

**Introduction,  
General Information,  
And Design Guidelines  
For  
Stoneridge Farm  
May 2022**

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## **Introduction**

### **A. Purpose of Design Guidelines**

The Design Guidelines (“Design Guidelines”) for Stoneridge Farm provide an overall framework and comprehensive set of standards and procedures for the development of the Community in an orderly and cohesive manner. These standards have been developed to assist in the landscaping and Architectural of Units within Stoneridge Farm; these standards do not cover the initial construction of Units within Stoneridge Farm. The standards set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage and lighting. In addition, the Design Guidelines establish a process for review of proposed Architectural to Units to ensure that all sites within the Community are developed and maintained with the consistency and quality that attracted you to Stoneridge Farm in the first place.

### **B. Governmental Permits**

To the extent that Wake County ordinances or any local government ordinance, building code or regulation requires a more restrictive standard than the standards set forth in these Design Guidelines or the Declaration of Covenants, Conditions, and Restrictions for Stoneridge Farm (the “Declaration”), the local government standards shall prevail. To the extent that any local government standard is less restrictive, the Declaration and the Design Guidelines (in that order) shall prevail.

### **C. Preparer**

These initial Design Guidelines have been prepared by the “Declarant” and adopted by the Declarant pursuant to the Declaration. The Design Guidelines may be changed and amended to serve the needs of an evolving community pursuant to the procedures set forth in the Declaration.

### **D. Applicability of Design Review**

Unless otherwise specifically stated in the Declaration or these Design Guidelines, all plans and materials for major landscaping or exterior Architectural of improvements on a Unit must be approved before any construction activity begins. Unless otherwise specifically stated in these Design Guidelines, no structure may be erected upon any Unit (other than the original residence initially constructed upon such Unit), and no improvements (including staking, clearing, excavation, grading and other site work, exterior alteration of existing improvements) shall take place without receiving the prior written approval of the Architectural Committee (the “AC”) as described below. Where these Design Guidelines specifically allow an Owner to proceed without advance approval, such allowance shall only be effective so long as the Owner complies with the requirements of the stated guideline.

Owners are responsible for ensuring compliance with all standards and procedures within these Design Guidelines. Owners are also governed by the requirements and restrictions set forth in the Declaration and any applicable Supplemental Declaration. In particular, Owners should review and become familiar with the Use Restrictions applicable to Stoneridge Farm set forth in the Declaration, which address restricted and prohibited activities and conditions within the Community.

These Design Guidelines shall not apply to the activities of the Declarant, or to improvements to the Common Area by or on behalf of Stoneridge Farm. (“Association”).

### Review Structure

The powers of the AC will remain with the Declarant until such time as the Declarant has transferred control of the HOA to the homeowners. The powers of Architectural control can be through the Architectural Committee (the “AC”), whose members shall be appointed by the Board of Directors of the Association (“Board” or “BOD”).

The AC has exclusive jurisdiction over all matters relating to Architectural to existing structures and landscaping, as set forth in the Declarations. The AC shall review plans and specifications for all Architectural and landscaping on any Unit, shall be the conclusive interpreter of these Design Guidelines, shall monitor the effectiveness of these Design Guidelines, and may promulgate additional design standards and review procedures consistent with these Design Guidelines.

## Architectural Committee

### DESIGN REVIEW PROCEDURES

#### Review of Architectural

The review of Architectural shall require the submission of an application to the Property Management Company who will forward the application to the AC for review. Depending on the scope of the Architectural application, the AC may require the submission of all or some of the plans and specifications listed below. In the alternative, the AC may require a less detailed description of the proposed Architectural.

#### Plans to be Reviewed

The AC will require one set of any of the following plans for Architectural, if applicable to the proposed Architectural, in addition to the submission of an application and possible pictures.

#### Survey Map

An official recorded survey map/plot plan of the property, showing the property lines and the exact placement of the dwelling. This is a requirement for almost all types of applications (one exception would be painting requests)

#### Floor Plan

Showing decks, patios, stoops, retaining walls related to the residential dwelling, trash enclosures, HVAC equipment and utilities, and the screening for same, interior spacing of rooms, and connections to driveways and walkways.

#### Elevations

Front, rear and side exterior elevations showing building materials and finishes, and indicating the maximum height of the residential dwelling.

#### Roof Plan

Showing slopes, pitches and gables, unless reflected in the other plans.

#### Exterior Finishes

Showing the exterior color scheme (including manufacturer, paint number, samples and color chips, if applicable), lighting scheme and other details affecting the exterior appearance of the proposed improvements.

### Landscaping Plan

Showing location of trees, protection of existing vegetation, use of plants, and other landscaping details.

### Other

Such other information, data, and drawings as may be reasonably requested, including, without limitation, irrigation systems, drainage, lighting, satellite dish placement, landscaping, and other features.

## Review Criteria; Recommendations Variances

While the Design Guidelines are intended to provide a framework for Architectural changes, the Design Guidelines are not all-inclusive. In its review process, the AC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. The decisions of the AC may be based on purely aesthetic considerations; provided, the AC shall not grant approval for a proposed Architectural application that is inconsistent with the Design Guidelines unless the AC grants a variance. Each Owner acknowledges that opinions on aesthetic matters are subjective and may vary as members of the AC change.

The AC shall have the authority from time to time to adopt and revise lists of recommended landscape materials. The AC may, in its sole discretion, provide that the lists of recommended materials constitute “approved materials” and that the installation of such materials requires no approval. Alternatively, the AC may provide that the purpose of the list(s) is merely to provide guidance and that installation of recommended materials does not relieve the Applicant from any obligations set forth in these Design Guidelines to acquire approval prior to installation.

Variances may be granted in some circumstances (including, but not limited to, topography, natural obstructions, hardship, or environmental considerations) when deviations may be necessary. The AC shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration (Covenants). No variance shall be effective unless in writing, signed by the liaison of the AC with the support of a majority of the members of the AC.

## Review Period

Each application and plan submittal shall be approved or disapproved within 30 days of receipt of all materials required by the AC. The plans, if requested by the applicant, shall be returned to the Applicant, accompanied by the AC’s decision. Two copies of the plans shall be retained for the Management Company’s and the AC’s records. The AC’s decision shall be rendered to the homeowner by the Property Management Company in writing using an architectural control response form:

Approved – The entire application as submitted is approved.

Conditionally Approved – The application is not approved as submitted, but the AC’s suggestions for curing objectionable features or segments are noted. The Applicant must correct the plan’s objectionable features of segments, and the Applicant may be required to resubmit the application and receive approval prior to commencing the construction or alteration.

Disapproved – The entire application as submitted is rejected in total. The AC will provide comments regarding its decision.

