

DESIGN GUIDELINES FOR GLENHAVEN TOWNHOMES

August 1, 2024

The original “Design Guidelines for Glenhaven Townhomes” are dated July 8, 2008, and were promulgated by the then-Developer. The following, revised Guidelines reflect architectural changes that were made by the subsequent developer, but not codified in the Guidelines. The narrative that follows also removes all references to the Developer’s control and involvement on these issues, as well as references to how the builder will leave the development upon build-out. (All developer/builder control terminated when Glenhaven’s governance and management duties were accepted by the community’s first owner-constituted board in the fall of 2019.) A copy of the original, July 8, 2008, Guidelines is in the Association’s historic records maintained by the Board of Directors; a copy is available, upon request.

INTRODUCTION

These Design Guidelines serve as a minimum, baseline set of design principles and standards for the Glenhaven Townhome Community. The Glenhaven Homeowners Association, Inc., has the responsibility to administer a Declaration of Covenants and Restrictions for Glenhaven, as well as the community’s Design Guidelines.

These guidelines are to be followed by any owner within the Glenhaven Townhome community and are intended to supplement other documents requiring compliance, such as the Declaration of Covenants and Restrictions (as amended). Because the Design Guidelines are subject to change, it is advisable to ensure that you have the latest copy with any updates. An Architectural Control Committee (ACC) has been established to ensure individual homeowner compliance and to work with owners as they contemplate and plan changes to the exterior of their homes. Any

modifications to the dwellings and lots by the respective homeowners must be approved by the ACC as articulated in the Declaration of Covenants and Restrictions. As the community matures, an underlying premise of the committee (but not without exception) will be that changes/requests submitted by owners should largely be consistent with an underlying concept of going from “like-to-like” in terms of style, color, etc. However, the ACC realizes that design styles and preferences may change over time. It is important to note that nothing in this document pertains to an owner’s home interior.

The architectural guidelines for Glenhaven are intended to serve as a foundation for good, creative designs and neighborhood continuity, and are not intended to limit creativity or cause undue hardship. Each residence should offer a sense of individuality, while fitting into the overall character of Glenhaven. The guidelines are also intended to protect and enhance property values and to ensure architectural integrity and harmony.

The Design Guidelines or any portions thereof, are subject to change at any time, with or without notice.

IMPORTANT NOTE

The original Design Guidelines, of course, did not contemplate the lengthy, decade-plus delay in the community’s buildout and its completion by a builder with a much different “vision” for the community. A rudimentary comparison of homes highlights many differences. For administrative and governance responsibilities, these homes are distinguished by references to Phase I (original developer) and Phase II (for the second developer).

The two builders’ different approaches are readily apparent and can also lead to challenges in interpreting the Design Guidelines. There will be references in this document that relate solely to a Phase I or Phase II home. The final interpretations and decisions regarding issues that arise from this distinction are the purview of the ACC.

GENERAL HOA RESPONSIBILITY

Landscaping, irrigation, and maintenance of common areas, including the stone pillars at the main entrance and their lighting, are the **sole** responsibility of the HOA.

STREETS

Both streets within Glenhaven are state roads. (Suzanne Lane – SR 3455; Lawrence Drive – SR 3456) The maintenance of these roads, including snow removal, is the responsibility of the State of North Carolina; however, many of the duties are delegated to Davidson County . The State’s maintenance responsibility also includes the curbing between the street surface and the driveways but would most likely be delegated to Davidson County.

STREETSCAPE

No twin home (duplex) building shall use an identical exterior brick color as the building on either side or across the street. The ACC is responsible for ensuring compliance with this requirement.

FACADES

General – All exterior facades shall contain 90% brick. Vinyl trim and cedar impressions are permitted on 10% of the building.

Brick – The 2008 Design Guidelines referenced eight (8) color options on the brick material purchased from Pine Hall Brick: Sandalwood, Millstone, Barcelona, Casa Grande, Stratford Rose, Old Hampton, Rustic Village, and Oyster Pearl. In Shugart’s Phase II construction, four (4) brick colors were utilized: Southport, Old Irvington, Casa Grande, and Millstone. Of these four, only Millstone and Casa Grande were listed in the 2008 Guidelines. It’s

inevitable that over time the availability, nuances of color, and brick names will change; If brick replacement becomes necessary and an existing color and style are no longer available, it is the responsibility of the homeowner to select a brick finish from those available and submit the choice for approval to the ACC. Homeowners should keep the “like-to-like” objective in mind in selecting any alternative.

