

# **GATES AT ANSLEY**

Architectural and Landscape Guidelines



**May 2019 Edition**

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## ARTICLE 1 - STATEMENT OF PURPOSE & INTENT:

- 1.1 **Purpose:** These Gates at Ansley Architectural Guidelines (Guidelines) provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. These Guidelines have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all residences, buildings, and structures or improvements within the Gates at Ansley community. ***The typically acceptable styles for homes in Gates at Ansley are European Eclectic and include French Country, English Rural, Arts and Crafts and Norman Manor and other traditional and regional home styles.*** The Guidelines set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting and other structures. In addition, the Guidelines establish a process for review of all proposed construction and modifications to residences, buildings, and structures to ensure that all home sites within Gates at Ansley are developed with consistency and quality.
- 1.2 **Intent:** It is the intention of the GA-ACC that all structures and other improvements within the community be of a high design quality and be planned and sited to be aesthetically and architecturally harmonious with one another and with the natural features of the land. The GA-ACC is particularly concerned that the community have a consistent streetscape and quality of design (facade, materials, etc.).

## ARTICLE 2 – APPLICABILITY, AUTHORITY & AMENDMENTS:

- 2.1 **Applicability:** The Guidelines shall govern all residences, buildings, and all other structures and improvements within the Gates at Ansley properties, which are or may be subject to the Declarations of Conditions Covenants and Restrictions (CC&Rs).
- 2.2 **Authority:** The Gates at Ansley Architectural Control Committee (GA-ACC) has jurisdiction over all matters relating to construction, architecture and landscaping of new construction and modifications of the Properties as set forth in the CC&Rs. While the Guidelines are intended to provide a framework for construction and modifications, the Guidelines are **NOT** all-inclusive. In its review process, the GA-ACC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. The GA-ACC reserves the right to reject any submittal, and may disapprove plans, specifications or other materials for non-conformance to the CC&Rs, Architectural Guidelines or for aesthetic reasons, which in the sole discretion of the GA-ACC shall be deemed sufficient.
- 2.3 **Government Permits:** To the extent that the North Carolina State Building Code, Union County Ordinances, or any other government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the CC&Rs, the government standards shall prevail. To the extent that any government standard is less restrictive, the CC&Rs and the Guidelines (in that order) shall prevail. If building code or permitting requires a change be made in the plan, a revised plan must be resubmitted to the GA-ACC.
- 2.4 **Responsibility for Compliance:** It is the responsibility of the Owner and Builder to ensure that all Applications for Architectural Review and subsequent construction are in accordance with the applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions. The GA-ACC does not review submittals for compliance with such requirements. Approval of plans and specifications by the GA-ACC shall not be deemed or construed to

mean that improvements constructed in accordance with such plans will comply with applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions, as to the structural soundness, quality, durability, suitability, fitness or proper functioning of such improvements; and any responsibility or liability therefore is hereby disclaimed. IF ADDITIONAL CLARIFICATIONS OF THIS DISCLAIMER ARE NEEDED, PLEASE REQUEST THIS FROM THE GATES AT ANSLEY HOME OWNERS ASSOCIATION BOARD IN WRITING.

Owners and Builders are further responsible for compliance with all standards and procedures within these Guidelines. Owners are also governed by the requirements and restrictions set forth in the CC&Rs, any applicable Supplemental CC&Rs, and any other applicable architectural and landscape guidelines that address restricted and prohibited conduct and activities within the community. Builders and Owners will be held responsible for violations caused by subcontractors and employees of the Builder or Owner. Violations not remedied may result in reductions to the Compliance Security Deposit or other actions.

- 2.5 **Amendments:** These Guidelines may be revised and amended at any time by the GA-ACC, in its sole discretion, as needed to serve the needs of an evolving community.
- 2.6 **Remedy:** The Declaration provides for the remedy of non-conforming improvements and violations on individual lots by means of removal, fines and/or liens on the property. All costs for remedy shall be the responsibility of the lot owner.

### ARTICLE 3 – PROCEDURES AND FEES:

- 3.1 **Contractor Requirements:** All residences within the Gates at Ansley community must be constructed by an Approved Building or Residential contractor licensed by the State of North Carolina. See Article 8.
- 3.2 **Required Submittals:** There are two types of projects which require submittals to the GA-ACC for review. They projects are divided into major projects or minor projects. If you would like to submit application for review to determine if the project will be accepted before paying fees, refer to the schematic document review process outlined below.

**Schematic Document Review:** The Schematic Review is an unofficial free review intended to give an owner an early indication if the proposed home generally meets the community Architectural Guidelines, preventing expense for the development of plans that most likely will not be approved for the neighborhood. E-mail the *Schematic Review Form* to the address noted. You will receive notification by e-mail giving you access to the site where you may upload your Schematic submittal.

**Construction Document Review:** After completing the full set of Construction Documents, upload these documents to the review site along with Submittal Form Two of this document to obtain final approval from the GA-ACC.

**NOTE: Changes after Document Review:**

Any reviews required after completion of the Construction Document review, typically due to changes by the owner, shall be \$150.00 per review and any site visit required beyond those stated shall be \$250.00 per visit (including re-reviews).

3.2.1 **Major Projects:** A \$1,000.00 compliance security deposit by the contractor is required for all major projects. (See Article 3.6)

**A. New home construction**

New homes require three reviews. To begin the process, complete Form One. Review fees and associated fees are noted on Form Two. There is a required fee for new residences of \$1,000.00. This fee entitles the lot Owner to up to three reviews total for Schematic (elective) and Construction Document phases (Formal Reviews). It also includes three on site reviews to observe compliance (Site Staking, Dry-in and Final Completion). The property Owner is encouraged to submit all items you intend to build at the time of the formal review period, including landscape, pools or other amenities (even if planned for a future install) since additional reviews may incur an additional review fee.

**B. Pool with or without a cabana addition**

The review fee for the addition of a pool and associated amenities, not including a vertical occupied structure, or major landscape modifications is \$225.00. The review fee for the addition of a pool **and** a vertical occupied structure, as listed below, is \$325.00. This project requires Design Development and Construction Document Reviews.

**C. Pool House/Cabana/Accessory Building**

When a pool house/cabana/building is completed as a separate project, it is considered an addition/renovation to an existing home and is a “Major Project” that requires GA-ACC approval. The guidelines listed in Article 3.2.1 D “Additions and Renovations” section will be used to determine the review fee. Refer to Article 4.26 “Accessory Buildings” for requirements for these projects. This project requires Design Development and Construction Document Reviews.

**D. Additions and Renovations**

For additions and renovations to existing homes, not exceeding 25% of the value of the home, the review fee shall be \$350.00 and include one site review at final completion. Reviews for additions or modifications to an existing home and exceeding 25% of the value of a home; or adding more than 20% to the Gross Square Footage of the home shall be \$550.00 and will include one site review after completion. This project requires Design Development and Construction Document Reviews. *Interior remodeling does not require approval.*

**E. Major Landscape Modification**

The review fee for major landscape projects is \$225.00. Installing a groundwater well is an example of a major landscape modification. Refer to Article 4.23 for more information about a well. Article 6 outlines the guidelines for landscaping.

3.2.2 **Minor Projects:** The GA-ACC is required to perform reviews for **all exterior modifications** on each home site. Some modifications are minor and do not require a full review. These items are identified in appropriate areas throughout the document. A form is included to request a Minor Project Review at the end of this document. No other forms are required.

**A. Minor Project Type A: A \$125.00 review fee and application are required for the following:**

- Garden walls composed of masonry matching the masonry of the home, installed in the rear or a side yard which is not street facing or facing a common area and is less than five feet tall.

- The addition of a patio, masonry fire pit, masonry seating, or masonry fireplace to the rear of the home which is at grade level and does not extend across side, yard or rear yard setbacks. Masonry must complement the masonry of the home and the fireplace must be a minimum of 6 feet wide and eight feet high. Refer to Article 4.25
- (Accessory buildings and playhouses/playground equipment larger than 30 square feet and taller than six feet. Refer to Article 4.26 for more information.

**B. Minor Project Type B: A \$75.00 review fee and application is required for the following:**

- Vegetable gardens larger than 200 square feet.
- Landscape elements that are in addition to items in the initially approved landscape plan or are an enlargement of a previously approved landscape plan. (i.e., new beds, privacy screening, etc.) This also includes the removal of trees on your property. Trees to be cut down must be marked and inspected by the GA-ACC.
- Yard ornaments, over 24 inches tall, visible from the front of the home or from a common area, lake or pond. This includes fountains.
- Any change to the exterior of your home that alters the originally-approved design, including, but not limited to, the exterior materials or color of home, windows, and/or front door replacement.

**C. Minor Project Type C: Neither application nor payment of fees are required for the following:**

- Landscape elements added to a home which are replacing plants damaged or destroyed and/or adding new seasonal elements to an existing bed, which meet the requirements of the Guideline edition at the time of the new planting. Minor expansion of an existing bed is allowed.
- Vegetable gardens placed in the rear yard of a home up to 200 square feet in area.
- Compost bins placed in the rear yard and up to 100 square feet are allowed. Food products are restricted from being placed in compost bins.
- Expansion of an existing irrigation system or separating an irrigation system from the community water services by providing a separate service meter. This does not include the installation of a private well on your property.
- Satellite dishes installed on poles. Units should not exceed six feet in height and must be installed in side yards not facing the street or rear yards and must be fully screened with shrubs or trees. Satellite dishes must not extend across side yard or rear yard setbacks and must not be installed on a roof visible from the front of the home or exposed on the roof visible from common areas or ponds.
- Visually permeable fencing composed of black wrought iron or similar black aluminum rail and not taller than six feet in height. (Refer to 4.23 for other fencing).
- Any recreation equipment placed in the rear of the home providing it does not extend across side yard or rear yard setbacks and does not exceed eight feet (8') in height. See Article 4.27.
- Permanently mounted basketball goals. Must use transparent fiberglass or plexiglass backboard with a professional grade metal pole. The equipment shall be placed perpendicular to street and at least twenty-five feet from the street. See Article 4.27.
- Trampolines are approved for the rear yard. See Article 4.27.
- Pool Equipment/HVAC Screening – See Articles 4.17 and/or 5.15.

3.3 **Architectural Review Fees:** Architectural review fees paid by the owner or registrant are required at the time of application for new construction, major, and minor projects.



### 3.4 Schematic and Construction Document Submittals

- A. **Schematic:** The Schematic submittal is an elective submission which owners may employ as they are developing their design. It is not an official submittal and is free\* to owners of lots who are wanting to build their personal home. A full set of documents is not required for this submission.
- a. The intent of a Schematic Review is to provide the lot owner with an opinion from the GA-ACC if their home will be generally acceptable under the Guidelines.
  - b. Submit Form One-Schematics in order to commence the review process. You will be provided a password to access the site typically within one or two days of the receipt of your submittal.
  - c. Items 1-6 below should be submitted in digital form using public domain software (PDF, GIF or equal. Do not use MSWORD docx).
  - d. Please allow up to fifteen calendar days for a response, although the GA-ACC will endeavor to provide a response within five to seven days.

**Use the following as your check list. Initial each and upload this page with your submittal.**

- \_\_\_\_\_ (1) A copy of *Request for Schematic Review Form*.
- \_\_\_\_\_ (2) A site topographical plan with the home located as well as trees larger than 6" caliper.
- \_\_\_\_\_ (3) A floor plan showing heated and unheated square footage.
- \_\_\_\_\_ (4) A roof plan indicating pitch.
- \_\_\_\_\_ (5) A minimum of four elevations with elevations adapted to the topography of the site.
- \_\_\_\_\_ (6) A copy of this page with your initials on the lines to the left.
- (7) **Variance\*\*:** Are you requesting a variance with respect to any of the Architectural Guidelines? Answer below:  
\_\_\_\_\_ No:\_\_\_\_\_ If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

\*Schematic Review is free except as indicated on Request for Schematic Review Form.

