

## Fence & Fencing – Homeowner FAQ

Stonegate Homeowners Association

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### Do I need HOA approval before installing a fence?

Yes. All fences and dog runs require prior written approval from the Architectural Review Committee (ARC) before any installation, replacement, or modification begins. Installing a fence without approval is a violation and may require removal.

- This requirement applies to both single-family homes and townhomes.

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### How do I apply for fence approval?

Fence requests must be submitted through the Master Association ARC portal. A complete application includes:

- Fence description (height, style, material)
- Photo or example of the fence style
- Current photo of your property
- Survey or lot image showing fence location, gates, property lines, and easements
- Written permission if attaching to an existing adjacent fence

 **Townhome owners:**

Lot lines, common areas, and limited common elements are more common with townhomes. You must clearly show that the proposed fence is entirely within your deeded area and not in a common or shared area.

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### What fence materials are allowed?

Approved materials include:

- Pressure-treated wood
- Black aluminum
- Wrought iron
- Vinyl

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### What fence types are NOT allowed?

The following are prohibited for all properties:

- Chain-link fences
- Wire fences
- Electric fences

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### How tall can my fence be?

- Minimum height: 3 feet
- Maximum height: 6 feet

These height limits apply to:

- Yard fences
- Patio fences
- Deck fences

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## Where can my fence be installed?

- Yard fences must be installed 3 inches inside the property line
- Fences must follow the natural grade
- Fences may not extend past the midpoint of either side of the home, unless enclosing HVAC units
- Patio and deck fences must be installed at the edge of the patio or deck

⚠ Townhome-specific note:

Because townhomes often have shared walls, shared yards, or common areas, fence placement is more restricted. Fences are not permitted in townhome common areas and must not interfere with neighboring units or shared access.

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## Are there special color rules for fences?

Yes, in limited areas:

- Homes in Phase 1-A on Coach Lantern Avenue:
  - Metal fences must be black
  - Wood or vinyl fences must match the primary exterior color of the home

All other fence colors are reviewed for overall compatibility.

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## Can I build a fence in an easement?

Before building, homeowners must review their recorded plat to identify easements or buffers.

- Any fence built in an easement:
  - Is installed at the homeowner's risk
  - Must be removed if requested by the easement holder

⚠ Townhome owners:

Easements and common-area designations are especially common in townhome communities. A fence placed in these areas will not be approved.

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## Which side of the fence faces outward?

The finished side of the fence must face outward, and all structural supports must face inward toward your property.

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## Do I need a city or county permit?

Possibly. HOA approval does not replace municipal requirements. Homeowners are responsible for obtaining any required town, city, or county permits.

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## How does the ARC evaluate fence requests?

Fence requests are reviewed for:

- Compatibility with the home and neighborhood
- Scale, materials, and appearance
- Impact on neighbors (views, light, air, access)

## **Townhomes:**

The ARC applies additional scrutiny to ensure fences do not affect neighboring units, shared spaces, or the uniform appearance of attached homes.

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### **What happens if I install a fence without approval?**

Unapproved fences may result in:

- Required removal or modification
- Daily fines
- Legal and administrative costs

This applies to single-family homes and townhomes alike.

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### **Where are these rules found?**

Fence requirements are outlined in the Association's governing documents, including:

- Stonegate HOA Architectural Guidelines
- Exterior Change Approval – Application Instructions

These documents also reference townhomes specifically where common areas and shared property are involved, which may further limit fence placement.

### **Permission to Attach to Existing Fence(s)**

If you are tying into a neighbor's existing fence (i.e. attaching yours to theirs), then you must obtain the written approval from each property owner to do so.

I, \_\_\_\_\_, who resides at \_\_\_\_\_  
will allow this owner to attach their fence to my fence.

X\_\_\_\_\_

I, \_\_\_\_\_, who resides at \_\_\_\_\_  
will allow this owner to attach their fence to my fence.

X\_\_\_\_\_

I, \_\_\_\_\_, who resides at \_\_\_\_\_  
will allow this owner to attach their fence to my fence.

X\_\_\_\_\_

I, \_\_\_\_\_, who resides at \_\_\_\_\_  
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X\_\_\_\_\_

I, \_\_\_\_\_, who resides at \_\_\_\_\_  
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X\_\_\_\_\_

# Stonegate

**HOMEOWNERS ASSOCIATION**  
**(Single Family Neighborhood)**

## **ARCHITECTURAL GUIDELINES**

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## TOP TEN LIST

The following are some of the most important items to remember to maintain and enhance your property. Additionally, this list will help assist you in planning any exterior changes to your property. Please remember all exterior changes/improvements must be approved in writing prior to any changes being made.

### Fences/Storage Sheds

- Please remember to get written approval prior to *any* installation or changes. No chain link or wire type fences shall be permitted.

### Signage

- No signs are permitted in windows, with the exception of alarm and pet signs. Signs expressing support of or opposition to political candidates are allowed per constraints outlined in Community Covenants. Homemade signs in yards are prohibited.

### Dog Waste/Nuisance

- Please note all homeowners are required to pickup after their pets. Please be courteous!
- Residents must also abide by the City and County Animal Control Ordinances

### Garbage Cans, Etc.

- All garbage cans, hot tubs, spas, and related equipment, and other similar items shall be located or screened so as to be concealed from view of neighboring streets and property.

### Toys/Play Equipment

- No items (toys, bikes, garden equipment, trash containers, chairs, wood, recycling bins, etc.) may be left in front or side yards or on porches when not in use.
- Metal play equipment is not permitted.
- Play sets must be located in rear of property and kept in good repair.

### Parking

- Parking is prohibited on the grass or the medians.
- Street parking is discouraged. If you have space in your driveway please move your cars off the street.
- Inoperable vehicles (expired tags, flat tires, etc.) are prohibited unless stored in a closed garage.

### Satellite Dishes

- Satellite dishes, no more than one meter (30") in diameter, with hidden cable.

