

COVENTRY HOMEOWNERS' ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

INTRODUCTION

In a planned community such as Coventry, it is important to maintain a harmonious, quality development. The intent of the Architectural Control Committee Guidelines (the "Guidelines") is to provide a framework for Coventry homeowners to follow when making exterior changes to their property, while maintaining a balance between private interests and the broader interests of the community.

Basic controls for maintaining the quality and consistency of exterior changes to property are provided in the Declaration of Master Covenants (the "Covenants") dated August 26, 1994 (provided in all homeowners' closing packages). The Covenants establish an Architectural Control Committee (the "Committee") to be made up of 3 members appointed by the Coventry Homeowners Association (the "Association") Board of Directors (the "Board"). The Committee is responsible for reviewing and approving/not approving all applications for exterior design changes. The Committee will use these Guidelines as the primary basis when determining the status of an application.

It is each homeowner's responsibility to comply with and assist in the enforcement of these Guidelines. Exterior changes may not be made by homeowners without properly obtaining Committee approval. Circumventing the application process is a violation of the Covenants. Moreover, such exterior changes may also be violations of the Guidelines. In these instances, surrounding homeowners must report such violations to the Coventry property manager ("the Management Company"). The Management Company will alert the homeowner of the violation so that he/she may remedy the situation.

The Committee needs the participation and support of each homeowner to maintain the quality, consistency, and harmony that will allow each of us to maximize our property values. As you will see in the remainder of this document, the application process is simple and efficient. However, it is important to remember that the Committee members are fellow Coventry homeowners volunteering their time amidst busy work and home schedules. The requirement for the Committee to review and approve/not approve an Application within 30 days of receipt by the Management Company is reasonable.

SUBMITTAL AND APPROVAL PROCESS

Each homeowner has the responsibility to complete an Architectural Request Form prior to making certain changes, additions, or deletions to the exterior of their home or property. Such changes are detailed in the Table of Contents of this document and, on a more general basis, in the Covenants. For any items not specifically addressed in the Guidelines, the Covenants will be controlling. The process will be the same for all submittals with the required details varying depending upon the type of change.

NOTE: If homeowners have concerns over the Guidelines, they may submit any comments, concerns, or proposed revisions as an attachment to the Architectural Request Form. Response to such concerns may exceed 30 days as they will be reviewed by the Committee as well as the Board. In no event shall the response take more than 120 days from the date of receipt by the Management Company.

Items to be submitted:

1. Architectural Request Form (Attachment I) completed in its entirety.
2. Plot Plan (as provided in homeowner's closing package) outlining the position or placement of the change or addition.
3. Drawings/plans (and pictures, if necessary) showing the construction of the change or addition.
4. A thorough description of paint, siding, or any other items that may be helpful in making a decision.

Submit your completed Architectural Request form to the Management Company (address included on application form) to perform an initial review for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner.

All completed submittals will be forwarded to the Committee or representative of the Committee prior to their next scheduled meeting to be reviewed. A site visit will be conducted if necessary. Submittals by homeowners who are delinquent on their payment of Association dues and/or any related interest charges will automatically be denied.

A homeowner who wishes to meet with the Committee should contact the Management Company to be placed on the agenda for the next scheduled meeting.

The Management Company will complete a standard response letter indicating the final decision. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits. Any alterations/deviations may require a re-submittal; please contact the Management Company for more information.

Reminders

1. You must obtain approval in writing from the Committee before the start of any exterior change. Do not commit labor or materials until you have received written approval.
2. City Building permits may need to be obtained and will be the responsibility of each homeowner.
3. Allow enough time for processing and approval in planning for construction. The Committee is allowed up to 30 days to act on an application.

APPEALS

To appeal a disapproved submittal, the homeowner should submit a written response to the Board's attention via the Management Company, including detailed information that clarifies why the submittal should be reconsidered. The homeowner may request a meeting with the Board to further discuss the submittal. Please contact the Management Company to be placed on the agenda for the next Board meeting.