\*\*Any variance must be submitted in writing via the Architectural Review Portal for approval by the GA-ACC.

B. **New Construction Document Submittal:** As a continuation of the design process, the document set must be refined with specific attention to and inclusion of the following:

**(Use the following as your check list, initial each section and upload this page with your submittal.)**

1. A re-submittal of **Gates at Ansley Architectural Review Submittal Three. Completed Contractor Information - Form Four** in digital format (if contractor known).
2. A copy of this page with your initials on the lines to the left.
3. **Floor plans:** Indicate all rooms, and sizes, along with square footage of the total enclosed living area. Show the finished floor elevation (FFE) of the first floor. Submittals without indicating finished floor elevation (FFE) of the first floor will be rejected.
4. **Roof plan:** Indicate slopes, pitches, hips and gables and materials of construction.
5. **Elevations:** Provide front, rear, and side elevations showing building materials and finishes. Indicate maximum height of the principal structure and anticipated finished grades. Show elevations corrected with respect to adjacent grade. Indicate floor to floor heights.
6. **Typical Wall Sections:** The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required) Indicate foundation condition, building materials, roof overhang, fascia, and decorative elements & other details as needed to convey the design. Ceiling heights must be indicated for all levels of the home. One wall section must be cut through a typical window and a typical door.
7. **Details:** Provide details of all unique conditions on the home. Show screen wall for HVAC.
8. **Construction Document Site Plan** in digital format (Minimum scale: 3/32" =1'-0" or 1" =10', minimum sheet size 24"x36" – please advise your surveyor of the minimum scale and sheet size). Indicate the required setbacks (SEE ARTICLE 4.1), easements and horizontal dimensions that locate the residence on the lot. Show front and rear corners and side outline nearest your home of homes on adjacent lots. Show all driveways, driveway aprons, walkways, patios, decks, pools and other recreational equipment, HVAC units, etc. Show all existing contours and finish contours at two-foot increments and show the planned floor elevation of the main floor. The submittal will be rejected, and you will not receive approval if finished contours are not noted.
9. **Curb elevation** and elevation at rear property line should be clearly denoted.
10. **Detailed Landscaping Plan** in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), including site grading, and showing location, size, species, quantity, spacing, percentage of native plant material, and quality of all plant material, protection of existing vegetation and other landscaping details shall be submitted for approval prior to the completion of construction. Extent of the planting beds shall be noted as well. **Submit this drawing prior to the Dry-In review to avoid an additional review fee.**
11. **Drainage Plan** in digital format (Minimum scale: 3/32" = 1'-0" or 1" = 10', minimum sheet size 24"x36"), showing the location of erosion control devices and the direction of storm water flow.
12. **Samples** in digital format of all exterior materials and finishes, including paint colors, siding materials, roofing, shutters, medallions, chimneys, doors, lighting scheme, and all other materials that will be seen on the exterior of the home and site.
13. **Variance:** Are you requesting a variance with respect to any of the Architectural Guidelines?  
**No:** \_\_\_\_\_ **If yes, describe:** \_\_\_\_\_

**EXPECTED START DATE:** \_\_\_\_\_

**EXPECTED DRY-IN:** \_\_\_\_\_

**EXPECTED FINAL:** \_\_\_\_\_

**Other data:** The GA-ACC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

3.5 **Foundation Survey:** Upon completion of the foundation, the homeowner or contractor shall submit to the GA-ACC a foundation survey. The survey shall be prepared by a licensed surveyor or building contractor and show compliance with building setback requirements and confirm foundation height against the previously approved site contour plan. This survey shall be submitted as a drawing to the GA-ACC review site prior to framing. Reference Article 5.23 for additional information on heights.

3.6 **Compliance Security Deposits:**

A \$5,000.00 security deposit for new home construction by an approved builder and a \$10,000 security deposit for a builder building a home for the first time in the community (per CCR Article VI Section 11) and large remodel projects, which exceed 25% of the value of the home or adds 20% or more to the Gross SF, is required. **ALL SECURITY DEPOSITS MUST BE PAID BY THE CONTRACTOR WITH FUNDS FROM THEIR COMPANY, PAID BY THEIR CHECK.** Owners should not advance money to contractors for security deposits. Payment (checks payable to Gates at Ansley Homeowners Association, Inc.) must be submitted with the Gates at Ansley Architectural Review Form Two to the address noted on the form.

Exterior remodeling projects (interior projects are exempt) where a building permit is required, and which are less than 25% of the value of the home, require a \$1,000.00 deposit. The deposit is intended to protect the Homeowners Association from costs resulting from careless and/or negligent construction practices by the Contractor. If the total charges against the Compliance Security Deposit should exceed one half of the initial deposit, an additional deposit must be submitted within 7 days of written notification. The security deposit is refundable in entirety minus repairs and damages, upon completion of home construction. It will be the homeowner's responsibility to notify the GA-ACC when the project is completed through the Architectural Review Portal. The GA-HOA will remit the security deposit within 30 calendar days after project completion and/or damages are repaired.

**A. Construction activities that may reduce Compliance Security Deposit refund:**

Any and all costs incurred by the Gates at Ansley Homeowners Association (GA-HOA) to remedy violations that occur during construction activities may reduce the amount of deposit refund. Examples include, but are not limited to, GA-HOA expenditures to reseed, clean up, etc. the road rights-of-way, to repair road pavement, road shoulders and drainage swales near and in front of the subject lot, to perform maintenance on utility services and irrigation systems damaged by construction activities, to repair silt fences, to correct deficiencies in the construction of the home (including deficiencies caused by non-compliance with these Guidelines), to secure the home or the site during construction, to place a fine or lien on the home, or to supplement an incomplete landscape plan.

**B. Contractor right to make repairs:**

Before the GA-HOA begins a repair that reduces a refund, the Contractor or Owner will receive one notification letter stating the specific violation that must be corrected and the time table permitted for the correction. Where damaged areas are fully restored to the pre-construction condition by the Contractor or Owner within the prescribed time period, as determined by the GA-HOA in its sole discretion, no reduction will be made to the deposit for that violation. An onsite inspection by the GA-ACC or HOA Board will be required to authenticate quality of the repair. Repairs for damages must be completed within thirty days of project completion. Fines will be assessed beginning the thirty-first (31<sup>st</sup>) day after completion until damages are repaired. The GA-HOA may elect to make the repair and charge the contractor.

### **C. Approval of final amount of refund:**

The final amount of the deposit refund will be determined by the GA-HOA at a regularly scheduled board meeting once the third onsite visit, as described in Article 3.10, has been completed, and the Contractor or Owner has notified the GA-HOA of completion of the third visit at least five business days prior to the meeting. The GA-HOA will reduce any automatic fines determined by the GA-ACC from the deposit refund. The Board of Directors may deliberate the final determination in a closed session and will notify the Contractor or Owner of its decision in writing.

### **ALSO SEE ARTICLE 7 – NOTIFICATIONS - FINES FOR VIOLATIONS**

- 3.7 **Review Period and Approvals:** Each phase of the three-step document review process, major and minor projects, properly executed applications, complete with all required submittals, fees, deposits, and dues, will be reviewed and a written response will be sent by e-mail to the registrant within fifteen (15) days of receipt of the complete materials to the GA-ACC. If no response has been made in writing within said fifteen (15) days, the Lot owner or his contractor shall notify the Architectural Control Committee through the ACC portal that no response has been made to the plans submitted and that the GA-ACC has fifteen (15) days from the date of notice to make such a response or the plans will be automatically approved after the fifteen day period has ended. The letter will give the status of the submittal as follows:

**“Approved”** – The entire submittal is approved as submitted. Permission is granted to commence project upon notice of approval.

**“Approval Pending”** – The submittal is NOT approved as submitted, but approved conditional on the owner correcting the objectionable features identified by the GA-ACC. The Applicant must correct the plan’s objectionable features or segments, and the Applicant may be required to resubmit all or a portion of their documents in order to receive approval prior to commencing the construction or alteration. This notice resets the fifteen (15) day review period to the date such notice is given.

**“Disapproved”** – The submittal is rejected. The GA-ACC will provide comments but is not required to do so at length or for all objections. Therefore, comments should not be construed to be the sole reasons for rejection.

**NOTE:** Commencing construction before written notice of approval is considered a violation and is subject to a fine assessed to the lot owner. Refer to Article 3.12 for more information.

- 3.8 **Submittals Retained:** All approved submittal items are retained by the GA-HOA for record purposes for a limited period only. The GA-ACC should not be considered the perpetual holder of your records. Owners are expected to retain copies of all records associated with their home. Copyrighted documents will not be forwarded for any reason.
- 3.9 **Variances:** Variances may be granted in some extenuating circumstances including, but not limited to, odd shaped lots or parcels, topography, natural obstructions, hardship, or environmental considerations. All variance requests must be submitted in writing to the GA-ACC and as part of the Schematic or Construction Document review submittal. The applicant must state the reason for the request and propose mitigation of the variance. The GA-ACC shall have the power to grant a variance from strict compliance to these Guidelines in such circumstances, so long as the variance does not result in a material

violation of the CC&Rs or governmental regulations. No variance shall be effective unless acknowledged and approved by the GA-ACC in writing.

**NOTES:**

- A) The owner or contractor must request a variance for any departure from the Guidelines. Where plans are approved but contain an item which does not conform with the stated requirements of the Guidelines and for which no variance was requested nor approved, the non-conforming item is not approved.
- B) The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of governmental authorities. It is the responsibility of Owner/Builder to obtain all necessary permits and approvals.

3.10 **Implementation of Approved Plans:** All work must conform to approved plans. If it is determined by the GA-ACC or the GA-HOA that work completed or in progress on any site/parcel is not in compliance with these Guidelines or any approval issued by the GA-ACC, the GA -ACC shall notify the Owner and Builder in writing of such noncompliance, specifying in reasonable detail the particulars of noncompliance, and shall require the Owner and/or Builder to remedy the same. If the Owner and/or Builder fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be in violation of the CC&Rs and these Guidelines.

3.11 **On-site reviews:** Each lot Owner is required to call for three separate reviews from the GA-ACC during the construction of the home.

Pre -Construction Review: Prior to commencement of clearing, grading or construction the Owner shall: stake-off the location of the home site and driveway; clearly mark all areas to be cleared, including flagging all trees to be saved, for inspection/approval by the GA-ACC. Install construction fencing and, stone drive, per these guidelines. Upload Form Five to the review site to schedule the inspection. Allow a minimum ten (10) business days' notice. For this review, place a ribbon along the path of the intended silt fence so that it may be evaluated for potential damage to roots of trees that should be saved. DO NOT DIG THE GROUND TO EMBED THE SILT FENCE PRIOR TO APPROVAL OF THE GA-ACC. See Article 3.10.1 for Sample Board Requirements. Physical Samples must receive approval from the GA-ACC prior to installation of any finished materials on the home.

Dry-In Review: Once the home has the roof, windows and doors installed, the lot Owner shall notify the GA-ACC for a site visit as done for pre-construction notification. The lot Owner shall retain manufacturers' labels on windows and doors and shall keep on site roofing material packaging for verification of proper shingle. Allow a minimum ten (10) business days' notice. Construction does not need to be held up while awaiting the Dry-in Review.

