

**PURPOSE:** Architectural guidelines and requirements for upgrades and changes to the exterior of the buildings and outside spaces in Windy Ridge. The primary purposes of the Guidelines are to preserve and maintain the aesthetic harmony and balance in the residential structures and landscaping of Windy Ridge Community. Further, they are the medium to ensure and enhance property values along with the natural beauty of the development

Windy Ridge is a great community, it is quiet and peaceful. While lacking some amenities, the people here enjoy a well-kept environment. Our intent is to continue to see Windy Ridge flourish in the coming years and continue to be a pristine living space.

These units are between 40 and 50 years old, obviously, the units need upgrading. Doors, windows, and lighting do wear out over time and need to be replaced with more energy efficient products and to continue to be aesthetically appealing. When these units were first built, the developer had the luxury of matching doors and lighting on buildings, but today with different owners that is impossible. While it would be great if owners that share a common front porch stoop would install the same doors and lights, it will not be required.

These guidelines will make it easier for owners to know what is expected and required.

Our goal is to have a balance of corporate cohesiveness with personal expression that will maintain Windy Ridge's appeal and property value.

Some items are pending the approval of the Architectural Review Board. This three (3) member Architectural Review Board is appointed by the Board of Directors and consists of volunteer homeowners. The ARB will hold an official meeting once per month to review ARB requests. The ARB is responsible for reviewing architectural request, making site inspections of requested modifications (before and after if required), and offer recommendations or changes to the Board of Directors with regard to the Architectural Guidelines. Per the Declaration, the ARB has up to 30 days to officially respond to ARB request. It is imperative that each homeowner plan in advance to allow for the ARB Request process the time required as defined in Section 5 of this document.

Each ARB request will be reviewed and approved on its individual merits. Previous approval of a similar request does not guarantee future approvals on current on additional properties etc

The ARB has 30 days to review the information and respond with a decision.

The ARB evaluates each application on the individual merits of the application. The ARB's decisions are based upon the standards in the following sections (specific requirements are listed in later sections):

Validity of Concept: The basic idea of the exterior change must be sound and appropriate to its surroundings.

Landscape and Environment: The exterior change must not unnecessarily destroy or blight the natural landscape or the achieved man-made environment.

Relationship of Structures and Adjoining Property: The proposed change should relate harmoniously among its surroundings and to existing buildings and terrain that have a visual relationship to the change.

Protection of Neighbors: The ARB should make reasonable efforts to protect the interests of neighboring owners and renters by making provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and other aspects of design which may have substantial effects on neighboring property. For example, fences may obstruct views, breezes or access to neighboring property; dog pens may cause undesirable noises or infringe drastically on views of neighboring property. The ARB should consider the various and appropriate criteria and exercise discretion in determining which of these criteria will be governing in each specific application. It should be noted, however, that neither the ARB nor Windy Ridge is an insurer against problems which may result from the alteration of existing improvements or installation of new improvements on a lot. The homeowner making the change ultimately bears responsibility for any adverse conditions which may be created by that change, whether those conditions affect the subject lot or any neighboring lots or common areas. The ARB specifically does not hold itself out to be an expert in the areas of engineering, architecture or landscape architecture or design, and each homeowner should consult such professionals as may be necessary in that regard on a given project.

Design Compatibility: The proposed change must be compatible with the design characteristics of the applicant's home and the general neighboring setting. Compatibility is defined as harmony in style, scale, materials, color, and construction details.

A. Scale: The three-dimensional size of the proposed change must relate satisfaction to adjacent structures and their surroundings.

B. Materials: Continuity is established by use of the same or compatible materials as are used in the existing home.

C. Color: Color may be used to or intensify visual impact. For example, the color of a fence should blend in with the surrounding natural environment or be painted to be in continuity with the existing home. A storm door should be painted to match the entrance door or the house trim color.

Workmanship: The quality of work must be equal to or better than that of any existing structures. Poor practices may cause the owner problems and may be visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must contain a proposed time maximum time period from start to completion of construction. If the proposed time period is considered unreasonable, then the ARB may reject the application. In addition, if the actual completion date is longer than 3 months past the original estimated completion date, the Windy Ridge Board of Directors may elect to hold the homeowner in violation of the original conditions for approval of the architectural request and may take action to remedy such violation.

The following items refer to upgrades and changes at the *homeowner's expense*.

