



Cotswold Community Association, Inc. Cary, North Carolina

## Architectural Guidelines

**Revision 3**  
**June 2009**

## Contents

Contents.....	2
Revision History.....	3
Contact Information .....	3
Introduction .....	4
I. Submittal and Approval Process .....	5
Appeals to the Board of Directors .....	5
Changes to Guidelines.....	6
II. Violations and Penalties.....	7
III. General Maintenance and Appearance.....	8
IV. Architectural and Landscaping Guidelines .....	9
Additions and Structural Changes to House.....	9
Awnings .....	9
Basketball Goals.....	10
Clotheslines .....	10
Decks, Patios, Arbors, and Screens .....	10
Detached Structures.....	11
Driveways and Parking Pads.....	12
Fences.....	13
Garbage Can and Recycling Bin Storage .....	13
Landscaping.....	14
Lawn Ornaments, Decorations, Outside Lighting, Signs, Flags.....	15
Mailboxes .....	15
Painting of Exterior of House.....	16
Parking.....	16
Pets, Pet Houses, and Pens .....	16
Satellite Dishes and Radio/TV Antennas .....	17
Skylights and Attic Fans.....	17
Solar Collectors .....	17
Storm Doors .....	18
Swimming Pools and Hot Tubs.....	18
Swing Sets, Play Houses, Jungle Gyms .....	18
Vegetable Garden Plots .....	19
Appendix A – Fence Styles .....	20
Exhibit A – Architectural Request Form.....	24
Exhibit B – Architectural Guidelines Change Form .....	25

## Revision History

Revision Date	Rev No.	Section	Change
1999	0	All	Original Guidelines by Centex/Charleston Management (developer of Cotswold)
July 2002	1	All	First set of Guidelines by homeowner controlled Board of Directors
		Introduction and Contents	Sections added
		Submittal & Approval Process	Revised to add a process for proposing and approving changes to the Guidelines, including changes requested during an appeal of a denied architectural request
		Architectural and Structural Changes to House	Revised to allow the ARC to grant time extensions for complex projects
July 2005	2	Decks, Patios, Arbors & Screens	Revised to allow decks and railings to be stained to match the trim of the house
		Fences	Revised to allow alternate fence placement extending beyond ten feet from the rear corner of the house on a case-by-case basis. Revised to allow substitution of anodized aluminum in lieu of wrought iron on a case-by-case basis.
		Landscaping	Revised to clarify landscaping that does not require ARC approval. Revised to clarify height restrictions on bedding borders and decorative retaining walls.
		Appendix A (Fence Styles)	Revised to include more detailed descriptions and photos of approved fence styles.
June 2009	3	General Maintenance and Appearance	Revised to clarify roofing should be maintenance and kept in good condition and free of stains.
June 2009	3	Basketball Goals	Revised to add portable basketball hoops must be stored at least 10 feet from the curb when not in use.
June 2009	3	Decks, Patios, Arbors, and Screens	Revised to add TREX as an approved alternative deck material.

## Contact Information

### **Management Company:**

Direct all architectural requests, correspondence and inquiries to the Management Company as listed below:

RS Fincher & Co., LLC.

Attn: Sheri Fincher

919-362-1460

PO Box 1117, Apex, NC 27502.

Office hours: 8:00 am to 5:00 pm Monday through Thursday 8:00 am to 12:30 pm Friday.

24-hour emergency pager: 919-873-8705

### **Cotswold Community Association:**

[www.cotswoldhoa.org](http://www.cotswoldhoa.org)

## Introduction

Cotswold Community Association, Inc. (the “Association” or “HOA”) is a not-for-profit North Carolina Corporation formed and managed solely for the benefit of its member homeowners in the Cotswold subdivision located in Cary, North Carolina. Cotswold is a neighborhood of 202 houses developed by Centex homes that includes common areas, entrance features on Kildaire Farm Rd, Arthur Pierce Rd. and a community pool facility. Covenants recorded by the developer, along with the Association’s Bylaws and Articles of Incorporation, impose certain conditions and restrictions on the use of property in Cotswold and describe a governing process for the Association. Article VIII of the Covenants as excerpted below specifically provides for the “Declarant” to issue Architectural Guidelines. (Note that “Declarant” in the Covenants originally referred to Centex Homes, which transferred its rights to the Association through its Board of Directors). Additionally, the Covenants provide for the formation of an Architectural Review Committee (“ARC”) that reports to the Board of Directors on matters of architectural control.