**If the AC fails to respond within 30 days from receipt of completed application (receipt shall be defined as the date stamped on the application upon receipt and upon email receipt to applicant), application shall be deemed approved.** The AC makes every effort to approve all applications within 30 days of receipt but it is the homeowner’s responsibility to follow up with Property Management Company and check on the status of their application. All Architectural must be consistent with the Declaration or the Design Guidelines, unless the AC has granted a written variance.

As a condition of approval under this Section, each Owner and all successors-in-interest shall assume all responsibilities for maintenance, repair, replacement, and insurance to and on any change, Architectural, addition, or alteration. The AC may require an Owner to acknowledge such responsibilities in a recordable written instrument.

#### Appeal

Any Applicant shall have the right to appeal a decision of the AC by resubmitting the information, documents set forth above; however, such appeal shall be considered only if the Applicant has altered the plans for Architectural or has new information which would, in the AC opinion, warrant reconsideration. If Applicant fails to appeal a decision of the AC to the Board of Directors, the AC decision is final. In the case of a disapproval and resubmittal, the AC shall have 15 days from the date of each resubmittal to approve or disapprove any resubmittal. The filing of an appeal does not extend any maximum time period for the completion of any Architectural. See Section 2.03 for further information regarding the appeal process.

#### Wake County Approval

The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of County or other governmental authorities. It is the responsibility of Applicant to obtain all necessary permits and approvals.

#### Implementation of Approved Plans.

All work must conform to approved plans. If it is determined by the AC that work completed or in progress on any Unit is not in compliance with these Design Guidelines or any approval issued by the AC, the AC shall, directly or through the Board of Directors, notify the Owner in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and shall require the Owner to remedy the same. If the Owner fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period state in the notice, then such noncompliance shall be deemed to be in violation of the Declaration and these Design Guidelines.

### Time to Commence

If construction does not commence on an Architectural for which plans have been approved within 3 months of such approval, such approval shall be deemed withdrawn, and it shall be necessary for the Applicant to resubmit the plans to the AC for reconsideration. The Applicant may request an extension of the commencement time period not less than three days prior to the expiration of that time period, which the AC may approve or disapprove, in its sole discretion.

### Time to Complete

The AC shall include in any approval a maximum time period for the completion of any Architectural. If no maximum time period is specified in the approval, the Architectural shall be completed within 6 months of its commencement. The Applicant may request an extension of such maximum time period not less than three days prior to the expiration of the maximum time period, which the AC may approve or disapprove, in its sole discretion.

### Changes after Approval

All proposed changes to plans, including changes that affect the exterior of any building, colors, windows, grading, paving, utilities, landscaping or signage, made after the approval of plans must be submitted to and approved in writing by the AC prior to implementation. Close cooperation and coordination between the Applicant and the AC will ensure that changes are approved in 15 days.

If Wake County or any other authority having jurisdiction requires that changes be made to final Architectural plans previously approved by the AC, the Applicant must notify the Property Management Company of such changes/requirements and receive approval from the AC prior to implementing such changes.

## **Enforcement**

### Enforcement/Waiver

In the event of any violation of these Design Guidelines, the Declarant or the Board may take any action set forth in the By-Laws or the Declaration, including levying a Specific Assessment pursuant to the Declaration. The Declarant or the Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Declarant or the Board shall be entitled to recover the costs incurred in enforcing compliance and/or impose a fine against the Unit upon which such non exists.

When there is a documented violation on any property in Stoneridge Farm community, no further architectural requests can be submitted to or processed by the AC, unless all previous violations have been corrected for that property.

Approval of plans for any proposed Architectural shall not be deemed to constitute a waiver of the right to withhold approval as to any similar proposals subsequently submitted for approval.

#### **1. Management Company**

- a. The Management Company, under contract to Stoneridge Farm, shall be responsible for conducting field inspections of Stoneridge Farm to identify problem areas and violations. Inspection reports consisting of all sections shall be included in Board packets for all members of the Board of Directors. Inspections identifying areas requiring immediate action shall either be acted upon immediately by the inspector, reported to the Community Manager for appropriate action, or the appropriate liaison notified as soon as possible.
- b. The Management Company shall receive complaints from any source regarding problem area and violations requiring possible enforcement action in Stoneridge Farm. The Management Company shall document all complaints received and forward them to the appropriate person(s) for action or act upon them depending upon the nature of the complaint.
- c. The Management Company shall perform those functions related to enforcement action as directed by the Board.
- d. The Management Company shall keep appropriate committee liaisons informed and keep the Board informed through the President or other designated person(s), and by other appropriate means, of enforcement actions taken and of potential problem areas where enforcement may become necessary.

### ***The Enforcement Process:***

#### **1. Identification and Investigation of Violations:**

- a. For architectural violations, the AC and the Management Company are primarily responsible for identification of violations and investigation to determine if an architectural violation has occurred.

#### **2. Enforcement Action:**

- a. Architectural Control Violations
  - 1) For enforcement action involving Architectural Control Violations, the Management Company is primarily responsible for initial enforcement action regarding minor architectural or landscaping changes without AC approval and architectural or landscaping changes begun or completed after application for AC approval but before actual approval.
  - 2) For enforcement action involving major architectural or landscaping changes without AC approval and architectural or landscaping not consistent with AC approval, the Management Company is primarily responsible for initial enforcement action as approved by the AC.

### ***Architectural Control Enforcement***

#### **• The AC has authority under the covenants to:**

- a. Enter and inspect any property for the purpose of determination by the AC whether there exists any construction of any improvement, which violates the term of any approval of the AC or the terms of the Covenants. This power shall be exercised in a reasonable manner and nonconsensual entries shall not be made without express approval of the Board of Directors.
- b. Enforce architectural standards.
- c. In its discretion, release existing improvements from restrictions or encroachments they violate in appropriate circumstances.
- d. In its discretion, grant waivers for minor deviations and infractions if appropriate.

#### **• The Architectural Enforcement Process:**

- a. The AC shall maintain close liaison with the Management Company to identify violations and to process complaints in a timely manner. Field inspection reports, related to architectural violations, are reported to The Board of Directors by the Management Company in their monthly report. The AC shall also initiate proactive measures to identify violations and report them to the Management Company.

