

STRUNBRIDGE NEIGHBORHOOD ASSOCIATION

(Approved by Board of Directors – June 8, 2006)

EXTERIOR MODIFICATIONS, ADDITIONS & COMMUNITY RULES

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APPLICATION FOR EXTERIOR MODIFICATION

INTRODUCTION

Purpose and Applicability

This Exterior Modifications, Additions and Community Rules booklet (“Guide”) is adopted as a reference to aid homeowners with compliance to Article IX, Architectural Guidelines of the Bylaws for Sturnbridge Neighborhood Association. This guide is intended to provide guidance to Owners regarding requirements for additions and modifications to property in Sturnbridge and matters of particular concern to the Architectural Control Committee (“ACC”). The Bylaws of the neighborhood allow the Board to establish these rules as set forth in the Bylaws, Article VII, Powers which states that the Board of Directors shall have power to (a) adopt and publish rules and regulations governing the use of the Amenity Area, Facilities and the personal conduct of the members and their guest thereon, and to establish penalties for the infraction thereof. This guide sets forth various restrictions on other matters relating to the overall appearance of property in Sturnbridge.

Compliance with the guidelines and requirements of this Guide does not constitute the sole basis for review of applications for approval under Article IX of the Bylaws, nor does it guarantee approval of any application. In reviewing each submission, the ACC may consider any factors it deems relevant. Decisions may be based purely on aesthetic considerations. Each Owner acknowledges that determinations as to such matters are purely subjective and opinions may vary as to the desirability and/or attractiveness of a proposed addition or modification.

Article IX Section 7 of the Bylaws

No building, fence, wall, or other structure shall be commenced or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein (including color) be made, until the plans and specifications showing the nature, kind, shape, heights, materials, and location of the same shall have been submitted to and approved by the Architectural Control Committee as to harmony of external design and color with existing structures and as to location in relation to surrounding structures and topography as stated in deed restrictions.

In the event said committee fails to approve or disapprove such design and location within thirty (30) days after a Homeowner obtains a signed receipt by the Association duly acknowledging said plans and specifications have been submitted to it, approval will not be required, and this Article will be deemed to have been fully complied with.

Application and Review Procedures

Unless otherwise specifically exempted by the Bylaws or this Guide, **all proposed modifications and additions to homes and lots within Strunbridge require application to and prior approval of the ACC.** Where this Guide specifically permits an Owner to proceed without prior approval, such permission shall only be effective so long as the Owner complies with the requirements of this Guide. The ACC is not responsible for ensuring structural integrity or compliance with state and local building codes. To the extent that any applicable law, ordinance, building code or regulation is inconsistent with the standards set forth in this Guide, the more restrictive shall control. Each homeowner is responsible for obtaining all necessary building permits and other government approvals that may be required for proposed modifications or additions.

The Architectural Control / Exterior Modification Form to be submitted by the Owner can be found at the bottom of this document, on the Sturnbridge Neighborhood Association website at sturnbridgehoa.com under the “Policies & Forms” menu tab, or by clicking this link: [Sturnbridge HOA Architectural Control Form](#)

DESIGN AND AESTHETIC STANDARDS

Antennas and Satellite Dishes (DBS, MDS, DSS)

Although specifically prohibited in our original Bylaws certain Satellite Dishes and antenna are approved as set fort by the following guidelines:

One Satellite Dish one meter or less in diameter is *pre-approved* when installed in compliance with the following conditions. Dishes should be integrated with the surrounding landscape and should not be visible from the street. The ACC has chosen the following pre-approved locations (stated in order of preference):

1. attic, crawl space, garage, or other interior spaces of the dwelling or another approved structure on the Unit so as not to be visible from outside the dwelling or other structure;
2. Rear of side yard of the dwelling (i.e., the area between the plane formed by the front façade of the dwelling and the rear lot line) and setback from all lot lines at least eight feet;
3. Attached to or mounted on a deck or patio in the rear yard of the dwelling and extending no higher than the eaves of that portion of the roof of the dwelling directly in front of such satellite dish;
4. Attached/mounted on the rear wall or rear roof of the dwelling so as to extend no higher than the ridge line of the dwelling at a point directly above the position where attached.

