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**TATTON PLACE ASSOCIATION, INC.**

**ARCHITECTURAL STANDARDS**

**AND**

**CONSTRUCTION SPECIFICATIONS**

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**Revised September 2004**

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## **II. PURPOSE AND POLICY**

The Architectural Standards and Specifications (hereafter referred to as the Standard) were established by the Tatton Place Association Covenants and Restrictions. Their primary purpose is to preserve and maintain the property values and the natural beauty of the development. The Covenants also establish the Architectural Review Committee, with final approval authority given to the Board of Directors.

A part of the charter of the Architectural Review Committee is to enforce and maintain consistent standards while remaining flexible and open-minded to changes in our community and our lifestyles. This standard is intended to be a living document that allows for individual creativity of design, with each request being reviewed on its own merits. This document is not intended to be comprehensive; rather it is a guideline for residents considering modification to their lot or the exterior of their home. The aesthetics of the modification will be a primary consideration of the Committee.

The Committee is composed of a minimum of three but not more than eleven (11) members with volunteers solicited during the annual homeowners meeting, but all of who must be approved / appointed by the Board of Directors. The Architectural Review Committee meets regularly each month (Call Omega for current date, time and location). The primary purpose of the meeting is to review all architectural requests received by Omega during the previous month and to make recommendations to the Board of Directors. Homeowners are often requested to attend meetings to: (1) ensure that the committee fully understands their request, and (2) offer their comments about architectural violations and any modifications that are currently underway or being planned.

## **III. RESPONSIBILITIES**

THESE ARE THE RESPONSIBILITIES OF ALL PARTIES AS THEY RELATE TO THE ARCHITECTURAL STANDARDS AND CONSTRUCTION SPECIFICATIONS.

### **Board of Directors**

The Board of Directors is responsible for approving or disapproving all architectural requests, making decisions about violations and related penalties or legal remedies, and the final interpretation of the Covenants and Restrictions.

**Architectural Review Committee (ARC)**

The Architectural Review Committee is responsible for reviewing requests, making site inspections (both before and after the modifications), and making recommendations to the Board of Directors. The Architectural Review Committee is also responsible for updating this document, as required, for approval by the Board of Directors.

**Homeowners**

Each homeowner has the responsibility to properly complete and submit an Architectural Request Form to the Property Management Organization in accordance with the requirements of this Standard. Each homeowner is also responsible for adhering to this policy, complying with the decisions made by the Board of Directors, and reporting any problems or violations to the Property Management Organization.

**Property Management Organization (Omega Management)**

The Property Management Organization is responsible for collecting all architectural request forms submitted, and for performing an initial screen to assure completeness. Incomplete forms will be immediately returned to the homeowner. Completed submittals will be distributed to the Architectural Review Committee in a timely manner. The Property Management Organization (hereafter referred to as Omega) also acts as the clearinghouse for community problems or concerns. Omega then channels these messages to the appropriate committee. Omega is also responsible for sending the Board of Directors' response to complete submittals to the homeowner and the Architectural Review Committee.

**IV. GUIDELINES**

It is the interpretation of the Committee and the Tatton Place Board of Directors that the provisions of the Covenants apply to a wide variety of aesthetic considerations in the community. Every attempt has been made to include in this Standard those considerations which have the potential to impact property values. Suggestions for improvement of this document should be submitted to Omega.

The following are examples of the types of changes, additions or deletions that would either (1) require submittal of an Architectural Request Form, (2) not require a submittal, or (3) are prohibited.

While every effort has been made to identify aspects of change, the homeowner who has doubt if his/her situation is adequately addressed should contact Omega for guidance.

NOTE: It must be recognized that the submittal/approval process is administered by volunteers on their own time (nights and weekends) and is inherently lengthy. The Committee and the Board of Directors meet once within each calendar month. It is imperative therefore, that each homeowner **plan in advance** and allow for the process time required.

Throughout this document, the term “changes” shall include additions and deletions.

- A. Types of Changes Which Require Submittal
  - 1. Changes to the exterior of the home, such as (but not limited to):
    - a. Addition of:
      - i. Awnings
      - ii. Decorative lighting (gas lights, low-voltage landscaping lights, etc.)
    - b. Appearance, such as:
      - i. Color
      - ii. Materials (such as siding)
  - 2. Other exterior changes, such as:
    - a. Buildings/Storage Sheds
    - b. Decks, deck skirting or screening , and patios
    - c. Driveway extensions and parking pads
    - d. Enclosures
    - e. Fences
    - f. Hedges and screen plantings
    - g. Landscaping
    - h. Poles, free-standing (basketball goals)
    - i. Signs
    - j. Structures
    - k. Swimming pools and hot tubs
    - l. Tree removal – live
    - m. Satellite dishes