“No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made, nor shall a building permit for such improvement or change be applied for or obtained, nor shall any major landscaping or re-landscaping of any Lot be commenced or made (such construction, alteration and landscaping are hereinafter referred to as the “Improvements”) until plans and specifications showing the nature, kind, shape, heights, materials, color and location of same shall have been submitted to and approved in writing by the Declarant. The Declarant shall have the right to promulgate and from time to time amend written architectural standards and construction specifications (hereinafter the “Architectural Guidelines”) which may establish, define, and expressly limit the standards and specifications which will be approved, including, but not limited to, architectural style, exterior color or finish, roofing material, siding material, driveway material, landscape design, and construction technique. The Declarant shall not approve any Improvements which it determines, in its discretion, not to be in harmony of external design, construction and/or location in relation to the surrounding structures, topography or the general plan of development of the Subdivision.”

## I. Submittal and Approval Process

1. Submit the completed Architectural Request Form and all required attachments to the management company. Incomplete or illegible submittals will be returned to the member. The current version of Cotswold's Architectural Guidelines and the Architectural Request Form ("Exhibit A") are posted on the Cotswold Web site
2. The management company will forward complete submittals to the ARC.
3. The ARC will review the submittal using Covenants and Architectural Guidelines.
4. The ARC is not empowered to make exceptions to either the Covenants or Guidelines. Homeowners who wish to meet with the Architectural Review Committee regarding their submittal should contact the management company to be placed on the agenda for the next scheduled meeting.
5. The management company will complete a standard response letter indicating the final decision. The Architectural Review Committee will respond to all submittals within 30 days of receipt.

### Notes:

- Approval of any submittal or portion thereof does not ensure the approval of similar submittals, as each submittal will be considered on its own merits. Any alteration or deviations may require a re-submittal.
- No construction or work shall begin without written approval.
- Town building permits may need to be obtained and will be the responsibility of each member. Obtaining required permits shall be a condition of any approval.
- **Allow enough time for processing and approval in planning for construction.**

## Appeals to the Board of Directors

A member may appeal a decision of the ARC to the Board of Directors by submitting a written request for appeal to the management company. The appeal should include specific and detailed information that clarifies why the submittal should be reconsidered. In all cases, the Board of Directors holds final authority for architectural control.

There are two categories of appeal:

1. Appeals resulting from an administrative denial (e.g., incomplete forms or submittal). The member may request a meeting with the Board of Directors to further discuss the submittal. Please contact the management company to be placed on the agenda for the next Board of Directors meeting.
2. Appeals resulting from a request that is inconsistent with the Architectural Guidelines. The member may request a change to the Guidelines as outlined in the following section.

## Changes to Guidelines

The Covenants assign the responsibility and authority for issuing Architectural Guidelines to the Board of Directors. Only the Board may issue or change the Guidelines. This section describes the process by which a member may request a change.

1. Request a change by submitting an “Architectural Guidelines Change Form” (see “Exhibit B”) which is available on the Cotswold Web site. The member should carefully describe any special circumstances or provisions to support the change.
2. The member will submit the form, along with any supporting documentation, to the management company, who will review it for completeness and forward it to the ARC.
3. The ARC will review the form, meet with the member and provide comments either for or against the change. The ARC will respond in writing within thirty (30) days of receipt.  
 If the ARC supports the proposed change, the management company will include the proposal on the agenda of the next annual meeting of members.  
 If the ARC does not support the proposed change, the member must complete the petition section of the form by obtaining names, addresses and signatures from ten (10) Cotswold members (no more than one person per household) who support the proposed change. The member will then return the form to the management company who will include the proposed change as an agenda item on the next annual meeting of members.
4. Notice of the next annual meeting will include a description of the proposed change. The ARC is responsible for preparing a brief description of the proposal, including the requesting member’s supporting comments.
5. At the annual meeting, the Chairman of the Board of Directors will facilitate a brief discussion of the proposal. The discussion shall include the member’s supporting argument, comments from the ARC and input from other members who are present.
6. Within thirty (30) days of the annual meeting the Board will vote on the proposed change. Their vote shall be recorded in the Board’s official meeting minutes and conducted in accordance with Association’s Bylaws. The Board’s decision is final.

