



# **ARCHITECTURAL GUIDELINES**

**8/9/06**

# **INTRODUCTION**

## **PROJECT**

Brookberry Farm is a much anticipated mixed use community to be built on the country estate of the late Bowman Gray, Jr. in western Forsyth County. When completed, the homes and amenities at Brookberry Farm will combine to provide a unique lifestyle experience. The architectural review process, employing professionals in the fields of architecture, development, and land planning, will help insure that on an individual and detailed basis, each home will contribute to the overall sense of place, which will become Brookberry Farm.

## **PURPOSE**

The Architectural Review Committee (ARC) will assist builders and homeowners in coordinating thoughtful design and construction practices to insure harmony between homes, neighboring homes, and their surroundings before, during, and after construction. Attention will be given primarily to exterior architectural details i.e. windows, shutters, doors, roof pitch, column size, fascias, soffits, gables, material mixes and colors, siting, etc. to insure the best look possible for homes in Brookberry Farm. The committee will evaluate each home for adherence to architectural guidelines and its relationship to adjoining properties and common areas. The purpose of the ARC is simply to make Brookberry Farm the most attractive community possible.

Plans, including a site plan, must be submitted and approved prior to starting construction. The committee will act in a timely manner so as not to delay construction.

Site considerations will include setbacks, existing trees, driveway location and configuration, view corridors, and topography. Special attention will be given to drainage of surface water, fencing, retaining walls, sidewalks, recreation items, swimming pools, and screening of HVAC equipment.

These architectural guidelines, as an example, address such items as indicated below; however, this list is not necessarily all inclusive.

1. Minimum square footage
2. Foundation materials
3. Building height
4. Set backs
5. Relationship to other homes along a street
6. Exterior materials and colors
7. Roof pitches
8. Stacks penetrating roofs
9. Chimneys
10. Garage doors
11. Doors and front entrances
12. Windows and shutters
13. Dormers

14. Flower boxes
15. Decks and porches
16. Railings and columns
17. Guest houses or ancillary structures

General rules will address site maintenance and construction practices. Examples are indicated below:

1. Job sites cleaned of all trash
2. Temporary toilet facilities placed away from street
3. Silt fencing installed where appropriate
4. Vacant lots maintained by builder or owner
5. Concrete trucks washed out on appropriate sites
6. Loud radios will not be permitted
7. Stock piling of material will not be permitted
8. Special work hours in effect on weekend

## **DEVELOPER'S POLICY STATEMENT**

The Brookberry Farm community is subject to certain restrictions as defined in the Declaration of Covenants, Conditions and Restrictions. This manual is designed to further explain and provide guidelines for construction. When a conflict arises between standards described in these guidelines and any Declaration of Covenants and/or Restrictions which are appropriate to this development, the covenants/restrictions shall take precedence.

The ARC seeks to make Brookberry Farm a memorable place for residents to call home. The committee desires to be objective and maintain sensitivity to the individual aspects of design.

The Developer reserves the right to revise and update the design criteria as well as the performance and quality standards to respond to future changes.

## **LIMITATIONS OF RESPONSIBILITIES**

The primary goal of the ARC is to review the application, plans, specifications, materials, and samples submitted and to determine if the proposition conforms in appearance and construction criteria with the standards and policy as set forth by the ARC. The ARC does not assume responsibility for the following:

1. The structural adequacy, capacity or safety features of the proposed improvement or structure.
2. Soil erosion, uncompacted or unstable soil conditions, or site/drainage elevations.
3. Compliance with any or all building codes, safety requirements, governmental laws, regulations or ordinances.
4. Performance or quality of work of any contractor.