**B. Specific Changes Which Do Not Require a Submittal:**

1. Flower boxes which are painted to match exterior color approved for home
2. Minor landscaping (see Section V)
3. Non-permanent children's play equipment which meets Guidelines for Tatton Place (Appendix B)
4. Periodic repainting and restaining with the existing color for maintenance
5. Removal of dead trees
6. Small garden plots which meet guidelines for Tatton Place (Appendix D) and located behind the residence out of view from the street
7. Storm doors (must still meet color and material requirements)

**C. Specific Changes Which are Prohibited:**

1. Animals other than household pets
2. Wire-backed wood fences, chain link fences, and other fence designs except that approved under Fence Guidelines (Appendix A)
3. Commercial advertising signs
4. Encroachment on other property
5. Exterior antennas
6. Metal storage sheds
7. Parking of vehicles or trailers on streets overnight
8. Permanent clotheslines or those installed on the exterior of the home or property

9. Permanently installed above-ground pools
10. Unclean, unsightly, unkempt, unhealthy or unsafe conditions which tend to substantially decrease beauty or safety
11. Bright colors (as pertaining to painting)
12. Removal/elimination of window grills
13. Addition of basketball goals other than those permitted in Guidelines for Tatton Place (Appendix C). Basketball goals attached to the garage are strictly prohibited.
14. Addition of solar collectors
15. Any items not in compliance with neighborhood covenants

## V. STANDARDS & SPECIFICATIONS

The specifications/details listed below apply to both items requiring submittal and not requiring submittal and are those that have been identified by the Board as requiring a specification. For items detailed below, while not requiring submittal, the expectation is that this minimum detail will be met.

### A. Animals

1. No animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that:
  - a. Homeowners will comply with the Town of Cary Ordinances concerning the raising, breeding, or keeping of animals, livestock, or poultry on any lot.
  - b. No more than two (2) dogs, cats or other household pets may be kept, provided they are not bred or maintained for any commercial purpose.

B. Clotheslines

1. Permanent exterior clotheslines are prohibited.

C. Exterior Antennas or Dishes

1. No exterior antenna or tower shall be erected or placed upon any lot.
2. Satellite dishes not greater than 39 inches (1 meter) in diameter are allowed, but must be submitted for approval of placement.

D. Basketball Goals

1. Submittals for free-standing poles (such as basketball goals) should include construction and installation details and must meet Guidelines for Basketball Goals (Appendix C).

E. Signs

1. No signs, advertisements, billboards, or advertising structures of any kind may be erected, maintained or displayed on any Lot; provided, however, that nothing herein shall prohibit signs erected or displayed by Declarant in connection with the development of the Properties and the marketing and sale of residences therein, and nothing herein shall prohibit a sale sign erected by any future Owner so long as the sign is placed on the owner's property. No signage, except those of the Declarant, may be used in common areas or right-of-ways.
2. Signs from contractors doing work on your home are allowed for up to 10 days after the work is completed.
3. All signs shall not exceed 18" x 24".

F. Parking

1. No industrial or commercial type trucks, or tractors, or inoperable automobiles, may be regularly parked outside on the lot.
2. Parking overnight on the streets is strictly prohibited.

### G. Driveways and Parking Pads

1. No parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces.
2. Driveways and vehicle parking pads shall be concrete only. Any other type of pad (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practice.
3. Particularly close attention must be paid to structure placement, setbacks and encroachment due to the size of most lots in Tatton Place.
4. No trailers, recreational vehicles, or boats shall be parked outside on any lot or in the streets without prior approval from Omega.
5. Painted or colored concrete is not permitted for use on patios or concrete driveways.

### H. Storage

1. No trade materials or inventories may be stored on residential lots.
2. Temporary storage of materials for modification projects should be discreetly placed and orderly maintained.

### I. Swimming Pools

1. In-ground pools must meet local code standards for safety, including fencing.
  - a. Fencing style must meet guidelines (Appendix A)
2. Permanent above-ground pools are prohibited.
3. Pools must meet setback requirements.

J. Trees

1. The removal of a live tree requires approval unless the tree is less than eight inches (8") in diameter measured at ground level
2. Removal of dead trees does not require submittal, regardless of size. It is the homeowner's responsibility to assure the tree is dead.

