

WINDSOR OAKS HOMEOWNERS
ASSOCIATION

ARCHITECTURAL AND USE STANDARDS

Amended: June 24, 2016



WINDSOR OAKS

HOMEOWNERS ASSOCIATION

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1 INTRODUCTION

1.1 PURPOSE

The preamble of the Windsor Oaks Subdivision Declaration of Covenants, Conditions, and Restrictions (hereinafter called the Covenants) states that “all property within the subdivision (including our homes and yards) shall be held, sold and conveyed subject to the easements, restrictions, Covenants, and conditions as provided within that document, which are for *the purpose of protecting the value and desirability of the Properties*”. The Covenants exist to maintain the beautiful, park-like theme of the subdivision and thereby preserve, protect and maintain the overall value of our community and each Owner’s investment in it. The Architecture and Use Standards (the Standards) also help accomplish this goal by providing standards for acceptable use of properties within Windsor Oaks.

The Windsor Oaks Homeowners Association (WOHA) is established to administer the Covenants and its affairs are managed by an owner elected Board of Directors, which is elected by the Owners. The Board of Directors provides this document to further define and clarify the standards for exterior architecture, or landscaping changes to, and use of the properties within Windsor Oaks. These Standards serve to augment the Covenants and to assist homeowners in complying with the Covenants. Since the creation of the Windsor Oaks Subdivision it has been annexed by the Town of Cary. Many of the topics addressed in the Covenants and this document are also subject to Town of Cary requirements. Homeowners are encouraged to review the Town of Cary requirements as well as the applicable Covenants and the Architecture and Use Standards.

The Declaration of Covenants, Conditions, and Restriction, and other WOHA information can be found on the Windsor Oaks Homeowners Association section of the contracted management company web site. The log in address is <https://www.condocafe.com/Portal/login.aspx?Company=Njl%3d-Smkbjtp9zal%3d&Property=MTgxMg%3d%3d-KRCW%2bU5I7XY%3d&> . Pictures of the log in and welcome pages of the web site are shown in Appendix C.

This version of the Architecture and Use Standards includes changes that result from changing the property management company that supports the Oaks Homeowners Association (WOHA) and minor wording changes. This amended Architecture and Use Standards was ratified, and approved by the Windsor Oaks Homeowners Association Board of Directors on June 14, 2016 and published on June 22, 2016. This amended version of the Standards becomes official on July 22, 2016.

1.2 AUTHORITY

The Covenants provide the legal basis for this document. The Windsor Oaks Homeowners Association Board of Directors is authorized to represent all Owners in these matters. The reader is referred to Appendix A, “Architectural Control” and Appendix B, “Use Restrictions”, which contain the specific language of the Covenants concerning this authorization.

1.3 RESPONSIBILITIES

As explained in the following sections, all of the Owners in Windsor Oaks have a role to play in attaining the goals set forth in the Covenants and this document.

1.3.1 Owners

Each Owner is responsible for adherence to the Covenants, the Architecture and Use Standards, and the decisions made by the Board of Directors on issues concerning the same. Owners should also encourage other Owners to abide by the Covenants and Architecture and Use Standards. If necessary, Owners can report unresolved incidents of non-compliance with the Architecture Standards or violations of the Use Standards to the Windsor Oaks Homeowners Association using the process described in Section 5.1 of this document. Owners must complete and submit a "Request for Architectural Approval" to the Architectural Review Committee in accordance with the process described in Section 2.2 of this document. No changes to owner property should be made until the "Request for Architectural Approval" has been approved.

1.3.2 Architectural Review Committee

The Architectural Review Committee (the Committee or ARC) is appointed by the Board of Directors to administer the Architecture and Use Standards. The chairperson of the committee is also a member of the Board of Directors. Together with the Board, the Committee is responsible for formulating, publishing, and enforcing the Standards provided herein as authorized in the Covenants.

The Architectural Review Committee has two primary roles:

- To administer the Architecture Control and Architecture Standards.
The Committee is responsible for: ensuring that all Properties within Windsor Oaks conform to the "Architectural Standards" on set forth in this document; reviewing all Requests for Architectural Approval applications; issuing a decision on them within thirty (30) calendar days; and making site inspections to ensure adherence to approved plans. The Architectural Review Committee is also responsible for keeping the Architectural Standards updated so that it contains objective reasonable standards for harmony and compatibility of external design and location with surrounding structures and topography.
- To administer the Use Standards and Restrictions.
The Committee will work with homeowners to correct violations of the Use Standards and keep the Use Standards section updated so that it fulfills and maintains the spirit, environment and quiet enjoyment of our community.

The Architectural Review Committee is composed of three (3) or more Owners, but always an odd number of members, appointed by the Board of Directors. The committee consists of at least one Board member and two or more Owners appointed by the Board of Directors. The chairperson must be a member of the Board of Directors. The term of committee membership is indefinite, except for the chairperson who is subject to re-appointment. The Board of Directors may dismiss any committee member for non-participation or neglect of duty.

The Architectural Review Committee is responsible for the administration of the architectural controls and standards described in the WOHA Covenants and in this document. The ARC is responsible for the following tasks:

- Review all submitted Request For Architectural Approval forms for conformance with the WOHA Covenants and the Architecture and Use Standards;
- Assist owners with questions regarding the application process and conformance to the Covenants and the Architecture and Use Standards;
- Evaluate the applications based on the criteria in this document;
- Record their decision within thirty (30) calendar days of the committee's receipt of a completed application; and
- Inspect the completed projects for conformance to the approved plan.

Note: If the application must be returned to the submitter for additional information, the thirty (30) day time period will not start until the application is complete and accepted by the Architectural Review and Use Committee.

The Committee's objective is to preserve a community that is aesthetically pleasing and functionally convenient by maintaining a harmonious relationship among structures, vegetation, topography, and the overall design theme of the subdivision. Most importantly, the Committee's decisions will attempt to maintain, protect and increase the value of all of the homes and lots within Windsor Oaks.

1.3.3 Board of Directors

The Board of Directors is responsible for:

- Hearing any appeals of Architectural Review Committee decisions Request For Architectural Approval Applications;
- Making decisions about violations, penalties and any pursuit of legal remedies concerning Architecture and Use Standards; and
- Providing final interpretation of the Covenants and the Architecture and Use Standards.

The Board of Directors is also responsible for the overall content of this document.

2 ARCHITECTURAL CONTROL

2.1 ARCHITECTURAL REVIEW RESPONSIBILITIES

2.2 Submitting an Application

Homeowners must submit a “Architectural Change Request” application to the Architectural Review Committee for each project that is subject to Architectural Control and Use Standards. Changes requiring approval are described in the Architectural Standards section of this document. An application is not required for maintenance projects, for example repainting a home with the current color, roof repairs, and yard and landscape maintenance. Required applications must be made and approved prior to the start of work on the project. The application is created and submitted using the Architectural Change process found on the WOHA web site

<https://www.condocafe.com/Portal/login.aspx?Company=Njl%3d-Smkbjtp9zal%3d&Property=MTgxMg%3d%3d-KRCW%2bU5I7XY%3d&> .

An editable ACR packet and overview of the application process are available on the web site. Images of the ACR web page and the Architectural Change Request form can be found in Appendix C.