TABLE OF CONTENTS

Nature of Project	Page
Clotheslines	5
Mailboxes	6
Parking	7
Storage	8
Basketball Goals	9
Swing sets, play houses, and jungle gyms	10
Vegetable garden plots	11
Pets, pet houses, and pens	12
Painting of exterior of home	13
Skylights and attic fans	14
Swimming pools and hot tubs	15
Solar collectors	16
Lawn ornaments, decorations, outside lighting, signs and flags	17
Major landscaping	18
Radio/TV antennas and satellite dishes	19
Additions and structural changes to homes	20
Driveways and parking pads	21
Detached structures	22
Decks, patios, arbors and screens	23
Fences	25
Maintenance	27
Reporting of Guideline violations	28
Attachment I - Application for Approval of Exterior Design Change	

CLOTHESLINES

Guidelines:

Permanent exterior clotheslines are prohibited.

MAILBOXES

All new mailboxes or replacements of deteriorating installations shall match the original mailbox style.

1. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.
2. Any deviations of mailbox or parts must be approved.
3. Painting of mailbox post may be done to match color scheme of house or may be left natural.

PARKING

1. No industrial or commercial type trucks or tractors, or inoperable vehicles may be regularly parked on the lot, common property, or within any right-of-way of any street in or adjacent to Coventry as written in the Covenants.
2. Parking of recreational vehicles such as campers, boats, trailers, and motorcycles shall be in accordance with Article VI, Sections 11 and 16 of the Covenants.
3. Any vehicle parked for storage in the side or rear yard of any residence must be completely concealed from public view.
4. On street parking of automobiles is strongly discouraged, both for public safety and aesthetic reasons. Children walking, playing, skating, or bicycling could easily be struck by a passing vehicle due to the limited visibility of both a child and other drivers around parked cars. Any homeowner who finds it necessary to park a car on the street must be sensitive to the concerns of their neighbors and prepared to relocate the vehicle if such parking creates a potentially hazardous situation.

STORAGE

1. No trade materials or inventories may be stored upon residential lots.
2. Temporary storage of materials for modification projects should be discreetly placed and maintained in an orderly fashion.

BASKETBALL GOALS

Items requiring Architectural Approval:

1. Basketball goals mounted on poles or on the house require approval.
2. Portable basketball goals must be stored when not in use.

Information Required in Submittal:

1. Plot plan showing location of basketball goal.
2. Picture or description of item.
3. Description and placement of screening, if any.

Guidelines:

Permanent and portable basketball goals are not allowed along the street right-of-way.

SWING SETS, PLAY HOUSES, JUNGLE GYMS

Items requiring Architectural Approval:

All **stationary** play equipment must be approved by the Committee prior to construction/placement.

Information Required in Submittal:

1. Plot plan showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment to be constructed/placed.

Guidelines:

1. Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed within 5 feet of any adjoining property lines. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. The Committee reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair (disrepair constitutes noticeable missing and/or broken parts, rust and/or peeling paint). A site inspection will be conducted by the Committee to verify if the complaints are valid and to determine if action needs to be taken.
3. Screening may be required along the property lines in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal, if necessary.
4. Portable play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

VEGETABLE GARDEN PLOTS

Items requiring Architectural Approval:

Vegetable garden plots will not require approval of the Committee if they are wholly located in the rear portion of the lot and are a minimum of ten feet from the side and rear lot lines. Any tree removal required to provide space for the garden plot must adhere to the tree removal guidelines.

Architectural review committee approval is required for any vegetable garden plot location other than described above or any deviation from the above description.

Guidelines:

Maintenance of the garden plot is required. Excess debris should be removed at the end of each gardening season and the plot returned to a natural state. This would include the removal of any stakes and any other structural additions required for harvesting the garden.

PETS, PET HOUSES, AND PENS

Guidelines for Housing of Animals:

1. Doghouses must be located at least ten feet from a property line in an area that is not visible from the street.
2. Doghouses should match the house in color, style, and roofing material as much as possible.
3. Doghouses must be located in the back or side yard (whichever is least conspicuous).
4. Screening should be provided as much as is reasonably possible.
5. Pet pens are to be made of either vinyl coated black, dark green, dark brown chain link fence or pressure treated wood such that the animal can see out. The height of a pen cannot exceed six feet.

Information Required in Submittal:

1. Plot plan showing location of the proposed structure.
2. Description of the materials to be used in construction.
3. Description of the type, size, and number of animal(s) to be enclosed therein.
4. Description of the plantings to be provided for screening.

REMINDER: As required by Article VI, Section 9 of the Covenants, "All pet owners must contain, restrain, and control pets under applicable city and county animal control laws, and, in any event, all pets must be on a leash when not on the lot of the owner." (includes dogs and cats)

PAINING OF EXTERIOR OF HOUSE

Items Requiring Architectural Approval:

Color changes made to the existing colors must be approved by the Committee. A color sample must accompany the application for exterior design change.

