

DESIGN REVIEW GUIDELINES FOR ALTERATIONS & CHANGES

Highland Lake Residential Homeowners' Association

In this packet you will find an application for architectural approval. An application must be submitted to and approved in writing by the Design Review Committee (DRC) prior to the commencement of any additions or exterior modifications to your property. Approvals may take up to 30 days.

Before sending in this application please be sure you have included the following information. Did you:

- Complete all items on the application?
- Complete Appendix A (if applicable)?
- Include relevant information for items 1 - 14 on the application?
- Include any plans from your architect or survey?
- Obtain/include building permits?

You may submit a request to the Design Review Committee via email to:

hlvillageinfo@gmail.com

Once you complete the application, you may return it by mail or hand delivery to one of the DRC members.

DRC members: Arlene Cassidy, Judy McLendon, Dena Arcaro

Board of Directors Liaison: Jane Headland

See Neighborhood Directory for all contact information.

Don't forget! Call 811 or go online to 811.com before you dig! Make certain you have power, gas, and phone utilities lines marked before you break ground on any project, large or small!

Highland Lake Village Design Review Guidelines

INTRODUCTION

The appearance of our community is in our hands. Long-term attractiveness and property values are dependent upon all homeowners complying with the latest Master Association Covenants, Conditions and Restrictions (CCR) and following Design Review Guidelines. The goal of the Association is not to make arbitrary rules or limit your freedom to an unreasonable extent; rather the goal is to keep the Traditional Neighborhood at Highland Lake Village, hereafter known as the Neighborhood, the type of neighborhood that attracted you to it in the first place. The Design and Review Committee (DRC) and the Design Review Guidelines are by the CCR.

Shown below, highlighted in yellow, is verbiage from the CCR specific to DRC matters. The information following any highlighted areas is the language as adopted from the CCR and applied to Highland Lake Village, The Neighborhood, for use by the DRC in an ongoing basis regarding construction, alterations and various changes that may be requested or needed in Highland Lake Village.

1. CONSTRUCTION, ADDITIONS, MODIFICATIONS

CCR 1.9 The Highland Lake Design Review Committee, which shall govern all Construction within Highland Lake, pursuant to the Guidelines or the applicable Sub-DRC which shall govern all Construction within its Sub-Area. The DRC's and Sub-DRC's general purpose is to keep Highland Lake attractive for the enjoyment of the Owners...

CCR 1.12 The DRC Guidelines and Procedures as set forth in the Highland Lake Design Guidelines and Procedures Manual, as the same may be enacted and amended by the Master Association, from time to time. Guidelines may be promulgated and amended by a Sub-Association, from time to time, with respect to Construction in its Sub-Area as contemplated by 1.9 hereof.

Projects which typically require Design Review Committee (DRC) approval include, but are not limited to, additions or modifications to the existing exterior of structures and other features that are visible from the street or a neighbor's property.

- a. Garages
- b. Private driveways (Any physical changes/alterations/additions to existing parking areas **WILL** require approval. Simple resealing **WILL NOT** require approval.)
- c. Decks/porches, including screening
- d. Pergolas
- e. Exterior storage buildings/sheds
- f. Fencing
- g. Painting/staining exterior of home or fence with a color different from the existing color
- h. Roofing
- i. Windows and shutters
- j. Awnings
- k. Siding or trim replacement (siding should be fire resistant)
- l. Installation of yard art on the outside of fences

Highland Lake Village Design Review Guidelines

- m. Addition of gingerbread trim or other architectural details that alter the appearance of the house
- n. Solar collectors – please see section 5
- o. Railings and ramps
- p. Landscape redesign, shrub removal, replacement, including hardscape borders
- q. Removal, redesign, addition of walkways
- r. Addition of, correction to rainwater drainage pipes

* Construction hours will be limited to the hours between 8:00 a.m. to 6:00 p.m., Monday thru Saturday. Construction on Sunday is prohibited. Emergency situations will be considered. When engaged in maintenance or other activities, commercial and work vehicles and trailers may be parked in the street only during normal work hours. Contractor vehicles, trailers or equipment requiring overnight stays must be parked in the resident's driveway or a common parking area designated by the Board of Directors.