## **REVIEW PROCESS**

### **FUNCTIONS OF THE COMMITTEE**

1. The ARC will evaluate each of the housing units submitted to determine its adherence to the design criteria and performance and quality standards set forth in the Design Guidelines and compatibility of the design with the adjoining homesites and common spaces.
2. The ARC will interpret the standards at the request of the owners. If conflicts arise in meeting these standards, the ARC will review and evaluate the conditions.
3. The ARC has the right to grant variances from the Design Guidelines in accordance with the Declaration of Covenants, Conditions, and Restrictions.
4. The ARC shall have the right to monitor and overview the design and construction process in order to ensure conformance with the approved documents and the standards set forth in these Design Guidelines.
5. The ARC shall review each submittal and respond in a timely manner. Approval will be in writing and shall in no way relieve the owner of his responsibility and liability for adherence to any applicable ordinances and codes.
6. The ARC may at its own discretion approve or disapprove any proposal based on the project's appropriateness to the community.
7. The ARC has the sole right to determine compliance with the Guidelines during the review and construction process. If, in the opinion of the ARC, an owner is not abiding by the guidelines as set forth herein, the ARC shall have the right to enforce corrective measures.

## DESIGN REVIEW

Prior to beginning construction or any site work, Builder must submit to the ARC two sets of the following:

1. Design Review Application and a review fee of \$200.00
2. Site Plan including:
  - Scale 1" = 30' (minimum)
  - Property lines
  - Easements, right-of-ways and setbacks
  - Dimensioned building location, patios, etc.
  - Driveways, sidewalks
  - Swimming pools, decks, patios
  - Fences and/or walls
  - Mechanical equipment location
3. Floor Plans
  - Scale 1/4" = 1'
  - Indicate square footage
4. Exterior Elevations
  - Plans must show all four elevations of the residence
5. Exterior Colors/Finishes/Materials
  - Specifications
  - Color Chips
6. Preliminary staking to help with grading and tree saving approval

The ARC will review the application and design documents at its next regularly scheduled meeting (regular meetings are twice a month) and return one set of plans to the owner with the appropriate comments within ten (10) business days of the regular meeting.

## **GENERAL DEVELOPMENT STANDARDS**

### **SITE IMPROVEMENT STANDARDS**

No bulldozing or clearing of trees shall be commenced until plans have been approved by the ARC. Cuts, fills, and drainage areas shall be constructed to complement the natural topography of the site. Each lot owner and builder shall make every effort to minimize the impact of surface water flowing onto adjacent lots. Every effort shall be made to divert surface water to the street or to existing natural drainage areas. It is understood that some surface water will flow from one lot to another.

### **TREE REMOVAL**

No tree larger than 6" caliper shall be removed from the site without prior approval of the ARC.

### **SETBACKS**

The following setbacks are minimum standards and are measured from the property lines.

1. Front setbacks - thirty (30) feet
2. Rear setbacks - fifteen (15) feet
3. Combined Side Yard – fifteen (15) feet with a minimum of five (5) feet on one side
4. Combined Corner Side Yard – twenty (20) feet with a minimum of five (5) feet on the interior property line and fifteen (15) feet on corner side.

However, for some building lots within the community it may be impossible or inadvisable to develop setback requirements according to the previous standards due to natural terrain, lot configurations, and/or proximity of adjacent structures. Therefore, the ARC may approve specific deviations to these setbacks which it believes to be beneficial to a specific homesite or to adjacent homesites.

# **ARCHITECTURAL STANDARDS**

## **PURPOSE OF ARCHITECTURAL STANDARDS**

The purpose of these Architectural Standards is to set the aesthetic criteria for the development of the residences within Brookberry Farm. These standards are meant to allow and encourage variety and individuality of design while maintaining a compatible architectural character throughout the development.

## **MINIMUM HEATED SQUARE-FOOTAGE REQUIREMENTS**

A minimum area of heated floor space may be established for certain locations within the development. Unless otherwise designated, the minimum s.f. allowed is 2,200 s.f. for one level homes and 2,500 s.f. for 1 ½ - 2 level homes.

## **FOUNDATIONS**

All foundations above grade shall be finished with brick, stone, stucco (on stucco homes only) or ARC-approved veneer.

