

Creekshire Homeowners Association Guidelines

The following guidelines have been established to better clarify Creekshire's Declaration of covenants, conditions and restrictions (CCR) for which the Architectural Control Committee (ACC) have been appointed to review and approve. In the event these guidelines are in conflict to the CCR, The CCR will take precedence. Therefore, please review both these guidelines and the CCR.

Forms must be submitted to the Chairman of the ACC at least 10 days in advance. With the form, please include a plan, color samples, along with any other details that will enable the ACC to make a decision.

I) Exterior Building Alterations (CCR Section 6.02, 6.03, and 6.10)

- a) ACC approval is required for all exterior building alterations. Building alterations include, but are not limited to, storm doors and windows, construction of driveways, garages, storage sheds, carports, porches, pool houses and room additions to a house.
- b) All painting of exterior surfaces requires ACC approval. Proposed color changes should be in keeping with the predominant colors found in the neighborhood and should be consistent with the architectural style of the house. Suggested paint colors are available at the Covenants link of the creekshire.org website, however ACC approval is required regardless of the chosen color. Please submit the following information:
 - i) Paint chip(s)/sample(s) of the paint color to be used; and
 - ii) Area of the house to be painted.
- c) Owners are advised that a building permit will be required for certain exterior building alterations.
- d) ACC approval is required for dog houses. All dog houses must be located where they will have minimum visual impact on adjacent properties.

II) Patios and Walkways (CCR Section 6.05, 6.06 and 6.12)

- a) ACC approval is required for patios and walkways.
- b) Patio standards:
 - i) The patio can not extend beyond the sidelines of the house and can not extend to within 5 feet of side property line; and
 - ii) The patio can not exceed 6 inches above ground level at any point.
 - iii) Patios shall be constructed of natural colored concrete, slate, flagstone, brick, or wood (no synthetic turf is permitted). Patios must be harmonious in design with the adjoining structure and must not impinge in any way on the privacy of neighboring properties.
- c) Walkway standards:
 - i) The walkway cannot extent beyond the sidelines of the house and can not extend to within 5 feet of side property line; and
 - ii) The walkway can not exceed 6 inches above ground level at any point.
- d) ACC approval is required for patio covers, trellis, permanent siding, railing and other permanent items not enumerated above.
- e) Public sidewalks located adjacent to an owner's property must remain clear of overgrown bushes, trees and other objects (toys, trash, etc) to allow walking access to the neighborhood. It is the owner's responsibility to clear all landscaping that overhangs sidewalks on a regular basis.

III) Play Equipment, Play Houses, Tree Houses (CCR Section 6.16)

- a) All play houses and tree houses require specific ACC approval. Play houses and tree houses must be located where they will have a minimum visual impact on adjacent properties and within guidelines of play equipment. Material used must match existing materials of the home and the tree house/play house may not be larger than 100 square feet.
- b) ACC approval is not required for play equipment if the play equipment is located:
 - i) Within the extended sideline of the house in the rear yard;
 - ii) Within the screened fenced area of the rear of the house, when the yard is fenced; and
 - iii) Such that it will have a minimum visual impact on adjacent properties.

IV) Basketball Goals (CCR Section 6.16)

- i) Basketball goals:
 - (1) Must be portable;
 - (2) Must be adjacent to driveway, unless approved by the ACC;
 - (3) Posts and backboard must be painted black or blend with the environment; and
 - (4) No more than one goal per home.

V) Private Pools, Jacuzzis, Hot Tubs (CCR Sections 6.05, 6.06 and 6.10)

- i) ACC Approval is required for pools, Jacuzzis and Hot Tubs.
- ii) A form must be submitted indicating the placement of the pool and deck, size of pool (square feet), location of privacy fence, landscaping and lighting. See CCR Section 5.06 for a list of required drawings and documentation to be submitted to the ACC for approval.
- iii) Above ground pools are not permitted under the CCR.
- iv) Spas and hot tubs must be (1) located in the rear yard as far away as possible from adjacent properties so that their normal use, presence and mechanical noise do not adversely affect those properties; (2) integrated into a deck, patio or the topography, and (3) screened from view by permissible fencing or landscaping. All mechanical equipment, pipes and wiring shall be concealed. When set into above-ground decks, the understructure of the spas/hot tubs should be screened. The installation of a spa or hot tub may be denied due to its adverse affects on adjoining properties.
- v) No exterior structures (pool houses, gazebos, etc.) may be constructed or set up for electricity and/or plumbing without written approval from the Board of Directors.

VI) Fences (CCR Section 6.11)

- a) ACC Approval is required for all fencing.
- b) All forms must include the following information:
 - i) Picture or drawing of the fence type;
 - ii) Dimensions (maximum height may not exceed 5 feet 6 inches;
 - iii) Site plan: a site plan denoting the location of the fence must accompany the form. Fences shall not be located closer to any street than the rear edge of the home. On corner lots, the fence shall not be closer to any side street than the building line of the lot; and
 - iv) Crossbeam structure shall not be visible from any street. (It must face toward the yard.)

VII) Exterior Landscaping and Maintenance (CCR Sections 6.05, 6.06 and 6.07)

- a) Each owner shall keep his lot and all improvements thereon in good order and repair, including but not limited to seeding, watering, mowing, edging, the pruning and cutting of all trees and shrubbery and the painting or other appropriate external care of all buildings and improvements. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set in the surrounding community.
- b) ACC approval is not required for ornamental trees and shrubbery. However approval is required for screen planting (row or cluster style) and property line plantings. Complete re-design of landscape plans must also be approved.
 - i) Forms must include a description of the types and sizes of trees or shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwelling(s).
- c) All mulched landscape beds must be kept in good repair.
- d) Any tool or items stored outside must be screened from view.
- e) Each owner is responsible for removal of debris, clippings, etc. from the property line to the center of the street. All planting areas should be properly maintained at all times.

VIII) Firewood/Garbage Cans (CCR Section 6.14)

- a) Firewood piles are to be maintained in good order, covers must be an earth tone, or black color, and must be located within the sidelines of the house and in the rear yard out of the line of sight from the street.
- b) Outdoor storage of garbage cans (except when placed at curb side for pick-up) must be screened from view from the street.

IX) Decks (CCR Sections 6.05, and 6.10)

- a) ACC approval is required for all decks.
 - i) The application form must include a site plan denoting location, dimensions, materials, and color.
 - ii) Decks may be of wood or synthetic material.
- b) Owners are advised that a building permit may be required decks.
- c) Painting/staining of decks require ACC Approval for any color other than the natural wood color.

X) Vehicles and Parking (CCR Section 6.15)

- a) No boat, trailer, camper or recreational vehicle may be parked or stored in open view on residential property or on the street for longer than a 48-hour period.
- b) All vehicles parked in open view and not in a garage must be operable and may not be unsightly.
- c) No vehicle may be parked on any yard. As a general rule, parking of vehicles on the street is strongly discouraged, especially overnight. Temporary parking is allowed if not a nuisance to neighbors or impediment to traffic flow. Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to driveways and through traffic.
- d) No vehicle may be parked opposite a driveway.
- e) No vehicle may be parked opposite another car parked on the street.
- f) Commercially marked vehicles are only permitted to park in a driveway or on the street on a temporary basis (less than 24 hours) unless stored in the garage with the garage door closed.

XI) Signs (CCR Section 6.09)

- a) "For Sale" and "For Rent" signs are permitted within the limitations of Cobb County ordinances. A community "for sale" sign is available by request to the board.
- b) "Garage Sale" signs are permitted Thursday through Sunday, within 3 days of the sale.

XII) Antennae and Satellite Dishes (CCR Section 6.13)

- a) ACC approval is required for all exterior antennae or satellite dishes prior to installation.
- b) No satellite dishes more than 24" in diameter; and
- c) Antennae and Satellite Dishes must not be visible from the road unless there is no other way for the owner to obtain reception. Owner is responsible to obtain verification from a satellite service provider confirming that reception can not be received at the preferred location.

XIII) Mailboxes and Mailbox Posts (CCR Sections 6.02 and 6.06)

- a) All mailboxes and posts must be replaced with the standard units (black box and post) used in Creekshire. These may be obtained through Bachelor Welding & Fabrication at 770-945-9600.
- b) Mailboxes must be kept in good repair.

XIV) Vegetable or Fruit Garden Plots (CCR Section 6.06)

- a) Vegetable or Fruit Garden plots must be located behind the rear line of the house with the exception of houses set on lots at angles and houses on corner lots. In the case of the latter, these garden plots must be located outside of the line of sight from the street.

XV) Retaining Walls (CCR Section 6.05 and 6.06)

- a) Retaining walls built with brick, stone or wood will be considered by the ACC but the use of pressure treated timber is preferred. Retaining walls shall be at the minimum height needed to serve their function. The top of the wall should be integrated into the terrain, terraced, if necessary, but level.

XVI) Gutters/ Downspouts (CCR Section 6.05 and 6.10)

- a) Extending, adding or reconfiguring gutters and downspouts require ACC approval.
- b) It is the responsibility of the homeowner to determine that the modifications will not result in damage to any other lot or the common areas.
- c) The color of gutters and downspouts should be harmonious with the design and color of the adjoining structure. Downspout extensions should be concealed as much as possible.

APPLICATION PROCEDURES

Architectural control forms must be submitted for any exterior modification, even if it is (for example) only a change in paint color (or repaint the same color) or roof color. These forms must be submitted before you commence any work.

How To Apply

Architectural control forms are posted at the Creekshire website. You may also acquire a copy by contacting the ACC Chair or the Creekshire HOA president. Following is a checklist to insure your project will receive prompt consideration:

___ Review the ACC guidelines that most closely relate to your project.

___ Gather information about your planned modification. Whether seeking bids, working with your prospective contractor, or designing a do-it-yourself project, you should provide, in writing, as many details as possible. This will benefit all parties (you, the contractor, your neighbors, and the ACC) and will help head off future misunderstandings.

___ Obtain construction documents (or drawings) prepared by a qualified person. Documents should include details of construction, materials, waterproofing, drainage, plans, sections, elevations, code requirements, etc.

___ Call the Cobb County Government building permits at (770) 528-2043 to determine whether any permits will be needed for the work. It is important to remember that a project may be acceptable as far as the City is concerned but remain unacceptable to the ACC. In all cases, Creekshire HOA covenants take precedence.

___ Make sure your forms are submitted to the ACC Chair. The chair can always be reached at acc@creekshire.org. See the website (www.creekshire.org) additional contact information.