

Ennisbrook HOA Architectural Guidelines

Purpose: The purpose of the Architectural Review Committee (ARC) is to establish and monitor standards, in accordance with the Covenants, that will enhance property values by keeping the community aesthetically pleasant and in addition to maintain uniformity. The ARC will use these standards to make recommendations to the Board to ensure timely responses to request for modification, within sixty (60) days of receipt for request for modification. The below standards are in addition to the rules which are found in the Covenants for Ennisbrook. Following these standards may help expedite a request for modification. A form which may be used for modification or enhancement requests may be found on the community website or will be provided by the Board upon request. The Board prior to commencement of the enhancement must submit all enhancements made to the exterior of the home, including major landscaping changes, for approval. Major landscaping changes include, but are not limited to, landscaping which affects drainage, erosion and removal of grass.

Violations and Fines: If approval is not granted prior to commencement, the Board has the right to demand that any further work be ceased until the request has been submitted and approved. Also, the Board has the right to demand removal of any enhancement that is not approved. Fines may be placed on a property found in violation of the ARC standards. Unpaid fines will result in liens being placed on a property. If an enhancement has been installed before a request was submitted and the request is denied, the homeowner shall have fourteen (14) days to remove the enhancement. On the fifteenth (15th) day if the enhancement has not been removed, a \$25.00 a day fine will be placed on the property, at which time the homeowner must remove the denied modification or enhancement and pay the accrued fines and any other expenses as deemed necessary by the Board. Fines will be imposed for up to thirty (30) days at which point if fines are not paid and the enhancement is not removed, a lien will be placed on the property. The fine will continue to accrue and the lien will be adjusted to reflect the new amount on a regular basis.

Requests and Procedures: Requests need to include a drawing of your modification along with list of materials you plan to use. Any and all permits required by the city are the sole responsibility of the homeowner. PCS will forward the request along with all submitted information to the ARC and the Board. The

ARC will review the request and make recommendations for approval or denial to the Board. If the ARC denies a request they will also attach recommendations for revision to the Board. The Board will make final decisions regarding requests. If there is no ARC in place at the time of the request being made, the Board shall make all decisions. Decisions are decided on an individual basis usually at the time of the monthly Board meeting and are then forwarded to PCS. In turn PCS will send the homeowner a letter stating if the request for modification has been approved or denied. If a request is denied, the reasons for the denial will be included along with suggestions that may help with a second, revised request. All denied requests must be resubmitted to PCS and follow the same process. It may take up to sixty (60) days before a homeowner has final notification of the decision from PCS although every effort will be made to expedite the process at the homeowner's request.

City of Smyrna Involvement: Any addition, alteration or repairs being proposed by a homeowner should be presented to both the Ennisbrook Board of Directors and the City of Smyrna Community Development Department (770-319-5387). It is in the homeowner's best interest to contact the City who will decide if a building permit or lot variance request is necessary on a case-by-case basis. According to the City of Smyrna zoning restrictions for our community, all home lots must have less than 45% lot coverage. Lot coverage is the percentage of the homeowner's property that is covered in a nonporous material such as concrete. The city has determined that all of the lots include one half of the width of the street in front of the home when calculating the percentage of lot coverage. In many cases lots are already at the maximum lot coverage. Any alteration that would raise the lot coverage over 45% would require submission to the City of Smyrna Community Development Department for review.

Fences: All fences must be pre-approved by the Board. Acceptable designs are wooden fences like the perimeter fences (scalloped and dog-eared). Fences cannot be plastic, PVC, chain link or barbed wire. Fences must be fully enclosed meaning they have two (2) sides touching the home's exterior. Also, fences cannot be within ten (10) feet of any curb and must be placed within the homeowner's property line. Fences must have slats that are vertical, not horizontal, and cannot be taller than six (6) feet in any case. Finished side of the fence must face out from the property. Fences must be sealed when the wood has completely dried (approximately six (6) months after erecting) and fences must be maintained in good condition, as determined by the Board. If using a non-

colored sealant, no prior approval is needed. However, if the homeowner chooses to stain the wood a color, the stain color must be pre- approved by the Board.

Retaining Walls: Must have finish caps on them. Colors of retaining walls must compliment the home's brick, stone or stucco and must match natural surroundings, (i.e. earth tones). No colors are permitted such as blue, green, orange, etc. Please provide a sample of the wall material, a photograph or written description with your application to expedite the approval process.