Owners must complete the application according to the instructions provided in the process documentation. The application must include all pertinent details concerning the proposed change. Following are guidelines for the submission:

- All requests must be submitted at least 30 days before the start of work. Work can not begin until an approval in writing has been received.
- All exterior modifications such as fences and sheds and expansions must include a plat (map, survey) of the entire lot and the entire project.
- A sketch or plan and all specifications must be submitted with the application.
- Both adjacent neighbors must be notified of the proposed change(s). The homeowner must make best efforts to have their neighbors sign the application to acknowledge their notification, but not necessarily their approval, of the proposed project.
- All exceptions to the existing Standards must be approved in advance.
- Exterior modifications may be inspected when complete and non-compliant projects must be brought into compliance with the approved application.
- With the subdivision annexation by the Town of Cary, many of the topics addressed in the Covenants and the Standards are also subject to Town of Cary requirements. Homeowners are encouraged to review the Town of Cary requirements as well as the applicable Covenants before submitting and application.

- Once all required documents have been completed the Request for Architectural Approval request package may be submitted using the WOHA web site or it may mailed or faxed to the WOHA contracted management company.

The review period does not start until the completed application and attachments are received and accepted as being complete by the Committee. The application will be considered on its own individual merit using the criteria outlined in the “Review Criteria” section of this document. The Committee will review the application and respond to the applicant in writing within thirty (30) calendar days. Applications submitted without supporting documentation will automatically be denied.

Any exterior modifications made to property without gaining approval, or changes made in violation of the community standards may be cited in violation later.

2.3 Application Review

Each application shall be reviewed by the Committee within thirty (30) calendar days of submission. The Committee may need to visit the site and talk with the applicant and neighbors. When the application has been fully considered, the Committee will approve, conditionally approve, or disapprove the application. The vote necessary for a decision shall be a simple majority of the total number of people currently serving on the Committee. Conditional approval means that work may proceed provided that the conditions stipulated by the Committee on the application are met, either before or during the work as may be appropriate.

The applicant will be notified of the Committee decision by the WOHA management company. In cases of conditional approval or disapproval, the applicant will be provided with additional detail about why the application was not approved as submitted. The Committee’s decision may be appealed under the procedures described in the section titled “Appealing a Disapproved Plan” in this document.

The Committee shall have the right to review or inspect the project during completion to ensure conformance with the approved plan and specifications. The completed project shall be inspected by The Committee for final approval. The Committee will log all activity associated with the application review process and maintain all supporting documentation.

2.4 Review Criteria

The Committee evaluates each application on its own individual merits. The Committee’s decision will be based on the following review criteria:

2.4.1 Validity of Concept

The basic idea of the exterior or landscape change should be sound and appropriate to its surroundings. The goal is to preserve or maintain a unified and complementary total development. It is expected that all design elements, both site and building, will complement the project. Building design points such as shape, height, width, color and texture should be in accord with the image of the entire development.

2.4.2 Landscape and Environment

The exterior or landscape change should not destroy or blight the natural landscape or the achieved man-made environment.

2.4.3 Protection of Neighborhood Interest

The interest of all neighbors must be protected by making provisions for such matters as: surface water drainage; sound and sight buffers; preservation of views; availability of light, air quality and movement; and other aspects of design which may have a substantial effect on the neighboring property. For example, fences may obstruct views, breezes or access to neighboring property; and dog pens may cause undesirable noises or drastically infringe upon views of neighboring property. The Committee should consider the various and appropriate criteria and exercise objective and reasonable discretion in determining which of these criteria will govern in each specific application.

2.4.4 Design Compatibility

The proposed change should be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility shall be determined according to: harmony in style, scale, materials, color and construction details, along with workmanship and timing.

- **Style.** Harmonious to existing structure(s). For example, a colonial shed would not be harmonious with a contemporary house.
- **Scale.** The three dimensional size of the proposed change must relate satisfactorily to nearby structures and their surroundings and topography. For example, a detached storage building of a disproportionate size to the area in which it is intended to be placed would not be satisfactory. A garage or storage building to be built on the same ground level as existing structure(s) should not have a higher roof line or a greater building "footprint" than the existing structure(s).
- **Materials.** Continuity is established by use of the same or compatible materials as are used in the existing home. Building materials will be considered for acceptability by type, color, texture and durability. In addition, The Committee will approve the extent of use of any single material proposed, as well as its use in combination with other materials used in Windsor Oaks. Materials **not** permitted for sidings are:

- Concrete block
 - Metal
 - Plywood
 - Plastic or Vinyl
- **Color.** Color may be used to soften or intensify visual impact. For example, the color of a fence should blend in with the surrounding natural environment or be painted to be in continuity with the existing home. A wooden storm door should be painted to match the entrance door or other house trim color. Structures, fences and decorations should be painted to match or augment the existing home. A change in the color of existing structures must be approved by the Committee. (See Appendix E for a list of previously approved colors.)

- **Workmanship.** Workmanship should be equal to or better than that of the existing structure(s) on the property.
- **Timing.** Although changes may be made by either the property owner or a contractor, projects that remain uncompleted for long periods of time, i.e. one to four months, are visually objectionable and can be a nuisance and safety hazard for neighbors and the community as a whole. All applications must contain a proposed maximum time period from start to final completion of the construction and there should be continual progress during that time period. If the proposed time period is considered unreasonable, the Committee may disapprove the application on that basis. This applies equally to modifications of existing structures, landscaping and decorations. Furthermore, the appearance of property under construction, as viewed from neighboring lots and streets, must remain reasonably clean and free of building materials and equipment while construction is in progress.

2.5 Appealing a Disapproved Plan

An applicant may appeal any decision of the Committee by submitting a written request appeal with the Board of Directors within thirty (30) calendar days after receipt of a decision. The Board of Directors will notify the appealing party in writing of the date and time that they may present their case to the Board of Directors, which shall normally be at the next regularly scheduled monthly Board meeting. A two-thirds (2/3) majority vote of the Board of Directors is required to reverse a decision. The applicant will be provided with a written response from the Board of Directors concerning the appeal within thirty (30) calendar days.

3 ARCHITECTURAL STANDARDS

Owners are reminded that they are responsible for securing all required Town of Cary, County and State permits prior to the start of a construction project. Owners must also comply with all Federal, State and Local building codes and regulations. Owners are expected to comply with the requirements of this document and any approval received from the Architectural Review Committee. Failure to do so may result in statutory fines and modification expenses and compromise the quality and completion time of the project.

To avoid confusion or problems, all Owners or builders should submit an application even if they are unsure as to whether a change requires Committee approval.

3.1 Additions

Additions to existing structures require Architectural Review Committee approval. The Homeowner must get Architectural Review Committee approval and then apply for any necessary Town of Cary permits. Copies of the Permits must be provided to the Committee. An application for an addition should include the following information:

- a. A complete set of construction plans and specifications, including a front, one side and rear elevation;
- b. Type of construction materials; and
- c. Color of the addition.

3.2 Animal Pens

Fencing for the purpose of containing dogs or other allowed pets may be erected without Architectural Review Committee approval if it adheres to the following criteria:

- Located in the rear yard and screened from view of all streets;
- Located at least ten (10) feet from all neighboring property lines; and
- Be temporary and removable in nature.

Animal pens must also comply with the following Standards presented in this document:

- The Fences and Wall Standard, except that a wire-mesh or chain-link fence material may be used if it is no higher than four (4) feet; and
- The Tree Removal Standard.

Deviation from any of these criteria and Standards will require Committee approval via a Request for Architectural Approval. This is the only application for which wire-mesh and chain-link fencing is allowed, and then only under the stated requirements. The pen or run must be maintained in such a way that it is not offensive in sight, smell or sound to adjacent neighbors.