### Notes regarding changes:

- Proposed changes that violate the Covenants are not eligible for review or consideration by the Board. Covenants can be modified only under extraordinary circumstances.
- If a member of the Board of Directors is proposing a guideline change, then that member shall abstain from voting on the proposed change.
- The Board, at its discretion, may choose to schedule a special meeting of the members to review change requests if the volume or timing of requests would materially interfere with the annual meeting’s agenda.

## II. Violations and Penalties

The Board of Directors has the responsibility and authority to enforce the Covenants. To emphasize the importance of these Covenants and to assist in their enforcement, penalties have been established for violations. This section defines the steps that will be taken by the Board in the event of a violation of the Architectural Standards and Guidelines, or restrictive Covenants relating to Architectural control. Failure to submit an application prior to beginning a project shall be considered a violation and subject to penalty.

“Penalty” is defined as up to \$150 per day based on the violation.

### Step One

A letter will be issued to the owner noting the violation with a request that it be brought into compliance within thirty (30) days. A written response to the management company’s office from a member expressing a good faith effort to resolve the violation will result in a reasonable extension.

### Step Two

Upon expiration of thirty (30) days, the member will be invited to a hearing; prior to being assessed a penalty. The member will receive a letter stating the date, time, and location of the hearing. The hearing will be with the Board of Directors, for the member to be heard and to present evidence. Failure to appear will result in the fine beginning to accrue on the day after the date of the hearing. If the violation is brought into compliance with the rules and regulations of the Architectural Review Standards and Guidelines and/or Declarations, no hearing will be necessary.

### Step Three

After the hearing the Board will respond in writing within five (5) days. The amount of the penalty and the date it will start or started will be stated in the letter. The penalty will continue until the violation is corrected. Statement is made that the Association will continue action via applying penalty and, where appropriate, through court action by HOA to correct violation.

\*It is noted that anywhere during the process that members are strongly encouraged to contact the HOA to discuss and/or arrange for compliance

### III. General Maintenance and Appearance

It is the primary responsibility of each member to maintain his property in a way that does not detract from the overall beauty of the community. The Association hopes that every member will take this responsibility seriously as this can severely affect the value of all properties, both positively and negatively.

Following is a list of areas that should be reviewed on a regular basis to ensure that the house and property are in good repair:

1. Driveways and Sidewalks
2. Decks
3. Fences
4. Play equipment
5. Roofing – should be maintenance and kept in good condition and free of stain.
6. Wood
7. Paint and Stain
8. Garbage Can storage areas
9. Awnings
10. Lawn
11. Natural Areas

Deterioration:

If at any time, the Board is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community or value of any property, the management company will make a site inspection, and the Board may take action to remedy.

## IV. Architectural and Landscaping Guidelines

### Additions and Structural Changes to House

All external additions and structural changes to houses shall have Architectural Review Committee approval before construction begins. This includes, but is not limited to, new rooms, porches, garages, carports, etc. Also changes to windows, doors, chimneys, etc. require Architectural Review Committee approval.

Normal maintenance to preserve the structure in its original state does not require Architectural Review Committee approval.

Information required in submittal:

1. Plot plan showing location of structure and distance from any lot lines.
2. Elevations showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint colors, and shingle samples, if applicable.

Guidelines:

1. No addition shall encroach upon the setbacks for the lot listed in the Covenants.
2. Additions should match the house color and style as much as possible.
3. Town of Cary building permits are the responsibility of the member.
4. Additions cannot exceed 1/3 of the size of the original home.
5. All work shall be completed within 30 days of beginning unless the ARC has specifically approved time extensions for completion of complex projects.