## **EXTERIOR DETAILING**

Front “façade” homes will not be permitted (i.e. brick front with all other elevations of siding). Eave details should be uniform around all elevations of the home. Vinyl siding is discouraged except for use as accents to more desirable materials. Under certain circumstances, larger applications of vinyl may be approved.

## **EXTERIOR MATERIALS, COLORS**

Approved exterior wall materials include wood, brick, stone, stucco, fiber cement, shingle siding, vinyl, and aluminum. Approved exterior trim materials include brick, stone, fiber cement, wood, shingle siding, vinyl, and aluminum. All elevations of a house should utilize the same materials. The use of more than two materials is not encouraged.

The use of the following materials is appropriate:

1. Brick – All brick colors must be approved by the ARC.
2. Stucco – Historically based smooth or textured stucco finishes are allowed.
3. Stonework – All stone colors must be approved by the ARC.
4. Wood Siding – All wood siding must be full profile and properly/fully finished.
5. Cement based siding is allowed.

Inappropriate use of material and colors, as determined by the ARC, will not be allowed, particularly bright colors.

## **ROOFS**

Roof pitches and overhangs may vary as necessitated by architectural design; however, no flat roofs are allowed as a major structural element. Roof overhangs are recommended to protect from the sun and rain. Trellises and arbors are encouraged.

Houses with pitched roofs of a minimum pitch of 9 in 12 are encouraged. Special cases will be considered by the ARC if in keeping with the architectural character of the house and neighborhood. Shed roofs for porches may have a lower pitch. Houses may have gabled, hipped, or shed roofs. Exposed rafter tails are allowed, but the design must be approved by the ARC.

Roofing materials and colors must be approved by the ARC. Light colors will be discouraged.

Combinations of roofing materials may be allowed when appropriate to the architectural character of the house.

Gable and decorative vents shall be in keeping with the architectural character of the house. Ridge vents, if used, must be of the “shingle over” design extended to the outer edge of the roof ridge. Soffit venting visible from the street shall be of similar material to that of the porch or entry stoop ceiling and must be submitted to the ARC for approval.

1. All roof stacks, flashings, vents or protrusions from the roof shall be painted black or the same color as the roof. Roof stacks and plumbing vents shall be placed on rear slopes of the roofs where possible so as not to be visible from the street.
2. Solar water heating panels are not allowed without the approval from the ARC.

## **GARAGES**

Garages shall be located and treated so that approaches to houses are not visually dominated by the garage. Detached garages are generally not encouraged but if allowed shall maintain the architectural style of the house.

Garage doors which face the street must be recessed from the main house structure, excluding the porch projection, a minimum of 3 feet and must be approved by the ARC. Garage doors facing the side street on a corner lot are an exception. Double garage doors are discouraged. The design of these garage doors should be in keeping with the architectural character of the house.

## **DOORS, FRONT ENTRANCES**

Wood entry doors in paneled, French or half-glass designs are encouraged. Entry door assemblies with sidelights and transoms appropriate to the architectural character of the house should be employed where possible. Wood and metal doors of similar design are allowed in other areas. Metal entry doors must be approved by the ARC.

Exterior door trim shall be a minimum of 6 inches wide. All doors, screen doors, and storm doors should be in keeping with the architectural character of the house and must be submitted to the ARC for approval. Doors simply must fit the design of the home. Doors with oval leaded glass are strongly discouraged.

## **WINDOWS**

The ARC guidelines require that all exterior windows be of a quality and style in keeping with the architectural character of the house. Some type of grid is required.

No reflective glass or reflective tenting should be used. Stained glass/art glass accents will be reviewed on a case-by-case basis by the ARC.

