred. Opaque wood stain or paint, that matches the house colors, will be approved for use on the vertical surfaces of decks. Painted decks must be maintained to the same standard as house siding;
- D. Vertical support for wood decks must be natural or opaque wood stain, painted black, or paint that matches the house colors. Concrete footings must be buried and not visible.

Patios/Walkways

Except as provided below, a Form **must be submitted** for patios/walkways.

A Form **is not** required if the patio/walkway meets all of the following criteria:

- A. The patio (including walkway) is less than 16 feet x 20 feet (320 Square Feet);
- B. The patio/walkway is located in the rear yard;
- C. The patio/walkway does not extend beyond the sidelines of the house;
- D. The patio/walkway does not extend to within 10 feet of side or rear property lines;
- E. The patio/walkways' elevation above ground level at any point does not exceed 6 inches for patios and 4 inches for walkways.

Exterior Landscaping & Maintenance

Landscaping should relate to the existing terrain and natural features of the lot. The amount and character of the landscaping must conform to the precedent set within the community. Homeowners must keep their lot and all improvements thereon in good order and repair including, but not limited to:

- A. Each homeowner is responsible for removal of debris, yard waste, clippings, etc. from the property line to the center of the street. Plants growing in the street (cracks and joints) should be removed when regular mowing occurs. Sidewalks and street gutters should be cleaned and maintained on a regular basis and kept free of dirt, mold, and debris.
- B. All planting areas must be properly maintained at all times. After the first frost, all affected material should be removed. At the end of the growing season, all dead plants must be removed;
- C. All lawn and landscaped areas must be properly maintained. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set in the surrounding neighborhood.
 - 1) Seeding and watering: Lawns are to be maintained in a uniform and consistent manner and appearance. Lawns should be watered and kept uniformly green during growing seasons.
 - 2) Regular mowing and edging along main lawn, sidewalk and curb. Bermuda runners should be kept off paved areas.
 - 3) Regular removal of all weeds and crabgrass.
 - 4) Pruning and cutting of all trees and shrubbery.
 - 5) Painting or other appropriate care of all buildings and improvements.
- D. All landscape beds must be covered with suitable mulch such as pine straw, chopped pine bark mulch, wood mulch, etc with sufficient depth to prevent dirt from showing. Natural beds must be covered with suitable mulch up to the "tree" line. Pine straw must be refreshed twice a year (either winter and summer or spring and fall). Mulch must be refreshed at least once a year. Rock, stone or pebbles are considered suitable mulch if tastefully applied and placed within a contained border material. Grass encroachment into bedding areas is to be prevented. Suitable edging or trenching is necessary to prevent Bermuda encroachment. Landscape beds must be maintained with regular removal of all weeds and crabgrass;

Exterior Landscaping & Maintenance (continued)

- E. Planting of flowerbeds and ornamental planting are allowed such that other guidelines are not compromised.
- F. Outdoor storage of garden tools and loose hoses on a front or side lot should be screened from view. Hoses stored on rollup storage carts which are properly maintained are allowed;
- G. A Form **must be submitted** to divert, channel or obstruct natural flow of water, drainage, and runoff.

Retaining Walls

A Form **must be submitted** for the construction or alteration of existing landscaping involving changes of grade at any residence.

- A. Retaining walls require approval if they are greater than 18 inches in height;
- B. Retaining walls should complement the design, texture and color of all structures on the same lot and should not interfere with drainage;
- C. Retaining wall material installed in front of the house must be of architectural stone or brick with mortared joints (except wall systems specifically designed without mortar);
- D. Retaining wall material installed in rear of home, not visible from the street, may be of natural 6x6 landscape beams, architectural stone or brick with mortared joints (except wall systems specifically designed without mortar);
- E. Cast "setback" blocks must be set level and uniformly placed. Wall and barriers made from setback blocks must adhere to the above guidelines.

