

Whitehall at Creedmoor HOA, INC.

P.O. Box 1145

Creedmoor, NC 27522



ARCHITECTURAL GUIDELINES

Version 5 15July2024

ARCHITECTURAL AUTHORITY	3
ARCHITECTURAL GUIDELINES	3
APPEARANCE STANDARDS	4
CATEGORY 1: BLANKET APPROVALS	6
CATEGORY 2: COMMON IMPROVEMENTS	7
CATEGORY 3: SPECIAL IMPROVEMENTS	8
THE ARCHITECTURAL REVIEW COMMITTEE (ARC) PROCESS	9
Architectural Change Request Form	10
Submission Guidelines	10
Appendix A - Mailbox/post Expected Standards	12
Appendix B - Storm Door Example	13

Document Management

Date	Author, Title	Description	Version
12SEP 2021	Patrick Vierheilig, President	Initial Copy for edits from PDF	2
12SEP 2021	Patrick Vierheilig, President	Define mailbox/post replacement requirements for category 1 and miscellaneous spelling corrections.	2
08FEB2 022	Patrick Vierheilig President	Add Appendix B - Storm Doors. Clarify #15 for mobile house	2
02May2 023	Joshua Hudson, President	Removed verbiage about campers as it was in disagreement with CC&R's, removed the full view door requirement from screen doors, adjusted holiday decoration time frame to 4 weeks.	3
09Nov2 023	Joshua Hudson, President	Most recent changes updated and put in italics and underlined to show the information change;many changes made.	4
15July2 024	Joshua Hudson, President	Added rules related to Dog waste, leashing and vicious animals in the neighborhood	5

ARCHITECTURAL AUTHORITY

The Architectural Review Committee (ARC) is established as a requirement of the Association's DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. If you do not have a copy of the DECLARATION, please request a copy from the Whitehall at Creedmoor Board of Directors or visit the HOA website.

In a planned community such as Whitehall, 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 Whitehall community. The primary purpose of the guidelines is to *provide a consistent policy in order to maintain the aesthetic appearance of the community in order to increase home values.*

The Covenants run with the land and are binding on all homeowners and renters and should be fully understood. The fact that each homeowner is subject to these Covenants should assure all homeowners that the standards of design quality would be maintained enhancing the community's overall environment and protecting property values.

ARCHITECTURAL GUIDELINES

Please retain these Guidelines as part of your permanent papers. You should make these Guidelines available to any renters of your home.

Please read and follow these Guidelines. Architectural submissions should be made to the Architectural Review Committee, which will then process and provide recommendations to the Whitehall Board of Directors. You **MUST** obtain approval **IN WRITING** from the Whitehall Board of Directors **BEFORE** the start of any exterior change. The BOD is allowed up to 60 days to act on an application. Therefore, do **NOT** commit labor or materials until you have received written approval.

Independent of Whitehall BOD approval, compliance with city, county and state building requirements for construction and development should be followed during design and implementation.

There are three major categories of items for specific home improvement guidelines. These three are very important to you because they identify which improvements are permitted and how approvals can be secured. Items or variations not specifically mentioned here require approval.

APPEARANCE STANDARDS

These standards maintain the community appeal and home values. Violations will be issued for these items when noted and a history maintained.

1. Paint and stain must be maintained in uniform and good repair (with no peeling, chipping, cracking, or discoloration) on the trim or siding or other painted or stained exterior objects.
2. Window shutters are in good repair, unfaded, attached correctly.
3. Front doors are the same color as the shutters, in good repair.
4. Driveways are clean, not chipped or in disrepair, free of debris and clutter
5. Fences facing the road maintain coverage as listed below.
6. Trailers, boats, RV's and similar recreational vehicles must be stored in a fenced backyard or on an approved concrete pad to the side of the house.
7. Lawns must be well kept with uniform ground coverage. Grass should be kept no more than 4" high. The designated lawn area should be fully covered with grass. Any brown or bare patches should be repaired during the spring or fall seeding season.
8. No items (toys, bikes, garden equipment, trash containers, chairs, wood, recycling bins, etc.) may be left in front or side yards, driveways or side concrete pads (the only exception is basketball hoops, as noted in Category 1 below.).
9. No parking of vehicles on lawns or common areas.
10. Properties should be free of any debris.
11. No truck, bus, or vehicle of any kind requiring a Commercial Drivers License (CDL) may be kept or parked overnight upon any portion of the properties, unless it is kept in a closed garage.
12. No major automobile repairs may be performed in driveways, common areas or on the street.
13. Vehicles must be maintained to not leak fluids on the street or driveways.
14. Vegetable gardens are allowed in the back yard only.
15. Trash storage must be screened - not visible - from the road. Minor exceptions apply for corner lots.
16. Trash storage containers must be removed within 24 hours of scheduled pickup.
17. Mailboxes & post upright, in very good repair, and visibly numbered with the street number.
18. Mailboxes & post confirm to design consistent with the neighborhood (See Appendix A for additional information).

19. Mailboxes are black, not rusted, dented, broken or in any other manner of disrepair and may be covered with appropriate decorative cover.
20. Home exterior remains clean, free of mold or similar growth and grime.
21. Holiday decorations are erected no earlier than Four weeks prior to the holiday and removed not more than two weeks after the holiday. (Christmas Decorations may be put up the day after Thanksgiving) If exceptions are needed please communicate with the board prior to it violating this rule

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

CATEGORY 1: BLANKET APPROVALS

Items in this category do not require approval, provided the guidelines mentioned are followed. If there is a question regarding blanket approval compliance, it is best to submit an approval request.

1. In front yards, additional landscaping and beds may be added, if the following guidelines are followed:
 - a. Plantings within 10 feet in line with (blocking) the front windows must not be allowed to fully obscure the lowest portion of the windows.
 - b. Plantings of large numbers of items growing higher than three feet or affecting more than 50% of the front yard area require approval.
 - c. Beds must remain well-maintained (weeds removed, dead plants replaced, shrubbery trimmed on an annual basis, etc.)
 - d. Bedding borders, if constructed of common landscaping borders not to exceed 8 inches in height.
 - e. Plantings of flowers and shrubs around trees.
2. Hose caddies affixed to the home.
3. Outside seasonal decorations, displayed up to three (4) weeks before and 2 weeks after the holiday season date.
4. Vegetables gardening in rear yards, provided the plants do not exceed allowed fence heights or grow through to the neighbor's yard.
5. Repainting or re-siding your house in its original color and material.
6. Lawn furniture, barbecue equipment, toys, bikes, trampolines, swing sets etc., if kept in good repair. These must be stored within the rear area when not in use and cannot be seen from the street.
7. Basketball hoops kept in good repair and placed at least 20 feet from the street when not in use, ~~maintained in an upright manner.~~ Basketball hoops may be left laying on the ground to prevent damage from storms as long as they are moved to the side yard.
8. 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.
9. Satellite dishes, no more than one meter (39") in diameter, with hidden cable. If placement is necessary in the side or front yard, screening of satellite dish is necessary.
10. Mail boxes, if repainted or replaced in original color, style, material and manner. See Appendix A for expected design standards.
11. **Front storm doors**, if:

- a. They are white or the same color as your existing trim;
- b. They are of the "full view" design;
- c. They are of anodized aluminum (including baked-on enamel)
 - i. See Appendix B - Storm Door Example

12. Patios, if:

- a. They will pose no drainage problems for you or your neighbors, including drainage;
- b. The materials to be used are designed specifically for patio designs;
- c. In line with the back of the house

13. Exterior painting, if:

- a. You are painting within the same family of colors as represented throughout the neighborhood. (If you are repainting the front porch and handrail in the same original color, no approval is required.) You should specify the type and color of paint you will use, and include a color sample from the store.

14. Exterior Facade, if:

- a. You are refurbishing the facade (siding, trim) within the same family of colors and building materials as represented throughout the neighborhood (no approval is required.) You should specify the type and color of the siding / trim you will use, and include a color sample from the store if you are changing the building materials itself.

CATEGORY 2: COMMON IMPROVEMENTS

Items in this category require approval. *An application must be submitted and meet these guidelines.* Approval is likely for:

1. Decks, if:

- a. They will not extend beyond the side corners of the house;
- b. The materials to be used are designed specifically for deck designs;
- c. They are neutral in color.

2. Fences, if:

- a. They enclose all or part of the back yard, and extend no farther along the side yard toward the front than 10' backward of the front of the house. [Note: proposals for changes to existing fences adhering to previous guidelines (e.g. 10' forward of the back of the house) may be submitted.];
- b. They are no higher than 6' (six feet);
- c. Fence location in side yards should be as close as possible to the property line;
- d. When fence fronts street, fence must be landscaped 2/3 within two years; *If the fence is not landscaped, it should be painted or stained a color approved by the board.*

- e. The smooth side of the fence must face out from the property;
- f. If the fence is not attached to neighboring fence, sufficient space must be left between fences so that the space between can be maintained.
- g. Design submission should include appearance, layout, and coloration;
- h. Under most circumstances, chain link fencing will not be allowed. (Exceptions may be made if it is utilized in forested areas and vinyl coloration is utilized).

3. **Storage Sheds**, if:

- a. They are no larger than 16 x 20 feet in size;
- b. They are constructed of wood; no metal sheds allowed;
- c. They must be at least 10 feet from the neighboring property;
- d. ~~They must be screened from adjacent properties and from street view (e.g. via landscaping or fencing);~~
- e. All Sheds must only be a single story, no 2 story sheds will be approved. Sheds cannot be over 12 ft tall.
- f. Siding material must be similar in color to the home;
- g. Roof must have similar pitch, similar materials and similar color as that of the home.

CATEGORY 3: SPECIAL IMPROVEMENTS

Items in this category include fireplace chimneys, window or door changes, landscaping changes, brick or foundation painting, or other special and major improvements to a home.

These *require* submission of a standard Architectural Review Committee application for improvement, including complete plans and specifications. The proposed changes and improvements must conform to our community standards and guidelines and to those of the city.

Architectural Review Committee approval does not substitute for approval by the city. These requirements do not in any way mean that these types of changes will not be approved. However, a complete record of all changes must be maintained to ensure that we are acting in the community's best interests.

THE ARCHITECTURAL REVIEW COMMITTEE (ARC) PROCESS

Owner submits an Application for Architectural Improvement to the Architectural Review Committee. Recommendations for approval or denial/suggested modifications will be made by the ARC and presented to the Whitehall HOA Board of Directors. In the event that the ARC is not available to meet in a timely manner (within two weeks of submission), submission items may be brought up for approval review at the next board meeting. Verbal approval may be provided in some cases. However, the HOA Board of Directors will make the final approval decision and provide formal written notification to the homeowner. **Please note the ARC and BOD has sixty (60) days to review the application.**

The **sixty-day timetable** begins when the application is *complete and appropriate for review*, and has been delivered to the ARC.

The BOD will act on the application within **60 calendar days** from receipt. In most cases the owner will receive a response within three weeks.

The BOD's decision will be noted on the application. The owner will be notified of all final decisions, either:

APPROVAL: The application is approved as submitted.

APPROVAL WITH CONDITIONS: The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed.

DISAPPROVAL: The application is denied. The owner can appeal the decision to the Board of Directors. The appeal must be submitted in writing within 30 days and sent to the Board of Directors.

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 the ARC receives the information. The owner should follow the same submission procedure. The Architectural Review Committee will act swiftly on all re-submissions.

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:

- to ensure that the application details were followed and to note problems encountered which might help other residents on similar projects; and
- to learn any "pointers" that other residents may employ in more easily completing an improvement project.

**Once work has begun on an improvement,
it must be completed within 30 days. If project is expected to take longer the
board must be notified**

Architectural Change Request Form

Submit both pages, signed and dated, to:

Whitehall at Creedmoor, Inc.

PO Box 1145

Creedmoor, NC 27522



Or scanned and submitted to: infoatwhitehall@gmail.com

Homeowner Name:	Date:
Address:	Email Address:
Daytime Phone Number:	Evening / Cell Phone Number:
Daytime Phone Number:	Evening / Cell Phone Number:

Description of Architectural Change (attach information as necessary to fully describe the requested change):

Description of Materials:

Submission Guidelines

Please provide a drawing to reflect the improvement on a plot map with a side and top view. Attach drawings, maps, pictures and supporting information so as to allow the ARC and/or Board to make an appropriate and prompt decision.

Signed and complete submissions of Architectural Change Requests may be sent via postal mail to the address atop this document, submitted via the resident portal or emailed to the HOA email address.

NOTE: Fences MUST be landscaped so that shrubs will cover 2/3's of the fence in 2 years where the fence faces a street. Additionally, the smooth side of the fence must face out.

PLOT PLAN, RENDERING AND SIGNATURE REQUIRED ON ALL APPLICATIONS

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Review Committee) has the authority to approve, approve with conditions or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, *regardless of my submission or errant approval of such submission*. A variance from standards must be noted by the committee in the comments section below. Please note the Board/Committee is allowed up to 60 days to render a decision.

Home owner Signature:_____ Date:_____

For Whitehall at Creedmoor HOA, Inc., ARC or BOD only:

Date Complete Application Received: _____/_____/_____

Received via: Mail:_____ Email:_____ Resident Center:_____

Approval Date: _____/_____/_____

Approval sent via: Mail:_____ Email:_____ Resident Center:_____

Approved by: ARC:_____ BOD:_____

Approved In full/as-is:_____ Approved with conditions (list below):_____ Denied (list below):_____

Comments / Conditions:

Appendix A - Mailbox/post Expected Standards

The mailbox and mailbox post should be consistent in design, color and material of the neighborhood.

The mailbox post may be of sturdy, weather-resistant wood or plastic material

Coverings on the mailbox are acceptable. When no covering is applied, the mailbox should be black in color. The mailbox must include a self-latching door so as to protect the deposited mail and keep out unwanted animals

as well as not pose a hazard to passing vehicles if not latched and allowed to fall open.

The mailbox or post must have the house numbers clearly visible on both sides, or clearly visible from the street. The mailbox post should be painted white or stained in a natural wood color.

Suggested mailbox posts:



Suggested mailbox:



Appendix B - Storm Door Example

Permitted storm doors resemble the example provided below. The door is without any blocking artwork or other items - it is a full, clear view of the glass.

The frame can be white, as shown, or match the home shutters color. Construction material should be anodized aluminum.

