

# *Design Guidelines*

*For*

*Glenhaven*

*Townhomes*

*As of July 8, 2008*

**Introduction:**

These design guidelines are to serve as a minimum set of design principles and standards for the Glenhaven townhome community. Glenhaven Homeowners Association, Inc. has been established to administer a Declaration of Covenants, Conditions and Restrictions for Glenhaven.

It is intended that these guidelines be used by any builder or owner within the Glenhaven townhome community and are intended to supplement other documents requiring compliance, such as the Declaration of Covenants, conditions and Restrictions. Because the design guidelines are subject to change, it is always advisable to ensure you have the latest copy with any updates or amendments. An Architectural Review Committee (ARC) has been established to assist in the implementation of the design guidelines and to insure individual builder/owner compliance and compatibility. The Developer of Glenhaven shall appoint the members of the ARC, which shall review and approve all initial construction which, in its sole determination, meet the architectural guidelines. Subsequent modifications to the dwellings and lots by the respective homeowners must be approved in advance by the ARC Committee as provided for in the DCCR.

These guidelines or portions thereof are subject to change by the Developer or its assigns at any time without notice. The Developer reserves the right to waive any of the guidelines as they pertain to the initial construction of a dwelling if the Developer determines, in its sole discretion, that the one or more of the guidelines should be waived.

The architectural guidelines for Glenhaven are intended to establish design standards that will form the basis for good creative designs and neighborhood continuity. The guidelines are not intended to limit creativity or to place undue hardships upon the builders in terms of design or construction. The design of each residence should inspire a sense of individuality, while fitting into the character of Glenhaven.

**General Responsibility:** The construction of any landscaping, irrigation, screening, etc., development of any common open space amenities such as the walking trails, entry features, walls and graphics at the entrance, and any lighting pertaining to these areas will be the responsibility of the Developer.

The builder/owner is responsible for individual site development and maintenance including the area within the public street right of way. The builder/owner is responsible for compliance with these design guidelines.

**Streetscape:** The builder/owner is encouraged to create a visually interesting streetscape through the use of varied facades, elevations, materials, colors and arrangements along the streets.

No twin home building shall use an identical exterior brick color as the building on either side or across the street. The ARC will be responsible for reviewing this parameter and advising the builder of the brick color options prior to construction. There are additional architectural elements required on the exteriors of all of the twin home buildings. These are addressed below.

**Grading and Drainage:** In general the builder is responsible for conducting all grading and construction operations in a neat, orderly, timely way. Streets are to be left clean and free of dirt and debris. Any work previously done within rights-of-ways, common open space or other lots, etc. which is damaged by the builder shall be promptly and properly repaired, such as cable cuts, curb damage, etc.

**Positive Drainage Requirements:** The builder/owner is responsible for providing positive, drainage away from the house for each lot.

The builder/owner is responsible for not concentrating and discharging storm water as a point source from one lot to any other lot or area within Glenhaven unless it is within a prescribed drainage area and indicated on an overall plan.

The builder is responsible for attempting to use and preserve natural drainage ways to the extent possible.

Roof drainage must be handled so as to not create an erosion problem, or a negative drainage problem. Gutters and downspouts must provide positive drainage away from the building piped underground if possible.

**Erosion Control Requirements:** The builder/owner is responsible for providing erosion control measures in compliance with state and local requirements.

Swales are to be graded shallow but wide to slow run-off. Steep abrupt cuts are to be avoided. Transitions back to natural grade should be smooth. Lot grading may not alter grading within the street right-of-way. Smooth transitions should be made throughout.

**Facades:**

**General:** All exterior facades shall contain 90% brick or stone. Vinyl trim and cedar impressions are permitted on 10% of the building.

Each outside corner of a building (2 homes) shall have matching brick quioned corners on the front elevations. No concrete quions will be allowed. Contrasting quions, jack arches and soldier courses are permitted with the exception of the gables,

**Brick:** The brick will be purchased from Pine Hall Brick with seven (7) color options: Sandalwood, Millstone, Barcelona, Casa Grande, Stratford Rose, Old Hampton, Rustic Village and Oyster Pearl.

If Pine Hall discontinues a brick selection, it will be the responsibility of the ARC to select an alternate brick of similar style and color.

**Columns:** All columns on the front façade shall be a minimum of 8 inches in width and be of vinyl or composite material.

**Front Porches and/or Stoops:** All railings and pickets shall be of vinyl or wrought iron. No treated or painted lumber will be permitted.

**Back Porches and/or Decks:** All railings, pickets and columns will be of vinyl or composite material. Wrought iron is permitted. Decking boards and steps treads may be treated lumber. Basement lot decks may have treated post supports. Riser boards and bands to be composite material.

**Exterior:**

**Windows:** All windows shall be vinyl clad in white or crème (no brown) with a grid pattern

**Shutters:** No louvered shutters will be permitted.

**Front Doors:** No steel front doors will be permitted.

**Storm Doors:** Not required, however the Developer will supply the name and manufacturer of a standard full view style storm door that can be purchased at most local building supply stores.

**Garage Doors:** Carriage style garage doors with 1 row of glass on the top will be the only permitted garage door.

**Gutters:** White, linen, brown or black will be the only permitted colors.

**Roof:** 30-year dimensional roof in a standard weathered wood color. No flat tab shingles will be allowed. The minimum slope on all roofs should be an 8 in 12 on the main roof section. Certainteed Shingle .....(Joe to provide)

**Driveways:** There must be a 2-foot minimum grass separation of the driveway between each twin home units excluding the flair at the end of the driveway and the right of ways. Material must be concrete.

No stamped concrete or brick driveway aprons will be permitted.

**Mailboxes:** The developer will select a standard mailbox to be installed by the builder and maintained by the homeowner. Mailboxes placement shall be on the outside of driveways and not in the space between each driveway.

**Roof Top Antenna and Satellite Dish:** No exterior antennae, aerials, satellite dishes, or other apparatus shall be allowed on any portion of the lot, including any unit, without prior written consent of the ARC. Satellite dishes smaller than 39" placed other than on the front of the house are acceptable with prior approval from the ARC.

**Setbacks:** 22-25 -foot minimum setback on the front measured from the closest wall of the home to the back of the curb.

**Landscape:** Any landscaping of common open spaces, streets and rights of way and entry sign features is the responsibility of the Developer.

***Minimum requirements:*** 25 plants and 4 trees in the following combination:

*Front Yard Trees:* Zelcova, Crepe Myrtle 2" in diameter and Alberta Spruce at 48" tall in each corner of the building.

*Front Yard Plants:* Ten, (3) Gallon plants will be required in the following varieties: Carrissa Holly, Ottolukin Laurel, Jumbo Azalea, Harbor Dwarf Nandinia.

*Back and Side Yards:* Soft Touch Holly, Burning Bush and Sargent Juniper. Arborvita and Alberta Spruce will be required on the corners.

Irrigation is optional with sod required across the front of the home to the back corner and one half the distance between buildings.

**Signage:**

Entrance signs, directional signage and facilities signs and lot signs will be the responsibility of the developer.

The builder/owner may erect one company sign (6 square feet maximum) of his own without prior written approval of the Developer.

One real estate for sale sign may be erected in front of the home by a listing agent.

It is the responsibility of the builders and homeowners to maintain any permitted signage in a neat, attractive manner. Any signage, which is not properly maintained, is subject to removal.

All uses of the Glenhaven logo by parties other than the Developer are subject to approval of the Developer or as stipulated in contracts with the Developer.

**Approvals and Submissions:**

All twin homes in Glenhaven must first be approved by the Architectural Review Committee (ARC) prior to commencing construction. Complete plans must be submitted to the ARC for review. The review will occur in a timely manner as outlined and will be for compliance with these guidelines. Plans will be reviewed on a timely basis.

***General Responsibilities:*** The ARC is responsible for providing a concise timely review of submitted plans and specifications. Plans and specifications will be reviewed for conformance

with the Glenhaven Design Guidelines and the Declaration of Covenants, Conditions and Restrictions for Glenhaven.

The builder/owner is responsible for conformance with the Design Guidelines and Declaration of covenants, Conditions and Restrictions. Upon approval by the ARC, the builder/owner is responsible for conforming to the approved plans and specifications. Construction of new homes must be reviewed and approved by the ARC prior to any construction on any residence. The only exception is interior modifications. Additions and alterations must be submitted to the ARC.

***Submission Requirements:*** The builder/owner is required to submit complete and accurate design and construction documents for examination by the ARC. A completed application for Construction and submission checklist must accompany two sets of plans containing all required information per the checklist.

***An Application for Construction and Submission Checklist is available from the Glenhaven Architectural Review Committee. Plans and Specifications shall be delivered to:***

***Thornfield & Associates, LLC  
352 James Road  
Clemmons, NC 27012***

***Each submittal shall consist of two (2) sets of blue-line prints, site plan and supplementary material specifications, if not on the drawings.***

The ARC shall review each submittal and approve or disapprove it in writing with recommended revisions to those aspects of the plans that are inconsistent with the design guidelines. Plans will be reviewed for approval only after all required information has been completed on the Submission Checklist. Please allow a minimum of ten (10) working days for the review to take place.

If plans are not approved, the applicant will be contacted for revisions and/or additional information. A satisfactory review of additional information will result in approval.

Construction shall proceed only after written approval of the final set of drawings and specifications. Unapproved changes that occur during the actual construction that differ from approved design will require alterations at the builder/owners expense to restore compliance with approved drawings.

The builder/owner has complete responsibility for compliance with all governing codes and ordinances. Approval by the ARC shall not constitute approval by any other agency.