2. GUIDELINES FOR PAINTING AND OTHER CHANGES TO THE EXTERIORS OF THE CLUSTER HOMES

CCR 1.4.1. **Cluster Homes.** The duplex units located in the Traditional Neighborhood.

Exterior Walls: House colors need not be universal. Individual owners may choose colors to their liking when repainting, subject to approval of the DRC. Consultation with owners of adjoining units is advisable when making color choices. If adjoining units are painted different colors, a vertical trim piece will be installed.

Gable Ends: Three options are open for owners regarding gable ends, originally sided with wood-stained cedar shakes, namely:

- a. Cedar shakes may stay as-is, i.e., stained cedar shakes, or
- b. The cedar shakes may be painted a color consistent with the body of the house, or
- c. Replaced with Hardie Board siding and painted with a color consistent with the body of the house.

Color selection if painting, either of cedar shakes or Hardie Board, are subject to DRC approval.

Rooftop Dormers: The stained cedar shake siding of dormers that are shared in common with a neighboring unit should remain stained and unpainted, as originally finished. However, cooperation between adjoining owners might conclude in an agreement to replace cedar shake siding with Hardie Board siding and to paint with a color mutually agreeable to the adjoining owners, consistent with the colors of the bodies of the adjoining houses, and subject to DRC approval.

Any changes in trim color to dormers will be decided by cooperative agreement between adjoining owners, color subject to DRC approval.

Highland Lake Village Design Review Guidelines

Roof Replacement: Roof replacement of adjoining units will only be done concurrently, i.e., at the same time.

3. LANDSCAPING

CCR 1.15 Landscaping. The general care and treatment of natural and green areas, including seeding, reseeding, planting, trimming, pruning, mowing, edging, watering, fertilizing, thatching and other care, removal, maintenance, and replacement of green areas, lawns, trees, shrubs, flowers and other vegetation.

CCR 5.4.2 Maintained Condition. All lots and improvements thereon and appurtenances thereto shall be kept in good condition and repair by the Owners thereof. The Master Association or the applicable Sub-Association shall have the right, but not the duty, to enter upon any Lot for the purpose of abating any unclean, unsightly or unkempt condition of buildings or grounds that tend to decrease the beauty of the neighborhood. The cost of such abatement and damages resulting from such entry shall be at the expense of the Owner or Owners of such Lot and shall not be deemed a trespass.

CCR 5.5 Landscaping. The existing natural vegetation on all Lots in Highland Lake shall be kept in a reasonably natural state, with no live trees to be removed, cut or topped, nor existing natural vegetation significantly cut, trimmed or landscaped, except as otherwise permitted by the Master Association or applicable Sub-Association. All Landscaping on Lots shall be kept in a reasonably maintained condition at all times, with lawns being mowed (and trimmed) on a reasonably regular basis, and all dead trees and plants promptly removed by the Owner or Owners of the Lots.

Major landscaping requires DRC approval. The landscaping between an alley or street and a fence, even with DRC approval, will require a homeowner's continued care and maintenance at his/her own expense. The Landscape Committee may be consulted in these decisions.

- a. The planting of low lying perennials and annuals in a tasteful manner does not require DRC approval and is encouraged.
- b. The planting of invasive species of any kind such as kudzu, running bamboo, etc. is strictly prohibited within the Neighborhood.
- c. Planting or installation of hardscape in the common area requires approval from the Landscape Committee.

4. SATELLITE DISHES/ANTENNAS

CCR 5.9 Reception Equipment. Owners may place one satellite mini-dish (not exceeding the size customarily provided from time to time by the company providing satellite service, such as DirecTV or Dish Network) on a Lot so long as such dish is located so as to be least visible from any street and adjoining areas but still be able to receive adequate signal strength for reception. And dish installation that will be visible from any street or adjoining area must be approved by the DRC or applicable Sub-DRC; said approval shall not be unreasonably withheld or delayed...

5. SOLAR ENERGY SYSTEMS

In order to preserve the unique character of Historic Flat Rock and the Neighborhood, the construction and installation of solar energy systems/collectors are permitted with certain restrictions to maintain our traditional neighborhood ambiance, to preserve the value of our homes and respect our neighbors' rights to privacy. Either ground or roof mounted systems are permitted within the Neighborhood but not both types on the same residence.

With either the ground or roof mounted system, the homeowner and his/her sub-contractor must comply with the Association restrictions delineated below as well as the Village of Flat Rock Land Development Ordinance No. 96, Small Solar Energy System Standards, a copy of which is available on line at the Village of Flat Rock website or from the Village Hall office during normal business hours.

It is highly recommended that the homeowner consult with a member of the DRC prior to proceeding to be sure that he/she is fully aware of the requirements and restrictions imposed by the Village of Flat Rock and the HLV Association.

- a. The homeowner must first apply for and obtain from the Village of Flat Rock an approved certificate of zoning compliance to be sure that the proposed system conforms to Village Ordinance No. 96. Any variances granted to this ordinance may be grounds for denial by the DRC.
- b. Upon receipt of a zoning certificate of compliance from the Village, the homeowner shall submit a copy of the compliance approval along with all plans, drawings and elevations prepared by a qualified professional to the DRC for further review and subject to the following restrictions:
 - 1) Ground mounted systems must be installed within the fenced area of the homeowner's property and the total height of the system including mounts shall not extend above the height of the fence. No portion of the installed system shall be visible by a person standing on a street or alley.
 - 2) Roof mounted systems must be installed flush to the surface of the roof and may not be tilted or angled to improve collection efficiency. All piping wiring and associated controls and hardware must be painted to conform as close as possible to the color of the roof shingles. Piping penetrations through the roof must be within one foot of the panels/collectors. Any glare generated by the collectors/panels must be mitigated or directed away from any adjoining properties should it create a nuisance or safety hazard.
 - 3) All costs associated with the installation, screening or removal of solar energy systems are at the expense of the homeowner.

6. SIGNAGE, DECALS, FLAGS, AND LAWN ORNAMENTS IN PUBLIC VIEW

(There is no specific form for addressing the items in this section so please contact a member of the DRC directly if you have questions.)

Highland Lake Village Design Review Guidelines

- a. No lawn ornamentation, including but not limited to fencing, statuary, windmills, pink flamingos, etc., shall be displayed in public view in the Neighborhood without prior approval of the DRC. (CCR section 5.4.3 -- Exclusions)
- b. The DRC may cause any ornament or decoration placed on a property in violation of these provisions to be removed.
- c. Signs regulated but not requiring DRC approval. The signs described in this section are not subject to the restrictions, requirements or prohibitions contained in any other section of this document. The following signs are regulated, but do not require applying to the DRC for approval:
 - 1) **Real estate signs** provided that:
 - a) One per property and will be placed on the lot on the approach side of the home. Owners are responsible that no utility lines are damaged when installing signs.
 - b) Signs may be no more than 18 inches wide and 24 inches tall. Smaller signs are permitted, but must be in the same proportions (i.e., 1.5:2).
 - c) Signs will have a light beige background and forest green lettering with a 1½ inch black border.
 - d) The top of the sign shall have the words “Highland Lake – Someplace Real” in letters no larger than 1 ¼ inches or proportional for a smaller sign.
 - e) The words “For Sale” or “For Rent” shall be no larger than 3 ½ inches or proportional for a smaller sign.
 - f) The phone number shall be no larger than 2 inches or proportional for a smaller sign.
 - g) Realty company logos are permitted on the lower portion of the sign.
 - h) Signs placed in the ground will be on a post and constructed of durable material.
 - i) Damaged or weather worn signs are to be removed or replaced.
 - j) Upon the closing of title or signing or a rental contract all signs shall be removed within 24 hours
 - k) Any sign put into service which does not meet these guidelines will be promptly removed.
 - l) All open house signage may be placed not more than three hours prior to and after the event.
 - m) Contact the DRC for sign sources that meet the above requirements.
 - 2) Signs that give the name and address of the occupant of a building, mailboxes and similar uses customarily associated with residential structures.
 - 3) Balloons, banners and pennants displayed for one day in celebration of festive events such as, but not limited to, anniversaries, birthdays, returning service personnel, weddings, and other special events.
 - 4) A flag or insignia of any patriotic, charitable, civic, fraternal or similar organization, provided the flag or insignia is not displayed as an advertising device.
 - 5) Notification signs regarding security and alarm systems will be no larger than 144 square inches. One for each street or alley facing side per residence is allowed.
 - 6) Temporary signs regarding lawn or other maintenance and sanctioned events (e.g., chemicals applied, new sod or seed, other cautionary signs, signs of instructions regarding work being done, neighborhood social events) must be removed within 24 hours of the cessation of the need.
 - 7) Private, unofficial traffic signs indicating entrances or exits, parking or the direction of traffic on the property.

Highland Lake Village Design Review Guidelines

- 8) Decorations or displays of a temporary nature that are associated with any national, local or religious holiday or celebration.
- d. Signs and decals in public view that are prohibited under any circumstances:
 - 1) Those containing profanity or an acronym for profanity.
 - 2) Those on lots, windows or otherwise displayed, including on vehicles, that advertise a service or product.

7. DESIGN REVIEW PROCESS

- a. Homeowner submits a request for DRC review and approval of a proposed change utilizing the DRC Application Form.
- b. The DRC will review the application as required and will conduct any site review necessary. A member of the DRC may contact the homeowner for clarification. Nearby neighbors may be consulted for their opinion about the proposed changes.
- c. The DRC will approve or disapprove the request and notify the homeowner in writing, including email. This will, barring any complications, be done within thirty days after receiving the request.

8. LIABILITIES

- a. The homeowner is responsible for submitting the DRC Application Form to the DRC prior to commencement of any work being initiated. Failure to obtain such approval may result in the homeowner being required to remove finish, color or the structural or landscape modifications, and restoring the situation to its original condition at their expense.
- b. The DRC is not liable for the structural integrity, set back requirements, obtaining required permits, or conformance to building codes of any proposed structure or modification to a structure. This is the responsibility of the homeowner, their architect or contractor.

9. APPEALS

If the homeowner disagrees with the decision of the DRC, an appeal may be made to the Board of Directors (BOD). The appeal must be in writing clearly stating what the disagreement is and why the homeowner believes the decision of the DRC was unfair. The BOD will be given two weeks to investigate the situation and may be followed by a hearing, conducted by the BOD, being held with the homeowner and, if appropriate, their architect or contractor, and the DRC. The BOD's ruling will be final.

10. DRC COMMITTEE

The committee will consist of three (3) members to be appointed by the HLRHA BOD for three (3) year staggered terms. The members will serve at the pleasure of the BOD and all members shall be homeowners.

11. AMENDMENTS

All amendments to these DRC Guidelines shall be approved by the unanimous vote of the BOD.

12. AUTHORIZATION

These DRC Guidelines and the Design Review Committee are authorized by the Covenants, Conditions & Restrictions (CCR) section 1.9 and by NC General Statute— Chapter 47F (North Carolina Planned Community Act).

Highland Lake Village Design Review Guidelines

Highland Lake Village Design Review Application Form

Approval may take up to 30 days. You must wait for written approval by mail or email before starting a project.

Date: _____ Homeowner's Name: _____

Address: _____

Phone #: _____ Email: _____

Type of modification (check one):

<input type="checkbox"/>	a. Garage
<input type="checkbox"/>	b. Private driveways (Any physical changes, alterations, or additions to existing parking areas require approval. Simple resealing DOES NOT require approval.
<input type="checkbox"/>	c. Deck/porch, including screening
<input type="checkbox"/>	d. Pergola
<input type="checkbox"/>	e. Exterior storage buildings/sheds
<input type="checkbox"/>	f. Fencing
<input type="checkbox"/>	g. Painting/staining exterior of home or fence with a color different from the existing color
<input type="checkbox"/>	h. Roofing
<input type="checkbox"/>	i. Windows and shutters
<input type="checkbox"/>	j. Awnings
<input type="checkbox"/>	k. Siding or trim replacement (siding should be fire resistant)
<input type="checkbox"/>	l. Installation of yard art outside the fence
<input type="checkbox"/>	m. Addition of gingerbread or other architectural details that alter the appearance of the house
<input type="checkbox"/>	n. Solar collectors - please see section 5 of these Guidelines
<input type="checkbox"/>	o. Railings and ramps
<input type="checkbox"/>	p. Landscape redesign, shrub removal, replacement, including hardscape borders
<input type="checkbox"/>	q. Removal, redesign, addition of walkways
<input type="checkbox"/>	r. Addition of, correction to rainwater drainage pipes

Description of work to be performed: *Important* - When submitting our request, please **ATTACH** a detailed description of the improvement/modification, including the following information as applicable. Include Appendix A for a fence, play set, or outbuilding installation.

- | | |
|--|--|
| 1. Location of building | 8. Color/texture of materials |
| 2. Size/dimensions of building | 9. Paint color for doors, shutters, or trim |
| 3. Roof design | 10. Other exterior finishes (e.g., stucco) |
| 4. Driveway design | 11. Utilities |
| 5. Fence design | 12. Plans/drawings (or DRC Appendix A form) |
| 6. Materials to be used (e.g., brick) | 13. Contractor name, address, state license number |
| 7. Major landscaping (types and quantity of plants, addition or removal, edge treatment) | 14. Copy of property survey with proposed changes clearly marked |

Have you reviewed the DRC Guidelines as they pertain to your improvement(s)? Yes No

Have you discussed your plans with your adjoining neighbors? (attach additional sheet if needed)

Yes No Neighbor name: _____ Date discussed: _____

Yes No Neighbor name: _____ Date discussed: _____

If required, have you been issued a building permit Yes No N/A

Estimated start date: _____ Estimated completion date: _____

Highland Lake Village Design Review Guidelines

Highland Lake Village Design Review Application Form

The Design Review Committee (DRC) reserves the right to request more information to clarify this request. Requests for multiple projects should be submitted separately.

By signing below, I hereby agree and certify to each of the following:

- a. I give my permission to the DRC to inspect my lot prior to, during and immediately after the project or work to verify that it meets specifications approved by the DRC.
- b. Approval by the DRC does not in any way guarantee approvals by the City, County, or other such agencies, and all such approvals or permitting are the responsibility of the applicant.
- c. I understand that DRC approval does not address the requirements of any building code, deed restrictions, setback requirements, lot line or border or any law, rule, regulation or other legal requirements, and that the DRC, Association and their Directors and Officers have no duty or responsibility to investigate, or to notify me or my contractor of any such requirements.
- d. If the plans and specifications I submit with this request are approved by the DRC, I agree that any structure, or any addition, change or alteration to any structure, will be completed strictly in DRC accordance with such approved plans and specifications, and that no changes to approved plans and specifications may be made without further written DRC approval.
- e. Any and all subsequent changes made to this application after approval by the DRC, including but not limited to changes in design, color, style, location, or height, must be further approved by the DRC prior to any work taking place. If I fail to obtain the proper approval I will be in violation and subject to penalties and fines.
- f. If approval is conditional, I agree to comply with the conditions specified, before the project or work begins.
- g. I am aware that underground utilities may run under my property and that I am solely responsible for locating any and all utilities prior to construction.
- h. I will ensure, by survey if appropriate, that all work is within my property lines.
- i. I will not let anyone use any common area owned or managed by the Association to access my house or lot in connection with the project or work unless I receive express written permission from the DRC.
- j. Failure to include the required information will result in my request being denied.
- k. I agree that work will not begin on this project until written approval is received.
- l. The aforementioned statements and all information submitted by me in connection with this request are true and accurate.
- m. I acknowledge that the Association approved working hours for contractors and associated workmen are Monday thru Saturday 8 AM – 6 PM and none on Sunday.

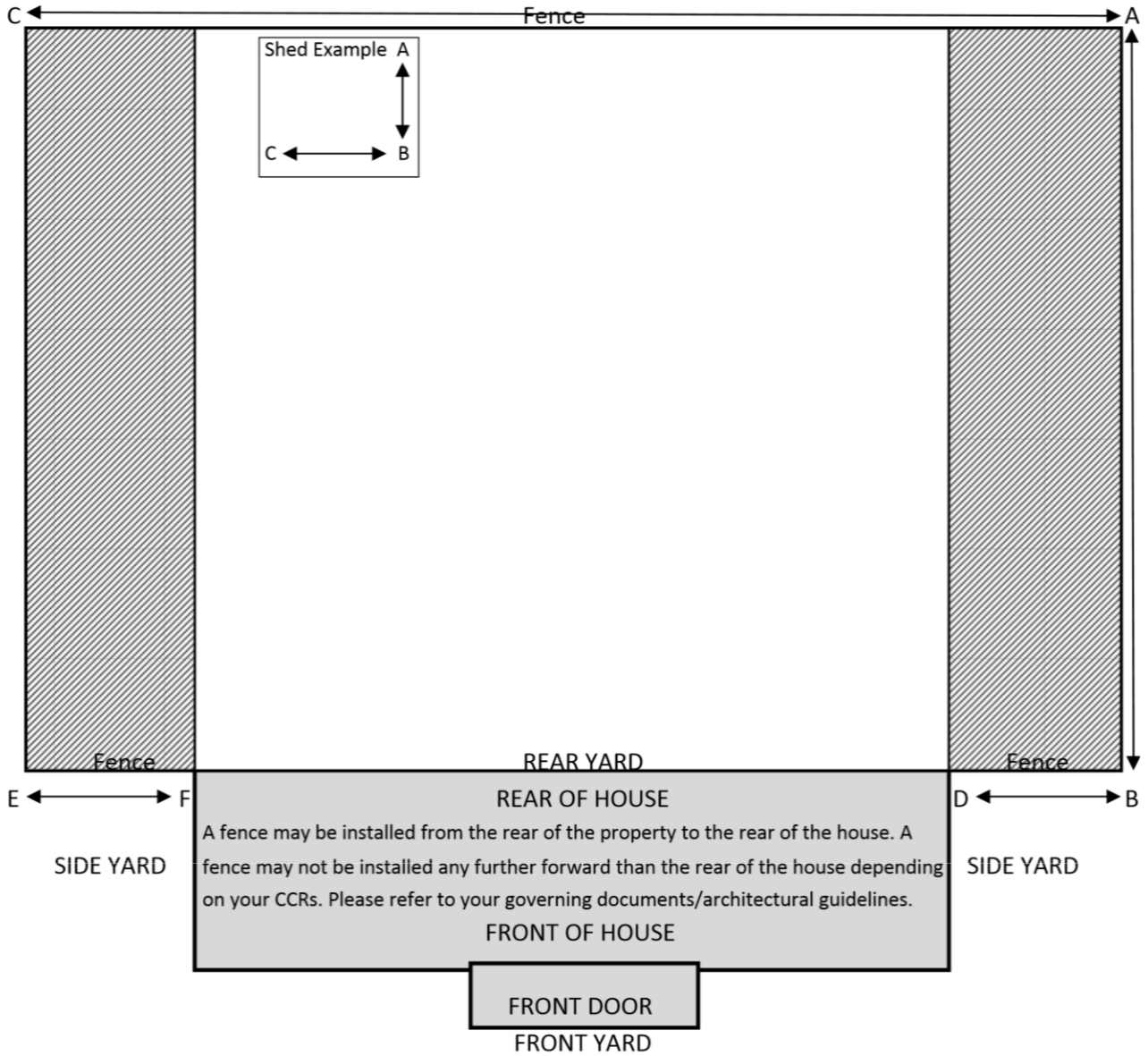
DO NOT ASSUME THAT ALL PRIOR WORK HAS BEEN APPROVED BY THE DESIGN REVIEW COMMITTEE.

Signature of homeowner: _____ *Date* _____

Highland Lake Village Design Review Guidelines

Highland Lake Village Design Review Application Form Appendix A

If you are constructing a fence or installing an outbuilding, you must submit a survey of your lot showing the location of the fence or outbuilding. In lieu of a survey, you may complete the form below and include with your DRC submission.



I attest that the measurements and location of the fence, shed or other item shown above are correct and true and all required permits were obtained. You must check with the city or county to ensure that all permits are obtained prior to the start of the project. Permits may be required for outbuildings depending on the dimensions of the structure and are required for fencing or additions to the home.

Signature of homeowner: _____ **Date** _____

Address: _____