### Awnings

All awnings require Architectural Review Committee approval.

Information Required in Submittal:

1. Plot plan showing location of awning.
2. Elevation showing location of awning.
3. Description and sample of material(s) to be used.

Guidelines:

1. Fabric should blend with color of house.
2. The awning material shall be only fabric.
3. Awning shall be mechanical and retractable
4. Any wood structure shall be the same color as the house or deck.
5. Upon deterioration, the awning shall be repaired or replaced within a reasonable time, but within 15 days after notification by the management company.
6. Awning shall be attached to the house, not free standing.

## Basketball Goals

1. All mounted basketball goals, whether mounted on the house; poles, trees, etc. require Architectural Review Committee approval.
2. Portable (on wheels) basketball goals or those made completely from plastic for small children do not require Architectural Review Committee approval, however portable basketball goals must be stored at least 10 feet from the curb when not in use .

Information required in submittal:

1. Plot plan showing location of basketball goal.
2. Picture and description of goal.

**PERMANENT AND PORTABLE BASKETBALL GOALS ARE NOT ALLOWED ALONG THE STREET RIGHT OF WAY, COMMON AREA, OR ON PRIVATE STREETS.**

## Clotheslines

1. Drying laundry outside is prohibited.
2. Permanent or temporary clotheslines are prohibited.

## Decks, Patios, Arbors, and Screens

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screens, and under the deck enclosures require Architectural Review Committee approval. Any appearance change, landscaping, or addition also requires Architectural Review Committee approval.

1. Deck Materials
  - a. Deck materials shall be TREX, cedar or pressure treated pine lumber and shall be weather resistant.
  - b. Posts shall be made of brick, pressure treated wood, or other suitable material.
  - c. Landscaping plans should provide screening for areas under the deck.
2. Colors for Decks, Arbors & Screens
  - a. Decks, arbors and screens may remain a natural wood color or may be stained a natural wood color or stained to match the trim color of the house.
  - b. The ARC must approve all color changes. Submit color samples or color chart along with the architectural request form.
  - c. Wood shall be well maintained, cleaned of mildew and re-sealed or re-stained on a periodic basis to maintain an attractive appearance. This provision is especially important for light-colored stains, which tend to discolor more rapidly than darker stains such as cedar or walnut.

3. **Patio Materials**  
Acceptable materials include:
  - a. Concrete slabs, smooth finish
  - b. Brick with sand fill or grout
  - c. Stone with sand fill or grout
  
4. **Height of deck, arbors, and screens**
  - a. Decks should be of reasonable height for their intended purpose
  - b. Arbors shall be no higher than eight feet above the deck surface
  - c. Deck screens (i.e. lattice) shall not exceed five feet in height from the deck surface
  - d. Screens may be a part of an arbor to extend it
  
5. **Location and Restrictions**
  - a. Patios should be located behind the house, but may not extend beyond the corners of the house and may not be freestanding in the backyard
  - b. Decks shall not extend out beyond the rear corners of the house
  - c. Consideration should be taken of views and breezeways of adjoining properties
  - d. Decks and patios may not be built in a buffer area
  - e. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community shall be approved.
  - f. All permits, inspections, and codes of the Town of Cary shall be obtained and in compliance.
  - g. All work shall be completed within 30 days of beginning.

Information required in submittal:

1. Plot plan showing the location of the deck and/or patio in relation to existing structures and property lines.
2. Elevations drawing(s) showing style of deck and/or patio including railing, steps, design, etc.
3. Description of materials to be used in construction.

### Detached Structures

All detached structures require Architectural Review Committee approval prior to construction. This includes, but is not limited to, storage sheds, potting sheds, and green houses.

Information required in submittal:

1. Plot plan showing location of structure and distance from all property lines.
2. Two elevation drawings of the proposed structure showing the relative size to the existing house.
3. Description of material(s) to be used in construction.

**Guidelines:**

1. A permanent structure shall be install to be as inconspicuous as possible and should be place out of view of any street. It cannot be placed closer than 10 feet to any property line. The preferred location is in the rear of the house, directly behind the house.
2. The structure shall match the house in color and style.
3. The structure may not be metal.
4. The structure location may not encroach on the setbacks, buffers, or easements of the lot.
5. The structure shall be properly maintained.
6. All work shall be completed within 30 days of beginning.

