

*CARPENTER VILLAGE*  
*HOMEOWNERS ASSOCIATION*

**ARCHITECTURAL STANDARDS**  
**AND**  
**CONTROL SPECIFICATIONS**

SEPTEMBER 2006

*Architectural Standards and Control Specifications*

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*Additional Information:* Architectural Request Forms are available online at [www.carpentervillage.org](http://www.carpentervillage.org) or may be requested from:

CARPENTER VILLAGE HOMEOWNERS ASSOCIATION, INC.  
c/o Omega Association Management, Inc.  
160 NE Maynard Road, Suite 210  
Cary, NC 27513  
919-461-0102

## *Architectural Standards and Control Specifications*

**NOTE:** Point of clarification, the types of homes discussed are all single family homes within the Carpenter Village subdivision (Charleston, Neighborhood, Executive and Estate homes).

The Architectural Review Committee will be referred to as ARC and the Carpenter Village Board of Directors will be referred to as BOD.

### **SUBMITTAL AND APPROVAL PROCESS**

Each homeowner has the responsibility to complete an Architectural Request Form prior to making any changes to the exterior of their home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

Items to be submitted:

1. Architectural Request Form completed in its entirety.
2. Official plot plan or survey showing lot boundaries, the existing building and the proposed changes outlining the position or placement of the change.
3. Elevations showing the planned appearance of the structure.
4. Drawings/plans showing the construction and effects of the change.
5. Description and samples of paint and siding color, replacement shingle or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to the management company. They will perform an initial review for completeness and legibility.

All completed submittals will be forwarded to the ARC. The committee will review the request and inspect the site (if necessary). The committee will make a recommendation to the BOD. The BOD will then discuss and make a final decision. The management company will contact the homeowner, via mail, of the final decision of the BOD.

Reminders:

1. No change shall begin without written approval from the BOD via the management company.
2. Building permits may need to be obtained. It is the responsibility of each Homeowner to obtain these permits.
3. Allow at least 45 days for processing and approval in planning for construction. The completed application form along with the required signatures, plot plans, and construction details should be received at the management company no later than twenty (20) days prior to the CV BOD meeting which is held on the 3<sup>rd</sup> Thursday of each month. Please note the BOD meetings are subject to change.

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### **APPEAL PROCESS**

To appeal a disapproved submittal, the homeowner should submit a written appeal to the BOD, within 30 days of the notification of disapproval, including specific detailed information stating why the submittal should be reconsidered. The homeowner may request a meeting with the BOD to discuss the submittal. Please contact the management company to be placed on the agenda for the next meeting.

#### **A. ADDITIONS AND CHANGES TO HOMES**

Architectural approval is needed for all external changes to homes before changes begin. This includes, but is not limited to, new rooms, porches, garages, attached structures or detached structures of any kind. Also, any changes to windows, doors or chimneys require approval.

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

##### *Guidelines:*

1. No change shall encroach upon the setbacks for the lot as listed in the covenants.
2. Changes must match the house color and style
3. City/Town/County Building Permits are the responsibility of each homeowner.
4. Vinyl, plastic and metal sheds are not permitted
5. Vinyl, metal, and hardboard siding is not permitted.

#### **B. AWNINGS**

Awnings are not permitted on homes.

#### **C. BASKETBALL GOALS**

Architectural approval is needed for all permanent basketball goal placement.

Basketball goals are allowed if they are portable or mounted on poles. They are not allowed to be mounted on any house. Permanent and portable basketball goals are not allowed along the street right-of-way.

#### **D. CLOTHESLINES**

Exterior clotheslines are prohibited.

#### **E. DECKS, PATIOS, ARBORS, GAZEBOS AND SCREENS**

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures, including association landscaping, require Architectural approval. Any appearance change requires architectural approval.