K. Landscaping

1. Landscaping, such as naturalizing an area of yard and adding shrubs, trees, flowers, etc., requires approval.
2. Other types of landscaping represent more significant projects that may be structural, have an impact on adjacent property, or require strong aesthetic consideration, and will require submittal:
  - a. Retaining walls
  - b. Drainage, swale, runoff: careful consideration should be given to landscaping that will regulate current drainage/runoff to adjoining property. Details should be contained in submittals.
  - c. Garden plots. Small, discreetly located garden plots shall be submitted in accordance with Guidelines (Appendix D).
  - d. Ornaments/figurines to be placed in public view (front yards, corner lots, etc.) should be submitted with a picture. This applies to permanent placements like birdbaths, not to the temporary installation of seasonal visuals (Halloween, Christmas, etc.).
3. The use of rip-rap stone in Tatton Place is limited to the use of rip-rap in drainage concerns located in common areas. Other types of stone may be considered for approval and should be submitted with samples and/or pictures.

L. Hedges and Screen Plantings

1. No hedge or screen planting shall be erected or permitted to remain on any lot closer to the front lot line than the front of the home.
2. Hedge or screen plantings which form a barrier between properties should have:
  - a. Concurrence of the adjoining property owner.
  - b. Agreement for maintenance access.
  - c. Setbacks to allow for plant growth: Unless otherwise approved, three feet for shrubs, six feet for trees.
3. No hedge or screen plantings are permitted on corner lots.

M. Decks and Patios

1. The Board encourages creative design and patterns for decks and patios, particularly in replacement of existing builder-supplied components. However, plans for such improvements shall be submitted to the Architectural Review Committee for approval.
2. There are no predetermined styles in this document for decks or patios.
3. Deck Materials
  - a. Deck materials are generally pressure treated wood.
  - b. Posts may be made of brick, pressure treated wood or other suitable material.
4. Patio Materials
  - a. Concrete slabs with smooth finish or exposed aggregate. Must be screened with landscape. Include landscape plan in request.
  - b. Bricks with sand fill or grout.
  - c. Stone and slate

5. Height of decks, arbors and screens
  - a. Decks should be of a reasonable height for their intended purpose.
  - b. Arbors should be no higher than eight feet above the deck surface.
  - c. Freestanding deck screens (e.g., lattice) shall not exceed six feet in height.
  - d. Screens as part of an arbor may extend to the arbor.
6. Location
  - a. Patios should be located behind the house, and may not extend beyond, around corners, or be freestanding in other areas of a backyard.
  - b. Decks shall not extend outward beyond the rear corners of the building line.
  - c. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
  - d. Special cases may require an exception to rules V.M.6.a and V.M.6.b and will be determined after a site visit.
- N. Enclosures (screened porch, sunrooms, etc.)
  1. Like other structures, enclosures should be designed and constructed for aesthetic compatibility and preservation.
  2. Enclosures will have to comply with the City building code, which requires a building permit.
- O. Materials and Colors
  1. Periodic repainting and restaining with the existing color for maintenance does not require submittal.
  2. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.

3. Brick will remain unpainted.
  4. Color changes
    - a. Keep all colors low in intensity (saturation or chroma).
    - b. Color changes from original are generally discouraged.
    - c. Colors must not clash with the colors of the homes in the immediate vicinity.
    - d. Actual color samples must be included with a request for a color change.
- P. Window Mullions (Grills)
1. Window grills are required in all homes in Tatton Place.
  2. Window grills are required in the sidelights of palladium windows.
  3. Window grills are not required in doors or door sidelights.

## VI. MAINTENANCE

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall beauty of the community. It is hoped that each and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties.

Following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair:

1. Shrubby, Trees, and Lawns
2. Driveways and Sidewalks
3. Decks
4. Fences
5. Playground Equipment
6. Roofing
7. Paint and Stain

8. Garbage Can Storage
9. Mailboxes
  - a. Mailboxes must be of the same design, style, size and color as all others within Tatton Place.

### **Deterioration**

If at any time the Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the Architectural Review Committee will be requested to make a site inspection. They will then make recommendations to the Board of Directors.

Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time, the repairs have still not been made, the Board of Directors has the obligation of enforcement described in Section VIII of this Standard.

## **VII. PROCESS**

Changes, additions or deletions that have been previously identified as requiring submittal, or that the homeowners believe may require submittal, shall follow the process described in this section. The process will be the same for all submittals with the required details varying depending upon the type of change.

### **Reminders**

- ? No construction shall begin without Board of Directors written approval of the submittal. Therefore, no commitment for labor and/or materials should be given to contractors prior to receipt of written approval.
- ? No City building permit shall be applied for prior to having Board of Directors approval.
- ? Allow enough time for processing and approval (up to 60 days, as specified in the Master Declaration of Covenants) in planning for construction.