**Driveways and Parking Pads**

Any parking pads or changes to driveways require Architectural Review Committee approval.

**Location and Restrictions:**

1. Motor vehicles, trailers, and camping trailers, boats, and recreational vehicles shall be parked in a fully enclosed garage.
2. No industrial or commercial type vehicles or trucks, including, but not limited to, those with advertising signage, logos, company names, ladders, pipes, etc., or inoperable vehicles may be regularly parked on any lot (except in a fully enclosed garage). These vehicles may not be parked on common property or within any right of way street in or adjacent to the Subdivision as written in the "Declaration of Covenants." No unregistered vehicles may be regularly parked on any lot except in a fully enclosed garage.
3. Driveways and vehicles parking pads shall be concrete only. Aggregate base, thickness, reinforcement, etc. shall comply with Town of Cary guidelines and good construction practices.
4. Close attention shall be paid to structure placement. Construction on setbacks, and encroachment onto buffer areas, common property, and neighboring lots is strictly prohibited.
5. Changing color of concrete is prohibited.

**Information required in submittal:**

1. Plot plan showing location of driveway or parking pad.
2. Elevation drawing showing the measurements of the parking pad such as length, height, and width as well as any landscaping that will be added along the perimeter.
3. All work shall be completed within 30 days of beginning.

## Fences

All fences require Architectural Review Committee approval prior to beginning construction.

### Guidelines:

1. Style
  - a. See pictures, Appendix A, for approved styles
2. Color
  - a. Wooden fences shall be either natural or natural stain
  - b. Wooden fences may not be painted; wrought iron fences shall be black
3. Materials
  - a. Fence shall be constructed of only one material
  - b. Wood shall be either cedar or pressure treated pine lumber
  - c. No metal fences are allowed except black wrought iron (black anodized aluminum crafted to look like wrought iron may be approved by the ARC on case-by-case basis).
4. Height
  - a. Fence may range in height from 4 to 6 feet, but height shall be uniform on all sides of the fence
5. Location
  - a. Shall enclose all or part of backyard
  - b. May not extend farther than 10 feet up the side of the house as measured from the back corner of the house. The ARC may allow extensions beyond ten feet from the rear corner on a case-by-case basis when such alternate placement benefits the architecture of the lot.
  - c. May not be built in buffer or easement areas
  - d. Building a fence in the right of way of streets may result in destruction or removal of fence – this is at the expense and risk of the property owner
6. Construction Details
  - a. All hardware shall be galvanized
  - b. All posts shall be set in concrete
  - c. The finished side of the fence shall face adjoining lots or street
7. Maintenance: Maintenance of the fence and property surrounding the fence is the responsibility of the property owner.
8. All work shall be completed within 30 days of beginning

### Information required in submittal:

1. Plot plan showing location of fence and gates and distance from all property lines.
2. Drawing or picture of the fence showing style and design of the fence.
3. Height of the fence and spacing between slats.

## Garbage Can and Recycling Bin Storage

1. Garbage cans, recycling bins, and lawn waste bags may not remain on the curb or in front of any house for more than 24 hours.
2. These cans, bins, and bags shall be stored either in the garage or behind the house and not visible from any street.

## Landscaping

The Architectural Committee encourages and supports landscaping that increases privacy, adds shade, introduces seasonal color or otherwise improves the appearance or adds interest and detail to the neighborhood. In general, most landscaping, such as planting flowers, installing shrubs, adding or planting a tree does not require ARC approval. However, the ARC recommends strongly that members request approval for landscaping if there is any question regarding its compliance with the Guidelines. The Board reserves the right to require a member to remove or modify unapproved landscaping if neighboring members complain, and if upon inspection, the ARC considers the item unsightly or a nuisance.

