

Oakwind Architectural Review Committee

Architectural Design Standards

Revised: April 30, 2009

MISSION STATEMENT. The Oakwind Architectural Review Committee is dedicated to promoting an aesthetically appealing community through the conscientious development, re-evaluation and enforcement of our neighborhood's architectural standards. We will do this through the careful and timely consideration of homeowner requests and with an open communication during this process.

THIS DOCUMENT. The goal of this document is to provide further clarification as to the accepted Architectural Standards that govern the Lots and Structures within Oakwind. Furthermore, it seeks to give guidance to homeowners as to what modifications/additions are acceptable and the process by which they can gain approval for them. This document is not inclusive of all possible situations. As such, each request will be reviewed on its own merit and with deference to the Community-Wide Standard. This document supersedes any prior Architectural Standards documents that may or may not have been disseminated.

INTRODUCTION. The Oakwind Architectural Design Standards ("Standards") are hereby formally declared as of April 30, 2009 by the Oakwind Homeowners' Association Board of Directors ("Board") and its Architectural Review Committee ("ARC") under the authority provided in the Oakwind Declaration of Protective Covenants, Conditions, Restrictions and Easements ("Declaration").

The Board believes that these Standards benefit all members of Oakwind Homeowners' Association, Inc. ("Association") by helping its members govern the use of the land and the conduct of its members to preserve, protect and increase property values and their quality of life as residents. It believes enforcement of these Standards is essential to the continued success of our community. Any homeowner not possessing a copy of the Declaration should contact an Oakwind Homeowners' Association Board member for a copy.

These Standards apply to new structures, alterations and additions on existing, previously developed Lots as described in the Covenants.

If the homeowner proceeds with any new construction, alterations, additions or repainting without prior written approval by the ARC, the homeowner runs the risk of having to correct any violation at their own expense. If violations are not rectified in a timely manner, the Board may hire an outside company/contractor to remedy the situation and liens may be placed on the property, as appropriate, to recover the expense.

Using guidance provided by the ARC, the Board shall render the final decision as to the merit of any Homeowner requested change. The enforcement of these Standards is described in Article 6 of the Declaration.

DESIGN STANDARDS

1. **AUTHORITY.** This Standards document is promulgated pursuant to authority granted to the Board of Directors and the ARC of the Oakwind Community under section 6.7 of the Declaration.
2. **PURPOSE.** A Request for Architectural Review form ("RAR"), along with any required supporting documentation, must be submitted to, and approved by, the ARC pursuant to the Declaration and these Standards for the sole and exclusive purpose of assuring that all structures and landscaping within the Development are in conformity and harmony of external design and within the existing standards of the neighborhood.
3. **DEFINITIONS.** Any word as used herein shall have the same meaning as such words have in the Declaration:
 - A. **"Lot"**

Refers to any plot of land within the Community, whether or not improvements are constructed thereon, which constitutes a single-family dwelling site as shown on a plat recorded in the land records of the county where the Community is located. The ownership of each Lot shall include, and there shall pass with the title to each Lot as an appurtenance thereto, whether or not separately described, all of the rights and interest of an Owner in the Common Property, as herein provided, together with membership in the Association.
 - B. **"Owner" and "Homeowner"**

Refers to the record owner, whether one or more persons, of the fee simple title to any Lot located within the Community, excluding, however, any Person holding such interest merely as security for the performance or satisfaction of any obligation.
 - C. **"Structure"**

Refers to (a) any thing or object the placement of which upon any Lot may affect the appearance of such Lot, including by way of illustration and not limitation, any building or part thereof, garage, porch, shed, greenhouse or bathhouse, coop or cage, covered or uncovered patio, swimming pool, fence, curbing, paving, wall, tree, shrub, sign, signboard, or any other temporary or permanent improvement to such Lot, (b) any excavation, grading, fill, ditch, diversion dam or other thing which affects the natural flow of surface waters from, upon or across any lot, or which affects or alters the flow of any waters in any natural or artificial creek, stream, wash or drainage channel from or across any lot; and (c) any change to grade at any point on a lot of more than six (6) inches.
 - D. **"Community", "Neighborhood" and "Oakwind"**

Refers to that certain real property described in Exhibit "A" of the Declaration, and such additions thereto as may be made by Supplementary Declaration as provided therein.
 - E. **"Community-Wide Standard"**

Refers to the standard of conduct, maintenance or other activity generally prevailing in the Community. Such standard may be more specifically determined by the Board of Directors of the Association. Such determination, however, must be consistent with the Community-Wide Standard originally established by the Declarant.

4. ARCHITECTURAL REVIEW AND APPROVAL PROCESS.

A. Submission of Request for Architectural Review.

All requests are to be submitted to a member of the ARC. Standard submissions include, but are not necessarily limited to, an Oakwind Request for Architectural Review form (see Appendix "C"). More detailed information as to what should be submitted for a given change can be found in the Architectural Guidelines section below. Comprehensive submissions are more likely to be completed in a timely fashion.

Any change to previously submitted and/or approved plans must be resubmitted using a new RAR form. If the homeowner proceeds with any alterations, additions or repainting without prior written approval by the ARC, the homeowner runs the risk of having to correct any violation at their own expense.

B. Approval of Request for Change.

Once the RAR form and all supporting documentation have been provided to an ARC member, the review process can commence. Incomplete forms or missing information can result in delays. In such cases, a member of the ARC will contact the Homeowner for clarification.

When additional information or documentation will be requested, the more promptly it is received, the sooner a decision can be rendered.

The ARC has 30 days to render a decision from the time ALL required AND requested information has been provided to an ARC member. Every effort will be made to complete this process as quickly as possible.

Once the ARC has completed its review, a recommendation is made to the Board. In turn, the Board will render the ultimate decision of approval or denial of the request. Afterwards, the Board will notify the requestor in writing within the allotted 30 day approval time period.

Approvals are valid for a period of one year from the time notification is made to the Homeowner. If work has not been completed within one year, a new RAR form must be submitted and approval once again given.

C. Execution of the Request.

During approved work or construction, all vehicles in any way connected with such work or construction shall enter the Lot or Lots only by the driveway as approved in the plans submitted to the ARC. All vehicles shall be parked at the Lot to avoid damage to trees, paving, curbs, gutters, and any other improvements on the Lot.

All modifications to Lots must be sensitive to the occupants of neighboring Lots and homes. Modifications should be planned and constructed such that they will have minimal impact on the views from neighboring Lots, and such that they will not change existing water runoff.

As a factor in the decision to approve or deny a modification, the ARC will consider a proposed modification's impact on neighboring Lots.

5. ARCHITECTURAL GUIDELINES.

The Guidelines below are meant to provide a general reference as to what types of changes are allowed and/or not allowed in Oakwind. It does not necessarily cover all situations or change requests. Homeowners are always welcome to submit a RAR for changes that fall outside these Guidelines. Each request will be reviewed individually and upon its own merit.

This document does not explicitly specify any Local, City, State or Federal building code requirements that may or may not apply to certain situations.

IT IS THE HOMEOWNER'S RESPONSIBILITY TO COMPLY WITH ALL BUILDING CODE REQUIREMENTS AND OBTAIN THE NECESSARY BUILDING PERMITS AS NEEDED. THE ARC DOES NOT VALIDATE CODE COMPLIANCE.

NOTE: For the purpose of this document, any Lot situated on a corner, with frontage on two streets, shall be considered as having two front yards.

A. Animal Pens and Dog Houses:

No Structure for the care, housing or confinement of any animal shall be constructed or placed on any Lot.

B. Antennae and Satellite Dishes:

ARC approval of outside antennae must be obtained before installation. Nothing other than conventional radio and TV receiving antennae are permitted and shall not be visible from the street.

ARC approval for placement of Satellite dish is required and should be installed such that views from the street are minimized. Satellite dishes must be less than one meter in diameter and installed in accordance with Federal Communication Commission (FCC) rules.

Acceptable: Satellite Dishes, Standard TV/Radio Receiving Antennae

Not Acceptable: Satellite Dishes >1 Meter in Dia.

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Drawing or photo of roof showing location of proposed antennae.
- Drawing, photo or product brochure for the antennae with dimensions, materials and colors indicated or supplied.

C. Basketball Goals:

ARC approval is required for removable (fold-up) basketball goals; however, they must be located in the driveway not on the street or any area of the lawn.

ARC approval is required for permanent basketball goal installations. Backboards must be maintained and conform to neighborhood standards. Backboards of permanent basketball goals cannot be in bright or fluorescent colors. White, black or clear backboards are encouraged. *Basketball goals, both permanent and removable, are not to be placed in such a way as to encourage play in the right-of-way of vehicular or pedestrian traffic.*

Acceptable: Fold-Up Basketball Goals, Permanent Basketball Goals

Not Acceptable: Permanent Basketball Goals (backyard) with Bright or Fluorescent Colored Backboards

Submittal for architectural review should include at minimum:

Completed Oakwind RAR form

- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed basketball goal
 - Measurements between all of the above.

- Drawing, photo or product brochure of proposed basketball goal with dimensions, materials and colors indicated or supplied.

D. Clotheslines:

Outdoor clotheslines are not allowed in Oakwind.

E. Decks

ARC approval is required for all deck installations, modifications and extensions including, but not limited to, deck coverings and awnings. Approval must be given, in writing, prior to any clearing, grading or construction.

Decks are typically constructed out of Pressure Treated Pine or Cedar although new composite decking material is also suitable. The color of the decking material, or in the case of wood decks the paint or stain color, must be harmonious with the existing house color as well as the color palette of the Community (see Section G)

The usual and preferred deck fencing consists of a 36" high railing with cedar or treated wood vertical posts and spindles spaced no more than 4" apart. Additions or extensions of deck fencing must conform to existing designs. If none now exists, new fencing should be consistent with the homeowner's and adjacent homes.

Acceptable: Pressure Treated Pine, Cedar, or Composite Material Decks (like Trex brand)

Not Acceptable: N/A

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed deck or addition
 - Measurements between all of the above.
- Drawing of proposed deck showing all finished elevations (front, back and sides) with dimensions, materials and colors (finish) indicated or supplied.
- Photo(s) of current deck structure and a description of the deck expansion where applicable.

F. Driveways and Extensions or Expansions:

Driveway extensions must be approved by the Architectural Control Committee. The ARC recognizes that the bulk of driveways within Oakwind were constructed for use of two vehicles. We understand that, in many cases, that type of use is no longer sufficient and therefore will review extensions or expansions to current driveways where the submittal follows the guidelines outlined below. All driveways, including extensions & expansions, are to be constructed of hard-surfaced paving matching the existing driveway (i.e. concrete w/ a minimum depth of 4"). Concrete reinforcing is recommended. *When intended use is for the storage of a boat, non-emergency commercial vehicle, recreational vehicle or trailer, additions to any driveway will not be approved.*

Acceptable: Concrete Extensions and Expansions

Not Acceptable: Asphalt, Brick, Stone or Gravel Extensions and Expansions

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed driveway extension/expansion
 - Measurements between all of the above
- Description of materials to be used.
- Planned use of the extension/expansion

G. Exterior Colors:

ARC approval is required for repainting the exterior of a house if you are changing your color from the original builder color. Exterior paint colors on all parts of all houses shall be in keeping with the existing color scheme in Oakwind. This is primarily limited to natural earth tones. Should a homeowner wish to make changes to their current color scheme, careful consideration should be given to the colors of adjacent homes. Homeowners may not paint their house the same colors as the homes of any bordering property or immediately across the street. This is in order to achieve a well balanced and coordinated color scheme throughout the community.

Acceptable: Natural Earth Tones

Not Acceptable: Pastels, Deep Jewel Tones, Fluorescent Colors

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Proposed paint color samples with color name, number and brand indicated or supplied.

H. Fences and Walls:

ARC approval is required for the construction or modification of any fence or wall. A distinction is made between wood deck fencing and yard fencing. Yard fencing is defined as fencing, other than deck extensions, that extends into the rear yard area.

The following guidelines apply when submitting requests for new or modified fences:

- Fences should be cedar or pressure treated pine with two or three horizontal rails. Fences should be either four foot high split-rail fencing, six foot high privacy fencing or four foot picket style fencing. Split rail style or picket style are recommended. Ranch rail style fencing is not preferred.
- Fences may extend from the rear corner area of the home to the back area of the yard and not forward towards the front of the house in order to minimize its visibility from the road.
- May include open-view fine wire mesh screening when necessary for pet containment (not the chain-link type). Wire mesh only to be used as a "lining" to a fenced-in yard and not as a construct for an animal pen. See section A: Animal Pens and Dog Houses for further clarification.
- Walls may either be constructed in a natural stacked stone or brick as is prevalent throughout Oakwind or by using 6" x 6" pressure treated landscape timbers. Walls should only be used for retaining earth or fill such as when cutting into a hillside or slope. Free standing walls on a Lot are not allowed.
- Screening shrubbery on the fence perimeter may be required to further minimize visibility from the street and/or as a consideration to neighboring homeowners. Fences and walls must not violate easements or adjacent Lot lines.
- Vinyl or cyclone fencing is not an allowed material

- Framing and support structures are to be on the inside of the fence, facing the interior of the homeowners' property.

Acceptable: Cedar or Pressure Treated Pine Fences, Stacked Stone Retaining Walls, 6" x 6" Landscape Timber Retaining Walls

Not Acceptable: Chain Link Fences, Fenced-In Side Yards, Free Standing Walls

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed fence
 - Measurements between all of the above.
- Drawing, photo or product brochure of proposed fence with dimensions, materials and colors indicated or supplied.
- Proposed paint or stain color samples with color name, number and brand indicated or supplied.
- Proposed plantings, type and location, for visual screening as needed.

I. Flags and Flag Poles:

ARC approval for the installation of small, house-mounted flagpoles does not require ARC approval.

Flags are permitted to be flown in Oakwind. College and Professional sports flags may be flown during the appropriate season. College and Professional football flags may be flown from August until January. College and professional baseball flags may be flown from April until October. Flags must not be offensive in nature or violate accepted Community standards. Flags may not be mounted to, or cover up any window of a house.

If flag is to be illuminated for night time viewing, lighting should be directed away from adjacent properties and traffic.

Permanent, in-ground flag poles are not allowed in Oakwind.

Acceptable: House-Mounted Flag Poles

Not Acceptable: Offensive Flags, In-ground Flag Poles

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed flag pole
 - Measurements between all of the above.
- Drawing, photo or product brochure showing proposed flagpole with dimensions, materials and colors indicated or supplied. Include above-ground height.
- Plan for lighting if flag is to be displayed at night.

J. Garage Doors:

Garage doors shall be coordinated with all other garage doors on the Structure and with the Community-Wide Standard. Doors are to be made of steel or aluminum. Wood doors are not permitted. Furthermore, garage doors must be painted to an approved color (**see section G. Exterior Colors**).

Acceptable: Steel Garage Doors, Aluminum Garage Doors

Not Acceptable: Wood Garage Doors

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Drawing, photo or product brochure of proposed garage door(s) with dimensions and materials indicated or supplied.
- Proposed paint color samples with color name, number and brand indicated or supplied.

K. Garbage Cans:

All garbage cans, woodpiles, swimming pool pumps, filters and related equipment, and other similar items shall be located or screened so as to be concealed from view from neighboring streets and property. All rubbish, trash and garbage shall be regularly removed and shall not be allowed to accumulate. Trash, garbage, debris or other waste matter of any kind may not be burned within the Community. If you wish to store your cans on the side of the house you must submit a request to construct an exterior trash can enclosure.

L. Landscaping:

ARC approval is required for any change to the landscaping of any Lot. A graphic and written plan of landscaping must be submitted to the ARC prior to the installation of any materials. This plan should include a drawing to show location, variety and size of all plant materials and "hardscape" items such as fences, walls, etc. Approved plans must be fulfilled no later than twelve (12) months after the approval date. ***If work has not begun prior to 12 months, a new RAR form must be submitted and approval granted.***

- ARC approval is required for the removal of any tree having a diameter of 6" or more measured from a point 2 feet above ground level.
- All trees and plant materials must be common to the area.
- All lawns, beds and islands must be free of weeds.
- All lawns must be mowed and edged.
- Statuary items are not permitted in the front or side yards. If you wish to place in rear yard, submit for ARC Approval.
- Vegetable gardens should be screened so as not to be visible from the street.
- All front yards must be covered with suitable ground cover, i.e., Bermuda grass, pine straw, pine bark mulch, nuggets, etc.
- Landscape gravel for plant beds will be approved on a case-by-case basis. Exposed earth or red clay is not permissible. All plant bed covering (i.e. mulch) should be consistent within a given lot.

Acceptable: Trees and Plants Common to the Area, Bermuda Grass

Not Acceptable: Palm Trees, Bamboo, Gravel Yard Covering, Statuary

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Measurements between all of the above
- Drawing of proposed landscaping plan (may be indicated on above plot plan)
- Proposed type, size and location of new plantings, land cover, and features as well as any landscaping to be removed
- Photos or pictures of plant/tree species involved

M. Lighting (Exterior)

ARC approval is required for any exterior lighting, which replaces, or is in addition to, the existing lighting on the house or Lot. Approval will be based on the condition that any added lighting will be reflected away from adjacent residences and away from the vision of passing motorists as stated in Protective Covenants. *Any light fixture, lamp post, landscape lighting, etc. must be in keeping with the design standard in the Oakwind community. Driveway lighting will not be allowed.*

Acceptable: N/A

Not Acceptable: N/A

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed lighting
 - Measurements between all of the above
- Drawing, photo or product brochure of proposed lighting fixture(s) with dimensions, materials, lighting type, wattage and colors indicated or supplied

N. Mail Boxes:

ARC approval is required for replacement mailboxes. All mail box systems must conform to U.S. Postal Service Specifications and to the Community-Wide Standard. Mailboxes shall not be made of wood, plastic, stone, brick, concrete or any other material not in keeping with the current Oakwind style. Mailboxes must have the standard Oakwind mailbox decal. Information regarding the official Oakwind decal may be obtained from the Oakwind website: www.oakwindhoa.com. Mailboxes, posts and number decals must be kept in good condition. Mailboxes and posts should be painted black using a glossy automotive paint to match the existing mailbox and mailbox post color prevalent in the Community.

Acceptable: Metal Mailboxes and Posts – See Mailbox Details at www.oakwindhoa.com

Not Acceptable: Wood, Plastic, Stone, Brick or Concrete Mailboxes or Posts

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Drawing, photo or product brochure of proposed mailbox with dimensions, materials and colors indicated or supplied.

O. Parking:

All vehicles must be parked within garages, driveways, or other paved parking areas. Parking in yards

is prohibited. Any towed vehicle, boat, recreational vehicle, motor home, mobile home, or like equipment may not be visible in the community unless completely enclosed in a garage. No commercial vehicle over $\frac{3}{4}$ ton may be parked overnight. Commercial vehicles $\frac{3}{4}$ ton or less shall not have removable material or equipment (for example: ladders) visible while parked. Acceptable commercial vehicles are pickup trucks, SUV bodies, and vans, excluding box-type panel truck

P. Play Equipment

ARC approval is required for the addition of all play equipment. Play equipment, including but not limited to, Swing sets, play sets, trampolines, play houses and tree houses, should be located at the rear of the house. Equipment should be placed in such a location as to minimize views from streets, neighboring properties and common areas as much as possible. Play equipment is not to be placed within 10 feet of neighboring property lines.

Play sets and swing sets should be constructed primarily of wood and have a natural appearance. Metal swing sets and the like are not permitted.

Acceptable: N/A

Not Acceptable: Metal Swing sets

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed equipment
 - Measurements between all of the above.
- Drawing, photo or product brochure of proposed unit with dimensions, materials and colors indicated or supplied.
- Proposed plantings, type and location, for visual screening as needed.

Q. Pools, Hot Tubs and Spas:

ARC approval is required for all pools, spas, hot tubs, surrounding decks, fencing and screening. Approval must be given, in writing, prior to any clearing, grading or construction. No above-ground pools will be approved.

Safety fencing for pool enclosures must meet County code requirements.

Hot Tubs and spas are acceptable so long as they are in the rear of the house and out of sight from the street.

Acceptable: In-Ground Pools, Hot Tubs, Spas

Not Acceptable: Above Ground Pools

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed pool, hot tub or spa location
 - Measurements between all of the above.
- Drawing, photo or product brochure of proposed pool, hot tub or spa with dimensions, materials and colors indicated or supplied.

- Proposed plantings, type and location, for visual screening as needed.

R. Roofs and Roofing Material:

ARC approval is required for replacement of, or change to, any roof or roof covering. Roofing material and color shall be in keeping with the current Oakwind Standard. This is limited to asphalt shingles in the same color as is prevalent throughout the Community.

No plumbing or heating vents, exhaust fans or sky lights shall penetrate roof surfaces that face any street. All roof stacks and flashing must be painted to blend with roof colors.

Acceptable: Asphalt Shingles

Not Acceptable: Cedar Shake Shingles, Gravel Roofs, Barrel Tile

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Photo, sample or product brochure of roof covering or feature with dimensions, materials and colors indicated or supplied as appropriate.

S. Sheds

ARC approval is required for all sheds. The ARC will review shed submittals where allowed by the Covenants (one per residence) as follows. Any shed should be constructed of like materials and colors to the dwelling. This includes, but is not necessarily limited to, roof and siding materials. Maximum height should be one story or 12 feet (including roof). Sheds cannot exceed the dimensions of 12 X 12.

Placement should be at the rear of, and as near as possible to, the dwelling and out of view of frontage road(s). Sheds are not to be placed within 10 feet of neighboring property lines. Screening with evergreen plantings is desired to minimize neighboring views.

Acceptable: Sheds Constructed in the Style of the House

Not Acceptable: Pre-Engineered Plastic Sheds, Aluminum Sheds, Steel Sheds

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed shed
 - Measurements between all of the above.
- Drawing, photo or product brochure of proposed shed showing all elevations (front, back and sides) with dimensions, materials and colors indicated or supplied.
- Proposed plantings, type and location, for visual screening as needed.

T. Siding and Exterior Cladding

ARC approval is required for any new or replacement siding or exterior cladding materials. Hardiplank Siding is the primary siding material in Oakwind. Materials which will not be approved are stucco, vinyl, aluminum and Masonite. Paint colors, and the colors of materials such as brick and stone, must be in keeping with the natural, earth tones existing in the Community.

Acceptable: Hardiplank Siding, Brick, Stone, Cedar Shake Siding

Not Acceptable: Stucco, Vinyl Siding, Masonite, Aluminum Siding

Submittal for architectural review should include at minimum:

- Completed Oakwind RAR form
- Drawing of proposed changes showing all elevations (front, back and sides) with materials.
- Photo, sample or product brochure of siding with materials and colors indicated or supplied.
- Proposed paint color samples with color name, number and brand indicated or supplied where appropriate.

U. Signs

In order to maintain a neat, uncluttered appearance in the neighborhood, the use of certain types of signs are permitted as conditioned by Community-Wide Standards.

The following types of signs are considered pre-approved with these conditions:

Political Signs: No more than one sign per candidate per lot is permitted. Signs may be placed no more than 14 days before an election and must be taken down within 7 days after the election.

Garage/Yard/Moving Sale Signs: One sign may be placed on the homeowner's property where the sale is being held and only on the day of the sale. One sign may be placed at the entrance to Oakwind no more than 1 day prior to the event and must be removed no later than the following day. *To minimize the need for individual sales, the Social Committee normally conducts and promotes one community-wide yard sale a year in the Spring. Residents are encouraged to participate at these times.*

Home for Sale Signs: These are allowed to assist owners in selling their homes and must be of the typical size and design most commonly associated with this sign type. One is allowed in the front yard of the homeowner's private property. Signs are NOT to be placed at the entrance of the neighborhood.

Contractor Signs: Contractor signs are allowed only while work is being done and only for a period no longer than 10 days. Signs must be removed within 24 hours of work completion. All other signs advertising goods or services that are not specifically described above, are not allowed.

Location of signs: The signs that are permitted above are intended to be placed on the private property of the homeowner. No sign may be placed on Oakwind common property or the entrance to the Community. Signs placed on Oakwind common property, such as street sign posts, lamp posts, clubhouse property, pool area, etc. will be removed.

The Board of Directors, on behalf of the Association, shall have the right to erect reasonable and appropriate signs on any portion of Oakwind common areas to promote community-wide events.

V. Window Mounted Air Conditioning Units

Window mounted air conditioning equipment, including evaporative coolers and the like, are prohibited in Oakwind.

APPENDIX "A"**Screening Guidelines**

- 1) **REASON FOR SCREENING:** Screening may be used within the Community to define private spaces or to attract or divert attention to or from particular views.
- 2) **OBJECTS TO BE SCREENED:** Screening shall be used in connection with the following:
 - A) Free standing utility apparatus, such as transformers, and switching equipment;
 - B) Exterior, ground-level machinery, such as air conditioning and heating equipment;
 - C) Refuse containers and related storage areas.
- 3) **METHODS OF SCREENING:** Subject to the approval of the ARC the following methods of screening may be used:
 - A) **Earth Banks and Berms.** Such earth banks and berms shall:
 - i) have a maximum slope of 2:1; and
 - ii) be covered with acceptable grass or vegetation.
 - B) **Planting Screens and Hedges.** Species and layout design to be approved by the ARC.
 - C) **Fences and Walls.** Such fences and walls shall:
 - i) complement the design, texture and color of all structures on the same Lot;
 - ii) shall be a maximum of 6 feet above grade in height;
 - iii) shall include planting as an integral component;
 - iv) and shall not attract attention as distinct architectural elements

APPENDIX "C"



RETURN THIS FORM TO
 OAKWIND HOA – ARC Committee, c/o All-in-One Community Mgmt
 5200 Dallas Highway, Suite 200 #266, Powder Springs, GA 30127
 Tel: 678-363-6479 / FAX: 678-363-6481
modifications@allinonemgmt.com www.allinonemgmt.com

OAKWIND ARC MODIFICATION REQUEST FORM

PROPERTY ADDRESS: _____

DATE: _____ DAYTIME PHONE: _____

NAME: _____

EMAIL ADDRESS: _____

Permission is hereby granted for members of the ARC and appropriate Oakwind HOA reps to distribute and discuss your application with your neighbors and to enter the property to make reasonable observations and inspections of the modifications and completed project. I have discussed the modification with my neighbors who border my property and other neighbors who may be directly impacted by the proposed modification.

OWNER SIGNATURE: _____

MODIFICATION(S) REQUESTED ~ Check appropriate box – Provide as much detail in the form of sketches, samples, photos, etc.

FENCE(S) Specify materials, style & attach sketch on plat	ROOF Manufacturer, type & color – Provide sample if possible
LANDSCAPING Specify materials & attach sketch	SCREENING Specify material, style & include drawing of elevations
POOL(S) & SPA(S) Attach plans (2 sets)	SCULPTURES/LAWN DECORATIONS Provide complete description, location & photo/picture
RECREATIONAL EQUIPMENT Specify type (play set, trampoline, etc.) & attach sketch with specific location	STRUCTURE ADDITION Provide 2 sets of plan drawings with elevations and include list of materials to be used
REPAINTING Paint Mfg. & Color(s) Provide paint samples & specify areas	STRUCTURE MODIFICATION Provide 2 sets of plan drawings with elevations and include list of materials to be used
OTHER Include detailed description and plans if applicable	TREE REMOVAL Provide sketch with location of proposed tree removal & type of tree(s)

MODIFICATION(S) DESCRIPTION IN DETAIL - (Attach additional information as necessary)

FOR ARCHITECTURAL REVIEW COMMITTEE (ARC) ONLY

Date Received:	<input type="checkbox"/> In Person	<input type="checkbox"/> By Mail
Date Reviewed:		
ARC Reviewer(s):		
Date Responded:		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> CONDITIONAL APPROVAL **	<input type="checkbox"/> DISAPPROVED **
**Explanation:		

NOTE: Please allow up to thirty (30) days after submission to the ARC in writing. Only one request per ARC form will be accepted.
 Remember to submit color samples, drawings, sketches or site plans as applicable. FOR YOUR PROTECTION: Inquire with your City, County, and/or any other applicable government agency regarding required permits before starting any work on your property involving new construction, alterations, or additions (etc).
 APPROVAL OF ANY STRUCTURE OF ARCHITECTURAL CHANGE BY THE ARC IS IN NO WAY A CERTIFICATION THAT THE STRUCTURE FOR ARCHITECTURAL CHANGE HAS BEEN BUILT IN ACCORDANCE WITH GOVERNMENTAL RULE OR REGULATION OR THAT THE STRUCTURE COMPLIES WITH SOUND BUILDING PRACTICE OR DESIGN.
 NOTE: Improvement work may not commence without written approval of the Oakwind HOA – A fine of \$200 can be assessed for any unauthorized changes. Unauthorized improvements are subject to fining and/or removal at the expense of the homeowner.