

BELLEWOOD MANOR PROPERTY OWNERS ASSOCIATION, INC.
ARCHITECTURAL GUIDELINES

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- FENCING EXHIBIT
- REQUEST FOR MODIFICATION REVIEW FORM
- SATELLITE DISH INSTALLATION NOTICE

APPLICATION INFORMATION

1. The following exterior modifications, and only these modifications, do not require a Request for Modification Review Form ("Form") to be submitted, if certain conditions are met:

Patios (Standard 1)
 Exterior Lighting (Standard 2)
 Garden Plots (Standard 3)
 Play Equipment (Standard 4)
 Basketball Goals (Standard 5)
 Children's Wading Pools (Standard 6)
 Ornamental Trees and Shrubbery (Standard 8)
 Repainting with same color (Standard 12)

2. A complete Form must be submitted through the Covenants Committee for all other types of modifications. When plans are required, they must be submitted with the Form. A Form is attached to these Standards. Additional Forms are available on the HOA website www.omegamgmt.com

COVENANT ENFORCEMENT PROCEEDURES

1. Apparent Covenant violations - as may be reported by any source - must be submitted in writing to the Association Manager to be referred for appropriate action.
2. If a violation cannot be resolved by the Association Manager the matter will be referred to the Board of Directors for resolution.
3. If necessary, follow-up correspondence requesting immediate action will be sent. Possible sanctions include: (A) suspension of the right to vote; (B) recordation of notice of Covenant violation with the Superior Court; (C) imposition of a fine on a per violation and/or per day basis; (D) commencement of legal proceedings; (E) c01Tection of the violation by the Association with all costs charged to the violator; and/or (F) filing of a lien for all fines and costs to correct the violation.

STANDARD NUMBER 1

Patios and Walkways

1. Submission of a Form for a concrete patio is not required if:
 - a) The patio does not extend beyond the left and right sides of the house and does not extend to within ten (10) feet of the side property lines nor further than twenty (20) feet from the rear of the home, **and**
 - b) The patio does not exceed four (4) inches above the ground at any point.
2. Submission of a Form for a concrete walkway is not required if the walkway is located in the rear yard, **and**
 - a) The walkway does not extend beyond the left and right sides of the house and does not extend to within ten (10) feet of side property lines, **and**
 - b) The walkway does not exceed four (4) inches above the ground at any point.
3. A Form must be submitted for patio covers, awnings, trellises, permanent seating, railings, and all other items not enumerated above.

STANDARD NUMBER 2

Exterior Decorative Objects, Front Porch Flower Pots, Lighting, etc.

1. A Form must be submitted for all exterior decorative objects, both natural and man-made, including, but not limited to, items such as bird baths, wagon wheels, sculptures/statuary, fountains, pools, antennas, flower pots, free-standing poles of any type, flag poles, and items attached to approved structures.
2. A Form is not required to be submitted for a single attached flagpole, not to exceed six (6) feet in length, attached to the front portion of the house or attached to the house in the garage entry area. Seasonal, sports, state or American flags may be displayed so long as the flag is no larger than 3' by 5'.
3. Except as provided below, a Form must be submitted for all exterior lights or lighting fixtures not included as a part of the original structures. A Form is not required if lights meet the following criteria:
 - a) Lighting does not exceed twelve (12) inches in height, **and**
 - b) The number of lights does not exceed twelve (12), **and**
 - c) The total wattage does not exceed 100 watts, all lights are white or clear, non-glare, and located so as to cause minimal visual impact on adjacent properties and streets.
4. Front entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowers in pots must always be neat and healthy. Neatly maintained front porch flower-pots (maximum of four (4) that blend with the exterior color of the house, containing evergreens/flowers do not require the submission of a Form.
5. Objects will be evaluated on criteria such as location, proportion, color, and appropriateness to the surrounding environment.
6. Holiday decorations and lighting may be installed in a reasonable manner, in the sole discretion of the Board of Directors or its designee, for the various recognized holidays. Holiday decorations and lighting may be in use for a period not to exceed thirty (30) days before the date of a nationally recognized holiday to be removed no later than fifteen (15) days after the date of a nationally recognized holiday. Holiday decorations and lighting must be placed so as to have a minimum sensory impact on neighboring properties.
7. Exterior clothes lines are prohibited.

