



The Harvest Pointe Association  
Design Guidelines

A Handbook for Harvest Pointe Homeowners

2007

## **PURPOSE OF THE HANDBOOK**

The primary purpose of this handbook is to familiarize homeowners at Harvest Pointe with the objectives, scope and application of design standards and guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Harvest Pointe community.

The handbook enumerates specific design standards and guidelines which have been adopted by the Board of Directors of the Harvest Pointe Association. It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which are subject to approval by the Association. This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Control Committee. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

## **BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS**

The legal documents for the Harvest Pointe Association contain covenants, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- *Maintain consistency with the overall design concept for the community;*
- *Promote harmonious architectural and environmental design qualities and features;*
- *Promote and enhance the visual and aesthetic appearance of the community.*

The enforcement of design standards not only enhances the physical appearance of a community but protects and preserves property values. Homeowners, who reside in association communities which enforce design covenants are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

## **ROLE OF THE ARCHITECTURAL CONTROL COMMITTEE**

All homeowners at Harvest Pointe are automatically members of the Harvest Pointe Homeowners Association. The Association is a non-stock corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community. The Association is also responsible for the administration and enforcement of all covenants

which are applicable to property owners, including design standards and restrictions. The Declaration of Covenants, Conditions and Restrictions for the Harvest Pointe Association provides that responsibility for the enforcement of design standards shall be exercised through an Architectural Control Committee, the members of which shall be appointed by the Board of Directors of the Association.

The Architectural Control Committee is to consist of three or more persons appointed by the Board of Directors.

The Architectural Control Committee shall be responsible for enforcing the Association's Design Guidelines with respect to exterior modifications to homes and lots proposed by lot owners. The ACC shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The review process shall be governed by the Design Guidelines promulgated by the Association's Board of Directors.

As part of its responsibilities, the Architectural Control Committee will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the Board. The Architectural Control Committee will also be responsible for reviewing possible violations of the Association's Design Guidelines.

## **ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL CONTROL COMMITTEE**

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Control Committee. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Minor exterior building components may be repaired so long as there is no change in the type of material and color.
2. Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Architectural Control Committee before proceeding with the improvement.

## **APPLICATION AND REVIEW PROCEDURES**

Application and review procedures used by the Architectural Control Committee are detailed below.

1. Applications. Applications for proposed improvements must be submitted in writing using the application form authorized by the Architectural Control Committee. A copy of this form is included in this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review. Unless notified to the contrary, mail applications to:

**Architectural Control Committee**  
**Harvest Pointe Homeowners Association**  
**1024 Dalby Way**  
**Austell, GA 30106**

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Architectural Control Committee, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.

3. Time Frame for Completion of the Review. The Architectural Control Committee is required to approve or disapprove any proposed improvement within forty-five (45) days after the receipt of a properly completed application. However, the forty-five (45) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Control Committee

5. Appeals Procedure. Homeowners may appeal decisions of the Architectural Control Committee to the Board of Directors. A homeowner may appeal a decision of the Architectural Control Committee by submitting a written request to the Board of Directors within ten (10) days after the date of an action by the Architectural Control Committee. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within sixty (60) days from the date of receipt of an appeal.

## **ENFORCEMENT PROCEDURES**

The Declaration and Bylaws of the Association empower the Architectural Control Committee and the Board of Directors to enforce compliance with the Association's Design Guidelines. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Architectural Control Committee by a member of the ACC, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Associations or managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Architectural Control Committee or the managing agent.
3. The Architectural Control Committee will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. A notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.
4. If the violation continues for ten days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than ten days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within ten days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Architectural Control Committee a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen day period).
5. The Architectural Control Committee shall refer the violation to the Board of Directors for enforcement of the Association's Design Guidelines in accordance with the provisions of The Association's legal documents and/or policies approved by the Board. if, as a result of the hearing, the ACC determines that the violation has either not been abated or that the resident is not making a good faith effort to abate the violation in a timely manner.
6. In the event that the violation is not corrected, as per \*The Harvest Pointe Covenants, after the final notification date, you will be fined \$25.00 per day until all requested items have been fulfilled. When the fines have exceeded \$500.00. This information will be forwarded to the HP Board and or the HP Attorneys. A possible lien will be placed on your property and or your wages may be garnished until the fines and interest have been paid and the maintenance and repairs have been completed.