Additions/sunrooms/decks/arbors/trellises/screened enclosures/patio enhancements:

Sketches for any new construction or enhancement to a sunroom, deck or patio must be submitted to PCS and include all materials, colors, size, etc. Homeowners must apply for and receive a building permit from the City of Smyrna prior to construction. No screened enclosures shall be allowed in the community. The use of wooden lattice as a wall material shall not be allowed in the community. Lattice to be used as plant support may be allowed and must be approved by the Board. Lattice used by any homeowner in any application must be kept in serviceable condition, as determined by the Board.

Landscaping: Any landscaping that would change the grade of a yard, would cause erosion, or would affect drainage must be approved by the Board. However, planting seasonal flowers within a flowerbed or around the mailbox or lamppost does not require Board approval. Lawns must be mowed a minimum of once every two (2) weeks when the lawn is not dormant. Weeds should be cleared from the yard following the same timeline as the yard is mowed. Homeowners should edge the yard (curbs, driveways, walkways) at least once a month. Weeds must be pulled from the flowerbeds and grass on an as needed basis. Should the Board determine that a lawn is in need of mowing, edging, or having weeds removed, the homeowner will have ten (10) days after receiving notice to correct the situation. If the homeowner disregards notification from the Board and does not attend to the yard by mowing or weeding as requested, the Board has the right to hire a company and perform the yard maintenance work at the homeowner's expense. Liens may be applied to the homeowner if yard maintenance expenses are not paid promptly. Lawns may not have grass that is over three feet in height or has gone to seed as per city code.

Planting Beds: All planting beds must contain ground cover consisting of pine

straw, pine nuggets, lava rock, natural vegetative ground cover (i.e. ivy or Vinca, etc), cedar, stone, mulch or gravel. Colors of the ground cover should be earth tones with no artificial colors. No artificial vegetation shall be permitted on the exterior of any property.

Planting Beds/Borders: Must be removable/non-permanent. Any border taller than twelve (12) inches must be pre- approved by the Board. Acceptable borders may consist of stacked stone, brick or wrought iron. Plastic weed barriers may not be greater than the same height of the lawn.

Terracing: All terracing over twelve (12) inches tall must be pre-approved by the Board. Any terracing involving poured concrete, stone or which is a permanent structure must also be pre-approved by the Board.

Walkways: All visible walkways must be pre-approved by the Board.

Fountains/Bird Baths/Flags: the Board must approve exterior sculpture, permanent fountains, and similar items. National flags may be flown on the front of the home as long as the pole is not longer than six (6) feet and is attached to the exterior of the home. Decorative flags may be flown from the back of the home in the same manner or from the deck or patio as well.

Driveways: If a homeowner would like to seal their driveway, a clear sealer must be used. No colors will be permitted. A request for modification must be submitted prior to sealing or replacing a driveway. Driveways of any material other than concrete must be pre-approved by the Board.

Garbage Cans/Recycle Bins: Garbage cans and recycle bins must not be seen from the street or adjoining property, except on garbage collection days. The garbage can and recycling bins must be kept in the homeowner's garage. No type of fencing is permitted whose sole purpose is to hide the garbage can/recycle bin from view.

Sheds/Tenting: At no time shall sheds be built or placed on a homeowner's property, either permanent or temporary. Tenting for one-day special events, which is not permanent, is permitted.

Colors of Homes: Homes should be painted using only colors found in the palette at the Ryland Decorating Center and must be approved by the Board. Color choices may be found on the community website and may be requested from

PCS. Additional colors must be pre-approved by the Board.

Awnings: Sketches (stating material, color, size and placement) must be submitted to the Board for approval.

Dog Houses: Doghouses may not be permanent structures. Any doghouse must be in a fully fenced back yard.

For Sale/Lease/Informational Signage: One (1) sale sign may be placed on the homeowner's property. No signage may be posted anywhere in the community in common areas. Temporary signage referring to events such as yard sales or open houses may be posted 48 hours prior to the event and must be removed 24 hours after the event. Any signage not in compliance will be returned to the homeowner if possible. If the signage is returned to the common area, the signage may be disposed of. Refer to Article 6, section 4, page 10 of the covenants for further information.

Exceptions: The Board of Directors of the Ennisbrook community reserves the right to allow exceptions to these guidelines on an individual basis. The presence of such exceptions shall not be construed as providing approval or guidelines to any homeowner.

Additional information: If your request for modification is not listed above, please review the Covenants for further guidance or submit your request for modification to PCS prior to commencement. Refer to Section 3, page 10 for additional information. Following proper procedure and notification to the homeowner, the Board has the right to remove structures and/or projects if the request for modification has been denied and at the homeowner's expense. Fines may apply and the Board of Directors may place liens on the home as deemed necessary.