Items Not Requiring Architectural Approval:

Periodic repainting with the existing color for maintenance does not require approval. Brick will remain unpainted.

SKYLIGHTS AND ATTIC FANS

Items Requiring Architectural Approval:

The addition of a skylight or attic fan that changes the exterior of the roof must be approved by the Committee.

Information Required in Submittal:

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

SWIMMING POOLS AND HOT TUBS

Items Requiring Architectural Approval:

1. No permanent above ground pools allowed.
2. Hot tubs which are to be a permanent part of the deck and/or patio must be approved.

Information Required in Submittal:

1. Plans and specifications showing the nature, kind, shape, height, materials and location must be submitted.
2. Plot plan showing the location of the hot tub.
3. Plan for screening (fencing or live screening).

Guidelines:

1. Any wood support structure must be the same color as the house or deck.
2. Hot tub cannot be located within a buffer or casement.
3. All Wake County Health Department regulations must be met.
4. Hot tub must be screened from view from any street.
5. Plastic, portable baby pools are allowed and should be properly stored when not in use. Baby pools do not require approval.

SOLAR COLLECTORS

Items Requiring Architectural Approval:

NO solar collectors allowed.

**LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING,
SIGNS AND FLAGS**

Items Requiring Architectural Approval:

Lawn ornaments, free standing flagpoles and lantern poles, floodlights and security lights, and fishponds.

Items Not Requiring Architectural Approval:

Decorations including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, and for sale, for rent, garage sale, yard sale and political signs provided that no sign be placed on common property.

Information Required in Submittal:

1. Plot plan showing the location of item.
2. Picture or description of item.

Guidelines:

Every effort should be made not to disturb or adversely affect neighbors, especially with the installation of floodlights and security lights. On the items which do not require approval, the Committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain and, if upon inspection, the Committee considers the item unsightly or a nuisance.

MAJOR LANDSCAPING

Items Requiring Architectural Approval:

Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers need not be submitted for approval, provided they do not encroach upon neighboring properties.

After initial construction, no tree having a trunk diameter exceeding six (6) inches at a height of four feet above ground level, shall be removed without the Committee's prior written approval, unless the tree is dead or diseased or poses an imminent threat or danger to persons or property.

Other types of landscaping that are structural, change the contour of the land, are adjacent to a property line, or obstruct a neighbor's view will require Committee approval.

Information Required in Submittal:

1. Plot plan showing quantity and location of plants/trees.
2. Description of plants/trees.
3. Details of any landscape plan that may change the flow of any drainage/runoff shall be submitted with details, including a Plot Plan, drawings showing the present drainage/run off and the proposed drawings showing the change in the drainage flow as a result of this change.

Guidelines:

1. Hedges and Screen Plantings
 - a) No hedge or screen planting shall be erected any closer to the front lot line than the front of the house.
 - b) Hedge or screen plantings which form a barrier between properties should have the following:
 - i) Agreement for maintenance access.
 - ii) Setbacks to allow for plant growth.
2. No changes or modifications can be made to Common Property, without prior Board of Directors' written approval.
3. Retaining Walls - see guidelines for retaining walls.
4. Ornaments - see guidelines for ornaments.
5. Garden Plots - see guidelines for garden plots.
6. Fences - see guidelines for fences.

RADIO/TV ANTENNAS AND SATELLITE DISHES

As required by Federal Communications Commission (FCC) rules, satellite dishes less than one meter in diameter and television broadcast antennas with masts less than 12 feet do not require approval by the Committee *prior to* installation. However, the Committee requires the homeowner to place the equipment in locations that are not visible from the street, and, if necessary, to screen/camouflage the equipment from the view of neighbors. In rare cases, compliance with Committee requirements may not be feasible in order to obtain a quality signal. These cases will be handled on a case by case basis. It is strongly recommended that a homeowner submit an application prior to the placement of such equipment to avoid potential violations.

Information Required in Submittal:

1. Plot plan showing location of dish.
2. Description of plantings used to camouflage the equipment, if applicable.

Guidelines:

Purpose and intent: To minimize any health and safety hazards created by mounting satellite dishes on residential buildings. To control the location and screening of satellite dishes to lessen any impact on surrounding properties. To preserve the image and character of Coventry.

(NOTE: Intent is not to prevent a homeowner from having the ability to obtain satellite signals.)

1. Equipment which meets size requirements mentioned above may be located on any lot zoned for residential use in Coventry provided that it meets the following suggested criteria:
 - a) Equipment should not be visible from the street.
 - b) If it is determined by the Committee that equipment must be located in an area visible from the street in order to obtain an adequate signal, the resident must screen/camouflage the equipment.

ADDITIONS AND STRUCTURAL CHANGES TO HOMES

Items Requiring Architectural Approval:

All external additions or structural changes to homes must have architectural approval before construction begins. This includes, but is not limited to, new rooms, porches, garages, carports, vinyl siding, or attached structures of any kind. Also, any changes to windows, doors or chimneys/fireplaces require approval.

Items Not Requiring Architectural Approval:

Normal maintenance to preserve the structure in its original state does not require architectural approval.

Information Required in Submittal:

1. Plot plan showing the location of the structure and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.
2. Elevations showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint colors and shingles if applicable.

Guidelines:

1. No addition shall encroach upon the setbacks for the lot as listed in the Covenants.
2. Additions should match the house color and style as much as possible.
3. City Building Permits may need to be obtained and will be the responsibility of each homeowner.

DRIVEWAYS AND PARKING PADS

Items Requiring Architectural Approval:

Any parking pads or changes to driveways require architectural approval.

Items Required in Submittal:

1. Plot plan showing location of driveway or parking pad.
2. Elevation drawing(s) showing the measurements of the parking pad such as length, height and width as well as any landscaping that will be added along the perimeter.

Guidelines:

1. No long-term parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces, unless placed and screened from public view in rear yard.
2. Driveways and vehicle parking pads shall be concrete only. Any other type of pad (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practices.
3. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, association-owned common property and neighboring lots.

DETACHED STRUCTURES

Items Requiring Architectural Approval:

All detached structures require Architectural Review Committee approval prior to construction. Examples include storage sheds and greenhouses.

Information Required in Submittal:

Architectural approval must be received prior to any construction. A request for approval shall include:

1. Official plat or survey showing lot boundaries and existing building with the proposed structure.
2. Two elevations of the proposed construction showing the proximity to the residence.
3. Description of materials to be used including color samples.
4. Description and location of any trees to be removed.

Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible and should be placed out of the view of any street. It cannot be placed within 5 feet of any adjoining property lines. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Structures should match the house in color and style as much as possible.
3. No metal sheds are allowed.
4. The exterior must match the existing structure, in color and shingles.
5. Structures shall not exceed 10' X 12', with a 2' allowance at the discretion of the Committee.
6. No structure shall infringe upon the setbacks for the lot as listed in the covenants.
7. All structures must be properly maintained.
8. The Committee reserves the right to request landscape materials be installed depending on the location of the structure on the lot.

DECKS, PATIOS, ARBORS AND SCREENS

Items Requiring Architectural Approval:

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures including associated landscaping require Committee approval.

Information Required in Submittal:

1. Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.
2. Elevation drawing(s) showing style of deck and patio, including railing, steps, etc.
3. Description of materials used, including samples of stain or paint if applicable.

Guidelines:

1. Deck Materials
 - a) Deck materials are generally pressure treated wood and must be weather resistant.
 - b) The types and treatment of wood shall be like that of fences.
 - c) Posts may be made of brick, pressure treated wood or other suitable material.
 - d) Include any landscaping plan/screening of the area underneath the deck.
2. Patio Materials
 - a) Concrete slabs, smooth finish.
 - b) Bricks, with sand fill or grout.
 - c) Stone, with sand fill or grout.
 - d) Include any landscape plan with your request for the area around the perimeter of the patio.
3. Height of deck, arbors and screens
 - a) Decks should be of a reasonable height for their intended purpose.
 - b) Arbors should be no higher than 8 feet above the deck surface.
 - c) Screens as part of an arbor may extend to the arbor.

4. Location and Restrictions

- a) Patios should be located behind the house, but may not extend around the corners, or be freestanding in other areas of a backyard.
- b) Obstruction of view of adjoining properties will be given consideration in all cases.
- c) The construction of decks or patios within a buffer area will not be allowed.
- d) Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
- e) All permits and building codes must be in compliance with the City of Raleigh Regulations.

FENCES

Items Requiring Architectural Approval:

All fences require Committee approval prior to construction. Any appearance change or addition requires Committee approval.

Information Required in Submittal:

1. Submit a plot plan showing the exact location of the fence in relation to the house and property lines.
2. Elevation drawing(s) showing the measurements of the fence such as height, width of slats and spacing between slats.
3. Description of any landscaping that will be added along the perimeter.
4. Description of the materials to be used including if the fence will be left as natural color or will be painted white.
5. Description and location of any trees to be removed.

Guidelines:

Each installation will be examined on its own merit. No previously approved installation shall constitute a precedent for approval.

1. Styles
 - a) Gothic
 - b) Picket
 - c) Stockade
 - d) Shadow box
2. Design
 - a) Picket fences with decorative exposed posts. Pickets must be constructed with a decorative picket design.
 - b) Stockade fences must be constructed in a scalloped or rainbow design, with decorative exposed posts.
 - c) All fences must be constructed with the cross-bracing to the **inside** of the homeowner's yard.
 - d) If at all possible, fences should have a minimum of one inch spacing between vertical slats.
3. Color
 - a) Natural
 - b) White

4. Materials
 - a) Fence itself to be wood only.
 - b) All styles above may be either cedar, redwood or treated pine lumber.
 - c) NO metal, wire, chain or concrete fences are allowed.
 - d) All hardware used to join the fence components must be galvanized.
 - e) All posts must be set in concrete.
5. Height
 - a) The maximum height allowed is to be determined based on the environment and application. A uniform height is to be maintained parallel to the ground.
 - b) The maximum height allowed for Style A is 5 feet measured from the ground to the top of the decorative posts.
 - c) The maximum height allowed for Style B is 4 feet measured from the ground to the top of the decorative posts.
 - d) The maximum height allowed for Style C is 6 feet measured from the ground to the top of the decorative posts.
 - e) The maximum height allowed for Style D is 6 feet measured from the ground to the top of the decorative posts.
6. Location
 - a) The finished side of the fence styles must face the adjoining-lots, on the outside of the fence.
 - b) All fences must be constructed at least 6 inches within the property line.
 - c) Property owners are cautioned that constructing a fence that infringes on easements or access of right-of-ways may result in the eventual destruction or removal of the fence. Such construction is done entirely at the risk of the homeowner.
 - d) Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Committee. Construction within a buffer area may also require approval from the City of Raleigh.
7. Maintenance
 - a) Maintenance of the fence is the responsibility of the property owner.
 - b) It is recommended for natural finished fences that an annual application of wood preservative and/or water treatment be part of the normal maintenance practices of the property owner in order to preserve the look of the fence.
 - c) For fences that are painted white, it is recommended that the fence be washed periodically to prevent discoloration. Also, periodic repainting of the fence will be required to maintain the appearance of the fence.

MAINTENANCE

It is the primary responsibility of each homeowner to maintain his/her property in a way that does not detract from the overall beauty of the community. It is hoped that each and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties in our community.

Following is a list of areas that should be reviewed on a regular basis to ensure that your home is in good repair:

1. Shrubby, trees and lawns (front and rear yard)
2. Driveways.
3. Decks.
4. Fences.
5. Play equipment.
6. Roofing/shingles.
7. Painted and stained finishes.
8. Garbage can storage.

Deterioration:

If at any time the Board is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the Committee will make a site visit.

Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time the repairs have still not been made, the Board reserves the right to impose serious sanctions.

REPORTING OF GUIDELINE VIOLATIONS

When a concerned Coventry homeowner identifies a potential violation of the Guidelines or architectural section of the Covenants, he/she should communicate such information to the Management Company via phone or letter (the Management Company phone number and address included on Attachment I). The homeowner should convey to the Management Company the nature of the potential violation and the address of the lot in question.

The Management Company will review its records to determine whether the item in question was reviewed and approved/not approved by the Committee. The Management Company will then forward such information to the Committee for consideration as to compliance with the Guidelines. Committee response in these situations will not be subject to the 30 day maximum review period as these items may be reviewed by the Board as well. In no instance shall the response time for these items exceed 120 days from the date of receipt by the Management Company. For those items never submitted for approval that are in violation of the Guidelines and/or Covenants, the homeowner will be notified of the violation and procedures will be taken to remedy the situation. Refer to the Covenants, Article V, Section 6 for more information regarding enforcement by the Committee.