A. Planning and Preparation of Submittal

1. Using this specification, determine if a submittal is required. If yes, continue.
2. Prepare the Architectural Review Form (copy available from Omega) and attach any drawings, sketches and supplemental documents for the Architectural Review Committee and Board of Directors' reviews. A complete submittal will FULLY describe/depict the change and stand on its own without need for further explanation or clarification.
3. Sign the form.
4. Present the complete submittal to all adjoining property owners or neighbors who may be visually impacted by the change, and obtain their signatures. This signature only reflects that each neighbor has seen the complete submittal. It is NOT an approval of the submittal.
5. Only after completing steps 1-4 (above), present the submittal to Omega, 280 Nottingham Drive, Cary, NC 27511. Omega will perform an initial review of the submittal for completeness and legibility. Incomplete or illegible submittals will be returned immediately to the homeowner. Upon receipt of a **complete and legible** submittal, the 30 day review period will begin.
6. Annually, the Architectural Review Committee will establish a meeting date for their monthly meeting. The submittal must be received by Omega no later than 7 days prior to their established meeting date.

B. Architectural Review Committee Review

1. Omega will forward copies of all submittals to the chairperson and designated area representatives and retain the original.
2. The area representative will make every attempt to make a site visit with the homeowner prior to the committee meeting.

3. The committee will review the submittal at its monthly meeting with the area representative adding any observations from the site visit. Also, any responses by adjoining property owners will be reviewed and taken into consideration.
  4. If the homeowner wishes to meet with the Committee, the monthly meeting is open to the public on the designated day, after the business meeting.
  5. The committee will vote on the submittal, with their **recommendation** for approval or disapproval forwarded to the Board of Directors in time for their monthly meeting.
- C. Board of Directors Review/Decision (due 60 days from receipt of complete and legible submittal)
1. At its regular monthly meeting the Board will review the recommendations of the committee. Particular attention will be paid to any recommendations for disapproval.
  2. The Board will vote on each submittal as approved or disapproved.  
  
Note: Disapproval may be on any grounds and the details will be communicated to the homeowner by the Board.
  3. Omega will complete a standard response letter indicating the Board's decision, and mail it within five working days.
  4. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits.
  5. A proper submittal approved by the Board is like a contract to comply with the specific details. Alterations/deviations of a significant nature will require resubmittal.

D. Appeals / Resubmittals

1. To appeal a disapproved submittal, the homeowner should submit a written response including specific detailed information that clarifies why the submittal should be reconsidered. The homeowner may also request a meeting with the Committee or Board to further discuss the submittal.
2. Should the submittal have been disapproved on a technicality (i.e. location or height of a fence) and the homeowner is willing to comply with the remedy proposed in the Boards' response letter, then the homeowner need only stop by the Omega office, pencil in the change(s), and initial and date the change(s). The revised submittal will then be reconsidered by the Board via a telephone vote. The homeowner will be telephoned with the decision, and receive a written approval letter citing the change(s).

E. Time Frame for Construction

1. Construction should begin at the indicated start date or within three months after the date of the written approval by the Board of Directors. Work must be completed within six months after construction begins, unless an extension is requested and granted.
2. Approval for projects that are not begun as specified above will lapse, and the applicant must resubmit the proposal or a written request for extension to the Board of Directors.

F. Details for Submittal

In some cases many attributes or details of a proposed change, addition or deletion are required for the Committee and Board to make sound, responsible decisions. In other cases, the nature of the change will be simple and straightforward, as will be the submittal. The following items should be used as a method of describing or visually depicting the requested change (as applicable).

1. Picture, magazine cutouts, etc.
2. Color chips.
3. Plot plan – top down drawing showing location of existing structure(s), property boundaries in relation to adjoining property(s), and location of proposed change(s).
4. Elevation drawings – a side view that will show height, topography of land, and visual image of the change.
5. Written description of the types of materials to be used or a contractor's bill of materials.
6. Written and/or visual depiction of construction details.
7. Location for building material storage during construction, soil disposal plan, drainage plan, and landscaping or re-vegetation plan (as applicable).
8. Any other aids that will assist the committee and the Board of Directors in their review.
9. Identification of the party responsible for performing the improvement (homeowner, contractor name, etc.).

Drawings need to be to scale to show a relationship to location, height, etc., with the dimensions and scale used clearly marked on all drawings. For major construction projects such as additions, sunrooms, dormers, etc., for which a hired contractor is used, the design drawing should suffice, showing rooflines and other such details.

#### G. Inspection

The Architectural Review Committee and Omega have been directed by the Board of Directors to do random on-site inspections to assure compliance with approved submittals. Homeowners are asked to cooperate during such inspections. As a minimum, the homeowner is asked to notify Omega within 30 days of the completion of the project. If deficiencies or significant deviations are noted, the homeowner will be notified in writing by the Board of Directors, with a response expected within 30 days.

#### H. Violations

Violations will be handled by the Board of Directors as described in Section VIII.

### VIII. VIOLATIONS & TATTON PLACE ASSOCIATION REMEDIES

There are essentially two types of violations that must be dealt with by the Tatton Place HOA:

- ? Implementing a change, addition, or deletion without approval of a properly completed submittal, and
- ? Deviation or noncompliance with an approved submittal

#### A. Homeowner Association Remedies

1. Enforcement of this Standard is detailed in Article V of the Master Covenants and Restrictions.
2. Remedies include but are not limited to:
  - a. Suspension of voting rights and privileges.
  - b. Levying of penalties as approved by the Board of Directors.
  - c. Obtaining Restraining Order to prevent an action.
  - d. Obtain a Court Order to require the homeowner to remove a project.
  - e. Entering a property to remove a project at the homeowners' expense.
  - f. Submitting a lien against the homeowner's property for outstanding indebtedness to the Association for nonpayment of penalties, removal fees, etc.

#### B. Remedial Process

After all attempts to resolve a violation have been exhausted, including the opportunity for a hearing, the Board of Directors will select the appropriate remedy and notify the property owner of such action.

## **IX. ARCHITECTURAL GUIDELINES FOR FENCING**

It is the general intent of this review committee to discourage the use of any fences within the Tatton Place development. The physical definition of individual lots visually detracts from the natural open feeling that presently exists throughout the development.

It is the intention of these guidelines, however, to allow a specific type of fencing so that the homeowner has the option of creating an enclosed or semi-enclosed background for privacy, security, or protection of small children, using a fence that is both long lasting and provides aesthetic continuity.

The Architectural Review Committee (ARC) shall review all proposed fence locations and details. This review committee shall make a recommendation to the Board of Directors on each request. Each case shall be reviewed on an individual basis. Quality materials and construction methods shall be employed. The following architectural guidelines for fencing will assist the committee and protect the total development.

### **A. General Guidelines**

1. All fence designs or proposals must be submitted to the ARC seven (7) days prior to the Committee's regular meeting and shall include the following information:

- a. The proposed fence must be constructed in accordance with the approved Fence Guidelines (see attached Appendix A).

Any deviation from the Fence Guidelines shall be submitted with a photograph, detailed section and elevations to scale, or a rendering outlining the reason for the variance request.

- b. A plot plan (your official lot survey) of your lot showing all existing buildings, drives, walks, natural area or specific tree locations shall be provided together with the proposed location of the fence or fences with exact dimensions to property lines or right-of-ways. All roadway buffers shall be shown on this plan.

- c. Landscape planting plans for the purpose of screening the fencing shall be submitted for review and approval. Plant types, sizes and spacing shall be described and/or graphically illustrated on the required fencing site plan.
  - d. All proposed fencing shall be flagged or staked in the field for review by the ARC.
2. No fencing shall be constructed beyond the front corner of any residence.
3. No trees shall be removed during the installation of the fence without prior approval of the ARC.
4. Variations or deviations in the Fence Guidelines shall be considered by the ARC on a specific neighborhood basis. Design consistency, architectural compatibility, fence placement, intent and purpose shall be important factors for granting a variance.
5. Fences shall be left natural, allowed to weather to a light gray or brown tone or stained with a color 7-17 stain to remain compatible with the color scheme of Tatton Place.

**APPENDIX A**  
**Fence Guidelines**

## TATTON PLACE ASSOCIATION

### Guidelines for the Construction of Fences

- A. The fence standards provide minimum standards to assure:
  - 1. Sound, long-lasting construction
  - 2. Aesthetic continuity
- B. Styles
  - 1. Picket, Horizontal Board and Scalloped (drawings of each of these types of fencing can be found at the back of Appendix A)
  - 2. Additional restrictions are:
    - a. No chain-link yard fences
    - b. No wire backed fences
    - c. Compatibility with the surrounding aesthetics
- C. Materials
  - 1. Fencing materials shall be of the following material:
    - a. May be either cedar, redwood or treated pine lumber
  - 2. All hardware shall be corrosion resistant (e.g., galvanized, painted, etc.)
  - 3. All posts shall be set in concrete.
    - a. The posts shall be encased in concrete below ground level to a depth of 50% of their height (i.e. a 4 foot high fence should be cemented in the ground 2 feet).
  - 4. Metal, wire, chain, chain-link fences or concrete are strictly prohibited.

D. Treatment

1. Fences shall be left unfinished to weather naturally or may be stained with a color 7-17 stain to remain compatible with the color scheme of Tatton Place.
2. Painted fences shall be strictly prohibited.

E. Height

1. Height requirements are as follows:
  - a. Picket fence – maximum height of 4-6 ft.
  - b. Horizontal Board fence – maximum height of 4-5 ½ ft
  - c. Scalloped fence – maximum height of 4-6 ft
2. Posts shall extend no more than three (3) inches above the fence line.
3. In general, a uniform or patterned height shall be maintained parallel to the ground line.
4. When topography or landscape affect height or pattern, a detailed explanation and/or elevation drawings must be included with the submittal.
5. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.

