



Glenridge Homeowners Association of North Carolina, Inc. (GHOA)
Community Standards and
Architectural Review Committee Guidelines
SUBMIT TO ARC@MYCMG.COM

Revision 7 – October, 2017

When we purchased our homes in Glenridge, each of us agreed (at closing) to abide by the Governing Documents of the Glenridge HOA of NC, Inc. These guidelines DO NOT replace the Glenridge Declaration of Restrictive Covenants (GDRC) document that you received at closing, or any document(s) that may subsequently replace the document(s) you received at closing. It is offered as a more "user friendly" supplement with emphasis on the quality of design and the compatibility with the entire neighborhood, without unduly restricting an owner's ability to exercise individuality.

The mission of the Glenridge Homeowners Association (GHOA) and the ARC is to work with the residents to preserve, protect and continuously enhance the value and amenities of Glenridge for the enjoyment and benefit of all owners and residents.

To aid in that mission these guidelines were developed to reduce confusion and encourage compliance with the Bylaws and Declaration for all property owners and residents in Glenridge. While we understand that restrictive covenants can be inconvenient and difficult to accept from time to time by some, the common goal of the entire community must always be considered to maintain a broad appeal and to maintain the value for our property, our homes and our community.

We must all acknowledge and accept that living in a community with restrictive covenants requires each of us to take our responsibilities seriously and, yes, at times, to be willing to compromises to maintain and improve our entire community for the benefit and good of all.

These guidelines set forth parameters that will not promote or create a "look-a-like" community or suggest that everything must be done in the same fashion.



Outline of Contents

1. <u>STATEMENT OF PURPOSE/GOALS</u>	3	10.2. Jacuzzis and Hot Tubs	
1.1. Applicability		10.3. Swimming Pools	
1.2. Purpose			
1.3. Declaration References		11. <u>COMMON AREA MAINTENANCE</u>	11
1.4. Failure to Comply			
2. <u>APPLICATIONS AND REVIEW PROCESS</u>	4	12. <u>OUTDOOR DECORATIONS AND ACCESSORIES</u>	11
2.1. Preface		12.1. Outdoor Furniture	
2.2. Application Requirements		12.2. Exterior Lighting	
		12.3. Seasonal Decorations	
3. <u>STRUCTURE(S)</u>	5	12.4. Birdbaths and Birdfeeders	
3.1. Preface		12.5. Garden & Lawn Ornaments and Fountains	
3.2. New Construction, Building Additions & Renovations		12.6. Flagpoles and Flags	
3.3. Siding		13. <u>SPORTS & RECREATIONAL EQUIPMENT</u>	12
3.4. Roofing		13.1. Outdoor Exercise	
3.5. Porches and Framed Stairs		13.2. Inflatable Play Structures	
3.6. Shed, Outbuildings and Gazebos		13.3. Basketball Goals	
		13.4. Bicycles and Other Equipment	
4. <u>PATIOS, SIDEWALKS, DRIVEWAYS AND ARCHITECTURAL SITE IMPROVEMENTS</u>	7	14. <u>GENERAL MAINTENANCE</u>	13
5. <u>LANDSCAPING</u>	8	15. <u>HOME EXTERIORS</u>	13
5.1. Preface		15.1. Purpose	
5.2. New Work		15.2. Exterior Changes	
5.3. Property Maintenance		15.3. General Appearances	
		15.4. Garbage and Recyclables	
6. <u>FENCES</u>	9	15.5. Paint	
		15.6. Cedar Shingles	
7. <u>RETAINING WALLS</u>	9		
		16. <u>SIGNS</u>	15
8. <u>SATELLITE DISHES AND COMMUNICATIONS ANTENNA</u>	10	16.1. Garage Sale Signs	
		16.2. Contractor Advertising Signs	
9. <u>MAILBOXES</u>	10	16.3. Other Signs	
9.1. Mailboxes		16.4. Sign Permits	
		17. <u>APPLICATION FOR APPROVAL OF ARCHITECTURAL IMPROVEMENT</u>	16
10. <u>EXTERIOR ACCESSORIES</u>	10		
10.1. Awnings			