STANDARD NUMBER 3

Garden Plots

1. A Form must be submitted for garden plots unless **all** of the following conditions are met:
 - a) The plot is located behind the rear of the house;
 - b) The size of the plot is limited to 150 square feet or $1/4$ of the rear yard, whichever is smaller; and
 - c) The maximum height of plants is less than four (4) feet at full growth.
2. Garden plots set on lots at angles, and houses on corner lots will be considered on an individual basis when a Form is submitted.

STANDARD NUMBER 4

Play Equipment

1. All play equipment, including, but not limited to, swing sets, slides, seesaws, jungle gyms, etc., exclusive of wearing surfaces (slide poles, climbing rungs, swing seats, etc.) does require prior approval & will generally be required to blend into the surrounding environment through the use of earthen colors comparable to dark green or brown.
2. A baseball backstop or similar item is not considered as play equipment, and must comply with the fence Standards.

Play Houses

1. A Form must be submitted for all play houses.
2. Play houses must be located where they will have a minimum visual impact on adjacent properties. Approval will be based on materials used, screening and placement.

STANDARD NUMBER 5

Basketball Goals

1. A Form is not required to be submitted if **all** the following requirements are met:
 - a) The backboard is perpendicular to the primary street on which the house is located;
 - b) The backboard is white, beige, light gray, or clear;
 - c) The backboard post is painted black; and
 - d) The homeowner obtains **written** approval of any neighbor who may be impacted by play.
2. One rectangle surrounding the hoop is permissible. **Basketball goals may not be attached to the house.** Portable goals may not be maintained for periods of more than twenty-four (24) hours in the street or at the curb.
3. **Basketball goals mounted on poles or on the house require approval.**

STANDARD NUMBER 6

Private Pools and Hot Tubs

1. A Form is not required to be submitted for **children's portable wading** pools (those that are emptied at night) that do not exceed eighteen (18) inches in depth and whose surface area does not exceed thirty-six (36) square feet.
2. Pools exceeding thirty-six (36) square feet located above the ground are not allowed.
3. A Form must be submitted for all in-ground pools.
 - a) Appearance, height, and detailing of all retaining walls must be consistent with the architectural character of the house.
 - b) The pool must have adequate fencing.
 - c) The maximum allowable pool area is 1000 square feet.
 - d) Light sources that have a visual impact, in the sole discretion of the Board of Directors on neighboring lots are not allowed.
 - e) Landscaping enhancement of the pool area and screening with landscaping is required and must be included with the submitted Form and plan.
4. Spas and hot tubs must be screened from adjacent properties and streets.

Guidelines:

- a) Any wood support structure must be the same color as the house or deck.
- b) Pool or hot tub cannot be located within a buffer or easement.
- c) All Health Department regulations must be met.
- d) Pool or hot tub must be screened from view from any street or adjoining property.

STANDARD NUMBER 7

Fences

1. For any type of fencing to be considered, a Form must be submitted.
2. Fence types that may be approved for installation are attached as exhibits to this document.
3. Wrought iron or aluminum fences are the only allowed fence types. The fence must be black and cannot exceed 5' in height. The ONLY exception to this is for lots that back up to Green Level Church Road. Those lots may request to install a 6 ft. vinyl fence along their back property line for privacy purposes.
4. All Forms must include the following information:
 - a) Dimensions – Maximum height is 5' (exception of 6' vinyl fences on lots that back up to Green Level Church Rd)
 - b) Site Plan – An exact site plan denoting the location of the fence, house, and property lines must accompany the Form. Fences, including invisible fences, shall not be located closer to any street than the rear edge of the home. However, on corner lots, the fence shall not be closer to any side street than the building line of the lot.
 - c) Indicate if there is existing fencing on any abutting property; if so note the style on the request form.

5. All fence posts for all fences must be set in concrete.
6. Interior porches – Should the house plan include an interior, corner porch, the fence may begin at the front most corner of the porch in lieu of the rear corner of the house. An interior porch is defined as a porch located on the rear corner of the house, built into the first floor of the house, and covered above by a second floor heated living space.
7. All fencing must be set back 1/3 the distance between the front of the house and the back line of the house.
8. All fences must be constructed on the property line, unless the fence is significantly inside of the property line.

STANDARD NUMBER 8

Exterior Landscaping, Maintenance, and Composting

1. A Form is not required to be submitted for the addition of fifteen (15) or fewer ornamental trees or shrubs. However, a Form must be submitted for screen plantings (row or cluster style), property line plantings, and ornamental plantings of sixteen (16) or more.
2. A Form is not required to be submitted for landscape or hardscape modifications designed and installed as part of original construction by the builder.
3. General maintenance of the area from the front property line to the center line of the street (also applies to the side street for a corner lot) is the responsibility of the individual homeowner. Each owner is responsible for removal of debris, clippings, etc., from this area, and should report any problems that might be noted with the asphalt or drainage. All planting areas should be properly maintained at all times, and, after the first frost, affected material should be removed. At the end of the growing season, all dead plant material should be removed. The bare earth shall be covered with pine straw, mulch, or similar covering.
4. Forms must include a description of the types and anticipated mature sizes of trees or shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.
5. Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding neighborhood.
6. All mulched landscape beds must be covered with natural pine straw, chopped pine bark mulch, or wood shavings. No artificial mulch, rocks or other bed covering may be used without specific approval of the Board of Directors or its designee.
7. Landscape bed edging shall be a neat four to six (4" – 6") inch deep trench. Other edging, if used, shall not exceed three (3") inches above the turf height and be of a uniform type. Any other style edging must be submitted for approval.
8. Each owner shall keep his lot and all improvements thereon in good order and repair, including, but not limited to, seeding, watering, mowing, the pruning and cutting of all trees and shrubs, raking as necessary, 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 neighborhood.
9. Outdoor storage of garden tools and hoses must be screened from view and kept behind shrubs. Any tools or items stored under a deck or porch must also be screened from view.

10. Composting may be done by individuals or communal groups. If desired, composting shall be done with strict adherence to the following Standards:

- a) All yard waste must be containerized. Only acceptable means of composting may be used. No dumping in wooded areas, cracks or holes in the ground, or other location is allowed.
- b) Containers cannot exceed one cubic yard in size.
- c) The composting unit must be located behind the house and screened by hedges or similar greenery so that it does not affect the aesthetic appearance from the street or adjacent property.
- d) Contents of composting units may consist of herein listed items **only**: grass clippings, leaves, shrub pruning, flowers, weeds, sawdust, small limbs, and wood ash.
- e) Unacceptable composting items include, but are not limited to: meat, bones, dairy products, fish, greasy foods, animal feces, poultry, un-chopped wood, wastes, and diseased plants.
- f) Before installation, a Form must be completed and submitted to the Covenants Committee for approval or disapproval.

11. Residential Rain Barrels

- a) Rain Barrels must be entirely screened from view of the street and neighboring Lots.

12. The sodded area between the curb and sidewalk must remain sod. All areas intended to be grass shall be Bermuda sod.

STANDARD NUMBER 9

Firewood

1. Firewood piles are to be maintained in good order and must generally be located between the right and left sides of the house and in the rear yard, in order to preserve the open space vistas.
2. Woodpile coverings are allowed only if the cover is an earth color and the woodpile is screened from the view of the street.

STANDARD NUMBER 10

Decks

1. A Form must be submitted for **all** decks.
2. The Form must include a site plan denoting location, dimensions, materials, and color.
 - a) In most cases, the deck may not extend beyond the right and left sides of the home.
 - b) Materials must be cedar, cypress, or #2 or better pressure treated wood. Any other decking materials must be specifically approved by the Board of Directors or its designee.
 - c) Color must be natural, stained, or painted to match the exterior of the home.
2. Vertical supports for wood decks must be a minimum of four by six (4" x 4") inch wood posts OR painted metal poles, boxed in to give the appearance of wood columns.
3. The following, without limitation, will be reviewed: location, size, conformity with design of the house, relationship to neighboring dwellings, and proposed use.
4. Owners are advised that a building permit may be required for deck construction.

Exterior Building Alterations

1. A Form must be submitted for **all** exterior building alterations, including, but not limited to, storm doors or windows, removal or installation of shutters, construction of driveways or parking pads, garages, carports, porches, attached storage space, and room additions to the home. Repainting of the house or trim does not require a Form if the color(s) are not changed.
2. The original architectural character or theme of any home must be consistent for all components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
3. A **paint color change** requires that the following information be submitted along with the Form:
 - a) A list and sample of all colors to be changed and all colors that will remain the same and the proposed location of the colors.
 - b) A photograph of your home, four (4) homes across the street, four (4) homes to the left and four (4) homes to the right. In the event there are not four (4) homes across the street or on either side, include photographs of all available homes and note the discrepancy on the Form.
 - c) Area of home to be re-painted.
4. **Storm doors** must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the house. The Form must contain the following information:
 - a) Picture or drawing of all windows or doors on which storm windows or doors will be installed;
 - b) Picture depicting the style of storm window or door to be installed; and color.
5. **Driveways and Parking Pads** require architectural approval.
 - a) Driveways and vehicle parking pads shall be concrete only. Any other type of pads (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.
 - b) Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, Association owned common property and neighboring lots.
 - c) **Information Required on Submittal:**
 - 1) Plot plan showing location of driveway or parking pad.
 - 2) Elevation drawing (2) showing the measurements of the parking pad such as the length, height and width as well as any landscaping that will be added along the perimeter.
6. If authorities make any changes to the plans as approved by the Covenants Committee, the owner must submit changes for re-approval, prior to construction.
7. Detached buildings are **not** allowed.
8. Owners are advised that a building permit may be required for certain exterior building alterations.

9. A Form must be submitted for all dog houses, including a site plan denoting location, dimensions, materials, and color. All dog houses must be located where they will have a minimal visual impact on adjacent properties.
 - a) Materials must be cedar, cypress, or #2 or better pressure treated wood.
 - b) Color must be natural, stained, or painted to match the exterior of the home.
 - c) No plastic or metal dog houses are allowed.

STANDARD NUMBER 12

Trash Collection

1. All refuse must be placed in a trash receptacle (such as a trash can) with a lid to keep the garbage contained. Recycling bins are to be guarded with some type of weighted material that will contain the recycled goods until pickup. Trash receptacles and recycle bins shall be stored inside the garage or in an area not visible from the street. Receptacles may be placed by the curb **after 6:00 PM** the night before pickup and must be returned to storage by the end of the day it is picked up.

Storage

1. No trade materials or inventories may be stored upon any lot.
2. Temporary storage of materials for modification projects should be discreetly placed and maintained in an orderly manner.

STANDARD NUMBER 13

Signage

1. No directional sign may be placed in front of any neighborhood monument sign. Placement on private Lots will be between the requestor and individual homeowners. Potentially interested homebuyers would follow these signs to the particular house. The individual realtor sign may continue to be displayed in the front yard of the house, in accordance with the Covenants.
2. Garage Sale signage: No more than three (3) standardized directional signs will be allowed for any one event but there may only be one Garage Sale sign at any one entrance. There may not be more than one garage sale per quarter per home. Sign(s) should not be set out prior to twenty-four (24) hours before the day of the sale and should be removed by the responsible party not later than 6:00 p.m. the day of the sale. Any one sign may be up to four (4) square feet.
3. Political Signage: Signage representing, advertising or advocating any political candidate is limited to one sign per lot and must meet the Town of Cary guidelines. Any political signs placed on association common property is not permitted and can be removed and disposed of.
4. Event or Personal Recognition Signage: Signage, including but not limited to, graduation announcements, sports recognition, birth announcements, and scholastic or other personal achievement signs will be governed following the same conditions as Political signage, except for time frame. These signs may only be displayed for a period not to exceed two (2) weeks.

STANDARD NUMBER 14

Vehicles, Parking, and Traffic

1. Except for passenger, non-commercial vehicles, no boat, trailer, camper, recreational vehicle, or any other type vehicle may be parked or stored in open view on residential property for longer than a twenty-four (24) hour period.
2. All vehicles parked in open view and not in a garage must be operable and may not be unsightly.
3. No vehicle may be parked on any yard. Homeowners are responsible for guest parking and must insure that guests park in a safe manner and do not impede access to other driveways and traffic.
4. All vehicle operators should observe all local, County and State traffic regulations at all times while in the Neighborhood.
5. The operation of golf carts, motorized scooters, non-licensed mopeds or mini- bikes, and ATVs is not allowed on streets, sidewalks, paths, or common areas.
6. No commercial or weighted licensed vehicles, trucks, tractors, inoperable vehicles, or unlicensed vehicles may be parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as stated in the Declaration of Covenants.

STANDARD NUMBER 15

Satellite Dishes

1. No transmission antennas or satellite dishes of any kind, and no direct broadcast satellite (DBS) antennas or multi-channel, multi-point distribution service (MMDS) antennas larger than one (1) meter in diameter, shall be placed, allowed, or maintained upon any portion of the Neighborhood, including any Lot, without the prior written consent of the Board of Directors or its designee. DBS and MMDS antennas and satellite dishes one (1) meter or less in diameter and television broadcast service antennas may be installed only if reasonably screened and located as approved by the Board of Directors or its designee and installed in accordance with the rules and regulations of the Federal Communications Commission and of the Association, both as may be amended from time to time. However, the Board and Declarant and its affiliates reserve the right to (but shall not be obligated to) erect any type and size of master antenna, satellite dish, or other similar master system for the benefit of the Neighborhood. Each Owner and Occupant acknowledges that this provision benefits all Owners and Occupants and each Owner and Occupant agrees to comply with this provision despite the fact that the erection of any individual outdoor antenna or similar device would be the most cost-effective way to receive the signals sought to be received.
2. A standard modification Form must be submitted for any installation of more than one satellite dish or antenna.
3. A satellite dish or antenna may be mounted on the ground of the owner's property, the rear exterior wall of the house, or the roof.

4. Placement should be between the right and left sides of the house and behind the center-line or peaks of the roof of the house.
5. In all cases, the satellite dish or antenna shall be located so that it is not visible from the street.
6. If a rear mounted location is not feasible due to poor quality of reception or the orientation of the house, a Form must be submitted, and is subject to approval by the Covenants Committee prior to installation. A sidewall location may be approved if the following Standards are met:
 - a) Located near existing air conditioning condensers, gas meter, and electric meter;
 - b) Mounted on the wall with the top of the device no higher than five (5) feet above grade;
 - c) Mounted on the ground within five (5) feet of air conditioning condensers, gas meter, and electric meter, and within two (2) feet of house sidewall.
 - d) Color of device shall be utility gray or similar color to match adjacent utility devices; and
 - e) Ground mounted devices shall be screened from street view by adequate and approved landscaping materials.
 - f) No device may be mounted on a pole/post.

STANDARD NUMBER 16

Solar Panels

1. Solar collectors must be installed to be as inconspicuous as possible.
2. Collectors should be placed on the rear of the home or on the side that has the least public exposure.
3. Collectors must be attached to the roof, not free standing or ground mounted.
4. Every effort must be taken to camouflage the plumbing and supports of the collectors. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping. Piping running down the side of the dwelling is not permitted.
5. The ideal installation is one that is laid flat on the roof.
6. Any tree removal required to permit increased solar exposure to the collectors, must adhere to the tree removal guidelines.

STANDARD NUMBER 17

Skylights and Attic Fans

Items Requiring Architectural Approval:

The Board of Directors must approve the addition of a skylight or attic fan that alters the exterior of the roof.

Information Required on Submittal:

- a) Plot plan showing the location of the addition.
- b) Description of style, size and materials to be used.

STANDARD NUMBER 18

Pets, Pet Houses, and Pens

No animals, exotic animals, livestock or poultry of any kind shall be raised, bred or kept on any lot, except that:

Dogs, cats or other household pets may be kept provided that they are not bred or maintained for commercial purposes.

Guidelines for the Housing of Animals:

- 1) Pet pens must be at least 10 feet from the property line.
- 2) They must be located in the back or side yards (whichever is least conspicuous).
- 3) Screening should be provided as much as possible.
- 4) No chain link or metal fencing is allowed, the fencing must be one of the approved fence styles.

Information Required on Submittal:

- 1) Plot plan showing the location of the proposed structure.
- 2) Description of the materials to be used.
- 3) Descriptions of the type size and number of animal (s) to be enclosed.
- 4) Description of the plantings to be provided for screening.

← 6' OR THEREABOUTS
BETWEEN
METAL POST

NOTE: METAL RAIL SHALL BE PAINTED
FLAT BLACK

4' METAL FENCE