

# Greenbrier HOA – Architectural Control Guidelines

According to Article V of the Greenbrier HOA’s Declaration of Covenants, Conditions, and Restrictions (CCRs), the Architectural Control Committee shall regulate the external design, appearance, and location of the properties and improvements thereon in such a manner so as to preserve and enhance property values.

In the event a homeowner neglects the appearance of their home, they will be given a specified period of time in which to make the necessary repairs. If, after that time, the repairs have not been affected to the satisfaction of the Board, the Board will follow the guidelines for enforcement as described in the Declaration of Covenants, Conditions, and Restrictions (CCRs)

No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any Lot shall be made or done without the prior approval of the Architectural Control Committee.

When reviewing an application, the ACC considers whether or not the request is in compliance with the CCRs, state/county regulations, and the information in this document.

The ACC has twenty (20) days to respond to a request. Absent an approval from the ACC the proposed alteration or improvement may not begin.

If an applicant disagrees with the decision of the ACC, they may submit a written appeal to the HOA Board within 15 days after receipt of the notice of disapproval. The Board will set up a date and time to review the appeal. A majority decision of the Board is required to reverse a committee decision.

Please note; if a project is not listed below homeowners should contact the Architectural Control Committee to determine whether approval will be needed.

\*\*ACC approval does not release residents/homeowners from the responsibility of obtaining required county building permits.

## **I. Sheds/Gazebos**

- A. Sheds/Gazebos must be located in the rear yard and must comply with required setbacks of 5’ from the side and rear property lines (CZO Schedule 32.1 footnote 4) and be separated from all other structures by 10’ (CZO Section 51.2.4.c).
- B. Sheds/Gazebos may not exceed 10 x 15 feet
- C. The maximum height for all Sheds/Gazebos walls is eight (8) feet. Roof peaks should be no taller than 10 feet

- D. Sheds/Gazebos must be consistent with existing shape, style, and size of the dwelling in the following ways:
1. Siding, roofing, and trim materials must be the same as, or compatible with, the existing materials of the dwelling in color and texture.
  2. Windows and doors must be compatible with those of the existing dwelling in style and color. These should also be located on walls that are the same appropriate height as those of the existing dwelling, and be trimmed in a similar manner.
  3. Roof eaves and fasciae should be the same depth, style, and approximate slope as those of the existing dwelling.

Requests for approval must include the following:

1. A copy of the house survey, which shows the relationship of the shed to the adjacent house and property lines.
2. A picture and/or detailed drawing of the shed to include dimensions.
3. A description of materials to be used.
4. If applicable, the name and phone number of the contractor doing the work.

## **II. Patios, Decks, Walkways, and Driveways**

This guideline refers to any new or expanded patios, decks, walkways, and driveways, or to any material changes in existing patios, decks, walkways, and driveways.

- A. Decks and patios may be constructed of treated wood, composite material, masonry, stone, or concrete, providing that the color and texture of the materials is in harmony with adjacent tile structures. Decks may have a preservative stain applied to them or be left to weather naturally. All hardware must be galvanized.
- B. Decks and patios must be located to the rear of the dwelling.
- C. No approval is required if a patio, deck, or walkway replaces an existing structure with identical material, similar in color and texture.
- D. Driveway extensions and walkways may not interfere with the lot or adjoining lot's drainage.
- E. Driveway extensions must match the original builder installed driveway.
- F. Driveways may not be painted.

Requests for approval must include the following:

1. A copy of the house survey with dimensions showing new and existing walkways, decks, or patios in relation to existing houses, trees, and lot boundaries (drawn to scale).
2. A list and description of materials to be used.
3. Project plans showing elevations and dimensions.

4. Description of proposed lawn contour changes, rails, benches, new exterior lighting, etc.
5. If applicable, the name and phone number of the contractor doing the work.

### **III. Fences**

- A. All fencing is limited to a maximum height of six (6) feet. This is the maximum height of the top rail of the fence.
- B. No chain link or metal fencing is permitted. All fences must be of wood or vinyl/plastic construction. The fencing material may be left to weather naturally, treated with a wood preservative finish, or may be painted white.
- C. No fence shall be erected in the area between the front of the home and the front of the lot line.
- D. Fences should be of the same height and material on all sides.

Requests for approval must include the following:

1. A copy of the house survey showing the placement of the house and lines indicating where the fence is to be installed (include all dimensions).
2. The style of fence with a drawing or picture.
3. The height and color (natural, painted white, or treated with a wood preservative).
4. Indicate where gates will be located. Gates should complement the fence material in style, color, and height.
5. If applicable, the name and phone number of the contractor doing the work.

### **IV. Residing & Reroofing Structures**

In cases where residents wish to alter the stylistic features of the existing façade, the ACC will render a decision based on the following considerations:

- A. The size and shape of the residence in relation to existing and proposed materials.
- B. The variety of styles and materials of the homes immediately surrounding the residence.
- C. Siding, roofing, and trim materials must be the same as, or compatible with, the existing materials of the dwelling in color and texture. Approved roof materials are asphalt shingles or solar tiles.

Requests for approval must include the following:

1. A photograph or sketch of the existing house, including the color and texture of the existing siding materials.

2. A description of the proposed residing/reroofing material including the color, texture, and manner in which it will be applied. Color and texture samples may be requested by the ACC. Significant changes of present trim size and location, and removal or addition of other stylistic features should also be noted.
3. If applicable, the name and phone number of the contractor doing the work.

## **V. Major Building Additions and Other Home Improvements**

Major building additions and other home improvements may include, but are not limited to, solar panels, greenhouses, porches, rooms, attached storage sheds, additions, etc.

The design of major additions must be consistent with existing shape, style, and size of the dwelling in the following ways:

- A. Siding, roofing, and trim materials must be the same as, or compatible with, the existing materials of the dwelling in color and texture.
- B. Windows and doors must be compatible with those of the existing dwelling in style and color. These should also be located on walls that are the same appropriate height as those of the existing dwelling, and be trimmed in a similar manner.
- C. Roof eaves and fasciae should be the same depth, style, and approximate slope as those of the existing dwelling.
- D. The following conditions shall determine the acceptability of new addition locations:
  1. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open spaces. New windows, doors, or viewing areas from additions should not infringe upon existing internal or external private areas of adjacent residences.
  2. Additions must not create situations in which adjacent neighbors will have difficulty adding to, modifying, or maintaining their existing dwelling.
  3. Additions must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.
  4. Any addition must meet county set back requirements. Currently, the county set back requirements stipulates five (5) foot setbacks from side & rear lot lines and a twenty-five (25) foot set back from the front lot line.

Requests for approval must include the following:

1. A copy of the house survey showing relationships of new and existing construction to property lines and adjacent dwellings.
2. Drawings of the new construction including a plan view and elevation views of each new exterior wall area. These should show dimensions and locations of such features as doors, windows, rooflines, trim and new exterior lighting features.

3. Description of materials, including type of siding materials, roof materials, trims materials, and their colors (ACC may ask for sample to see texture and/or color).
4. If applicable, the name and phone number of the contractor doing the work.

## **VI. Pools/Hot Tubs/Spas**

A county permit is required for all pools/hot tubs/spas more than 24 inches deep.

- A. Swimming pools must be located behind the house and be enclosed by a fence.
- B. Pools and Spas may not be drained to the street.
- C. Inflatable pools/spas shall not be left in the area between the front of the home and the front of the lot line overnight.

Requests for approval must include the following:

1. A site plan showing the location and dimensions of the pool or hot tub or spa, other related equipment, fences, etc., in relation to the applicant's house, property lines, and adjacent dwelling(s).
2. Detailed drawings and plans of the pool or hot tub or spa, deck area, lighting arrangements, walkways, fences, etc., and pertinent information concerning water supply system, drainage, and water disposal system.
3. If applicable, the name and phone number of the contractor doing the work.
4. Inflatable pools/spas shall not be left in the area between the front of the home and the front of the lot line overnight.

## **VII. Portable basketball nets / Play equipment**

- A. Portable basketball nets / play equipment may not be left in the street or on the sidewalk after use.
- B. Portable basketball nets / play equipment shall not be left in the area between the front of the home and the front of the lot line overnight.

## **VIII. Lawn Ornaments, Signs, and Lawn Embellishments**

- A. Lawn ornaments and embellishments must be in keeping with the architectural and aesthetic character of the neighborhood.
  1. The Board and ACC committee shall determine the appropriateness for display within the community.

B. Flags:

1. Flagpoles are allowed, but they cannot exceed twenty (20) feet in height.
2. All flags and mountings poles and hardware shall be maintained in good condition and state or military flags must be flown in accordance with the Federal Flag Code. The American flag must follow US flag etiquette. The Board and ACC committee shall determine the appropriateness for display within the community.

C. Seasonal decorations: Decorations for holidays and special occasions do not require a formal application. They may be displayed for a period not to exceed six weeks. After the period of use, all temporary decorations shall be removed.

D. Signs: No sign of any kind shall be displayed to the public view on any Lot, except for: (1) one professional sign of not more than one square foot; and (2) one sign of not more than five (5) square feet advertising a dwelling, or a dwelling under construction or to be constructed upon the property for sale or rent.