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1. Deck Materials
  - a. Deck materials are generally pressure treated wood and must be weather resistant.
  - b. The types and treatment of wood shall be like that of fences.
  - c. Posts may be made of brick, pressure treated wood or other suitable material.
  - d. Include any landscape plan/screening of the area underneath the deck.
2. Patio materials
  - a. Concrete slabs, smooth finish.
  - b. Bricks, with sand fill or grout.
  - c. Stone, with sand fill or grout.
  - d. Include any landscape plan with your request for the area around the perimeter of the patio.
3. Gazebos

Gazebos may be used if sufficient area is allocated. Gazebos shall be in strict conformance with the building style and shall be of a size that is in scale with its surroundings.
4. Height of deck, arbors and screens
  - a. Decks should be of a reasonable height for their intended purpose.
  - b. Arbors should be of a height that is in size and scale with the surroundings.
  - c. Free standing deck screens (i.e., lattice) shall not exceed five feet in height.
  - d. Screens as part of an arbor may extend to the arbor.
5. Location and Restrictions
  - a. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
  - b. The construction of decks or patios within buffer areas will not be allowed.
  - c. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
  - d. All permits and building codes must be in compliance with local Regulations.

### **F. DRIVEWAYS AND PARKING PADS**

Architectural approval is needed for any parking pads or changes to driveways.

Location and Restrictions:

1. Driveways and vehicle parking pads shall be concrete only. Any other type of pads (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.

*Architectural Standards and Control Specifications*

2. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, Association owned common property and neighboring lots.

**G. EASEMENTS**

1. The Protective Covenants, page 7, Article XX regarding Easements states: “Easements for installation and maintenance of utilities and drainage facilities are reserved as shown on the recorded plat. Within these easements, no structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities, or which may change the direction or flow of drainage channels in the easements, or which may obstruct or retard the flow of water through drainage channels in the easements.”
2. Setbacks are as follows: Two (2) feet inside your property line, unless connecting with a neighbor’s fence. Alleyway setback is four (4) feet off the edge of the pavement, which is two (2) feet inside your property line.
3. Additional setback requirements may be required for the sake of landscaping.

**H. FENCES**

Fences shall be designed to emulate the adjacent structures and/or yards. Permissible fence types shall be compatible with the surrounding and/or adjacent home types. Certain neighborhoods may have required fences, i.e., Charleston type homes.

1. Process
  - a. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval. However, fences proposed for construction adjacent to existing fences are preferred to be of the same style, material, and finish as the existing fences. This may be an absolute requirement in some buffer areas that have been designated by the Town. Alternative fence styles and materials will be considered on an individual basis based on historical representation.
  - b. No construction shall begin without the BOD approval of the submittal.
  - c. Approval of a fence does not constitute approval for any additional improvements (such as play equipment, playhouses or basketball equipment). These items must either be detailed on the application, or, preferably, be on a separate application that is submitted for approval.
  - d. After construction, the association reserves the right to perform an inspection to ensure that the fence and any associated landscaping conform to the conditions stated in the approval.

***THE FINISHED SIDE OF ALL FENCE STYLES MUST FACE OUT***

## *Architectural Standards and Control Specifications*

### 2. Materials

- a. Natural wood (can be painted or stained)
- b. Wrought Iron
- c. Stone
- d. Brick
- e. NO METAL, WIRE, CHAIN OR CONCRETE FENCES ARE ALLOWED.

### 3. Height

Fence heights will be a maximum of six (6) feet for the sides and back of homes. Front fences are to be no more than three and one-half (3.5) feet maximum height, with the exception for fence posts or decorative finials, which may not exceed four (4) feet in height.