1. Landscaping that changes the contour of the land requires Architectural Review Committee approval.
2. Hedges and Screen Plantings:
  - a. No hedge or screen planting may be erected on any lot closer to the front lot line than the front of the house.
  - b. Hedge and screen plantings which form a barrier between properties should have the following:
    - i. A written agreement for maintenance access
    - ii. Setbacks to allow for plant growth
3. No changes or modification may be made to common property, without prior written approval of Board.
4. Planting shrubs, bushes, trees, or flowers in the area between the sidewalk and the street is prohibited. Plantings in the area immediately surrounding the mailbox are permitted.
5. Lawns shall be well kept with grass no more than 4" tall. All beds should be weed free and properly edged and maintained. All areas around structures should also be weed free and edged. Dead trees and shrubs shall be removed.
6. Lawn mowers, weed eaters, wheelbarrows, gardening carts, trailers, etc. may not be kept in the front or side yards. These items shall be stored in either the garage or rear of the house and not visible from any street.
7. Modular hose reels or caddies are allowed if they are placed not more than 2 feet away from the house. Hose reels or caddies attached to the house are permitted.
8. Plants, shrubs, and flowers planted within 3 feet of the front of the house may not grow higher than the lowest portion of the window.
9. Bedding borders and retaining walls shall be constructed with common landscaping materials and shall not exceed 12" in height at the top of grade. Submit a plan view of proposed borders and walls indicating the dimensions, materials and style.

### Lawn Ornaments, Decorations, Outside Lighting, Signs, Flags

1. Freestanding flagpoles, lantern poles, and fishponds require Architectural Review Committee approval.
2. Holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, “for sale”, “garage sale”, and political campaign signs do not require Architectural Review Committee approval. No signs may be placed on common property. All signs shall be removed within two (2) days after the end of the event. Signs for “Garage Sales” and “Open Houses” may be placed at street corners and neighborhood entrances the day of the event and shall be removed within twelve (12) hours after the event. Holiday decorations may be put up thirty (30) days prior to the holiday and shall be removed within thirty (30) days after the holiday.
3. Flood lights and security lights shall be positioned to illuminate on the property of the owner. Excess overflow illumination shall be held to a minimum. Every effort should be made not to disturb or adversely affect neighbors with the installation of such lights.
4. Lawn statues, birdbaths, garden statues, etc. under 3 feet tall and placed within 3 feet of the house do not require Architectural Review Committee approval. Such items placed in the rear of the house shall be within the envelope of the house.

#### Guidelines:

1. On such items that do not require Architectural Review Committee approval, the Board reserves the right to require a member remove the item if surrounding members complain, and if upon inspection, the Architectural Review Committee considers the item unsightly or a nuisance.
2. **COMMERCIAL ADVERTISING SIGNS ARE PROHIBITED.** These include signs that advertise a home business, a company’s services, etc.

#### Information required in submittal:

1. Plot plan showing location of item.
2. Picture, description, and size measurements of the item.

### Mailboxes

1. All replacements or repairs of deteriorating boxes shall be identical to the original design and color, as much as possible.
2. Mailboxes shall be black and posts may be natural wood or painted white wood.
3. The Architectural Review Committee shall approve any changes made to the mailbox (hanging or attached).
4. Seasonal flags or covers are permitted without approval.
5. Mailboxes and posts shall be well maintained and repaired or replaced as necessary, or within 15 days after notification by the management company.

### Painting of Exterior of House

1. Color changes made to the existing colors shall require Architectural Review Committee approval. Color sample and manufacturer information shall be included in submittal.
2. Paint and stain shall be maintained in good and uniform repair (no peeling, chipping, cracking, or discoloration) on both the siding and the trim. Periodic repainting and re-staining with the existing color for maintenance does not require Architectural Review Committee approval.
3. Brick shall remain unpainted except to match the existing painted brick house color.
4. All work shall be completed within 30 days of beginning.

### Parking

1. No vehicle, motorcycle, trailer, or any wheeled unit may be offered for sale with visible signage on common property. No vehicle may be left parked in any common area.
2. The Association prohibits the parking of recreational vehicles, such as, but not limited to, campers, boats, trailers on the common areas or on any lot, except in a fully enclosed garage.
3. No vehicles may be parked on any lawn.

### Pets, Pet Houses, and Pens

No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot except that:

1. Dogs, cats, or other household pets may be kept, provided that they are not bred or maintained for commercial purposes.
2. All pets shall be on a leash when not in a fenced area, following the Town of Cary ordinances.
3. Pet pens shall not be permitted. Fencing will be allowed provided that the Guidelines for fences are followed. Architectural Review Committee approval shall be obtained before placement of any fencing.
4. No chain link or metal fence is allowed. Refer to the section on fences for additional information on accepted types of fences.
5. A pet house may be allowed provided that it is located behind the house and is within the envelope of the house.

Information required in submittal:

1. Plot plan showing the location of the proposed structure.
2. Description of the materials to be used in construction.
3. Fence style or type.

### Satellite Dishes and Radio/TV Antennas

1. All exterior mounted radio/TV antennas and satellite dishes (over-the-air receptive devices) larger than 24" require Architectural Review Committee approval.
2. All antennas and satellite dishes, regardless of size, shall be mounted within 5 feet of the rear of the house and positioned within the envelope of the house.

#### Information required in submittal:

1. Plot plan showing location of antenna or dish.
2. Description/information on dish or antenna.
3. In no way shall these Guidelines waive Town of Cary requirements or the necessity of any required Town of Cary permits.

### Skylights and Attic Fans

The addition of a skylight or attic fan requires Architectural Review Committee approval.

#### Information required in submittal:

1. Plot plan showing the location of the addition.
2. Description of style, size, and materials to be used.

#### Guidelines:

1. The addition of a skylight or attic fan shall be located on the section of the roof facing the back of the lot.
2. Attic fans may not extend higher than the roof peak and no more than 12" above the roof surface.

### Solar Collectors

All solar collectors require Architectural Review Committee approval. Information required in submittal:

1. Drawing showing the location of the unit(s) on the roof.
2. Plot plan showing visibility from streets and neighboring lots.

#### Guidelines:

1. Solar collectors shall be installed to be inconspicuous as possible.
2. Whenever possible, collectors should be placed on the rear of the roof of the house or on the side roof that has the least public exposure.
3. Collectors shall be attached on the roof only; no free-standing or ground mounted collectors are allowed.
4. Every effort shall be taken to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. There shall be a minimum exposure of piping with no piping running down the side of the dwelling.
5. The ideal installation is one that lies flat on the roof.
6. No topping or removal of trees on Association common areas will be allowed.

## Storm Doors

All storm doors require Architectural Review Committee approval.

Information required in submittal:

1. Picture of storm door to be installed.
2. Location of storm door.

Guidelines for front storm doors:

1. Shall be white or the same color as existing trim on house.
2. Shall be the full view design.
3. Made of Anodized Aluminum (including baked on enamel).
4. May not have any additional adornments or decorations.

Guidelines for back storm doors:

1. Shall be white or the same color as existing trim on house.
2. Made of Anodized Aluminum (including baked on enamel).

## Swimming Pools and Hot Tubs

All swimming pools, permanent wading pools, hot tubs, Jacuzzis, and other similar type tubs require Architectural Review Committee approval.

No above ground pools are permitted.

Guidelines:

1. Any wood support structure shall be the same color as the house or deck.
2. Pool or tub may not be located in a buffer or easement.
3. All Health Department regulations shall be met.
4. Pool or tub shall be screened from view from any street.
5. All Town of Cary codes shall be met.
6. All Town of Cary permits shall be obtained as required.
7. The discharge of water shall not invade other private or common property.

Information required in submittal:

1. Plans and specifications showing the nature, kind, shape, height, materials, and location of pool or tub on the plot plan.
2. Landscape plan for screening of pool or tub.

## Swing Sets, Play Houses, Jungle Gyms

1. All swing sets, play houses, jungle gyms, etc. or other similar installed play equipment/items shall be approved by the Architectural Review Committee prior to placement.
2. Portable or temporary play equipment, such as trampolines, kiddie pools, toys, etc. shall be kept in the rear of the house so that they are not visible from any street. They may not be left in front or side yards. These items do not require Architectural Review Committee approval.

Information required in submittal:

1. Plot plan showing the location of play equipment and distance from the property lines.
2. Drawings or pictures of the proposed play equipment

Guidelines:

1. Play equipment shall be left natural; painting is prohibited. No metal play equipment will be allowed.
2. Play equipment shall be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than 10 feet. The preferred location is in the rear directly behind the house, but each request will be reviewed individually.
3. Play equipment shall be kept in safe and presentable condition by the member.
4. Screening may be required along property lines in order to block the view and/or noise from neighboring lots. Landscape plans should be included in the submittal.
5. Other play equipment shall also be placed inconspicuously so that it does not detract from the neighborhood surroundings.
6. Upon deterioration, the play equipment shall be repaired or replaced within a reasonable time, but within 15 days after notification by the management company.

Vegetable Garden Plots

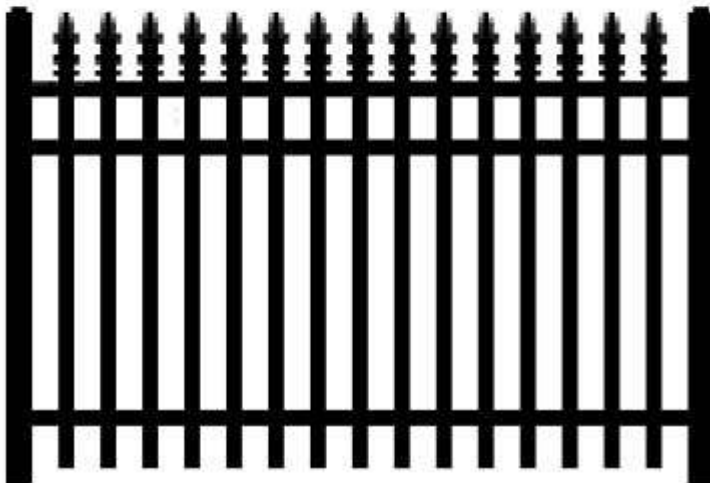
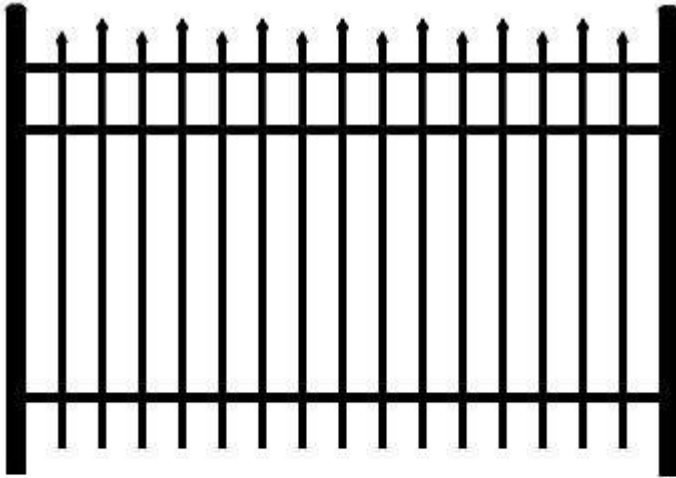
Guidelines:

1. Vegetable gardens shall be located in the rear of the house and be contained within the envelope of the house. The height of the plants should not exceed six (6) feet. Plants may not encroach on common areas or neighbors' property.
2. Maintenance of the garden is required. Excess debris shall be removed at the end of the gardening season and the lot returned to its natural state. This includes stakes and any other structural additions required for harvesting the garden.
3. No compost piles are allowed on any portion of property located within the association.
4. No fencing is allowed for the garden plot other than that which has been approved and complies with the rules in this document regarding fences.

## Appendix A – Fence Styles

### Wrought Iron\*

\*Black anodized aluminum crafted to look like wrought iron may be approved by the ARC on case-by-case basis.



Wood







## Exhibit A – Architectural Request Form

The most recent version of this form is available at [www.CotswoldHOA.org](http://www.CotswoldHOA.org)

## Exhibit B – Architectural Guidelines Change Form

Please request a copy of the most recent version of this form from the Management Company.