

# Architectural Guidelines

## *Proatan Woods Development*

Roanoke Island  
North Carolina

June 2, 2006

Includes:

Guidelines (5 pages)  
Application and Review Procedures (2 pages)  
Design Review Application (2 pages)  
Enforcement Procedures (3 pages)  
Appendix A-Maintenance (4 pages)

## General

It is the intent of these architectural standards to maintain a consistent character throughout the development. It is believed that a predictable environment will inspire confidence among owners and purchasers and will protect property values.

Traditional houses like those found in coastal towns and villages throughout eastern North Carolina are encouraged. Elements like fences, lampposts, and outbuildings will contribute to a village-like atmosphere. Preservation of existing vegetation and use of native coastal North Carolina plants will enhance the natural maritime forest feel. Generally the development has been characterized as coastal heritage homes in a maritime garden village.

Certain architectural styles are expressly prohibited. They include "Oriental", "Spanish", "Mexican", "Western", "Ranch", "Moderne", "Mediterranean", "Caribbean" and "Art Deco" or "Miami Beach". The Architectural Review Board shall be the sole determinant of whether a proposed house is of an unacceptable style.

Domes, modulares, Quonset huts, "chalets" and log homes are expressly prohibited.

Real or synthetic stucco is permitted only as part of a "half-timbered" (Elizabethan, Tudor, Queen Ann, etc.) style of construction. Areas divided by "timbers" shall not exceed 100 square-feet.

## Defined Terms

*Height:* The vertical dimension of any element or structure measured from the highest point to the average grade around the base or foundation. For fences and walls the height shall be measured vertically at any point from the ground to the top of the wall.

*Front Yard:* The portion of the lot from one right-of-way line to the nearest corner of the two outermost sidewalls.

*Rear Yard:* Any portion of a lot other than the *front yard*.

## Site

### Clearing

Existing vegetation shall be preserved to the maximum extent possible. Clearing shall not extend more than 12' beyond the edge of any structure or driveway. Clearing shall also comply with provisions of the covenants.

### Grading

Grading or placement of fill shall not extend more than 8' beyond the edge of any structure or driveway. The maximum depth of fill shall be as prescribed by the Dare County Health Department for the installation of a septic system or 2' higher than the highest point on any adjoining lot, whichever is less.

The Architectural Review Board and lot owners shall cooperate where disputes arise in order to avoid ponding or flooding on any lot caused by fill on other lots.

### Plantings

A minimum of 20% (twenty percent) of the open space of any lot (excluding building footprint, driveways, decks, walkways, etc.) shall be covered with existing vegetation or shrub and flower beds. Lawns shall not be included for the purpose of achieving the 20% minimum.

Landscaping plans shall be approved by the ARB prior to construction, however completion of landscaping may be accomplished up to one year after a Certificate of Occupancy is issued by the Building Inspector.

#### Garden Features

Not more than three garden features (figurines, statues, bird baths, sundials, etc.) not to exceed 4' in height are permitted in the *front yard*.

#### Fences, Walls and Gates

The style and material of fences and walls should match or complement the house. Vinyl or plastic fences or clad elements and chain-link fences are not permitted. In or around the *front yard* split rail fences, and the use of stucco for any portion of any wall or fence, are also prohibited.

In or around the *front yard* the height of fences, walls or gates shall not exceed 4'. In or around the *rear yard* the height of fences, walls or gates shall not exceed 6'.

#### Gazebos, Cabanas, Trellises, Pumphouses and Other Accessory Structures

The general style and finish of accessory elements should match or complement the house. Synthetic stucco and exposed metal framing are expressly prohibited. The maximum size of any accessory structure shall be 12' in any horizontal dimension and 16' in height.

#### Pet Enclosures and Houses

Pet enclosures and houses shall be confined to the rear yard. Chain link and other steel wire enclosures of any type shall be screened from view from any right of way.

#### Mailboxes, Paper Boxes, Lamp Posts and Bollards

Plastic molded combination post-mailboxes (Rubbermaid or similar) are not permitted. Metal stake-type mail or newspaper box supports are not permitted.

A photograph or diagram of the type of mailbox to be installed shall be approved by the ARB prior to installation.

#### Walkways

Asphalt and white concrete walkways are not permitted. Concrete walkways shall be tinted in a warm earthtone color. Brick and cobblestone or stamped concrete walkways are encouraged. The Architectural Review Board shall be the sole determinant of whether a driveway color is acceptable.

#### Driveways

A minimum 12' wide hard surfaced driveway shall be provided from the edge of the roadway. At a minimum this driveway shall provide one 12'x20' parking space within the boundary of the lot. When there is a garage the driveway shall extend to at least one garage door.

Asphalt and white concrete driveways are not permitted. Concrete driveways shall be tinted in a warm earthtone color. Brick and cobblestone or stamped concrete driveways are encouraged. The Architectural Review Board shall be the sole determinant of whether a driveway color is acceptable.

Additional parking space for vehicles, trailers, etc. may be provided using brown stone like pea gravel or river rock. All such gravel areas shall be bordered by a foundation, driveway, walkway, treated 1x4 wood strip or metal edging. The use of gray gravel, marl or oyster shells is not permitted.

#### Propane Tanks, Satellite Dishes, Antennas, Heat Pumps and Other Accessories

Propane tanks, heat pumps and other similar elements shall be screened from view from any right of way. Satellite dishes larger than 24" in diameter are not permitted. No antenna may exceed the height of the peak of the house roof. (Exception: Antennas for use by certified HAM operators may be permitted at the

sole discretion of the Architectural Review Board. Such antennas shall be removed when the certified HAM operator is no longer permanently in residence.)

#### Vehicles

Untitled vehicles of all types may not be stored in the *front yard* for any period of time.

Untitled vehicles may not be stored on any lot for longer than one year. This includes cars, trucks, boats, motorcycles and tractors over fifteen horsepower. This does not include lawn tractors, go carts and ATVs.

#### Trash Receptacles and Enclosures

A screened enclosure shall be provided for all trash receptacles including roll-out cans. The screen shall block the receptacles from view from any right of way. Roll-out cans shall be stored in the enclosure except at those times designated for pick-up by Dare County.

#### Swimming Pools

Swimming pools are not permitted in the *front yard*. Above ground pools are permitted in the rear yard only when screened from view from any right of way and not more than 3' high. All pools must be approved by the Architectural Review Board. Pool fences shall comply with the fence requirements above.

#### Play Equipment, Trampolines, etc.

Swing sets, "jungle gyms", trampolines, slides and other play structures are not permitted in the *front yard*. Custom constructed tree houses or "forts" constructed by children and inflated "kiddie" pools are discouraged but not prohibited in the *front yard*.

### **Buildings**

#### Floor Area

The minimum heated floor area for any house shall not be less than 2,400 square-feet, except that up to 400 square-feet of the floor area of an unheated above-garage bonus room may be included toward the minimum area.

#### Garage Doors

Garage doors opening on the *front yard* not permitted. It is preferred that garage doors also not front a side street.

Flat metal panels (including lightly dimpled or embossed) and corrugated metal or fiberglass doors are expressly prohibited. Metal or fiberglass in a traditional "paneled" pattern are permitted. Paneled or barn style wood doors are encouraged.

#### Porches

All houses shall have a porch fronting the *front yard* with minimum dimensions of 6' deep and 8' wide. (Exception: At the discretion of the Architectural Review Board a substantial traditional entrance surround combined with a 6'x6' stoop may be substituted for a porch.)

Traditional porches along one or two full sides of houses are encouraged.

#### Roofs

Flat roofs on any part of any house are expressly prohibited. Roof pitches shall be the minimum specified by the manufacturer for the roofing material but shall not exceed 12:12.

Permitted roof configurations include hips, Dutch hips, gables, gambrels and any combinations thereof. Prohibited roof configurations include flat, opposed sheds, sheds and mansards.

Permitted materials for roofing include cedar shingles, conventional three-tab or "architectural" asphaltic/fiberglass shingles, slate, synthetic slate, copper, and standing seam metal in traditional colors. The Architectural Review Board shall have sole discretion to define traditional colors for metal roofing.

Generally traditional colors include raw copper, patinaed copper (light green), brown, dark green, black and red-brown. Excluded colors include red, blue and all others.

#### Windows

On any side of a house which fronts a right of way the total area of window and door glass shall not exceed 30% (thirty percent) of the total wall area measured from the ground to the soffit. Window and door glass shall be divided by muntins in a traditional pattern. Where appropriate to the style of the house muntins may be eliminated from the lower sash of double-hung windows.