Should an Owner determine that a satellite dish cannot be located in compliance with the above guidelines without (i) precluding reception of an acceptable quality signal, or (ii) unreasonably increasing the cost of installation, maintenance, or use of the satellite dish, then the Owner may apply to the ACC for approval of an alternative location or method of installation. Such alternative location shall be the least conspicuous location in which an acceptable quality signal can be received. All other proposed satellite dishes and all antennas must be submitted for approval by the ACC. For additional FCC regulations please refer to: <http://fccgov/mb/facts/otard.html>

Backyard Play Equipment and Basketball Goals

Swing sets installed in rear yards at least six (6) feet inside property lines are preapproved. Wooden or stained swing sets are preferred.

Play structures of any type are not permitted in the front or side yards. In the case of a corner lot, any play equipment or structures to be installed in the rear yard must be screened by landscaping from public view. Applicants must include their screening plan with their Application for Exterior Modification.

No permanent playground equipment including basketball goals, nets, or other sporting equipment may be permanently affixed to the front of the home.

Composting

One composting may be permitted in the rear yard if located a minimum of six feet from all property lines and adequately screened by approved landscaping or other materials so as to be concealed from view of neighboring property and the street. Composting bins must have a secure lid to minimize odors and avoid attracting rodents and insects.

Decks, Screened Porches

Modifications to decks include, but are not limited to:

- Constructing
- Enclosing
- Extending
- Staining and waterproofing

No deck extension may encroach into the rear yard more than 25% of the depth of the rear yard. No deck shall extend into a side yard beyond the side plane of the house.

Conversion of a deck or patio into a screened porch requires the submission of an Application for Approval of Exterior Modification. A building permit may be required from the city as well.

Deck extensions at the same level as the existing deck are pre-approved; provided the materials and colors used are compatible with the existing deck, and such deck, as extended, complies with the above requirements.

Deck waterproofing, sealing or staining is pre-approved provided that a natural wood color is used. A natural wood color is preferred for decks in Sturnbridge

Dog Pens, Runs and Dog Houses

Dog houses are pre-approved as long as they are a similar color to the main structure (siding, shingles) and are located a minimum of six feet inside property lines behind the house (screened from street view by the house).

Exterior Lighting

Seasonal holiday decorative lighting is pre-approved; however, holiday lights are not permitted before Thanksgiving and must be removed no later than the following January 15th. Landscape exterior lights are pre-approved prior to installation. Exterior lights shall be conservative in design and as small in size as practical. Lights shall be directed toward the house or ground and limited in wattage to 2,000 lumens. Low voltage (12 volt) lighting is preferred.

Fences

Fencing must comply with Article IX, Section Seven (d) 1 of the bylaws. No fence or wall shall be erected on any building Lot closer to any street right-of-way than the rear corners of the main structure of the home building setback lines shown upon the recorded map or survey, and no back yard perimeter fence may be higher than four (4) feet tall.

Chain link or metal fencing is not permitted, except a 2" x 4" mesh used with split rail fencing to contain children and animals within the rear yard. Perimeter fencing shall not have more than 70% of any of its surface closed (as viewed from a point on a line of sight perpendicular to the line formed by the line of the fence), this however excludes the solid fences erected and maintained along property lines forming the outside boundaries of the Sturnbridge subdivision along Carmel road. The Bylaws strictly prohibit privacy fences. Other than the privacy fencing along Carmel Road, which are maintained by the Association, will be allowed to be erected in Sturnbridge. "Illegal" fences that are currently installed will be allowed for the life of the fence. At that time prohibited fencing must be removed and if desired replaced with approved fencing.

Fences installed within an easement area are subject to removal for maintenance within the easement. Owners bear the risk of re-installing any fencing that must be moved within an easement.

Fences on corner lots abutting a local residential street must be installed parallel to the side street. The fence must be installed a minimum of ten feet from the back of curb (to allow for the road right-of-way).

A single fence shall be permitted between adjacent lots sharing a common side or rear property line. Gates, if installed, shall be designed to be compatible and complementary to the fence design.

No modifications or attachments shall be made to the fencing at the entrance to the neighborhood without prior written approval of the ACC and Sturnbridge Board.

There are three ACC pre-approved fence designs described in these guidelines: 1) Wooden Diamond Three Rail; 2) Virginia Gothic Picket; and 3) Three Rail. An application is required prior to installation of any fencing and must include a copy of the plot plan showing the proposed location of the fence, its relationship with the house and an explanation of why deviations (if any) from the guidelines should be considered for approval.

The pre-approved fence design options are as follows:

Option 1 – Wooden Diamond Three Rail Fence

Three rail, diamond-cut on four sides split rail fences are permitted. If desired, 2' x 2' galvanized, heavy gauge welded wire fabric screen may be secured to the inside of the rails to contain pets. Fencing should either be left natural or stained with a semitransparent weathered wood color stain.



Option 2 Picket Fence

A 4' Picket Fence with matching Virginia Gothic topped post is allowed. Pickets must be 1' x 4' and posts 4' x 4'. There shall be two 2' x 4' back runners with 2" spacing between the pickets. The posts shall be 54" so that they extend above the fence and are bevel cut in a Virginia Gothic style. The picket side of the fence must face to the outside of the fenced property. Fencing should either be left natural or stained with a semitransparent weathered wood color stain. Fences installed on a slope should either stairstep evenly with a grade or run parallel to the grade; however, in both situations the pickets should be installed perpendicular to a horizontal line and not the existing grade.



Option 3 – Three Rail Vinyl Fence

This style of fencing consists of 1-1/2" x 5-1/2" rails, 5" square posts with exterior flat caps. Each completed section is eight feet in length. The fence must be white vinyl.



Flagpoles and Flags

One flag not to exceed 4' in diameter or 60" in length may be mounted on the front of the house. Only official flags of countries school flags, and seasonal decorative flags may be displayed; flags which display trademarks or advertising, battle flags and similar flags which, in the Board's judgment are intended to or tend to incite, antagonize, or make political statements (other than a statement of citizenship or country of origin of the resident of the dwelling), shall not be permitted. Flags shall be maintained in good condition and shall not be displayed if mildewed, tattered or faded beyond recognition.

Free standing flagpoles must receive approval of the ACC or Board. Flags shall not exceed 4' x 8' in size.

Garbage Cans

Garbage cans and recycling bins must be stored in one of the following pre-approved locations (stated in order of preference): 1) inside the garage, 2) behind the house (screened from street view by the house), 3) along the side of your home, provided they are set back at least ten feet from the front façade of the home (on corner lots, the garbage can must be stored on the side of the home opposite the intersecting street). In addition to the above requirements, additional screening is encouraged to further screen garbage cans from view by neighbors.

Please place carts within 2 feet of the curb and with the handle toward your property. To avoid property damage, please space collection items at least 3 feet apart. Also please allow 3 feet between rollout carts, recycling bins, yard waste, bulky items and other obstacles such as mailboxes, telephone poles and automobiles.

Please place your rollout cart at the curb no later than 6:30 a.m. the day of your scheduled collection day. All carts must be removed from the curb by midnight on the day of collection. A minimum \$50 citation may be issued by the City if you leave any carts at the curb past midnight on your collection day.

Landscaping

Except for the removal of dead trees, no tree measuring 5" or more in diameter at a point 2 feet above the ground can be removed in Sturnbridge without first discussing the removal with the Board. The Association may require replacement, at the Owners sole cost of any trees. The Board feels the one of the many benefits of the neighborhood is the established growth and would like to deter any unnecessary removal of trees.

Except for the building pad, driveways, alleys and sidewalks, the surface of each home site shall be of grass or other live foliage and/or ground cover and such grass, foliage and ground cover shall be neatly maintained at all times. The city requires that grass be kept at a height not to exceed twelve inches.

Homeowners shall be responsible for the care and maintenance of the street trees in front of their property. This includes trees between the street and sidewalk. Trees must be trimmed and maintained to allow a good line of site and branches should be kept at a minimum height of 10' along meadow ridge.

Parking

While parking on the streets in the neighborhood is allowed by the City of Charlotte, every home site has adequate parking for multiple cars on the lot. Owners must provide sufficient off street parking areas for all vehicles normally parked and/or situated on each home site. All such parking must be on a driveway or other paved surface on the home site. On street parking is for temporary overflow parking only.

The City of Charlotte does not allow parking on the grass or any other unimproved area in the front of the home. Any installation of a parking pad, patio or parking structure will require ACC or Board approval.

Parking must not obstruct driveways, sidewalks or mailboxes. *(For courtesy, please park only on one side of the street and do not park directly across from someone's driveway).* Town ordinances require parking in the direction of traffic flow, no parking within 30 feet of a stop sign and require a minimum of 12' clearance for emergency vehicles.

Painting, Exterior Colors and Siding

Brick, wood or a hardboard siding is the preferred siding in the Sturnbridge Neighborhood. Any siding other than the brick, wood or hardboard is strongly discouraged. The board will consider synthetic sidings that match the natural look of wood or other textures in the community. All siding changes must be approved by the ACC or Board.

All exterior paint colors require the approval of the ACC prior to painting except when the existing color is being used. If you are planning to paint your home a different color, color chips and/or samples are to be submitted with the application for exterior modification.

Recreational Vehicles, Campers, Boats and Trailers

Recreational vehicles, campers and boats must be stored in a garage or side or rear of the home except temporarily in preparation for imminent use and for a period not to exceed five days while undergoing repairs.

No residence of a temporary nature in front of the home shall be erected or allowed to remain on any property more than five days.

No repairs to or maintenance of any automobile or other vehicle lasting more than 24-48 hours shall be made or performed on any driveway within the Sturnbridge Neighborhood, except in the case of emergency.

Garages, driveways and parking spaces shall be used exclusively for the parking of passenger vehicles or light (non-commercial) vans or pickups. No trucks over 1 ton shall be parked overnight on any location within the property. Vehicles not in running condition must be kept in an enclosed garage.

Roofs and Shingles

A laminate earth tone roof is the preferred shingle of the Sturnbridge Board of Directors. Slate, stone or metal roofs will be considered through the proper ACC approval process. Roof repairs or new roofs are pre-approved if staying within the same color, style and material of the previous roof.

Signs

No signs are permitted, except for one professional sign advertising a home for sale, lease or rent and one small security sign. Real estate signs must not be greater than 6 square feet (3'x2') in size, must be located behind the street right of way (behind the sidewalk) and must be removed within seven (7) days after the property has sold, leased or rented.

Weekend "open house" real estate, or garage sale signs may be placed at the entrances of the Sturnbridge Neighborhood but are to be removed by the following Monday morning.

Storage Sheds and Outbuildings

One storage shed may be permitted on a home site provided that:

- It is constructed on site and meets all applicable building codes;
- It is located behind the house (screened from street view by the house) and is set a minimum of six feet inside all property lines;
- It does not exceed a maximum of 16' x 16' in size nor have an eave height greater than ten feet;
- The exterior surface is of a color which matches the majority of the façade of the dwelling on the lot; no metal sheds are allowed;
- The roof is comprised of shingles which match those of the dwelling on the lots; and

No sheds or outbuilding may be used as a dwelling or residence.

Storm Doors and Windows

Storm doors are allowed in the Sturnbridge Neighborhood. Full panel full-view glass doors are pre-approved and preferred. All other doors will need approval from the ACC or Board.

The replacement of windows that match the style and color of the existing window are pre-approved. Any other change to the existing style and/or color will require ACC or Board approval.

Sturnbridge Homeowners Association

Architectural Control / Exterior Modification Form

Resident information:

- Name: _____

- Address: _____

- Phone number: _____

- Email: _____

Description of proposed improvement/modification:

- Type of improvement/modification (e.g., fence, painting, addition, landscaping): _____

- Detailed description of the project: _____

- Materials to be used: _____

- Color(s) to be used: _____

- Dimensions (if applicable): _____

- Location on property: _____

Attachments (please include):

- Site Plan/Survey: ☐ Yes ☐ No

- Drawings/Sketches: ☐ Yes ☐ No

- Material samples: ☐ Yes ☐ No

- Photos: ☐ Yes ☐ No

- Other: _____

Contractor information (if applicable):

- Name of contractor: _____
- Address: _____
- Phone number: _____
- Email: _____

Project timeline:

- Estimated start date: _____
- Estimated completion date: _____

Acknowledgment and agreement:

I, the undersigned, understand and agree to the following:

1. No work shall commence until written approval is received from the Sturnbridge Homeowners Association Architectural Control Committee.
2. All work will be done in accordance with the approved plans and specifications.
3. I am responsible for complying with all local zoning and building regulations and obtaining all necessary permits.
4. I will notify the Sturnbridge Homeowners Association upon completion of the project for a final inspection.

Signature: _____ Date: _____

For Sturnbridge Homeowners Association use only:

- Date received: _____
- Received by: _____
- Architectural Control Committee Decision:
 - ☐ Approved
 - ☐ Denied
 - ☐ Approved with Conditions
 - Conditions (if any): _____

-
- Signature of committee member:

-
- Date of decision: _____

Please submit this form along with all required attachments to the Sturnbridge Homeowners Association email account at **sturnbridge.board@gmail.com**
Thank you for helping us maintain the aesthetic and structural integrity of our community.