3.3 Animal Shelters

An animal shelter, such as a dog house, may be constructed without Architectural Review Committee approval if it adheres to the following criteria:

- a. Be located in the rear yard and screened from view of all streets; Located at least ten (10) feet from all neighboring property lines;
- b. Be no more than twelve (12) square feet and four (4) feet high;
- c. Be similar in exterior finish, style and color to the Owner's home;
- d. The Tree Removal Standard, Item 22 Page 19; and
- e. Be temporary in nature, that is, be removable with simple hand tools in one day's time or less.

Deviation from any of these criteria will require Architectural Review Committee approval via an Application for Request for Architectural Approval. An animal shelter must be maintained in a manner that is customary for any other structure on the property and not be allowed to fall into a state of disrepair. It must also be maintained in such a way that it is not offensive in sight, smell or sound to adjacent neighbors.

3.4 Antennas and Satellite Dishes

The placement of exterior antennas, aerials, satellite dishes and apparatus for the wireless reception of television, radio or other signals of any kind must be unobtrusive from the street and neighbor's view. The homeowner is responsible to ensure applicable FCC and Town of Cary requirement are met.

3.5 Clotheslines (See Use Standards)

3.6 Color Changes

An exterior color change to existing structures requires approval by the Architectural Review Committee. A sample of the proposed color must accompany the application. Approval is not required if an existing color paint is being used for the project.

3.7 Decks

Deck construction requires Architectural Review Committee approval. Like other structures, decks should be designed and constructed for aesthetic and architectural compatibility with existing structures and surroundings. The required Town of Cary permit must be obtained prior to the start of work and a copy submitted to the Architectural Review Committee. There are no predetermined styles for decks; however, they must adhere to the following Standards:

3.7.1 Materials.

All exposed wood should be:

- 1) Pressure treated pine or fir;
- 2) Spruce;
- 3) Redwood;
- 4) Cedar;
- 5) Cypress; or
- 6) Engineered/composite wood decking materials.

The color of natural, painted or stained decks should be compatible with existing structures.

3.7.2 Height.

The deck height must be aesthetically compatible with existing structures and all natural surroundings. Decks higher than the first floor will be discouraged, unless they are compatible with the architectural design and theme of the house and its setting.

3.7.3 Location.

Decks should be located at the rear of the house, but they may extend around a rear corner toward the front of a house to a distance that is no more than one third (1/3) the width of the side of the house. The deck must be securely attached to the house.

An application for a deck should include the following information:

- Location of the deck on the lot and in relation to the home and any other structures;
- Impact on existing vegetation in the area, especially trees;
- A plan or sketch of the structure from two different views;
- Type of construction materials; and
- Color of the structure, if painted or stained.

3.8 Deck Enclosures

The homeowner must submit an application to the Architectural Review and Use Committee for all proposed deck enclosures. Deck enclosures should be designed and constructed for architectural and aesthetic compatibility and harmony. An application for enclosing a deck must include the following information:

- A plan or sketch of the structure from two different views;
- Type of construction; and
- Color of the structure, if painted or stained.

A deck enclosure, like the deck itself, also requires a Town of Cary Building permit and a copy of the permit must be provided to the Architectural Review and Use Committee once it has been issued.

3.9 Fences and Walls

Fences and walls for enclosing, screening or landscaping a yard space must be placed on the Owner's lot and not on the Windsor Oaks Common Property without Board of Directors approval. A fence or wall enclosure shall not extend beyond the street elevation of an Owner's house or adjacent Owner's house. Landscaping fences or walls of four (4) feet or less in height may extend beyond the street elevation of a house. Fences and walls shall not exceed a height of six (6) feet. The finished side of a fence must face out toward adjoining property and streets. All fences and walls must also comply with all existing Town of Cary regulations.

Fences and walls must be properly maintained and kept in good condition. Maintenance to existing fences does not require Architectural Review Committee approval.

The Owner must submit an application (along with a photo or drawing) to the Architectural Review Committee for all proposed new fences or walls, as well as for any proposed changes or additions to those already existing. In terms of architectural style and design, they shall be extensions of existing structures and consist of materials and colors that match or closely complement the existing structures. Plans for fences and walls are subject to the following minimum standards:

- b. **Style.** Many styles of fences and walls will be considered by The Architectural Review and Use Committee, except that the following styles are expressly prohibited:
 - 1) Chain-link fences; and
 - 2) Wire mesh or wire-backed fences.
- c. **Material.** Fences and walls shall be constructed of one of the following materials:

- 1) Cedar;
- 2) Cypress;
- 3) Redwood;
- 4) Spruce;
- 5) Pressure treated pine;
- 6) Brick or field stone;
- 7) Wrought iron or ornamental metal; or
- 8) Decorative vinyl.

d. **Surface Treatment.** The color of natural, painted or stained fences should be compatible with existing structures.

The Town of Cary Fence Permits are only required if the fences adjacent to a thoroughfare or collector roadway or for fences exceeding eight feet (8') in height.

An application for a fence or wall should include the following information:

- The location of the fence or wall on the lot and in relation to the home and all existing structures, including driveways and/or patios;
- Impact on existing vegetation in the area, especially trees;
- The style of the fence;
- Height specifications;
- Construction materials and details; and
- Type and color of surface treatment.

3.10 Grading

Grading and other changes in topography could result in improper drainage and cause flooding on other properties. The Architectural Review Committee will deal with these requests on a case-by-case basis. The Committee may require the Owner to provide a site or plot plan that reflects the new topography for the changes that involve grading. Alteration of flow of water in existing drainage ditches and culverts is discouraged as it is likely to impact upstream and/or downstream homeowners. The Town of Cary also has requirements to be met before making changes.

The Owner is advised to consult with the Architectural Review Committee to determine what details will be required for an application of this type. The Owner, not the Windsor Oaks Homeowners Association, is fully and exclusively responsible for any damage that results from topographical changes made by the Owner, whether or not the changes were approved by The Architectural Review and Use Committee and/or Board of Directors.

3.11 Hedges and Screen Plantings

Planting in hedge or row form, in the front or side yards, which will tend to serve as a "fence," must adhere to the Fences and Walls Standard that is applicable to a "landscape fence" with regard to location and allowable height. An application for hedge planting should also include information about the type of plants to be used to form the "fence."

Owners are reminded to use extreme caution when digging in their yards since all of the utilities (gas, electric, sewer, telephone, water, internet/TV cable) in our subdivision are located underground. The Board of Directors strongly recommends that you contact the Utilities Location Service (800.623.4949)

to locate the utilities in your yard before you begin digging. Remember that Owners, not Windsor Oaks Homeowners Association, are fully and exclusively liable for any damage they cause to any utilities.

3.12 Landscaping

Architectural Review Committee approval is not required for landscape or plant treatments that are:

- Annual or temporary in nature;
- Perennials and ornamental shrubbery that are less than 36" in height at maturity Maintenance of existing lawns, trees, and planted areas and beds; or
- Removal dead or dying trees, limbs and vegetation.

Other landscape changes to the front or side yards of a permanent nature do require approval. For example, the cutting down of live trees; the planting of new trees or bushes; or creation of raised beds are subject to the Architectural Review Committee approval. Changes such as these have an impact on not only the individual Owner's property, but also on adjacent properties and the neighborhood as a whole and, therefore, require approval under the Covenants. Also, a planting in hedge row or row form in the front or side yards, which will tend to serve as a "fence," requires Architectural Review Committee approval. Refer to the Hedges and Screen Plantings Standard for further details on this item. An application for landscaping should include the following information:

- A landscaping drawing;
- A list of the kinds and sizes of plants; and
- Impact on existing vegetation in the area, especially trees.

Retaining walls must be constructed of brick, field stone or landscaping timbers.

Owners are reminded to use extreme CAUTION when digging in their yards since all of the utilities (gas, electric, sewer, telephone, water, internet/TV cable) in our subdivision are located underground. The Board of Directors strongly recommends that you contact the Utilities Location Service (800.632.4949) to locate the utilities in your yard before you begin digging. Remember the Owners, not Windsor Oaks Homeowners Association, are fully and exclusively liable for any damage they cause to utilities

3.13 Lighting

Large street and yard security type lights mounted on poles, or other structures are prohibited. Security flood lighting that is mounted on a house or other permanent structure is allowed, but diligent care must be taken to ensure that the lights are not directed toward streets or adjacent properties. Decorative yard and landscape lighting, like pole-mounted gas lights and low-voltage lamp yard systems, is allowed.

3.14 Maintenance and Repairs

Owners, not the Homeowners Association, are responsible for maintenance of and repairs to existing structures, additions and improvements to those structures, yards and landscaping. No application for repair or maintenance to restore a structure to its original approved condition is necessary.

Maintenance and repairs that will change the appearance of an existing structure are subject to prior approval. An application for changes of this nature should provide detail similar to that outlined under Item 1, Page 11.

3.15 Patios

A patio is any ground level non-earthen structure. They are usually constructed of concrete, brick, field stone or decay resistant wood materials. An application for a patio should provide details about the type of materials to be used, its location, and its size.

3.16 Play Equipment

Children's play equipment and basketball goals may be erected or placed on a lot without Architectural Review Committee approval if they adhere to the following Standards:

- Children's play equipment must be located on the rear of the lot, at least ten (10) feet from neighboring property lines;
- Basketball goals must be located adjacent to paved areas;
- Basketball playing area must be paved;
- A stationary basketball goal post must be securely located to withstand normal use without tilting or falling; and
- Basketball goals are not allowed on the curb areas of the street or any other Common Open Space.

Architectural Review Committee approval is required for the construction or placement of children's play equipment and basketball goals if any deviation from the Standard is desired. An application for play equipment should include its location on the lot and a drawing or picture of the equipment.

3.17 Signs

No commercial signs of any kind shall be displayed to the public view on any lot except that one sign, if not more than six (6) square feet, advertising the property during the period of construction or sale is permitted.

Temporary occasional signs of a personal nature, such as those that:

- Announce a new arrival or birthday, may be displayed for not more than one week.
- Garage or yard sale signs may be displayed only during the day before and the day of the sale.
- Political signs may be displayed for no more than four (4) weeks prior to the day of the election and be removed the day following the election.

In addition to the WOHA Standards, the following Town of Cary regulations on political signs apply to WOHA:

- They are permitted on private property (with the property owner's permission) and not within the public right-of-way or affixed to any improvement within such right-of-way (median, utility pole, traffic control device, bridge, guardrail, or other safety barrier), within a required sight distance triangle.

- One (1) sign is permitted per individual lot or parcel for each candidate for office or side of a ballot measure or issue; for a lot or parcel with frontage on a second street, one (1) additional sign for each candidate for office or side of a ballot measure or issue shall be permitted.
- Political signs may not exceed five (5) square feet in area per sign face or forty-two (42) inches in height, except where such sign is erected in place of another type of sign permitted at that location, in which case it may be the same size and subject to the same conditions as such sign.
- In addition, political signs are required to be removed within ten (10) days following the date of any election or other event to which it refers, except that signs for successful primary election candidates, eligible for the general election, may remain after the primary election.

3.18 Solar Collectors

The construction of solar energy collector panels and attendant hardware is subject to Architectural Review and Use Committee approval. An application for solar collectors should include detailed plans and specifications. If a commercial product is to be installed, the manufacturer's specifications and promotional literature or photographs of similar installations should be provided with the application. A solar collector installation must also meet all Town of Cary requirements.

3.19 Storage Buildings and Other Structures

Architectural Review Committee approval is required for storage buildings and other free standing structures, such as garages and shops. Plans for storage buildings and other structures shall meet the following minimum criteria:

- Siding and roofing material must be complementary in color and composition of the home as described in the 'Architecture Control' and 'Architecture Standards' sections. Metal storage sheds are prohibited;
- The roof must be pitched and of material and color as that of the home;
- There must be a suitably constructed foundation and floor system;
- The building or structure must be located on the rear of the property, preferably behind the house, where it will be least visible from the streets;
- The building or structure cannot be located on Common Property and must also be located at least ten (10) feet from homeowner property lines;
- Buildings cannot be used as a temporary or permanent dwelling or residence;
- Buildings cannot have permanent electric, water, or sewer utilities without a permit from the Town of Cary; and
- The size of the storage building or other structure shall be limited to a maximum of 144 square feet with walls no higher than seven (7) feet.

An application for a storage building or other structure should include the following information:

- Location of the structure on the lot and in relationship to the home and other existing structures;
- A plan or sketch of the structure from two different views;

- Type of construction material and color of the structure; and
- Impact on existing vegetation in the area, especially trees.

3.20 Swimming Pools

Above ground swimming pools are prohibited, except that portable children's pools, no more than eight (8) feet in diameter and two (2) feet in height may be used in the rear yards during the swimming season. They must be stored out of sight when not in use. In-ground swimming pools may be installed in rear yard areas and screened from public view. In-ground pools must be completely enclosed in child-proof fence and otherwise meet all State, County and Town of Cary code standards. Owners, not the Windsor Oaks Homeowners Association, are fully and exclusively liable for any accident involving their swimming pools. An application for an in-ground swimming pool should include the following information:

- Location of the pool on the lot;
- Impact on existing vegetation in the area, especially trees;
- A plan detailing the size of the pool and surrounding patio, the type of construction materials and the specifications and location of filtering/heating systems to be used; and

A plan for enclosing the pool area that is in compliance with the architectural standards for fences.

3.21 Tree Removal

Live tree removal from property within Windsor Oaks may adversely affect the overall appearance of the subdivision and is subject to the Architectural Review process.

The removal of a live tree, or trees, that are less than eighteen (18) inches in circumference, as measured one (1) foot above the ground, may be removed from an owner's lot or front and side common area adjoining an owner's lot without Architectural Review Committee approval. The removal of a tree larger than 18 inches in circumference, as measured at 1 foot above the ground, is considered a landscape change and requires Architectural Review Committee approval.

Trees that are dead may be removed without Architecture Review Committee approval.

The unauthorized removal of each live tree larger than eighteen (18) inches in diameter as measured one (1) foot above the ground will result in a \$100.00 fine. In addition, the Architectural Review Committee may require that the homeowner plant a replacement for each tree so removed. The Owner must provide food and water for each replacement tree and replant it if it should die.

An application for tree removal should show the size and location of the tree(s) and explain why the applicant wishes to remove them. Tree stumps visible from the street must be cut flush with the ground or removed by cutting, digging or grinding.

Tree maintenance or removal from Common Property directly adjoining a Homeowner's lot is the responsibility of the adjacent Homeowner(s). Maintenance of trees in the large areas of Common

Property or in the Common Property bordering non-Windsor Oaks property is at the discretion of the Board of Directors. Due to the limited funds available to the Homeowner Association, only trees that pose a safety hazard to non-Windsor Oaks homeowners are taken care of typically by felling the tree and leaving it in the Common Property.

3.22 Window Air Conditioners

Architectural Review Committee approval is not required for window air conditioners that adhere to the following Standards:

- Concealed from view of all streets; and
- Operational noise must be no greater than that of existing central air units.

Installations that would deviate from these Standards must be approved by the Architectural Review Committee.

3.23 Yard Decorations

The placement or construction of exterior decorations within view of the streets other than items to be placed on or immediately adjacent to an exterior door is subject to Architectural Review Committee approval. Examples of such items are: sculptures, fountains, yard ornaments, flag poles, windmills, wishing wells, large planters, etc. Seasonal yard decorations, i.e. Christmas, New Year's Day, Halloween, Easter, etc. may be temporarily placed upon the yard during the particular season, but must be removed within three (3) weeks after the appropriate holiday has passed.

An application for permanent yard decorations should include a drawing or sketch of the item(s). Where possible, a manufacturer's drawing or picture of the item(s) should be included with the application. The application should also show the planned location of the item(s) on the lot.

4 Use Standards and Restrictions

Authorization for Use Standards by the Architectural Review Committee is found in the Covenants (See Appendix B, "Use Standards" Section 1 – Rules and Regulations). The Standards set forth in this section define those activities, behaviors and uses of property that the Board of Directors has determined are not in the best interest of *protecting the value and desirability* of all of the properties within Windsor Oaks Subdivision.

Owners must also comply with all Federal, State of North Carolina and Town of Cary regulations and statutes that are applicable to the following Use Standards.

4.1 Pets and Animals

Animals that endanger homeowner health and safety make objectionable noise or constitute a nuisance or inconvenience to other Owners shall not be kept or maintained on any lot or in any dwelling. Homeowner pets and animals must comply with the Town of Cary, Wake County, and State of North Carolina requirements regarding pet noise, number of pets, license, etc. Animals must be leashed prior to leaving their owner's property and must remain on a leash at all times while off their owner's

property. Pet owners are responsible for cleaning up their pets feces anywhere within the neighborhood. Violations of the leash law will also be reported to the appropriate authorities.

4.2 Clotheslines

Permanent exterior clotheslines are prohibited. A temporary exterior clothesline maybe used under the following conditions:

- It is concealed from view of all streets;
- It is screened from view of any neighbor who objects to seeing it;
- Laundry is not left on the lines any longer than necessary for drying; and
- It is retracted or removed immediately after each use.

4.3 Firearms and Gas Powered Guns

The use of firearms and gas powered guns within Windsor Oaks Subdivisions is strictly prohibited both by the Covenants and the Town of Cary. In addition to the daily or per incident fine, violators are subject to criminal prosecution by the appropriate authorities.

4.4 Garbage and Garbage Receptacles

Lots and adjacent Common Open space must be kept free of rubbish, trash and garbage. Each Owner will provide receptacles for garbage, which must be stored in a place that is not visible from the street or behind the front elevation of the home. Garbage receptacles, yard waste and recycling containers shall be placed at the curb no earlier than twenty-four (24) hours before the scheduled pick-up and must be removed within twenty-four (24) hours after they have been emptied.

4.5 Gardens, Landscaping and Plants

Plant or landscape treatments that enhance the natural beauty of the neighborhood are allowed and encouraged. Refer to the Architecture Standards chapter for specific standards for Landscaping, Fences and Walls, Hedges and Screen Plantings, Tree Removal, and Grading. Architectural Review Committee approval is required for a major or permanent landscaping project that in the front or side yards and visible from the street.

Vegetable gardens are allowed, but they must be kept neat and not allowed to become overgrown with weeds. They must be located in the rear or side yard at least six (6) feet from adjacent lot lines and Common Open Space.

4.6 Lawn and Yard Maintenance

Owners are responsible for caring for the lawns, natural areas, and landscaping on their lots and on Common Open Space to the front and side of their property adjacent to the streets. Owners are reminded that this part of the Common Open Space is perceived to be a part of each lot and, if not properly maintained, it reflects poorly upon the lot associated with it.

- Trees and bushes must be kept appropriately trimmed.
- Fallen limbs, branches, trees, and debris must be removed from both lawns and natural areas and disposed of properly.
- Firewood must be stacked and stored behind the house or in the side yard as long as it does not extend beyond the street elevation of a house.

- The cutting down of trees in lawns or natural area is subject to the restrictions in the Tree Removal section of this document. Stumps from removed trees in lawn, beds, or natural areas must be removed or cut to ground level and covered.
- Lawns must not be allowed to grow over eight (8) inches tall. Grass that is allowed to get taller than that may result in a fine.

In addition to the Architecture and Use Standards, WOHA is subject to the Town of Cary regulations landscaping and maintenance regulations.

The Town of Cary has the following regulation covering tree trimming. “No more than 33 percent of the canopy is to be pruned from shrubs and small trees, i.e. crape myrtles. If you have any question about tree pruning please contact the Planning Department at (919) 469-4082 or see "A Guide for Business and Landscapers”.

The Town of Cary regulations on tall grass and weeds reads as follows. “Tall grass, weeds and undergrowth on any property in the Town should not exceed a height of 8 inches. If a property owner, lessee or occupant with control of a property fails, refuses or neglects to cut, destroy, or remove such weeds within two (2) days after receipt of notice to do so given by the Public Works and Utilities Department, then the Town through its agents and employees, may enter upon such lot or premises for a depth of fifty (50) feet from each abutting property line and cut and destroy such weeds and undergrowth for a depth of fifty (50) feet from each abutting property line, and the cost and expense thereof shall be paid by the owner, lessee, occupant or agent, or it shall become a lien against such property in the same manner as for taxes.”

4.7 Vehicle Parking

The parking of any vehicle on Common Open Space is prohibited. The Covenants describe this space as the “all real property dedicated to the common use and enjoyment of the owners”. Parking in the undeveloped areas of the subdivision or utility easements and access areas is not permitted. Based on the Covenants, adequate off-street parking is to be provided by each homeowner. Vehicles must be parked on driveways, which are to be paved (concrete, asphalt or an approved hard surface alternative). Vehicles cannot be parked on un-paved portions of a homeowner’s lot or the un-paved common area that adjoins a lot. Homeowners must obtain approval for alternative driveway surface treatments.

Only non-commercial and non-recreational vehicles may be parked overnight in driveways except as specified below. All business or commercial vehicles must be parked in the garage.

Temporary guest, commercial and overflow parking is allowed on the streets, but overnight parking on the street or the grassy road shoulder is prohibited. Parking on grassy shoulders should be avoided, especially in wet weather. Repair of damage to common areas and grassy road shoulders from vehicle parking by the homeowner or their guests is the responsibility of the homeowner.

All commercial and recreational vehicles including, but not limited to, tractors, trailers, mobile homes, travel trailers, utility trailers, horse trailers, boat trailers, RV campers, boats and other watercraft, etc. must be parked within a garage or in an area that is screened from the street view when these vehicles are permanently parked on any lot. If this is not possible, those vehicles must be parked or stored at facilities outside of the subdivision. However, permits for driveway parking of these vehicles, for a period of one week or less, may be issued. All parking permits shall be issued by the Architectural

Review Committee. An individual owner can request no more than six (6) one week parking permits in a twelve (12) month period. Commercial and recreational vehicles may be parked in a driveway for one (1) twenty-four (24) hour span during a seven (7) day period without a permit provided that the Architectural Review Committee has been notified. The penalty for unauthorized parking whether of cars, trucks recreational vehicles, commercial vehicles, etc. is \$10.00 per day of violation.

The Town of Cary has the following restriction covering the parking of business vehicle parking in a residential zoned district applies to parking with Windsor Oaks. "The storage or parking of a vehicle or trailer, for a period of one or more nights, if the vehicle or trailer is licensed or regularly used for business purposes, and is either:

- a. A vehicle for which a commercial driver's license is required by state law; or
- b. A vehicle or trailer having in excess of two axles; or
- c. A vehicle or trailer bearing commercial signage, logo, or carrying commercial or industrial equipment or materials; or
- d. A vehicle or trailer having a height in excess of 90 inches, which is stored or parked in any yard."

Non-operational or unlicensed vehicles must be parked or stored within a fully enclosed garage.

4.8 Vehicle Maintenance

The assembly or disassembly of motor vehicles and other mechanical devices is prohibited, unless it is done within the confines of the Owner's garage. Minor maintenance tasks, like changing oil, filters or spark plugs, can be done outside of the garage as long as the work is completed in one day's time. All petroleum waste generated from such work must be properly disposed of by the Owner and not dumped in any lot or Common open Space.

5 Architecture and Use Standards Enforcement

5.1 Reporting Violations Homeowner Report of Suspected Violations

Every Owner is encouraged to notice and report suspected violations of the Architectural and Use Standards contained in the document. Homeowners can report a suspected violation of the standards by using the calling or sending an email to the WOHA management company. This feature works anonymously. No record of the reporting homeowner is kept by the WOHA.

5.2 Property Management Company Report of Suspected Violations

Our property management company conducts monthly drive through inspections of the neighborhood. Prior to each inspection, the property management company inspector prints a drive-order report. This report contains open and closed violation issues, open ARC requests, closed ARC approvals and denials. The inspector takes note of each property and takes photos as necessary. These notes are then used to create new violation letters, close open violations that have been resolved, and escalate continuing violations. It is important to note that the inspector cannot enter a homeowner's property. All inspections are completed from the street. The management company report also contains notes derived from homeowner contacts such as calls saying a violation has been resolved, requests for photographs of violations, or other instructions and homeowner reports.

5.3 Enforcement

The basic tenant of the enforcement of the Architectural and Use Standards is that all homeowners agree to voluntarily comply with the Standards when they purchased a home in Windsor Oaks. Therefore, the enforcement process moves in phases from simple reminders of non-compliance to remedial action to force compliance with the Standards. Violations and enforcement go through four phases. Each phase relies on the inspections and reporting of violations previously described in this section. The WOHA management company assists the Board of Directors by providing the official communication between the Board and the homeowners. The four enforcement phases include:

1. Friendly reminder.
2. Official notification
3. Hearing.
4. Final actions.

Timing between each step depends on the nature of the violation. Easily corrected violations such as landscape maintenance or removing a lawn sign are given shorter correction periods than more difficult items such as making a home repair.

5.3.1 Friendly Reminder

The ‘friendly reminder’ is a letter from the management company to a homeowner that points out or reminds a homeowner of their non-compliance with the Standards. The objective of the letter is to have the homeowner voluntarily correct the non-compliance.

5.3.2 Official Notification

If after a homeowner fails to respond to the ‘friendly reminder’ the management company may issue a Notice of Violation. A date is specified for expected correction of the violation. The Board may offer suggestions for remediation or correction of the violation. The notice details on the Standards that is being violated.

If the inspector notices a property change without an ARC on file, the homeowner will receive a Notice of Unapproved Architectural Change requesting that the homeowner submit a “Request for Architectural Approval” for review and approval. Work on the unapproved change should stop immediately until the ARC has been submitted and approved.

5.3.3 Homeowner Hearing

If a homeowner does not bring their property into compliance with the Standards, based on the violation, the Board may elect to impose a fine for the violation. Before the fine associated with the violation can be levied, the homeowner will be given an opportunity to attend a hearing before the WOHA Board. The objectives of this phase are:

- to ensure the violation is clearly explained and understood by the homeowner;
- to understand the homeowner’s position and assist the homeowner in evaluating potential courses of action;

- to obtain homeowner agreement on voluntary compliance and an action or remediation plan; and
- If necessary, to discuss potential actions available to the Board if an action or remediation plan cannot be agreed upon.

When the violation reaches this level the homeowner will be informed by registered letter of the time and date of the hearing. The letter will contain a description of the unapproved modification and any photos and correspondence that pertain. The homeowner must be notified of the hearing within a minimum of ten (10) days prior to the hearing date. The Board will make good faith efforts to work with the homeowner on the scheduling of the hearing. However, the Board may conduct the hearing and make a fine determination, without the presence of the homeowner if the homeowner decides not to attend. If a homeowner does not participate in the Hearing, the Board may decide on a remedial action or fine in the homeowner's absence. Some fines for non-compliance are described in other sections of this document. The determination of the Board is final and cannot be appealed. The homeowner will receive notification of the determination by registered mail.

5.3.4 Final Actions

As a result of the Board determination at the hearing, the homeowner may be subject to the following actions:

- Suspension of Owner's voting rights and privileges;
- Fine at the daily or per incident rate of \$10.00 for the violation until it is corrected;
- Collection of outstanding fines, penalties and fees associated with this action by private agency;
- Windsor Oaks Homeowners Association may initiate litigation against the Owner to recover all costs associated with this action, including its reasonable attorney's fees and expenses incurred. At the discretion of the Board, legal actions may include;
 - Filing of lien against the Owner's property for all outstanding fines, penalties and fees associated with this action. The lien shall remain in effect until such time that the violation has been corrected and all fines have been paid in full.
 - If the lien remains unpaid for a substantial period of time, the Board may seek to foreclose the lien by forced sale of homeowner property under court order. A lien will be filed against the Owner's property for all outstanding fines, penalties and fees associated with this action. The lien shall remain in effect until such time that the violation has been corrected and all fines have been paid in full. The Owner will be notified of this action by the attorney;

The Owner will receive notification of initiation of these legal actions from the attorney hired by the board or its agent.

6 Amending Architecture and Use Standards and Processes

The Architecture and Use Standards is a living document that should reflect the current values of the WOHA and homeowners. The Architecture and Use Standards and processes may be changed or amended as the need to do so is recognized. Amendments to this document will be in response to events that identify deficiencies or appropriate changes in a process, the Standards or the document itself. Amendments may also be in response to a change in the values or beliefs of the Association. This section defines the amendment process.

Owners are encouraged to discuss any concerns that they may have about the Architecture and Use Standards or processes with a member of the Board of Directors or Architectural Review Committee. The Committee is the focal point for initiating amendments to the Standards. As such, they are charged with carrying all requests for amendment forward to the Board of Directors for review. The Board of Directors, who is elected by and represents all Owners, has sole authority for amending this document.

The Architecture and Use Standards or process can be amended through the following process:

1. Written proposals for amendments will be initiated by or presented to the Architectural Review Committee for consideration.
2. The Committee will discuss the proposal and if they decide it has merit, the chairman will present it to the Board of Directors at its next regularly scheduled meeting.
3. The Board of Directors will discuss the amendment and vote on it.
4. If approved, the Board of Directors will notify Owners of the proposed amendment via the Windsor Oaks Homeowners Association newsletter or any other means it so chooses. The final approval of the proposed amendment will be tabled for thirty (30) days after Owner notification to provide Owners the opportunity to consider, discuss and provide comments on the amendment. If a majority of the Owners object to the proposed amendment, the Board of Director may rescind it. Unless rescinded by the Board of Directors, the amendment becomes effective at the end of the thirty (30) day notification period. Owners will receive an update for their copy of this document soon after the amendment becomes effective.

Appendix

Appendix A. Architectural Control excerpt from the Declaration Of Covenants, Conditions, and Restrictions of Windsor Oaks Subdivision

Appendix B. Use Restrictions excerpt from the Declaration Of Covenants, Conditions, and Restrictions of Windsor Oaks Subdivision

Appendix C. Architectural Change Request form

APPENDIX A. ARCHITECTURAL CONTROL

The following is an excerpt from the DECLARATION OF COVENANTS, CONDITIONS, and RESTRICTIONS OF WINDSOR OAKS SUBDIVISION as filed with WAKE County Registrar of Deeds, Book 3373, Page 403, on October 29, 1984.

ARTICLE VII

ARCHITECTURAL CONTROL

Section 1. Review and Approval of Landscaping Specification for Construction of Structures and Additions, Alterations or Changes to Structures. No building, wall, fence, swimming pool or other improvements shall be commenced, erected or maintained upon any lots or upon the Common Open Space, nor shall any landscaping be done, thereon nor shall any exterior addition to any such existing structure or change or alteration therein, be made until the plans and specifications therefore showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to the harmony and compatibility of its external design and location, with surrounding structures and topography, by the Board of Directors of the Association or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with; provided, however, that all decisions under this section shall be the sole responsibility of Declarant until such time as Declarant shall no longer vote as a Class B member of the Association. And further provided however, that notwithstanding the foregoing, nothing herein contained shall be construed to permit the interference with the development of the Properties by the Declarant so long as said development follows the general plan of the development of the Property.

APPENDIX B. USE RESTRICTIONS

The following is an excerpt from the DECLARATION OF COVENANTS, CONDITIONS, and RESTRICTIONS OF WINDSOR OAKS SUBDIVISION as filed with Wake County Registrar of Deeds, Book 3373, Page 403, on October 29, 1984.

ARTICLE VIII

USE RESTRICTIONS

Section 1. Rules and Regulations. The Board of Directors of the Association shall have the power to formulate, publish and enforce reasonable rules and regulations concerning the uses and enjoyment of the front yard space of each lot and the Common Open Space.

Section 2. Use of Properties. No lots on any recorded plat shall be used except for residential purposes and for purposes incidental or accessory there to except that Declarant may maintain a temporary business office.

Section 3. Quiet Enjoyment. No obnoxious or offensive activity shall be carried on upon the Properties, nor shall anything be done which may be or may become a nuisance or annoyance to the neighborhood.

Section 4. Animals. No animals, livestock or poultry of any kind shall be kept or maintained on any Lot or in any dwelling except that dogs, cats or other household pets may be kept or maintained provided that they are not bred or maintained for commercial purposes.

Section 5. Dwelling Specifications on Lots. All dwellings constructed or permitted to remain on lots designated for single family use shall have an area of the main structure, exclusive of open porches and decks, of at least 1800 square feet of enclosed heated area for one-story dwellings; 1800 square feet of enclosed heated area for one and one-half story dwellings, provided that the ground floor has at least 1050 square feet; and 1900 square feet of enclosed heated area for two-story dwellings, provided that the ground floor has at least 1050 square feet. Such units shall have a double car garage or in lieu thereof, shall have at least 2400 square feet of enclosed heated area, without any garage; or such unit shall have a single car garage along with at least 2200 square feet of enclosed heated area.

Dwellings constructed on all Lots shall have, front, rear and side setback lines of 10 feet unless otherwise designated on the recorded plat.

Section 6. Temporary Residence. No residence of a temporary character shall be erected or allowed to remain on said property; and no trailer, basement, tent, shack, garage, barn or other outbuilding erected on said property shall be used as a residence either permanently or temporarily.

Section 7. Recreational Vehicles. All boats or recreational vehicles such as campers or trailers must be parked at designated areas.

Section 8. Driveways and Parking. All driveways shall be paved (concrete or asphalt) from the street to each house including parking areas. Adequate off-street parking in compliance with county regulations shall be provided by the owner of each lot for the parking of automobiles owned by such owner and no parking will be permitted on the streets.

Section 9. Street Lighting. The Declarant reserves the right to subject said property to a contract with Carolina Power & Light Company for the installation of underground electric cables and/or the installation of street lighting, either or both of which may require an initial payment and/or a continuing monthly payment to Carolina Power & Light Company by the Owner of each lot.

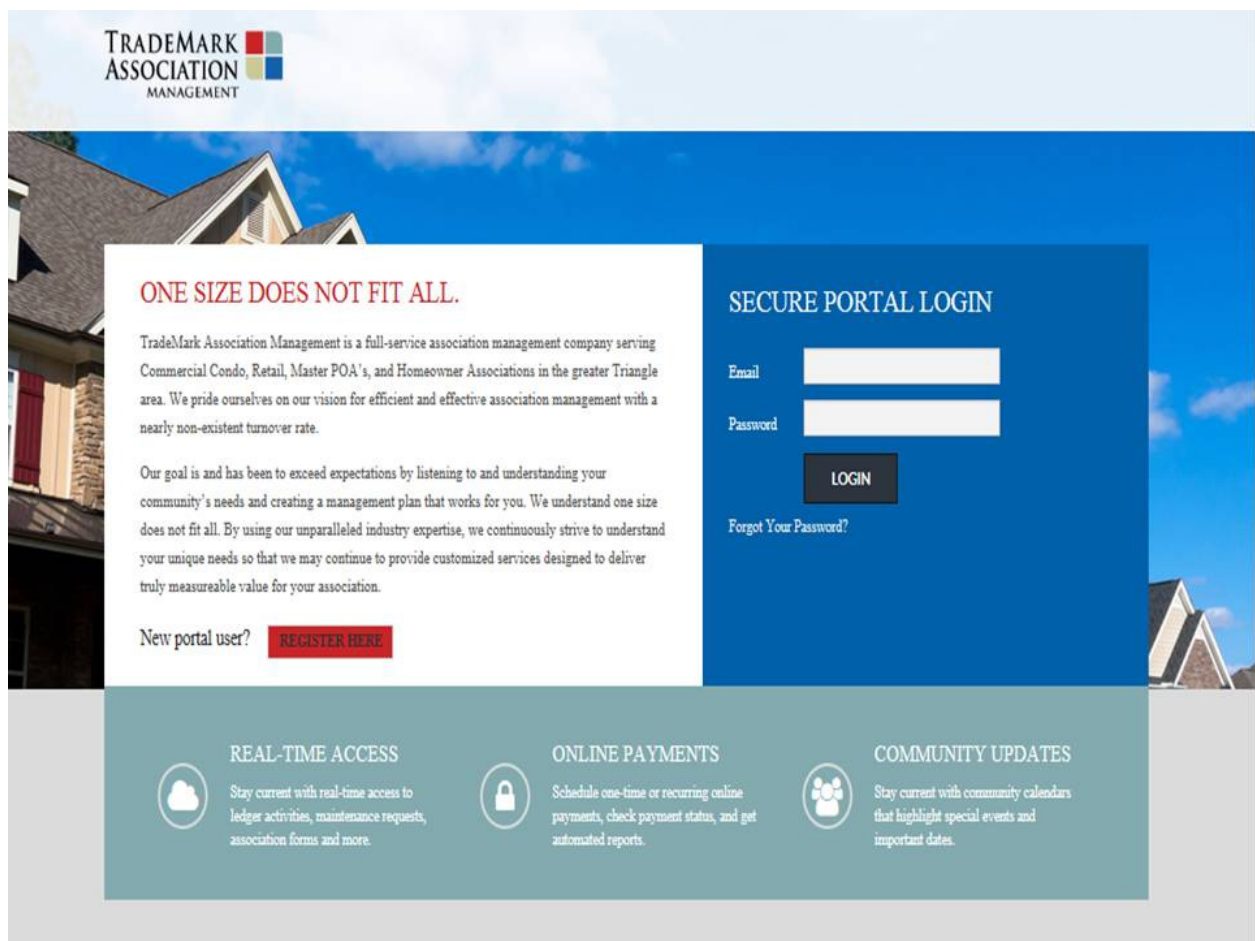
Section 10. Underground Utilities. The Declarant reserves the right to subject the property to a contract with a North Carolina Licenses utility company for the installation of underground water and sewer lines to the property which may require an initial payment and/or a continuing monthly payment to the licensed utility company by the owner of each lot. The rate of monthly payment by each property owner shall be regulated by the North Carolina State Utilities Commission.

