

Architectural Standards for Collingswood Homeowners Association

8/1/2020
Version 1.0

Revision Summary

Version Number	Version Date	Revision Summary
Original	2015	Original document created by EA Homes
1.0	8/1/2020	<p>Section 1.0 – Section added.</p> <p>Section 2.1 – Added.</p> <p>Section 2.2 – added requirement for landscape care between fences.</p> <p>Section 2.3 – Added.</p> <p>Section 2.4 – Moved guidelines for landscape lighting to Section 2.5. Added ability to plant seasonal flowers without approval if guidelines met.</p> <p>Section 2.5 – Section created from other sections. Added guidance for exterior house lighting.</p> <p>Section 2.6 – Changed size of garden plot allowed.</p> <p>Section 2.8 – Allowed for installation without approval if guidelines are met. Changed amount of time portable goals allowed at street to never.</p> <p>Section 2.9 – Added guidance for obtaining permit prior to final approval.</p> <p>Section 2.11 – Added when rocks for landscaping would be allowed. Added landscape edging type. Added guideline on landscaping along property lines between houses.</p> <p>Section 2.12 – Added guidance for obtaining permit prior to final approval.</p> <p>Section 3.0 Added</p>

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Section 1 – Administration

1.1 – General

Articles 6.1 and 6.2 of the Collingswood Homeowners Association, Inc. (“Association”) governing documents require that any modifications to the exterior of your home be approved by the Association.

Article 6.3 establishes that the HOA may adopt written architectural, landscaping, and fencing guidelines, “Architectural Guidelines.” The Board has sole and full authority to prepare, amend and modify, from time to time at its sole discretion and without notice, the Architectural Guidelines. In the event the Board modifies, expands, or repeals all or any of the guidelines, the updated Guidelines must be distributed to all homeowners prior to the date that they become effective.

Article 6.8 allows for the establishment of an Architectural Review Committee (“ARC”).

This document provides for the general rules of the ARC, the Request for Modifications, and the Design Guidelines for the neighborhood.

1.2 - Architectural Review Committee

The committee serves at the pleasure of the board and is made up of volunteer members of the boards choosing. This committee reviews submitted requests and provides recommendations to the board on those requests.

The committee reviews each request on a case by case basis in a timely manner. The general principles of review are:

- Consistency with the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Collingswood (CCRs or Covenants)
- Consistency with the following design guidelines.
- Consistency with the “look and feel” of the neighborhood.
- Requested change on the specific lot
- Concurrence of neighbors.
- The review is directed toward review and approval of site planning, appearance and aesthetics. The Committee and Board assume no responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical, or electrical design, methods of construction, or technical suitability of materials.
- The homeowner is responsible for complying with all city and county regulations.

1.3 – Modification of Guidelines

The Board, Architecture Review Committee, or a homeowner may request a change to the guidelines. This request should be made in writing to the Board. The Board will seek the input of the Architectural Review Committee on the requested changes. The Board will then review the revisions, approve, and distribute them to the homeowners.

1.4 – Contact Information

Fieldstone Association Management
2675 Paces Ferry Road Suite 125
Atlanta, GA 30339
Email: JenniferMatthews@FieldstoneRP.com

Architectural Review Committee
Email: Collingswood.arch.control@gmail.com

HOA Board
Email: collingswoodboard@gmail.com

1.5 - Request for Modifications

All exterior modifications must be approved, unless specifically noted below. All modifications should be submitted using the Request for Modification Form. The form is at the end of this document. This form should be completed for any modification and returned to your Association Manager with Fieldstone Association Management along with a copy to the Architectural Committee.

In order to provide for a rapid review of your request please provide as much information as possible. If applicable, please include drawings/sketches of your property showing where you would like to make modifications.

A verbal approval of any association representative or previously approved modification at another lot is not sufficient. All modification approvals must be in writing.

1.5.1 – Acknowledgement of Adjacent Homeowners

You must make a reasonable effort to contact your neighbors that share a common boundary line, rear of the property included, about your plans. Your effort is in the sole discretion of the board. If you cannot make contact, please let the board know when you submit your application and we will work with you to get in touch.