\* In the Amended and Restated declaration of Covenants, Conditions and Restrictions for Harvest Pointe; Page 3, Association Rights and Restrictions "The Association, acting through its Board of Directors, shall have the right and authority, in addition to and not in limintation of all other rights it may have:

- (a) to make and to enforce reasonable rules and regulations governing the use of the Property, including the Lots and the Common Property;
- (b) to enforce use restrictions, other Declaration and Bylaws provisions, and rules and regulations by imposing reasonable monetary fines, exercising self-help powers, suspending use and voting privileges, and suspending services paid for as a Common Expense, as provided herein and in Section 44-3-223 of the Act. "

7. The above procedures do not preclude the Architectural Control Committee or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the The Harvest Pointe Association – Design Guidelines

8. Association’s legal documents. Likewise, the Architectural Control Committee or the Board of Directors may establish shorter notification periods for the correction of violations of the Design Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

9. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris.

All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board of Directors may, after ten (10) days written notice to the owner (*or such shorter notice period as determined by the Board*), authorize the Association to enter upon the owner’s lot and to perform any required maintenance at the expense of the owner. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their lot, (other than neatly stored construction materials for an approved improvement of the lot or home) the notice period shall be ten (10) days.

## **PROPERTY MAINTENANCE STANDARDS**

1. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Control Committee). No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).

2. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.

3. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be removed as quickly as possible.

4. Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turf area.

5. No trash, trash container, or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.

6. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.

The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted. No stains or discoloration from soil, mold or mildew is permitted.

8. Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must

be repaired as quickly as possible.

9. Window Treatments, unless otherwise approved in writing by the board, all windows on a dwelling which are intended to be operable shall have window treatments, and any portion thereof visible from outside the dwelling shall be white or off-white in color and in good condition (no broken/missing louvers or tattered, torn drapery).

## **DESIGN GUIDELINES**

The specific Design Guidelines detailed below have been adopted by the Board of Directors.

### **AIR CONDITIONING UNITS/HEAT PUMPS**

The ACC will not approve applications for the installation of window or wall air conditioning units or fans. The relocation of exterior central air conditioning units and heat pumps require approval and will be considered if there is no adverse visual or noise impact upon adjoining properties. Application and approval are not required to replace a heat pump or air conditioning unit in the original location.

### **ANTENNAS AND SATELLITE DISHES**

Satellite dishes which are larger than one meter in diameter are prohibited. Satellite dishes which are one meter in diameter or less, television antennas and MMDS (multichannel, multipoint distribution) antennas are permitted. Antennas and satellite dishes are subject to the guidelines below and do not require prior approval from the Architectural Control Committee.

- Location - Devices are not to be installed in the front of the lot or on the front facade of a residence . They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. Whenever possible, the devices should be located in the rear yard. If they must be installed at roof level, then they should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home.
- Screening - To the extent possible, dishes and antennas should be screened so that they are not visible either from the street or to other lot owners.
- Color - In order to minimize any adverse visual impact, a device which is affixed to a residence should be painted to match the color of the portion of the house to which it is attached, so long as painting the device will not void the manufacturer's warranty.

### **ATTIC VENTILATORS**

Attic ventilators and turbines should be mounted on the rear side of the roof ridge line so as to minimize their visibility.

### **CARPETING**

Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, patios, etc.) are prohibited and will not be approved. Indoor/outdoor carpeting for decks and screened porches may be approved on a case by case basis only.

## **CLOTHES LINES**

Clothes lines or similar apparatus for the exterior drying of clothes are prohibited.