Windows should be of a size and design appropriate to the architectural character of the house. Windows should be approximately a 2 to 1 proportion height to width. Various styles such as double hung, casement or awning are acceptable if compatible with the style of the house. Examples of acceptable window pane arrangements are 1/1, 2/1, 3/1, 4/1, 2/2, 6/6, or 6/9 where the first number is the upper sash and the second number is the lower sash of the window. In addition to standard division windows, prairie or craftsman style, cottage style, etc. are acceptable. Windows may be prefinished aluminum, painted wood, clad wood, vinyl, or other approved material if sized, proportioned, and finished appropriate to the architectural style of the home.

## **SHUTTERS**

Shutters are encouraged on house facades visible from the street. Shutters should be proportioned to cover the window individually or in pairs when closed. Shutters may be louvered or paneled in design and must be attached to the house using appropriate holdback hardware. Hinges and shutter dogs are required (don't have to be functional).

## **FLOWER BOXES**

Artificial flowers are prohibited.

## **AWNINGS, CANOPIES**

Awnings and Canopies must be approved by the ARC before affixing to the exterior of the residence.

## **DECKS, PORCHES**

Full architectural details are required for all decks and patios. Detailing of all patios and decks must be architecturally compatible with the home. Patios and decks shall be designed to appear as an extension of the house, using similar materials, colors, and details. Rails, pickets, and underpinning must be painted or stained in keeping with the architecture of the house.

Views to the underside of decks must be screened with underpinning (good lattice or vertical slats, etc.) and/or landscape material large enough to provide screening upon installation. Decks more than 3 feet above grade must have underpinning and/or plant material screening. If not screened, this space cannot be used for storage. Heavily landscaped areas or well furnished patios under decks do not require screening.

Porch screening colors shall complement and blend with the house (green is not allowed).

All houses are encouraged to have a front porch or covered entry stoop. Decks, patios, and screened porches are encouraged off the rear of the house.

All houses facing the lake on Heron Ridge Road must have generous front porches.

Porches shall have a minimum front projection of 6 feet. Wrap-around porches may have a narrower side projection, but in no case less than 6 feet. Covered entry stoops shall have a minimum front projection of 3 feet and a maximum projection of 6 feet. No porch shall exceed 12 feet in front projection. Porch floor treatments may include wood decking, brick, brick edged and divided concrete, stone or tile.

## **STAIRCASES**

External staircases should be brick, stone or wood appropriate to the architectural style of the house. Concrete steps are allowed only if finished on the sides or enclosed with cheek walls of brick, stone or stucco.

## **CHIMNEYS**

All exterior chimneys must be full foundation based masonry chimneys. Wood or other siding material chimneys will not be permitted. All chimneys must be compatibly positioned and proportionately balanced within the home's elevation(s).

## **GUTTERS, DOWNSPOUTS**

All gutters and downspouts must be of a color compatible with the house color. Any underground piping related to downspouts must be routed so as to not impact adjacent property.

## **RAILINGS, COLUMNS**

Porch columns should be architecturally correct and proportioned to the house. A ratio of 1 inch square or 1 inch in diameter for each foot in height is recommended.

Railings shall consist of round, decorative or square balusters with appropriate horizontal cap and bottom rails.

Porch and deck foundations visible from the street may be a finished pier with recessed wood or brick lattice infill panels.

Masonry columns (support posts) are encouraged on all decks. Wood support posts are allowed, but must be a minimum cross-sectional size of 6 x 6 inches nominal or greater in proportion to height of deck. All metal posts must be boxed in wood or other approved materials. Views to underside of deck must be screened as described above.

## **UTILITIES, VENTS, MECHANICAL EQUIPMENT**

All above-ground heating and air conditioning equipment must be screened with evergreen plant material or architectural treatments of a height equal to or greater than the height of the equipment. Spacing must provide effective visual screening upon installation.

## **EXTERIOR LIGHTING, CEILING FANS, PORCH SWINGS**

Lighting of individual residential lots may include pole lighting, building-mounted lighting, shielded landscape spot lighting, and ground level illumination of walks, driveways, and patios. Pole lighting shall not exceed 10 feet. Exterior spotlights or floodlights must be hooded and directed to eliminate glare onto adjacent properties.