***Exterior Door options-if guidelines are followed no prior approval is required.***

Steel or Fiberglass door units or slab replacements. (Wood brick mold can be upgraded to PVC painted to match or aluminum trim coil to match existing trim paint (\*Wood rot must be fixed prior to trim coil being installed).

***Exterior front door options- if guidelines are followed no prior approval is required.***

Raised panel units with no lite insert.

6 panel units with sunburst or rectangle glass inserts at the top of the door. (These are placed where normally the top two panels would be).

Leaded glass 3/4 glass inserts either oval or rectangle (These cover the top 3/4 of the door with panels at the bottom 1/4).

Leaded glass Bullet inserts (these are a panel door with a center glass insert in the shape of a bullet).

***Exterior back door options- if guidelines are followed no prior approval is required.***

Full glass with 1 lite insert.

Full glass with 12 or 15 lite glass insert.

Full glass with bind between the glass insert.

Half glass with 1 lite insert.

Half glass with 9 lite insert.

Half glass with blinds between the glasses inserts.

Half glass with leaded glass inserts.

Raised panel doors with no lite insert.

***Storm Door options- if guidelines are followed no prior approval is required.***

Colors- white, almond, bronze, black, cranberry, green (preference is to match existing trim or shutters)

Front storm doors to be full glass or a \*Rollscreen door by Larson or Pella (Rollscreen doors look like full glass but have a center bar that allows for the top window to drop down and a screen to roll up for ventilation)

Back storm doors can be full glass, \*Rollscreen, or self-storing (self-storing is the traditional storm door with a larger panel on the bottom and windows that move up and down).

***Note\* full glass is clear, it may have a design cut into the glass but no color.***

***No Security Window Grilles or Security Grille Doors are allowed.***

***Outside storage room door replacement is the responsibility of the WRHOA in the event of wood rot.***

***Windows- if guidelines are followed no prior approval is required.***

Windows must have storm windows or be replacement windows.

Replacement windows-color- White- can be either double hung or single hung.

Storm Windows color- White

Wood brick mold and window sills can be replaced with PVC brick mold and PVC window sills but must be painted or existing wood can be covered in aluminum trim coil to match existing trim. (\*Wood rot must be fixed prior to trim coil being installed).

Exterior view of interior windows must maintain complete window blinds or shutters in good condition. No broken veins in blinds, no makeshift curtains are allowed.

***Front Porch- if guidelines are followed no prior approval is required.***

Two decorative potted plants are allowed on or around the front porch.

One decorative statue not larger than 3 feet tall.

Chairs can be cast iron, aluminum, concrete or wood and maximum of two placed on the front porch or in the adjacent plant bed.

No fold out chairs are allowed on the front porch or front yard.

No interior chairs, bar stools or interior upholstered furniture are allowed outside.

Flags- one flag can be attached to a front porch post, patio or fence- the American flag is always welcome but must be hung on a flag pole and not draped or placed in windows.

House numbers can be replaced with Whitehall address plaques placed on the wall.

Front/back porch lighting can be updated with an appropriate replacement of size & scale.

Black, Bronze, Brass, Satin Nickel lights are allowed.

No jelly jar or bare bulb lights are allowed on the front porch.

The columns and the cap & bases can be replaced with 6" or 8" round or square fiberglass, PVC , or wood columns. The columns and the cap & bases must be painted.

Tile can be installed on the stoop (Porcelain Tile rated for exterior or Slate -Color can be in varying shades of gray).

Pressure washing porches, patios, sidewalks

***Heat/Cool- if guidelines are followed no prior approval is required.***

Portable AC units are allowed with a small intake vent hose installed in the lower portion of the window.

No AC window units are allowed.

No window fans are allowed.

### ***Patios-***

Homeowners are responsible for repairs to covered structures (additions) on the patio areas. Structures must be kept painted and structurally sound. Wood rot must be repaired immediately

Additions can be built or torn down and re-built by a NC Licensed General Contractor upon ***approval of the Architectural committee.***

Additions can use fiber-cement siding or vinyl siding and PVC trim or Aluminum trim coil on the trim.

New roof additions will be required to have a pitch high enough to allow for Architectural shingles to be installed. Metal roofs are not allowed.

Patio concrete floor can be stained, painted or tiled.

Patio pavers and retaining walls are allowed.

Landscaping is allowed in the patio areas including water gardens, fountains and fire pits.

In the enclosed patio area, if space permits, freestanding gazebos and arbors are allowed.

Fence pickets can be added to the inside of the patio area and stained or painted.

Hot tubs are allowed.

No separate structure utility barns will be allowed, including greenhouses.

Pop-up tents are not allowed with the exception of an 8 hour continuous period for a special event.

Grills, bikes & toys must be maintained within the patio area.

### ***WRHOA Maintained-Exterior paint colors-***

As a general matter, the WRHOA is responsible for routine exterior painting at times and schedules as determined by the Board. Paint colors are determined by existing paint. The colors can be changed ***upon approval of the Architectural Committee.*** Paint colors may be changed at the time of paint rotation. The WRHOA will cover the cost of material and labor for the first coat but the homeowner will be responsible to cover the cost of the material and labor for the second coat. If the unit is not in paint rotation and the homeowner wants to change the color ***upon approval of the Architectural committee.***, the homeowner will be required to pay for material and labor for 2 coats of paint and if the homeowner hires his own painter, the homeowner will be responsible for the removal of any paint drips on nearby roofs if any occur during this paint job)

### ***WRHOA Maintained-Exterior Shutters***

Shutters can be changed at the homeowner's expense, raised panel- 2 panel vinyl or louver vinyl (color to match unit) Color can be changed ***upon approval of the Architectural committee***

### ***WRHOA Maintained-Fence- if guidelines are followed no prior approval is required.***

6 foot treated 6 inch dog-eared pickets stick built fences-the homeowner can replace their fence in the same style if they wish to have a new fence before the WHOA's replacement schedule permits.

***WRHOA Maintained-Front plant beds- if guidelines are followed no prior approval is required.***

Annuals or perennials can be added but must be maintained by the homeowner.

One Sheppard's crook metal stake is allowed in the front of a unit not over 7' tall - it can have a hanging plants or bird feeders.

One small decorative seasonal flag is allowed in the front of a unit.

***\*Pending approval by the Architectural committee*** and at the homeowner's expense, front bed landscaping can be replaced with evergreen shrubs, variegated or solid.

***WRHOA Maintained-Exterior gutters- if guidelines are followed no prior approval is required.***

At their own expense, homeowners can replace existing gutters with white seamless gutters.

***\*Gutters on additions are maintained by the homeowner.***

PLANS AND SPECIFICATIONS ARE NOT APPROVED FOR ENGINEERING OR STRUCTURAL DESIGN OR QUALITY OF MATERIALS; AND BY APPROVING SUCH PLANS AND SPECIFICATIONS NEITHER THE DRB, THE MEMBERS THEREOF, NOR THE ASSOCIATION ASSUMES LIABILITY OR RESPONSIBILITY THEREFOR, NOR FOR ANY DEFECT IN ANY STRUCTURE CONSTRUCTED FROM SUCH PLANS AND SPECIFICATIONS. NEITHER DECLARANT, THE ASSOCIATION, THE DRB, THE BOARD, NOR THE OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES, AND AGENTS OF ANY OF THEM SHALL BE LIABLE IN DAMAGES TO ANYONE SUBMITTING PLANS AND SPECIFICATIONS TO ANY OF THEM FOR APPROVAL, OR TO ANY OWNER OF PROPERTY AFFECTED BY THESE RESTRICTIONS BY REASON OF MISTAKE IN JUDGMENT, NEGLIGENCE, OR NONFEASANCE ARISING OUT OF OR IN CONNECTION WITH THE APPROVAL OR DISAPPROVAL OR FAILURE TO APPROVE OR DISAPPROVE ANY SUCH PLANS OR SPECIFICATIONS. EVERY PERSON WHO SUBMITS PLANS OR SPECIFICATIONS AND EVERY OWNER AGREES THAT SUCH PERSON OR OWNER WILL NOT BRING ANY ACTION OR SUIT AGAINST DECLARANT, THE ASSOCIATION, THE ARCHITECTURAL COMMITTEE, THE BOARD, OR THE OFFICERS, DIRECTORS, MEMBERS, EMPLOYEES, AND AGENTS OF ANY OF THEM TO RECOVER ANY DAMAGES AND HEREBY RELEASES, REMISES, QUITCLAIMS, AND COVENANTS NOT TO SUE FOR ALL CLAIMS, DEMANDS, AND CAUSES OF ACTION ARISING OUT OF OR IN CONNECTION WITH ANY JUDGMENT, NEGLIGENCE, OR NONFEASANCE AND HEREBY WAIVES THE PROVISIONS OF ANY LAW WHICH PROVIDES THAT A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS, DEMANDS, AND CAUSES OF ACTION NOT KNOWN AT THE TIME THE RELEASE IS GIVEN