## **DECKS**

ALL decks must be approved by the Architectural Control Committee. Homeowners are advised to consider the following:

Elevated and ground level decks are an extension of the house which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done, but they must be to scale and show dimensions. Refer to the checklist for other information to be submitted with an application for a deck.

Any adverse drainage requirements which might result from the construction of a deck, patio, or screened porch should be considered and remedied. Approval will be denied if the Architectural Control Committee determines that adjoining properties are adversely affected by changes in drainage. The use of a partially porous surface or the installation of mulch beds adjacent to a deck, patio, or porch are ways to offset drainage concerns. The following factors will be considered in the review of applications:

1. Location - Deck, patios, and screened porches should generally be located in rear yards. Side yard locations will generally not be approved, but may be evaluated on their individual merit. The privacy of adjacent homes will be considered in evaluating the location.

2. Scale and Style - Decks, patios, and screened porches, particularly elevated decks, should be of a scale which is compatible with the home to which attached, adjacent homes and the environmental surroundings.

3. Materials - Wood decks and screened porches should be constructed of high quality pressure-treated wood, (#2 southern grade yellow pine or better), or cedar which remains stable in exterior applications. And or standard aluminum material commonly used in covered decks/porches.

4. Color - Decks may be left to age naturally, treated with a transparent preservative stain or stained/painted with a color approved by the Architectural Review Board. Applicants who want to stain or paint a deck or screened porch must submit a color chip or sample as an exhibit to the design review application.

5. Underdeck Screening and Ground Covering - Elevated decks have an underdeck area which can have a negative visual impact on adjoining neighbors, particularly when used as in informal storage space for items such as lawn equipment, firewood, and similar items. The use of lattice screening or landscaping the perimeter of this area is required if the underdeck area is to be used for such storage. Lattice or vertical screening to be installed under an elevated deck will be reviewed on an individual basis. It is suggested that the area under an elevated deck where ground cover cannot be maintained should be covered with pea gravel or similar landscaping material (describe in application), or a patio should be installed.

6. Landscaping - Landscaping around decks, patios, and screened porches is strongly

encouraged to soften corners and views from adjacent lots.

### **DOG HOUSES AND DOG RUNS**

Dog houses and dog runs are prohibited in viewable areas of the residence (front and side yards).

### **EXTERIOR DECORATIVE OBJECTS**

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures, and fountains, free standing poles of all types, house address numerals, and any items attached to approved structures.

These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on the neighborhood and the surrounding area. Sculpture, garden statues, bird baths, bird houses and similar items are restricted to rear yard locations and should not be visible from the front yard or a street. Exceptions will be granted when they are used to hide or soften the appearance of a utility box (i.e. cable or telephone) Decorative Holiday or Seasonal flags may be displayed only during the appropriate holiday or season and must be removed after the holiday or season has passed.

### **EXTERIOR LIGHTING**

Lighting which is part of the original structure may not be altered without prior approval of the Architectural Control Committee. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

### **EXTERIOR PAINTING**

ACC approval is required in order to repaint or re-stain. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures regardless if the color is the same or not. Paint colors used must be in the same color field as current HP exterior home colors.

### **FENCES**

General guidelines for the construction and approval of fences are provided below.

1. Chain-Link and Barbed Wire Fences - Chain link and barbed wire fences will not be approved under any circumstances. Chain link or barbed wire fencing material will not be permitted for any use.
2. Rear Lot-Line Fences for Homes - Rear yards may be enclosed with a six foot high alternating board-on-board fence. The fence support posts must be pressure treated wood and the boards must be either cedar or high quality pressure treated wood (#2 southern yellow pine or better). In the case of end units, fences may not extend forward of the rear plane of the home, but may be extended to the side yard boundary. Fences shall be left to age naturally or may be treated with a preservative stain.

### **FIREWOOD**

Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the

residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases.

Firewood should be stacked in piles which do not exceed eight feet in length and four feet in height for both aesthetic and safety considerations.

Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

#### **FLAGPOLES**

Permanent, freestanding flagpoles are prohibited. Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do require approval by the Architectural Control Committee.

#### **GREENHOUSES**

A greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Greenhouses must meet the following additional criteria to be approved.

1. The scale and design must be architecturally compatible with the home and surrounding homes.
2. There shall be no adverse visual impacts for adjoining properties. The installation of landscape materials to provide a visual screen is encouraged and may be required as a condition of approval.

#### **GUTTERS AND DOWNSPOUTS**

All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout, requires approval. Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties. Black tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks should be black or green plastic, or unpainted concrete.

#### **HOT TUBS/SPAS**

Exterior hot tubs or spas must be located on the ground level of the rear yard adjacent to the dwelling unit and require approval. The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. Hot tubs or spas which are recessed into decks are preferred over those which are free standing. If free standing, a hot tub or spa should be screened with landscaping or privacy screening in order to minimize its visibility.

#### **LANDSCAPING**

Application and review is not required for the following modifications:

1. Planting of annuals or perennials in existing beds.
2. Installation of new beds less than four feet wide around the perimeter of the house foundation (and deck, patio, or fence if present) and perimeter of the rear of the lot, provided that plants installed have a mature height of less than eight feet.
3. Installation of new beds less than three feet wide adjacent to walks from the driveway to

the front of the home, provided that plants have a mature height of less than three feet.

4. Installation of new beds less than two feet wide around a mailbox post and around transformer/utility boxes, provided that plants have a mature height of less than three feet.

5. Installation of edging around existing or approved beds.

6. The installation of individual trees or shrubs on the lot, provided that such plantings at maturity are in scale with the home and lot.

***Any other landscaping modifications, including the following, require application and review by the Architectural Control Committee.***

1. Removal of grass and replacement with mulch, gravel or some other type of ground cover, except in the case of the pre-approved locations above. (this will be considered for limited areas; on steep slopes, for example.)

2. Any installation of landscape timbers. Timbers should not define the individual front yards or walkways, and cannot be used on property lines. Timbers may be used in rear yards to line flowerbeds, or to aid in preventing soil erosion. Any use of landscape timbers above one timber in height must receive prior approval by the Architectural Control Committee. These timbers must be natural in color, not stained.

3. Stone or masonry landscape walls. Walls intended as a landscape feature should not exceed two feet in height. The use of natural stone is preferred. However, brick or artificial materials (i.e. - keystone) may be approved if consistent with design characteristics of the home and adjoining properties.

4. Any modifications that require construction (including retaining walls or garden structures, such as trellises, gazebos, etc.) or result in a grade change.

5. Approval is required for any shrubs or trees which are intended to form a hedge or natural screen which will be more than three feet in height. Landscape screens or barriers may be approvable in order to define private space or block undesirable views. However, the ACC will consider any adverse impacts on adjoining lots, including the disruption of sight lines for adjoining properties. Landscape screens or barriers are not permitted on front yard lot lines.

6. Any proposed improvement which is of such a scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes and the surrounding area.

#### **PATIOS**

All patios require approval. Patios must be located in rear yards. Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied.

#### **SECURITY BARS**

In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and

from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

### **SIGNS**

Security signs, described below, are permitted on lots or common areas without the prior approval of the Architectural Control Committee. Real estate sign offering a property for sale or rent is permitted, provided that the sign does not exceed six square feet in area. Such signs must be removed within the weeks following the sale or rental of the home. Real Estate signs placed at the HP front entrance are allowed only between the times of Friday at 5pm through Sunday 9pm.

### **SECURITY SIGNS**

Two security signs, each not exceeding a total of sixty-four (64) square inches may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door. A second sign may be posted in the rear yard.

### **SKYLIGHTS**

Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Skylights are not permitted on the front side of the roof ridgeline. Skylights which are constructed flush with the roof line are preferred.