GUIDELINE #2: Residential Use

Each lot shall be used for residential purposes only, and no trade or business may be conducted in or from a Lot or any part of the Property, including business uses ancillary to a primary residential use, except that the Owner or Occupant residing in a dwelling on a Lot may conduct such ancillary business activities as long as:

- A. The existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from the exterior of the dwelling;
- B. The business activity does not involve visitation of the Lot by employees, clients, customers, suppliers or other business invitees; provided, however, this provision shall not preclude delivery of materials or items by United States Postal delivery or by other customary parcel delivery services (U.P.S., Federal Express, etc.);
- C. The business activity conforms to all zoning requirements for the Property;
- D. The business activity does not increase traffic in the community;
- E. The business activity does not increase the insurance premium paid by the Association or otherwise negatively affect the ability of the Association to obtain insurance coverage;
- F. The business activity is consistent with the residential character of the Property and does not constitute a nuisance or a hazardous or offensive use, or threaten the security or safety of other residents of the Property, as may be determined in the Board's sole discretion.

The terms "business" and "trade", as used in this provision, shall be construed to have their ordinary, generally accepted meanings, and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether: (of) such activity is engaged in full or part-time; (ii) such activity is intended to or does generate a profit; or (iii) a license is required thereof.

GUIDELINE #3: Signs

No sign of any kind shall be erected by an Owner or Occupant without the prior written approval of the Board. Signs are not to be placed upon any common areas or the main entrance area, unless prior written approval is obtained from the Board.

The following exceptions will be allowed without approval:

- A. Only **one (1)** "For Sale" sign may be placed on a Lot;
- B. Only **one (1)** residential security sign;
- C. Signs required by law for legal proceedings may be erected.

GUIDELINE #4: Parking of Vehicles, Recreational & Towed Vehicles

- A. No boat, trailer, camper, recreational or any other type vehicle may be parked or stored in open view on property for longer than a 24-hour period. No two (2) 24-hour periods may occur within a seven (7) day period;
- B. No commercial vehicle or any vehicle displaying signage may be parked or stored in open view on property for longer than a 24-hour period;
- C. No dumpsters or trash trailers are allowed on the property or located in the street without prior submittal of a Request for Improvement/Modification form with the subsequent approval of the Board. This request needs to include initial date and duration of dumpster being on the property;
- D. All vehicles parked in open view and not in a garage must be operable, properly licensed, registered, and may not be unsightly;
- E. No vehicle may be parked on any unpaved areas;
- F. Since the roadways throughout Laurel Ridge are maintained and governed by Cherokee County, no unlicensed recreational vehicle may be operated upon these streets. This includes, but is not limited to, go carts, golf carts, and all terrain vehicles.

Temporary parking of vehicles on the street (eight hours or less) is allowed if not a nuisance to neighbors or impediment to 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.

GUIDELINE #5: Animals and Pets

No Lot shall be used for keeping or breeding of livestock animals or poultry of any kind. Household pets may be kept, provided they are neither kept for breeding nor maintained for any commercial purpose, and provided that none of such pets are permitted to be a source of annoyance to any other resident or residents of any other Lot. All pets must remain on a leash while not on owner's property. If you are walking your dog(s) through the neighborhood; you must have the proper waste disposal bags with you so that you are able to pick up the waste immediately.

Dog Houses

A Form **must be submitted** for all doghouses. All doghouses must be located where they will have minimum visual impact on adjacent properties or from the street. Construction type, size, and exterior colors/materials will be given consideration in determining approval.

Construction or placements of pet/animal confinement areas are prohibited. Confinement areas include, but are not limited to, hutches, pens, coops, cages, chain link dog-runs or wire pens.

GUIDELINE #6: Antennas, Satellite Dishes

This guideline applies to installation, attachment and maintenance of direct broadcast satellite ("DBS") dishes or antennas and multi-channel multipoint distribution services ("MMDS") dishes or antennas (herein collectively called "Satellite Dishes", which definition shall include the supporting mast, cabling and all other components or accessories thereof).

Satellite dishes may be installed for reception, but not transmission, in accordance with these guidelines. No other antennas or similar devices may be installed without prior written approval of the Board.

General Guidelines

- A. **Satellite Dish Size Limits.** Satellite dishes shall be no larger than one meter in diameter. Satellite Dishes or antennas mounted on masts are prohibited except where necessary for reception of an acceptable quality. The mast is limited to four feet in height above the roof line. Concealed cabling shall not count toward this total size guideline.
- B. **Location.** The Satellite Dish must be placed in the location that is least visible to public view:
 - 1) **Rear of Home.** Whenever possible, Satellite Dishes must be mounted in or on the rear of the home within the sidelines of the home so as not to be visible from the street.
 - 2) **Ground mounted.** When ground mounted, satellite dish must be screened from view by natural landscaping and cables must be buried.
 - 3) **Rooftop mounting.** If mounted on a rooftop, satellite dishes are allowed only on the rear of the home.

Unapproved Locations and Location Disputes

If it is determined that the Satellite Dish cannot receive an acceptable quality signal in any of the pre-approved locations designated above, then, prior to installation in an alternate location, the owner or occupant must submit to the Board a written request to install the Satellite Dish in an alternate location, along with specific, written documentation as to why the pre-approved locations are not acceptable. The Board shall respond to such written request for approval of an alternate location as promptly as practical.

Installation

Wiring or cabling shall be installed so as to be minimally visible and blend into the material to which it is attached. No cabling shall be allowed on the roof surface. Any cabling on the surface of the exterior siding or brick of any home shall be painted to conceal it from view.

The owner or occupant shall be responsible for the maintenance and repair of the Satellite Dish.

GUIDELINE #7: Trees and Shrubbery

No trees more than four (4") inches in diameter at a point twelve (12") inches above the ground shall be removed without prior written approval of the Board. However, no flowering trees may be removed regardless of their diameter. Removal of living native trees is discouraged and must be pre-approved.

A Form **must be submitted** and be approved for tree removal. All trees must be clearly marked by homeowner for Board review. Homeowner must have approval prior to removal (by completion of the Form) or homeowner will be subject to a fine of \$100 per tree that is removed without permission.

The Board will give approval for the removal of any tree that is dead, severely diseased or damaged. The Board will give consideration to the impact on the natural environment and topography for healthy trees.

A Form **is not** required to be submitted for ornamental trees and shrubbery. However, a Form **must be submitted** for screen planting (row or cluster style – 3 or more) and property line plantings. Forms must include a description of the sizes and types of trees or shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings. Trees cannot be planted that will interfere with sight-lines of driveways and road intersections.

GUIDELINE #8: Garbage Cans and Woodpiles

No portion of any Lot shall be used as a dumping ground for rubbish, trash or garbage, nor shall any trash or garbage be permitted to accumulate upon any Lot. Garbage cans shall be screened so that they are not visible from the street.

No burning of any rubbish, yard waste, trash, or garbage shall be permitted. Please note: Yard waste burning will be permitted if a Cherokee County permit has been applied for and has been granted prior to commencement of the burning of yard waste taking place. Notification of the permit number and copy of permit must be presented to the Board (via email to board@lrhoa.org) before commencement as well. Homeowner is responsible to follow all parameters and setback requirements within the permit requirements.

Firewood piles are to be maintained in good order and must generally be located within the sidelines of the house and in the rear yard. Woodpiles are not to be kept on the sides of homes. The Board recommends that any firewood be kept away from the home. Termites are a serious problem in Georgia, and wood stacked adjacent to buildings encourages infestation.

Woodpile coverings are allowed only if the cover is an earth tone color and the woodpile is screened from the view of the street and neighboring house. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

GUIDELINE #9: Fences

A form **must be submitted** for all fences. A request for fencing must include the following information:

- A.** Fence style;
- B.** Dimensions including height, span between posts, post size, and crossbeam size and number of rails;
- C.** Two (2) site plan copies denoting the location of the house and fence to scale, together with information as to existing fences erected on adjacent properties.

The following guidelines have been adopted for fences:

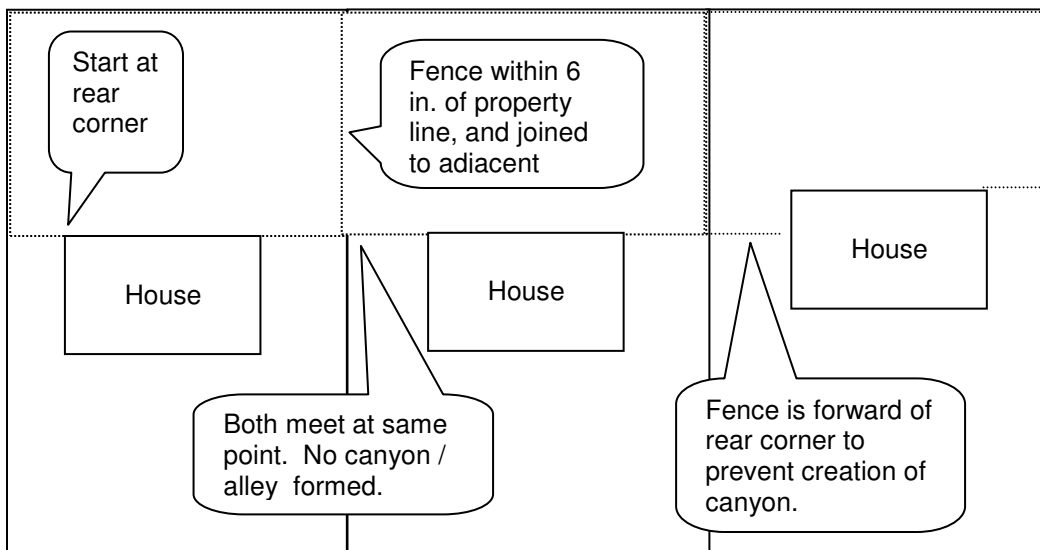
- A. No chain link, wire, or plastic** fencing is to be used;
- B.** The maximum height must not exceed six (6) feet;
- C.** The maximum span between posts shall be 10 feet; the minimum post size shall be 4x4 inches and the maximum shall not exceed 6x6 inches;
- D.** The crossbeam structure (rails) shall not be visible from any street (e.g. finished sides of the fence must be turned to the outside);
- E.** The rails must consist of 2x6 inch or 2x4 inch boards;
- F.** Individual "Pickets" must be spaced 1 inch apart on all fences;
- G.** The fence may be painted with natural wood toners. Opaque wood stain will be approved upon request;
- H.** Typically, the fence should join the home at the rear corners on both sides. Fences shall not be located forward more than seven feet from the rear corner of the home. That is, no closer to any street than 7 feet from the rear edge of the home;
- I.** On corner lots, the fence shall not be closer to any side street than the building lot line;
- J.** Fences should be placed within 6 inches of property lines, unless topology considerations prevent such placement;
- K.** Alleyways and "canyon" placement is to be avoided. See diagrams below;
- L.** The fence should be able to withstand weathering and minimal deterioration over time;
- M.** The minimum height requirement for a private pool fence is to be per Cherokee County code;

GUIDELINE #9: Fences (continued)

- N. Proposed fence should be compatible (style and finish) to any existing fence on adjacent properties;
- O. The chosen fence style should be proportionate to the home and lot;
- P. Natural and existing drainage must not be interfered with; space must be provided between the fence and the ground in areas where water needs to pass underneath;
- Q. Fences must not obstruct access to electric and gas meters, and utility easements (i.e. sewer);
- R. Final landscape plans or drawings must be submitted with all fence requests.

Fence styles, materials and placement will be considered on an individual basis.

Acceptable Fence Placement (typical examples)



GUIDELINE #10: Exterior Lighting and Holiday Decorations

Except as provided below, a Form **must be submitted** for all exterior lights or lighting fixtures.

A Form **is not** required if the lights meet all of the following criteria:

- A. Lighting does not exceed 8 inches in height;
- B. The number of lights does not exceed 10;
- C. Individual lights must be low wattage (20W or less);
- D. Lights used are white or clear, non-glare type and located to cause minimal visual impact on adjacent properties and streets.

A Form **is not** required for seasonal decorative lighting and decorations. Recognized civil holiday lights and decorations are to be consistent with generally accepted practices within the community. Seasonal decorative lighting and decorations must be removed within 10 days following the celebrated day. Lighting used for the Christmas/New Year holidays must be removed by January 10 following the holiday. Flags, banners, and signs are not considered “decorations” as used in this provision and are addressed else where in this document.

GUIDELINE #11: Swimming Pools

Children's Portable Wading Pools

A Form **is not** required for children's portable wading pools (those that can be emptied at night) as long as they do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet. Portable wading pools cannot be visible from the street and must be stored when not in use.

Above-Ground Pools

Above ground pools are prohibited.

In-Ground Pools

A Form **must be submitted** for all in-ground pools. Due to the unique nature of each individual installation, the following factors will be considered:

- A. Appearance, height, and detailing of all retaining walls must be consistent with the architectural character of the house;
- B. All pools must be enclosed within fencing that will screen the pool from sight of street and surrounding properties and privacy fencing must meet both county (safety) and ARC fence guidelines;
- C. Landscaping enhancement of the pool area, lighting and screening with landscaping is required.

All Cherokee County regulations, permits and codes must be complied with.

Hot Tubs

A Form **must be submitted** for exterior hot tubs.

- A. Hot tubs must be screened from adjacent properties and streets;
- B. Equipment must be screened and located such that it is not a nuisance to neighboring lots.

GUIDELINE #12: Artificial Vegetation, Gardens, Play Equipment, Sculptures, Water Features and Similar Items

Vegetable Garden Plots

A Form **is required** for the initial construction of all garden plots. Provided no changes are made to the size or location of the plot and it meets the following guidelines, no additional approvals are needed for future growing seasons.

- A. The plot must be located behind the rear line of the house and within the sidelines of the house so as to minimize the visual impact from the street and from adjacent properties;
- B. The size of the plot is limited to 150 square feet;
- C. The maximum height of plants, at full growth, is less than five (5') feet.
- D. The plot is maintained and weeds and dead plants are removed.
- E. Appropriate gardening "stakes" are used.
- F. All garden plots must be cleared at the completion of the growing season.

Exterior Sculptures, Water Features and Other Decorative Objects

A Form **must be submitted** for all exterior decorative objects, both natural and manmade if objects are placed in the front or side yards. Exterior decorative objects include items such as bird baths, bridges, wagon wheels, sculptures, benches and porch swings, flower pots, free standing poles of all types, and items attached to approved structures.

Objects will be evaluated on criteria such as position, proportion, color and appropriateness to surrounding environment.

Up to two decorative objects will be allowed without prior approval provided they do not exceed 18 inches in height and are of natural colors (grays, browns, greens).

Play Equipment

A Form **must be submitted** for all play equipment. The following guidelines apply:

- A. The play equipment must be located behind the rear line of the house and within the sidelines of the house so as to minimize the visual impact from the street and from adjacent properties. Buffer screening may be required;
- B. All requests must include desired location, description of material and dimensions along with two (2) copies of the site plan showing house and property lines;
- C. The play equipment shall not be taller than 15 feet in height;

Play equipment, exclusive of wearing surfaces (slide poles, climbing rungs, swing seats, etc.) will require routine maintenance that will be the homeowner's responsibility.

Children's Playhouses/Dollhouses

A Form **must be submitted** for all children's playhouses/dollhouses. The following guidelines apply:

- A. Children's playhouses/dollhouses must be located behind the rear line of the house and within the sidelines of the house so as to minimize the visual impact from the street and from adjacent properties. Buffer screening may be required;
- B. In most cases, materials used must match existing materials of the home or similar to exterior materials used within the community on other homes;
- C. Children's playhouses/dollhouses may not be larger than 100 sq. ft. or 6 feet in total height.

Children's playhouses/dollhouses will require routine maintenance that will be the homeowner's responsibility.

Treehouses, Outdoor Playhouses, and Storage Sheds

Treehouses, Outdoor Playhouses, and Storage Sheds are prohibited.

Trampolines

A Form **must be submitted** for all trampolines. The following guidelines apply:

- A. Trampolines must be located behind the rear line of the house and within the sidelines of the house so as to minimize the visual impact from the street and from adjacent properties. Buffer screening may be required;
- B. All requests must include desired location, description of Trampoline with dimensions along with two (2) copies of the site plan showing house and property lines.

Basketball Goals

A Form **must be submitted** for permanent basketball goals.

Basketball goals attached to the structure of the house are prohibited.

A Form **is not** required if all the following guidelines are met:

- A. A portable basketball goal is adjacent to a driveway or in backyard;
- B. Goal is placed in a driveway not beyond the front line of the house;
- C. Goal is not affixed to the house in any way;
- D. Backboard is white, beige, clear or light gray;
- E. Post is painted black;
- F. One rectangular guideline surrounding the hoop is permissible

Note: Negative impact related to time of use, lighting and noise on adjacent properties should be avoided. As with all improvements, basketball goals must be maintained to the condition as originally installed.

Flag Poles

A Form **is not** required for a single flag pole staff, of less than 7 feet in length, attached to the front portion of a house at an angle of 45 degrees or more from vertical. The size of any flag displayed may not be greater than 4 x 6 feet.

GUIDELINE #13: Mailboxes

Mailboxes and posts must be the same as originally installed. Mailboxes are the property of Laurel Ridge Community Association. Every mailbox must be in good condition, with self-latching door, operating flag and the posts must be erect.

Form for Requests for Improvement/Modification Review – Page 1

Note: This form must be completed and returned prior to commencing any work. Documentation submitted for review becomes the property of the Laurel Ridge Community Association.

Name:		Date:	
Address:		Home Phone:	
City State/Zip:		Office Phone:	

Description of modification (be sure to review relevant guidelines(s) before submission):

_____ Deck	_____ Fence	_____ Landscaping	_____ Hot Tub	_____ Tree Removal
_____ Retaining Wall	_____ Screened Porch	_____ Exterior Addition	_____ Swimming Pool	
Other _____				

Please provide the Board with all the information necessary to evaluate your request thoroughly and quickly. Request must include, without limitation, the following information: A site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, colored pictures, brochures (if applicable) and any other information as specifically required below.

Description of Improvements or Modification Request (attach separate sheets if necessary);	
Estimated Start Date:	Completion Date:

Form for Requests for Improvement/Modification Review – Page 2

Altered or incomplete forms, including missing information, will be returned without review.

I understand and agree that no work on this request shall commence until written approval of the Laurel Ridge Board of Directors has been received by me. I understand that I am responsible with all city, county and state regulations.

Permission is hereby granted for members of the Board and any appropriate Laurel Ridge Community Association representatives to enter the property/lot to make reasonable observation and inspection of the requested modification and completed project.

Neither the Laurel Ridge Community Association, the Association Board of Directors, nor their respective members, officers, successors, assigns, agents, representatives and/or employees 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 of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

I have ☐ or have not ☐; **(Check Appropriate Box)** discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner's Signature: _____ Date _____

Homeowner's Signature _____ Date _____
(All owners must sign)

Please allow up to 30 days for a modification review.

It is the homeowner's responsibility to monitor construction and enforce the items of this approval. No alterations in the approval plan are allowed. Failure to follow the items of this approval will result in an unapproved exterior modification. The homeowner then accepts full responsibility, at their own expense, for removing the unapproved structure or altering the structure in order to bring it into compliance with the approval plan.

You may mail or email your completed application along with supporting documentation to Laurel Ridge Community Association, c/o TPMS, LLC., P.O. Box 251, Canton, GA 30169. Email is: tpms.mgmt@juno.com

Form for Installation of DBS or MMDS Satellite Dish or Antenna

Note: This form must be completed and returned prior to installation for any location other than one of the pre-approved locations and requires ARC approval. Incomplete Forms will be returned. Documentation submitted for review becomes the property of the Laurel Ridge Community Association.

Name:		Date:	
Address:		Home Phone:	
City State/Zip:		Office Phone:	

1. Type of satellite dish or antenna to be installed:
 - ☐ DBS satellite dish 1 meter or smaller (e.g. Dish Network, Direct TV)
 - ☐ MMDS antenna 1 meter or smaller (e.g. Bellsouth)
2. Installation will include a mast? ☐ Yes ☐ No
3. Installation performed by: _____
4. Does the location of the satellite dish or antenna fully comply with the Association's guidelines?
 ☐ Yes ☐ No, I am requesting approval of an alternate location

Please describe the exact location of the satellite dish or antenna and provide a diagram or drawing of the location. **If the satellite dish or antenna is not to be installed in one of the pre-approved locations, you must provide specific, written documentation as to why the pre-approved location is not acceptable and obtain Board approval of the proposed alternate location.**

Description of Installation Location (attach separate sheets if necessary);			
Estimated Start Date:		Completion Date:	

I acknowledge that I have read, understand and have complied or will comply at all times with the Association's current guidelines with respect to the installation of satellite dishes or antennas.

Homeowner's signature _____ **Date** _____