F. Location

1. Submit a top down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines.
  - a. Dimensions shall be included.
2. Fences should be set back at least 3 feet inside the property line or on the property line.
3. In general, fences should extend no more than half way between the front and rear building line.
4. No fence shall extend beyond the front line of the dwelling.

5. Setbacks may be required for landscaping.
6. When landscaping is necessary, a landscaping plan must be submitted with the request for approval of the fence.
7. Property owners are cautioned that building a fence that infringes on easements or access right-of-ways may result in removal or destruction of the fence.
  - a. Such building is done entirely at the risk and expense of the property owner.

G. Construction Details

1. Infill boards will be constructed of materials specified above, and surfaced on two edges. Infill boards will be 4' long and installed vertically and alternating on both fence faces. For example, one side of the fence will begin with a 1' x 6" board, then, a six inch space, then another 1' x 6", then a 6" space, etc. The other side of the fence panel, the same installation pattern is repeated, except that each board installed will cover the corresponding space on the first side.
2. Fence posts will be of pressure treated 4 x 4 lumber S4S. Fence posts will be installed on 8'0" centers.
3. Each fence section shall consist of a top and bottom rail installed on edge, and fastened to the imaginary center line bisecting each post, with a 2 x 2 Jack Stud between the top and bottom rails. The upper edge of the top rail shall be 6" below the top of the post with the top of the bottom rail being 44 1/2" from the top of the post. Each infill panel shall be 4'0" high with the corners of the top of each infill board clipped 1 1/2" on a 45 degree angle and the top of each infill board extending 3" above the top edge of the top rail. The top of each infill panel will therefore be 3" below the tops of the posts to which each panel is attached.

4. Consideration should be given to access and ease of maintenance when selecting location and treatment.

The property owners are requested to attempt to reach an agreement with adjoining property owners as to a common location for a shared fence. In the event an agreement between adjoining property owners cannot be reached, property owners will be required to install the fence 30 inches within side property lines to ensure ease of maintenance.

5. Once construction of the fence has been completed, a survey of the as-built fence shall be submitted to the Board of Directors to ensure that the fence has been installed as outlined in these Guidelines and conforms to the ARC submittal as approved.

#### H. Maintenance

1. Maintenance of the fence is the responsibility of the property owner.

#### I. Process

1. No construction shall begin without Board of Directors approval of the submittal.
2. No City Building Permit shall be applied for prior to having Board of Directors approval.
3. Allow enough time for processing and approval in planning for construction.

#### J. Inspection

1. A random on-site inspection will be directed by the Architectural Review Committee to assure compliance with approved submittals. If deficiencies or significant deviations are noted, the homeowner will be notified in writing by the Architectural Review Committee with a time frame outlined for correction of the violation.

K.The locations, materials and heights of fences located within Tatton Place shall be approved by the Architectural Review Committee, and the decision of such Committee to approve or reject a fence shall be conclusive.

## **APPENDIX B**

### **Lawn Swings Sets, Jungle Gyms, Forts, Tents, Sand Boxes, and Play/Tree Houses**

## TATTON PLACE ASSOCIATION

### **Architectural Guidelines for Lawn Swing Sets, Jungle Gyms, Forts, Tents, Sand Boxes and Play/Tree Houses**

Recognizing that Tatton Place is a community largely populated by families having young children, your Board of Directors has adopted the following guidelines governing exterior, semi-permanent play facilities. It is the purpose of these guidelines to encourage youthful play while minimizing visual pollution for the adult population.

- ? All permanent play facilities must be approved in advance by the Architectural Committee.
- ? All permanent play facilities are to be installed in the rear yard of residences.
- ? All portable play items need to be placed in the back yard. They do not need to be approved by the Architectural Committee.
- ? The installation of metal play facilities is prohibited. Construction materials must be natural wood or earthtone.
- ? To minimize visual clutter during the winter months when the trees are defoliated, consideration should be given to removing exterior play facilities when it is unlikely that they will be utilized.

The Tatton Place HOA is an aesthetically pleasing environment. However, the proximity of our homes dictates that we be especially mindful not to intrude on our neighbors' vistas.

Architectural Guidelines are subject to revision without notice. In all cases, your Architectural Review Committee is the final authority and judge of what is acceptable within the larger Tatton Place community.

**APPENDIX C**  
**Basketball Goals**

## TATTON PLACE ASSOCIATION

### Architectural Guidelines for Basketball Goals

Given the mania that is basketball in the Research Triangle area, your Board of Directors has developed the following guidelines governing the installation of basketball goals and other permanently affixed recreational equipment.