1. STATEMENT OF PURPOSE / GOALS

1.1. Applicability

- 1.1.1. These Guidelines are adopted as part of the Rules and Regulations base on the By-Laws of Glenridge, Declaration of Restrictive Covenants (DRC) by recommendation of the Architectural Review Committee (ARC) of the Glenridge Homeowners Association (HOA). Please take note as these acronyms repeat throughout the document.
- 1.1.2. These documents provide for the establishment of rules and regulations concerning the exterior presentation of existing and future homes and lots within the HOA. The ARC members serve as representatives of the Board of Directors (BOD) to ensure compliance with these Guidelines. Compliance is required, but it is not the sole purpose for the review or approval process, nor does it guarantee approval of any application.
- 1.1.3. In reviewing each application, the ARC may consider any factors it deems relevant in determining whether to approve the request, including but not limited to, aesthetic considerations.
 - 1.1.3.1. ARC members may need to enter the lot during the request review period, during the construction / installation of approved improvements and upon completion of the approved improvements. If the owner refuses to provide such access to the ARC, such refusal shall be sufficient grounds to deny an application or revoke any approved application.
 - 1.1.3.2. Every applicant acknowledges that determination of the ARC as to such matters are purely subjective in nature and that opinions may vary as to the desirability and attractiveness of proposed construction, additions or renovations.

1.2. Purpose

- 1.2.1. Generally each owner shall keep all parts of their lot(s), buildings, and residential units in good order, repair and free from debris.
- 1.2.2. The Guidelines are not intended to replace the DRC, but to clarify the process by which homeowners may construct or renovate the exteriors of their property.
- 1.2.3. The intent of the Guidelines are is to provide consistent guidance to homeowners regarding the community standards for design of new construction, additions and renovations to homes and on lots in the community based on aesthetic considerations to the ARC when considering applications.

1.3. Declaration References – Glenridge Declaration of Restrictive Covenants

- 1.3.1. Guiding principles as outlined within the Glenridge Declaration; "Whereas, membership in the association and payment of assessments to the association shall be mandatory of all owners of real property within the property by acceptance of a deed to real estate located within the property, each owner, and his successors and assigns agree to be bound by the rules, regulations and assessments provided herein and/or promulgated by the association".
- 1.3.2. The general purpose of declaration and other Glenridge governing documents; to protect the Owners of lots against such improper use of surrounding lots as will depreciate the value of their property, to preserve, so far as reasonably practical, the natural beauty of the Property and provide, maintain and operate an attractive entranceway, street lights and passive recreation area to the property. With the intent to ensure the use and maintenance by the Owners through membership in the Association; guard against improper or unsuitable design or proportioned



structures, and structures built of improper or unsuitable materials; to insure the highest and best development of the property and to encourage and secure the erection of attractive homes with appropriate locations on the lots, to prevent haphazard and in harmonious improvements of the lots - and in general to provide adequately for a high type and quality of improvements to the property".

- 1.3.3. For further and more specific references to residential use only, building height, building size please refer to Article III of the Glenridge Master Association Declaration. This can be obtained by contacting the current Glenridge Property Management Company or a member of the current board.
- 1.3.4. Glenridge Master Association Declaration exerts; Article III (Restrictions), section 3.5. This section below is included for reference as it sets forth the basic governing process for the ARC.

1.4. Failure to Comply

- 1.4.1. Failure to comply will be handled in accordance with the GDRC as with any other matters of non-compliance.
- 1.4.2. Local ordinances stipulate fines / citations for owners whose lots are not maintained to the minimum ARC standards.
- 1.4.3. The Declaration for the Association also provides for actions up to and including fines for non-compliance of the minimum ARC standards, including, but not limited to:
 - 1.4.3.1. Issue notices of violations
 - 1.4.3.2. Call violators to hearings
 - 1.4.3.3. Assess fines
 - 1.4.3.4. Place liens for delinquent fines and association dues
 - 1.4.3.5. Foreclose on liens

