

**COTTESMORE SF HOMEOWNERS ASSOCIATION
ARCHITECTURAL IMPROVEMENT
REVIEW GUIDELINES AND REQUIREMENTS**

May 2014

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AUTHORITY

The authority for implementing these guidelines is derived from the Declaration of Covenants, Conditions and Restrictions for Cottesmore SFH recorded in Book R 6794, Page 2652-2679;) in the Guilford County Registry, and all supplements or amendments to it from time to time recorded in the Guilford County Registry.

In the event of conflict between these guidelines and either (1) The Declaration of Covenants, Conditions and Restrictions for Cottesmore SFH or (2) The Bylaws of the Cottesmore SF Homeowners Association, the Declaration and the Bylaws will control.

APPLICATION PROCEDURES

The specifications and general review criteria used by the Board of Directors as the basis for their decision are found in this document “Cottesmore SFH Association Architectural Improvements Review Guidelines and Requirements” and the “Declaration of Covenants, Conditions, and Restrictions” for Cottesmore SFH (a copy of the CC&R’s should be received by homeowner at closing). Homeowners should review the following guidelines in conjunction with the CC&R’s in detail and be aware of current practices for this type of application in Cottesmore SFH. Please note that each application will be reviewed individually. Prior approval of a given application does not constitute “automatic” approval; every application is evaluated on a case-by-case basis.

The attached application form must be submitted to the Board of Directors or the Architectural Committee appointed by the Board, for review and approval of all exterior changes or additions to your residence or property prior to commencing said changes or additions. The following is a list of typical changes requiring Board of Directors approval. The list of changes or additions includes, but is certainly not limited to:

- Attached/Detached Garages
- Antennas
- Any additions to existing Structure/House
- Awnings
- Basketball Backboards
- Basketball Courts
- Boat/RV Storage
- Decks/Front or Side Entrance Porches
- Dog Houses/Dog Runs
- Exterior Color Changes (Paint, Trim, Shingles, etc).
- Fencing and Walls
- Gardens/Compost Piles
- Landscaping
- Parking on Streets
- Patios, Walkways, Driveways
- Play Equipment
- Retaining Walls
- Screen Porches
- Spas/Hot Tubs and Swimming Pools
- Storm/Screen Doors
- Storage Buildings
- Sun Rooms
- Tennis Courts
- Tree Removal

Every application package must include a copy of the foundation survey (Plot Plan). If this is not available, a plat, site plan, or reasonable facsimile which shows the location of the proposed alteration or addition, the existing building, and the property lines may be acceptable. Please refer to the attached specific requirements for additional items and further clarification.

Applications should be submitted as directed on the Architectural Form

It is the applicant's responsibility to provide the application package as indicated on the application form. If blueprints are included, all but one set will be returned to the applicant.

Incomplete applications (those with insufficient detail or improper format) will be returned for revisions to the applicant. Every attempt will be made to complete the review of each application within one calendar month of receipt of the application by the Board of Directors. However, the review process may take longer than thirty days. In no circumstances, however, shall the changes or addition commence prior to the Board review and approved.

NOTIFICATION

The applicant will be notified in writing of the Board of Director's decision within thirty days of the committee review meeting. In no case will a verbal approval be granted. It is the sole responsibility of the applicant to ensure complete compliance with all relevant building practices, codes, permits, and licensing requirements.

Contingent approval may be granted. In some cases, resubmission will be requested with an explanation of any changes required for full approval. No project may be started without formal review and approval by the Board of Directors or the Architectural Committee appointed by the Board.

Upon completion of your project, the Board of Directors or Architectural Committee will inspect same to ensure compliance. You will be notified in writing if your project is not in compliance with the previously approved plan. If the project is not brought into compliance, the Board of Directors may use all avenues available as set out in the CC&R's to obtain compliance.

If the Homeowner fails to submit a Request for Design Review and Architectural Approval prior to making changes as indicated by these guidelines, said owner will be subject to a fine not to exceed \$100.00 per occurrence as indicated in the North Carolina Planned Community Act. Upon inspection of the architectural changes the Board may elect to approve or disapprove the change. However, the fine will remain and must be paid by the homeowner.

ADDITIONS AND EXPANSIONS

Rooms, Garages, Greenhouses, Porches, Storage/Buildings, Sun Rooms, Windows, etc.

General Considerations: Additions often have an impact on neighboring property. Plans must be well thought out to minimize any adverse impact. Applicants should consult with neighbors while making plans.

Concept drawings or preliminary plans may be submitted to the Board for review and comment before more detailed plans are made.

Specific details: The design must be compatible in scale, massing, character, materials, and color with the original house. Additions should be located to minimize the removal of trees and the destruction of natural areas. The Board of Directors may require supplemental landscape treatment to compensate for the removal of vegetation, or to soften the addition visually.

New roofs, siding, windows and doors should be compatible with the current architectural style of the house, and be located to relate well with the existing structure. No vinyl will be allowed. Chimneys should be full foundation based chimneys. However, direct vent fireplaces may be exceptions if approved in advance and depending on the addition.

Skylights will not be permitted if visible from the street. All skylights must be approved prior to installation.

Changes in grade or drainage must not adversely affect adjacent property. If possible, roof pitch should match the original roof. Flat roofs are discouraged and generally prohibited.

Application: Your application should include:

PLACE A CHECKMARK NEXT TO EACH COMPLETED ITEM PRIOR TO SENDING IN REQUEST.

_____ * A plot plan (plat, site plan, or reasonable facsimile) showing the location of the proposed alteration or addition, the existing building, and property lines with the required minimum set back lines.

_____ * Detailed construction drawings to scale, including a full view of the addition, with elevations, as it will look attached to the existing structure. A view of the entire structure is necessary to help determine balance.

_____ * Drawings or photographs showing the existing conditions before the proposed changes.

_____ * Samples of colors and materials, if different from existing buildings.

_____ * A landscape plan and plant schedule, if applicable or required.

_____ * Perspective drawings for complex projects.

_____ * Name of Company to perform work with contact numbers.

_____ * Erosion Control Plan may be requested by the Board of Directors depending on topography of land & the extent of the project.

ALL DECISIONS ARE MADE AT THE SOLE DISCRESSION OF THE BOARD OF DIRECTORS.

ANTENNAS

Residents must receive prior approval before erecting or installing any satellite dish antenna greater than one meter in diameter. All antennas should be located so as to minimize the visual impact on all neighbors as much as possible without degrading signal reception. All antennas should have approved landscaping placed so that they are not visible from the road. See Article VII, Section 6 of the Declaration of Covenants for complete details on Satellite Dishes.

AWNINGS

General Considerations: Awnings may be appropriate for rear or side yard patios and decks or over an exposed entrance, or as approved at the time of construction.

Specific Details: Awnings must be consistent with the architectural style and scale of the house. The color of the fabric must be compatible with the existing house colors. Any exposed frames must be painted to match the trim or the dominant color of the house. Any natural weathering, rot-resistant wood (e.g. pressure treated, cedar or cypress) does not require painting.

Application: Your application should include:

- * A drawing to scale of the awning configuration and the existing element to which it will be attached.
- * A sample of the material large enough to show the true color.
- * A plan of the house showing the location of the awning.

Unacceptable: Metal, fiberglass or other plastic awning material. Please note that frames must be removed if the awning is removed for 6 months or longer.

BASKETBALL BACKBOARDS

General considerations: On residential property, basketball backboards should be located and treated in such a manner as to keep them visually unobtrusive. In selecting a location, the applicant must also consider the effect the basketball backboard and its normal use will have on the neighbors and their property.

No fixed basketball goals are allowed in Riverside except as admitted on a case-by-case basis.

Mobile Backboards and Goals may be used in front of the house as long as such use does not cause a safety hazard (from traffic) or damage to neighbors' property. Mobile backboards and goals are expressly prohibited within the public right-of-way. They must be removed from the front of the house when not in frequent use.

No Application for Approval of backboards will be required unless a variance from these requirements is to be requested.

BOAT/RV STORAGE

General Considerations: no exterior storage of boats, recreational vehicles, tractors, large commercial trucks and trailers, or other such equipment is allowed. This includes in driveways, yards, and on neighborhood streets.

DECKS

General Considerations: A deck has a significant impact on the appearance of a house. Decks may also affect the privacy and right of enjoyment of adjacent residents. These two factors are weighed heavily in the review of requests for decks. Areas beneath decks must be screened from public view. All supports for decks are to match masonry exterior of the home.

Specific Details: Modifications to existing decks must provide continuity in detailing, such as material, color, location of posts, design of the railings, and use of wooden trim. Wooden decks must be constructed with rot-resistant wood, and may be left to weather. Integration is a function of size, color, design detailing, height above ground, and relationship to the ground.

Application: Your application should include:

- * A plot plan showing the house, the location of the deck on the house, and the property lines.
- * Construction plans, including details of railings, benches, doors, etc.
- * A drawing to scale or a picture of the house elevation showing the location of the windows, doors, etc. and the deck.
- * Photographs of the existing condition of the house where the deck will be constructed.

If the application is for an extension of an existing deck, and will be identical in construction, including substructure and finished appearance, detailed construction plans need not be included in the application.

DOG HOUSES/RUNS

Specific Details: Doghouses and Dog Runs should be located in the rear of the house and not be visible from the street. Doghouses should be stained or painted to blend with their immediate surroundings or, if treated wood or cedar, left to weather naturally. Landscaping may be required.

Dog runs must generally follow the guidelines for fencing. Fence height should not exceed 4' in height unless previously approved and screened. Appropriate ground preparations must be done in order for the doghouse to sit level with the horizon.

Application: Your application should include:

- * A plan showing the location of the doghouse or dog run, property lines, and principal building.
- * A description of the color and material.
- * A description of the doghouse or run to include dimensions, pictures, construction drawings, etc., as applicable.

FENCING

General Considerations: Fencing can detract from the open character of Cottesmore property and may have both a visual and a physical impact on adjoining property. Careful consideration must be given to the fencing concept and execution.

* Fences are permitted only behind the front wall of the house and 15 feet or more back from a side street.

Specific Details: Fencing should not be higher than 48 inches from the natural grade to the top rail. Fencing should be wrought iron, aluminum or invisible fence. No wood fencing is permitted for use on homeowners' lots in Riverside. No privacy fencing or chain link fence will be allowed in Riverside. All fencing in Riverside will be considered on a case-by-case basis.

Fencing which is a visual extension of a building should relate to the materials, colors, and architectural style of the building. Wherever possible, fences should be located so trees do not have to be removed.

GARDENS

General Considerations: Gardens may have an impact on neighboring property. Plans should be well thought out to minimize any adverse impact. Homeowners are required to keep gardens clean and tidy when not in use.

Specific Details: The location of the garden should not have an adverse impact on neighboring properties or impair the view of neighbors. Gardens should be located in the rear of the yard and not be obtrusive. Gardens should be located so that no trees will need to be removed and the destruction of natural areas is minimal. Changes in grade or drainage must not adversely affect adjacent property. Please refer to specific sections for Fencing, Landscaping, Tree Removal, and Retaining Walls as necessary.

Compost Piles will not be allowed.

Application: Your application should include:

- * A foundation survey or scaled diagram showing the location of the house, property lines, and proposed site plan and location of the garden-
- * A description of any structural elements and materials to be used, as applicable.
- * Drawings or photographs showing existing conditions before the proposed changes.

Unacceptable: The following items will not be approved:

- * Trees or plants of any kind that obstruct sight lines of vehicular traffic.
- * Trees or plants that are detrimental to neighboring property.
- * Please note: Garden areas are not to be used as a trash/refuse collection site.
- * Gardens that are not visible from the street and do not exceed 200 square feet in area shall be exempt from this requirement for prior architectural review and approval. No application shall be required.

LANDSCAPING:

General Considerations: The Homeowners Association encourages the planting of shrubbery, plants and trees. Each home should follow the following guidelines:

*Utility boxes are to be screened

* All homeowners should check with the Guilford County Health Department to see if irrigation is recommended or allowed in relation to septic areas located on the property.

*All homes must contain developer approved and specified Holly Tree. Holly Trees should be placed to the right of the driveway (facing the home from the road) with an electrical outlet present. Pyramidal Evergreen at 6' height must be installed at the time of construction and maintained at 10'-12' in height.

Pyramidal Evergreen Options include:

Install at 6' and maintain at 10'-12'

-Nellie Steven Holly

-Fosters Holly

-Mary Nell Holly

Install at 4' and maintain at 6'

-Steeds Holly

-Fat Albert Blue Spruce

*Air-conditioning units must be screened from the road.

*Each home shall use the Riverside approved mailbox & gas lantern.

*Stone end walls are required at each driveway entrance unless grade is level and prior approval for deletion is granted.

Therefore, landscape plans need only to be submitted for approval in the following situations:

*When required by the Board of Directors as part of a submission for new construction, structural additions or alterations.

* When structural or decorative elements are to be included, e.g. arbors, barbecues, bird baths, water features, gazebos, patios, above ground planters, retaining walls, sculptures, and walkways.

Homeowners are encouraged to seek professional landscape architectural assistance when planning extensive landscape planting.

Specific Details: Structural elements introduced into an open area must be appropriate to their surroundings. Size, scale, color and material are important criteria for acceptability. Refer to the specific sections for Tree Removal, Retaining Walls, Gardens and Decks.

Changes in grade or drainage must not adversely affect adjacent property.

All water features must be approved prior to installation.

Application: Your application should include:

* A plan showing the location of the plant material, existing buildings, and property lines.

* A schedule of plantings.

* A description and location of any structural elements.

Unacceptable: The following items will not be approved:

* Wood, Plastic or wire "fencing" used as bordering.

* Trees or plants of any kind that obstruct sight lines of vehicular traffic.

* Trees or plants that are detrimental to neighboring property.

Mowing Guidelines for vacant lots:

All vacant lots should be mowed prior to the ground cover reaching an average of 12 inches in height.

PAINING, STAINING, OR ROOFING EXTERIOR COLOR CHANGES:

General Considerations: The following specifications and guidelines apply not only to the siding of buildings, but also to doors, shutters, trim, windows, roofing, etc. The Board of Directors must approve all gutter and downspout colors. All exposed flashings must be in copper. All roofing should be architectural 30 year or greater dimensional shingles. No request for approval is needed to paint using existing colors.

Specific Details: Selected colors must be harmonious with the other colors used on the structure, e.g. roofing and brick, and must be harmonious with the other colors used in the neighborhood.

Additional information is available from the Board of Directors:

Application: Your application should include:

- * Sample color chips or proposed new colors.
- * A description of what is to be painted.
- * A description of the colors of houses visible from the home.
- * Color pictures of adjacent housing.

PARKING

Due to our relatively narrow streets, parking of vehicles on the street should be limited to short-term social functions and to guests visiting homeowners when necessary.

No vehicle shall be parked in such a manner as to impede or prevent ready access to any driveway. Owners and authorized users are permitted to park motor vehicles only in their respective garages and driveways, serving their respective lots. Recurrent parking by an owner, family member, guest or tenant on the street is not permitted.

Exterior storage of non-operative motor vehicles, either permanently or temporarily, is not allowed.

PLAY EQUIPMENT

General Considerations: Play equipment should be erected in rear yards and screened from the road. Consideration should be given to lot size, equipment size, material, design, amount of visual screening, and relationship to neighboring property.

Specific Details: Equipment constructed from natural materials is encouraged. Tree houses are generally discouraged because of their visibility from neighboring property. Playhouses must be placed in rear yards and must be in scale with the size of the yard and existing buildings. Generally, the playhouse must be painted to blend with the natural open space or with the colors of the house. Natural vegetation and/or additional landscaping should screen playhouses, as well as play equipment.

Application: Your application should include:

- * Plot plan showing the location of the playground equipment.
- * A description of materials and colors to be used for equipment and awnings.
- * Landscape plan

Unacceptable: The following conditions are prohibited:

- * Permanent recreational ramps or jumps in a residential area.
- * Tree houses fastened into the tree itself since this method will damage or destroy the tree.
- * Equipment objectionable to immediate neighbors.

RETAINING WALLS

General Considerations: Retaining walls should be as unobtrusive as possible and built to the minimum height needed to serve their function.

Specific Details: Materials may be brick, natural stone or decorative concrete, depending on location and contextual relationship. Rounded landscape timbers are discouraged. The ends of the walls should be tapered into the ground rather than abruptly ending in space. If the height of the wall would require a railing to comply with county building codes, the applicant should consider stepping the wall in a terracing effect.

Every effort should be made to maintain the natural grade by utilizing terracing. Due to the land variation, all wall heights will be considered on a case-by-case basis.

Application: Your application should include;

- * A plot plan showing the location of the retaining wall, any existing buildings, and the property lines.
- * A section view showing the construction details.
- * A description of the materials.
- * Landscaping plans identifying planting scheme used to soften the presence of the retaining wall.

Unacceptable: Plain concrete or concrete block walls.

SEASONAL DECORATIONS

Residents are certainly encouraged to enjoy displaying tasteful decorations to celebrate seasons and holidays. . The ARC recommends utilizing white lights, but solid lights that maintain, as determined by the ARC, the aesthetics of the neighbor are acceptable. Blow ups, blinking or pattern lights are prohibited.

Holiday decorative lights are pre-approved from Thanksgiving through the 5th of January. Other Seasonal decorations are approved two weeks prior to the event until two weeks after the event.

Should a side yard for any lot face a street (as with a corner lot) care should be taken to apply the same standards as you would a front yard in order to maintain the aesthetics of Riverside.

The ARC reserves the right to consult with a homeowner should decorations exceed the common practice observed throughout Riverside or those that are simply excessive and do not maintain the aesthetics of the neighborhood. If that determination is made the homeowners will be required to remove the decorations within 5 days of notice.

SPAS/HOT TUBS AND SWIMMING POOLS

Specific Details: Spas/hot tubs, and pools must be located in the rear yard away from adjacent property so that their use, presence, and noise of the mechanical equipment do not adversely affect the adjacent property. They should be an integral part of a deck, patio, or landscaping. Mechanical equipment, pipes, and wiring should be concealed. Spas/hot tubs should be screened from adjacent property. The under structure of spas/hot tubs set into above ground decks must be hidden from exterior view. All pools (other than temporary children's play pools) must be built in-ground, with pumps and mechanical equipment located between the pool and the owner's house. All pump house material must be in the same brick as the home. All City & County regulations must be met.

Application: Your application should include;

- * Description and dimensions of the equipment.
- * A plot plan showing the location of the equipment, existing structures, and property lines.
- * A plot plan showing the septic location for the home.
- * A description and/or photo or drawing of the type screening and fencing to be used.

STORM/SCREEN WINDOWS OR DOORS

Specific Details: Unpainted metal storm doors or windows are not allowed.

*Window Screens are not allowed on the front of the home.

TREE REMOVAL

General Considerations: Please protect, preserve and feel free to plant trees.

NO TREES ARE TO BE REMOVED FROM THE COMMON AREA. If detrimental conditions are noticed for any trees or vegetation in the commons areas, please contact Priestley Management Company (379-5007).