The acknowledgement of adjacent homeowners is non-binding but will be considered during the review process. If you as an adjacent homeowner have concerns about the plan but do not feel comfortable saying no, please contact the Board, Fieldstone, or the Architectural Review Committee.

If a modification is made without the approval of the Board, it will be deemed to be nonconforming. Fines will be applied as outlined in the Community Compliance Document.

Section 2 – Design Guidelines

The following Design Guidelines are provided to you to help establish what modifications would generally be approved. As stated above, each request is reviewed on a case-by-case basis. These guidelines are not intended to provide any pre-approval unless specifically noted. Please note this is not an all-inclusive list.

2.1 – General Guidelines

- Approvals are good for 12 months.
- Any changes to the approved modifications during construction should be forwarded to the Board/Architectural Review Committee as soon as possible for their review and approval.
- No construction/landscape equipment or material shall be stored on the roadway without prior approval by the Board.
- Equipment, tools, and material shall be stored on your property in such a manner as to reduce a visual impact on your neighbors as much as possible.
 - This includes portable toilets.
- Change/improvement must not impede the flow of water in any drainage easement or swale.
- For any portion constructed in any easement, owner/applicant must hold association harmless for any costs associated with repair/replacement of change/improvement should the association or local municipality or local utility need to enter such easement.

2.2 – Fences

- Chain link fences or chain link dog runs are not permitted.
- The following types of fence(s) may be requested for installation (see photos below for examples of each type):
 - 6-foot wooden privacy, cap topped, X braced style with 4x4 or 6x6 posts. The fence must be stained using Sherwin Williams 3524-Chestnut Brown color.
 - 5-foot, 3 or 4 rail wooden ranch fence. Must be cedar, cypress or #2 or better pressure treated wood. The fence must be stained black.
 - Metal fencing is required between rails shall be mounted on the inside of the fence.
- The maximum span between posts shall be ten (10) feet. The minimum post size shall be 6x6 inches and must have four 2x6 inch rails per section.
- Generally, fences shall not be located closer to any street than 10' in front of the rear edge of the home.
- On corner lots, the fence shall not be closer to any side street than the building line of the lot.
- Crossbeam structure shall not be visible from any street and must face inside toward the

yard).

- All fence posts for all fences must be set in concrete.
- Generally, fences styles will need to match neighboring fences.
- Fences may be required to tie into neighboring fences with approval of neighbor(s). If fence does not tie into neighboring fence and is not built on the property line, homeowner is still responsible for maintaining the landscaping all the way to their property line.
- Example of Fence Types:



6' Wooden Privacy, Flat Top X Braced w/ 4x4 or 6x6 Posts



4 Rail Ranch w/ black stain

2.3 – Trash Can Fence

- The following types of fence may be requested for installation for keeping trash and recycling cans on the exterior of the house. Must be cedar, cypress or #2 or better pressure treated wood:
 - If you currently have a ranch style fence:
 - Privacy, cap topped, X Braced style with 4x4 posts. Similar to the privacy fence described in Design Guideline 1.
 - If you currently have a ranch style fence:
 - boards spaced next to each other with no gap between, with a cap topped board to complete the finished look.
 - Privacy, cap topped, X Braced style with 4x4 posts, similar to the privacy fence described in Design Guideline 1.
 - If you currently do not have a fence:
 - Should match the anticipated future fence type.
 - Or your choice of one of the above 2 options.
- Shall be no more than 6' feet and no less than 4' tall.
- Should extend no more than 60" from the side of the house.
- All fence posts must be set in concrete or permanently attached to the concrete driveway.
- Fences must be stained/painted to match the fence type in place or planned to be used:
 - Sherwin Williams 3524 - Chestnut Brown - for the privacy fence
 - Black - for the ranch style fence
- A second or third side of the fence is encouraged and may be required depending on the location on the exterior of the house.

2.4 – Exterior Decorative Objects, Front Porch Flowerpots, etc.

