

**CALLONWOOD  
ARCHITECTURAL REVIEW  
COMMITTEE (ARC) GUIDELINES  
and  
COMMUNITY STANDARDS**

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**Approved**

	<b>President, Callonwood Master HOA</b>
	<b>President, Callonwood Townhome HOA</b>
	<b>Chairman, Architectural Review Committee</b>

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## **Section 1 - Introduction**

The following are current Guidelines for the Callonwood Architectural Review Committee (ARC) and Standards and Guidance for Landscape / Lawncare.

The Homeowners of Callonwood need to consider these Guidelines in making a decision on your improvement project and maintaining your property. These Standards and Guidelines are based on the Callonwood Declaration of Covenants, Conditions, and Restrictions (Master and Townhome). The Guidelines apply to both the Single family and Townhome properties. Specific Townhome Guidelines are denoted in these Guidelines otherwise the contained Guidelines apply.

The Callonwood Townhomes also have the Callonwood Townhomes Can-Do List that contains information of projects that can be completed without ARC approval. The Can-Do List is maintained by the Callonwood Townhome HOA with assistance from the ARC.

For all improvement projects Homeowners should be considerate of their neighbors, both present and future, when planning and submitting projects for approval. The ARC retains the right to change these Guidelines at any time.

## **Section 2 - ARC Process**

All requests are to be made using the CALLONWOOD HOMEOWNER'S ASSOCIATION, INC. ARCHITECTURAL CHANGE REQUEST FORM.

All Request Forms are to be completed in entirety before processing.

It is the Homeowner's responsibility to read and understand the Callonwood Declaration of Covenants, Conditions, and Restrictions and other community documents prior to submittal of a Request Form.

The Homeowner is responsible to ensure compliance with any laws or restrictions concerning permits, setbacks, and any other state or local laws.

The Homeowner is responsible for requests submitted by third parties (builders, fence contractors, etc.) and should cosign the Request Form prior to submittal.

Requests are valid for 60 days from approval. Resubmittal will be required if project has not been started within that time frame.

Upon Approval the Owner will be given an ARC APPROVAL sign to be displayed where it can be visible from the street. This sign will help the management company and Callonwood resident know that the work being performed has been approved. Upon completion of the work it is requested the sign be returned to the ARC chair for re-use.

[Townhomes - The Callonwood Townhomes should consult the Callonwood Townhomes Can-Do list for a list of pre-approved items such as storm doors, planting guidelines, and paint colors allowed. The Can-Do List can be found on the Abbott Excellence website or by contacting a member of the Callonwood Townhome HOA Board members.]

### **Section 3 - Fencing**

There are two types of fencing to be considered; privacy fencing and perimeter fencing. Privacy fencing is that fencing used for screening a defined areas such as a patio or deck. Perimeter fencing is that fencing used to enclose a large area such as a yard. Tall privacy fencing is NOT to be used as perimeter fencing.

Erecting a fence requires prior approval of the ARC and implies consent to allow your adjacent neighbors to attach to your fence.

No “double” fences are allowed. This applies to adjacent properties where an existing fence has been previously installed.

#### **Perimeter Fences**

##### **Single Family**

- Black “wrought iron” and white PVC picket fences are the two acceptable current standards for all Single Family housing.
- Height is restricted to 5 feet high.
- Location from outermost back corners of the house to the property lines is encouraged but not required. The Homeowner is solely responsible for ensuring correct property lines are followed during installation.

#### **Patio Privacy Screens:**

##### **Single Family**

- White PVC privacy panel, with or without lattice on top, with one end at the house and extending no more than 8 feet into the yard, at any height between 4 and 7 feet tall, is approved as a privacy screen.

##### **[Townhomes]**

- The HOA or landscaping company providing maintenance is NOT responsible for normal wear and tear of the privacy screens for trimming, edging, and mowing purposes. Privacy screens should not interfere with townhome or landscaping maintenance.
- White PVC privacy panel, with lattice on top extending no more than the width of the patio (not into the yard) is approved as a privacy screen. The privacy panel can cover the length of the patio allowing for normal sidewalk access.

## **Section 4- Outdoor Play Equipment**

### **Sports Equipment**

- Sports equipment such as portable (soccer, baseball, lacrosse, etc.) goals and trampolines must be located behind the house and screened from sight, or taken inside daily.
- Trampolines:  
A trampoline requires approval of an ARC request form prior to installation.
- Basketball Goals/Hoops/Poles:
  - 1) A submission will be approved if all of the following requirements are met for a permanent or portable goal:
    - For homes with the garage perpendicular to the street (“side-load” garage), placement is at the back end of the driveway or opposite the garage, no closer to the street than the corner of the home closest to the street.
    - For homes with the garage facing the street (“front-load” garage), placement is in front of the garage or no more than halfway between the garage and the street.
    - Backboard shall not be attached to home.
    - Backboard is rectangular (or rectangular with a rounded top) and clear, white, or grey in color.
    - Hoop is permanent, with traditional (non-chain) netting.
    - Post is metal and black or dark green in color.
  - 2) Other goals and/or placement locations will be evaluated on a case by case basis. In such cases, care should be taken to install the basketball goal in the least obtrusive location possible.
  - 3) In the case of “portable bases”, to stabilize the basketball goal, please follow manufacturer's directions to fill the base completely with sand. Water is not recommended due to leakage. For aesthetic and safety reasons, it is not acceptable to place items on top of the base for added stability.

[Townhomes]

Basketball goals are not permitted in the alleys of the townhomes for safety reasons.

### **Children’s Playsets and Swingsets**

- Children’s playsets and swingsets require approval of a Request Form prior to installation.
- Playsets and swingsets should be situated behind the house and on the property as to not interfere with adjoining property.
- Playsets and swingsets should be of reasonable size for the property and constructed of common material such as wood, metal, or plastic and be maintained in good aesthetic condition.
- Treehouses are not allowed within Callonwood.
- Playhouses must meet the standards for storage sheds. Refer to Section 5.

## **Section 5 - Storage Sheds / Temporary Storage**

### **Storage Sheds**

- No outbuilding storage sheds shall exceed 100 square feet, no one side shall exceed 10 linear feet, and the overall height shall not exceed 8 feet above ground level.
- Shed dimensions shall be restricted to a reasonable percentage of the related Lot dimensions and location shall be at least 5 feet from property lines.
- Building components shall coordinate in both color and material to adjacent house exterior.
- Approval is contingent on landscaping to screen storage shed from view from the street or neighbors.
- No storage of items outside of this storage shed shall be permitted.

### **Temporary Storage**

Temporary Storage in the form of trailers, including PODS, will be permitted for a maximum of seven days. For safety reasons the temporary storage should be placed in the driveway if possible. If the temporary storage unit must be placed on the street it must be placed in front of the residence. It must not impede traffic or cause a safety concern.

## **Section 6 - Flags / Free Standing Flag Poles**

- Free standing flag poles are NOT permitted.
- Flags may be displayed using a bracket or other approved device mounted to a dwelling as long as the size of the flag does not exceed a standard size, recommended to be 3' x 5'.

## **Section 7 - Antenna and Satellite Dishes**

- All Satellite dishes require an Architectural Request Form be submitted.
- Antenna and satellite dishes must conform to the requirements set forth in the CCRs.
- Any satellite dish shall be installed for minimal visual intrusion (i.e. is located in a manner that minimizes visibility from the street or adjacent lot) or properly screened.
- Requests must be handled expeditiously by the ARC and not preclude the quality of signal reception or result in unreasonable costs to the owner.

## **Section 8 - Mailboxes**

- The community mailbox is the standard approved by the ARC.
- Numbers or letters placed on the mailbox shall conform to standards.
- Mailbox specifications and vendor(s) for the acquisitions and service of the mailbox are shown in Attachment 3 - Mailbox Information.
- Cost and maintenance of the mailbox shall be the responsibility of the homeowner. Mailboxes shall not be altered or modified in any way.

- Callonwood has standard mailboxes and replacement parts may be obtained from Abbott Enterprises through:

Diversified Signs & Graphics  
 1123 James Harvey Road  
 P. O. Box 1112  
 York, SC 29745  
 803-628-1121 Phone  
 803-628-1109 Fax

## **Section 9 – Exterior Improvements**

- All exterior lighting must be approved by the ARC. Fixtures should enhance the design of the house, lot and community.

[Townhomes – Townhomes must replace the exterior lighting with exactly the same design of fixture.]

- Light source shall not create a nuisance or emit glare directly to streets and adjacent properties.

## **Section 10 - Landscape Improvement Guidelines**

### **General**

All landscape planting improvements affecting the size or location of planting beds or lawn areas must be submitted for approval. Generally, supplementing, replacing or adding plants to an existing planting bed does not require approval except in cases where plant material may be a nuisance or otherwise negatively impact the community. [Townhomes – Consult the Can-Do List for information on approved planting.]

- All hardscape improvements (i.e. improvements other than plant materials, such as paving, trelliage, bird houses, statuary, borders, walls etc.) must be submitted for approval. Avoid mixing types or styles of hardscape materials (such as a wall with stone and another with timber, or two types of edging, etc.).

### **Location of Improvements**

- Contact a utility locator service, the NC One-Call Center or the designated user prior to any projects involving digging. Homeowners and their contractors are responsible for any repairs due to their work. Limit improvements in these easements as the easement serves as a repair route for service vehicles and repair equipment. Any obstacles within a recorded easement may be removed (and not replaced) by the utility (or designated user) without notice as deemed necessary.
- Improvements shall not impede or block drainage swales or otherwise redirect established surface drainage patterns.
- Hardscape improvements shall not be located within the street ROW (the area between the back of curb and property boundary with the exception of edging).
- Landscape improvements are also discouraged in the ROW and must be submitted and approved prior to installation.



- Landscaping for the purpose of screening should be of height and size to presently screen the object from view of the street and neighbors. Future growth of screening is not considered.

#### **Topography:**

- Topography of the property is designed to allow suitable drainage for your lot and adjacent lots. If the finished grades are to be modified (raised or lowered), then a grading and drainage plan must be submitted to the ARC for review.
- Overall drainage patterns must not be modified. Piping or concentrating runoff generally is not allowed.

#### **Lawns:**

- All yard areas shall be established as turf grass, planting beds or maintained as natural areas.
- Turf grass shall comprise a minimum of 50% of the pervious area of the front yard and each side yard.

#### **Landscaping**

- Supplemental landscaping for aesthetic and environmental purposes is encouraged.
- Planting areas should be designed with flowing forms and a mixture of plant types.
- Avoid linear plantings of a single species, plants that may be a hazard or nuisance to adjacent Lots (i.e. weak wooded trees, plants that create "litter", etc.), or plants that may be impractical for their location (i.e. low branching or evergreen trees near sidewalks, etc.).
- All planting improvements other than plant replacements and the addition of plants within an existing bed shall require ARC approval.
- All ornamental plants, shrubs, hedges, etc. shall be contained within common planting beds.
- All planting beds are to be mulched and maintained.
- Trees and individual specimen plants may be placed in the lawn with a mulch saucer.

#### **Natural areas**

- No tree over 2" caliper, measured 6" above grade shall be removed from a lot without approval from the ARC. Homeowners are encouraged to maintain small saplings of desirable species as succession forest plant.
- Any underbrush may be cleared out by the homeowner however the area must be mulched or otherwise stabilized.
- Drainage easements shall be maintained and kept free from debris blocking or diverting water from flowing properly.

#### **Garden Areas**

- Garden areas are allowed as approved by the ARC.

- Gardens shall be of a size and scale appropriate for the lot and should not exceed 250 square feet.
- Gardens should not be visible from streets and may be required to be screened from adjacent homeowners.
- Gardens shall not create a nuisance or hazard of any kind to adjacent lots or common open space areas.
- Gardens that are not properly maintained as determined by the ARC shall be in violation.

### **Irrigation**

- Irrigation systems should not impact streets, walks, adjacent lots, common open space or environmentally sensitive areas.
- The homeowner shall be responsible for any damage to systems located within the street Right of Way or other easements.
- Per NC General Statute 136-102.6, irrigation components (heads, valves, lines, etc.) located in the public right-of-way requires an encroachment agreement from the town or NCDOT before installation.

### **Synthetic Lawns**

- Synthetic Lawns (i.e. putting greens) are allowed as approved by the ARC.
- Synthetic Lawns shall be of a size and scale appropriate for the lot and should not exceed 250 square feet.
- Synthetic Lawns shall be at ground level with the existing terrain and shall not be visible from streets.
- Synthetic Lawns may be required to be screened from adjacent lots and/or common open space.
- Synthetic Lawns shall not create a nuisance or hazard of any kind to adjacent lots or common open space areas.

### **Walls / Retaining Walls / Raised Planters**

- Walls / Retaining Walls / Raised Planters should add an aesthetic element to the landscape design as well as complement the house and lot. The following wall materials are recommended:
  - Timber (new material only if visible from the street).
  - Rail Road ties (rear yard only).
  - Landscape Stone (landscape stone is typically categorized or named).
  - Brick, matching house if applicable.
  - Manufactured segmental block (i.e. keystone) matching or complementing the style and colors of the house.
- Walls shall be a maximum height of 24 inches with columns at a maximum height of 30".
- Consecutive runs of ornamental walls shall not exceed 30 feet in length.
- Walls shall function as a complement to the landscaping and shall not function as a barrier or partition.
- Walls and Raised planters shall not be constructed within the front setback.

- Retaining Walls shall be permitted with ARC approval based on topographic conditions.
- Raised planters outside the building setback located in the front yard are allowed maximum height of 24 inches with columns at a maximum height of 30”.

#### **Walks/Drives**

- All paving additions or extensions must be approved by the ARC.
- Paving is allowed within building setbacks however no closer than 1 foot from any property lines.
- Large expanses of paving are discouraged..

#### **Garden Pools**

- Garden pools are allowed as approved by the ARC.

#### **Mulch**

- Mulching of planting beds is required.
- Large expanses of mulch areas are discouraged.
- The following mulches are recommended:
  - Pine needles
  - Hardwood/Pine shredded wood mulch
  - Hardwood/Pine wood nuggets
- All other mulches must have ARC approval prior to installation. Stone, gravel or colored mulch shall match the base of the house and only be allowed in areas immediately adjacent to the house.

#### **Edging**

- Edging is the material often used to separate planting beds from lawn areas and similar applications and is generally installed flush with the surrounding lawn, but not to exceed 4 inches in height above grade.
- The following edging materials are recommended:
  - Black, plastic edging installed flush with the lawn
  - Metal edging installed flush with the lawn (Black, Brown, or Green in color)
- Landscape stone or brick border to match or complement the colors of the house.
- Pre-cast landscape block (i.e. keystone) border to match or complement the colors of the house.
- All edging must have ARC approval prior to installation.

### **Section 11 - Landscape / Lawncare Maintenance Standards and Guidance**

The Owner(s) of each lot in Callonwood shall have the duty and responsibility, at such Owner's sole cost and expense, to keep that part of the Callonwood Property so owned, including, without limitation, the Improvements, Utility Easements, Irrigation Easements, and Drainage Easements or other rights-of-way incident thereto, in accordance with the terms and provisions of the Declaration of Protective Covenants for Callonwood (the "Declaration" or "CC&R's") in a well maintained, safe, clean, and attractive condition at

all times. Such maintenance includes, but shall not be limited to maintaining lawns, gardens, shrubbery, etc. and keeping exterior lighting and mechanical facilities in working order.

Townhomes – The Callonwood Townhomes maintenance is contracted. Except where the individual has planted additional items maintenance is not required. Where additional items have been allowed per the Can-Do List or ARC Approval it is expected that these items will be maintained in accordance with the Standards and Guidance. The maintenance (mulch, drainage blocks, etc. shall not be disturbed by the homeowner without approval.]

The *Standards* contained herein are established and adopted pursuant to the authority of and as an extension to ARTICLE V, SECTION 2: COMMUNITY-WIDE STANDARD of the Declaration. These Standards supersede any and all Standards and Guidelines for Lawn Care and Landscaping Standards previously issued by the Callonwood Home Owners Association, its assigns, developers, and/or builders. It is intended to provide guidance to Owners regarding community requirements for lawn and landscaping maintenance.

The authority to enforce these *Standards* and to impose fines and penalties for violations is derived from (1) the Declaration and its By-Laws and (2) North Carolina General Statute 47F, known as the North Carolina Planned Community Act. Violations will be enforced according to procedures defined in the Violations SOP.

All *Standards* listed below will be enforced as written.

The enforcement of other *Standards* is left to the discretion of the Board or its' duly appointed representatives (for example, the Modifications and Beautification Committee). In enforcing these, the Board or its representatives shall first attempt to work with the homeowner to achieve results that are satisfactory to all parties concerned with regard to the minimum *Standards*, community aesthetics, homeowner capabilities, etc. Should the homeowner chose not to or fail to cooperate with the Board and the community, the Board may seek to impose fines and penalties.

The following are divided into *Standards*, which are minimum expectations enforced as described above, and *Guidance*, which is information provided to help the homeowner maintain his property in compliance with the Standards,

#### **Lawn Care and Maintenance**

##### ***Standard***

- Lawns SHALL be mowed as frequently as is required to maintain a neat and uniform appearance.
- Grass SHALL NOT be allowed to exceed six (6") in height and shall be cut before it develops mature seed heads.
- Driveways, sidewalks, walkways, curbs, bed borders, SHALL be edged or trimmed and kept neat looking.

- Lawns SHALL be trimmed around fixed structures (e.g. house, mailbox, outbuilding, fences) to a comparable height of the mowed lawn.
- Joints and seams in walks and driveways SHALL be kept clear of vegetation at all times.
- Grass clippings SHALL be removed from walks and driveways. Homeowners should also remove grass clippings that have blown onto streets and from sidewalks.
- Excess clippings SHALL be raked up, and disposed of properly. Grass clippings SHALL NOT be blown or emptied into storm water catch basins or other waterways and SHALL NOT be disposed of onto the Common Property of the Community.

#### ***Guidance***

- Lawns should be kept essentially weed free and as green and healthy during the growing season as conditions permit.
- Lawns should be free of bare spots.
- Recommended mowing height for tall fescue and similar grass species is 3 – 3 1/2 inches. Recommended mowing height for carpet and warm weather grasses, such as Bermuda, is approximately 1". Residents are encouraged to water, fertilize, aerate, and otherwise maintain their lawns as is appropriate to the season, weather conditions, etc.
- Month - Recommended Fertilizer Application rate for tall fescue:
  - February: 22 – 4 – 12 w/ pre-emergent 7 lbs / 1000 sq. ft. or per herbicide manufacturer's instructions
  - May: 20 – 4 – 10 w/ pre-emergent 7.5 lbs / 1000 sq. ft. herbicide
  - October: 22 – 4 – 14 15 lbs / 1000 sq. ft
  - December: 22 – 4 – 14 7.5 lbs/ 1000 sq. ft.
- Annual aeration and over seeding in the fall for tall fescue is recommended for best results.
- Lime should be applied only after the soil has been tested to determine the need and the application rate. Lime should be applied separately and no sooner than one (1) month after the application of fertilizer, etc.
- It is recommended that grass clippings be mulched and returned to the yard if at all possible.

#### **Gardens and Beds**

##### ***Standard***

- Mulch SHALL be applied as often as necessary and wherever and whenever appropriate to maintain sufficient ground cover and to retard the growth of weeds and grass.
- Approved mulch materials SHALL include pine straw, pine bark (nuggets, mini nuggets, etc.), cedar or hardwood mulch.
- Gardens and landscape beds SHALL be kept essentially weed free.
- Tires and such SHALL NOT be used as borders for gardens, landscaping beds, or tree collars.

#### **Trees and Shrubbery**

### ***Standard***

- Pruning and trimming of trees and shrubbery SHALL follow established horticultural practices and be done on a regular basis to remove deadwood and crossing limbs, and thin the vegetation to allow for good air circulation and to promote natural plant branching.
- Trees SHALL be trimmed to remove safety hazards to pedestrian and vehicular traffic along roads, driveways, and walks.
- Tree collars SHALL be maintained by proper mulching and shall be kept weed free.
- Dead or dying trees that present a hazard to adjoining properties or the Common property SHALL be removed as promptly as is possible.

### ***Guidance***

- Trees should be pruned in the months of January and February for best results.
- Suckers should be removed from the main trunks of trees to promote canopy development and branching.
- Dead or dying trees that do not present a hazard to adjoining properties should be removed as soon as is possible. Dead trees in natural areas may be left to provide habitat as long as they do not present a hazard to neighboring properties or persons.
- Tree collars should be reshaped or expanded as necessary. It is recommended that tree collars be as wide as the canopy of the tree.
- Formal shaping of trees and shrubs should be avoided.

## **Street (right-of-way) Trees**

### ***Standard***

- All Homeowners SHALL be responsible for the maintenance and care of the area from sidewalk to curb adjacent to the respective Owner's lot. This includes the street tree(s) planted in these areas and the tree beds surrounding the street trees. This responsibility is custodial.
- Homeowners SHALL NOT alter, cut, remove, replace, or add any street tree without approval of the Architectural Review Committee (ARC).
- In connection with the replacement of trees in the right-of-way areas, a homeowner SHALL replace said trees with the identical species as the original unless expressly authorized by the ARC in advance of the replacement. Any tree replacement project SHALL meet the replacement specifications approved by the ARC.
- Homeowners SHALL be responsible for trimming the branches which are overhanging or impeding the sidewalk, keeping the branches to a minimum of 6 feet from the ground.
- Homeowners SHALL be responsible for all costs involved with the approved street tree replacement projects within the public right-of-way areas.

### ***Guidance***

- Homeowners are allowed to use pine needles and pine bark to mulch the trees without prior ARC approval.

## **Garden Pools**

***Standard***

Pools SHALL be maintained and not otherwise determined to be a health or safety hazard.

**Debris/Refuse*****Standard***

- Garbage and refuse SHALL be placed in appropriate containers and shall be capped or contained.
- All refuse containers SHALL be concealed within the residence or enclosed to an extent that they are not visible from the street, adjacent lots and common open space areas. Roll-out containers SHALL NOT remain at the street beyond the pick-up day.

[Townhomes – containers should be placed on the street the evening before pick up day and removed by the morning after pick up day.]

- Bulk debris SHALL be placed at the curb for pickup for a period not exceeding 24 hours.
- Yard waste SHALL NOT be dumped or stored on any properties in the community.
- All construction debris SHALL be collected on daily basis and placed in appropriate containers or hauled off. Hazardous, toxic and similar materials must be secured at all times. The developer and assigns are exempt from this Standard.

***Guidance***

- Alternative enclosures that will be allowed are matching brick, landscaping, or lattice type enclosures that completely screens debris/refuse containers at time of installation.

## Section 9 Exterior Improvements

### Roofs

All roofs must be approved by the Architectural Review Committee. Roofs should coordinate in both color and material, match or complement the style of the home and maintain the character of the neighborhood.

### Pergolas

Pergolas are to maintain the character of the neighborhood. They are not to be left unfinished. Pergolas are to complement the style and color of the home.. Pergolas are to be painted or stained with an approved color. They are to be maintained.

### Storm Doors

Storm doors are to be a solid glass panel. They are to have trim that is white or or matches the front door color.

### Front Doors

Front door color or stain is to be approved by the Architectural Review Committee. All colors and stain should complement the style and color of the home. No pastel colors are to be allowed.

### Solar Panels

Solar Panels and equipment shall be reviewed on an individual basis by Callonwood ARC. The equipment must be installed so as to present the least obtrusive condition and minimized visibility from the street and/or adjacent lot. It is consistent with the community wide standards and state/federal laws.



## Callonwood Townhomes Owners Association, Inc.

### AWNING GUIDELINES

Awnings are allowed in the Callonwood Townhomes with the following considerations / restrictions:

- The awning will require an Architectural Request (ARC) submittal prior to installation.
- Existing awnings will require the Architectural approval.
- Homeowner assumes risk for any damage to structure during installation and use. If homeowner decides to remove, the homeowner is required to replace siding if necessary and return it to the original condition.
- If an awning becomes damaged it shall be repaired within 15 days. However, if the damage is severe enough to block access to the townhome it shall be repaired immediately, or must be removed.
- Homeowner assumes responsibility to maintain in good condition (no tears, frays, mold, or fading). Awnings in poor condition or disrepair can be subject to fines and or removal by the Association in accordance with the CCRs.
- The fabric used for the awning should be of the same color scheme as the siding and trim of the townhomes. The fabric may be solid or pattern as long as it is commensurate with the community.
- No free-standing or permanently extended awnings are permitted.
- The width and depth of the awning shall be restricted to the patio size it is covering.
- Awnings should be retracted when not being used / overnight / or during bad weather to prevent damage (in case of bad weather).