- b. All complaints received by the Management Company alleging architectural violations shall be investigated on a property inspection; the President of the Board of Directors may also be contacted.
- c. All complaints received by members of the AC alleging architectural violations shall be reported to the Management Company.
- d. All complaints received by members of the Board of Directors alleging architectural violations shall be reported to the Management Company.
- e. Upon receipt of information concerning potential or alleged architectural violations, the AC shall determine the nature of the violation within the following categories:
  - 1) Architectural or landscaping changes without AC approval.
  - 2) Architectural or landscaping changes not consistent with AC approval.
  - 3) Architectural or landscaping changes begun or completed after application for AC approval but prior to actual approval.
- f. The AC may investigate alleged violations or may request the Management Company to conduct such investigations. In appropriate cases, professional technical assistance, such as engineers, may be used if approved by the Board of Directors in advance. The President of the Board of Directors shall be notified of the initiation of such an investigation as soon as possible. The different categories of violation shall require different investigative responses.

- 1) **Major architectural or landscaping changes without AC approval** such as construction of a deck, fence, parking pad or other structure; cutting a substantial number of trees; filling large areas; or similar major changes shall require a formal, comprehensive investigation with full documentation in their files relevant to the allegations or verify that no request was submitted. The Management Company, the AC, or both, shall make visual observations of the alleged violation to the extent possible. Photographs should be taken if feasible. Interviews of the owners involved may be conducted if appropriate in the circumstances, but at least two members of the AC or Board of Directors or Management Company should be present and no promises should be made during the interview. Other investigative actions may be taken as appropriate. In cases of **Minor architectural or landscaping changes without AC approval**, the AC shall investigate or refer these cases to the Management Company for investigation, at their discretion.
- 2) **Architectural or landscaping changes not consistent with AC approval.** In these cases, the Management Company shall compile a packet for the AC or Board of Directors of all architectural requests and other documentation in their files relevant to the alleged violation and forward it to the liaison of the AC or Board of Directors. The AC or Board of Directors shall conduct an investigation or ask the Management

Company to conduct such an investigation to verify that the improvements were actually not consistent with the AC approval.

- 3) **Architectural or landscaping changes begun or completed after application for approval but prior to actual approval.** The AC shall investigate or cause the Management Company to investigate these allegations as quickly as feasible if the work is still in progress. If the work has been completed, the investigation shall proceed as determined by the AC.

g. **Notice:**

- 1) The Management Company will mail one notice to any owner in violation, noting the violation and requesting compliance by a certain date to avoid penalties. In the case of work in progress, a letter shall be sent by the Management Company within 1-3 business days informing the appropriate persons to cease the work immediately, explaining the violation and, in addition, giving the violator a set but reasonable amount of time to correct the violation.
- 2) A site inspection will be performed after the date outlined in the notice. If the violation has been corrected, the matter will be closed. A remaining violation will result in further compliance actions. Normally only one notice would be provided, but the AC, with Board approval may extend the grace period based on individual circumstances or issue subsequent notices if necessary.

h. **Enforcement options** shall include the following:

- 1) If the corrective action demanded by the notice is taken within the specified time and completed in a satisfactory manner, no further enforcement options will normally be appropriate.
- 2) If work is not ceased upon demand, corrective action demanded is not taken within the specified time, or the corrective action taken is not satisfactory, the following actions may be appropriate:
  - Place a hold on all other pending architectural request submitted by the homeowner
  - Impose fines in Accordance with the North Carolina Planned Community Act.
  - With approval of the Board of Directors, seek a temporary restraining order or injunction to stop any continuing work.
  - Require further corrective action.
  - Demand that unapproved architectural or landscaping changes be removed within a specified, but reasonable, period of time and impose fines if not accomplished by the applicable deadline.

- With the approval of the Board of Directors, hire appropriate contractors to correct the situation and charge the property owner, beyond any fines, for the cost of such corrective action.
- After notice and opportunity to be heard by the Board, suspend a member's voting rights and/or rights to use Association facilities for noncompliance with published rules and regulations of the Association.
- Other corrective actions that may be appropriate in the particular situation.

## **Disclaimer**

The Association, Declarant, AC, or any officer, employee, agent, director or member thereof shall not be liable for damages to any persons submitting plans and specifications for approval by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval, disapproval or failure to approve any plans and specifications. *Every person who submits plans and specifications for approval agrees, by submission of such plans and specifications, that it will not bring any action or suit against the Association, Declarant, or AC to recover any such damages.*

The purpose of the Architectural Standards is to provide guidance in preparing requests for architectural approval and set forth some of the standards applied by the AC. **These Architectural Standards are not all-inclusive and no inference should be made that the failure to include a particular type of exterior or landscaping change somehow exempts that change from the approval process.**

If any paragraph, section, sentence, clause or phrase of these Standards shall be or become illegal, null or void for any reason or shall be held by any court of competent jurisdiction to be illegal, null or void, the remaining paragraphs, sections, clauses, and phrases are severable and shall continue to be in full force and effect. In case of any conflict between the Declaration of Master Covenants, Conditions and Restrictions for Stoneridge Farm, the By-Laws of Stoneridge Farm, Inc. and these Standards, and other resolutions or rules adopted by the Board of Directors, the covenants shall prevail and thereafter, the Board shall determine which shall control and make corrections as needed by a majority vote.

These Standards supersede all previous guidelines or standards, and shall remain in effect until otherwise rescinded, amended, modified, or repealed by a majority of the Board of Directors.

## Guideline Summary

It is the interpretation of Stoneridge Farm that the provisions of these Guidelines apply to a wide variety of aesthetic considerations in the community. Every attempt has been made to include those considerations which have the potential to impact property values.

The following are examples of the types of changes, additions or deletions that would either:

1. **REQUIRE** submittal of an “*Architectural Request Form*”.
2. **NOT** require a submittal, or
3. Are **PROHIBITED**

**While every effort has been made to identify all aspects of change, the owner who has doubt if his/her situation is adequately addressed should contact the AC for guidance.**

Throughout this document the term “*changes*” shall include additions and deletions.

A. Types of changes which **REQUIRE** submittal/approval:

1. Changes to the exterior of the home, such as:
  - a. Addition of:
    - i. Awnings
    - ii. Decorative lighting
    - iii. Porches
    - iv. New living space/room additions
  - b. Appearance, such as:
    - i. Color
    - ii. Materials (such as siding)
2. Other exterior changes, such as:
  - + Fences
  - + Structures

B. Specific changes which **DO NOT** require a submittal (Please note that when the set specifications are not met, an application may be required. Please review each relevant section carefully):

- + Minor landscaping
- + Non-permanent children's play equipment (excluding trampolines)
- + Periodic repainting and re-staining with the existing color for maintenance
- + Pools (**only if fenced**)
- + Small, discretely located, garden plots in rear yards
- + Small statues in the rear yard (**only if fenced and cannot be seen from street**)
- + Decorative/seasonal flags

C. Special changes/items which are **PROHIBITED**:

- + Animals other than household pets
- + Chain-link and wire fences
- + Encroachment on other property
- + Metal storage sheds
- + Permanent clotheslines
- + Poor maintenance which tend substantially to decrease beauty or safety of the community
- + Window AC units

**Procedure  
For Requesting  
Architectural Approval**

## Application Instructions

### ARCHITECTURAL CONTROL APPLICATION INSTRUCTIONS

- STEP 1.** *Prior to any alteration, addition or improvement*, the property owner (not contractors or other parties) either requests the *Architectural Request Form* by phone or by mail from the Management Company. A n up to date version of the form can be obtained from Stoneridge Farm website: [www.realmanage.com](http://www.realmanage.com) through the Resident Portal or by calling 866-473-2573 or sending an email to [service@ciramail.com](mailto:service@ciramail.com).
- STEP 2.** If requested from the Management Company, the Management Company will promptly forward the *Architectural Request Form* to the property owner.
- STEP 3.** *Prior to any alteration, addition or improvement*, the property owner completes the application form and provides applicable information as requested on the application form. Reference should be made to the Architectural Control Standards for specific information needed for the proposed improvement, addition or alteration. All parts of the form shall be filled out and all pertinent information shall be included in the submittal. Incomplete applications shall be returned for additional information.
- STEP 4.** The property owner sends the completed form, along with any attachments or supporting documents required by the Architectural Control Standards to the Management Company for processing. **Applications must be emailed or faxed.** Applications left elsewhere (e.g. with a member of the AC, with a member of the Board of Directors, or with any other officer of the Association) will not be processed.
- STEP 5.** The Management Company will check for completeness and if complete the application will be marked with the date it is received in the office. The Management Company will then copy or electronically scan and distribute the dated application to the AC for processing.
- Note:** The Management Company may elect to send the electronic or faxed copy of the form to a member of the AC for completeness review (such as the chairperson of the AC). In that case, if the submitted form is deemed acceptable, it will be immediately forwarded by the AC representative to the rest of the AC members for review. Otherwise, the Management Company will be notified and a list of the deficiencies will be provided.
- STEP 6. Complete Applications: Complete applications received by the Management Company will be considered and acted upon by the AC normally within 30 days.**  
**Note:** An application may be received only on a regular business day.

**Incomplete Applications:** Applications that are submitted without all necessary attachments and supporting documents or with insufficient information shall be deemed administratively denied and returned to the applicant with a request for the missing documentation. Unless the architectural change is painting the house a different color, an official survey map is required with almost all applications. In addition, all supporting information regarding placement, dimensions, colors, materials, construction details, elevation info, etc. must be included, as necessary. Any calculation of time concerning the processing of an application will not start to run until the application and supporting documentation are complete. At that point, the Management Company will mark the application with a new (resubmission) date, copy or electronically scan and distribute the dated application to the AC for processing.

**STEP 7.** Committee members will review complete applications at a scheduled AC meeting or just communicate via email and approve or disapprove the application within thirty (30) days from receipt of the application by the AC. The AC may: (a) determine that an application is incomplete and request additional information, (b) approve the application, (c) conditionally approve the application, stating the conditions in writing, or (d) deny the application, stating the reasons for the denial in writing.

**STEP 8.** Upon its receipt of the Committee's decision on an application, the Management Company will mark the decision with the date that the decision is forwarded to the property owner and will then forward a copy of the decision to the homeowner. In the case of approval, the homeowner can begin the project immediately, as long as an approval has been received in writing. In the case of an administrative denial for insufficient information, the required information shall be listed on an appropriate form and provided to the homeowner. (Note: Any calculation of time concerning the processing of an application will not start to run until the application is complete.) In the case of approval with conditions, the conditions shall be listed on an appropriate form and provided to the homeowner and the homeowner may begin the project as long as the stated conditions are satisfied. In the case of "Disapproval" the reasons and/or requirements will be noted on the application. A property owner who is not satisfied with the Committee's decision on an application may (a) submit another different application (should the property owner want to resubmit another application, the thirty (30) day process starts again with each submittal) or (b) appeal the Committee's decision to the Board of Directors (Section 2.02).

## **The Appeal Process**

A homeowner has a right to appeal a decision by the Architectural Committee (AC) to the Board of Directors (BOD). The BOD will interpret the covenants and bylaws in a judicial manner as they pertain to the Architectural application, the AC's ruling, and any other evidence or testimony. The homeowner must present a written statement, along with relevant evidence. During the appeal hearing, expert testimony may be heard by the BOD and the BOD has the ability to ask questions of the homeowner at this time. After reviewing statements and evidence, and hearing testimony, the BOD will confer and rule in private.

### **A. Notice of Denial:**

Upon receipt from the AC of a final decision denying the homeowner's request, the Property Management Company shall forward the applicant a notice of denial of their request. The notice shall provide the applicant thirty (30) days to file an appeal of a final AC decision in writing to the Management Company. Administrative denials pending more information or for other reasons are not final decisions and are not appealable. Administrative denials are reconsidered by the AC and not the BOD. Once a final decision has been reached, then the time for appeal begins to run.

### **B. Homeowner: Notice of Appeal to the BOD**

When a decision of the AC is appealed, the homeowner must submit the following to the Property Management Company:

- 1) A letter stating a summary of the application and justification for the appeal.
- 2) All supporting information.
- 3) If all their neighbors' signatures were not obtained before the application was submitted to the AC, the homeowner is now obligated to do so, in order to prove that none of their neighbors are against it. If a neighbor refuses to sign the application, the homeowner can still submit their appeal to the BOD; however, they must disclose the name(s) of the neighbor(s) that refused to sign, so that the Board can discuss the appeal with them and avoid possible future hostility.

*Note: If any information is withheld by the homeowner during the architectural application or appeal process, it will be grounds for dismissal and will be given no additional opportunity for consideration.*

### **C. Transmittal to the BOD**

Upon receipt of the appeal by the Property Management Company, the original Notice of Appeal and all supporting paperwork shall be filed and copies will be sent to the Board of Directors and the Liaison of the AC. A copy of the Architectural Request, originally submitted by the homeowner must also be distributed to the above referenced members.

### **D. Appeal Process/Hearing**

The board has the following duties:

- 1) Ensure the Architectural appeal is the same as the one presented to the AC.
- 2) Review all information.

- 3) Schedule a hearing on the appeal, normally in conjunction with a normal Board Meeting after all supporting information has been reviewed and within sixty (60) days of receipt of the Notice of Appeal. The homeowner should then be notified of the hearing date and time by the Property Management Company, so that they can be given the opportunity to appear in person and defend their application.
- 4) The AC Liaison (or appointed substitute) should be present during the BOD meeting. In the absence of the homeowner, the AC Liaison will first present to the Board the reasons the application was not approved and clearly define the problems, based on all available information.
- 5) If present, the homeowner will then defend their application in front the BOD. The AC Representative may be present during this time, but they are not allowed to participate in any of the conversations.

After conclusion of the meeting with the homeowner, the BOD should discuss their thoughts and any possible issues with the AC Representative, in the absence of the homeowner. If the BOD members do not have the necessary expertise to come to a decision, an outside (unbiased) expert on the subject must be consulted to assist them in their decision. If any neighboring properties are affected by the Architectural in question, all neighbors must be contacted, informed of the situation, and asked for their input, especially if they did not sign the original architectural request.

**E. Decision of the BOD**

No decision shall be rendered at the hearing. The BOD shall report their decision within fifteen (15) days of the hearing, based on a majority vote, in writing. The BOD will provide a ruling, as listed below:

- Approve (overturn AC’s decision)
- Disapprove (uphold the AC’s decision)
- Request that the application be resubmitted to the AC with changes and/or more information.

A clear justification for the final decision must be provided. The Property Management Company shall forward copies of the Board’s decision and justification to the applicant and the Liaison of the AC.

**F. Conclusion of Appeal:**

**The AC has the following duties:**

- 1) Submit debated issues, and relevant rule interpretations in written form to the BOD.
- 2) Upon return of an application to the homeowner by the BOD, if the appeal was turned down, the AC should, if necessary:
  - Help the applicant during the implementation process, or
  - Help the applicant amend the application to conform to the covenants/bylaws for resubmission to the AC.

**The Applicant has the following duties:**

- 1) Must submit a complete application.
- 2) Operate in good faith to adhere to the covenants and bylaws.
- 3) Build or modify property according to the outcome of the appeal.
- 4) Offer truthful disclosure of all issues regarding their application.

**Architectural  
Standards**

## **Building Addition or Exterior Architectural**

*(Examples of additions include screened porches, sunrooms, new living space or storage areas that are physically attached to the main structure of the existing house. Examples of exterior Architectural include the addition of storm doors, gutters or similar Architectural.)*

### **Appearance:**

All building additions and/or Architectural will be reviewed on an individual basis. Generally, the AC will review materials, colors, location, scale and other details of the proposed addition or Architectural to determine compliance with the architectural intent of the existing structure and the relationship of the proposed neighborhood with specific emphasis given to the maintenance of a cohesive neighborhood architectural style that maintain the scale, detailing, materials, massing, color(s) and design intent of the original structure.

### **Location:**

In general, with the exception of building Architectural, the location for building additions will be governed by the maximum building area that is defined by the Town of Zebulon in respect to the minimum setback requirements from the property line. However, the AC reserves the right to reject applications, which may meet the Town of Zebulon setback requirements but fail to meet the objectives of the AC. The ARC will review each application on an individual basis and approvals will be granted on this basis. Prior approval of an application does not guarantee subsequent approval on the same or another property.

### **Materials:**

Materials for use on any building addition or Architectural must meet or exceed the quality of and be consistent with the materials used in construction of the original structure. Compliance with the **current** edition of the Town of Zebulon building codes will be considered meeting the **minimum** standards of construction. The AC reserves the right to require homeowners to **exceed** these standards if it is deemed necessary to maintain the architectural intent of the original structure. In general, the AC seeks to maintain the quality of materials and workmanship present in the original structure.

## **Requirements:**

All building additions and Architectural shall maintain proper drainage on the site. If a building addition is planned or an Architectural, which will affect drainage, homeowners are required to provide an engineered plan that details drainage patterns and runoff as a result of the addition/Architectural. This must be in compliance with the original storm water design.

**The changes specified below do not require approval if accomplished in accordance with the standards provided:**

1. **Storm doors:** Properly installed storm doors that are full height glass without cross members, white in color with narrow stiles. Color must match trim or door color.
2. **Gutters:** When properly installed, white, pre-finished, or color consistent with the house trim, aluminum gutters do not require approval. Other colors or materials require submission of an architectural request for approval. In addition, if the gutters cause a change in normal runoff patterns and quantities sufficient to impact the drainage on adjacent properties, submission of an architectural request for approval is required.

**Note: Homeowners are encouraged to discuss with their neighbors any proposed additions to the property. A survey map of the property and complete plans (design, materials, colors, etc.) must be included with any architectural request. The AC reserves the right to interview the affected neighbors regarding the proposed addition.**

## **Decks**

### **Appearance:**

Decks must remain natural in finish color. Natural colored, translucent stains may be used. Deck height is not restricted but is recommended to be no more than 15' in height from the ground. The size and styling of decks must complement the dwelling and be in proportion to the dwelling.

### **Location:**

Unless integral to the plan of the home, all decking must be confined to the rear of the dwelling and must not protrude past the sides of the building. Size and deck appearance will be significant factors for the Architectural Committee to make such an exception. Decks must be within the minimum setback requirements of the Town of Zebulon, however, final placement and approval will be determined by the AC and may be more restrictive than the Town setback requirements.

### **Materials:**

The deck shall be constructed of #2 or better pressure-treated lumber with galvanized hardware. A clear water seal is recommended but not a requirement for approval. However, it is recommended to use clear water seal or a color that matches the existing deck material. With approval from the Architectural Committee, exceptions to deck painting or stain color can be made on a case by case basis. In addition to wood, other materials, such as composite decking may be considered as alternatives to wood, in which case color coordination with the rest of the house is very critical.

### **Requirements:**

A building permit must be obtained from the Town of Zebulon and all required inspections successfully completed. All decks must meet the building requirements for the Town of Zebulon, in addition to this guideline. Proper drainage must be maintained around the deck and away from the foundation. The area under the deck must be properly maintained (e.g. grass). Otherwise, if the deck is low on the ground, the area under the deck must be treated with weed and grass killer and covered with landscape fabric and mulch or gravel. A lattice (wood or vinyl) may also be an option around the deck but it needs to be included with the deck application for approval. Color/material coordination with the deck and the house will be a significant factor in approving this type of screening.

**Note: Without a fence it is a violation to use the space under the deck as a junk storage area!** If the property does not have a fence the space under the deck must be clean, well-organized, and not visible from the street or any neighboring properties, if used for storage of outdoor items, such as garden hoses.

## Drainage

### Requirements:

Drainage of the Unit must conform to all Wake County requirements. All drainage and grading must be indicated on the plans approved by the AC. There shall be no interference with the established drainage pattern over any property except as approved in writing by the AC, subject to such approval of the owner of the Private Amenity as is required pursuant to the Declaration. The established drainage pattern is defined as the drainage pattern as engineered and constructed by the Declarant or approved builder prior to (or in some cases, immediately following) conveyance of title from builder to the individual homeowner. Owners may make minor drainage Architectural to their Units provided that they **do not alter the established drainage pattern and water is not redirected towards neighboring properties.**

Landscape plans shall conform to the established drainage pattern, shall cause water to drain away from the foundation of the house, and shall prevent water from flowing under or ponding near or against the house foundation. Water should flow fully over walkways, sidewalks or driveways into the street. The AC may require a report from a drainage engineer as part of landscaping or improvement plan approval. Sump pump drainage should be vented a reasonable distance from inside the property line to allow for absorption.

**All projects that cause any changes in the drainage pattern, water flow, and/or cause neighboring properties to receive water run-off require prior submission of an architectural request for approval. All neighbors' signatures (water-receiving properties), a survey map of the property, and elevation plans are a requirement for all drainage applications.**

## **Exterior Freestanding Detached Structure**

### **Definition:**

Examples of exterior freestanding detached structures include storage sheds, gazebos, doghouses, greenhouses, tents, etc.

### **Appearance:**

Generally, the AC will review materials, colors, location, scale and massing of the proposed structure to determine compatibility of the proposed structure to surrounding structures and sites. The intent is to preserve the architectural character of the neighborhood with specific emphasis given to the maintenance of a cohesive neighborhood architectural style. This “style” incorporates the scale, materials, details, massing, color and design intent of the original structures. Every application will be reviewed on an individual, case-by-case basis.

### **Location:**

All exterior freestanding detached structures will be confined to the rear yard. The location for these structures will typically be governed by the maximum building area that is defined by the Town of Zebulon in respect to the minimum setback requirements from the property line. However, the AC reserves the right to reject applications, which may meet the Town of Zebulon setback requirements but fail to meet the objectives of the AC. The AC will review each application on an individual basis and approvals will be granted on this basis. A prior approval of an application does not guarantee subsequent approvals on the same or other lot.

The placement of doghouses must also take into consideration safety concerns, noise minimization, the possibility of offensive odors, and not be visually offensive to neighbors and public areas. “Visually offensive” shall be judged by the AC applying a standard of reasonably objective, rather than just the subjective views of neighbors.

### **Materials:**

Materials for use on any detached structure will meet or exceed the materials used in construction of the original structure. Compliance with the “current” edition of the Town of Zebulon building codes will be considered meeting the “minimum” standards of construction. The AC reserves the right to require homeowners to **exceed** these standards if it is deemed necessary to maintain the architectural intent of the original structure. In general, the AC’s

objective is to maintain the quality of materials and workmanship that are present in the original structure.

Accessory structures, such as storage sheds, must be of similar architecture to the main home., with similar colors and characteristics. .

**Applications must include details of the foundation (e.g. concrete pad) or anchors for such structures.**

### **Requirements:**

All exterior freestanding structures shall maintain proper drainage on the site. If a structure is planned, homeowners are required to provide a plan that details drainage patterns and runoff as a result of the new structure.

If electrical service will be provided to the detached structure, the application must include details of how that service will be run and must comply with all applicable electrical codes and regulations. Overhead electrical service is not permitted in Stoneridge Farm.

The shed must be permanently affixed to the ground via a concrete slab floor or footings in the corners.

**\*\*\*Metal storage structures will not be approved.\*\*\***

All external detached freestanding structures must comply with all applicable Town of Zebulon regulations, ordinances, permit requirements and inspection requirements. The Town of Zebulon standards are the minimum requirement and Stoneridge Farm standards may be more stringent. A survey map of the property, exterior structure plans (including materials, dimensions, etc.) and its placement, as well as neighbors' signatures in view of the structure are required with each application. **According to local Town requirements, a building permit and inspection of the structure (and possible electrical work) by the Town of Zebulon may also be required. It is the responsibility of the homeowner to comply with local state and federal requirements even if they have previously received approval by Stoneridge Farm Architectural Committee.**

## **Fences**

### **Location:**

Fences shall follow the natural topography of the land.

Existing trees shall not be removed to place the fence without prior approval from the Architectural Control Committee. No fence will be allowed to be placed in an area marked as an easement. For fences including a swale: there must be adequate clearance at the bottom for drainage to avoid impacting adjacent neighbors and swales design. No fence shall be allowed to extend into the areas marked buffer on the plot plan. The Homeowner's Association will be responsible for maintenance of this area.

The fence shall be installed within one inch of the Homeowners property line and must allow neighbors to tie in to the existing fence in the future if needed. However, fencing on corner lots will need to be placed at least 10 ft. in from the property line.

Lots adjacent to any open space and/or common areas may have additional standards, i.e., Tying in, etc. Please contact the management company before submitting an application to receive more information.

The fence shall extend from the rear corners of the house in a direction toward the rear yard. The Architectural Control Committee will determine the final placement of the fence based on aesthetics and street appearance. If an applicant wishes to start their fence further up from the back corners, please be very specific on the plot plan as to how far it will come up.

### **Materials:**

In order to maintain a uniform style of fencing throughout Stoneridge Farm, an application must be submitted to the ARC Committee for approval prior to installation. Height is restricted to 72".

**Requirements:**

For yard fences, there shall be a minimum of one walk-through gate at least 4'-0" for access. Gates must be self-closing. All fencing must be maintained in an aesthetic and safe condition.

**A recorded survey map of the property, a drawing of the proposed fence (dimensions, placement, materials, etc.) and neighbors' signatures (adjacent to or in view of the proposed fence) are a requirement with the architectural request.**

**Garbage Can Containment, Privacy Screens  
and Other Enclosures**

**Location:**

Garbage cans and recycling bins must be kept either at the side of the house or in the backyard, with the exception of trash collection.

## **Lighting (Exterior)**

### **Appearance:**

Exterior lighting must be compatible with the architectural character of the neighborhood. Generally, low voltage accent lighting confined to planting beds or along walkways and on decks is acceptable. Other lighting devices, i.e., floodlights, high voltage spotlights, lampposts will be reviewed on an individual basis.

“Temporary” holiday lighting generally does not require approval from the AC; however, such “temporary” lighting and any associated wiring must be removed within a reasonable period after such holiday.

### **Location:**

Generally, low voltage accent lighting confined to planting beds or along walkways is acceptable. Floodlights and spotlights will generally be limited to rear and side yards. Specific approval shall be required for spotlights, floodlights or any other type of accent lighting on driveways and some additional landscaping may be required. All exterior high voltage lighting must have locations approved prior to installation. This guideline is not meant to be construed as discouraging security lighting systems, but only to control the source and spread of the light beam that may be intrusive to adjacent property owners. The application should include a diagram showing the proposed location of new lights and the lighted area.

### **Materials:**

Include a materials list and if possible, a picture or drawing of the proposed fixtures (including its exact location with the application). A survey map and neighbors’ signatures in view of the light(s) are also required.

### **Requirements:**

Beam spread from all light sources should be confined to the homeowner’s lot. On corner lots and locations where the lighting may affect drivers, care must be taken to ensure that spotlights and floodlights do not cause dangerous safety hazards by blinding oncoming traffic.

Any lamppost in the front yard must not exceed 8 feet with one lamp light (max. 60W) with the approval of the Board. If the lamppost is installed in the rear of the property, the total for all lights

must not exceed 100W. (For example, for a 4-light post, the maximum would be 4x25W.) The maximum height is defined as the top of the post or the light(s) (whichever may be greater).

All electrical installations must be in accordance with all applicable electrical codes and regulations.

**Approval is not necessary for the following:**

- Approval is not necessary for replacement of current light fixtures of a similar type and style.
- Approval is also not necessary for properly installed low voltage accent lighting along walkways and on the inside of decks, if the lights are at least five feet apart. If closer placement is desired, then an application must be submitted. Any low voltage spotlights or lights on the outside of decks require an application, if the light may shine onto adjacent property.

## **Maintenance**

### **Appearance:**

It is the responsibility of each homeowner to maintain his/her property in such a way that it adds to the overall beauty and harmony of the subdivision. Each homeowner should take this responsibility seriously, as failure to do so can negatively impact the value of your own property, surrounding properties, and the subdivision as a whole.

There are many areas in and around the home, which should be inspected, regularly to insure the property is in good repair. These include, but are not limited to:

- Lawn care
- Trimming of trees and shrubbery
- Landscaping
- Decks
- Fences
- Driveways and sidewalks
- Playground equipment
- Paint
- Roofing
- Debris and trash removal

### **Deterioration:**

If at any time the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the AC, a representative of the Management Company, or a combination of the two will be requested to make a site inspection. The committee will then make a recommendation for action to the Board of Directors. Appropriate action will be taken in accordance with the enforcement policies of Stoneridge Farm.

Based on the severity of the deterioration, the homeowner will be given a specified period of time in which to make the necessary repairs. If, after that time, the repairs have not been corrected to the satisfaction of the Board, the Board has the obligation of enforcement as described in the Declaration of Covenants, Conditions and Restrictions for Stoneridge Farm, the Enforcement Procedures policy of the Association, and other applicable regulations and policies. No architectural requests will be processed by the AC for that homeowner, unless the violation items have been corrected.

## **Painting (Exterior)**

### **Appearance:**

All exterior paint colors, shall be consistent with the initial paint application to maintain a variety as well as continuity with the surrounding homes. Siding paint shall be only a flat latex type of paint (no semi-gloss or gloss type paints are permitted). Trim paint may be semi-gloss.

Paint colors on additions and exterior detached structures shall be consistent with the dwelling and surrounding area.

### **Materials:**

Siding paint shall be Exterior Flat House Paint or equivalent. Trim and shutter paint shall be Exterior Acrylic or equivalent.

### **Requirements:**

Any changes to the original exterior paint colors (home exterior, trim, shutters, garage doors, etc.) must submit an Architectural Request.

Extremely bright colors (e.g. pumpkin orange, red, fluorescent colors, etc.) will not be approved. Color coordination is also important, not only on the same house (exterior-trim-doors and shutters) but also for the entire neighborhood.

Approval is **not** required if **ALL** exterior paint colors remain the same as the original ones.

**Parking Pads & Driveways**

**Appearance:**

The layout or design should preserve and compliment the original driveway and walkway. The surface shall be at the same level, same color and finish as the existing concrete drive and of a minimum thickness of 4 inches. Depending upon property configuration, screening with landscaping may be required to visually block the area from adjoining property owners.

**NOTE:** *Not all properties can accommodate a parking pad.*

**Location:**

Parking pads (driveway extensions) may be constructed adjacent to and contiguous with the original concrete driveway. The parking pad shall terminate in line with the existing parking pad.

**Dimensional limitations:** Maximum width of 9'-0" . Each property will be reviewed individually.

**Set Back Requirements:** Minimum set back from side property line is 18" except that the set back may be less with specific approval of the AC on cul-de-sac lots because of lot configuration and size.

**Drainage/Slope:** Slope of the parking pad and that of the adjacent yard shall preserve the original run-off flow pattern and shall not cause excessive water to be directed to a neighboring property or to the house foundation.

**Materials:**

**Concrete shall be the only allowable material.** The preparation of the soil base shall be consistent with sound construction practices to minimize the risks of settling, excessive cracking and improper drainage. Concrete paint is not allowed!

A survey map and a drawing of the proposed parking pad (including dimensions, placement, etc.) must be submitted with all applications.

## **Playground and Recreational Equipment**

### **Definitions:**

***Playground or Play Equipment:*** Swing sets, sliding boards, sandboxes, and similar items are classified as playground or play equipment for the purposes of this guideline. This guideline does not cover moveable and temporary items such as bikes, wagons and similar items.

***Recreational Equipment:*** Basketball goals, trampolines, horseshoe pits, permanent volleyball courts and similar items are classified as recreational equipment for the purposes of this guideline. This guideline does not cover a temporary volleyball net, badminton net or similar item.

### **Appearance:**

Playground and recreational equipment should blend with the natural surroundings to the extent possible and shall be an appropriate size for the backyard.

### **Location:**

Dependent on the configuration of each lot, playground equipment should be placed in the rear yard. The location of play areas and of recreational equipment must take into account the impact on adjacent properties, noise concerns, safety concerns, and the minimization of any offensive visual impact on neighbors or public areas.

Recreational equipment should also be placed in the rear yard area where applicable (i.e., trampolines). Potentially dangerous items such as trampolines should be located within fenced areas to prevent access by unsupervised and unattended child users and be adequately landscaped to screen from view. Otherwise, they must be properly shielded from view by landscaping surrounding areas with mature evergreen shrubs, trees, etc. Portable basketball goals, must be placed in the rear section of the driveway if a hard surface (driveway) is desired for the playing surface. **Portable basketball goals must be in standing form when placed outside (e.g. driveway) and not placed on the side or near the street,** where the street is intended as the playing surface. Portable basketball goals located by driveways must be placed to avoid balls striking vehicles, landscaping or other items on the adjacent property.

## **Requirements:**

The Homeowners' Association reserves the right to request removal of an installation that does not meet the above listed criteria. A survey map, drawing of the recreational equipment (placement, dimensions, specifications, colors, materials, etc.) and neighbors' signatures (in view of equipment and/or affected by possible noise) are a requirement with all architectural requests.

**Pools, Hot Tubs, Saunas**

Permanent in ground or above ground pools are allowed but require approvals from the Town of Zebulon and Wake County. Hot tubs and saunas are only permitted in rear yards with screening from the street. They must be kept in working order and neat in appearance.

**Location:**

All pools must be located in the rear of the main dwelling inside an enclosed fence.

## **Rain Barrels**

### **General:**

Rain barrels can be used by homes to collect rain water for later use in landscaping and gardens. Homeowners can help the Town of Zebulon save water and reduce run-off by using a collection device.

### **Colors:**

Suggested colors are black, dark green, and brown. Dark colors prevent sunlight from entering the barrel. Without sunlight, algae and other organisms cannot flourish in the barrel.

### **Number of Barrels:**

Only 1 rain barrel allowed per home.

### **Size of Barrels:**

A maximum size of eighty (80) gallons per barrel is permitted.

### **Materials:**

Barrels must be made of either plastic or wood (metal containers are not allowed).

### **Location:**

Barrels must be placed or installed at the rear of the dwelling or at the rear corners of the dwelling as long as the barrels are not easily visible from the street in front of the house.

### **Pest Control:**

Mosquito control needs to be exercised by design or by screening to eliminate any mosquito breeding.

### **Submittal:**

If these guidelines are followed, then approval is not required. However, barrels are permitted in front of the dwelling ONLY if an AC Request is submitted and approved with pictures, description and landscaping/screening plan.

## **Retaining Walls**

### **Appearance:**

Generally, the AC will consider for approval “natural” materials for use in the construction of retaining walls. All retaining walls will be considered on an individual basis. The AC will review materials, colors, location, scale and massing of the proposed wall to determine compatibility with the architectural intent of the existing structure and relationship to the surrounding site.

### **Location:**

Locations for retaining walls must be clearly specified on the plot plan (official survey map) submitted with the application. Applications for retaining walls will be reviewed on an individual, case-by-case basis. Consideration will be given to changes in the natural topography and existing drainage patterns.

### **Materials:**

“Natural” building materials such as stone, slate, brick and pressure treated timbers will be considered as acceptable materials. Railroad ties are prohibited. Materials and colors chosen should complement the existing structure on the site.

### **Requirements:**

All retaining walls will maintain a proper drainage on the site. If a wall is planned, homeowners are required to provide a plan that details drainage patterns and runoff as a result of the new structure. Retaining walls that redirect water towards or prevent water drainage from neighboring properties will not be allowed. Neighbors’ signatures are required with all applications.

All retaining walls will be leveled and properly secured to prevent collapse and must meet all applicable Town of Zebulon requirements. Landscape fabric, backfilling with sand and/or a drainage pipe to facilitate the flow of water should also be included, as necessary.

Proper landscaping is also a requirement in order to soften the retaining wall. Detailed plans for construction of the retaining wall and landscaping should also be submitted with all applications.

**Roofing/Roof Accessories & Equipment**

**Requirements:**

Roof pitches and overhangs may vary as dictated by architectural design. The approval of the AC is required for a roof-material color change.

Replacement of roofing materials with the same type as previous does not need approval.

**Setbacks & Yards**

Set back requirements from property lines are established by the Declarant and ordinance and are subject to public utility easements, drainage easements, right-of-way, and landscape easements depicted on the recorded plats.

**Siding**

Owners shall seek the approval of the AC before installing or replacing siding which differs from original material. For material that is the same as original, no approval is required for detached single family homes.

## **Tanks, Woodpiles, Etc.**

### **Requirements:**

No exposed, above ground tanks will be allowed. Woodpiles shall be kept screened by adequate planting or fencing so as to conceal them from view of neighboring lots, streets or detached single family dwelling.

## **Pet Policy**

### **Requirements:**

- Pets must be kept under reasonable control in all common areas of the community, and all dogs are to be leashed at all times while outside the owner's or host's residential lot.
- Animal waste must be picked up and properly disposed of by the pet owner or other pet caretaker.
- Each pet owner shall take provisions to ensure their pet is not a nuisance to the community, including but not limited to excessive noise, aggressive behavior, and/or property damage.
- Each pet owner shall be liable for any damage to persons, property, or the community's Common Areas caused by the pet of said owner.

## **Construction Guidelines**

### **Requirements:**

Inspections: The Applicant shall schedule and coordinate a review of all construction activities with the ARC to verify compliance with the approved plans and specifications. The ARC may also perform additional periodic informal inspections to ensure that work is being performed in conformance with approved plans, these Architectural Guidelines and the Community-Wide Standard. All inspections are observations only and will not relieve the obligation to obtain inspection approvals from Town of Zebulon and other organizations having jurisdiction.

Job sites not in compliance with the Declaration, these Architectural Guidelines or approved plans will be issued a Notice of Violation and a punch list of items needed to bring the construction and/or job site into compliance. Further construction is prohibited until such punch list items have been corrected.

Construction Damages: Any damage to vegetation or common area facilities caused by the Applicant, its contractors, sub-contractors, agents or employees must be corrected immediately to the satisfaction of the ARC, the Declarant, and the Owner of the damaged property. If the damage is not corrected, the Declarant or the Association may repair such damage and assess the costs of repair to the Applicant.

Conduct: The Applicant must ensure that all contractors and subcontractors control the conduct of their employees while working in Stoneridge Farm. Loud music, profanity and other behavior which is unbecoming of a quality operation will not be tolerated. Employees violating this policy may be asked to leave the premises and may be denied future access to Stoneridge Farm.

Site Cleanliness: All sites must be maintained in a clean and orderly manner at all times. The storage of materials should be in an inconspicuous location within the site and stored neatly and orderly. All construction debris shall be cleared at the end of each working day.

**Limitation of Liability**

Plans and specifications are not approved for engineering or structural design or quality of materials and by approving such plans and specifications neither the AC, the members thereof, nor the Association assumes liability or responsibility therefore, nor for any defect in any structure constructed from such plans and specifications. Neither the Declarant, the Association, the AC, nor the officers, directors, members, employees, and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any Owner affected by these restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications. Every person who submits plans or specifications and every Owner agrees that such person or Owner will not bring any action or suit against Declarant, the Association, the AC, or the officers, directors, members, employees, and agents of any of them to recover any damages and hereby releases, remises, quitclaims, and covenants not to sue for all claims, demands, and causes of action arising out of or in connection with any judgment, negligence, or nonfeasance and hereby waives the provisions of any law which provides that a general release does not extend to claims, demands, and causes of action not known at the time the release is given.