Quoins – Some Glenhaven duplexes have quoining. In the event this area needs to be replaced or repaired, the “like-to-like” approach on replacement would be applicable and would require ACC approval.

Columns – The original, 2008 Design Guidelines offered limited guidance on this topic: “*All columns on the front façade shall be a minimum of 8 inches in width and be of vinyl or composite material.*” As the original construction progressed, inconsistent with the Guidelines, some columns were made from wood. Any replacement of original wood columns may utilize a “like-to-like” approach with wood replacement or may comply with the size/composition guidelines above.

Front Porches and/or Stoops – Any railings and pickets shall be of vinyl or wrought iron. No treated or painted lumber will be permitted. Unless construction or other considerations dictate otherwise, any exterior access ramp must be metal with no treated or painted lumber access ramps allowed.

Back Porches and/or Decks – All railings, pickets, and columns will be of vinyl or composite material. Wrought iron is permitted. No treated or painted lumber will be permitted.

Street Facing Pine Needle “Easement” Area – Glenhaven developers established these planting areas with a goal of visual consistency, a standard objective for any planned community. While the individual areas are never to be enlarged or reduced from the original footprint, minor changes may be initiated by the homeowner. Any substantive changes to the front-facing easement area must be submitted to the ACC for approval. Any request to the ACC for substantive changes should include reasonable detail of any

plantings that would be removed and a description or landscaper's rendering of the proposed plantings. No work can commence until the ACC has approved, in writing or electronically, any proposal.

EXTERIORS

Windows – All windows shall be vinyl clad in white or crème (no brown) with a grid pattern.

Shutters – Only Phase I homes have decorative shutters; this will be continued. Louvered shutters are not permitted.

Front Storm Doors – not required; if utilized, the door must be a standard full-view style. Black doors are preferred.

Front Doors – The original Design Guidelines mandated that steel doors will not be permitted. Phase I builder(s) utilized wood (stained or painted) front doors while the Phase II construction* used a painted fiberglass front door. *All* front doors must be painted/stained a consistent, solid color; no contrasting panels; no bright or pastel colors; any sheen must be satin**. Like-to-like front door colors are preferred when restaining/repainting. Phase II homes should retain the satin black color used by the builder. Phase II front replacements will be of fiberglass. Any front door replacement or renovation plan requires a detailed description of color, style, and construction material for ACC review and subsequent approval.

*The following Shugart information from the Glenhaven Standard Features (exterior and interior) and the Homeowner Manual is provided here for reference and historical purposes:

Front Doors – Therma Tru Fiberglass Smooth Star w/Transom 4 Panel – 2 Light Front Door w/BHP Nickel Handle set and Single Deadbolt. “. . . front entry door is constructed of rot-proof and dent-proof fiberglass. All other exterior doors (except sliding glass doors) are metal.”

** (Satin is a paint sheen that falls in the middle of the range of interior and exterior paint sheens. Satin is glossier than eggshell paint, but flatter than semi-gloss paint. Unlike gloss or semi-gloss, satin doesn't produce reflections in low light.)

Garage Doors – Carriage style garage doors with one (1) row of glass on the top will be the only permitted garage door style. Only a window covering approved by the ACC can be used to cover the aforementioned garage windows.

As is often the case with architectural discussions within Glenhaven, there are differences between Phase I and Phase II garage doors (e. g., decorative handle placement and shape of glass). There are also color differences.

There are no extant builder records outlining models of doors used in Phase I construction or the colors applied. There are supplier records for Phase II home construction that began in 2017. The business (“dba”) name for the firm involved is (as of this writing) Door Systems. The firm’s phone number has remained constant over the years: 336.724.0003. The firm maintains a record of the style and colors of Phase II doors; that information can be secured by calling the number above.

If a homeowner desires to replace a door (damage or other reasons), the door should be the same style and color of the door being replaced. A Glenhaven objective is to ensure that adjacent garage doors are painted the same color. Any garage replacement or repainting must be approved by the ACC through a homeowner request.

Garage Exterior (“coach”) Lights

The following information provides guidance about light bulbs used in exterior garage lights for nighttime illumination. There is no mandate for a specific lumens output. Homeowners are encouraged to use “soft white” or clear bulbs rather than those with an orange (or other color) orientation.