2. APPLICATIONS AND REVIEW PROCESS

2.1 Preface

- 2.1.1 Unless otherwise specifically exempted by the Glenridge DRC or this guide,
 - 2.1.1.1 Applies to all proposed exterior designs changes to (1) existing lot improvements, (2) for new construction, (3) for additions, or renovations to residential units or (4) lots
 - 2.1.1.2 Sets forth that approval by the ARC is required with 30 days advanced notice before the commencement of any improvements that are subject to approval by the ARC.
- 2.1.2 The ARC will only review applications submitted, in writing, to the association's management company on the request form for this process.
- 2.1.3 Review of the application and notification to the applicant shall be conducted as described in the GDRC. ARC decisions will be rendered within 30 days from the date the association's management company receives a completed application. Applicants will be informed in writing of the ARC decision that shall be issued by the association's management company.
- 2.1.4 Applicant is only authorized to proceed with ARC approved work. Deviation from the ARC approval or any provision of this Guideline without written authorization from the ARC will (a) render all ARC approvals null and void for work on said property and (b) will result in a petition being filed to the Court for a cease and desist order at the expense of the homeowner.
- 2.1.5 To be complete, an application must include (1) a completed request form by the owner of the property, (2) proof of ownership of the property by the applicant, (3) all information required by the Guidelines including (a) drawings with accurate dimensions, (b) product specifications, (c)



color samples, (c) product brochures, and /or (d) photos of materials scheduled to be used on the exterior of the property by the applicant for the work, (4) a plot plan for any changes to the existing conditions of the land, (5) two sets of plans for (a) new construction or (b) additions and renovations; one set will be returned to the applicant and this set is to be available to the ARC at the property during construction and (6) copy of the NC General Contractor's active license who will manage the work at the site.

- 2.1.6 ARC reserves the right to require the applicant to submit such additional information as the ARC deems reasonable and necessary to consider any application.
- 2.1.7 The ARC is not responsible for ensuring structural integrity or compliance with state and local building codes.
- 2.1.8 Applicants must obtain all necessary building permits and other government approvals that may be required associated with the proposed construction prior to the start of construction (refer to Article III, section 3.5 of the Glenridge Master Association Declaration).

2.2 Application Requirements

- 2.2.1 All applications must be submitted in accordance to the requirements in this Section of these Guidelines.

Submissions for approval must be submitted to:

Glenridge HOA of NC, Inc.
ARC Application Request
c/o Cedar Management Group, LLC
PO Box 26844 Charlotte, NC 28221
Phone: 704-644-8808
Fax: 704-509-2429
e-mail to: ARC@mycmg.com

Copies of the application form are available, via Cedar Management at support@mycmg.com.

3. STRUCTURE(S)

3.1 Preface

- 3.1.1 ARC approval is required for all (a) new construction, (b) additions or renovations and (c) changes to existing site conditions impacting the exterior of any building, all architectural site improvements and landscaping visible from any street.

3.2 New Construction, Building Additions & Renovations

- 3.2.1 New construction includes additions to be attached to existing structures or the construction of new homes.
- 3.2.2 Two sets of plans and specifications must be submitted with the application to the ARC.
- 3.2.3 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all improvements including distances to property lines, distances to structures on the property and dimensions of the improvements even if the foundation for the proposed structure was approved by a previous application.



- 3.2.4 The plot plan must include dimensions documenting the location of all improvements including distances to property lines, distances to other structures on the property and dimensions of the improvements including lengths and widths
- 3.2.5 The plans and specification must include a comprehensive list of materials scheduled to be used on the exterior of the building(s) including but not limited to manufacturers' product style identification numbers, colors, finishes, sizes and intended placement of:
 - 3.2.5.1 Foundation finishes
 - 3.2.5.2 Siding as specified in these Guidelines
 - 3.2.5.3 Exterior doors by for each exterior point of access
 - 3.2.5.4 Storm Doors for each location scheduled to be installed
 - 3.2.5.5 Garage Doors
 - 3.2.5.6 Windows and screens by type and location
 - 3.2.5.7 Roofing as specified in these Guidelines
 - 3.2.5.8 Fire retardant shutters
 - 3.2.5.9 Veneer stone, veneer brick and veneer cladding
 - 3.2.5.10 Paint, stains and sealers with manufacturer and product reference with sample chips
 - 3.2.5.11 Gutters and downspouts
 - 3.2.5.12 House numbers with dimensions
 - 3.2.5.13 Exterior light fixtures
 - 3.2.5.14 Exterior duplex outlets and covers
 - 3.2.5.15 Hose bibs
 - 3.2.5.16 All other exterior work and finishes covered in these Guidelines
- 3.2.6 Applicants must obtain all necessary building permits and other government approvals

3.3 Siding

- 3.3.1 This section applies to all projects involving new siding.
- 3.3.2 Applications that involve more than two sides of any building or more than 50% of the exterior area of any structure without regard to doors, windows or other architectural openings must replace all existing siding with fiberglass reinforced cement siding.
- 3.3.3 Applications that involve less than 50% of the exterior of any building may replace existing siding with siding of the kind currently on the building.
- 3.3.4 Siding(s), corner boards and horizontal trim must be fiberglass reinforced cement material
- 3.3.5 Aluminum, solid plastic resin trim and other architectural accessories and trim are permitted
- 3.3.6 Wood architectural accessories and trim must be treated to be fire retardant

3.4 Roofing

- 3.4.1 This section applies to all projects involving any roofing, soffits, gutters, downspouts, and roof accessories
- 3.4.2 Application must include, but not be limited to, manufacturers' product style identification number, color(s), size(s), finishes, color samples and intended placement for each product

3.5 Porches and Framed Stairs

- 3.5.1 This section applies to all projects involving framed porches but not patios
- 3.5.2 A plot plan drawn to scale with dimensions must be submitted indicating the proposed



location(s) of all improvements including distances to property lines, distances to structures on the property and dimensions of the improvements

3.5.3 Porch enclosure applications must follow submission requirements for attached additions to existing building(s)

3.5.4 All materials must be fire retardant for:

3.5.4.1 Structural posts on concrete footings

3.5.4.2 Floor framing and decking

3.5.4.3 Stair stringers, treads and risers

3.5.4.4 Structural and architectural posts and columns

3.5.4.5 Hand rails and balusters with manufacturer specifications

3.5.4.6 Ceilings and soffits with manufacturer specifications

3.5.5 Paint, stains and sealers with manufacturer and product reference with sample chips

3.6 Sheds, Outbuildings and Gazebos

3.6.1 This section applies to all projects involving retaining sheds, detached garages, outbuildings, dog houses, tree houses, playhouses, gazebos and accessory buildings.

3.6.2 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all proposed improvements including all sizes, lengths, heights, widths, and etc.

3.6.3 Application must include a list of material to be used in the construction with special note of any non-standard or non-conforming materials specifically called out to the ARC for approval.

3.6.4 Building dimensions will not exceed 12' (width) x 12' (length)¹ and no taller than 10' at the peak

3.6.5 Exteriors must be of the same design, type and color of the house and be maintained as such.

3.6.6 Structures that fall under this Section are not required to use fiberglass reinforced cement siding except for new detached garages which are required to be constructed with fiberglass reinforced cement siding

3.6.7 Fences must be maintained in "like new" condition with any items such as but not limited to structural damage, discoloration, etc. to be repaired or promptly replaced.

3.6.8 Sheds, outbuildings, dog houses, tree houses, playhouses, gazebos and accessory buildings being requested must be in the rear of the property and located so that they are screened from view of the street.

3.6.9 Doghouses must be located at least six feet from any property line and no taller than 4' at the peak.

3.6.10 Dog pens and runs are prohibited.

4 PATIOS, SIDEWALKS, DRIVEWAYS AND ARCHITECTURAL SITE IMPROVEMENTS

4.1 This section applies to all projects involving architectural site improvements, driveways, sidewalks, patios & enclosed patios including all additions or changes to existing driveways, walkways and paths.

4.2 This section does not apply to framed porches

4.3 Patio enclosure applications must follow submission requirements for attached additions to existing building(s)

4.4 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all



improvements including distances to property lines, distances to structures on the property and dimensions of the improvements including length, width and thickness

4.5 Paths shall be concrete only, or concrete colored pavers.

4.6 Finishes such as, but not limited to, paint, stain; applied coloring, etc. are prohibited.

4.7 Any additions or changes to driveways, walkways and paths require approval for material, color, location and size prior to construction by the ARC.

4.8 Waterproofing, sealing, and staining with manufacturer and product reference with sample chips.

5 LANDSCAPING

5.1 Preface

5.1.1 This section applies to all projects involving architectural site improvements, new lawns, new plant beds, new trees, new bushes and new flowers as well as the subsequent maintenance of landscaped areas at home sites.

5.2 New Work

5.2.1 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all architectural site improvements including porches, patios, driveways, free standing light fixtures, mail boxes and landscaping work.

5.2.2 Application must include all plants, plant sizes and color of flowering plants, and the location of each plant

5.2.3 Application must include the geometry of all plant beds and a narrative describing the intended plant bed cover and depth

5.2.4 Landscaping should be designed to be compatible and aesthetically similar with the surrounding environment,

5.2.5 Other work and finishes as specified in these Guidelines

Landscape Beds

5.2.6 All flower and shrubbery beds including open areas surrounding trees, flowerbeds, plantings beds, tree base areas, etc. must be covered with straw, bark mulch or decorative gravel.

5.2.7 Tree base areas in the strip in front of homes must be covered with straw by the homeowner

5.2.8 Artificial plants, shrubs, etc. of any kind are prohibited and should not be used in any landscaping or planting bed in the front of any home.

5.3 Property Maintenance

5.3.1 Homeowners are responsible for:

5.3.1.1 Maintaining their lots within the boundaries of their lot lines

5.3.1.2 Cutting and edging their lawns to a height that does not exceed 4 inches including the grass strip in front of their homes

5.3.1.3 Maintaining their property whether there is a home on it or not and whether the house is occupied or vacant

5.3.1.4 Maintain trees on their property such that they are not diseased or decaying



- 5.3.1.5 Maintain their property to keep it free of weeds, trash, rubbish and debris.
- 5.3.1.6 As a general rule lawns should be mowed at least once per week depending on the growing season.
- 5.3.1.7 Application of fertilizer, weed control, etc. is the responsibility of each Owner to maintain their property as prescribed.

Yard Weeds and Mowing - Many yards are overrun by “clover” and various weeds that are highly invasive and spread from yard to yard, thereby causing problems for your neighbors. Controlling weeds: Summer is the season to get those growing weeds removed before they bloom and disperse seed for next year. Targeted “postemergent” herbicides are designed to kill broadleaf weeds without harming turf grass. Refer to the following links on controlling weeds, including clover, for both chemical and the natural control of weeds.

<http://www.wikihow.com/Control-Lawn-Weeds>

<https://www.bobvila.com/articles/how-to-get-rid-of-clover/#.WPjF5lQpCf0>

- 5.3.1.8 Canker Worms - Canker worms are best treated in the fall with bands around your trees. However, given that this time the worms are dropping (approximately a 3-week period), please see the link for treatment of Canker Worms.
<https://www.treehelp.com/cankerworms>

6 FENCES

- 6.1 This section applies to all projects involving fencing
- 6.2 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all fences and include all abutter fences
- 6.3 All fencing must be of a solid (privacy) white vinyl style fence.
- 6.4 Gates must have the ability to be secured and locked (latch, lock, etc.)
- 6.5 Fences must six (6) feet in height when measured from the ground.
- 6.6 Fences must be installed with the grade of the land.
- 6.7 Fences must be maintained in "like new" condition with any items such as, but not limited to, structural damage, discoloration, etc. to be repaired or promptly replaced in no more than two weeks following damage.

7 RETAINING WALLS

- 7.1 This section applies to all projects involving retaining walls
- 7.2 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all retaining walls including all sizes, lengths, heights, widths, and etc.
- 7.3 Applicants must obtain all necessary permits and other government approvals that may be required associated with the proposed construction prior to the start of construction (refer to Article III,



section 3.5 of the Glenridge Master Association Declaration.)

8 SATELLITE DISHES AND COMMUNICATIONS ANTENNAS

- 8.1 No communications or television-receiving dishes over 36 inches in diameter are allowed.
- 8.2 All satellite dishes and communications antennas must be installed at the rear of the property and/or located so that they are screened from view from the street. **Any deviation of this requirement must be accompanied by a letter.**
- 8.3 Satellite dishes are prohibited in front yards.

9 MAILBOXES

- 9.1 Mailboxes must be black and conform to the type, style, and size of the community-wide standard. Numbers may be gold or white. See below pictures



10 EXTERIOR ACCESSORIES

10.1 Awnings

- 10.1.1 All awnings, retractable and fixed, require ARC approval prior to construction/installation.
- 10.1.2 Awnings must be of a color complimentary to the exterior of the house.
- 10.1.3 Tassels of any type are prohibited.
- 10.1.4 Fabric must be acrylic fabric.
- 10.1.5 Awnings are limited to use over decks or patios at the rear of houses.
- 10.1.6 Manufacturer's brochure and a sample of the proposed awning fabric must be attached to the ARC application.
- 10.1.7 The ARC reserves the right to reject any colors and/or patterns.

10.2 Jacuzzis and Hot Tubs

- 10.2.1 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all Jacuzzis and hot tubs
- 10.2.2 They must be located in the rear of the property such that they are screened from view from the street
- 10.2.3 They must be installed as an integral part of the patio.
- 10.2.4 The applicant is responsible for compliance with all Cornelius, county, state and Federal ordinances, laws and restrictions including fences and covers and other related ARC guidelines.

10.3 Swimming Pools

- 10.3.1 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location of swimming pools
- 10.3.2 In-ground and above ground swimming pools must be located in the rear of the property
- 10.3.3 Small toddler collapsible pools must be



- 10.3.3.1 Drained frequently to reduce the breeding of mosquitoes
- 10.3.3.2 Removed from sight of the street after use, daily
- 10.3.4 The applicant is responsible for compliance with all Cornelius, county, state and Federal ordinances, laws and restrictions including fences and covers and other related ARC guidelines.

11 COMMON AREA MAINTENANCE

- 11.1 The HOA is responsible for maintaining all common areas in the community including:
 - 11.1.1 The main entrance area
 - 11.1.2 The gazebo area
 - 11.1.3 The picnic areas
 - 11.1.4 The rear entrance area.

12 OUTDOOR DECORATIONS AND ACCESSORIES

12.1 Outdoor Furniture

- 12.1.1 Outdoor furniture shall be limited to such types as are designed and sold for outdoor and patio use
- 12.1.2 Outdoor furniture must be kept in good repair at all times so as not to present a danger nor harbor pests.
- 12.1.3 Outdoor furniture use is limited to front porches and in back yards.

12.2 Exterior Lighting

- 12.2.1 This section applies to exterior landscape type light and seasonal lighting
- 12.2.2 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all permanent exterior lighting.
- 12.2.3 Permanent exterior lighting must be located as not to interfere with the privacy of neighboring homes
- 12.2.4 Portable ground landscape lights do not require ARC approval provided they are white, are limited to 2,000 lumens and are directed towards the house, landscaping and/or ground.
- 12.2.5 Decorative holiday lights do not require ARC approval for use from Thanksgiving to January 15.

12.3 Seasonal Decorations

- 12.3.1 Seasonal decorations do not require ARC approval provided they are used no more than two weeks prior to the holiday and two weeks after the holiday.
- 12.3.2 Where side yards face a street (as with a corner lot), care should be taken when proposing improvements. Homeowners will be required to apply the same standards that apply to front yards to maintain the aesthetics of the neighborhood.
- 12.3.3 The ARC reserves the right to consult with a homeowner should decorations exceed the common practice observed throughout the Association or they appear excessive and compromise the aesthetics of the neighborhood.

12.4 Birdbaths and Birdfeeders

- 12.4.1 The ARC reserves the right to consult with a homeowner should the quantity of birdbaths and / or birdfeeders exceeds the common practice observed throughout the Association or they



appear excessive and compromise the aesthetics of the neighborhood.

12.4.2 Birdbaths, Birdfeeders and Birdhouses do not require ARC approve when placed in the front yard provided they measure no larger than twenty (20) inches in diameter for a birdbath, and one foot by one foot (1'x V) for feeders and houses.

12.4.3 The pole/post height cannot exceed six (6) feet.

12.5 Garden & Lawn Ornaments and Fountains

12.5.1 This section applies to garden, lawn and seasonal ornaments and fountains that are permanent fixtures in front yards that are intended to be permanent or larger than 2' high, 3' wide and / or 3' deep.

12.5.2 The number of fountains, permanent or large lawn ornaments in the front yard and two side yards is limited to three (3) such items.

12.5.3 A plot plan drawn to scale with dimensions must be submitted indicating the proposed location(s) of all fountains, permanent or large lawn ornaments if they are to be installed in the front yard or either side yard.

12.5.4 Fountains and semi-permanent ornaments in the rear yard do not require ARC approval as long as they are no larger than 4' in height as long as they are not a haven for pests such as mosquitos.

12.6 Flagpoles and Flags

12.6.1 Freestanding flagpoles are not permitted.

12.6.2 Flags, which, in the ARC's judgment, tend to incite or antagonize in a racial or other socially conflicting manner are not permitted.

12.6.3 Flags meeting the following previous and following criteria do not require ARC approval:

12.6.3.1 Single flagpoles that do not exceed two (2) inches in diameter and sixty (60) inches in height may be mounted on the front of houses.

12.6.3.2 North Carolina and United States flags, only, shall not exceed 4'x 6' in size per section 47F 3-121 (1) of the Planned Community Act.

12.6.3.3 Other flags shall not exceed 3'x 5' in size.

12.6.3.4 Flags must be maintained in good condition and shall not be displayed if mildewed, tattered, or faded.

12.6.3.5 If displaying a United States or a North Carolina flag, homeowners are requested to follow the rules for flying American flags; see Title 4, United States Code, Sections 5-10. This web address provides specific guidance when flying or displaying the American Flag. There are others on the web, so please ensure your respectful compliance. <http://www.ushistory.org/Wbetsy/flagetig.html>

13 **SPORTS & RECREATIONAL EQUIPMENT**

13.1 Outdoor Exercise Equipment

13.1.1 Outdoor exercise and play equipment must be located within building setback lines, as required by local/state building code and conform to all applicable Glenridge ARC requirements.

13.1.2 These items must be located in rear yards, including but not limited to trampolines, collapsible toddler pools and must be located to be screened from view of the street.



13.2 Inflatable Play Structures

- 13.2.1 The large inflatable play structures are allowed for special events
- 13.2.2 Said items must be removed within 48 hours from the time originally set up.
- 13.2.3 Said items cannot infringe on the property of others.
- 13.2.4 The homeowner is responsible for any and all state and local zoning / approval requirements and liability of use / operation of said structures.

13.3 Basketball Goals

- 13.3.1 Permanent basketball goals are not allowed on private property within Glenridge.
- 13.3.2 Portable, free standing basketball goals are permitted as long as:
 - 13.3.2.1 Backboards must be mounted perpendicular to the street.
 - 13.3.2.2 Goal posts must be at least 15 feet from the street.
 - 13.3.2.3 Goal posts must be at least six feet inside the homeowner's property line.
 - 13.3.2.4 Goal posts, backboards and nets must be kept in good condition at all times.
 - 13.3.2.5 Use of goals shall provide for safety of players and pedestrians.
 - 13.3.2.6 Goals cannot be located in any area that could potentially damage neighborhood property.
 - 13.3.2.7 When not in use, goals must be removed from the street and placed either in a garage or in a location on the side of the.

13.4 Bicycles and Other Equipment

- 13.4.1 Homeowners shall take care of play equipment in order to prevent theft, provide for others safety.
- 13.4.2 Play equipment placed/used in front yards shall not remain overnight as a permanent fixture and shall be removed consistently as stipulated within this document to maintain a safe environment.

14 GENERAL MAINTENANCE

- 14.1 Homeowners shall keep their property, whether occupied, unoccupied or rented, free of tall grass (< 4" in height), dead or decaying trees, weeds, trash, rubbish and debris of any kind.
- 14.2 All property, including improvements, in Glenridge shall be maintained in a good state of repair / condition such that is always attractive, clean, neat and orderly condition.

15 HOME EXTERIORS

15.1 Purpose

- 15.1.1 The purpose and intent of this requirement is not to discourage personal choices, but to maintain consistency throughout the neighborhood within the original color schemes.

15.2 Exterior Changes

- 15.2.1 Any change to any exterior of any home including changes to the original materials or colors to, but not limited to, siding, roofing, and other exterior elements or fascia must be approved, in advance, by the ARC.



15.3 General Appearances

- 15.3.1 Just as stated in the GDRC it is the responsibility of each owner to maintain his or her property in accordance to these guidelines and the GDRC.
- 15.3.2 For resident security and general aesthetic appearances, residents should keep their garage doors in the closed position whenever possible.
- 15.3.3 Storing any item in a garage that prevents any garage door from closing completely is prohibited and is considered a violation of the ARC guidelines.²
- 15.3.4 For resident security, residents should consider leaving their porch lights on overnight.