Lighting style shall complement the exterior architecture. Exterior bracket, pendant, pier and/or post lighting, ceiling fans, and porch swings shall be consistent with the architectural character of the house. Lighting fixtures should be correctly proportioned to the house façade. Gas light bracket and post-mounted fixtures are acceptable. All lighting should be low level, non-glare type, and located to cause minimal visual impact to adjacent streets and properties.

## **SITE STANDARDS**

### **LANDSCAPING STANDARDS**

Builders must oversee, be responsible for, and complete the final grading and initial landscaping of the home in order to ensure timely completion of the landscaping and proper handling of storm water so as to minimize the impact of storm water on adjacent lots. Automatic irrigation systems are encouraged. All construction debris and material shall be removed from the site.

### **TREE PRESERVATION**

One of the primary goals is to preserve existing trees. Owners and builders may not remove trees prior to approval of plans by the ARC. Trees may be cut after such approval only for clearing for driveways and building pads or with approval of the ARC. Brookberry Farm's existing trees are vital to its beauty, and it is the responsibility of the homeowner and builder to preserve them.

### **DRAINAGE**

Drainage of surface water shall be accomplished to have as little impact as possible on adjacent lots. Piping of any kind must be approved by the ARC.

### **PARKING, DRIVEWAYS, WALKWAYS**

Garages for at least two cars are required along with a recommended two uncovered spaces for parking, which may not be in front of the home. No on-street overnight parking allowed. Curved or offset driveways which prevent a direct view into the garage are preferable.

No curbside parking areas may be created by extending any portion of the street pavement.

All driveways will be concrete, asphalt, brick, stone, interlocking concrete pavers, or other paver material as approved. All colors and materials should be designated on the site plan and will be approved by the ARC.

All driveways (12 ft. minimum width) and walks must be dimensioned and detailed on the site plan.

Where possible, access to corner lots shall be from the least-traveled street.

Front walks shall be a minimum width of 4 feet with 5 feet preferred. The use of special paving material such as brick, concrete pavers or stone is recommended. Entry-walk surface materials should be the same or compatible with the driveway or structure materials.

## **FLAGPOLES, MISCELLANEOUS STRUCTURES**

No freestanding flagpoles, billboards, advertising signs or structures are permitted.

## **FENCES, WALLS**

In general, fencing of yards is discouraged. Fences and walls will be considered for approval by the ARC if the wall/fence material is compatible with the home. All fence plans, designs, colors, materials, and locations must be approved prior to construction. Fence enclosures around pools should be in conformance with local or state regulations. Chicken wire for the determent of geese is not approved. Any use of chain link fences is strongly discouraged. The use of electronic systems is recommended for pet enclosures.

## **ANTENNAS**

Exterior antennas are not allowed. If an antenna is required for a particular electrical function, it shall be mounted inside the house, attic, or garage. One maximum 24-inch diameter satellite dish is allowed, but it must be located out of view from the street. Location of 24-inch diameter dishes must be approved by the ARC.

## **REQUIRED ENCLOSURES**

All compressors for central air-conditioning units should be completely screened by landscaping and/or architectural treatments so that they are not visible from the street or any adjacent properties and must be sited so as not to cause a nuisance to neighbors. If landscape screening is used, all heating and air-conditioning units shall be screened and enclosed with evergreen shrubs with a mature height at 4 to 6 feet. These plants must be installed at a minimum height of 3 feet and spaced at least 3 feet clearance from these units. These units must not be seen from either the street or any at grade-adjacent properties. Thru-wall or window air-conditioning units are not permitted.

All garbage and trash containers shall be kept within a garage or in a screened or landscape area. They should not be visible from the street or from other houses.

## **SWIMMING POOLS, HOT TUBS, SPAS**

No above-ground swimming pools are permitted.