APPENDIX C. Architectural Change Request form

Prior to making exterior changes to their property, homeowners must obtain approval by the Architectural Review Committee appointed by the board. Any exterior modifications made to property without gaining approval, or changes made in violation of the community standards may be cited in violation later. Following are images of the Request web page and the Architectural Change Request form.

Log in page for the management company web site.

<https://www.condocafe.com/Portal/login.aspx?Company=Njl%3d-Smkbjtp9zal%3d&Property=MTgxMg%3d%3d-KRCW%2bU5I7XY%3d&>



After you are logged in, you will be taken to the WOHA welcome page. Once here, click on the Documents tab.

Click on the Documents tab

TRADEMARK ASSOCIATION MANAGEMENT

Windsor Oaks Homeowners Association

Home Profile Account **Documents** Home Page Edit Logout

Home

Welcome Property Contacts Submit Request Request History FAQ TAM Contacts

Windsor Oaks HOA

Windsor Oaks HOA is managed by TradeMark Association Management and utilizes our TAM maintenance staff.

Throughout this website, you can find documents such as by-laws, covenants and rules. You can also set up your online payment for dues under the Account section.

Please check out the calendar for updates.

For more information about TradeMark Association Management, please refer to our website link below:

<http://www.trademarkassoc.com/>

📅 January 2016

1 New Years Day

☺ Contact our office if you have any announcements that you would like posted on the board for all to see. You can access this on the 'submit requests' section on this site.

Next go to the General Documents tab and double click on the Property Documents folder.

The screenshot shows the Windsor Oaks Homeowners Association website. At the top left is the logo for TRADEMARK ASSOCIATION MANAGEMENT. At the top right is the text "Windsor Oaks Homeowners Association". Below this is a navigation bar with links: Home, Profile, Account, Documents (highlighted), Home Page Edit, and Logout. The main content area is titled "Documents" and has three tabs: General (selected), Personal, and Upload Document. Below the tabs, it says "Contents of: top level" and "10 records per page". There is a search box. A table lists folders and files:

Folder/File	Name	Description
Folder	Architectural Review	
Folder	Board Archive Folder	
Folder	Directory	
Folder	Minutes	
Folder	Monthly Financials	
Folder	Property Documents	
Folder	Resolutions	

At the bottom, it says "Showing 1 to 7 of 7 entries" and has navigation buttons: ← Previous, 1, Next →. A red box highlights the "Property Documents" folder, and a red arrow points from a text box to it. The text box contains the text: "Architecture Change Request form is found on the General Documents tab in the Property Documents folder".

You can download the Architectural Change Request from Property Documents folder.

TRADEMARK ASSOCIATION MANAGEMENT

Home Profile Account Documents Home Page Edit Logout

Documents

General Personal Upload Document

Contents of Property Documents

10 records per page Search

Folder/File	Name	Description
	Up to top level	
	Covenants, By Laws, Articles, Amendments.pdf	Covenants, By Laws, Amendments
	NC Non Profit Corporation Act Chapter 55A.pdf	55A
	NC Planned Community Act Chapter 47F.pdf	47F
	TAM ARCHITECTURAL REVIEW FORM - 6-28-15.doc	Arch Request Form
	Windsor Bylaws.pdf	Windsor Bylaws
	Windsor Covenants.pdf	Windsor Covenants
	WOHA ArchAndUseStds Amended 1-28-2015.pdf	WOHA ArchAndUseStds Amended 1-28-2015

Showing 1 to 8 of 8 entries

Previous 1 Next

Double click here to download the Change Request form

Architecture Change Request form is found in the Property Documents folder

Architectural Change Request Windsor Oaks Homeowners Association

Name _____

Address _____

City/State/Zip _____

Phone(s) H: _____ W: _____

Date Submitted _____ Date Received by ARC _____

In accordance with the Windsor Oaks Homeowners Association (WOHA) Covenants and Architecture and Use Standards I request approval to make the following changes, alterations, renovations, additions and/or removals to my property:

Is this an amendment to a previous request? _____ if yes, approximate date of previous request: _____ I understand that under the WOHA Architecture and Use Standards the committee will act on this request within 30 days and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
3. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
4. I understand and agree that the WOHA, its board of directors, and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
5. I agree to comply with all Town of Cary, Wake County, and State of NC laws and to obtain all necessary permits. I understand that in addition to review, approval, and adoption by the ARC, the Town of Cary may require permits and inspections of the improvements. I am proposing to insure compliance with city zoning codes. Further, I understand that it is my responsibility to determine if my proposed improvement does require a permit and/or inspection and to obtain such as needed (at the minimum, permits and inspections are required for additions, detached storage sheds and fences).
6. I understand that should the application not be complete in order to determine approval or disapproval, the ARC will disapprove the application and return it to the owner with a statement for the disapproval.

7. I agree to full financial responsibility of structure, installation, and on-going maintenance.
8. I agree to pay and repair for any damages done to the common areas during and after construction.

Owner also agrees to indemnify and hold harmless the association members, property managers, and agents of and from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the work of Contractor or alteration/item changed/created in the common area pertaining to this request.

Licensed contractor? _____ Yes _____ No

Contractor Name and Phone _____

The ARC will notify you, in writing, with an approval or non-approval. Please schedule any contractors accordingly. Should the ARC deny your request, you may appeal the decision in person to the Board of Directors.

The Architectural Review Committee reserves the right to inspect your change within 30 days after the completion of construction to verify that you have made changes according to the submitted change form/document.

The approval of the common area change shall require the affirmative vote of a majority of the regular members of the ARC.

Owner Signature _____

Owner printed name _____

Architectural Change Request Instructions

Please provide as much information as possible so a decision can be made. All change requests will be responded to in writing and, unless otherwise stated in the documents for your community, a decision will be made within 30 days.

1. Provide an accurate description of the proposed architectural change or project.
2. Provide a plat (map survey) of entire lot.
3. Provide copies of permits required.
4. Provide a complete set of construction plans; Front-Side-Rear

Also provide any materials, colors, preservation techniques, and structural details, similarities to existing structures within the community, measurements, and any other information that will accurately describe the appearance of the change when complete. Include color samples and/or paint chips for exterior color change requests.

5. Provide a “birds-eye” view of the property and identify the proposed changes. This can be done by including a lot survey or hand drawn diagram and marking the proposed changes in colored pen or marker.
6. Provide as many views of the proposed project as necessary to accurately describe it and present it to the board of directors or architectural committee.
7. Have each owner of neighboring/adjacent lots or any owner who would reasonably be able to view your proposed change from their property sign below. ***Note to homeowners: Your signature below indicates that you have seen this proposal and agree to the change being completed as submitted. If you disagree with the proposed change or have concerns you wish to be known, please discuss with your neighbor and try to resolve them or submit your concerns to us in writing. All architectural change request decisions will be made by the Board of Directors for your community.***

Name & Address

Signature & Date