Construction Completion Review: Once the home is complete and landscaping is installed, the lot Owner shall notify the GA-ACC for a final site visit like the pre-construction notification. Allow a minimum ten (10) business days' notice for site visit to be made.

3.12 **Sample Board:** All exterior materials of construction shall be approved prior to application on the home. This may be accomplished in one of two ways.

1) The lot Owner may wish to have installed at the time of the preconstruction on-site review a sample board demonstrating the material selections for all exterior wall, roof, and trim materials, including gutter and shutter color samples. The board shall be placed near the curb, face the street and be maintained through the construction completion review. It shall be constructed of a single piece of plywood mounted vertically on two 4x4 posts and have the lot number in 3" high numerals on a post facing the street. No other sign is permitted on the board. The board shall be at least 32" wide and of adequate height to devote 16" vertically to each material being used on the home. The upper part of the board shall be reserved for the roofing materials. All exterior finishes, including roofing, shall be placed on the board in the order they will appear on the home. The sample board should be retained until after the final on-site review, but to facilitate final completion of the home, may be removed at the time when finished grade is prepared with components of the board made available for inspection by the GA-ACC at the final review. Any changes to sample board materials for exterior items must be submitted for approval. See Article 3.14. No work shall commence prior to the ACC approval of the sample board.

2) As an alternate, the contractor shall have the full sample board available prior to commencing framing. A separate review fee of \$150 will be assessed for each additional site visit required for sample board review. Other requirements from option 1 for the board and its final disposition apply herein.

**NO WALL MATERIALS WITH PREDOMINANT COLORS THAT ARE ON HOMES IN VISUAL PROXIMITY TO THE PROPOSED HOME WILL BE PERMITTED.**

**3.13 Time to Complete:** If no maximum time period is specified in the approval or any other agreement, construction shall be completed within eighteen (18) months of its commencement, as outlined in Article 7, Section 5 of the CC&R's. Commencement is measured from the approval date for site staking. **Note: Provide expected milestone dates on Construction Document Form (for new construction).**

If construction is not completed on a project within the period set forth in the approval or within 18 months, the project shall be deemed to be in violation of the CC&Rs and these Guidelines, with remedies enacted in accordance with Article 7.

**3.14 Approval and Changes after Approval:** Written approval of home construction plans is required prior to commencement of any clearing, grading or construction. GA-HOA dues must be current and all other fees must be paid before submittals will be considered by the GA-ACC.

All proposed changes to structures, including, but not limited to, changes that affect the exterior of any building, colors, windows, doors, grading, paving, utilities, landscaping, or signage, made after the Construction Document approval of plans must be submitted to and approved in writing by the GA-ACC prior to implementation. Close cooperation and coordination between the Applicant and the GA-ACC will ensure that changes are approved in a timely manner. If Union County or any other authority having jurisdiction requires that changes be made to Construction Documents previously approved by the GA-ACC, the Applicant must notify the GA-ACC of such changes and receive approval from the GA-ACC prior to implementing such changes.

**3.15 Review of Modifications:** The review of modifications to existing dwellings including modifications to the main residence or the addition or modification of other improvements on the subject property (after approval by the GA-ACC has been granted) shall require the submission of a Design Review Application "Submittal Form One -Design Development" to the address noted on the form. Submit Form Two for the

Design Development Submittal and once again for the Construction Drawing Submittal. The review and approval of modifications shall take place within the same time periods as required for new construction. Modifications must be scheduled and completed in a time agreed upon with the GA-ACC. The review fee for modifications and other improvements shall be as stated in Article 3.3.

- 3.16 **Non-Compliance:** Non-compliance of these guidelines, and the CCR's will be deemed to be in violation. Fines will be assessed according to Article 7.

#### **ARTICLE 4 –SITE REQUIREMENTS (New Construction & Existing Home Renovations/Projects)**

- 4.1 **Setbacks:** All homes must meet setback requirements, as set forth in the recorded plat, deed restrictions, GA-HOA documentation and governmental regulations. The GA-ACC reserves the right to require alternate setbacks, to be determined at time of the GA-ACC review, in order to preserve view corridors, or to account for unusual topography, natural site features, or other extenuating circumstances.
- 4.2 **Construction Fencing:** Before beginning construction, black silt fencing, minimum 36" high, must be installed along the edge of the street pavement, across the entire width of the lot to prevent the parking of vehicles on the road shoulders. Prior to installing this fence, a ribbon shall be placed along the proposed location so that it can be viewed at the time of site staking. If the Owner does not have the Builder install such fencing prior to the beginning of construction, then the GA-HOA will install the fencing and bill the cost to the Owner. This fencing must be maintained throughout the construction period and removed at the time of the Final Review when Compliance Security Deposit issues are reconciled. The contractor or owner shall be responsible to contain all storm water and silt runoff from the site. Other containment means may be necessary and should be applied if necessary. The GA-HOA reserves the right to clean up any silt or redirect water flow if needed to protect or clean community assets, including streets, grassed areas, storm water piping and ponds at the expense of the owner, with costs of such action withdrawn from the compliance deposit for the home. Silt fencing may be deemed necessary for other major and minor projects, including, but not limited to projects listed in these guidelines and CCR's.
- 4.3 **Sewer and Water Caps and Siphon Breaks:** The Owner/Builder will be responsible for protecting sewage and water caps. If there is damage to either sewage or water caps on a construction site, which are not repaired by the contractor, the GA-HOA will make repairs and deduct the cost from the Compliance Security Deposit. If there is damage to sewer or water caps on lots near the building site, the Builder may be held responsible for that damage. In the case where there is more than one construction site in the area of the damage, the GA-ACC will make the determination for responsibility for any damage and may require both parties to pay an equal portion of the repair cost.
- 4.4 **Lot Construction Entrance and Parking:** The property Owner is responsible for placing and maintaining a stone driveway. The driveway shall be comprised of a minimum of five-inch (5") deep by twenty (20') feet wide by fifty (50') feet long 3-4" Coarse Aggregate, or as needed to assure mud is not tracked onto roadways. The stone should be placed in a manner to provide off street parking for construction vehicles. No materials or heavy equipment of any nature are to be unloaded or stored in the road or road rights-of-way. This driveway is to be used before and during construction to minimize damage to the roads and road shoulders caused by the repeated parking of vehicles, heavy equipment and trucks. All vehicles must park so as not to impede traffic or damage vegetation.

No overnight parking of construction vehicles, trailers, equipment or receptacles on the street is allowed. Failure to comply with these guidelines will result in fines. Refer to Article 7 for penalties.

- 4.5 **Material Storage:** All construction materials must be kept within the property lines and street rights-of-way must be kept open for vehicular access to all sites. Temporary storage structures must receive approval by the GA-ACC prior to their use. Storage structures may not be used as living or office quarters.

Adjacent properties are not to be used in any manner, including vehicle parking, for the construction of the approved dwelling without written permission from that lot owner and a copy submitted to the GA-ACC for its records.

Any damage to an adjacent property by material storage and/or any other means shall be repaired by the owner of the approved home prior to final inspection and release of Compliance Security Deposits by the GA-HOA. Turf areas disturbed shall be restored. Restoration shall include raking the area clean to remove all debris, tilling the soil to a depth of three inches minimum, seeding and stabilizing with sterilized straw. The Builder or owner shall be responsible for germination and growth of grass until it is fully stable.

- 4.6 **Vegetation Protection:** All existing trees or other vegetation shown on the plans, or required by the GA-ACC, to be preserved must be left undisturbed during construction. Prior to beginning construction, the Builder must erect wire or plastic environmental barriers to protect these natural areas. It will be the financial responsibility of the Owner/Builder to mitigate or restore any disturbed areas and to keep the barriers in good repair during construction.

- 4.7 **Construction Dumpsters:** A commercial dumpster is required on site to keep a neat and clean construction site. No dumpster shall be placed on neighboring property without written permission of that property Owner and that letter submitted to the GA-ACC. Fabricated wood or wire bins will not be permitted. The Builder is encouraged to utilize the services of a disposal company that is environmentally friendly by using recycling and composting techniques. In addition, the following clean up rules shall apply:

- At the end of each day on which work occurs, all construction materials must be neatly stored and all lightweight construction debris, such as roofing paper, insulation bags and any polyethylene or sheathing must be placed in the trash dumpster.
- At the end of the day on Friday, all construction debris must be picked up and scraps such as shingles, wood, drywall, bricks, etc. must be put in the trash dumpsters.
- Dumpsters must be emptied within three days of being filled to the top edge of the container.
- Failure to comply with these guidelines will result in automatic fines as outlined in Article 7.

- 4.8 **Toilet Facilities:** Each construction site is required to have a job toilet and it must be placed within the lot boundary and the side yard setbacks, with the door facing away from the street.

- 4.9 **Fires and Blasting:** Fires and burning are not permitted on construction sites under any circumstance. Using any explosive materials during construction (for example, to remove rock) is prohibited. Open fire such as a bonfire is not permitted at any time.

- 4.10 **Drainage:** Water runoff for each individual building site must be handled by adequately sloping all areas so that runoff is directed to the natural drainage areas or storm drainage facilities of each lot Owner. Water must not drain onto neighboring properties. It is the responsibility of the lot owner to remedy



water runoff within five days of being notified in writing. This applies to times of construction and after the CO is issued. Failure to comply with this guideline is subject to a fine.

4.11 **Mailbox:** Only the mailbox type, size and color approved by the GA-ACC may be used and it must be installed according to US Postal regulations. All Gates at Ansley mailboxes shall be of similar look, style, size and black in color. All mailbox post must contain no more than one mailbox and must also contain a newspaper holder beneath the mailbox in black color. Address numbers must be gold in color and no less than 2 inches in height and no more than 3 inches in height unless otherwise required by the United States Postal Service. Driveway reflectors and markers are prohibited. Mailbox information may be obtained from the GA-HOA and/or HOA Management Company.

4.12 **Driveways/Walkways:** Asphalt, gravel, and plain poured (smooth finish) concrete driveways are prohibited. Driveways must be constructed of pavers or non-tinted concrete with a broom finish. Driveways must be a minimum of eighteen (18) feet wide and have an apron that extends from the street to the house-side of sidewalk or ten feet from the street where there is no sidewalk. Tumbled pavers in natural earth colors must be used on driveway aprons and on drives if not concrete.

Driveways shall be constructed and maintained in accordance with the rules, regulations, and specifications approved by the GA-ACC and all requirements of the NC Department of Transportation. A concrete culvert must be installed where the driveway or sidewalk crosses the drainage swale. If a driveway expansion is necessary to meet the guidelines as stated above, "Minor Project" approval is required by the GA-ACC. Such projects may be subject to a compliance security fee.

Walkways or patio areas must be constructed of concrete, brick, flagstone, stepping-stones, or pavers made of cast concrete, or pavers made from natural materials. Walkways or patio materials shall be selected to match the appearance and style of the residence.

4.13 **Exterior Lighting** (including landscape lighting): GA-ACC approval is not required for exterior lighting if the installation adheres to the following guidelines:

- Exterior lights shall be conservative in design and as small as is reasonably practical. Exterior lighting shall be directed toward the house (except for rear spotlights) and be of low wattage/soft lighting (limited to 2,000 lumens) to minimize glare sources to neighbors and other Homeowners.
- Lighting for walkways generally must be directed toward the ground.
- Lighting fixtures shall be dark colored to be less obtrusive. Low voltage (12 volts) lighting is preferable to conventional house-voltage systems because of its safety advantages.

GA-ACC approval is required for any deviation from the guidelines or use of high-wattage, spotlights, floodlights, or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc.). The GA-ACC may take into consideration the visibility and style of the fixture on the home. Light fixtures must complement the architectural style of Gates at Ansley and the specific home and landscaping. Lighting of walls can be achieved by use of eave or ground recessed fixtures. Landscape lighting should be concealed where possible by ground recessing or placing in shrub beds. Colored lights are prohibited, except as temporary holiday decorations and/or underwater pool lights. Post mounted light fixtures will be considered on an individual basis. Spillover of light on to neighboring property must be avoided and lights shall be shielded where necessary.

4.14 **Flags and Flagpoles:** Yard-mounted flagpoles are not permitted on any portion of the Properties, except for flags and flag poles installed by or for the GA-HOA at amenity sites. Owners may attach only one flag including the official flag of the United States of America, or a State of North Carolina flag, or sports

related to their home without the approval of the GA-ACC, providing that the flags do not exceed 4' x 6'. No other flags are allowed unless specifically permitted by State or Federal Law. Decorative seasonal flags under 2 feet are approved.

- 4.15 **Fountains:** GA-ACC 'minor project' approval is required for all fountains. Fountains may be located behind a privacy wall in the rear yard or at the front entry.
- 4.16 **Hot Tubs and Saunas:** GA-ACC 'minor project' approval is required for the installation of any hot tub, jacuzzi, sauna, or spa. Any hot tub, jacuzzi, sauna or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping and shall be installed in such a way that is not immediately visible to adjacent property owners, and the street. Use of these features shall not create an unreasonable level of noise for adjacent property owners. All mechanical equipment necessary for the operation of any hot tub or sauna must be located in the rear or side yard and shall be screened from the street and neighboring residences/buildings by a masonry wall and/or foundation plants, a minimum of 30 inches when planted, complementing the adjacent structure to prevent noise from being a nuisance to neighboring properties. Spa motors may require a mason wall for sound mitigation. If a masonry wall is used, it must be screened by foundation plants for aesthetic purposes. Screening shall be submitted to and approved by the GA-ACC. All issues of safety and liability shall be the sole responsibility of the property owner and not the GA-HOA, its agents or assigns.

Applications for hot tubs, jacuzzies, saunas and spas shall be accompanied by a screen or fence plan and a plot of the property with the improvements indicated thereon and evidencing compliance with the above criteria. This type of project may require a compliance security deposit.

- 4.17 **Pools and Pool Equipment:** GA-ACC 'major project' approval is required for the construction or installation of pools. Only concrete or gunite pools are permitted. Pools must be in the rear yard and must be an integral part of the residence and landscape. Use of pools shall not create an unreasonable level of noise for adjacent property owners. Landscaping shall be provided around any retaining wall and such wall and landscaping must be an integral part of the overall landscape plan. All mechanical equipment necessary for the operation of any pool must be in the rear or side yard and shall be screened from the street and neighboring residences by a masonry wall and/or foundation plants, a minimum of 30 inches when planted, complementing the adjacent structure to prevent noise from being a nuisance to neighboring properties. Spa motors may require a mason wall for sound mitigation. If a masonry wall is used, it must be screened by foundation plants for aesthetic purposes. Screening shall be submitted to and approved by the GA-ACC. Above ground pools are prohibited. All issues of safety and liability shall be the sole responsibility of the property owner and not the GA-HOA, its agents or assigns. Child wading pools no deeper than 18 inches tall and no wider than 10 feet in diameter will be allowed during appropriate weather and must be emptied and stored when not in use. Pool projects may require a compliance security deposit.
- 4.18 **Ornaments and Statues:** Lawn ornaments, statuary and outdoor sculpture greater than 24 inches tall must be submitted for GA-ACC 'minor project' approval in advance of installation and are prohibited in front and side yard areas unless concealed within a privacy wall. Approved ornaments installed in rear yard areas or behind a privacy wall must be placed to not be visible from adjacent lots. Owners may display holiday decorations on their property if the decorations are of reasonable size and scope and do not disturb other Owners and residents by excessive light or sound emission or by causing an unreasonable amount of spectator traffic. Decorations should not be displayed earlier than 45 days prior to the holiday and must be removed within 30 days after the holiday.

- 4.19 **Antennae and Satellite Dishes:** No exterior antennae are allowed. No more than 2 small and inconspicuous satellite dish(es) having a diameter of twenty inches (20”) or less, which is installed upon or adjacent to any residence, is not visible from adjacent properties or the street, and is integrated with the residential structure and surrounding landscape, is permitted and does not require GA-ACC approval. Such equipment shall be located only in side or rear yards that are not adjacent to a street and shall be located as inconspicuously as possible.

Larger dishes or placement under conditions other than noted herein **require** GA-ACC ‘Minor Project’ Approval.

- 4.20 **Exterior Wires and Cables:** No exposed exterior wires, cables or meters of any kind are permitted.
- 4.21 **Propane Tanks:** No propane tanks are allowed. Natural gas is the only fuel source allowed in the Gates at Ansley. (Propane tanks for grills, portable outdoor heaters, and portable fire pits are an exception.)
- 4.22 **Residential Garbage Containers:** Garbage containers shall be stored inside of the garage or screened so they are not visible from the road or adjacent property.
- 4.23 **Walls and Fencing:** Landscape Walls, Screen Walls and Fences: Landscape (retaining) walls shall be walls used to retain earth and shall be constructed of keystone block, concrete faced with stone, stone, brick or other permanent non-organic material. Walls may be no higher than six feet above existing grade on the lower side. Retaining walls must be approved as a minor project by the GA-ACC and may be subject to a compliance security deposit.

Screen walls (non-landscape) shall be walls attached to the home to screen areas as required by the GA-ACC or the Guidelines such as HVAC and Pool equipment and in some instances, garage doors. Screen walls must complement the exterior color of the home. Wood and plastic screen walls are not approved. Screen walls must be submitted to the GA-ACC as a ‘Minor Project’ for approval.

GA-ACC approval is not required for a fence if the fence is installed in accordance with the following guidelines. Fences shall be barriers around pools or yards to provide privacy. Fences are not permitted to extend forward of the rear garage of the home. Fences shall be black iron or aluminum with a flat top rail. Fences are not permitted to be higher than six feet. Double fencing is not permitted. Fencing shall be placed either four inches off the property line as a full yard fence or five feet off the property line when used as a pool surround. Wood, masonry and plastic fences are not approved. Fences shall not contain barbed wire, razor wire or be electrified. Chain link or welded wire fences are not permitted.

- 4.24 **Patios and Decks:** Patios, decks, deck railings, and deck supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Decks and patios shall be constructed of concrete, stone or brick. Decks shall not be constructed of wood or artificial wood material per the CCRs. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Decks built before 2017 are grandfathered in for repair and replacement using the original construction materials. Minor project approval is required from the GA-ACC if added after the CO has been issued for any home.

Patio areas must be constructed of concrete, brick, flagstone, stepping-stones, or pavers made of cast concrete, or pavers made from natural materials. Patio materials shall be selected to match the

appearance and style of the residence. Patio extensions, outdoor kitchens, and pergolas must have GA-ACC approval as a minor project.

- 4.25 **Outdoor Fireplaces/Fire Pits and Masonry Seating:** The addition of a masonry fire pit, masonry seating, or masonry fireplace shall obtain 'minor project' approval by the GAA-ACC before construction. Fire pits/fireplaces or masonry seating must be placed in the rear of the home. Fireplaces must be a minimum of 6 feet wide and eight feet high. Installation must be set at grade level and cannot extend beyond side and rear yard setbacks. The masonry and design must complement the exterior of the home. The location of fire pits and fireplaces must comply with Union County Code requirements. Owners are strongly encouraged to use natural gas instead of wood for fuel.

Wood used in fire pits or fireplaces must be dry, seasoned and untreated. The following items release harmful smoke or toxins and are forbidden to be burned in your fire pit: painted or treated wood, wet or unseasoned wood, wood products that contain glue, yard waste, garbage, paper products and cardboard. Materials that contain plastic, paint, asphalt, or rubber are not permitted. Accelerants and petroleum products are not allowed. For open fire pits, the wood must fit into the fire pan and may not extend above or beyond the rim. It is the owners' responsibility to limit the amount of material being burnt to ensure the flames are safely controlled.

- 4.26 **Accessory Buildings:** Owners shall obtain either 'minor or major project' GA-ACC approval prior to construction of any accessory building or permanently installed playhouses, gazebos, etc. whether built during initial construction or after. Accessory buildings shall meet the following criteria:

- An accessory building – such as a pool house or cabana - must be of the same color, material, and architectural style as the main residence, or of color, material, and style that is generally recognized as complementary to that of the main residence. As accessory building's roofing materials shall match those of the main residence. An accessory building may require a design schematic and a compliance security deposit, as determined by the GA-ACC.
- Any utilities servicing accessory buildings shall be installed underground.
- Accessory buildings generally shall be in the rear one third of the yard (if it does not front onto a street), shall be incorporated as an integral part of the landscape plan, shall not unreasonably obstruct any adjacent neighbor's views of open areas or other amenities and must be screened by a fence or vegetation. It may not extend across a side-yard setback. In the event rear-yard placement obstructs views of common areas, a variance for a side-yard placement will be considered.
- A playhouse or playground equipment shall be considered an accessory if it measures more than 30 square feet, is more than 6 feet high from peak to ground or is constructed on a concrete slab or footing. All playhouses and playground equipment must be in the rear yard but not on a side yard setback and be screened from view from adjacent properties and the street. Playground equipment must be constructed with natural colors with no primary colors permitted that are not fully screened.
- Freestanding metal utility sheds, storage sheds, or greenhouses are not permitted.
- Tree houses are not permitted.
- Dog houses, dog lots, dog runs, and dog kennels are not permitted.

- 4.27 **Recreational Equipment:** Recreational equipment, including, but not limited to, tennis courts, volleyball courts, basketball courts—and synthetic playgrounds must be approved by the GA-ACC as a minor project' prior to installation on any lot. The GA-ACC may require photographs or other means of illustrating the appearance of equipment. Recreational Equipment may not be located forward of the front set back. No equipment may be placed closer than 15' from any property line, unless fully screened

from view of adjacent properties. Applications for the placement of equipment must include a detailed plan including dimensions. Equipment specifications must also be submitted for review. This project may require a compliance security deposit.

Unscreened non-permanent and portable equipment shall be put away each evening and stored in a garage when not in use. Permanent basketball goals must have a professional looking metal pole and tempered fiberglass or Plexiglass backboard and are approved for installation according to these guidelines. All parts must be maintained. Trampolines are approved for placement in rear of the yard and must not be visible from the front street. If placed closer than 15' from the property line, it must be fully screened from adjacent properties. The use of recreational equipment shall not create an unreasonable level of noise for adjacent property owners.

#### 4.28 **Parking**

- No vehicles, trucks, vans, cars, trailers, construction equipment, etc. may be parked overnight on any street within the GAA neighborhood/property.
- Recreational and Commercial Vehicles: All commercial vehicles, boats and recreational vehicles (i.e. campers, motor homes, boats, etc.) must be kept in a garage. NO outside storage, including driveways, will be allowed. No street parking is permitted.
- The owner of each lot will be responsible for providing a paved parking area large enough for all vehicles normally parked on said lot.
- All vehicles must be parked on the paved areas of a lot so as not to damage vegetation.

4.29 **Birdbaths, Birdhouses, and Bird-feeders:** GA-ACC approval is not required for the rear yard installation of a birdhouse or a bird-feeder that is less than one foot wide by one and a half feet tall, or a birdbath that is three feet tall or less, including any pedestal. Placement in any front or side yard is not permitted.

4.30 **Clotheslines:** Clotheslines are permitted as an environmentally-friendly alternative. The clothesline must run parallel to the rear plane of the home and must be within fifteen feet of the rear wall. It shall be contained within ten feet of the side planes of the home.

4.31 **Signs:** All signage must be in accordance with the Gates at Ansley Signage Guidelines and CCRs.

- One security sign may be permitted in the front yard located either adjacent to the driveway or near the front entrance of the main dwelling.
- One "For Sale" sign is permitted, which shall be no larger than 2' x 3' and must comply with neighborhood guidelines. For sale signs must be obtained through the GA-HOA or HOA management company.
- One builder construction sign is permitted and shall be removed following receipt of the Certificate of Occupancy. No subcontractor signs are permitted.
- Only one political sign may be displayed on each lot. No sign shall be greater in size than 24" x 24" and may not be displayed earlier than 45 days prior to the day of the election and no later than 7 days thereafter.
- No signs or flags may be displayed on common areas, easements or rights of way or areas owned by the Home Owners Association.
- No sign advertising bankruptcy, foreclosure, bank repossession or reduced or discounted sale price shall be placed on any lot or attached to any dwelling.
- Garage or yard sales are not allowed and therefore signs for such sales are prohibited by the CC&R's.

- 4.32 **Ground Water Wells:** The installation of ground water wells for irrigation purposes must be approved by the GA-ACC as a “Major Project” request. The water should not be used as a potable source. Groundwater in the general vicinity is known to contain arsenic. Regular testing is advisable. The restrictions on the drilling include taking a photo and adding it to your file on the review site of any pre-existing damage on the road or curb at the point that equipment is brought onto your site. Damage noted after well drilling commences - which is not documented - will require you to make the proper repair. As the well is being drilled, any slurry or discharge must be contained with silt fences and not allowed to flow into adjacent properties, lakes or storm sewers. The well pump must be screened by housing. False rocks are often used for this purpose. When using a false rock to house the pump, screening plants are required for aesthetic purposes. Screening plants alone are not approved. In some cases, well equipment can be fully buried. Due to the nature of the equipment used, this project requires a compliance security deposit. After installation of the well, the lot owner will have up to thirty days to remove all slurry, pilings, and discharge from said property and repair any damage to sidewalks, lawns, etc. If after thirty days repairs have not been made, the HOA may make the repairs necessary and the total costs for damages will be reduced from the security deposit.
- 4.33 **Street Cleaning:** To uphold the aesthetic integrity of the community, roadways adjacent to construction sites may need to be cleaned from time to time. The lots under construction that are observed by the GA-ACC or Association Manager to have placed mud on the street, which is not attended to by the contractor may be cleaned by the GA-HOA. Cleaning fees will be deducted from the Compliance Security Deposit. **BUILDER IS EXPECTED TO KNOW WHEN THEIR WORK HAS RESULTED IN MUD AND EXCESSIVE DIRT ON THE STREET, THEREFORE PRIOR NOTIFICATION OF CLEANING FEES IS NOT REQUIRED.**
- 4.34 **Permitted Hours of Construction:** In keeping with the need to maintain a safe and desirable neighborhood, construction will be limited to the following hours:
- Monday thru Friday: 7:00 AM to 7:00 PM.
  - Saturday: 8:00 AM to 5:00 PM
  - Sunday, or any holiday officially observed by the State of North Carolina: Including New Year’s Day, Martin Luther King Day, Good Friday, Memorial Day, Labor Day, Veterans Day: **8:00 AM to 5:00 PM.** Interior work only is permitted, with no construction permitted that results in noise heard on the exterior of the dwelling, or physical construction activity of any nature on the exterior of the dwelling.

***No work shall occur in any manner on Easter Sunday, Independence Day, Thanksgiving Day, The Day After Thanksgiving, Christmas Eve, Christmas Day, and the Day after Christmas.***

**All new, major and minor construction projects will be held to these hours. Failure to abide by permitted working hours results in automatic fines as outlined in Article 7.**

## **ARTICLE 5 – BUILDING REQUIREMENTS:**

- 5.1 **Architectural Standards:** The exteriors of all buildings must be designed to be compatible with the natural site features and landscaping of the residence/building and to be in harmony with their surroundings. The landforms, the natural contours, local climate, vegetation, and views should dictate the building location, the building form, and the architectural style. The design of all structures shall be predicated on the principles, ideals, and specific requirements, established in the Gates at Ansley Guidelines. The GA-ACC may disapprove plans if in its judgment the massing, architectural style, roofline, exterior materials, colors or other features of the building do not meet these standards. No factory-built modular or mobile home type construction shall be permitted. No slab-on-grade construction or the

appearance of slab on grade construction shall be permitted. Slab-on-fill is required when the home is not constructed on a crawl space or with a basement. Refer to Article 5.23

The materials on **the interior of all homes** should reflect the high standards typical of a custom home in a premier neighborhood. Examples of materials include hardwood, ceramic tile or stone flooring in common areas with high quality carpet for flooring in bedrooms; deep baseboard and cornice trim on all walls where they intersect floors and ceilings; solid core and/or paneled doors with wide casing around doors and windows throughout; high quality door hardware; solid wood kitchen cabinets with granite countertops in the kitchen and bathrooms; custom stairs; energy efficient appliances and hot water system; energy efficient lighting and mechanical HVAC systems. Complete Form Three – Interior as part of the Construction Drawing submittal.

- 5.2 **Minimum Area Requirements:** No home may contain less than three thousand four hundred (3400) SF of heated floor space for a two-story structure, three thousand two hundred (3200) SF of heated floor area for a one-and one-half story structure all measured exclusive of garage, porches and carports. One story homes are not permitted to be built in the neighborhood.
- 5.3 **Story Limits:** No residence shall exceed three stories above ground level.
- 5.4 **Roof Slope:** The minimum roof slope over the main residence structure shall be at least eight (8) vertical to twelve (12) horizontal inches. Accent roofs (i.e. porches, dormers, etc.) may be a minimum of 4 in 12 slope but must be consistent with historical reference and architectural style of the home. A minimum overhang of 12 inches is required.
- 5.5 **Exterior Wall Treatments:** The materials listed below are acceptable exterior wall treatments for vertical and horizontal surfaces, except where noted as prohibited. When used in combination, transitions from one material to another shall be made in an aesthetically sensitive manner such that the appearance and style of the home is consistent on all sides. **Note:** Up to three materials are allowed for the FRONT elevation. Seventy percent of the material on the front elevation must be comprised of brick and/or stone (exclude windows and trim from this calculation). All side and rear elevations must be comprised of brick. All elevations of the home shall be subject to the measurement standards.
- Cast stone, stone or brick veneer.
  - Cementitious or composite materials such as Hardie-shakes and siding in limited amounts. Used only as accents and cannot constitute more than 10% of materials
  - Anodized, copper or paint finishes are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors.
  - Soffits must be of wood, stucco or cementitious materials. Aluminum fascia shall be heavy gauge in order to prevent ripples, commonly called “oil canning”. Vinyl soffits are prohibited.
  - Synthetic/foam products (EIFS) are prohibited.
  - Gutters and downspouts shall be used at all eave lines unless deemed inappropriate and should be either aluminum or copper. Galvanized material is NOT permitted. Gutter color, if aluminum, should complement the trim color.
  - Vinyl, Aluminum, Stucco, and Composite Wood (Masonite) are prohibited.
  - The use of wood shall be limited to trim and accent materials only.
- 5.6 **Exterior Colors:** Exterior colors are typically limited to warm earth tones. No ultra-white or primary colors may be used for future builds effective May 2019. Owners must submit for review and approval digital photos of samples of all exterior surfaces to the GA-ACC showing color, tone and texture. NO

WALL MATERIALS WITH PREDOMINANT COLORS THAT ARE ON HOMES IN VISUAL PROXIMITY TO THE PROPOSED HOME WILL NOT BE PERMITTED. ALL REQUIRED SAMPLES SHALL BE THE ACTUAL FINISHED MATERIAL AND MUST BE DISPLAYED ON THE SAMPLE BOARD.

- 5.7 **Roofing:** Roof pitches and overhangs shall be designed for compatibility with adjacent roof profiles in front, side, and rear elevation, and must vary as opposed to having a single roof line. Acceptable roof materials are: natural or synthetic slate, copper, dimensional asphalt architectural shingles (minimum 240# density), cedar shingles, standing seam metal, clay or concrete tile in a flat profile. Asphalt impregnated fiberglass shingles meeting the Guideline Requirements shall be equal to Owens Corning: Duration; GAF: Timberline HD; CertainTeed Landmark Pro.
- 5.8 **Roof Accessories and Equipment:** GA-ACC approval is required for all rooftop equipment and accessories. All rooftop equipment must match roofing colors or be a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing, other than copper, must be painted to match the fascia and trim of the structure. No exposed attachment straps will be allowed.
- 5.9 **Windows, Doors, and Trim:**
- Full Vinyl Windows are discouraged. Vinyl or aluminum clad wood windows are permitted.
  - Single Hung windows must have full screens where screens are provided. No half screens are permitted.
  - Multiples of single or double hung windows shall have a 4" mullion separating each.
  - Windows with grills shall have grills consistent on at least the front and sides.
  - Windows should be clear glass or a low-e glass with a tint. Samples shall be submitted for gray and smoke glass colors for approval by the GA-ACC.
  - Windows must have prominent headers and sills. No window opening shall be devoid of a featured trim. No window on front or side or which can be seen from the street shall have a running bond header.
  - Window screen fabric must be dark bronze or charcoal color.
  - No "burglar bars", steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.
  - No black out of windows is permitted.
  - No signs shall be placed in windows.
  - Curtain fabric, blinds or other interior material exposed to the exterior shall be neutral in color.
  - Window opening should conform to window configuration.
  - Main Entry Doors shall be substantial in appearance and shall have be of a high quality and of a style matching the architecture of the home. After a CO has been issued for any home, the change of existing entry doors must be submitted for review and approval of GA-ACC as a "minor project".
  - Side or rear entry doors shall not be plain panel. Finish shall be submitted for approval during the construction phase.
  - Trim is required below the soffit and shall consist of a frieze of no less than 8" in depth.
- 5.10 **Screen Doors:** Front screen doors are not permitted. Screening is not allowed at the garage doors. Side or rear screen door design and color must match and be generally accepted as complementary to that of the entry doors of the house. This does not require approval.



- 5.11 **Vents:** Plumbing vents, mechanical vents and fans, turbine type attic vents and other similar types of vents must be painted to match the roof/wall. No vents shall be located on the front elevation.
- 5.12 **Skylights and Solar Collectors:** Skylight trim must be painted, and glass must complement or match roof color and are prohibited on the front street elevation. Solar collectors must lie flat against the supporting roof and be consistent with the architecture of the home. Solar collectors are not allowed in the front of home. The collectors must be appropriate to residential use and not recreational vehicle grade or capacity. The GA-ACC may require specifics as to the design and construction of such collectors prior to approval. 'Minor project' approval is required from the GA-ACC if added after the CO has been issued for any home.
- 5.13 **Ceiling Height:** Ceiling height on the first floor shall be a minimum of ten feet, with a nine-foot ceiling height minimum on all other floors.
- 5.14 **Utilities:** Meter boxes, gas regulator, conduit, electrical panels, etc. are to be painted to match the exterior of the building or screened by substantial landscape. No GA-ACC approval is required for screening utilities and utility boxes. Screening should consist of evergreen shrubs or trees as outlined in Article 6.
- 5.15 **HVAC Units:** HVAC units must be located to minimize the transmission of noise to adjacent properties and must be screened. HVAC may be screened with evergreen landscape trees or shrubs as described in Article 6.3 and does not require GA-ACC approval. Evergreen shrubs shall screen the wall as if it were a foundation wall. Window air conditioning units and through-wall units are not permitted.
- 5.16 **Awnings and Overhangs:** The installation of awnings or overhangs requires GA-ACC "Minor Project" approval. The awning or overhang color must be the same as or generally recognized as complementary to the exterior of the residence. Fabric and metal awnings are prohibited.
- 5.17 **Glass Block:** Glass block on the exterior of a dwelling shall be subject to GA-ACC approval. Glass block shall not be a dominant feature for the dwelling or elevation. All glass block located on the dwelling shall be treated similarly to windows with banding and/or architectural trim. No glass block is allowed on the front or street-facing side of the home. Glass block is to be on the rear or non-street-facing side of the dwelling and shall provide enough landscaping that simulates a wall to diminish the impact on the elevation. Grout must be earth tone in color.
- 5.18 **Screen Porches/Patios and Other Enclosures:** GA-ACC "Minor Project" approval is required for the construction of covered porches, patios, and other enclosures. Such structures and their supports shall be substantial in appearance and reflect the style and architectural detail of the residence. Such structures shall be constructed of materials that are generally acceptable as complementary to the residence and be designed and installed as an integral part of the residence with rooflines that complement that of the principle structure. Any such structure must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Such structures are not permitted on the street(s) façade. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Screens shall be either dark bronze or charcoal. These projects may require a security compliance fee.

- 5.19 **Garages:** All residences shall have a fully enclosed garage designed to accommodate at least three vehicles when garage doors are in the closed position. Such garages shall be compatible with and complementary to the main residence in architectural style, material, color. The garage and specifically the garage door(s) shall not be the focus of the main front façade. Front entry garages are prohibited except where a single forward-facing garage door is integrated into a design having a motor court or porte-cochere. In the case of a motor court, it shall be defined by substantial masonry, or stone piers matching the materials on the home at the entry. Sides of the motor courts shall be masonry to match the home, masonry piers with wrought iron or simulated wrought iron aluminum fencing between, or a landscaped screening wall with evergreen trees a minimum of 4-6 feet tall planted close enough to one another in a row so that branches touch at the time of planting. Garages shall be finished on the inside. Garage door combinations where a motor court is provided may have at least one door forward facing of the other doors to break up the long façade. Garage doors may be wood or wood composite, fiberglass or metal. Landscape screening of garage doors does not require GA-ACC approval if the screening elements comply with the guidelines described in Article 6.5.
- 5.20 **Additions, Modifications & Expansions:** Any addition, modification, expansion or similar alteration, including changes to the color scheme, of a previously approved residence, whether before or after the initial construction, is subject to the requirements of these Guidelines and must be submitted to the GA-ACC for approval. Please note that major or minor project approvals are required for most modifications. The Guidelines identify in each section what approval level is required for exterior modifications after a home receives its Certificate of Occupancy (CO). Many projects requiring the use of heavy equipment and/or a building permit will require a compliance security deposit in addition to the major or minor project fees. Interior modifications do not require GA-ACC approval.
- 5.21 **Shutters:** Where shutters are used, they should match the configuration and dimension of the window they serve, even if only decorative. Shutter colors should be displayed on the sample board. The change or removal of shutters will require GA-ACC “Minor Project” approval.
- 5.22 **Chimneys and Fireplaces:** Chimneys of brick or stone are encouraged for all active fireplaces. Unvented gas fireplaces are not permitted in an enclosed area but may be used on outside decks where they can be ventilated without high exposure of carcinogenic and lethal exhaust gases to occupants. Where metal exhaust pipes are used, they shall be painted to match the roof color and shall be concealed on the rear of the home. Exposed stacks and spark arrestors should be avoided.
- 5.23 **Finished First Floor Elevation:** The finished first floor elevation (FFE) shall be no less than 24 inches above the elevation of the sidewalk at the bottom of the steps on the front of the home. Where a crawl space is used, the minimum shall be 32 inches from the bottom of the joist to grade at all locations.

## **ARTICLE 6 – LANDSCAPING REQUIREMENTS:**

- 6.1 **Purpose:** These landscape requirements have been established to maintain the high standards of Gates at Ansley and reflect the community’s emphasis regarding the value of open spaces, natural land forms, and landscapes. Such requirements and guidelines help assure a positive impact in property values, quality of life, and the overall enjoyment and benefits of outdoor living. Consultation with a landscape architect is highly recommended to achieve the most appropriate balance of plantings and arrangements that will complement your home. Special consideration should be given to the following aspects of landscape plantings. Landscape plans must be submitted and approved by the GA-ACC before new construction is completed. Plans that are not approved and violate the guidelines as described below

may result in a fine for the homeowner, in addition to bringing any non-compliant element into compliance. All landscaping shall be maintained to a “high profile” lawn standard after initial installation.

All plantings shall be placed in accordance with the guidelines provided by the North Carolina State University Horticulture Department found at this site:

<https://content.ces.ncsu.edu/catalog/department/70/horticultural-science>

**6.2 Qualifying Hardwood Canopy Trees:** The establishment of trees in open areas & the re-vegetation of wooded home-sites is required to restore over time the natural forest canopy lost during years of farming, development of roads and infrastructure for the community as well as the construction of homes. Specific requirements will be reviewed on a lot-by-lot basis. Two Qualifying Hardwood Canopy trees are required in the front yard and one in the rear yard. Existing Qualifying Hardwood trees over 6” caliper that survive construction may be counted toward the total. Trees that need to be added shall have a caliper of three (3) inch or better at the base and a minimum of ten (10) feet tall at the time of planting. Qualifying Hardwoods include the many varieties of Oak, Walnut, Hickory, Elm, American Chestnut. Other hardwoods including Maple or Crape Myrtle may be present or added but are not counted toward the total of ‘Qualifying Hardwoods.’ The GA -ACC may require additional pre-existing trees be saved where prominent and where through some diligent care they will not be impacted by construction. Additional plantings in non-existent beds must be submitted and approved through the GA-ACC ‘Minor Project’ process.

**6.3 Evergreen Foundations and Vegetable Gardens:** Evergreen Foundation Plantings are required to provide year ‘round accents and softening of foundations as well as provide a backdrop for ornamental and flowering plants.

- A minimum of 30” tall shrubs planted 36” on center is required in areas along foundations and under windows, with exceptions for walk off areas of porches.
- In areas where the foundations materials are an important architectural accent, quantities will be decided on an individual basis.
- In the front of the home and on sides facing the street, planting beds along the foundation shall be layered, in that there should be smaller plants in front of primary foundation plants. These plants should be spread as follows: 1 gallon: 12-18” spread; 3 gallons: 18-24” spread
- Other plants or trees should be used to create a third layer in corner locations or at breaks in the planes of the home.
- Deer and drought resistant plants should be given strong consideration.
- Foundation plants and/or trees shall be placed along the screen walls of HVAC and Pool Equipment areas, landscaping (retaining) walls, and masonry walls. Plants should be chosen so that walls are fully-screened within two seasons.
- Vegetable gardens shall only be placed in rear or side yards. If planted in the side yard, the garden must be located behind the rear plane of home.

**6.4 Flowering Trees:** North Carolina woods traditionally have abundant quantities of flowering trees dotting the landscape. In order to reforest the community, at least two flowering trees shall be planted in front or side yards visible from the street of each home. Magnolias, Dogwoods and Redbuds are the most common. Flowering fruit trees may also qualify. Trees shall be 8-10 feet tall at the time of planting with a minimum 2” caliper at the base.

6.5 **Evergreen Trees and Screening:** Evergreen trees and shrubs are needed to conceal service and utility areas and are also needed to restore the appearance of a Carolina Forest. The following projects require GA-ACC approval.

- Screening shrubs or trees shall be 4'-6' minimum at the time of planting and shall fully screen the equipment within two seasons.
- Exposed garage doors should be screened to varying extents from neighboring properties and the street. This will be reviewed on a case by case basis but where exposed will typically require a minimum of two screening trees per garage door. Screening should not appear as a full wall but placed in order to reduce any visual dominance of the garage doors. Screening trees shall be 6-8' height minimum at time of planting. Lower level shrubs are recommended as accents.
- There shall be a minimum of two evergreen trees 8-10 feet tall at the time of planting placed on the site either in the front yard or visible from the front yard.
- No landscape screening which creates a "wall" along the front of the home and blocks the view of home from the street is permitted. The planting of such trees and/or shrubs must be removed at the cost of the lot owner.

Visually permeable screening methods may be required where field of views from neighboring properties to common amenities or common open areas may be impacted. The protected field of view for any home shall be taken as an angle of 135 degrees off the rear plane of the home or covered deck, at the outside corner of each side. This will be determined on a case-by-case basis.

6.6 **Lawn and Groundcover:** Areas should be established to control erosion in compliance with all Environmental Rules & Regulations of the Community, County & State. Areas not in planting beds must be seeded and maintained in accordance with the North Carolina State University Guidelines for turf grass in "high profile home lawns", as described on their website: <http://turfselect.ncsu.edu/> for Union County, North Carolina. **Bermuda grass of any type is not permitted in the Gates at Ansley.** Approved sods for the neighborhood are Fescue and Zoysia. Sod and automated irrigation are required in the front, side and rear yards. No fruit bearing, tropical or desert trees or bushes can be planted in the front yard. Planting areas must be mulched with black or brown mulch and/or decorative landscape stone. Use of pine needles near the home are discouraged due to fire hazards. All landscaping shall be maintained to these standards after installation.

6.7 **Lawn and Grounds Maintenance:** All lots without dwellings will require regular cutting and maintenance of any natural or planted vegetation on the lot back to the tree line. No vacant lot vegetation other than trees or shrubs shall exceed 12". Debris or other materials must be removed. Vacant lots should be edged around sidewalks and street. All grass clippings must be removed from the sidewalk and street; any weeds between sidewalks and/or between curb and asphalt must be removed.

All lots with dwellings require regular lawn cutting to ensure a presentable appearance consistent with the rest of the neighborhood. Lawns must be edged along all hardscapes including sidewalks, driveway and street and all grass clipping must be removed from the sidewalks and street. Any weeds between the hardscapes including between the curb and asphalt must be removed. All grass clippings and debris must be removed from the sidewalk and street after lawn mowing/maintenance.

All shrubbery and landscaping shall be pruned as necessary and trimmed in both spring and fall.

## ARTICLE 7 – NOTIFICATION – FINES FOR VIOLATIONS

7.1 **Notifications:** Whenever a violation of any provision of the Architectural Guidelines or CC&Rs of The Gates at Ansley occurs by an owner, the GA-ACC through the Association Manager or the GA-ACC professional consultant will notify the Owner of violations by means of personal service, mail or certified mail with a copy sent to builder of record, if applicable. The notification will state the violation and give the **Owner** ten (10) business days in which to remedy the violation.

7.2 **Fines levied against an owner:** In the event the violation is not remedied within the permitted period, the HOA may levy fines in accordance with Section 47F3-107.1 of the North Carolina Planned Community Act entitled: "Procedures for fines and suspension of planned community privileges or services."

7.3 **Fines levied against a contractor for new, major, and minor projects:** There are no provisions for appeals for a contractor working in the community. Fines levied for the following violations will be levied **automatically** against the security deposit provided by the contractor. In the case of construction violations, fines may also reduce the Compliance Security Deposit refund in accordance with the provisions of Article 3.5.

- For allowing trash to accumulate on the site and/or spill over onto neighboring properties. \$100 per day.
- For failure to install and maintain adequate lot construction driveway: \$100 per day.
- For leaving mud on the street at the end of the week: \$100 per day.
- For failure to maintain the silt fence allowing silt to discharge into the community storm water system and/or adjacent lot where dwelling exists. \$200.00 per day, which may be increased if additional remediation is required.
- For failure to prevent and/or remedy water drainage due to construction onto a neighboring lot where a dwelling exists. \$200.00 per day, which may be increased if additional remediation is required.
- For working outside of permitted hours on any given day: \$100 per hour or fraction thereof.
- For violating the Sunday or Holiday working restrictions: \$300 per day.
- For commencing any construction activities prior to the review and written approval of the GA-ACC: \$300.00. Additional fines of \$100 per day can be assessed if construction continues without GA-ACC approval. A **Stop Work** notice will be issued when the infraction is discovered.
- For allowing delivery of materials outside of working hours outlined in these guidelines. \$100 per incident.
- Failure to maintain the sample board or required site signage. \$25.00 per day or fraction thereof.
- For exceeding the allowable 18 months to complete the home: \$300 for each seven calendar days or fraction thereof after exhaustion of any extension authorized by the ACC. Beyond 20 months, the fine shall be doubled.

**NOTE:** A Stop Work order will be issued when accumulated fines exceed 50% of the Compliance Deposit amount and the contractor does not add funds to bring the deposit back to 100% within ten days of notification.

## **ARTICLE 8 – APPROVED BUILDER REQUIREMENTS**

Builders will be allowed to construct homes in the community if they meet the following:

- Builders must be licensed contractors in accordance with the requirements of the North Carolina Board for General Contractors.
- A contractor with a limited license who is building a home for the first time in the neighborhood must provide a \$10,000 security deposit. A contractor with a limited license who is building a second home in the neighborhood after successfully completing their first home or a contractor with an intermediate or unlimited NC Contractor license is required to provide a \$5,000 security deposit.
- All contractors shall provide a copy of their signed contract with the owner to the GA-ACC. The actual costs of the contract may be marked out. However, the contract must show that the licensed contractor has responsibility for the full scope of work on the project and that no work is being done by others outside their control.
- All contractors must provide a General Liability policy with a value no less than \$1,000,000.00. The Gates at Ansley must be named as the Certificate Holder. The address shown on the endorsement form (ACORD Form) shall be c/o Braesael Management, Inc., P O Box 1936, Matthews NC 28105; (704) 847-3507.

**Owners are fully responsible for selecting their contractor and managing the construction process.**

**GATES AT ANSLEY ARCHITECTURAL REVIEW  
MINOR PROJECT APPLICATION**

(PAGE 1 of 1)

**SUBMIT THIS FORM BY MAIL TO:**

GATES AT ANSLEY c/o Braesael Management, Inc. P O Box 1936, Matthews, NC 28106  
or **via email** to: gatesatansleyadmin@braesael.com  
(704) 847-3507

REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS OF SUPPORTING DOCUMENTS TO THE ACC PORTAL. All submittals must be digital and uploaded to the GA-ACC review site.

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ - M (Note to association manager: add – M for minor project.)

Lot Street Address: \_\_\_\_\_  
\_\_\_\_\_

Registrant Name (Primary Contact): \_\_\_\_\_

Registrant E-mail address: \_\_\_\_\_

Registrant Phone: Mobile: \_\_\_\_\_ Home/Work: \_\_\_\_\_

Lot Owner (if different from registrant): \_\_\_\_\_

Lot Owner E-mail address: \_\_\_\_\_

Type of Minor Project (See Article 3.3): \_\_\_\_\_

Brief Project Overview:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Review Fee: \$ \_\_\_\_\_ Submit fee by check or by online payment. An online payment may be made on the HOA website. <http://www.braesael.com/>

Check here if payment was made online through the Braesael website: \_\_\_\_\_  
*(Review fees are outlined in Article 3.3)*

**OWNER AND REGISTRANT ACKNOWLEDGE THEY HAVE READ AND AGREE TO CONFORM TO THE GATES AT ANSLEY ARCHITECTURAL GUIDELINES IN THE EDITION DATE NOTED BELOW.**

Lot Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GATES AT ANSLEY ARCHITECTURAL REVIEW  
FORM ONE: REQUEST FOR SCHEMATIC REVIEW**

(Page 1 of 1)

**SUBMIT THIS FORM BY MAIL TO:**

GATES AT ANSLEY c/o Braesael Management, Inc. P O Box 1936, Matthews, NC 28106  
or **via email** to: [gatesatansleyadmin@braesael.com](mailto:gatesatansleyadmin@braesael.com)  
(704) 847-3507

**DO NOT SUBMIT YOUR DRAWINGS WITH THIS APPLICATION.**

**YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS FOR SUPPORTING DOCUMENTS.**

**COMPLETE THE FOLLOWING:**

**Lot Number:** \_\_\_\_\_ - S (Note to association manager: add – S for schematic application.)

**Lot Street Address:** \_\_\_\_\_  
\_\_\_\_\_

**Registrant Name (Primary Contact):** \_\_\_\_\_

**Registrant E-mail address:** \_\_\_\_\_

**Registrant Phone: Mobile:** \_\_\_\_\_ **Home/Work:** \_\_\_\_\_

**Lot Owner (if different from registrant):** \_\_\_\_\_

**Lot Owner E-mail address:** \_\_\_\_\_

**CONFIRM THE FOLLOWING WHERE APPLICABLE:**

1. Homeowner's fees paid to the HOA are current\*. (If not, the amount to bring fees current is attached.) **Owner's Initials:** \_\_\_\_\_
2. I am the lot owner for which a schematic review is being submitted and I will be the final occupant of the proposed dwelling.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ If no, see below.
3. I am the current lot owner but will not be the final occupant of the proposed home\*\*. **Owner's Initials:** \_\_\_\_\_
4. I am a registrant who is not the property owner. I will not be the occupant of the proposed dwelling\*\*. **Registrant's initials:** \_\_\_\_\_

\* HOA fees for the property must be current for an application to be reviewed.

\*\* A main dwelling schematic review fee of **\$200.00** is required where the current lot owner **will not** be the final occupant, or the registrant of this application is not the owner of the property.

**OWNER AND REGISTRANT ACKNOWLEDGE THEY HAVE READ AND AGREE TO CONFORM TO THE GATES AT ANSLEY ARCHITECTURAL GUIDELINES IN THE EDITION DATE NOTED BELOW.**

**Lot Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY:**

HOA Fees required to make current \$ \_\_\_\_\_ and/or Schematic Review Fee, if applicable \$ 200.00

Name of association representative: \_\_\_\_\_ DATE: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_ Method of payment: \_\_\_\_\_

**Send this form with applicable fees to the address above. If no fees are required (you own the lot and plan to occupy it as your primary residence), email the form to [GatesAtAnsleyadmin@Braesael.com](mailto:GatesAtAnsleyadmin@Braesael.com).**

**Note: The applicant will receive a password to access the review site. Once received, upload a copy of Article 3.4 from the Guidelines, initialing that all items required for the Schematic Review are included.**



**GATES AT ANSLEY ARCHITECTURAL REVIEW  
FORM TWO – APPLICATION TO COMMENCE CONSTRUCTION  
MAJOR PROJECTS**

(PAGE 1 of 1)

**SUBMIT THIS FORM AND YOUR APPLICATION FEES ONLY, TO:**

**GATES AT ANSLEY**

GATES AT ANSLEY c/o Braesael Management, Inc. P O Box 1936, Matthews, NC 28106  
or **via email** to: gatesatansleyadmin@braesael.com  
(704) 847-3507

(Submittal of required materials shall be in the same manner as the Schematic Review)

**COMPLETE THE FOLLOWING:**

**Lot Number:** \_\_\_\_\_ (Note to association manager: no suffix is needed for this application.)

**Lot Street Address:** \_\_\_\_\_

**Registrant Name (Primary Contact):** \_\_\_\_\_

**Registrant E-mail address:** \_\_\_\_\_

**Registrant Phone: Mobile:** \_\_\_\_\_ **Home/Work:** \_\_\_\_\_

**Lot Owner (if different from registrant):** \_\_\_\_\_

**Lot Owner E-mail address:** \_\_\_\_\_

**Owner Mailing Address:** \_\_\_\_\_

**CONFIRM THE FOLLOWING WHERE APPLICABLE:**

- |  |                         |                         |
|--|-------------------------|-------------------------|
| 1. *Homeowner's Fees paid to HOA for current year.         | Owner's Initials: _____ | Amount \$ _____         |
| 2. *New Construction Architectural Review. See Article 3.3 | Owner's Initials: _____ | Amount \$ _____         |
| 3. **Compliance Security Deposit. See Article 3.6          | Owner's Initials: _____ | Amount \$ _____         |
| 4. Other Review Fee (Not Main Dwelling). See Article 3.3   | Owner's Initials: _____ | Amount \$ _____         |
|  |                         | Total Enclosed \$ _____ |

*\* Required to be paid with the submittal for any new dwelling. \*\* Required to be paid by the contractor, once project is approved.*

**OWNER AND REGISTRANT ACKNOWLEDGE THEY HAVE READ AND AGREE TO CONFORM TO THE GATES AT ANSLEY ARCHITECTURAL GUIDELINES IN THE EDITION DATE NOTED BELOW.**

**Lot Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registrant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:**

- 1) All application fees are required to be submitted with this form. For questions, call: (704) 847-3507. Mail to: Gates at Ansley Homeowners Association, Inc., c/o Braesael Management, Inc. P O Box 1936, Matthews NC 28106.
- 2) Proceed to upload article 3.4, Section B of these guidelines to the review site along with the required information called for on that page after making this submittal.
- 3) Complete applicable information on Form Three (next page) and upload to the review site.

**OFFICE USE ONLY:**

Total Fees Paid: \_\_\_\_\_ Method of payment: \_\_\_\_\_ Security Deposit paid by the Contractor \_\_\_\_\_

Name of association representative: \_\_\_\_\_ DATE: \_\_\_\_\_

**GATES AT ANSLEY ARCHITECTURAL REVIEW  
MAJOR PROJECTS SUBMITTAL FORM THREE**  
(Page 1 of 3)  
**SUBMIT TO THE REVIEW SITE – ELECTRONICALLY**

I acknowledge inclusion of Article 3.4, Section B from the Architectural Guidelines with this form. \_\_\_\_\_ (Initial here.)

**ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.**

Date of Submittal \_\_\_\_\_ LOT #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**GENERAL CONTRACTOR, IF KNOWN:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: INDIVIDUAL \_\_\_\_\_ COMPANY \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Architect/ designer has given approval for the use of this plan on this site and has given permission for the GA-ACC to copy their work for its use: YES: \_\_\_\_\_ NO: \_\_\_\_\_

HEATED SQ. FT:

	1 <sup>ST</sup> FLOOR		
	2 <sup>ND</sup> FLOOR		
	BASEMENT		
	OTHER		
	<b>SUBTOTAL</b>		(Heated)

UNHEATED SQ. FT:

**SUBTOTAL** \_\_\_\_\_ (Unheated)

**TOTAL SQ. FT\*** \_\_\_\_\_ (Under Roof)

*\*Add Subtotals for Total Sq. Ft.*

TOTAL HEATED SF WAS MEASURED BY: \_\_\_\_\_ NC Real Estate Guides \_\_\_\_\_ IBC STANDARDS, (see Article 5.2)

OPEN DECK? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT. \_\_\_\_\_

PATIO? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT. \_\_\_\_\_

COVERED PATIO? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT. \_\_\_\_\_

**EXTERIOR MATERIALS:** (Specify website for Manufacturer, Color and Style or Pattern for all that apply. If website is not available, provide a digital photograph of proposed material taken in normal daylight.)

**BRICK:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **STYLE:** \_\_\_\_\_

**STONE:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **STYLE:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **STYLE:** \_\_\_\_\_

**ROOF:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **STYLE:** \_\_\_\_\_

**WINDOWS:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **STYLE:** \_\_\_\_\_

**TRIM:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **STYLE:** \_\_\_\_\_

**GATES AT ANSLEY ARCHITECTURAL REVIEW  
MAJOR PROJECTS SUBMITTAL FORM THREE**

(Page 2 of 3)

DOORS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
SHUTTERS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
DRIVEWAY: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
DRIVEWAY APRON: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
WALKWAYS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
GARAGE DOORS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
FIREPLACE: \_\_\_\_\_ CHIMNEY: \_\_\_\_\_

UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS ON THE ROOF OR EXPOSED SPARK ARRESTORS ARE NOT PERMITTED.

EXTERIOR MATERIALS: (Specify website for Manufacturer, Color and Style or Pattern for all that apply. Also upload to the review site at the Construction Document review a digital photograph of proposed material taken in normal daylight or a picture from the manufacturer’s website for each material above)

THE UNDERSIGNED CERTIFIES THAT HE/SHE WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION.

I acknowledge that I have completed and included everything on this checklist prior to submitting for architectural review. I understand that this information has been requested by the GATES AT ANSLEY Homeowners Association prior to my obtaining bank loans or building permits.

\_\_\_\_\_  
**Lot Owner Signature**

\_\_\_\_\_  
**Date**

**GATES AT ANSLEY ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM THREE – INTERIOR**  
(Page 3 of 3)

**INTERIOR MATERIALS: (Selection of color and finish are optional)**

Flooring in foyer and halls: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

Flooring in Family Room: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

Flooring in Bedrooms: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

Flooring in Kitchen: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

Flooring in Utility Areas: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

Rooms with cornice trim: \_\_\_\_\_

Door Hardware: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE: \_\_\_\_\_

Interior Doors: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE: \_\_\_\_\_

Door and window casing: Width: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE: \_\_\_\_\_

Kitchen Cabinets: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE: \_\_\_\_\_

Kitchen Countertops: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE: \_\_\_\_\_

Bathroom Cabinets: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE: \_\_\_\_\_

Bathroom Countertops: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE: \_\_\_\_\_

Custom Cabinetry: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE: \_\_\_\_\_

Rooms with exposed beams or special ceilings: \_\_\_\_\_

Kitchen Appliances: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

Refrigerator: \_\_\_\_\_

Oven: \_\_\_\_\_

Is range hood vented to the outside? \_\_\_\_\_

Fireplace(s): \_\_\_\_\_ FINISH on mantel(s): \_\_\_\_\_

Manufacturer of faucets and plumbing hardware: \_\_\_\_\_

Confirm if the home has the following:

Special AV or sound system: \_\_\_\_\_ Energy Management System: \_\_\_\_\_ SEER rating on HVAC: \_\_\_\_\_

Was the home designed to meet any Green Energy Standards? \_\_\_\_\_

**FOR EACH ITEM NAME THE MANUFACTURER WITH COLOR/FINISH AND STYLE, IF KNOWN.**

**GATES AT ANSLEY ARCHITECTURAL REVIEW  
SUBMITTAL FORM FOUR**

(TWO PAGES)

**REQUEST FOR ON-SITE REVIEWS**

*(This form will be used three times during construction.)*

**1. PRE-CONSTRUCTION ON-SITE REVIEW:**

A PRE-CONSTRUCTION REVIEW MUST BE SCHEDULED TEN BUSINESS DAYS IN ADVANCE OF REVIEW. APPROVAL TO PROCEED MUST BE ISSUED PRIOR TO BEGINNING ANY CONSTRUCTION (SEE "GATES AT ANSLEY ARCHITECTURAL GUIDELINES").

STAKING OF THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS; SAMPLE BOARD OR MATERIALS ON SITE AS DESCRIBED IN ARTICLE 3.10.1; A RIBBON INDICATING THE PROPOSED LOCATION OF THE SILT FENCE; CONSTRUCTION FENCING; TREE PROTECTION; TOILETS, DUMPSTER AND STONE CONSTRUCTION DRIVE MUST BE IN PLACE **PRIOR** TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW.

**NOTE THAT FOR THE SITE STAKING REVIEW REQUEST, THE NEXT PAGE IN THESE GUIDELINES NEEDS (*Form Four Attachment for Site Staking Review*) TO BE COMPLETED AND SUBMITTED ALONG WITH THE ATTACHMENTS NOTED.**

\_\_\_\_\_  
Signature of Person Requesting Review

\_\_\_\_\_  
Date

**2. REVIEW AT DRY-IN:**

AT THE POINT THE HOME HAS ROOFING AND WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR BUILDER SHOULD NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHOULD CONTINUE WITHOUT REGARD TO THE TIMING OF THE ON-SITE REVIEW.

\_\_\_\_\_  
Signature of Person Requesting Review

\_\_\_\_\_  
Date

**3. FINAL REVIEW:**

UPON COMPLETION OF THE HOME, ALL LANSCAPING AND OTHER FEATURES, THE OWNER OR BUILDER SHOULD CALL FOR A FINAL REVIEW. THIS REVIEW WILL BE PERFORMED TYPICALLY WITHIN TWO WEEKS OF THE REQUEST. THE REVIEW WILL BE MADE WITH RESPECT TO SITE CLEAN-UP AND WILL RESULT IN APPROVAL OF ANY DEPOSIT MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR BUILDER.

\_\_\_\_\_  
Signature of Person Requesting Review

\_\_\_\_\_  
Date

**UPLOAD THIS FORM TO THE SAME SITE AS YOUR APPLICATION EACH TIME YOU WISH TO SCHEDULE  
AN ON SITE EVALUATION.**

**(SUBMIT THIS FORM DIGITALLY)**

**GATES AT ANSLEY ARCHITECTURAL REVIEW  
FORM FOUR ATTACHMENT FOR SITE STAKING REVIEW**

**CONTRACTOR INFORMATION**

**THIS FORM IS REQUIRED TO ACCOMPANY THE SITE STAKING REVIEW REQUEST. GENERAL CONTRACTOR INFORMATION IS REQUIRED AT DESIGN DEVELOPMENT REVIEW, IF KNOWN AT THAT TIME.**

GENERAL CONTRACTOR (LEGAL NAME): \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
NAME OF ON-SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

HVAC CONTRACTOR: \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
NAME OF ON-SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
NAME OF ON-SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
NAME OF ON-SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

LANDSCAPE CONTRACTOR: \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
NAME OF ON-SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**NOTE: ATTACH THE FOLLOWING TO THIS FORM AND SUBMIT TO THE REVIEW SITE:**

Initials: \_\_\_\_\_ SITE MANAGEMENT DURING CONSTRUCTION:  
a) A Drainage and Erosion Control Plan, including stone driveway.  
b) Show portable toilet, dumpster, and spoil locations.

Initials: \_\_\_\_\_ CONFIRMATION OF INSURANCE:  
Attached are the insurance endorsements required by the Guidelines.

**GATES AT ANSLEY ARCHITECTURAL REVIEW  
SUBMITTAL FORM FIVE**

**ON-SITE REVIEWS:**    **Staking**    **Dry-In**    **Final**    **Additional**

(Note: All parties should plan to be on site for the site reviews)

**Community:** \_\_\_\_\_ **Lot Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Homeowner:** \_\_\_\_\_ **Builder:** \_\_\_\_\_

**Road and Curbing:**

Start Point: \_\_\_\_\_

**Water Meter:** Condition of cover and piping: \_\_\_\_\_  
Type of protection: \_\_\_\_\_ Siphon Break: Yes No

**Sewer System:** Condition of cover and piping: \_\_\_\_\_ Type of protection: \_\_\_\_\_

**Silt Fence Condition:** Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

**Site Staking:**

**Dry In**

**Final**

<b>Y N</b> Stone for Driveway	<b>Y N</b> Stone Driveway in good condition	<b>Y N</b> Driveway Stone Removed
<b>Y N</b> Dumpster on site	<b>Y N</b> Dumpster location & site trash good	<b>Y N</b> Dumpster Removed
<b>Y N</b> Port-a-Potty on site	<b>Y N</b> Port-a-Potty location good	<b>Y N</b> Port-a-Potty Removed
<b>Y N</b> Site Boundaries Marked		
<b>Y N</b> House Staked as noted on plan		
<b>Y N</b> Sample Board Complete	<b>Y N</b> Materials on home same as on board.	<b>Y N</b> Materials same as board

If No explain: \_\_\_\_\_

**Y N** Building Materials Stored (Neighboring property Approval Letter Provided) \_\_\_\_\_

**Y N** Was neighboring Property restored after construction complete? \_\_\_\_\_

**Y N** Roadway in good Condition: \_\_\_\_\_ **Y N** Roadway needs cleaning? \_\_\_\_\_

**Y N** Windows & Doors Confirmed \_\_\_\_\_

**Y N** Roofing Manufacturer & Style Confirmed \_\_\_\_\_

**Y N** Exterior Home Massing and Details as Approved \_\_\_\_\_

**Y N** Landscape Elements as Approved. If no, explain \_\_\_\_\_

**Y N** Mailbox in Place \_\_\_\_\_ **Y N** Photos on file? \_\_\_\_\_

Notes: \_\_\_\_\_

**Community Work Hours:** M-F \_\_\_\_\_ (am) \_\_\_\_\_ (pm) **Saturday** \_\_\_\_\_ (am) \_\_\_\_\_ (pm) **Sunday/Holidays** \_\_\_\_\_ (am) \_\_\_\_\_ (pm)

(Check Guidelines for Holiday closure dates)

**NOTES:**

- 1) Builder/Homeowner are responsible for maintaining site: Builder/Homeowner shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. If not maintained HOA will have roadways cleaned and bill the homeowner.
- 2) Requirements for neighboring sites: Homeowner/Builder must have written approval to utilize adjoining lots in any manner. Damage to neighboring property will be the responsibility of homeowner under construction to make necessary repairs to bring impacted property back to pre-construction condition.
- 3) This review is based solely on compliance with the Architectural Guidelines and does not constitute approval of non-compliant design or construction, unless specifically identified herein as an approved variance, and does not relieve the Property Owner of the responsibility to fully comply with the Guidelines. Approval does not in any way represent an opinion of the adequacy of the construction, or of the suitability of proposed building materials or methods of construction.

**\* Indicates Items to be Resolved**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Approved (To Proceed with Construction)   | <input type="checkbox"/> Approved With Conditions            | <input type="checkbox"/> Not Approved |
| <input type="checkbox"/> Not Approved – Revise and Resubmit  | <input type="checkbox"/> Non-Compliant – Requires Resolution |                                       |
| <input type="checkbox"/> Incomplete – Add'l On Site Review Required (Additional Review Fee will be deducted from the Deposit \$ _____) |  |                                       |

**Y N** Is Security Deposit Authorized for release? If No, explain: \_\_\_\_\_

**Signatures:**

Homeowner: \_\_\_\_\_ Builder \_\_\_\_\_ Date: \_\_\_\_\_

ARC/ACC: \_\_\_\_\_ Date: \_\_\_\_\_