Specific Details: No live trees may be removed without specific approval. Removal of live trees will be approved if their continued existence would be detrimental. In most cases, the Board of Directors may require a replacement of owner's choosing.

“Detrimental” conditions include physical intrusion by tree, roots and branches on buildings or other structures in a way that could cause damage, excessive shade, or could block paths and sight lines from vehicles. Overgrowth may also be considered detrimental. Trees damaged by storms or other accidents may be removed without approval, if they are down or are threatening to damage homes or other structures.

Application: Your application should include:

- * The identification of the tree(s) to be removed.
- * The reason for its removal.
- * Description of replacement planting.

Please protect, preserve, and feel free to plant trees. We ask that you replace any trees removed from your yard with a tree that will grow to relatively similar size and stature. Replacement trees can be located in a more appropriate long-term spot than the tree being replaced. All homeowners are advised to locate all septic fields on their property and adjoining property before planting trees with large root systems.

WALKWAYS, PATIOS AND DRIVEWAYS

Specific Details: Patios should be constructed with natural colored concrete, slate, flagstone or brick. All patios will be reviewed with respect to their visual impact on adjacent property. Patios should be located at the rear of the house.

Driveways, driveway extensions, and walkways should be constructed of matched concrete, brick, stone, or decorative exposed aggregate. All will be reviewed with respect to their visual impact on adjacent property.

Application: Your application should include:

- * A foundation survey, or facsimile thereof, showing the location of the proposed patio, existing buildings, and property lines.
- * The dimensions of the walkway, patio, driveway, or driveway extensions.
- * A description of the materials to be used.

These features must be designed to avoid significant effect on the flow of stormwater across neighboring properties.

SIGNAGE

No billboards or signs of any kind shall be erected or allowed to remain on the property, except (a) one (1) "For Sale", "For Lease" and/or "Builder" sign. All signs should be less than 3' feet in length and 2' feet in height (or vice-versa). NO subcontractor signs are allowed on the property or in common areas.

MISCELLANEOUS

General Considerations: There are many changes and additions that property owners may make to their property. The ones described on the previous pages are the most common. If your project is not included on the previous pages, refer to one that is closest in concept to your project and use it as a guide for preparing an application to the Board of Directors. When in doubt about whether or not you need approval, either submit an application or call your management company. You may call Priestly Management Company office (379-5007) for assistance.

Specific Details: Consider your neighbors.

THE COTTESMORE SFH BOARD OF DIRECTORS MAY, AT THE SOLE AND UNFETTERED DISCRETION, DENY ANY REQUEST COVERED AND/OR NOT COVERED WITHIN THESE GUIDELINES.

REQUEST FOR DESIGN REVIEW AND ARCHITECTURAL APPROVAL

COTTESMORE SFH HOMEOWNERS ASSOCIATION

Homeowner _____ Date _____

Address _____

Phone # _____ Email address: _____

Please list the nature of the Improvement and Materials needed below:

Estimated Start and Completion Dates _____

Colors _____

Attach drawings to this request form showing all proposed improvements, including relationships to existing structures, landscaping, and lot lines. Two drawings are needed to clearly show proposed improvements, including existing structures:

- * Plat Plan – “Top Down Map” – may be drawn on a copy of your lot survey.
- * Elevation – “Side View” – one or more as necessary.

Photographs or brochure pictures should be submitted along with this request when available.

Any damages caused by a homeowner’s contractor will be the homeowner’s responsibility to repair.

I/We understand and agree to comply with all Permit and Inspection regulations of our Municipality.

Signature

(Committee Use only)

The Architectural Committee of Cottesmore Homeowners Association hereby approves your request with the following restrictions:

PLEASE MAIL OR FAX TO LAMBETH MANAGEMENT: PO BOX 8071, GREENSBORO NC 27419

EMAIL: Tiffany.Lmgmt@gmail.com or FAX: (336) 464-2576