- ? No recreational equipment of any type is to be permanently affixed to the exterior of any residence, including the garage.
- ? Recognizing that the scenic views across front yards and along Tatton Place roads are community property for the enjoyment of all and well worth protecting, any proposed installation of a basketball goal will require the completion of an Architectural Request Form, the written acknowledgement of adjoining neighbors and the written approval of the Architectural Review Committee (ARC).
- ? Subject to the approval of your ARC, one pole-mounted basketball goal may be proposed for the edge of the driveway provided that its placement does not block the front yard sight lines of the adjoining neighbors.
- ? Portable basketball goals are permitted in the driveway only.
- ? To better preserve sight lines with minimal clutter, consideration should be given to installing sleeve-mounted or portable weighted base basketball goals, which should be removed from sight when not in use.
- ? Basketball goals, approved for installation, must have a white backboard and black pole.
- ? To minimize noise pollution during sensitive hours, it is required that play be limited to the hours of 3:00 p.m. until – 6:00 p.m. on weekdays and 12:00 NOON until 8:00 p.m. on weekends.

Architectural Guidelines are subject to revision without notice. In all cases, your Architectural Review Committee is the final authority and judge of what is acceptable within the larger Tatton Place community.

**APPENDIX D**  
**Vegetable Gardens**

## TATTON PLACE ASSOCIATION

### Architectural Guidelines for Vegetable Gardens

To accommodate horticultural pursuits within the Tatton Place HOA while preserving aesthetics, the following guidelines have been adopted by your Board of Directors.

- ? Vegetable garden plots are restricted to the rear yard of residential lots. No plantings of any kind are permitted in the common, easement, buffer or greenway areas of Tatton Place.
- ? Vegetable gardens are not permitted in the rear yards of corner lots where the garden would be visible from the street, unless the plot is screened from public view by low growing, evergreen shrubbery, installed by you.

Such proposed installation of screening must first be submitted, in writing, including plant types and locations, to your Architectural Review Committee (ARC) for approval prior to installation of screening and garden.

- ? Garden plot is not to exceed 225 square feet in area, that is 15' x 15'.
- ? Garden plot is to be located within the available lawn area of the rear yard, at least 15' removed from adjoining property lines and Tatton Place common ground.
- ? No trees with a trunk diameter of two inches or more are to be removed to create the garden plot without prior written approval of your ARC.
- ? Planting trellises/supports may not exceed 3' in height and must be removed at the end of the growing season. Artificial ornaments, scarecrows and other obtrusive fauna deterrent devices are prohibited, including fencing.
- ? Garden plot must be maintained in a conscientious manner including, but not limited to, regular weeding. Within ten days of the first killing frost, all plants and planting materials must be removed and the plot tilled to ground level.

- ? Insecticides and fertilizers having long, malodorous qualities may not be used. Compost heaps are not permitted. All garden waste must be securely bagged and disposed of properly off-site.
  
- ? Garden hoses must be reeled or kept in a sightly manner.

Architectural Guidelines are subject to revision without notice. In all cases, your Architectural Review Committee is the final authority and judge of what is acceptable within the larger Tatton Place community.

# TATTON PLACE ASSOCIATION, INC.

c/o Omega Association Management, Inc.  
280 Nottingham Drive Cary, NC 27511  
919-461-0102 (Phone)  
919-461-0106 (Fax)

## ARCHITECTURAL REVIEW FORM

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_  
PROJECT START DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ NOTIFY BY PHONE  YES  NO

The following items must be completed before this request is submitted to Omega for review by the Architectural Review Committee. **Any incomplete submittal will be immediately returned to the homeowner.** No work shall be performed until you receive an approval notice from Omega Association.

\_\_\_\_ 1. Give an accurate description of the work proposed. Include materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will help describe what the final work will look like. Use additional sheets if necessary. Attach color chips or samples for paint changes.

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\_\_\_\_ 2. Attach a "Top Down" view. This is accomplished by making a copy of your lot survey and marking your change in colored pen or marker.

\_\_\_\_ 3. Attach as many elevations (side views) of the proposed work as necessary to accurately describe it to the Architectural Review Committee.

\_\_\_\_ 4. Have each homeowner whose lot is adjacent to yours and would reasonably view the improvement from their property sign this form.

**Note to Homeowner:** Your signature indicates that you have seen this proposal and does not necessarily indicate your approval. If you disagree with the proposal or have any concerns, you should come in person to the monthly Architectural Review Committee meeting to voice your opinion or submit your concerns in writing prior to the meeting.

SIGNATURE	NAME	ADDRESS	LOT #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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OFFICE USE ONLY: DATE RECEIVED \_\_\_\_\_ REC'D BY \_\_\_\_\_ ID # \_\_\_\_\_

**FOR USE BY ARCHITECTURAL REVIEW COMMITTEE & BOARD OF DIRECTORS:**

ARC REVIEW DATE: \_\_\_\_\_ ARC DECISION: \_\_\_\_\_ APP. AS SUBMITTED  
\_\_\_\_\_ APP. PENDING  
\_\_\_\_\_ MODIFICATION  
\_\_\_\_\_ DISAPPROVED

ARC COMMENTS:

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APPEAL DESCRIPTION:

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REVIEW DATE: \_\_\_\_\_ BOD DECISION: \_\_\_\_\_ APP. AS SUBMITTED  
\_\_\_\_\_ APP. W/CONTINGENCIES  
\_\_\_\_\_ DISAPPROVED

BOARD COMMENTS:

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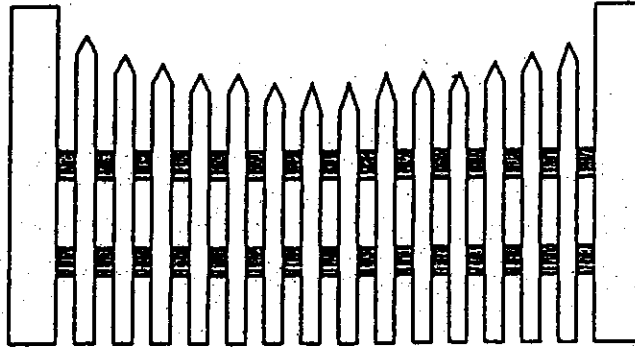
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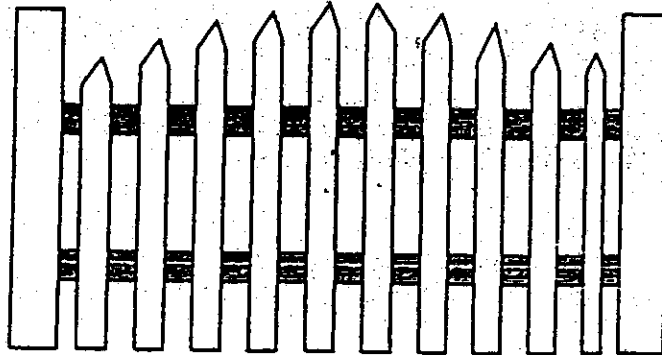
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**APPENDIX E**  
**Copies of Forms**

FENCE STYLES

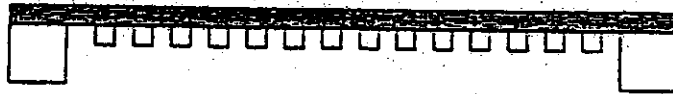
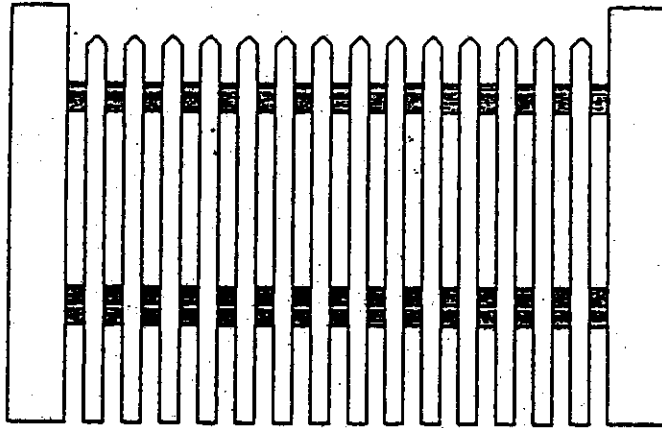


**“Downward Curve” viewed from outside  
Scalloped**

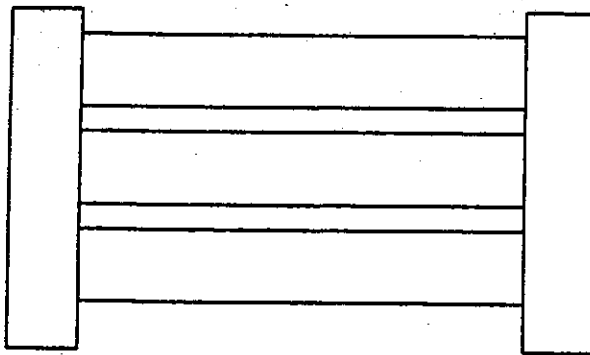


**“Upward Curve” - Viewed from outside  
Scalloped**

FENCE STYLES



“Finished side out” - Viewed from outside  
Picket



Horizontal Board