### Mailboxes and Posts

- Mailboxes shall be maintained by each homeowner. Mailboxes must be repainted in their original colors. Homeowner have two options to replace their mailboxes if needed:
  1. Contract with a vendor to fix their original mailbox/post or build a mailbox/post to match the original mailbox installed by the builder, or
  2. Purchase and install the following Board-approved alternative mailbox at Lowes Home Improvement. Architectural Mailboxes Hamilton Black Steel Item #965131 | Model #7510B-10 [www.lowes.com/pd/Architectural-Mailboxes-Black-Steel-Mailbox-Post/5005337301?user=shopping&feed=yes&srs1=d=AfmBOoroEBa9VXkm50KZ7DXJwRx5GtZJ1nyCJHxbL9jgeMIJOAMfZrwXatQ](http://www.lowes.com/pd/Architectural-Mailboxes-Black-Steel-Mailbox-Post/5005337301?user=shopping&feed=yes&srs1=d=AfmBOoroEBa9VXkm50KZ7DXJwRx5GtZJ1nyCJHxbL9jgeMIJOAMfZrwXatQ)

## **Boats, Trailers, etc.**

- Tractor trailers and their cabs are prohibited. Boats, campers, water crafts, trailers may be parked on a lot as long as they are in a closed garage or screened from the street and neighboring properties. Boats, campers and RV's may be parked in driveway for no more than two days for cleaning purposes only.
- Visitor RV's and campers must have prior management company approval (to be placed in windshield) for not more than ten (10) days.

## **INTRODUCTION**

In a planned community, the question naturally arises as how to maintain a harmonious, quality development as the community matures. The following guidelines attempt to provide a meeting ground between private interests and the broader interest of the community.

The Declaration of Covenants runs with the land and is binding with all homeowners and should be fully understood. Please retain these additional Guidelines as part of your permanent papers. You should make these Guidelines available to any renters of your home. In the event you need additional copies of this document or The Declaration of Covenants for the community, please contact the management company.

The fact that each homeowner is subject to these Covenants should assure all homeowners that the standards of design quality shall be maintained, enhancing the community's overall environment and protecting property values.

The rules, responsibilities and procedures outlined in these Guidelines have been approved by the Board of Directors (BOD), in compliance with the community's Declaration of Covenants.

The intent of these guidelines are:

- To insure quiet enjoyment for the residents;
- To minimize problems and expenses for the association;
- And to provide for the architectural integrity of the neighborhood.

The cooperation of each owner will be mutually beneficial.

## **ARCHITECTURAL REVIEW BOARD(ARB)**

The Declarations establish an Architectural Review Committee, from now on referred to as the ARB, to be comprised of five (5) representatives to rule on architectural submittals. The ARC is charged with conducting the review of all applications for exterior changes and with rendering a decision to the applicant within 30 days. The ARC will respond in writing with either an approval, approval with conditions, disapproval or a request for more information on the project. More information may be required for the ARC to make an informed decision. It is the Homeowner's responsibility to provide that information in a timely manner.

The ARC may from time to time publish and promulgate architectural standard bulletins, which shall be fair, reasonable, and uniformly applied. The ARC shall be responsive to technological advances or general changes in architectural designs and materials and related conditions in future years and use its best efforts to balance the equities between matters of taste and design (on the one hand) and use of private property (on the other hand). Such bulletins shall supplement the Declaration and are incorporated herein by reference.

## THE ARCHITECTURAL REVIEW COMMITTEE PROCESS

The Declaration of Covenants requires prior written approval for any improvements to an owner's lot. Therefore, do not commit labor or materials until you have received written approval.

1. Owner submits to the Architectural Review Committee, in care of the management firm, an Application for Architectural Improvement. **Please note the Architectural Review Committee has thirty (30) days to review the application.** Should nothing be received within 30 days, please call to follow up. Occasionally items get lost in the mail and the **review period does not start until Community Association's management company receives the completed application.** Complete applications will be considered on individual merit, using these documented standards as a basis for decision-making.

\*\*Out of courtesy, we request you inform your neighbors of your proposed improvement(s).

2. The application, noted with the date of receipt by the manager, is turned over to the Architectural Review Committee within two working days, provided all information necessary for review is received. (Management will make a cursory review of the application and request of owner any additional information needed. The committee may still require additional information, as detailed in 4d, below. The **30-day timetable** begins when the application is complete and appropriate for review.)
3. The committee will act on the application within **30 calendar days** from receipt. In most cases the owner will receive a response within three weeks.
4. The committee's decision will be noted on the application. The owner will be notified by management of all final decisions, either:
  - a. **APPROVAL:** The application is approved as submitted.
  - b. **APPROVAL WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed.
  - c. **DISAPPROVAL:** The application is denied. The owner can appeal to the Architectural Review Committee within thirty (30) business days. Further escalation may require the involvement of the Board of Directors. (*see separate Appeal's Procedure for more details*)
  - d. **ADDITIONAL INFORMATION REQUIRED:** The Committee has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once management receives the information. The owner should follow the same submission procedure. The Architectural Review Committee will act swiftly on all re-submissions.
5. **Architectural Review Committee inspection:** The Architectural Review Committee reserves the right to visit your lot and inspect the improvement. This will be done for two specific reasons:
  - a. to ensure that the application details were followed and to note problems encountered which might help other residents on similar projects; and
  - b. to learn any "pointers" that other residents may employ in more easily completing an improvement project.
6. Once work has begun on an improvement, it must be completed within 90 days. Applications are valid for 1 year from the date of approval.

\*\* Please note: Many design changes require a permit and the City and/or County may not issue a permit without the written approval of the ARC. Please plan in advance. **THE ARC HAS 30 DAYS TO REVIEW ALL REQUESTS, AFTER ALL THE APPROPRIATE INFORMATION IS SUBMITTED.** It is strongly suggested that the City and /or County be contacted to determine what permits or approvals are required from a City/County Ordinance. Architectural Review Committee approval does not substitute for approval by the City. It is the homeowner's responsibility to acquire appropriate approvals, permits, etc. from the City.

## REVIEW CRITERIA

The ARC evaluates each application on the individual merits of the application and the standards listed below:

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 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 interest of neighboring owners should be protected 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. The ARB does its best, as a courtesy, to consider the various and appropriate criteria and exercise discretion in determining which of these criteria will be governing in each specific application.

Design Compatibility - The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood 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 satisfactorily to adjacent structures and their surroundings.
- b. Materials: Continuity is established by use of the same or compatible materials as used in the existing home. Siding materials and shingles must match existing structure.
- c. Color: Color may be used to soften or intensify visual impact.

Workmanship - The quality of work must be equal to or exceed that of any existing structure. Poor practices may cause the owner problems and may be visually objectionable to others. For example, a wooden fence not properly treated and maintained may in a short period start to decay and become unsightly to the owner and neighboring property owners.

## APPEAL PROCEDURE

The appeal procedure is outlined in a separate document.

## **VIOLATIONS AND PENALTIES**

An exterior change made without the required approval of the ARC constitutes a violation of the Declaration of Covenants and Community Guidelines. **A violation may require removal or modification of the work at the expense of the property owner.**

When a violation is determined to have occurred, the following steps shall be taken:

1. The ARC will investigate any reported violation and attempt to bring the owner into compliance. Homeowners will be notified in writing of the violation and are expected to bring the violation into compliance within thirty (30) days.
2. Should the owner fail to act upon the recommendations for corrections, the Committee shall submit the matter to the Board of Directors.
3. The homeowner shall be invited to a hearing with the BOD where the homeowner will have opportunity to be heard and present evidence. Failure to appear shall result in a fine beginning to accrue on the day after the scheduled hearing date. If the violation is brought into compliance prior to the hearing, the fine hearing will be cancelled at the discretion of Management and the board.
4. After the hearing, the BOD shall respond to the homeowner with a decision in writing within ten (10) days. Any penalties or costs relating to the violation (and the date from which the accrual shall begin) shall be noted in the letter from the BOD.

**Fines:** Fines will be levied daily up to \$100 per day, per violation, until the violation is rectified. The North Carolina Community Act passed in January of 1999, allows planned residential communities the ability to uphold standards that will protect and ensure homeowners of maintained property values, with regard to holding all property owners accountable for abiding by the existing covenants.

**Fees:** A violation may also result in payment of damages incurred to the Association by having the work removed or modified, as well as a fine assessed by the Association. Attorneys' fees, court costs, site assessment will all be incorporated into the fine process.

\*\* Please remember Owner's are responsible for their renters.

## **EXPLANATION OF STANDARDS**

The Standards that follow are the procedures and guidelines applied by the ARC to assist the Association and its members in the design review process. It is hoped that these Standards will serve as a positive tool to assist in the full and free use of each homeowner's property in a manner that is consistent with the aesthetic and harmonious development to the community.

There are three major categories of items for specific home improvement guidelines:

**BLANKET APPROVALS**  
**COMMON IMPROVEMENTS**  
**APPEARANCE STANDARDS**

These three are very important to you because they identify which improvements are permitted and how approvals can be secured. Items not specifically mentioned here require approval.

## BLANKET APPROVALS

Items in this category do **not** require approval, *provided the guidelines mentioned are followed.*

- Plants, shrubs and flowers planted within three feet of the front of your house, not to grow higher than the lowest portion of the windows.
- Bedding borders, if constructed of common landscaping borders not to exceed 8 inches in height.
- Plantings of flowers and shrubs in the plant bedding area around trees or mailbox.
- Mailboxes and posts, if repainted or replaced in original colors and style.
- Low voltage "up" lighting directed at one's own landscaping or home in a white or clear color.
- Hose caddies affixed to the home or enclosed in appropriate container.
- Outside seasonal decorations, displayed up to four (4) weeks prior to and two (2) weeks after the holiday.
- Vegetable gardening in rear yards, provided they are not noticeable from the street by not exceeding allowed fence heights or grow through to the neighbor's yard.
- Removal of trees that are less than six inches (6") in diameter and less than four feet (4') above the ground. All other trees must have the approval of the ARC. Any dead tree may be removed without approval.
- Lawn furniture, barbecue equipment, toys, bikes, trampolines, etc., if kept in good repair. These must be stored within the rear area of home kept as inconspicuously as possible when not in use.
- Attic turbines, if they are mounted on the rear of the house roof, extend no higher than the roof peak, and are no more than 12" above the roof surface.
- Satellite Dishes
  - No more than one meter (30") in diameter, with hidden cable.
- Front Storm Doors
  - White or the same color as your existing trim;
  - Of the "full view" design;
  - Of anodized aluminum (including baked-on enamel);
  - If adornment is desired the design must be submitted for review
- Back Storm Doors
  - White or the same color as existing trim;
  - Of anodized aluminum (including baked-on enamel).
- Exterior Painting / Maintenance
  - Provided that material and color remains the same, no approval required for standard maintenance of the exterior.
- Play Equipment / Treehouses
  - All play equipment should be located in the rear of the house, not the side, front yard or porches. Location variances may be granted according to size and shape of lot, however, approval of playground location must be received prior to installation.
  - Play equipment must be located at least 3 feet from property lines;
  - Treehouses & metal play equipment are prohibited.
  - Play equipment will not be allowed in the townhome common areas

- Basketball Goals – *The ARB for Stonegate considers a basketball goal a vertical structure and therefore, basketball goals permitted in front yards must conform to the following stipulations.*
  - Basketball goals are to be placed on the rear half (toward the house) of the driveway or parking pad;
  - Goals should be mounted on a single pole with a backboard that is predominately white, clear or gray;
  - Basketball goals are prohibited from being mounted directly on the house;
  - Basketball goals may be cemented into the ground with ARC approval;
  - One goal per house;
  - It is required that player be courteous and not hinder a neighbor's property during normal play;
  - Goals are not to be placed so basketball is played in the street;
  - Moveable basketball goals are to be located on the driveway, away from the street end when not in use;
  - Goals must be erect at all times unless they are stored in back yard or area not visible to community;
  - Goals must not be placed in NC-DOT right of way. See page 12 for more details;
- \* *Any approved basketball goals require that within 3 months from the approval date, owner must plant evergreen hedges (i.e. holly, etc.) with a minimum height of 4 ft. and run 10 feet on the property line behind the goal.*

## COMMON IMPROVEMENTS

Items in this category require approval. *An application must be submitted and meet these guidelines.* Approval is not necessarily limited to constraints listed here, but is much more likely to be given for:

### Grading

- Major changes to the topography of a lot are required to be approved by the ARC prior to being started.
- Drainage and water flow patterns must be taken into consideration prior to the start of any grading.

\*\* Neither the Association, its Board of Directors, or the Architectural Review Committee accepts any liability for any damage caused by such grading, whether or not the committee approved the request as the Association, Board, and Committee members are not drainage experts.

### Exterior Color and Maintenance (Changes)

- You must specify the new material and/or color you wish to use; include a color sample from the store.

### Drives and Parking Areas

- Proposed changes in drives or parking pad additions must be submitted to the ARB;
- Gravel driveways or parking areas will not be permitted. Please see additional diagram available at end of the guidelines.

### Pools

- Requests for in-ground swimming pools must be submitted to the ARC prior to installation
- Must meet all City, County and State requirements (enclosed, fencing, plumbing, electricity, etc.)
- Above-ground pools are not permitted in accordance with the governing documents.

### Hot Tubs

- Hot tubs may not be visible from the street
- Must meet all City, County, and State requirements (enclosed, fencing, plumbing, electricity, etc.).

### Fences/Dog Runs

- Patio and deck fences must not be lower than 3 ft. and not higher than 6 ft. at the highest point and be located on the edge of either the patio or deck.
- Yard fences must not be lower than 3 ft. and not higher than 6 ft. at the highest point and follow the natural grade of land.
- All yard fences must be 3 inches inside the property line.
- Fence material shall either be pressure treated wood, black aluminum, wrought iron or vinyl. All structural elements shall face to the inside of the fence.
- Fences may not extend past the middle point of each side of your home unless it is to cover the air conditioning units.
- Fence color for homes in Phase 1-A on Coach Lantern Avenue (next to clubhouse and on new homes on the other side of Coach Lantern Avenue) should be:
  - Black for metal fencing (aluminum or wrought iron)
  - Wood or vinyl fence color must be the same as the home's primary color.
- Chain link fences are not allowed. Electric fences are not allowed.
- Please check your recorded plat plan before constructing any fences to identify easements, buffers or other restrictions on your lot. Any fences that are constructed over an easement, buffer or other restriction shall be done at the owner's risk and must be removed upon request by the easement / buffer owner.

## **Storage Sheds or Other Detached Structures**

- Constructed of wood; no aluminum, metal or plastic sheds allowed;
- Storage shed or detached structure may not exceed 144 square feet in total floor space;
- Storage shed or detached structure may not exceed 12 feet in height.
- They are placed on the property behind your home so the storage shed/detached structure cannot be seen from the road when standing directly in front of house;
- Storage shed or detached structure must be at least 3 feet from the neighboring property;
- Siding material must be similar in color and composition to the home;
- Windows are permitted as long as the appearance is consistent to the home;
- Roof must have similar pitch, similar materials, and similar color as that of the home.

## **Decks/Screened Enclosures/Outdoor Living Areas**

- A deck should not extend past the side of the house;
- All decks should be on the rear of the house. No side or front decks are permitted;
- Decks may not be painted;
- They will pose no drainage problems for you or your neighbors;
- The materials to be used are designed specifically for patio and/or deck designs;
- Screened enclosures must not be visible from the street;
- All decks, patios, gazebos and screened porches must blend in with the natural terrain.

## **Play Equipment**

- Such equipment must blend with the natural surroundings, shall be an appropriate size for the backyard and shall be screened, with landscaping or fencing, from the street and neighbors. ARB approval required.
- The equipment must be in good working order and shall be maintained at all times.
- Broken, rusted, or non used equipment must be removed.
- Play equipment will not be allowed in the townhome common areas

## **Painting Your Home / New Siding**

- If you plan to alter the color of your home, shutters, front door etc. you must submit an Architectural Request Form. Painting projects, not requiring change of color may be completed without informing the ARB.
- Changes in siding must be approved by the ARB.

## **Garage Screens and Netting**

- Installation of garage screens and netting will be denied based on the restrictions of the garage as outlined in the HOA of Stonegate CCRs.  
Article X, Section 10.1 Residential Use states:  
*No garage shall be converted or used as a bedroom, storage room, or other living space. Garages shall be used for the parking of motor vehicles and limited storage which does not interfere with such parking.*

## **Lamps & Landscape Lighting**

- One walkway/entrance light on post is allowed, not to exceed 7 feet in height to base of light fixture;
- The post shall be of metal painted black;
- The lamp design should be similar to existing house exterior lights;
- Entrance lighting on ARB – approved walls on the sides of driveway entrances will be considered providing they match existing light fixtures. \*Note that low voltage lighting does not need ARC approval.

## **Windows**

- Window unit air conditioners are prohibited;
- Fans in windows are prohibited;
- Appropriate window dressings are required (sheets, newspapers, blankets, etc. are prohibited).

### **Aerials, Antennae, or Satellite Dishes**

- No more than one aerial, antennae, or satellite dish is permitted per property. If homeowner is replacing an already existing satellite dish, the old satellite dish must be removed and discarded.
- Aerials, antennae, and satellite dishes must be hidden from public view by shrubbery or foliage if these items are placed or erected on the side property that is viewable from the street.

### **Solar Collectors**

Solar collectors must be installed as inconspicuously as possible, and collectors shall be an integrated part of the architecture and design of the home. Solar arrays must be flat (no tilting or tracking) with non-reflective surfaces, no ridges, curves, etc. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure. Collectors must be attached to the roof and flush mounted with no declination or angle. Free standing or ground mounted collectors are strictly prohibited. Any requests to install collectors on the front roof of the home, visible from the street, may be required to meet with a member of ARC committee to evaluate the aesthetic impact of the project request. All requests to install solar collectors must be approved by the ARC Committee prior to the start of the project and the request should include the solar panel/collector specification sheet, including indication or photos of the intended color.

All equipment, components, wiring, etc. should be concealed below the panels, or recessed into the structure's attic. All metal parts should be painted to match the roof coloring, with minimal exposure of piping. Piping running down the side of the dwelling is strictly prohibited. In no way shall these guidelines either waive more stringent City/Town/County requirements or may they deny City/State/County/State statutes affirming the rights of homeowners to install alternative energy within subdivision communities. These guidelines do not waive the necessity of any permits.

Tree removal is not permitted to increase solar exposure to the collectors.

## APPEARANCE STANDARDS/MAINTENANCE

- Paint and stain must be maintained in uniform and good repair (with no peeling, chipping, cracking, or discoloration) on the trim or siding.
- No items (toys, bikes, garden equipment, trash containers, chairs, wood, recycling bins, etc.) may be left in front or side yards or on porches when not in use. All rubbish, garbage and trash shall be regularly removed and shall not be allowed to accumulate. Do not put furniture, metal, construction debris, etc. at the curb; call your local waste department to make arrangements for removal.
- No parking vehicles on lawns or common areas. Parking in the street overnight is discouraged. Please do not park within 10 feet of stop signs, street signs and fire hydrants. For events such as Garage Sales or parties, it is the responsibility of the homeowner hosting the event to inform neighbors and make provisions to prevent damage to the neighbors' yards.

\*\* For safety and aesthetic purposes your driveway should be full of cars if you are parking on the street.

- Tractor trailers and their cabs are prohibited.
- Boats, campers, water crafts, trailers may be parked on a lot as long as they are in a closed garage or screened from the street and neighboring properties. Boats, campers and RV's may be parked in driveway for no more than two days for cleaning purposes only.
- Visitor RV's and campers must have prior management company approval (to be placed in windshield) for not more than ten (10) days.
- No portion of the property may be used for the repair of automobiles requiring over 48 hours to repair.
- No portion of the properties can be used to tie up dogs or for breeding. No doghouses should be visible from the street. Excessive dog noise will be treated as a noise ordinance violation. Maintenance of the yard to keep it free from offensive odors is required. Please note all homeowners are required to pickup after their pets.
- Properties should be free of any debris.
- No clotheslines may be erected or maintained on any lot.
- Vegetable gardens are allowed in backyards only. (add more to match the info higher or remove as already addressed?)
- Trash storage needs to be screened from the road.
- Signs may be placed in the homeowner's yard for the express purpose of selling and/or renting the property. Political signs may be placed on the homeowner's property expressing support or opposition to a candidate or referendum issue, not 60 days before the election and must be removed within 2 days following the event. Security, burglar alarm, or dog fence signs shall be located discreetly in the front yard of the house. No signage may be located in the common area, with the exception of an open house or community event. Yard/Garage Sale signs are permitted the day prior to and of the event and the event day and then need to be removed, promptly. Temporary signage during the period of home improvements is permitted. Signs must be removed as soon as the job is completed. No signs are permitted in windows, with the exception of alarm and pet signs. Homemade signs in yards are prohibited.

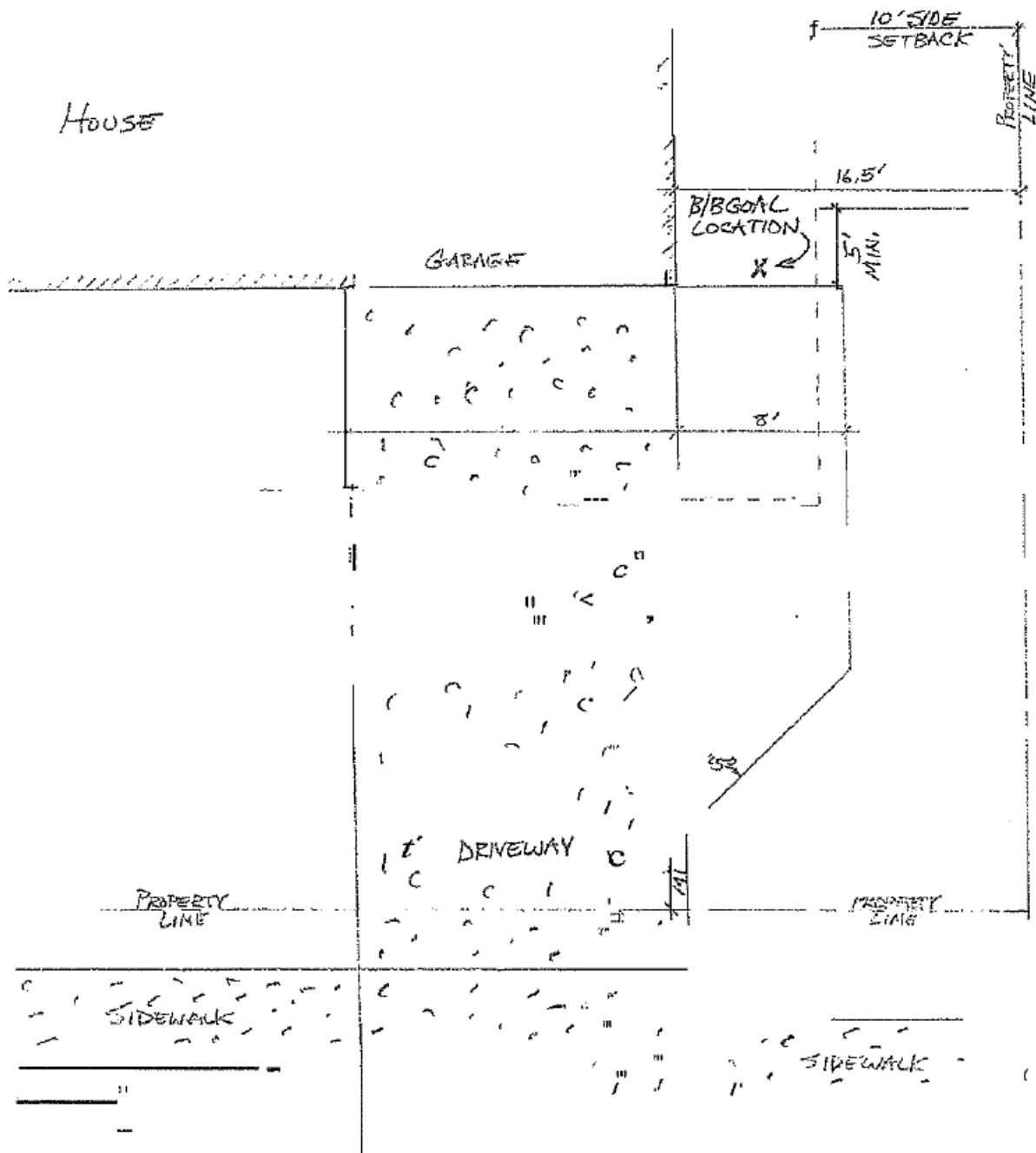
\*\* These standards are in addition to any listed in the Declaration of Covenants.

## **Stonegate Driveway Extension Specifications**

The ARB has considered the request of driveway extensions for the means of widening an existing drive. The following are comments and specifications as they relate to construction of an extension.

- 1) An existing drive can be widened up to  $\frac{1}{2}$  of the distance between the existing driveway and the side property line but cannot exceed 8 feet in width. Driveway extensions are prohibited from being added in front of the home.
- 2) There must be 3 feet of grass or landscaping between the driveway extension and the neighboring property line (as outlined in the diagram).
- 3) The driveway extension may extend along the side of the house as long as the following provisions are met and maintained:
  - a) The garage must be used to store at least one car in accordance with the Declaration of Covenants, Conditions, Easements, and Restrictions for the HOA of Stonegate, Section 10.1 – *Residential Use, Garages shall be used for the parking of motor vehicles and limited storage which does not interfere with such parking.* Any ARC request for driveway extensions along the side of the house must **include** picture/photo evidence of one car parked in the garage.
  - b) The width of the driveway extension among the side of the house shall not be wider than the extension alongside of the driveway.
  - c) The length of the driveway extension along the side of the house shall not exceed 8 feet long.
  - d) Homeowner shall observe the rules and provisions outlined in the Boats/Trailers and the Garbage Can sections of the ARC Guidelines.
- 4) A landscape or grass buffer must be installed along the street and side property line in accordance with the attached exhibit.
- 5) Homeowner is responsible for the environmental impact and drainage plan from the installation of the driveway extension.
- 6) Per Town of Wake Forest, a driveway permit must be obtained prior to any driveway construction.
- 7) Per Town of Wake Forest, a driveway extension cannot tie in directly to a sidewalk or curb (see exhibit for detail).

*\*\*Please see diagram on following page.*



# EXTERIOR CHANGE APPROVAL

If you have not already reviewed your community's **Architectural Guidelines**, please refer to the *Community Info > Documents* area of the Association's website page.

## REQUIRED DOCUMENTS FOR A COMPLETE APPLICATION

*Click the project links below for more information:*

<b>ARBOR</b>	<b>FENCE</b>	<b>PATIO EXTENSION</b>	<b>SHED</b>
<b>AWNING</b>	<b>GAZEBO</b>	<b>PERGOLA</b>	<b>SOLAR PANELS</b>
<b>BASKETBALL GOAL</b>	<b>GUTTERS</b>	<b>PLAYSET</b>	<b>TRAMPOLINE</b>
<b>DECK</b>	<b>HOUSE ADDITION</b>	<b>POOL</b>	<b>TRASH BIN SCREENING</b>
<b>DECK EXTENSION</b>	<b>LANDSCAPING</b>	<b>PORCH</b>	<b>TREE REMOVAL</b>
<b>DRIVEWAY EXTENSION</b>	<b>LANDSCAPE REPLACEMENT</b>	<b>RADON DEVICE</b>	
<b>EXTERIOR LIGHTING</b>	<b>OUTDOOR KITCHEN</b>	<b>RETAINING WALL</b>	
<b>EXTERIOR PAINTING</b>	<b>PATIO</b>	<b>ROOF REPLACEMENT</b>	<b>OTHER</b>

**Important Note:** Homeowners are responsible for obtaining any required **town, city, or county permits**.

## TO SUBMIT YOUR APPLICATION ONLINE:

**ARC REQUESTS MUST BE SUBMITTED ON THE MASTER ASSOCIATION WEBSITE.**

If you do not see the **ARC Request** option on the **Dashboard** page, you will need to switch from the sub-association to the master association website page. [How to Switch HOA accounts in WebAxis](#)

1. **Log in to your HOA account:** <https://ppm.cincwebaxis.com/>
2. Click the "See All" button in the **Architectural Request** section located on the main dashboard screen.
3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents/images**.

## UPDATE YOUR CURRENT APPLICATION:

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## Arbor

- **Project Description.** A full description of the project, including the dimensions.
- **Images or Specifications.** A photo example of the arbor structure or website link with photos/specs.
- **Current photo of your property.** A current photo of your property where the structure will be located.
- **Official Survey or Lot Image.** Mark the proposed location for the structure within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

### TO SUBMIT YOUR APPLICATION ONLINE:

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## Awning

- **Project Description.** A full description of the project, including dimensions, material, and style.
- **Images or Specifications.** A color photo example of the awning or website link with photos/specs.
- **Current photo of your property.** A photo of the exterior of your home where the awning will be installed.

### TO SUBMIT YOUR APPLICATION ONLINE:

1. **Log in to your HOA account:** <https://ppm.cincwebaxis.com/>
2. Click the “See All” button in the **Architectural Request** section located on the main dashboard screen.
3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images.**

### UPDATE YOUR CURRENT APPLICATION:

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## Basketball Goal

- **Project Description.** A full description of the project.
- **Images or Specifications.** A photo example of the basketball goal or a website link with photo/specs.
- **Current photo of your property.** A current photo of your property where the basketball goal (and new cement pad, if applicable) will be located.
- **Official Survey or Lot Image.** Mark the proposed location for the basketball goal within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).
- Note: If a cement court is being added, please include a photo example of the material being used, the dimensions, and indicate the proposed location within your property lines.

### TO SUBMIT YOUR APPLICATION ONLINE:

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## Deck

- **Project Description.** A full description of the project, including materials and dimensions.
- **Images or Specifications.** A sketch/digital rendering or photo example of what the deck will look like when complete.
- **Current photo of your property.** A photo of your property where the deck addition will be located.
- **Official Survey or Lot Image.** Mark the location of the proposed deck addition/modification within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

### TO SUBMIT YOUR APPLICATION ONLINE:

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## Deck Extension

- **Project Description.** A full description of the project, including materials and dimensions.
- **Images or Specifications.** A sketch/digital rendering or photo example of what the deck will look like when complete.
- **Current photo of your property.** A photo of your property where the current deck is located.
- **Official Survey or Lot Image.** Mark the location of the current deck and the proposed location for the deck extension within your property lines.
- ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

### TO SUBMIT YOUR APPLICATION ONLINE:

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3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

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## Driveway Extension

- **Project Description.** A full description of your project, including the dimensions.
- **Images or Specifications.** Photo example of the material being used (pavers, stamped concrete, stone, etc.), or confirm the material will match the existing driveway.
- **Current photo of your property.** A photo of your current driveway.
- **Official Survey or Lot Image.** Mark the location of your current driveway and the proposed location of the driveway extension within your property lines.
- ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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## Exterior Lighting

- **Project Description.** A full description of your project.
- **Images or Specifications.** Photo example of the new exterior lighting/light fixture.
- **Current photo of your property.** A photo of your property where the exterior lighting will be installed.

### TO SUBMIT YOUR APPLICATION ONLINE:

1. **Log in to your HOA account:** <https://ppm.cincwebaxis.com/>
2. Click the “See All” button in the **Architectural Request** section located on the main dashboard screen.
3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

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## Exterior Painting

- **Project Description.** A full description of the exterior project.
- **Images or Specifications.** The paint brand, color, and number.
- **Current photo of your property.** A photo of the exterior of your home as it is currently.

➤ Some HOAs may require homeowners to confirm that there are no other houses with the same/similar paint color within a certain number of houses in close proximity or have specific paint colors and/or color scheme requirements. You can check your community's guidelines on the Association's website under *Community Info -> Documents*.

➤ Repainting your home with same paint color does not require HOA approval.

### TO SUBMIT YOUR APPLICATION ONLINE:

1. **Log in to your HOA account:** <https://ppm.cincwebaxis.com/>
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3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

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## Fence

- **Project Description.** A full description of the project, including the fence height, style, and material.
- **Images or Specifications.** A photo example of the fence style.
- **Current photo of your property.** A current photo of your property where the fence will be installed.
- **Official Survey or Lot Image.** Mark the proposed location of the fence and fence gates within your property lines. (Some HOAs may also require landscape screening to be noted on the survey.)
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).
- Note: If you plan to attach your fence to an existing adjacent fence, you must also submit the 'Permission to Attach to an Existing Fence' form. This form can be downloaded from the '*Community Info*' area of the HOA website.

### TO SUBMIT YOUR APPLICATION ONLINE:

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

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## Gazebo

- **Project Description.** A full description of the project, including the dimensions.
- **Images or Specifications.** A photo example of the gazebo structure or website link with photos/specs.
- **Current photo of your property.** A current photo of your property where the proposed gazebo will be located.
- **Official Survey or Lot Image.** Mark the proposed location for the structure within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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2. Click the “See All” button in the **Architectural Request** section located on the main dashboard screen.
3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

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## Gutters

- **Project Description.** A full description of the project, including dimensions.
- **Images or Specifications.** A photo example or website link for the new gutters.
- **Current photo of your property.** A photo of your house showing the current gutters.
- Replacing your current gutters with the same style (material, size, color) gutters does not require HOA approval.

### TO SUBMIT YOUR APPLICATION ONLINE:

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3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

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## House Addition

- **Project Description.** A full description of the project, including materials and dimensions.
- **Images or Specifications.** A contractor's sketch or digital rendering of the proposed addition, showing elevation levels.
- **Current photo of your property.** A current photo of your house/property where the proposed addition will be located.
- **Official Survey or Lot Image.** Mark the location of your current home and the proposed location for the addition within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

➤ Please refer to your community's guidelines for any additional requirements.

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## Landscaping

- **Project Description.** A full description of the project.
- **Images or Specifications.** A plant list or landscape plan.
- **Current photo of your property.** A current photo of your property where the landscape modifications will be located.
- **Official Survey or Lot Image.** Mark the location of each proposed landscape modification within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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2. Click the “See All” button in the **Architectural Request** section located on the main dashboard screen.
3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

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## Landscape Replacement

- **Project Description.** A full description of the project.
- **Images or Specifications.** A plant list or a relandscape plan.
- **Current photo of your property.** A current photo of your property where the landscape modifications will be located.
- **Official Survey or Lot Image.** Mark the location of each proposed landscape modification within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

### TO SUBMIT YOUR APPLICATION ONLINE:

1. **Log in to your HOA account:** <https://ppm.cincwebaxis.com/>
2. Click the “See All” button in the **Architectural Request** section located on the main dashboard screen.
3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

1. Click the “See All” button in the **Architectural Request** section located on the main dashboard screen.
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## Outdoor Kitchen

- **Project Description.** A full description of your project, including dimensions, materials, and style.
- **Images or Specifications.** Photo example of the materials and equipment being installed (pavers/stamped concrete/stone, outdoor grill/kitchen/sink/bar, pergola, etc.).
- **Current photo of your property.** A photo of your property where the proposed outdoor kitchen area will be located
- **Official Survey or Lot Image.** Mark the proposed location of the patio addition, and any other features being added as part of this project, within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

### TO SUBMIT YOUR APPLICATION ONLINE:

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4. Upload **all required project documents/images**.

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## Patio

- **Project Description.** A full description of your project, including the dimensions.
- **Images or Specifications.** Photo example of the material being used (pavers, stamped concrete, stone, etc.).
- **Current photo of your property.** A photo of your property where the patio addition will be located.
- **Official Survey or Lot Image.** Mark the proposed location of the patio addition, and any other features being added as part of this project (seating wall, firepit, etc.), within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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## Patio Extension

- **Project Description.** A full description of your project, including the dimensions.
- **Images or Specifications.** Photo example of the material being used (pavers, stamped concrete, stone, etc.), or confirm the material will match the existing patio.
- **Current photo of your property.** A photo of your current patio.
- **Official Survey or Lot Image.** Mark the location of your current patio and the proposed location of the patio extension, and any other features being added as part of this project (seating wall, firepit, etc.), within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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## Pergola

- **Project Description.** A full description of the project, including the dimensions.
- **Images or Specifications.** A photo example of the pergola structure.
- **Current photo of your property.** A current photo of your property where the pergola will be located.
- **Official Survey or Lot Image.** Mark the proposed location for the structure within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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## Playset

- **Project Description.** A full description of the project, including dimensions.
- **Images or Specifications.** A color photo example of the playset structure.
- **Current photo of your property.** A current photo of your property where the playset will be located.
- **Official Survey or Lot Image.** Mark the proposed location for the structure within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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## Pool

- **Project Description.** A full description of your project.
- **Images or Specifications.** A digital rendering of the pool project (your contractor will typically provide this). Photos of the materials that will be used (pavers, stone, travertine, etc.) and features that will be added (pergola, firepit, hot tub, etc.). Description of backwash location, if applicable.
- **Current photo of your property.** A current photo of the exterior of your property where the pool and other additions will be located.
- **Landscape plan:** A plant list or landscaping plan for privacy screening/buffering, if not already existing.
- If a **fence will be installed**, please include the fence height and a photo example of the fence style.
- **Official Survey.** Mark the proposed location within your property lines for the pool, pool equipment, deck, patio hardscape, landscaping, and fence and fence gates (existing or new). If any additional features are being added as part of this project (e.g., pergola, fire pit, hot tub), please also note the proposed location for those structures.

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## Porch

- **Project Description.** A full description of the project, including materials and dimensions.
- **Images or Specifications.** A sketch/digital rendering or photo example of what the porch will look like when complete.
- **Current photo of your property.** A photo of your property where the porch addition will be located.
- **Official Survey or Lot Image.** Mark the proposed location of the porch addition/modification within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).
- **Porch Enclosures:** If you plan to enclose the existing patio/deck without changing the existing footprint of the home, then a survey/lot image is not required.

### TO SUBMIT YOUR APPLICATION ONLINE:

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## Radon Remediation Device

- **Project Description.** A full description of the project, including dimensions.
- **Images or Specifications.** A photo example of the radon remediation device or a website link with photos/specs.
- **Current photo of your property.** A photo of the exterior of your home where the proposed radon remediation device will be installed.

### TO SUBMIT YOUR APPLICATION ONLINE:

1. **Log in to your HOA account:** <https://ppm.cincwebaxis.com/>
2. Click the “See All” button in the **Architectural Request** section located on the main dashboard screen.
3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

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## Retaining Wall

- **Project Description.** A full description of the project, including the dimensions (height, width).
- **Images or Specifications.** A photo example or website link showing the materials being used.
- **Current photo of your property.** A current photo of your property where the retaining wall will be located.
- **Official Survey or Lot Image.** Mark the proposed location of the retaining wall within your property lines. (Some HOAs may also require landscape screening to be noted on the survey.)
- ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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4. Upload **all required project documents/images**.

### UPDATE YOUR CURRENT APPLICATION:

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## Roof Replacement

- **Project Description.** A full description of the project.
- **Images or Specifications.** A photo or website link for the new shingles.
- **Current photo of your property.** A photo of your home showing the current roof/shingles.
- Replacing your home's current shingles with the same style, color, and material shingles does not require HOA approval.

### TO SUBMIT YOUR APPLICATION ONLINE:

1. **Log in to your HOA account:** <https://ppm.cincwebaxis.com/>
2. Click the “See All” button in the **Architectural Request** section located on the main dashboard screen.
3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents**/images.

### UPDATE YOUR CURRENT APPLICATION:

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## Shed

- **Project Description.** A full description of the project, including dimensions.
- **Images or Specifications.** A photo example of the shed structure.
- **Current photo of your property.** A current photo of your property where the shed will be located.
- **Official Survey or Lot Image.** Mark the proposed location for the shed/structure within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).
- Note: HOAs generally require shed structures to match the color/style/material of the home. Some also require landscape screening to be installed (if not existing).

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## Solar Panels

- **Project Description.** A full description of the project.
- **Images or Specifications.** A brochure from the solar panel company with a photo example of the panels and general specifications, and a digital rendering showing the proposed location on your roof where each panel will be installed.
- Front/Street-facing solar panel roof placement requires a viability report from the solar panel company.

### TO SUBMIT YOUR APPLICATION ONLINE:

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## Trampoline

- **Project Description.** A full description of the project, including dimensions.
- **Images or Specifications.** A color photo example of the trampoline or website link with images/specs.
- **Current photo of your property.** A current photo of your property where the trampoline will be located.
- **Official Survey or Lot Image.** Mark the proposed location for the trampoline within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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## Trash Bin Screening

- **Project Description.** A full description of the project, including the height, style, and material.
- **Images or Specifications.** A photo of the trash bin enclosure.
- **Current photo of your property.** A current photo of the exterior of your property where the enclosure will be located.
- **Official Survey or Lot Image.** Mark the proposed location for the enclosure and enclosure gate within your property lines.
  - ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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## Tree Removal

- **Project Description.** A full description of the project, including the type/species of tree and approximate height and width.
- **Current photo of your property.** A current photo of the tree(s) to be removed.
- **Replacement Landscape Plan.** Provide a plant list/relandscape plan, if applicable.
- **Official Survey or Lot Image.** Mark the location of each tree within your property lines.
- ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).
- Note: Tree removal projects should include the reason for removal and a relandscaping plan (if applicable). Some HOAs also require a letter from a certified arborist. Please also refer to the city/town for any tree removal requirements/restrictions.

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## Required Documents For A Complete Application

- **Project Description.** Provide full details, including dimensions, materials, and style (as applicable).
- **Images or Specifications.** Upload a photo example, sketch/digital rendering, or website information with images and specs.
- **Current photo of your property:** A photo of the exterior of your property where the proposed modification(s) will be located.
- **Official Survey or Lot Image.** Mark the location of each proposed modification within your property lines.  
\*This is required for any modification located beyond the main dwelling or any project that changes the existing footprint of the main dwelling.
- ❖ **While the official survey is preferred**, if you did not receive a copy at closing, you can refer to your county's GIS or iMaps website page for an image of your lot from the recorded subdivision plat or the base/imagery map (with the property lines and any easements shown, as required).

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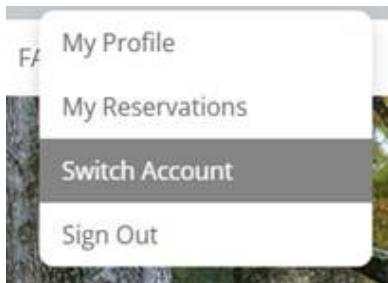
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**ARC REQUESTS MUST BE SUBMITTED ON THE MASTER ASSOCIATION WEBSITE.**

If you do not see the ARC Request option on the Dashboard page, you will need to switch from the sub-association to the master association website page.

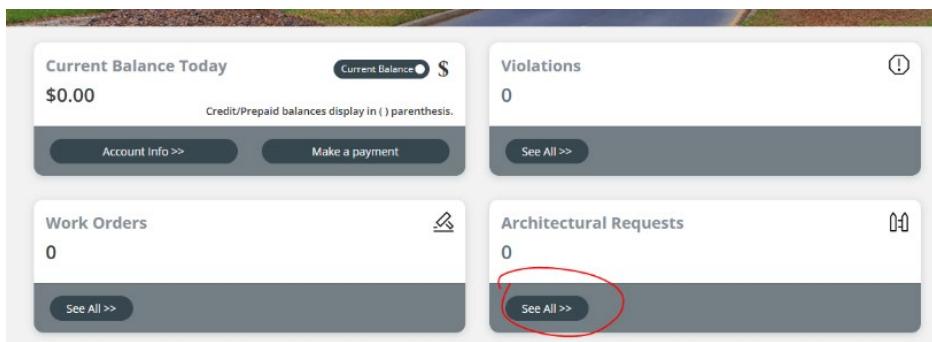
**How to Switch HOA accounts in WebAxis:**

1. [Log in](#) to your HOA account.
2. Click on your name in the top right corner of the screen.
3. Select **Switch Account**.



4. On the pop-up screen, click the radio button beside the **Master Association**.
5. Click the blue 'Switch Account' button.

You should then be redirected **to the main HOA website**, where you will find the **Architectural Request** portal on the Dashboard screen.



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