Windows shall not be grouped more than three wide. Such grouped windows and single windows shall be separated by not less than 12" horizontally.

#### Dormers

The use of traditional dormers in appropriate configurations is encouraged.

#### Siding and Trim

Acceptable siding materials include:

Wood in any configuration except fake logs, smooth panels or panels with vertical grooves 12" o.c. (ie "T One-eleven)

Cementitious (ie Hardie) plank, shake and panels (except smooth)

Vinyl shakes, brick and stone

Stucco or synthetic stucco may be used only as part of a "half-timbered" style of construction. Areas divided by "timbers" shall not exceed 100 square-feet.

Prohibited materials include vinyl in all other configurations, metals and concrete block.

Vinyl or aluminum may be used to clad trim around roof eaves and rakes and for soffits and porch ceilings.

Trim sizes should be appropriate to the style and scale of the house. Corner boards shall be 5-1/2" wide minimum, except corner trim used with vinyl shakes may be more narrow if in the same color as the shakes. All windows and doors shall have head and jamb trim at least 3-1/2" wide.

#### Decks, Railings, Columns and Posts

Deck and porch floors shall be of treated or painted wood or synthetic decking (ie Trex) in gray or brown. Porch floor paint shall be of a traditional color like dark green, gray, red-brown or brown.

Railings shall be of traditional configurations and constructed of wood, fiberglass (ie Fypon), pre-painted metal or vinyl-clad metal. All such railings shall be white whether painted on site or prefinished.

Black wrought iron and wrought aluminum railings are also permitted when appropriate to the style of the house.

Porch columns shall be of traditional shapes and sizes. Round columns shall be of classical proportions. Un-tapered round columns are not permitted.

Square columns without chamfered corners or trim bands are not permitted.

Elevated porches and deck pilings shall be screened with wood or vinyl lattice or 4" wide wood boards spaced up to 4".

#### Entry Doors and Sidelites

Entrance doors shall be paneled, full-glass, or have glass panels and may be of any material permitted by Code.

### Chimneys

Exposed metal chimneys are not permitted.

### Foundations and Skirting

Foundation walls should be of brick, stone or parged block. For houses constructed on pilings the foundation may be skirted with brick or stone veneer, smooth synthetic stone panels or smooth painted cementitious panels.

Parking under elevated houses or porches is not permitted.

### Gutters and Other Accessory Elements

Gutters and other accessory elements shall be of styles and colors appropriate to the house.

### Wall Mounted Light Fixtures

Wall mounted lights shall be of a style appropriate to the house. Spotlights are not permitted. Lights which shine into neighboring yards or the windows of neighboring houses are not permitted.

The use of short (less than 4') bollards for illumination of driveways, walkways, decks and pool decks is preferred.

Uplighting of feature trees is permitted with lamps not to exceed 25 watts. Spotighting of structures is prohibited.

## **Maintenance**

See Appendix A.

## APPLICATION AND REVIEW PROCEDURES

Application and review procedures which will be used by the Architectural Control Committee are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the application form authorized by the Architectural Review Board . A copy of this form is included as an exhibit to this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should mail applications to the following address:

Architectural Review Board  
Croatan Woods Development, LLC  
Post Office Box 896  
Manteo, North Carolina 27954

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Architectural Review Board , supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements. Also included is a checklist which, for frequently requested improvements or additions, provides a reference guide for the supporting documentation necessary for submitting a complete application package.
  3. Time Frame for Completion of the Review. The Architectural Review Board is required to approve or disapprove any proposed improvement within sixty (60) days after the receipt of a properly completed application. However, the sixty day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
  4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Board .
  5. Appeals Procedure. Homeowners who have submitted design review applications may appeal decisions of the Architectural Review Board to the Board of Directors.
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A homeowner may appeal a decision of the Architectural Review Board by submitting a written request to the Board of Directors within ten (10) days after the date of an action by the Architectural Review Board. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within forty-five (45) days from the date of receipt of an appeal.

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**DESIGN REVIEW APPLICATION**

To: Architectural Review Board  
 Croatan Woods Development, LLC  
 Post Office Box 896  
 Manteo, North Carolina 27954

From: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Address: \_\_\_\_\_ Home phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work phone: \_\_\_\_\_

Directions:

The Declaration of Covenants requires that you submit to the Architectural Review Board for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Review Board your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Board review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Architectural Review Board prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Purpose of Improvement: \_\_\_\_\_

ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_  
 (After approval by the Architectural Review Board )

ESTIMATED COMPLETION DATE: \_\_\_\_\_

Neighbors' Acknowledgments:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot/Block: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot/Block: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot/Block: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Lot/Block: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Owners' Acknowledgments:

I/we understand and agree:

1. \_\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. \_\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to contact Miss Utility, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_\_ that I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.

Owner/Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked) .

**FOR ARB USE ONLY**

Date received by ARB: \_\_\_\_\_

Pursuant to the Croatan Woods Homeowners Association Declaration, the undersigned representative of the AFB is granted the authority to approve or disapprove the plans and specifications for the architectural change herein submitted.

\_\_\_\_\_ **Approved** – Plans and Specifications submitted in this application meet the requirements of all current by-laws, documents, Declaration, and rules and regulations of Croatan Woods Homeowners Association.  
Comments: \_\_\_\_\_

\_\_\_\_\_ **Disapproved** – Plans and Specifications submitted in this application do not meet the requirements of current by-laws, documents, Declaration, and/or rules and regulations of Croatan Woods Homeowners Association.  
Comments: \_\_\_\_\_

\_\_\_\_\_ **Incomplete** – Further information is required before this application can be approved. Please resubmit this application with the following additional information. \_\_\_\_\_

\_\_\_\_\_  
ARB Chairperson

\_\_\_\_\_  
Date

## ENFORCEMENT PROCEDURES

The Bylaws of the Association empower the Architectural Review Board and the Board of Directors to enforce compliance with the Association's Design Guidelines. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Architectural Review Board by a member of the Board, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Architectural Review Board or managing agent.
  2. The alleged violation will be confirmed by a site visit by a member of the Architectural Review Board, or the managing agent.
  3. The Architectural Review Board will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.
  4. If the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Architectural Review Board a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen day period).
  5. If the violation is not abated within fifteen (15) days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Architectural Review Board) the Board will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by the Architectural Review Board.
  6. As a result of this hearing, the Architectural Review Board shall refer the violation to the Board of Directors for enforcement of the Association's Design Guidelines.
  7. The above procedures do not preclude the Architectural Review Board or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by
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certified mailing and that the action is consistent with the provisions of the Association's legal documents. Likewise, the Architectural Review Board or the Board may establish shorter notification periods for the correction of violations of the Design Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

8. Work in Progress Violations

If a resident is in the process of building an unapproved structure on his/her property and it is brought to the attention of the Property Manager, the following procedures are to be used:

1. Construction of unapproved modifications or change is reported and observed.
  2. An immediate request is made to stop construction, and to send completed application for submittal to the Property Manager for consideration by the Architectural Review Board.
  3. If no response is received from owner in reasonable time, the Croatan Woods HOA Board of Directors may seek an injunction to stop work or pursue other remedies as judged appropriate by the Board.
  4. A violation continues in the file until the matter is resolved.
9. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board of Directors may, after thirty (30) days written notice to the owner (or such shorter notice period as determined by the Board), authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the owner. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their lot, (other than neatly stored construction materials for an approved improvement of the lot or home) the notice period shall be ten (10) days.

Property Maintenance Standards

- A. General Responsibility - Owning a property in Croatan Woods includes assuming responsibility for maintaining all existent structures as well as natural landscaping, grass, and the appearance of yards.
  - B. Maintenance of Houses and Existent Structures - As houses and structures such as sheds or decks age, their exteriors may become deteriorated in appearance. Houses may have trimboards that are chipped, peeling or rotted. House siding may rot or collect mildew on the boards, and siding, trim or a front door may be badly in need of paint. Screens may hang off doors and windows, and storm doors may be broken and
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hang from hinges. Decks and sheds may become unsightly and even unsafe as the wood deteriorates and aging and weathering. In all cases, the overall neglected and unkempt appearance of the structures may impact the community as a whole, and could eventually lower property values. Each homeowner must maintain and make necessary repairs to these structures. Driveways, walkways, chimney flues, attic fans, etc. need to be checked regularly. Roofs should be checked on a regular basis, and gutters and downspouts should be cleaned of leaves and debris each year; Aluminum and Vinyl replacements require regular checking to see if the caulking remains watertight.

- C. Maintenance of Landscaping and Natural Areas - All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Review Board ).

Any natural or planted areas require regular maintenance also.

Homeowners must always take into account erosion, drainage onto neighboring properties, or flooding when they make modifications to their yards. Any dumping of branches, grass clippings, leaves, mulch, or dead plants onto community property is prohibited. All trees and plantings on residential properties must be maintained by the homeowner.

- D. **Maintenance of Yards.** Bags of trash should always be kept in air-tight containers, and should be stored out of sight. Trash can be placed in designated areas to be picked up on pickup days. Yards are not areas for the storage of items, and they should be cleaned of litter, debris and old newspapers on a regular basis.

Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.

- E All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be immediately removed.

- F. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
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# APPENDIX A

## MAINTENANCE STANDARDS GUIDE

The following kinds of maintenance problems may be cited for violation; they are not to be viewed as inclusive.

### I. Roof Area:

- shingles missing
- clawing of asphalt shingles and/or extremely bad deterioration
- gutters and downspouts not secured to house - hanging down or missing
- gutters must be maintained and painted
- rusted gutters/downspouts
- Leaves and debris visibly hanging out indicating a blockage
- all downspouts must be maintained and painted
- downspouts removed without ACC approval
- chimney flues rusted and paint chipped and peeling
- skylights rusted, skylights removed and replaced with new material (plywood, plastic, etc.)
- gravel guards
- chipped and peeling paint
- original replaced with unapproved style and material

### II. House:

#### 1. House Siding and Trimboards:

- siding/trimboards rotted in areas so a hole is created; siding/trimboards covered with mold or mildew; siding/trimboards with chipped and peeling paint; siding/trimboards wood is exposed due to or because of lack of paint; caulking around windows, doors and baseboards is worn; loose bricks; deteriorating bricks, or missing brick;
- broken or missing panes of glass
- torn screens
- trimboards are rotted, paint is chipped or peeling, trimboards are missing

#### 2. Windows

- broken or missing panes of glass
  - torn screens
  - deteriorated window frames
  - missing mullions
-

### 3. Doors

- broken or missing panes of glass
- torn screens
- loose and not firmly attached doors
- hardware: original replaced with non-conforming style
- original replaced with different areas of door left unpainted
- in need of paint

### 4. Shutters

- broken or missing slats
- hanging or not securely attached
- in need of paint
- original replaced with non-conforming style/size

### 5. Window Boxes

- Loose and not properly attached
- in need of paint
- rotted wood requiring repair

### 6. Window Guard Rails (Metal or Wood)

- rotted and deteriorated wood - unsightly and unsafe
- in need of paint
- mold and mildew
- removed without approval
- structural defects visible to eye
- missing sections or insecure fastening

### III. Pagoda Lights and Exterior Lighting:

- broken, rusted, dented, bent out of shape
  - broken glass
  - missing or burned out light bulbs for extended period of time
  - fixtures themselves in need of paint
-

#### IV. Steps:

- Loose or cracked - unsafe
- gaps between house base and steps at ground level (created as house settles)

#### V. Walkway:

- loose or cracked stones or cement
- dangerously angled stones due to ground settling
- unapproved, unprofessionally done, or unsafely placed timbers, stones, etc.

#### VI. Retaining Walls:

- loose or cracked wood or stones
- precariously angled walls
- rotted wood
- unapproved, unsafely, or unprofessionally constructed walls

#### VII. Sheds:

- rotted structures
- holes in siding
- in need of stain or paint
- covered in mold or mildew
- precariously angled structures

#### VII. Garages:

- siding/trimboards rotted so holes are created
- siding/trimboards covered in mold or mildew
- siding/trimboards with chipped and peeling paint
- siding/trimboards down to bare or exposed wood
- deterioration of caulking around windows, doors and baseboards
- garage doors in need of paint
- garage doors missing panels
- garage doors dented and bent out of shape

#### IX. Attic Vents:

- rusted and in need of paint
  - removed and area filled in with unapproved material
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X. Fences:

- broken and falling down
- missing sections
- replaced but not treated
- posts missing or rotted