Given the evolving bulb technology in recent years, it may be helpful to provide a few basics. Glenhaven is indebted to the Lowe’s Corporation website, the primary source for the following technical information.

INCANDESCENT BULBS – the residential standard for decades, but have largely been phased out. 40-, 60-, 75-, and 100-watt bulbs are no longer available. Some specialty incandescent bulbs, e. g., for indoor chandeliers, are still manufactured.

LED (light emitting diode) BULBS – have generally replaced incandescent bulbs and fit standard sockets. LED's are more energy efficient, thus requiring less energy, last longer (up to 20 years), and are “cool to the touch.” These bulbs produce soft, cool light and can be used indoors or out. However, for outdoor use, one should always look for packaging that indicates an LED bulb is rated for outdoor use.

FLUORESCENT BULBS – have been the standard for decades in many commercial settings and are often found in home kitchens, laundry rooms, and garages. They typically require a special mounting that includes a “ballast.”

HALOGEN BULBS – are typically flood light size. They are similar to incandescent bulbs, but use less energy.

WATTS v. LUMENS – Watts measure the amount of energy a bulb consumes. Lumens measure the amount of light a bulb emits. (A 100-watt incandescent bulb emits c. 1600 lumens.)

(Note: Homes with garage flood lights should use standard “floodlight” bulbs for these fixtures. Colors are to be avoided.)

Electric Vehicle (EV) Charging Stations (Installation)

The evolution of electric vehicles and their technology is progressing almost exponentially, especially in relation to battery capacity, charging options and efficacy. (A summary of EV charging closes this section.)

ACC regulations and approval requirements – For critically important community safety reasons and to ensure regulatory compliance, there are four ACC requirements applicable to the installation of any EV Level II Charging Station:

- No components of a charging station (e. g., not an inclusive list, separate electrical panel, dedicated plug, wiring) may be installed outside the homeowner's garage;
- Any work must be done by a contractor licensed to install charging stations;
- The homeowner is responsible for ensuring that any Davidson County or NC State permits are secured;

- An ACC approval request must be submitted (and subsequently approved) before any work may proceed.

As of this writing, there are two forms of EV charging:

Level I – This is the simplest (and most inefficient) method of charging an EV. Much like plugging in a kitchen appliance, a cord from the car is plugged into a “standard” wall outlet. Generally, this adds three miles of driving for each hour the car is charging. In cold weather, the charge is less effective.

Level II – This installation requires a professional electrician with expertise in the field; the costs can reach the low five figures. This requires a 240-volt line, a dedicated plug, and a “smart charger.” A Level II station provides a much quicker charge and is clearly preferred, especially when the car is driven beyond short trips for errands.

Questions may be directed to the ACC Chair.

Gutters – White, linen, brown, and black are the only permitted colors. Each building (duplex) is required to have the same gutter colors for both residences.

Roof – Roof repair or replacement is the homeowner’s responsibility. The only shingles that are allowed are CertainTeed (brand), 30-year, Landmark Architectural shingles. No substitutions will be allowed. If CertainTeed shingles are no longer made or not available, only the ACC can approve a substitution. For Phase I roofs, the only allowable color is “Weathered Wood”; for Phase II homes, “Georgetown Gray.” No flat tab shingles may be used.

Driveway Replacement – Driveways (area between the street curbing and the concrete under the garage door) are the responsibility of the HOA. The need for repair or replacement will be made by the HOA; the HOA will manage the choice of vendors and the repair work. In no case will stamped concrete or brick driveway aprons be permitted. Homeowners are not to initiate any modifications to any driveway.

Special Note on Driveways: Some dual driveways do not contain the grass/dirt separation area and/or expansion joints. Some Phase I driveways do not abut a neighbor's drive and thus are used solely by the residents of one home. As these unique driveways require replacement, a case-by-case assessment will be made; generally, the repair will be in the like-to-like mode, with the addition of expansion joints if practical.

The board's interpretation of what constitutes a "driveway" includes the walkway from the driveway to the residence's front stoop. An assessment of the walkway will be part of any decision regarding a driveway repair or replacement, and if a walkway repair or replacement is required, responsibility for said repair and the associated costs fall to the HOA.

Mailboxes – Mailboxes must be of a standard, consistent variety, and maintained by the owner. Since the creation of Glenhaven in 2008, the mandated mailbox model is what is known as the 3" Wake Mailbox*, available locally from Streetscapes and Window Works (www.sswwnc.com). For Phase I homes, the mailbox placement will be on the outside of driveways and not in the space between driveways. (For archival purposes, it should be noted that two Phase I home duplexes have mailbox placement that is inconsistent with the 2008 Design Guidelines. The placement of these mailboxes is "grandparented.") Owners are also responsible for the replacement of tarnished/faded numbers and any box that is damaged. Numbers must be placed on the top of the box.

*(If there is confusion about the availability of the required model, the ACC should be contacted for direction.)

Satellite Dishes (39" and smaller) and Roof Top Antennas – Views about the aesthetics of home satellite dishes and the extent to which they mar the appearance of a home vary greatly. However, there is general agreement that placing a dish in a highly visible location, especially in a street-facing area of a home, is undesirable and should be avoided. The optimum placement of a dish will preclude visibility from the street; generally, the rear of the home is recommended. In no event can a satellite dish be placed in a common area; however, a dish may be placed in the pine needle area (in the rear) associated

with the home. The same placement considerations apply to digital, external “over the air” (aka “terrestrial”) antennas.

Landscaping – As stated earlier, all landscaping of common areas, streets, rights of way, around the entrance pillars and entry sign is the **sole** responsibility of the HOA. In no circumstance is a homeowner, renter, or any occupant of a Glenhaven residence allowed to engage a landscaping firm (or undertake) mowing of a common area, whether adjacent to the owner’s home or not, and in no event can a homeowner, renter or any occupant of a Glenhaven residence arrange (or undertake) any activity related to the trimming/maintenance of the community’s “tree line” property or its trees. A homeowner may conduct his or her own modest trimming of areas around the home.

Signage – Entranceway structural maintenance, including the “Glenhaven” script and lighting, is the responsibility of the HOA. This does not prohibit year-end seasonal decorations; however, these decorations must have the concurrence of the board.

Per Amendment #2 to the Glenhaven Declaration of Covenants and Restrictions, no signs (except “for sale” property signs as noted below), including all political/advocacy signs, are allowed and will be removed immediately.

During any remodeling, repainting, maintenance work, etc., no service provider is allowed to place any sort of sign on the premises. This does not include any identifying language that may be on a provider’s service vehicle.

One real estate (“for sale”) sign may be erected in front of the home by the listing agent (or owner). For a reasonable time before (generally, two to three days prior) and during an “open house,” an associated sign may be placed in front of the home and at the entrance way. Any “open house” signs must be removed by sunset on the day of the event. A small “home for sale” (with arrow) sign may be placed in a spot between an entrance pillar and the main roadway. It is the responsibility of the owner to maintain any signage that is

allowed in a neat, attractive manner. Improperly maintained signs are subject to immediate removal.

Solar Panels (collectors) – With the increasing focus on alternative sources of energy, increasing environmental concerns, and technological advances, the utilization of solar panels (collectors) is of increasing interest to many homeowners. As is often the case, the installation of solar collectors on homes in a planned community can present unique challenges.

As with any alteration to the exterior of a home within Glenhaven, a detailed proposal for the installation of solar collectors must be submitted to (and subsequently approved by) the ACC before any construction can begin. The ACC's focus in such a review would be on structural issues, including any compromise to the integrity and soundness of the roof(s) involved.

As of this writing, the technology related to solar collectors is changing in a dramatic manner; there can be unanticipated issues that arise. As just one example, in some situations, installing collectors may have an impact on a home's roofing warranty. Homeowners are encouraged to work closely with any prospective vendor to ensure a comprehensive understanding of all factors related to a proposed installation. As is the case with any ACC request, the ACC will work closely with the homeowner and, if necessary, the vendor.

Radon Remediation – Radon is a colorless, odorless, tasteless, and ubiquitous gas that is the most common cause of lung cancer among non-smokers. Increasingly, testing for this gas is a contingency in a home sales contract. The test is often conducted by a radon detection/remediation business; home testing kits are also available from hardware and home improvement stores. Typically, a testing container is placed in a lower level of a home for several days and then sent to a lab for analysis. Results from 4 to 10 picolitres (per designated volume) are reason for concern and retesting. A reading of 11 and above is viewed as serious.

While remediation is most found in homes with basements or crawl spaces, it can also be necessary in homes constructed on a slab, as is the case in Glenhaven. With a slab, the approach is to install exhaust pipes below the slab; these pipes connect to the outside, with the radon gas removed by a fan that sends the gas upward to the atmosphere in a lengthy pipe. These installations require organizations trained in radon remediation.

Radon mitigation is typically done with PVC schedule-40 pipe three or more (often four) inches in diameter of the type used in plumbing. A frequently used color is white, although other colors are available and may be less noticeable, and are also preferred by the ACC.

Important note for Glenhaven Homeowners: No ventilation systems are allowed on any front (street) facing surface. The vents and exhaust pipe must be placed on side walls (preferably toward the rear of the home) or the back wall. No installation can commence until the homeowner has submitted a request through the Architecture Control Committee and in turn has received an approval from the committee. The homeowner must provide information (and schematics if available) about the location of the slab pipes, the placement of the exhaust pipe and fan, the color of the exhaust pipe, and the name of the vendor that will do the work. Questions should be directed to the Chair of the Architectural Control Committee.

CATASTROPHIC LOSS OF A UNIT* (or units)

Because of the enormity of such an event and the emotional toll a catastrophic occurrence typically generates, restating Article VI of the Glenhaven Declaration of Covenants and Restrictions in this document is appropriate:

Article VI.

DAMAGE OR DESTRUCTION OF TOWNHOMES

In the event of the occurrence of any damage or destruction by fire or other casualty to any one or more Townhomes, such damage or destruction shall be repaired or rebuilt in all events. All repair, reconstruction or rebuilding of any Townhomes shall be substantially in accordance with the plans and specifications for such damage or destroyed Townhome prior to the occurrence of such damage, or in accordance with such differing plans and specifications as are approved for such purpose by both the owner of the Townhome which is to be so repaired, reconstructed or rebuilt, and by the Board of Directors. The work of repairing, reconstructing or rebuilding any damaged or destroyed Townhome shall be completed as soon after the occurrence of such damage or destruction as is reasonably practicable at no cost or expense to the Association. The owner of any Townhome which is to be repaired, reconstructed or rebuilt pursuant to the provisions of this Article VI shall be responsible for the completion of such work in the manner, and within the time requirements, set forth in this Article VI.

Should fire, an explosion, or a natural disaster (not an inclusive list) damage one or both residences in a duplex, all plans for reconstruction must be submitted, in detail, to the ACC for approval. Again, the “like-to-like” ground rule would be applicable in such a situation; reasonable alterations will be considered but would require approval.

*Article IX, Section 2. (Declaration of Covenants) - Townhomes. The owner of each Townhome shall obtain and maintain in effect at all times a master multi-peril policy of property insurance covering all insurable portions of such Townhome, and the Stoop, Patio and any Portico which is annexed to such Townhome, on a replacement cost basis in an amount of not less than one hundred percent (100%) of the insurable value, based upon replacement cost, of the same.

SUBMISSIONS AND APPROVALS

For any submission (which includes additions or alterations), the individual homeowner is responsible for conformance with the Glenhaven Design Guidelines and the Glenhaven Declaration of Covenants and Restrictions. All exterior changes must be submitted to (and approved by) the ACC. The owner must submit sufficient detail (drawings, model numbers, name of vendors involved, color swatches, etc.) The ACC may have questions and may need to meet with the homeowner or a vendor. The ACC may also request additional

information. Providing the information is the sole responsibility of the homeowner.

The ACC will approve or disapprove each submission in writing (including e-responses or through a website portal), with possible recommendations or mandated changes regarding the plans that are inconsistent with the Design Guidelines. Homeowner plans will be approved or disapproved only after all the required information has been provided. The ACC will attempt to respond to requests in a timely manner, consistent with the complexity of the proposal.

(As of the date of this writing, all proposals/requests and attachments must be submitted to the ACC through the Lambeth Management portal. Over time, the access point and format may vary, but the submission process will likely continue to be electronic. If at any time there is a question about the process for submission, a homeowner should contact a member of the ACC or a board member.

Any project under review may not commence until written approval has been provided. Unapproved changes or alterations during construction that differ from the approved design will require alteration at the owners' expense to ensure compliance with submitted proposals.

The homeowner bears the responsibility for compliance with all governing codes and ordinances, as well as securing the requisite municipal approvals. Approval by the ACC does not imply or constitute approval by any government entity.