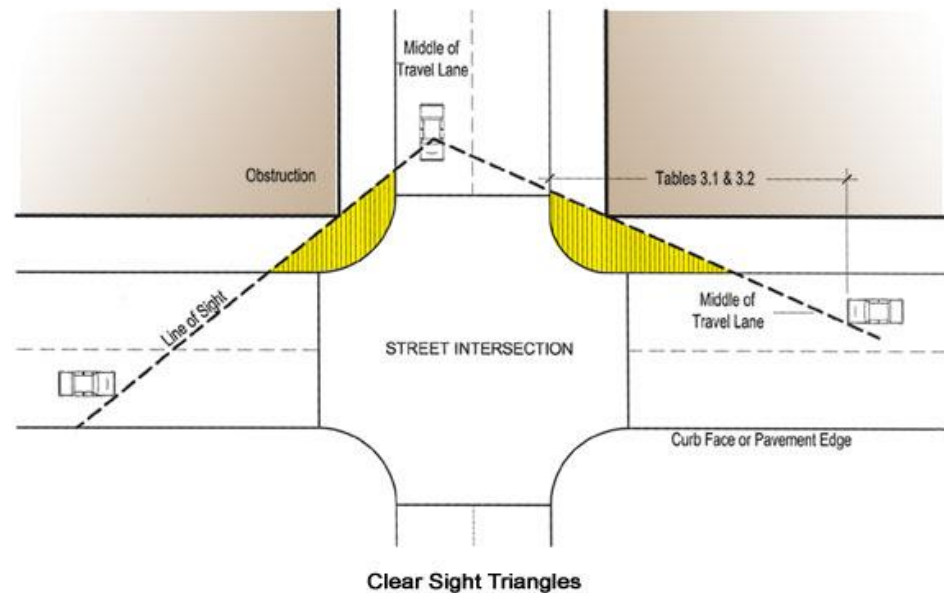
Wall or solid fences will be screened at intervals to break up the wall effect.

### 4. Location

- a. All fencing must be set back a minimum of 1/3 the distance between the front of the house and the back of the house (other than Charleston Homes).
- b. Picket fences in the front yard are restricted to Charleston Homes with a maximum height of 3 1/2 feet.
- c. Front fencing on homes (other than Charleston Homes) is not allowed.
- d. Existing topography and landscaping within the buffer shall not be disturbed except with the approval of the BOD. Construction within a buffer area may require approval from the Town of Cary.
- e. Submit a top-down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines.
  - 1) Dimensions must be included
  - 2) Elevations (side view) must be included
  - 3) Gate locations must be included
- f. If an adjoining property has an existing fence, the homeowner submitting must attach to that fence or place fence 2 feet off the property line to allow for maintenance between the fences.
- g. On corner lots, fences must adhere to setback requirements and maintain clear sight triangles.

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A clear sight triangle is an area of unobstructed vision at the intersection of two or more vehicular use areas where drivers can view oncoming traffic from either direction. All Carpenter Village shall maintain clear sight triangles at all street, alley and driveway intersections in accordance with the current regulations of the North Carolina Department of Transportation and the Town of Cary's Standard Specifications and Details Manual. See: [www.townofcary.org](http://www.townofcary.org)



- h. Screening requirements will be in effect for any fence bordering a street. Evergreen plantings must be put in place that will screen  $\frac{3}{4}$  of the fence within 3 years.
5. Setbacks and Easements
- a. The Protective Covenants, page 7, Article XX regarding Easements states: “Easements for installation and maintenance of utilities and drainage facilities are reserved as shown on the recorded plat. Within these easements, no structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities, or which may change the direction or flow of drainage channels in the easements, or which may obstruct or retard the flow of water through drainage channels in the easements.”
  - b. Setbacks are as follows: Two (2) feet inside your property line, unless connecting with a neighbor’s fence. Alleyway setback is four (4) feet off the edge of the pavement, which is two (2) feet inside your property line.
  - c. Additional setback requirements may be required for the sake of landscaping.
  - d. No construction shall be permitted within 20 feet on either side of any area designated as “walking trails” on any recorded maps of the property.



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6. Landscaping  
A landscape plan shall be part of the documentation required to be submitted with the application.
7. Construction Details
  - a. All hardware is to be galvanized.
  - b. All posts must be set in concrete.
  - c. The finished side of all fence styles must face adjoining lots.
8. Maintenance  
Maintenance of the fence and all associated screen plantings is the responsibility of the property owner.

### **I. GARDEN PLOTS**

Gardens in a single family residential area will not require prior approval of the ARC if they are wholly located in the rear portion of the lot and a minimum of ten feet from the side and rear lot lines. Architectural approval is needed for any tree removal required to provide space for the garden.

ARC approval is needed for any garden location other than described above, or any deviation from the above guidelines.

Architectural approval is needed for compost piles concerning the location within your property lines.

#### *Guidelines:*

Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural state. This would include removal of stakes and any other structural additions required for harvesting the garden.

### **J. LANDSCAPING**

Architectural approval is needed for landscaping that will be structural, or change the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view.

Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers does not require approval provided they do not encroach upon neighboring properties or common area.

After initial construction, no live tree having a trunk diameter exceeding six (6) inches or more, at a height of two (2) feet above ground level, shall be removed without the ARC and/or the BOD, express written approval. Exception: A tree that is dead or diseased or poses an imminent threat or danger to persons or property does not require approval.

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### Information Required on Submittal:

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

### *Guidelines:*

1. Hedges and Screen Plantings
  - a. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house.
  - b. Hedge or screen plantings which form a barrier between properties should have the following:
    - 1) Agreement for maintenance access
    - 2) Setback to allow for plant growth
2. No fence, wall, tree, hedge or shrub planting shall be installed or maintained in such manner as to obstruct sight lines for vehicular traffic.
3. No changes or modifications are allowed to Common Property, without prior Board of Director's written approval.

### **K. LAWN DECORATIONS, OUTSIDE LIGHTING, SIGNS, FLAGS**

Architectural approval is needed for free standing flagpoles, flood lights, security lights, water features and fishponds.

Items not requiring Architectural approval: are decorations (including holiday decorations); landscape or accent lighting; for sale, for rent, garage sale, yard sale, or political campaign signs, as long as they are removed within a reasonable amount of time. No sign shall be placed on common property.

### *Guidelines:*

Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights. On items not requiring approval, the management company reserves the right to request a homeowner to remove an item if surrounding homeowners complain.

Commercial advertising signs are prohibited.

### **L. MAILBOXES**

1. All new mailboxes and posts or replacements shall conform to the mailbox style approved for the community. For the current style, please call the management company.
2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

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### **M. MAINTENANCE**

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall aesthetics of the Community.

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

- 1) Shrubbery, Trees and Lawns
- 2) Driveways and Sidewalks
- 3) Decks
- 4) Fences
- 5) Play Equipment
- 6) Roofing
- 7) Wood
- 8) Paint and Stain
- 9) Garbage Can Storage

### **N. PAINTING EXTERIOR OF HOUSE**

Architectural approval is needed for a change of color from the existing color (submit color samples with your application). Repainting and restaining with the existing color does not require approval.

### **O. PARKING**

No trucks (excluding personal vehicles), commercial vehicles, boats, tractors, motorcycles, campers, house trailers, boat trailers and trailers of any other description or inoperable vehicles, shall be permitted to be parked or stored on any lot or on common property or within any right-of-way of any street, unless they are parked or stored in an enclosed garage approved by the ARC.

### **P. PETS, PET HOUSES AND PENS**

No animals, exotic animals, livestock or poultry of any kind shall be raised, bred or kept on any lot, except that:

Dogs, cats or other household pets may be kept provided that they are not bred or maintained for commercial purposes.

*Guidelines for the Housing of Animals:*

- 1) Pet pens must be at least 10 feet from the property line.
- 2) They must be located in the back or side yards (whichever is least conspicuous).
- 3) Screening should be provided as much as possible.
- 4) No chain link or metal fencing is allowed, the fencing must be one of the approved fence materials.

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### **Q. RADIO/TV ANTENNAS AND SATELLITE DISHES**

Architectural approval is needed for all exterior-mounted radio/TV antennas and satellite dishes. Each request will be examined on its own merit. No previously approved installations shall constitute establishing a precedent for approval.

#### *Guidelines:*

1. Purpose and intent: To minimize any health and safety hazards created by mounting Satellite dishes on residential buildings. To control the location and screening of satellite dishes to lessen any impact on surrounding properties. To preserve the image and character of Carpenter Village.
2. A satellite dish which meets size requirements may be located on any lot zoned for residential use in Carpenter Village provided that it meets the following requirements:
  - a. Satellite dishes will not exceed one meter in diameter.
  - b. Satellite dishes should be placed on the property in a non obtrusive location. Setback and easement allowances must be adhered to.
  - c. No dish will be located closer than thirty (30) feet to a street right-of-way.
  - d. Satellite dishes installed at ground level must be screened so the dish is not visible from any street or neighboring property as viewed from ground level. The screen will consist of live evergreen screening. Architectural approval is needed for any tree removal. All wiring shall be properly buried.
  - e. Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof.
  - f. Satellite dishes may be mounted on the back or on the side of the homeowners building but must not be mounted on the front. If mounted on the side of the building, dishes cannot be placed within ten (10) feet of the front of the dwelling.
  - g. In no way shall these guidelines waive more stringent City/Town/County requirements nor waive the necessity of any permits.

### **R. SKYLIGHTS AND ATTIC FANS**

Architectural approval is needed for the addition of a skylight or attic fan that alters the exterior of the roof.

### **S. SOLAR COLLECTORS**

Architectural approval is needed for all solar collectors.

#### *Guidelines:*

1. Solar collectors must be installed to be as inconspicuous as possible.
2. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
3. Collectors must be attached to the roof, not free standing or ground mounted.
4. Every effort must be taken to camouflage the plumbing and supports of the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring.

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There should be a minimum exposure of piping. Piping running down the side of the dwelling is not permitted.

5. The ideal installation is one that is laid flat on the roof.
6. Any tree removal required to permit increased solar exposure to the collectors, must receive prior Architectural approval.

### **T. STORAGE**

No trade materials or inventories may be stored upon any lot for an extended period of time. Temporary storage of materials for modification projects should be discreetly placed and maintained in an orderly manner. Some examples are lumber, bricks, siding, roofing materials, etc.

Long term storage of miscellaneous items such as watercraft, ATV's, ski equipment, ladders, etc. must be stored in an enclosed garage or screened from view from all streets, alleys and walking trails.

### **U. STORAGE SHEDS**

Architectural approval is needed for the addition of a storage shed. The storage shed shall only be located at the rear of each lot. Shed materials shall be compatible with adjacent structures and shall compliment the surroundings with the use of landscape screening where necessary.

Vinyl, plastic and metal sheds are not permitted.

Portable commercial storage units shall not remain on any property for more than 30 days without written permission from the BOD.

### **V. SWIMMING POOLS AND HOT TUBS**

Architectural approval is needed for all in-ground swimming pools and hot tubs. Only in-ground pools will be allowed in Carpenter Village. Above ground swimming pools will not be allowed on any lot in Carpenter Village.

#### *Guidelines:*

1. Any wood support structure must be the same color as the house or deck.
2. Pool or hot tub cannot be located within a buffer or easement.
3. All Health Department regulations must be met.
4. Pool or hot tub must be screened from view from any street or adjoining property.

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### **W. SWING SETS, PLAY HOUSES, JUNGLE GYMS**

Architectural approval is needed for placement of all permanent play equipment on lots in Carpenter Village.

#### *Guidelines:*

1. Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the property lines than 10 feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Screening may be required in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.
3. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.
4. Wooden swing sets only.

### **X. TRASH/GARBAGE COLLECTION AREAS**

Garbage and recycling cans adjacent to residential structures shall be fully screened or put in enclosures such as fences. Architectural approval is needed for screening.

### **Y. WINDOW AIR CONDITIONERS**

Window air conditioners are not allowed on any single family homes in Carpenter Village.