### **STORAGE SHEDS**

1. General - The use metal storage sheds is prohibited. The use of prefabricated storage sheds will be considered on a case by case basis. The approval process for all storage sheds is subject to a 60 day timeframe.

a. Design. The architectural design of the shed should be compatible with the design of the home.

b. Size. Sheds should not exceed 48 square feet of floor space and seven feet in height at the highest point.

c. Materials. The finish materials must be identical to those for the home.

d. Colors. The color scheme must be the same as for the home.

e. Roof. The roof slope and the type and color of roofing material should match the house.

### **STORM/SCREEN DOORS**

Only full view storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. Provided that this criterion is met, there is latitude for a number of door styles. Doors with other decorative treatment, such as grills, are not permitted. Doors must be white or painted the same color as the unit entry door. Storm doors which conform to the above guidelines do not require approval.

### **TREE REMOVAL**

No live trees with a diameter in excess of 6 inches, measured 24 inches above ground, nor flowering trees in excess of 6 inches similarly measured, no live vegetation on slopes of more

than 20 percent gradient or marked “no cut” areas on approved plans, may be cut without the prior approval of the Architectural Control Committee.

## **WALKWAYS**

Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, or poured concrete). Long stretches of poured concrete should be avoided, and walkways of wood decking will generally not be approved.

## **WINDOWS**

Approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must match the existing windows. Approval is not required to replace existing windows provided that replacement windows are identical to the original windows. Application and approval is required for replacement windows which are not identical to the original windows.

## **WINDOW DIVIDERS**

Window dividers installed in original windows must be retained and replaced with a comparable divider if damaged or missing.

## **WINDOW TREATMENTS**

Unless otherwise approved in writing by the HP Board, all windows on a dwelling which are intended to be operable shall have window treatments, and any portion thereof visible from outside the dwelling shall be white or off white in color. All window treatments shall be in good repair. No missing blind louvers or torn/ripped drapery.

## **DRIVEWAYS, SIDEWALKS, STEPS, FRONT ENTRY**

All driveways, sidewalks, steps and front entry exterior floor areas must be kept clean and free of weeds growing in cracks. Any stains or discoloration from soil, engine oil, mold or mildew must be pressure washed. The ACC recommends that annual pressure washing is performed in order to keep the appearance in accordance with the ACC guidelines. Any large cracks should be filled in with a color matching filler.

## **MAIL BOXES**

All mailboxes and post must be an approved ACC mailbox. A list of approved mailboxes is in this booklet. All mailboxes must be maintained. No blistering or peeling paint. No faded paint. No Rust. All HP Mailboxes are to be painted in a Gloss Black paint color. Any mailboxes with missing lids are to be repaired. All Mailboxes are to be firmly secured in the ground with concrete. Mailbox numbers are to be a white or gold lettering.

# HARVEST POINTE HOMEOWNERS ASSOCIATION

Please allow 30 - 45 days for the application to be processed after you have submitted all documents.

To: Architectural Control Committee  
Harvest Pointe Homeowners Association  
1024 Dalby Way  
Austell, GA 30106

Name  
Address  
Mailing Address (if different)  
Home Phone Number  
Work Phone Number

## Directions:

The Declaration of Covenants requires that you submit to the Architectural Control Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Control Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Control Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the ACC prior to submission of an application.

## Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked,

## **Neighbors' Acknowledgments:**

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.

Name:  
Address:  
Signature:

Name:  
Address:  
Signature:

**Owners' Acknowledgments:**

I/we understand and agree:

1. \_\_\_\_\_ that approval by the Architectural Control Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ that approval by the Architectural Control Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Architectural Control Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the Architectural Control Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_ that there shall be no deviations from the plans, specifications, and location approved by the Architectural Control Committee without prior written consent of the Architectural Control Committee; any variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ that I authorize members of the Architectural Control Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Architectural Control Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. \_\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_\_ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.

Owner/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Co-Owner/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked).

Please list Attachments:















