

WYNFORD CHACE
DESIGN STANDARDS

Revised 8/31/2015



DESIGN STANDARDS FOR WYNFORD CHACE

The Board of Directors and the Modifications Committee (MC) in order to create and maintain a community of high esteem and visual harmony have established these Design Standards. Homeowners are urged to study these guidelines, as well as the full set of covenants, Conditions and Restrictions of Wynford Chace, which are a part of the Deed to their home. The Design Standards listed here are intended to supplement and amplify the Declaration of Covenants of Wynford Chace, but not to be construed as a complete representation of these Covenants. In the event of a conflict between the Declaration of Covenants, and the Design Standards, the Covenants shall prevail. The Board reserves the right to alter, revoke, and add to the Design Standards from time to time at its discretion.

It is recognized that there are existing structures that deviate from these Design Standards. However, it is the intent of the MC and the Board of Directors to enforce compliance with these Design Standards in approval of all further architectural and design changes.

PLAN APPROVAL PROCEDURES

The approval process begins by submitting two sets of the following items in acceptable form one set will be retained by the association's management firm and the other by the MC.

1. Architectural plans showing front, rear and side elevations. *All* proposed changes must be clearly marked.
2. Exterior finish schedule indicating roofing materials, siding, brick, stucco, vinyl siding, and all other exterior materials, finishes and textures. These may be noted on the architectural plans and elevations.
3. Exterior color schedule indicating roofing colors, stucco, vinyl siding, siding, and trim colors, brick and mortar selections. The MC may require samples of the above selections to be furnished by the owner.

IMPRTANT NOTE:

It should be emphasized that plans for additions and alterations must be submitted in writing, reviewed by the MC, and approved by the Board **before** construction begins. Final review of the submittals will be documented by the Board in writing and the homeowner will be sent a copy of the approved plans with any exceptions noted. **All approvals are valid for 120 days, unless otherwise requested and approved.**

ARCHITECTURAL GUIDELINES

1. All roofs shall be black or charcoal blend, weathered wool gray or dark brown fiberglass shingles. Samples may be required. If adding to an existing structure, roofing material must complement existing roof.
2. Siding material may be wood or hardboard lap siding. Vinyl siding of first quality material and .044 inches minimum thickness may be used. Vinyl siding must be installed by experienced certified vinyl craftsmen and must be hand nailed not stapled.
3. All stone work shall be gray Tennessee fieldstone laid with natural color gray mortar. Exceptions are to be specifically approved by the Board.
4. All brick selections must be approved by the Board. All mortar shall be buff or regular gray. There shall be no white-looking brick or black mortar. Samples may be required.
5. All stucco and synthetic stucco colors and textures must be approved by the Board. All stucco must be painted or integrally colored.
6. All exposed concrete block or poured foundations and retaining walls must be veneered with stone, brick, siding, or stucco to compliment the house materials.
7. All sheet metal and PVC work (roof caps, flashing, plumbing vents and chimney caps, etc.) must be painted to match the roof gutters and downspouts must be painted in approved trim colors. Place all roof stacks and plumbing vents on rear slope of roofs.
8. All exterior painting colors must be submitted for approval by the Board. This includes previously approved colors.
9. Awnings must be approved by the Board. No metal awnings will be allowed.
10. All satellite dishes must be approved the Board. Satellite dishes must be less than one (1) meter in diameter and placed with the least visibility from the street (unless an acceptably quality signal cannot be received at such locations).
11. The location and design of all solar heat collectors must be approved by the Board.
12. Driveways shall be paved with concrete. Additions to existing driveways must be approved prior to construction, must extend forward from the front line of the house/garage and must be sited so that all parking area is located in front of the house/garage.
13. Each lot and structure shall be maintained in good condition and repair. This includes, but is not limited to, repairing and painting, cleaning, or other external care of all structures and removal of trash and debris. Refer to Section Number 14 of the Covenants.
14. All porches, patios, decks, and modifications thereof must be approved by the

Board.

15. All exterior lighting shall be sited where it will not be a nuisance to neighbors and must be approved by the Board.

SITE DESIGN GUIDLINES

1. Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant material native to the Southeastern United States. Large natural areas should be preserved and rear yards may be seeded or treated naturally.
2. No living hardwood tree over 6" in diameter, and no dogwood or redbud over 2" in diameter, shall be removed without prior written approval from the Board. Reference Section Number 11-k of the Covenants.
3. All landscaping must be maintained at all times, including but not limited to, weeding, watering, mowing of lawns and pruning shrubbery so that same are not obstructive of a view by motorists or pedestrians of street traffic. Refer to Section Number 11-L and Section Number 14-b of the Covenants.
4. Placement of any signs on the common areas, including but not limited to the entrance area, must be approved by the Board. "Home for Sale" and yard sale signs may be placed at the entrance Fridays through Sundays and then removed. For sign placement, reference Section Number 11-b of the Covenants. All other signs must be approved by the Board with the exception of one (1) professional security sign per lot. Elections signs during active campaigns only.
5. All fencing or walls of any type must be approved by the Board regarding design and location. Fences cannot be used to surround entire yards. Fences may be 6 feet maximum in height, be constructed of cedar or cypress, face good side out, and extend perpendicular to side of property lines and follow property lines (if applicable). Chain link will be allowed only in designated flood plains or wetlands.
6. Clotheslines of any sort are not permitted. All equipment, garbage cans, etc., shall be kept in garage or screened adequately so they are not visible from any street.
7. All swimming pools, hot tubs, and spas must be approved by the Board. They must be screened from adjacent properties and streets. All pump, filters, equipment, etc., must be screened from view. No permanent above-ground pools will be allowed.
8. No window air conditioning unit shall be installed.
9. All permanent play and recreational equipment with the exception of basketball goals, Must be approved by the Board and must be located where it will have minimum visual impact from adjacent properties and streets. This includes wood swing sets,

treehouses and playhouses. Basketball goals must be mounted on black poles and have backboards painted white.

10. No tennis courts will be allowed on any lot.
11. Any decorative appurtenances, including but not limited to, sculptures, bird baths, fountains, gazebos, or other decorative embellishments must be approved by the Board. No permanent flagpoles will be allowed.
12. All mailboxes must be approved by the Board. The Board reserves the right to standardize all mailboxes and posts.
13. All exterior lighting, including but not limited to, landscape lights and spotlights, shall be sited where it will not be a nuisance to neighbors and must be approved by the Board.
14. Any accessory structure (i.e., outbuildings, garden sheds, storage buildings, etc.) must have prior approval of the Board. Such structures shall not exceed 10 feet in height (at peak) and a maximum size of 120 square feet and shall conform to the Architectural Guidelines of these Design Standards. An accessory structure shall be sited where it will have minimal visual impact from any street and shall be designed and landscaped to coordinate with the existing house.
15. Commercial vehicles over four (4) wheels (including trailers) may not be parked in the subdivision for more than 24 hours. No vehicle may be parked in any side or rear yard. Any stored or inoperable vehicle must be garaged. For recreational vehicles, reference Section Number 11-f of the Covenants.

IMPORTANT NOTE:

The Board of Directors reserves the right to change, alter and add to the above guidelines from time to time at its discretion.

The purpose and intent of the Board in requiring submission and approval of plans is to achieve harmony and aesthetic coordination of the community, and to secure compliance with recorded Covenants, Conditions, and Restrictions. The contents of these guidelines, with any actions of the Board or its agents, are not intended to be, and should not be construed to be, an approval of the adequacy, reasonableness, safety, or fitness for intended use, of submitted plans, materials or construction.



Wynford Chace Homeowners' Association, Inc.
APPLICATION FOR MODIFICATION

Please read the instructions on page 2 of this form before completing the application

Date: _____

Homeowner's Name: _____

Address: _____

Home Phone: _____ Call/Work Phone: _____

Email Address: _____

Estimated Start Date: _____ Estimated Completion Date: _____

DO NOT PROCEED WITH YOUR REQUEST UNTIL THE ARCHITECTURAL REVIEW COMMITTEE GIVES APPROVAL

TYPE OF MODIFICATION BEING REQUESTED

MINOR

Arbor	Paint (color sample required)	Play Equipment	Statuary
Basketball Goal	Landscaping	Satellite Dish	Other

For minor modifications, please see instruction # 5 on page 2 of this form.

MODERATE

Deck	Gazebo	Shed	Screened Porch
Retaining Wall	Fence	Garage Door	Other

For moderate modifications, please see instruction # 6 on page 2 of this form.

MAJOR

Room Addition	Landscaping	Driveway	Other
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For major modifications, please see instruction # 6 on page 2 of this form.

NOTE: A site plan, to scale, MUST be submitted for ALL modification requests, except request to paint house.

Permission is hereby granted for members of the Architectural Review Committee and appropriate Wynford Chace Homeowners' Association representatives to enter the property to make reasonable observations and inspections of the modification request and completed project.

I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner Signature: _____ Date: _____

WYNFORD CHACE HOMEOWNER'S ASSOCIATION, INC	
Received: _____	Reviewed: _____
Completed Review: _____	
Approved By: _____	Denied By: _____
Signature	Signature



INSTRUCTIONS FOR REQUEST FOR MODIFICATION

Please read the instructions on this page carefully before completing the application.

The Wynford Chace Homeowners' Modification Committee requests that all required documentation be submitted at one time. Any application received that does not contain all required documentation will be returned to the homeowner unprocessed.

- 1.) Please PRINT legibly in BLACK ink.
- 2.) Give the complete homeowner name.
- 3.) Give the complete address of the home for which the modifications are being requested. Please make note if the owners mailing address is different from the home address where the modifications are being requested.
- 4.) Complete the entire application, sign and date form.
- 5.) For minor modifications, submit a site plan, to scale, showing exact location of modification being requested in relation to property lines. Also, please provide a drawing, product brochure, or description of the planned addition.
- 6.) For moderate or major modifications, please enclose two copies of the following with your request:
 - a. A site plan, to scale, showing exact location of modification being requested in relation to the property lines. A State of Georgia registered survey plat clearly showing property lines, existing improvements, and proposed modifications(s). Please show exact location of modification(s) being requested in relation to your property lines. Existing fences, decks, walkways, driveways, etc. should also be indicated.
 - b. A brief description of the modification, drawings, exterior dimensions, exterior elevations, floor plan, detail or Materials to be used, pictures, catalog pages, brochures, or color samples must be included.
- 7.) If building any accessory structure, such as a shed, gazebo, lean-to, etc., please provide specific dimensions including widths, length, and heights of the structure.
- 8.) It is recommended that homeowner check with the County Building & Inspections Department to obtain necessary permits and building code information.
- 9.) Important: Mail application form and any and all documentation to:

WYNFORD CHACE HOMEOWNERS' ASSOCIATION, INC.
c/o Heritage Property Management Svcs.
500 Sugar Mill Rd, Bldg B, Ste 200
Atlanta, GA 30350