15.4 Garbage/Recyclables

- 15.4.1 All **trash** and recycle bins **must** be screened from view of the street **either behind a fence, hidden by lattice work or hidden by bushes** when being stored (including side streets for corner lots).
- 15.4.2 A screening barrier may be deployed subject to the approval of the ARC.
- 15.4.3 Garbage containers cannot be placed at the street before 7pm the evening prior to the collection day and should be removed from street by 7 pm on the collection day.

15.5 Painting

- 15.5.1 There are two styles of homes in Glenridge. The first built homes have a hardi-plank siding, while the later built homes have vinyl siding. Please note that ARC approval is required **PRIOR** to painting your home and you must submit an ARC Request form. Be aware that when choosing darker colors, homes with hardi-plank siding will be subject to more fading from sunlight, and therefore will need to be repainted sooner. See the following links for information when painting hardi-plank homes:
<http://www.house-painting-info.com/articles/painting-cement-board-siding/#.WPjHZlQpCf0>
<http://www.southwestexteriors.com/paint-hardiplank-installation/>

15.6 Cedar Shingles

- 15.6.1 Please note picture #1 shows a home with severely weathered shingles that must be rectified. The remaining pictures depict homes that have redone their shingles in manners in keeping with the original declarant's intent of "earthtone colors of browns, tans and natural looks." Please see the following links for ideas on maintenance/retouching of cedar shingles:



- <http://www.paintquality.com/en/advice-and-tips/faq/exterior/cedar-shakes>
- <https://www.angieslist.com/articles/how-maintain-cedar-shake-siding.htm>
- <http://www.paintcenter.org/rj/jun09o.cfm>
- http://www.paintpro.net/articles/pp701/pp701_shakes_shingles.cfm



16 **SIGNS**

16.1 Garage Sale Signs

16.1.1 Garage sale signs do not require ARC approval if they are placed in the yard the day before the sale and removed no later than the day after the sale.

16.2 Contractor Advertising Signs

16.2.1 All home repair/remodeling contractor-advertising signs are only allowed in the front yard of property during the duration of the construction.

16.2.2 Upon completion of construction the sign must come down.

16.3 Other Signs

16.3.1 Signs other than Garage Sale signs and Contractor signs require ARC approval prior to being placed on any property in Glenridge.

16.3.2 Installation of signage outside the property boundaries of an owner shall be at their own risk and owner shall assume all liability for placement including fines.

16.4 Sign Permits

16.4.1 Owners are responsible for any state and local compliance to ordinances and permits



Glenridge Homeowner Association of North Carolina, Inc. (GHA)
Application for Approval of Architectural Improvements

The Architectural Review Committee reserves the right to request more information to clarify this request. Requests for multiple changes should be submitted separately. Installation prior to proper approval will subject the homeowner to penalties and / or fines.

Approvals are valid for One (1) year only from date of approval.

A. Applicant

Name: _____

Site Address: _____

Lot: _____ Block: _____

Work Phone: _____ Home Phone: _____

B. Type of Modification

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fence | <input type="checkbox"/> Exterior Painting |
| <input type="checkbox"/> Deck / Patio | <input type="checkbox"/> Outbuilding | <input type="checkbox"/> Porch |
| <input type="checkbox"/> Playground Equipment | <input type="checkbox"/> Other _____ | |

C. Collateral Information Required:

- | | |
|--|--|
| 1. Location | 11. Utilities |
| 2. Size | 12. List of items being removed including size of plants by kind |
| 3. Color by Location | List of items being added including plants by kind |
| 4. Contractor | 13. List of items being added including plants by kind |
| 5. Contractor's NC License # | 14. Photographs of the existing conditions prior to construction |
| 6. Copy of property survey with proposed changes accurately located on property plan | 15. Copy of Building Permit must be delivery to the HOA prior to the start of construction |
| 7. Plans and Materials Specifications | 16. Edge treatments at plant beds |
| 8. Roof Design | |
| 9. Exterior Finish | |
| 10. Dimensions to existing structures and property lines | |

Estimated Start Date: _____ Estimated Completion Date: _____

I request design approval and grant permission to the Glenridge Homeowners Association representatives to enter the property to consider the request; to inspect the approved changes during installation / construction; and to inspect the work upon completion to confirm compliance.

Applicant: _____ Date: _____

Design Approval: Yes Conditional

Approved By: _____ Date: _____

Remarks / Special Comments: _____