All swimming pools and hot tubs must be submitted to the ARC for review and action prior to construction. All plans for pool, hot tub, spa, deck and fencing design and layout, material and equipment must be approved by the ARC.

Hot tubs and spas and their related pumps, filters and equipment must be screened from street and adjacent property view and located where they will not cause a nuisance to neighbors.

## **RECREATIONAL ITEMS, ACCESSORY STRUCTURES, DECORATIVE OBJECTS**

Accessory structures, such as playhouses or doghouses, shall be permitted only with specific written approval of the ARC. No tool sheds or other exterior buildings will be allowed unless they are specifically approved by the ARC and are designed to be in the same architectural character as the residence.

No decorative objects such as sculptures, birdbaths, fountains, and the like shall be placed or installed in the front yard of any lot without approval of the ARC.

Clotheslines shall not be permitted on lots.

Tennis courts are allowed only with permission of the ARC.

Basketball standards and backboards, if used shall be located away from the street. Pole-mounted backboards are acceptable. They should not be visually obtrusive to the community (i.e., bright colors, advertising, etc.)

Play equipment, including trampolines, shall be allowed; however, restrictions of their location and screening shall be enforced. All play equipment shall be restricted to backyards. Brightly colored equipment is discouraged. Colors must be approved by the ARC. Wooden play equipment is highly encouraged.

## **RECREATIONAL VEHICLES**

Lawn equipment and recreational vehicles, such as boats, motor homes, all terrain vehicles, and campers, may only be stored on site a maximum of 24 hours unless fully garaged.

## **GENERAL RULES**

The following rules apply to all employees of the building contractors while on the Brookberry Farm premises:

1. Builders and their subcontractors are required to keep job sites clean of all trash. All lots must have dumpsters for trash. Placement of dumpster should be as far away from street as possible. There will be no long-term stockpiling or dumping on adjacent lots or common areas. Construction materials are to be neatly piled on site. Debris and rubbish are to be contained and periodically removed. Tall unsightly weeds are to be routinely cut back. Streets adjoining a construction site are to be frequently swept clean of dirt and construction trash. Trash not removed will be removed and billed to the responsible owner or contractor.
2. No temporary toilets are allowed in the street under any circumstances.
3. All lots must use silt fence to keep sediment from coming off the lot.
4. All vacant property shall be kept neat and cleaned of debris and shall be well and continuously maintained in its natural condition until construction commences on the property.
5. Builders and their subcontractors will use only the utilities provided on the immediate site on which they are working.
6. Any damage to streets, curbs, sidewalks, drainage inlets, street lights, street signs, walls, etc., will be repaired by the developer and such costs billed to the responsible owner/builder.
7. There will be no washing of any truck on the streets. Any concrete delivery truck washed out must be on builder's own construction site.
8. Operators of vehicles are required to see that they do not spill any damaging materials while within Brookberry Farm and, if spillage occurs, operators are responsible for cleaning up. Clean-ups done by the developer will be billed to the responsible party. Please report any spills immediately.
9. All personnel working in Brookberry Farm are to ensure that they will keep all areas in which they work or travel through free of discarded materials such as lunch bags, cups, bottles, etc. Objects should not be thrown out of cars and trucks. Stock piling of any materials on adjacent lots is not allowed.
10. No on-site burning is allowed.
11. Loud radios or noise will not be allowed within the development. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Speakers may not be mounted on vehicles or outside of homes under construction.

12. Construction work should not begin before 8:00 a.m. on Saturdays and Sundays.
13. No vehicles (trucks, vans, cars, etc.) may be left in the development overnight. Construction equipment may be left on the site while needed but must not be kept on the street. Parking should be off streets whenever possible.
14. Only bona fide workers are allowed on property. Spouses may drive workers to site and pick them up but must not remain on property unless they are actual employees of a contractor or subcontractor.
15. No contractor personnel will be permitted to bring pets on the property.