- A Form must be submitted for all exterior decorative objects, both natural and manmade, including, but not limited to, items such as bird baths, wagon wheels, sculptures/statuary, fountains, pools, antennas, flower pots, free-standing poles of any type, flag poles, and items attached to approved structures.
- Front doors and front entry area decorations must be tasteful and in keeping with the style and colors of the house.
- Plants and flowers in pots must always be neat and healthy. Neatly maintained front porch flowerpots (maximum of four (4)) that blend with the exterior color of the house, containing evergreens/flowers do not require the submission of a modification form.
- Objects will be evaluated on criteria such as location, proportion, color, and appropriateness to the surrounding environment.
- Holiday decorations and lighting may be installed in a reasonable manner for various recognized holidays. Holiday decorations and lighting may be in use until thirty (30) days after the Holiday.
- Seasonal plants that are placed in existing landscaped areas that are similar to the plants used at the entrances do not require the submission of a modification form.

2.5 – Exterior Lighting

- Landscape lighting should not exceed twelve (12) inches in height.
- The number of landscape lights should not exceed twelve (12).
- The total wattage of landscape lighting should not exceed 100 watts, all lights are warm white color, non-glare, and located so as to cause minimal visual impact on adjacent properties and streets. Landscape lighting may only be located around existing plant beds and cannot line the driveway or walkways.
- Exterior house lighting should be kept to a minimum and located to cause minimal visual impact on adjacent properties and streets.
- Exterior house lighting should be hardwired, however solar lighting, with panels that are not visible and with warm white lighting may be permitted.
- Exterior house lighting should be warm white color.
- Please submit a drawing/sketch of where on the house the lighting will go.

2.6 – Garden Plots

- All garden plots should be located behind the rear of the house.
- The size of the plot should be no more than 100 square feet, however, could be limited to a smaller area depending on lot visibility and proposed placement.

- The maximum height of the plants is less than four (4) feet at full growth.
- Garden plots for homes set on lots at angles and homes on corner lots could be limited to less area than shown above or restricted from having a garden plot. Each case will be considered on the visibility to the street and visual impact to surrounding properties.

2.7 – Play Equipment

- Play equipment should be installed within the extended right and left sides of the house in the rear yard.
- Play equipment should not exceed fifteen (15) feet in height and will have a minimum visual impact on adjacent properties.
- All play equipment, including, but not limited to, swing sets, slides, seesaws, jungle gyms, etc., exclusive of wearing surfaces (slide poles, climbing rungs, swing seats ,etc.) will generally be required to blend into the surrounding environment through the use of earthen colors comparable to dark green or brown.
- Playhouses and tree houses must be located where they will have a minimum visual impact on adjacent properties. In most cases, material used must match existing materials of the home, and the tree house/playhouse may not be larger than 100 square feet.

2.8 – Basketball Goals

- Basketball Goal backboards should be perpendicular to the primary street on which the house is located. If this is not possible with your lot, please discuss your options with the committee.
- The backboard should be white, beige, light gray, or clear.
- The backboard post should be painted black.
- Basketball goals may not be attached to the house.
- If the above 4 guidelines are met, submission of a Request for Modification Form is not required.
- Portable goals are not permitted in the street or at the curb.

2.9- Private Pools

- A Form is not required to be submitted for children’s portable wading pools (those that can be emptied after use) that do not exceed eighteen (18) inches in depth and whose surface area should not exceed thirty-six (36) square feet.
- Pools exceeding thirty-six (36) square feet located above the ground are not allowed.
- In-ground pools must have adequate fencing. Generally, the maximum allowable pool area is 1,000 square feet.
- Glaring light sources that have a visual impact on neighboring lots will not be permitted.
- Spas and hot tubs must be screened from adjacent properties and streets.
- Pools will be conditionally approved pending the issuance of a permit. Once permit is obtained a formal approval will be provided.

2.10 Patios and Walkways

- A patio should not extend beyond the left and right sides of the house and should not extend to within ten (10) feet of the side property lines nor further than twenty (20) feet from the rear of the home.
- A patio should not exceed six (6) inches above the ground at any point.
- A walkway should not extend beyond the left and right sides of the house and should not extend to within ten (10) feet of side property lines.
- A walkway should not exceed four (4) inches above the ground at any point.

2.11 – Exterior Landscaping

- Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding neighborhood.
- All landscape beds must be covered with natural pine straw, chopped pine bark mulch, or wood shavings.
- Rocks are not permitted as landscape bed ground cover. Can be used to assist with drainage or in place of downspout dissipaters.
- The preferred landscape bed edging is a neat four to six (4”– 6”) inch deep trench. Other edging, if used, shall not exceed three (3”) inches above the turf height and be of a uniform type. Concrete Edger/Pavestones/Rocks are not permitted.
- Outdoor storage of hoses should be screened from view and kept behind shrubs or kept neatly stored in/on a cart. Any garden tools must be screened from view. Any tools or items stored under a deck or porch must be screened from view.
- Trees, bushes or plants along property lines between houses:
 - Spacing between trees will be dependent upon the species of trees requested. The spacing should allow for a gap between the trees when fully grown of approximately 4’-5’. In general, the taller/wider the tree, the required gap will be greater to avoid the appearance of a hedge/hedgerow.
 - Bushes or plants should not exceed 6’ in height. Trees taller than 6’ will require a greater spacing.
 - Should not be located any closer to any street than 10’ in front of the rear edge of the home between houses.
 - Should not be located any closer to any side street than the building line of the lot for houses on corner lots.
 - This does not preclude the placement of landscape islands closer to the road than the above limitations.

2.12 – Decks

- Generally, the deck may not extend beyond the right and left sides of the home.
- Materials must be cedar, cypress, or #2 or better pressure treated wood.
- Color must be natural or stained/painted to match the exterior of the home. If owner has

a fence, owner may opt to use fence color.

- Vertical supports for wood decks must be a minimum of four by six (4" X 6") inch wood posts or painted metal poles, boxed in to give the appearance of wood columns.
- Any additional improvements added during the construction phase of the deck shall require a new approval for those improvements.
- Decks will be conditionally approved pending the issuance of a permit. Once permit is obtained a formal approval will be provided. (In some cases, a permit may not be required by County Rules)

2.13 – Exterior Building Alterations

- Repainting of the house or trim should not require a Form if the color(s) are not changed.
- The original architectural character or theme of any home must be consistent for all components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
- A paint color change requires that the following information be submitted along with the Form:
 - A paint sample or picture of the paint color used in this neighborhood, or a paint sample of the color proposed. Bright color tones will not be permitted.
 - Area of home to be re-painted.
 - Photograph of your home and homes on either side (in most cases, adjacent home cannot be painted the same color).
- Storm windows and doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the house.
- Plastic or metal storage sheds, or any other structures are not allowed

Section 3 – Covenants, Conditions, and Restrictions

The following are provided for your reference. They are the subject of each subsection of Article 7 – Use Restrictions and Rules. Please refer to the Covenants, Conditions, and Restrictions for a full description of the subjects. Violations of these rules and regulations are addressed by the Board following the review of the monthly neighborhood drive through by the management company. Some of these are the basis of the Architectural Guidelines.

****THESE CANNOT BE CHANGED BY THE BOARD.**

7.1 – Rules and Regulations

7.2 – Residential Use

7.3 – Signs

7.4 – Vehicles; Parking

(a) General; (b) Garages; (c) Disabled and Stored Vehicles; (d) Commercial Vehicles;
(e) Remedies of Association for Noncompliance

7.5 – Leasing

7.6 – Animals and Pets

7.7 – Nuisance

7.8 – Unsightly or Unkempt Conditions

7.9 – Antennae

7.10 – Tree Removal

7.11 – Drainage

7.12 – Sight Distance at Intersections

7.13 – Garbage Cans, Woodpiles, etc.

7.14 – Subdivision of Lot

7.15 – Firearms and Fireworks

7.16 – Fences

7.17 – Utility Lines

7.18 – Air-Conditioning Units

7.19 – Lighting

7.20 – Artificial Vegetation, Gardens, Play Equipment, Exterior Sculpture, Water Features and Similar Items.

7.21 – Flags

7.22 – Conservation Equipment

7.23 – Swimming Pools

7.24 – Clotheslines

- 7.25 – Entry Features
- 7.26 – Window Treatments
- 7.27 – Garage Sales
- 7.28 – Outbuildings and Similar Structures
- 7.29 – Decks, Patios, and Porches
- 7.30 – Address Markers

Appendix A – Request for Modification Form

COLLINGSWOOD HOMEOWNERS ASSOCIATION, INC - REQUEST FOR MODIFICATION REVIEW

Name _____ Date _____

Address _____ Home Phone _____

City/State/Zip _____ Office Phone _____

Community _____ Lot/Block _____

Please provide the Architectural Control/Covenants Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community.

Description of Modification Requested:

Estimated Start Date _____ Estimated Completion Date _____

Acknowledgment of Adjacent Homeowners (all homeowners sharing common boundary line): This acknowledgement will be considered by the Covenants Committee but will not be binding upon the Covenants Committee. No application will be considered unless this section is completed, or the Applicant Homeowner has made a reasonable effort, in the sole discretion of the Board, to have this section completed.

Signature _____ Lot () In Favor Of () Not In Favor Of ()
Signature _____ Lot () In Favor Of () Not In Favor Of ()
Signature _____ Lot () In Favor Of () Not In Favor Of ()

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Covenants for other necessary information required for modifications such as detached structures, outdoor play equipment, pools, etc.:

Patio or Walkway
Lot survey denoting location
List of materials to be used

Exterior Decorative Objects, Front Porch Flower Pots, Lighting, Etc.
Description of object
Location and picture or sketch of object

Garden Plot
Location and size of garden
Type of plants to be grown

Play Houses
Location (must have minimum visual impact on adjacent properties)
Size and Sketch
Materials (in most cases, material used should match existing materials of home)

Private Pool
Picture or drawing of pool type.
Dimensions (maximum size 1,000 square ft.)
Color (must be blue or white).
Site plan denoting location.
Type of lighting source.
Landscape plan

Fencing
Picture or drawing of fence type.
Dimensions (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet).
Color
Site plan denoting location
Crossbeam structure must not be visible from any street (must face inside toward yard).
Materials
All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
All posts shall be anchored in concrete.

_____ **Exterior Landscaping and Maintenance**

_____ Landscape plan denoting plant material and location

_____ **Deck/Porch**

_____ Picture or Drawing (deck must match any existing deck).

_____ Dimensions

_____ Color (must be natural or painted to match exterior color of home).

_____ Site plan denoting location (in most cases may not extend past sides of home).

_____ Materials (must be cedar, cypress or No. 2 grade or better pressure-treated wood).

_____ **Exterior Building Alterations**

_____ **Paint (Submit only if other than original paint color)**

_____ Color

_____ Area of home to be repainted.

_____ Photograph of your home plus homes on either side (in most cases adjacent homes cannot be painted the same colors).

_____ **Storm Windows/Doors**

_____ Picture or drawing of all windows/doors on which storm windows/doors will be installed.

_____ Picture depicting style of storm window/door to be installed.

_____ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors).

_____ **Building Additions**

_____ Location of addition and size of lot.

_____ Size, color, and detailed architectural drawing of addition.

_____ Materials (material used **must** match existing materials of home).

_____ Building permit (if required).

Please submit your modification request packet to the attention of Jennifer Matthews, Association Manager, via email at jennifermatthews@fieldstonerp.com and Collingswood.arch.control@gmail.com .

Note: I understand and agree that no work on this request shall commence until written approval of the Covenants Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.

Neither Fieldstone Realty Partners, LLC, the Association Board of Directors, the Association Advisory Committee or the Association Covenants Committee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

Owner's Signature _____ Date _____

FOR ARCHITECTURAL CONTROL COMMITTEE USE

Approved By: _____
Covenants Committee Member

Date Received _____

Approved _____ Not Approved _____ Conditions _____

Comments:

