

HAMPTON HALL

Community Association, Inc.

COMMUNITY DESIGN GUIDELINES



Building a Better Neighborhood

Version 2.1, April 1, 2018

c/o Heritage Property Management
500 Sugar Mill Rd.
Suite 200B
Atlanta, GA 30350
Office: 770-451-8171

BACKGROUND

As neighbors, we have all intentionally purchased a home in a community that consciously and proactively maintains the standards for the management and improvement of the architectural aesthetic of each home individually to a standard that ensures the neighborhood as a whole will continue to be a highly desired place to live and one in which the value of our homes will continue to appreciate.

MISSION STATEMENT

As an advisory arm of the Board of Directors, the Architectural Control Committee's role is to *preserve, protect and enhance the value of the properties* in the community of Hampton Hall by assisting in the enforcement of the architectural provisions stated in the Declaration of Protective Covenants and these Community Design Guidelines.

The Architectural Control Committee is chartered pursuant to the Declaration and By-Laws of the Hampton Hall Community Association, Inc. and related Resolutions.

Community Design Guidelines

FAQ's	6
INTRODUCTION	8
AUTHORITY	9
PURPOSE	9
DEFINITIONS	9
REVIEW CRITERIA.....	9
Conformance with Covenants	9
Relation to the Natural Environment	9
Validity of Concept.....	9
Design Compatibility	9
Location and Impact on Neighbors	9
Scale	9
Color.....	10
Materials.....	10
Workmanship	10
Timing	10
APPEAL PROCESS.....	10
APPLICATION INFORMATION.....	11
SUBMISSION OF PLANS AND SPECIFICATIONS.....	11
HAMPTON HALL ACC GUIDELINES	12
GUIDELINE #1: Exterior Building Alterations	12
General Guidelines	12
Painting	13
Roofing.....	15
Awnings.....	15
Storm Windows and Doors.....	15
Windows and Replacement Windows.....	16
Exterior Window and Door Screens.....	16
Window Treatments.....	16
Window Mullions	16
Air Conditioner Units.....	16
Dog Houses/Animal Facilities.....	16
Mailboxes	17
Detached Buildings.....	18
GUIDELINE #2: Decks and Retaining Walls	18
GUIDELINE #3: Driveways/Patios/Walkways/Parking Areas	20
GUIDELINE #4: Exterior Decorative Objects	20
General Guidelines	20

Exterior Lighting and Holiday Decorations.....	21
Flag Poles.....	21
GUIDELINE #5: Exterior Landscaping and Maintenance.....	21
General Guidelines.....	21
Trees and Shrubbery.....	23
Vegetable Garden Plots.....	24
Firewood.....	24
GUIDELINE #6: Play Equipment.....	25
General Guidelines.....	25
Play Houses/Tree Houses.....	25
Trampolines.....	26
Basketball Goals.....	26
GUIDELINE #7: Signage.....	27
GUIDELINE #8: Private Pools.....	27
Children’s Portable Wading Pools.....	27
Above-Ground Pools.....	27
In-Ground Pools.....	28
Hot Tubs/Spas.....	28
Landscape Pools and Waterfalls.....	28
GUIDELINE #9: Fences.....	28
Radio-Signaled (a.k.a. “Invisible Fences” or “Electric Dog Fences”) Dog Fence Guidelines.....	30
Acceptable - Fence Placement (typical examples).....	32
Not Acceptable - Fence Placement (typical examples).....	32
Fence Styles.....	33
GUIDELINE #10: Recreational and Towed Vehicles, Parking of Vehicles.....	34
GUIDELINE #11: Antennas, Satellite Dishes.....	35
General Guidelines.....	35
Unapproved Locations and Location Disputes.....	35
Installation.....	35
GUIDELINE #12: Business Use.....	36
General Guidelines.....	36
GUIDELINE #13: Subdivision of Lots.....	37
GUIDELINE #14: Miscellaneous.....	37
Animals.....	37
Clothes Lines.....	37
Nuisances.....	37
Prohibited Activities.....	37
Storage.....	37
Dumpsters and PODS (portable storage units).....	37
Solar Energy and Rain Water Collectors.....	38
Trash.....	38

Water Wells and Septic Tanks38

COVENANT ENFORCEMENT PROCEDURES39

 RECOGNITION AND DUE PROCESS39

 PENALTIES40

 Penalty Procedures40

SUMMARY41

Frequently Asked Questions

This a summary of frequently asked questions for the Hampton Hall Community Design Guidelines and is not intended to be all encompassing. These should not be considered a substitute for the in-depth guidelines and discussions included in the full body of the Community Design Guidelines. Even if you believe you have answered your question, we strongly recommend you review the complete discussion. All decisions made by the Board of Directors will be based on the totality of the Community Design Guidelines.

Question: Where do I obtain a copy of the Application for modification?

Answer: There are electronic copies available on our on our website (hamptonhall.com), on Heritage's website (<https://www3.senearthco.com>), Facebook page (<https://www.facebook.com/groups/hamptonhall.alpharetta>), and in August 2018 hard copies were mailed to all homeowners. If you need access to any of the electronic websites, please reach out to the Board at board@hamptonhall.com.

Question: How do I submit an Application for modification?

Answer: You can submit application to Heritage via email to arc@heritageproperty.com or submit the application online on Heritage's website (<https://www3.senearthco.com>) under the section "Association Business" and subsection "Architectural Control".

Question: I'm making an alteration to the exterior of my home and/or property other than landscaping, do I need approval?

Answer: Almost always, the answer is YES. If there is any doubt, you should seek approval. Building alterations include, but are not limited to: exterior doors, storm doors and windows, awnings, construction of driveways, garages, garage doors, carports, sidewalks, porches, mailboxes, swimming pools, decks, patios, retaining walls, exterior lighting, flag poles, tennis courts, greenhouses, playhouses, playground structures, basketball goals, swing sets, fences, servant's or guest quarters, out buildings of any nature, and room additions or any alteration of the exterior appearance to the home. Unless addressed elsewhere in these Guidelines, any exterior modification constitutes an alteration as defined in this context and requires submission of an application for approval.

Question: I'm painting the exterior of my home the exact same color as it currently is, do I need approval?

Answer: **YES**, approval is required.

Question: Our home is brick, are we able to pain the brick?

Answer: **YES**, provided that the specific guidelines discussed herein are followed.

Question: I'm cutting down a tree (either dead or alive), do I need approval?"

Answer: **YES**, approval is required. Further, approval from the City of Alpharetta is required in most circumstances.

Question: I'm modifying existing landscaping or adding new landscape, do I need approval?

Answer: It depends. The answer varies based on the type of landscaping that is being addressed. Please see Guideline #5 for specifics. In any case, approval is needed for MAJOR changes OR when grading or contour modifications are required.

Question: I'm replacing my roof, can I use shingles other than "Architectural-style shingles"?

Answer: **No.** Further, installation of any unapproved roofing material (shingle style, color, etc.) may result in your having to replace the entire roof with a conforming roofing material.

Question: I'm replacing my roof with the exact same shingles, do I need approval?

Answer: **YES.** Further, installation of any unapproved roofing material (shingle style, color, etc.) may result in your having to replace the entire roof with a conforming roofing material.

Question: I'm replacing my AC unit, do I need approval?

Answer: **No, unless** an additional AC unit is added to the exterior of the home or in a different location as the prior a/c compressor unit.

Question: I'm adding or replacing a retaining wall, do I need approval?

Answer: **Yes**, and there are specific requirements for what is permitted or not permitted.

Question: I'm adding an exterior decorative object to my property, do I need approval?

Answer: **Yes**, for all objects, natural or manmade if they are placed in the front or side yards. However, up to two decorative objects will be allowed without prior approval provided they do not exceed eighteen (18") inches in height and are of natural colors (grays, browns, greens) so as not to be overly noticeable, as is determined in the discretion of the Board.

Question: I'm adding exterior lighting or lighting fixtures, do I need approval?

Answer: **YES**, with very limited exceptions.

Question: I'm adding an invisible dog fence, do I need approval?

Answer: **No**, as long as the invisible fence meets the described guidelines (See Guideline #9).

Question: I need to temporarily place a dumpster or portable storage unit on my property, is this permitted?

Answer: **YES**, with approval and under certain conditions.

INTRODUCTION

The Declaration of Protective Covenants for the community of Hampton Hall provides for a design review process through which most exterior property modifications must be approved in writing prior to the commencement of such modification. This provision applies to both new construction as well as most exterior modifications of existing homes/properties and was created for the sole purpose of achieving harmony, balance and a high standard of quality within the Community.

As an advisory arm of the Board of Directors (a.k.a. Board or BOD), the role of the Architectural Control Committee (a.k.a. ACC) is to preserve, protect and enhance the value of the properties in the community of Hampton Hall by assisting with enforcement of the Declaration of Protective Covenants and Community Design Guidelines. The ACC is chartered with ensuring uniform and equitable compliance within the Protective Covenants and these Guidelines. **The Board of Directors makes the final decision regarding approval or disapproval of modification requests and covenant violations at all times.**

The following Community Design Guidelines are provided to amplify and supplement our community's Protective Covenants. Homeowners are encouraged to study these Guidelines as well as the Protective Covenants. Note that in the event of a conflict, the Declaration of Protective Covenants will take precedence. Pursuant to Article VI, Section 1 and Section 10 of the Declaration of Protective Covenants, these revised Community Design Guidelines replace all previously published "Design Guidelines"/"Community Association Guidelines."

Please remember that **IT IS MANDATORY AND IMPERATIVE THAT ALL HOMEOWNERS OBTAIN APPROVAL BEFORE BEGINNING ANY EXTERIOR IMPROVEMENTS OR MODIFICATIONS!** The only exceptions to this requirement are specified within each Guideline. The vast majority of problems occur when a homeowner begins a project without written approval from the Board of Directors.

Each request for project approval is unique to the Lot to which it pertains and will be evaluated on the individual and unique elements of the project. Board of Director or ACC actions on prior requests of a similar nature elsewhere in the community will not serve as a precedent for any subsequent request. Furthermore, unauthorized actions by any prior homeowner(s) will not be acceptable justification for subsequent requests for project approvals.

To ensure compliance and uniformity of the process, a procedure has been established which provides for penalties, such as warnings and fines, for noncompliance of these guidelines. (Refer to Covenant Enforcement Procedures). **IN ADDITION, A FINE MAY BE ASSESSED BY THE BOARD OF DIRECTORS IF REQUIRED PRIOR WRITTEN APPROVAL IS NOT OBTAINED PRIOR TO MAKING EXTERIOR MODIFICATIONS.**

The contents of these Guidelines and any action of the Board of Directors, ACC or its agents, are not intended to be, and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for intended use of submitted plans, materials or construction, nor for ensuring compliance with building codes, zoning regulations or other governmental requirements. Members or agents of the ACC Committee, the Board, and/or the Hampton Hall Community Association, Inc., shall not be held liable for injury, damages or loss arising out of any approval or disapproval, construction, or through such modification to a lot.

AUTHORITY

These Community Design Guidelines are promulgated pursuant to the authority granted to the Board of Directors of the community of Hampton Hall under Article VI, Section 1 of the Declarations of Protective Covenants for the community of Hampton Hall. The requirements of these Community Design Guidelines shall be in addition to and not in lieu of the requirements and provisions of the Declaration.

PURPOSE

Plans and specifications must be submitted to and approved by the Board of Directors pursuant to the Declaration and these Design Guidelines are for the sole and exclusive purpose of ensuring that all exterior structures within the Hampton Hall Community are in conformity and harmony of external design with existing standards of the neighborhood. (Article VI, Section 10 of the Declaration of Protective Covenants for the community of Hampton Hall.)

DEFINITIONS

The words "owner" and "lot" as used herein shall have the same meanings as such words have in the Declaration.

REVIEW CRITERIA

The ACC will evaluate all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, this will include consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another. The criteria upon which the ACC and Board make their judgments of acceptable design include, but are not limited to, the following:

Conformance with Covenants

All applications are reviewed to confirm that the project is in conformance with the Declaration.

Relation to the Natural Environment

Fencing in particular can have a damaging effect on the feeling of open space. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely affect the natural environment.

Validity of Concept

The basic idea must be sound and appropriate to its surroundings.

Design Compatibility

The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Location Relative to Neighboring Property and Surroundings

The proposed alteration should relate favorably to the landscape, any existing structure(s) and the neighborhood.

Scale

The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

Color

Color may be used to soften or intensify visual impact. Any parts of the addition that are similar to the existing house such as roofs and trim should be matching in color.

Materials

Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house.

Workmanship

Workmanship is another standard that is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards and can lead to maintenance issues down the line. Certain architectural requests will require professional installation by a licensed contractor. **The Hampton Hall Community Association, Inc., its Association BOD and ACC assumes no responsibility or liability for the safety of new construction by virtue of design or workmanship.**

Timing

A variety of alterations can be built or installed by the residents themselves rather than a contractor. However, projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for the neighbors and the community. All applications must include estimated completion dates. If such time period is considered unreasonable, the Board of Directors may disapprove the application. Approval of any application is expressly contingent upon the proposed project being completed prior to the approved completion date. Unless the Board has granted a written extension of time on completion of the project, failure to complete a project by the completion date shall result in automatic revocation of the approval and the project shall be deemed unapproved and in violation of the Declaration and these Guidelines.

REVIEW PROCESS

All modification requests must be complete and submitted to the Management Company in writing (see APPLICATION INFORMATION below). Upon the Management Company's receipt of the complete application for modification, the Management Company will promptly forward the complete application for modification to the ACC. The ACC will render their respective recommendation and decision on the submitted application for modification to the Board of Directors upon receipt of the application for modification received from the Management Company. The Board of Directors will then review the ACC's recommendation(s), and will render a final decision on an application for modification. The Board of Directors will then advise the Management Company of their respective final decision to be formally notified in writing to the Applicant(s). The Management Company will, in turn, notify the Applicant(s) of the Board's decision in writing.

APPEAL PROCESS

In the event that a modification request is denied by the Board of Directors, the homeowner has the right to appeal the decision. The aggrieved homeowner's request for a hearing must be in writing to the Board of Directors, (BOD) stating all facts pertinent to the appeal. The resident will be allowed 5 minutes to present their case before the BOD. After a short question and answer period the BOD will excuse the resident and deliberate until a judgment in the case is rendered. The BOD's decision will be provided to the resident following the hearing, and such decision is

final. **During the appeal process no work may begin or continue on the project.**

APPLICATION INFORMATION

SUBMISSION OF PLANS AND SPECIFICATIONS

An "Application for Modification" form for the request for a modification, hereinafter "Form," is provided in this booklet for use in requesting review/approval of any exterior modification. If you do not have a form, you obtain one on the community's web site or contact the Management Company for the form. This Form must contain the following:

- A. Plans and specifications for the construction or replacement of any Structure on the Lot shall be submitted to and reviewed by the BOD and ACC in accordance with the requirements of Article VI, Section 10 of the Declaration for Protective Covenants of the community of Hampton Hall. Each Owner shall submit to the BOD and ACC at least two (2) complete sets of such plans and specifications clearly designating which Lot is being modified by such plans and specifications.
- B. Plans and specifications should contain all of the following information showing the nature, kind, shape, height, materials and location of the proposed property addition or modification, a survey of all existing trees 3" in diameter at a height of 2' and other significant vegetation on the Lot, and the appearance in relation to surrounding structures and topography as well as the estimated date of completion.
- C. **The submission of any application should be done at least thirty days (30) days prior to the anticipated time that you intend to begin work. Any and all modification requests must be approved, in writing, before any work begins.** The BOD and ACC recognize the importance of expediting the approval process and have been able to routinely handle most completed applications in a relatively short period of time.
- D. If any work is begun before written approval, the Board of Directors will refer the Owner to Article XII, Section 1 of the Declaration of Protective Covenants for the community of Hampton Hall, which states that the Board of Directors are authorized to enforce sanctions. **This may include, but is not limited to the assessment of a fine as outlined herein, and/or to require that the Owner remove any unapproved work and return the Lot to the condition in which it existed prior to the unapproved work..**
- E. All work must be completed within the period specified on the application. This requirement ensures timely completion and protects the community from extended periods of partially completed construction. If it appears to the homeowner that all work may not be finished by the original completion date, the applicant must immediately notify the BOD and ACC to discuss possible options, such as approval for an extension.
- F. Approvals granted by the Board of Directors are valid for six (6) months from the date of approval. Following six (6) months, such approvals expire and are automatically revoked. For any project not begun within six (6) months, the homeowner must reapply for approval to ensure that the project conforms with any subsequent revisions to the Community Design Guidelines.
- G. Any modifications or changes whatsoever to the improvements approved in the application

must be resubmitted for approval before commencing such change. The BOD may, in its sole discretion, require any unapproved work to be redone, removed, reconfigured, etc. so it is in your best interest to proactively manage any changes during your project to minimize your own financial risk.

HAMPTON HALL ACC GUIDELINES

GUIDELINE #1: Exterior Building Alterations

General Guidelines

A Form **must be submitted** for all exterior-building alterations. No exterior construction, alteration, addition or erection of any nature whatsoever shall be commenced or placed upon any part of the community unless expressly approved in accordance with the Declaration of Protective Covenants for the community of Hampton Hall, Article VI, Section 10.

Building alterations include, but are not limited to: exterior doors, storm doors and windows, awnings, construction of driveways, garages, garage doors, carports, sidewalks, porches, mailboxes, swimming pools, decks, patios, retaining walls, exterior lighting, flag poles, tennis courts, greenhouses, playhouses, playground structures, basketball goals, swing sets, fences, servant's or guest quarters, out buildings of any nature, and room additions or any alteration of the exterior appearance to the home. Unless addressed elsewhere in these Guidelines, any exterior modification constitutes an alteration as defined in this context and requires submission of an application for approval.

Please note written approval of any exterior modification must be obtained from the Board of Directors before changes are commenced on the home.

The original architectural character or theme of any home must be consistent for all exterior components of the home. Once the character is established, no change may alter that character without prior written approval.

If Fulton County and/or the City of Alpharetta authorities make changes to the plans as approved by the Board of Directors, the owner must submit such changes for approval prior to commencing construction.

Homeowners are advised that a Fulton County and/or a City of Alpharetta building permit may be required for certain exterior building alterations.

*In addition, it may be necessary to obtain a City of Alpharetta "Tree Removal Permit" or "Land Disturbance Permit" for a particular project. Please consult with Fulton County and/or the City of Alpharetta before submitting an application for modification to the Management Company. **It is the Homeowners sole responsibility and liability to obtain all and/or any necessary permits and inspections.***

The City of Alpharetta contact information:

2 South Main Street
Alpharetta, GA 30009
Phone: (678) 297-6000
Web site: <http://www.alpharetta.ga.us/>

Fulton County Government contact information:

141 Pryor Street

Atlanta, GA 30303

Phone: (404) 730-4000

Web Site: <http://www.fultoncountyga.gov/>Painting Guidelines

Our community painting guidelines are required to be followed and an approval form completed **whether painting your home the same color or a different color.**

The exterior colors of the walls and roofs of homes shall be compatible and harmonious with the colors of other homes in the neighborhood and consistent with the colors and color scheme used in the original development of the neighborhood. To maintain this aesthetic, the following guidelines have been adopted for exterior house painting in the community.

These guidelines are designed to make the Association approval process easier for owners by assisting owners in choosing exterior paint colors that are likely to be approved by the Association. However, compliance with these guidelines does not guarantee approval and all owners must submit an approval form, and receive written permission from the Association, prior to commencing any exterior painting project.

Paint Colors

Homes (including trim and accents) are to be painted in neutral colors defined as: whites, off-whites, tans, beiges, creams, browns, blacks, earth-toned greens, khakis, taupe's and grays.

- Body of the home is defined as brick, stucco or siding vertical surfaces.
- Trim is defined as wood and/or stucco fascia, soffits, gables, window & door facings with stucco surround, etc.
- Accents are defined as shutters and front door and can include gutters, downspouts and window sashes. (Window sash as accent color only on Full stucco and painted brick homes)

Brick homes

- The color of the wood/stucco trim and fascia should be a single neutral color (trim color).
- Gutters and downspouts should be the trim color OR the accent color.
- Windows: the window and surrounding wood/stucco trim and sash should all be painted the trim color.
- Shutters, the front entrance door, and metal roofs should match and should be painted a different and darker neutral color (i.e. dark brown, black, etc.)
- The color of the backside of home and any siding can be painted the same as the trim color from front of home or a different neutral color, as stated above in Paint Colors.
- Garage doors should be painted the trim color. (See section on Garage Doors for more specifics and options)

Full Stucco homes

- The color of the main body of the home should be a neutral color and the color of the stucco trim/fascia should be a secondary color. Do not outline the stucco trim.
- Gutters and downspouts should be the trim color OR the accent color.
- Windows: the window and surrounding wood/stucco trim should all be painted the trim color.

- Shutters, the front entrance door and metal roofs should match and be painted a different and darker neutral color (i.e. dark brown, black, etc.)
 - The color of the backside of home and any siding should be painted the same as the trim color from front of home or a different neutral color, as stated above in Paint Colors.
 - Garage doors should be painted the trim color. (See section on Garage Doors for more specifics and options)

Partial-brick, Partial-stucco homes

- The color of the main body of the house should tie in well with the brick.
- Gutters and downspouts should be the trim color OR the accent color.
- Accent color works best when coordinated with the brick color.
- Wood trim and stucco trim colors should be the same.
- Wood trim, stucco trim and stucco body can all be the same, or the stucco body can be lighter or darker than the trim.
- If your home has no shutters, then wood trim, gutters & downspouts can all be accented with a dark color.

Painted Brick homes

- The correct and only acceptable process for painting brick is as follows:
 1. Pressure wash the house
 2. Prime with a product such as Sherwin-Williams' Luxon Primer (tinted to final color)
 3. Paint with 1-2 coats of an Acrylic Latex product
 4. Appropriate finishes for painted brick are either **flat** or **satín**
- The color of the main body of the home and the trim color are often one and the same.
- The color should tie in well with the roof color, which is the only unchanging element.
- Shutters should be an accent color tying back to the roof color: i.e., brown tones with a brown roof or grayish/black tones with a gray or black roof.
- Gutters, downspouts and window sash can be either the same accent color as the shutters or the trim color.
- Front door can be the accent color or wood stain or wrought iron.
- **Requests for painted brick homes must be submitted with a mock-up/color rendering, no exceptions.**

ALL HOMES

Trim

Where there is both wood trim and stucco trim on a home, they are to be the same color.

Garage Doors

- The best styles for Hampton Hall traditional homes are paneled (with or without windows) or carriage style.
- If the garage doors are paneled, they must be all one color.
- If the garage doors are carriage style with distinct raised trim elements, they may be two-toned.
- Two-toned doors must be either a combination of trim and siding colors, or trim and accent colors.

Accent Colors

- Accents are defined as shutters, front door, gutters & downspouts on all homes and Window sash only on full stucco and painted brick homes.
- In seeking the best accent color for your home, always work from the fixed, unchanging elements; i.e., the brick, stone and/or roof.

- Gutters and downspouts may be painted a dark accent color on any home.
- Window sashes may be painted a dark accent color **only** on full stucco or painted brick homes.
- On a brick home, the dark accent color should be pulled from the deep tones in the brick.
- On a stucco home, the dark accent color should be in the same color family as the body of the house and/or the roof color.
- On a painted brick home, the dark accent color should be pulled from the roof color.

Front Doors

- In keeping with our traditional look, bright colors are not allowed on the front door. Must be from neutral colors defined under Paint Colors.
- Front doors should be the same color as the shutters.
- Front doors may also be a dark stain or wrought iron.

Window Sashes

- Painted window sashes in an accent color were introduced into Hampton Hall with the newer construction homes on Blake Rd. and Beacon Knoll.
- Painted window sashes in an accent color are appropriate for rustic homes in the above-mentioned areas, full stucco homes and painted brick homes.
- Painted window sashes in an accent color work best when gutters and downspouts are painted in the same color.

Decks and Fences

For decks and fences, staining with natural wood tones is preferred. Opaque wood stain or paint, that matches the house colors, will be approved for use on the vertical surfaces of decks.

Roofing

A Form **is required** to replace any existing roof. Homeowners are NOT *encouraged* to change the color of the shingles when replacing the existing roof. Only “Architectural-style Shingles” will be approved. **Installation of any unapproved roofing material (shingle style, color, etc.) may result in your having to replace the entire roof with a conforming roofing material or the payment of a significant fine as outlined herein.**

Please note that any roofing repairs must exactly match the rest of the roof in style and color.

A Form **must be submitted** for all roof changes.

Awnings

Awnings are not permitted.

Storm Windows and Doors

A Form **is required** for the addition of any storm windows and doors. Unless an exception is made, all storm windows and doors must be full view clear glass and made of anodized bronze or anodized aluminum with baked enamel finish compatible with the home’s primary and trim colors. Doors with other styles including those with screens, cross supports or decorative designs may not be approved.

A Form **must be submitted** for all storm windows and doors must include the following information:

- A. Picture or drawing of your home, showing the location of all windows/doors on which storm

windows/doors will be installed; and

- B. Picture depicting style and color of storm window/door to be installed.

Windows and Replacement Windows

All windows and replacement windows shall be of similar style as those currently installed.

A Form **must be submitted** for all and/or any window replacements and must be approved by the BOD.

Replacement windows must be of similar style and profile as those currently installed, including but not limited to, window bars utilized as exterior security purposes and for decorative aesthetics shall not be permitted. Please note, vinyl replacement windows may NOT be approved given their typical different appearance.

Exterior Window and Door Screens

All exterior window and door screens visible from the street and neighboring Lots must be installed, straight, and neat in appearance on all windows and doors visible from the street or neighboring lots or all window and door screens must be removed in order to be consistent and uniform in appearance.

Window Treatments

No Residences shall contain sheets or similar temporary devices as window treatments for more than ninety (90) days. All window treatments visible from the street should be white, cream, or off white in color in order to be consistent and uniform in appearance.

Window Mullions

All windows mullions visible from the street and neighboring Lots must be installed, straight, and neat in appearance on all windows or all window mullions must be removed in order to be consistent and uniform in appearance.

Window mullions that are broken, faded, yellowed/discolored, or moldy must be replaced or removed in order to be consistent and uniform in appearance.

Air Conditioner Units

Window air conditioners are not approved for use and are not permitted.

A Form **is required** if an additional A/C compressor will be added to the exterior of a home.

A Form and prior approval **is not required** to replace an existing exterior A/C compressor unit in the same location as the prior a/c compressor unit.

Air conditioner unit(s) visible from the street, adjacent Lots or neighboring Lots may be required to be screened by an approved method.

Dog Houses/Animal Facilities

A Form **must be submitted** for all doghouses or animal facility. All doghouses, or animal facilities, or pet access doors must be located in the backyard where they will have minimum visual and sensory impact on adjacent properties or from the street. Construction type, size, and exterior colors/materials will be given consideration in determining approval.

Construction or placements of pet/animal confinement areas are prohibited. Confinement areas, including but not limited to, hutches, pens, coops, cages, chain link dog-runs or wire pens. Underground radio-sigaled dog fencing (a.k.a. "Invisible Fence" or "Electric Dog Fence") is acceptable and must meet specific guidelines; please refer to "Radio-Sigaled Dog Fence Guidelines."

Mailboxes

A Form **is not required** to replace an existing mailbox with the same exact make, model, size, color and specifications of that currently installed.

All mailboxes and mailbox posts shall be of the same type and color (specifically "Rustoleum Matte Black") as that currently installed.

The existing mailbox description is as follows: The "Charleston Mailbox System" with the medium mailbox and news box. It has the style "A" number ("name") plate (which is the number plate that goes on top of the mailbox) with two (2") inch brass numbers.

All Mailbox posts and mailboxes are to be maintained in good condition, with properly operating self-latching door and flag. Posts must be neat, of adequate strength and size, and erected within five (5) degrees of vertical, and erected to meet the required United States Postal standards.

Mailboxes must be clear of obstructions to allow safe access for delivery.

Mailbox numbers must be inscribed or applied in contrasting color in neat letters and/or numbers as currently installed and must be visible and legible on both sides at all times.

Please be advised that all Owners are solely responsible and liable for frequent upkeep and maintenance of each respective individually owned mailbox post and mailbox, this includes but is not limited to refreshing the paint on the mailbox post and/or mailbox in order for it to be clean, neat, consistent, and uniform in appearance at all times.

Owners are strongly encouraged to keep all mailbox posts and mailboxes in good condition. Please be advised that the Board of Directors may request the repair or replacement of a mailbox post and/or mailbox if it is deemed to be in poor condition at any time.

Replacement mailboxes, posts, and/or parts may be ordered through:

Addresses of Distinction, LLC

125 Hillwood Circle

Newnan, GA 30263

Phone: (770) 436-6198

Fax: (404) 393-9614

Email: salesadmin@aodmailboxes.com

Website: <http://www.addressesofdistinction.com/>

* Click on "Mailbox Systems"

Replacement mailboxes, newspaper holders and numerical cover plates (most recently replaced in spring 2017) are also available through:

Sign Kwik

4315 Abbotts Bridge Rd.
Duluth, GA 30097
Phone: (770) 623-1669

Detached Buildings

A Form **must be submitted** for all detached buildings. Detached buildings are discouraged but will be considered subject to the following guidelines:

- A. The building should generally be located in the rear of the primary home with primary emphasis being that placement on the Lot minimizes visual impact on adjacent properties or from the street;
- B. Building may not cause disorderly, unsightly, or unkempt conditions; and
- C. Detached building exterior materials must match the exterior materials and colors on the primary home.
- D. Building shall be limited to two hundred fifty (250') square feet.

GUIDELINE #2: Decks and Retaining Walls

A Form **must be submitted** for all decks. A site plan denoting location, dimensions, materials and color must be submitted. The following, without limitation, will be reviewed: location, size, conformity with design of the house, relationship to neighboring dwellings, and proposed use.

The following guidelines have been adopted for decks in the community:

- A. In most cases, the deck may not extend past the sides of the home; for steeply sloped lots, or where side entry doors exist, special consideration of impact on neighboring homes will be evaluated.
- B. Materials must be cedar, cypress, No. 2 grade or better pressure treated pine, or composite decking materials. Deck flooring may also be slate, stone, or tile.
- C. Natural wood tone stain is preferred. Opaque wood stain or paint, that matches the house colors, will be approved for use on the vertical surfaces of decks. Painted or stained decks must be maintained to the same standard as house siding or exterior trim.
- D. Vertical support for wood decks must be opaque wood stain, painted black, or paint that matches the house colors will be approved. This is the same provision as defined under "Painting". All vertical supports for wood decks must meet minimum county standards for wood posts or painted, (black), metal poles, preferably boxed in as to appear to be wood posts. Brick, stone, or stucco columns matching the home are also acceptable.

Homeowners are advised that a building permit may be required to construct a deck.

A Form **must be submitted** for all retaining walls. The following are the guidelines that have been established for retaining walls within the community. **No construction or alteration of existing landscaping involving changes of grade at any residence shall take place prior to written approval by the BOD.**

- A. All exposed concrete block or poured concrete foundations, must be veneered with natural stone or brick that matches the brick used on the house, if applicable, and may be required to be painted, stained, and/or shielded or softened by an approved vegetative landscape method to compliment the existing structure;
- B. Retaining walls in the front of the home must be veneered with natural stone or brick that matches the brick used on the house, if applicable. The use of decorative concrete block or "faux stone" is strictly prohibited in the front of the home, or sides of home, if visible from the street.
- C. The use of decorative concrete block or "faux stone" is permissible in the back of home or side of home, providing it is not visible from the street. The concrete block or "faux stone" must match or coordinate with the appearance of the existing finish on the home;
- D. Existing Retaining walls constructed of pressure-treated landscape timbers, if visible from the street, adjacent Lots, and/or neighboring Lots must be shielded or softened by an approved vegetative landscape method. **The use of railroad ties is prohibited.**

Please be advised, that some existing retaining walls may require shared maintenance between two (2) adjacent Lot Owners. The Hampton Hall Community Association, Inc., the Association's BOD, and ACC strongly recommend Lot Owners to have a "Land Survey" done on his/her/their respective property to identify the ownership of an existing retaining wall (or the percentage of ownership of an existing retaining wall), as well as to look at a site plan denoting/planning the location for reference to install a new retaining wall adjacent to a property prior to installing a retaining wall. It is the Lot Owner's/Owners' sole responsibility and liability to pay for any incurred charges to have a Land Survey completed of his/her/their respective property.

Homeowners are advised that a building permit may be required to replace an existing retaining wall or to construct a new retaining wall. Furthermore, as a condition to approval hereunder, the Board may require that an owner submit a drainage study from a professional engineer detailing the effects that the proposed retaining wall modification will have on stormwater drainage in the community

GUIDELINE #3: Driveways/Patios/Walkways/Parking Areas

A Form **must be submitted** for any type or design of driveway, patio cover, walkway, parking area, trellises, railing, and other such items. General patio guidelines are:

- A. The patio is located in the rear yard;
- B. The patio does not extend beyond the sidelines of the house;
- C. The patio does not extend to within ten (10') feet of side or rear property lines;
- D. The patio's elevation above ground level at any point does not exceed 6 inches for patios and four (4") inches for walkways;
- E. All stonework (including outdoor fireplaces and fire pits) must be in harmony with existing and proposed structures and must not have a negative impact on neighboring properties.
- F. Driveways, walkways, and parking areas must be installed, maintained, repaired, resurfaced or paved with appropriate driveway materials that are in harmony with the Community and as approved by the BOD.

GUIDELINE #4: Exterior Decorative Objects

General Guidelines

A Form **must be submitted** for **all** exterior decorative objects, both natural and manmade if objects are placed in the front or side yards. Exterior decorative objects include large items such as bridges, wagon wheels, sculptures, fountains, birdbaths, birdfeeders, benches, porch swings, free standing poles of all types, and items attached to approved structures.

Objects will be evaluated on criteria such as position, proportion, color and appropriateness to the surrounding environment.

Subject to the Board's right to issue a disapproval ex post facto, up to two decorative objects of the type customarily used for yard ornaments, as determined in the sole discretion of the Board, will be allowed **without prior approval** provided they do not exceed eighteen (18") inches in height, are of natural colors (grays, browns, greens) so as not to be overly noticeable and do not constitute a nuisance or offensive use as determined by the Board in its sole discretion. Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowers must always be neat and healthy. Neatly maintained front porch flower pots that coordinate with exterior home colors and containing evergreens/flowers **do not** require the submittal of the Form. However, some decorative objects which meet the above criteria may not be consistent with the community-wide standards, as determined by the Board in its sole discretion, and therefore, the Board reserves the right to disapprove such objects ex post facto. In such event, the Board will mail written notice to the owner of the denial and the object must be removed within the timeframe set forth in the Board's written notice, these objects would not be approved if applied for, and as such can be "denied" ex post facto. For example, objects such as recycled tire "flowerpots" are less than eighteen (18") inches in height, and are natural colors; however, the member may be required to remove said objects upon the request of the Board.

Exterior Lighting and Holiday Decorations

Except as provided below, a Form **must be submitted** for all exterior lights or lighting fixtures, not included as a part of the original structures.

Landscape accent lighting may be used to enhance walkways, vegetation and architectural illumination.

In general, lighting should meet all of the following criteria:

- A. Lighting does not exceed eighteen (18") inches in height.
- B. The number of lights does not exceed ten (10).
- C. Individual lights must be low wattage (100 watts or less). Low voltage lighting is recommended.
- D. Lights used are white or clear, non-glare type and located to cause minimal visual impact on adjacent properties and streets.

Decorative post lights will not be approved unless they conform to the established street lights.

A Form **is not required** for reasonable seasonal decorative lighting and decorations. Recognized civil holiday lights and decorations are to be consistent with generally accepted practices within the community. Seasonal decorative lighting and other decorations must be removed within ten (10) days following the celebrated "day." Lighting used for the Christmas holidays must be removed by January 10th following the holiday. Flags, banners and signs are not considered "decorations" as used in this provision and are addressed elsewhere in the Guidelines. Holiday displays which, in the sole discretion of the Board, create traffic congestion or become a nuisance to adjacent property owners will not be allowed and must be removed upon notice from the Board.

Flag Poles

A Form **is not required** to be submitted for a single flag pole staff, of less than seven (7') feet in length, attached to the front portion or side portion of a house at an appropriate angle. The size of any flag displayed may not be greater than three feet by five feet (3' x 5').

Freestanding flag poles require prior written approval of the Board.

Owners are strongly encouraged to keep all flags in good condition at all times. Please be advised that the Board of Directors may request the removal of a particular flag if it is deemed to be inappropriate or in poor condition at any time.

GUIDELINE #5: Exterior Landscaping and Maintenance

General Guidelines

The Owner/Owner's are solely responsible and liable for any and/or all exterior repairs, including but not limited to, painting, power/pressure washing, and other appropriate external care of all structures on the Lot at all times.

All property located at street intersections shall be landscaped so as to permit safe sight across the street corners. Including but not limited to: no fence, wall, hedge, shrub (a.k.a.

bushes), tree(s), or other planting, or thing shall be placed or permitted to remain where, in the opinion of the Board and/or ACC, it would create an unsafe condition that will interfere with sight-lines of driveways, street corners and/or road intersections.

Landscaping should relate to the existing terrain and natural features of the lot. Board approval of a landscaping project is required when the activity will result in major changes to the existing landscaping or when grading or contour modifications are required. **THE APPLICATION FOR ANY LANDSCAPE PROJECT MUST SPECIFY A FIRM COMPLETION DATE.**

The general appearance of each Lot and Residence there on, including landscaping, must conform to the level of upkeep that is accepted as the community standard. Failure to maintain the property to this standard will subject the owner to the imposition of fines and/or liens on the property. **A Form is not required to be submitted to re-sod or re-seed lawns with the same or similar grass types.**

Homeowners must keep their lot and all improvements thereon in good order and repair including, but not limited to:

- A. Each homeowner is responsible for removal of debris, clippings, etc. from the property line to the center of the street. Plants growing in the street (cracks and joints) should be removed when regular mowing occurs.
- B. All planting areas should be properly maintained at all times, including, after the first frost, all affected material should be removed. At the end of the growing season, all dead plants should be removed.
- C. All lawn and landscaped areas must be properly maintained.
 1. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set in the surrounding neighborhood. The BOD and ACC *strongly recommend* lawn and plant bed maintenance to be completed, at a minimum, once or twice per week;
 2. Seeding and watering: Lawns are to be maintained in a uniform and consistent manner and appearance. Grass areas should be watered and uniformly green during growing seasons.

The Hampton Hall Community Association, Inc., the Association's BOD and ACC strongly recommends outdoor watering to be done in a manner that complies with all City, County, State, and/or Federal laws, rules and regulations pertaining to outdoor watering, outdoor water usage, and any/all drought restrictions; which are subject to change.

Please be advised that there may be additional Governmental laws, rules and regulations that the Homeowner(s) must comply with and that the Homeowner(s) is/are solely liable and responsible for inquiring, obtaining, verifying, and adhering to any City, County, State, and/or Federal laws, rules and regulations pertaining to outdoor watering, outdoor water usage, and any/all drought restrictions (which are subject to change), as well as obtain any applicable certificates and/or permits if necessary;

3. Front lawns must be sodded and maintained with a recognized lawn grass such as Bermuda or Zoysia; back lawns should optimally match front lawns but may have use lawn grass such as fescue.
4. Barren lawn areas must be promptly repaired, re-seeded or re-sodded to reduce

- potential erosion and/or unsightliness with one of the accepted grasses; Bermuda, Fescue, or Zoysia;
5. Regular mowing and periodic edging along main lawn as well as sidewalk and curb. Bermuda runners should be kept off paved areas.
 6. Lawn must be free of weeds. Immediate removal of all weeds, onions and non-grass plants is required and regular weed maintenance is strongly recommended (i.e. it is *strongly recommended* to have your lawn treated with weed pre-emergent on a regular/routinely basis);
 7. Grass clippings, weeds, and all other lawn debris should be disposed of per State and Local requirements; and
 8. Trees, shrubbery, bushes, and other vegetation are to be kept pruned and/or trimmed to maintain a neat appearance and to insure that the visibility of pedestrians and motorists are not obstructed.
- D. All landscape beds must be covered with suitable mulch such as pine straw, chopped pine bark mulch, or dyed wood mulch that is light brown, dark brown or black in color only. **Red mulch or light colored cedar mulch is strictly prohibited**. Grass encroachment into bedding areas is to be prevented. Suitable edging or trenching is necessary to prevent Bermuda encroachment. Renewal of pine straw or bark mulch used in islands or naturalized areas is required whenever existing pine straw or mulch looks grey/faded or is deteriorating but renewal shall be applied at least annually.
- E. Planting of flowerbeds and ornamental planting are allowed such that other guidelines are not compromised (refer to Trees and Shrubby below).
- F. Outdoor storage of garden tools and loose hoses must be screened from view. Hoses stored on rollup storage carts which are properly maintained are allowed and must be screened from view. Any tools or items stored under a back deck or porch should also be screened from view of adjacent, and/or neighboring Lots when not in use.
- G. Natural flow of water, drainage, and runoff shall not be diverted, channeled or obstructed.

Trees and Shrubby

A Form **is not required** to be submitted for planting or replacing ornamental trees and shrubs in existing plant beds; however, a change or addition to bedding size or shape will require submission of a Form.

Any tree(s), hedge(s), and/ or shrub(s) (a.k.a. bushes) cannot be planted that will interfere with sight-lines of driveways, street corners, and/or road intersections.

A Form **is required** to be submitted for removal of any and/or all trees, including but not limited to, diseased or dead trees, and trees needing to be removed to promote the growth of other trees.

A Form **must be submitted** for screen planting (row or cluster style – 3 or more), property line plantings and the planting of all other types of trees. Forms must include a description of the sizes and types of trees or shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

The Board of Directors and ACC seek to preserve and protect the beauty and ecological benefits trees provide to the Community. Therefore removal of healthy, living trees in excess of three (3") inches in diameter at a point two (2') feet above the ground is not permitted unless prior written

approval is granted for each individual tree to be removed by the Board of Directors.

If a tree poses an immediate threat to persons or property, the homeowner should contact the Management Company for advisement. The Board of Directors and ACC will give consideration to the impact on the natural environment and topography for healthy trees.

Please be advised that there may be additional Governmental laws, rules and regulations that the homeowner(s) must comply with. The homeowner(s) is/are solely responsible and liable for inquiring about, verifying, and adhering to any applicable City, County, State, and/or Federal laws, rules and regulations pertaining to tree removal(s); please reference the community website to obtain a copy of the City of Alpharetta "Tree Removal Permit Application". The Board of Director's approval of your project does not constitute approval by any governmental authorities.

The Hampton Hall Community Association, Inc., the Association BOD and ACC recommend that Owner(s) contact the City of Alpharetta Arborist Technician to consult with and asks any questions that you may have about tree removal at: (678) 297-6200 or treepermits@alpharetta.ga.us. Please be advised that City of Alpharetta will require submission of a "Tree Removal Permit Application" prior to the removal of any tree(s).

If any tree(s) is/are removed then the stump(s) must also be removed and the area landscaped if possible given the topography of the Lot. The Board of Directors may impose a **fine as specified herein for each individual tree removed without proper authorization, identification, and prior written approval from the Board of Directors.**

Vegetable Garden Plots

A Form **must be submitted** for garden plots.

The following guidelines apply for garden plots:

- A. The plot is located behind the rear line of the house so as to minimize the visual impact on adjacent properties or from the street and is located within approved building lines;
- B. The size of the plot is limited to one hundred fifty (150') square feet; and
- C. The maximum height of stakes and plants, at full growth, is less than five (5') feet.

All garden plots must be kept in neat appearance and cleared/removed at the completion of the growing season. Vegetables may not be planted anywhere except in the rear of the house.

No artificial vegetation shall be permitted on the exterior of any property.

Firewood

The following guidelines apply to the storage of firewood:

- A. Firewood piles are to be maintained in good order, must be located in the rear yard, and screened as to be concealed from view of neighboring lots, streets and the property located adjacent to the lot. Woodpiles are not to be kept on the sides of homes. The BOD and ACC recommend that any firewood be kept away from the home. Termites are a serious problem in Georgia, and wood stacked adjacent to buildings encourages infestation.
- B. Woodpile coverings are allowed only if the cover is an earth tone color and the woodpile is

screened from the view of the street, or neighboring house. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

GUIDELINE #6: Play Equipment

General Guidelines

A Form **must be submitted** for all play equipment. (**Basketball goals are not considered play equipment, see below**). The following guidelines apply:

- A. The play equipment shall be located in the rear yard and within the extended sidelines of the house, and shall not be located within any Lot side or rear setback areas;
- B. All requests must include desired location, description of material and dimensions along with a copy of the property survey or site plan showing house and property lines in scale;
- C. The play equipment shall not be taller than fifteen (15') feet in height;
- D. The play equipment shall be sized and located such that it will have minimal visual impact on adjacent properties. All such equipment must be placed within building lines;
- E. Play sets (excluding basketball goals) made of wood construction, that are environmentally and aesthetically compatible with the existing home design and lot layout **are strongly recommended**; and
- F. Buffer screening and plant material may be required.

Play equipment, exclusive of wearing surfaces (slide poles, climbing rungs, swing seats, etc.) will require routine maintenance that will be the homeowner's responsibility. Metal or plastic play equipment will generally require more fencing and landscaping to shield from view and will generally be required to blend into the surrounding environment, (earth tones).

Play Houses/Tree Houses

A Form **must be submitted** for all playhouses and tree houses. The following Guidelines apply:

- A. Play houses and tree houses shall be located in the rear of the yard and within the extended sidelines of the house;
- B. Play houses and tree houses must be located where they will have minimal visual impact on adjacent properties;
- C. Play houses and tree houses may not be larger than one hundred (100') square feet or twelve (12') feet in total height;
- D. In most cases, materials used must match existing materials of the home or similar to exterior materials used within the community on other homes;
- E. Playhouses and tree houses must be maintained at the community standard set for all structural improvements; and
- F. Buffer or screening plant material may be required.

Trampolines

A Form **must be submitted** for all trampolines. The following guidelines apply:

- A. Trampolines must be placed in the backyard within the property building lines.
- B. Trampoline requests must include desired location, description of Trampoline with dimensions along with a copy of the property survey or site plan showing house and property lines in scale.
- C. Trampolines may require approved fencing and have adequate planting so as to be concealed from view by neighboring residences and from the street.

Basketball Goals

In an effort to maintain uniformity in the neighborhood appearance, basketball goals attached to the structure of the house and portable basketball goals (a.k.a. “Free Standing Basketball Goals”) **are strictly prohibited**.

A Form **must be submitted** for all basketball goal installations.

The following Guidelines apply:

- A. Goal **must be permanently installed** adjacent to driveway and perpendicular to the primary street, or in backyard not visible from the street;
- B. Goal is **not** permitted to be affixed to the house in any way;
- C. Basketball nets (a.k.a. “hoops”) must be secure, in tact, neat in appearance, and attached, **at all times**;
- D. Backboard must be a standard size, commercially manufactured, and be kept maintained and neat in appearance at all times;
- E. Backboard must be the clear glass style;
- F. Backboard must be kept maintained and neat in appearance **at all times**;
- G. Post must painted black or dark green in color only;
- H. Post must be constructed of metal, a standard size, commercially manufactured, and be kept maintained and neat in appearance at all times;
- I. Written/signed acknowledgement of adjacent property owners’ awareness.

Play **is restricted** to take place only on the Owner’s/Owners’ Lot and may not extend into the street or sidewalks.

*Owners are strongly encouraged to keep all basketball goals in good condition at all times. **Please be advised** that the Board of Directors may request the removal of a particular basketball goal if it is deemed to be in poor condition at any time.*

Please be advised that many portable basketball goals were installed prior to these Guidelines being written. **No** previous portable basketball goal installation will serve as guideline or take precedence for future basketball goal installations. For those homeowners with pre-existing portable basketball goals, maintaining and adjusting your portable basketball goal, following these new Guidelines will help keep our neighborhood safer and be a courtesy to all. You may not replace a portable basketball that has been grandfathered in under this provision with a new portable basketball goal – any replacement goal must meet the standard guidelines listed above.

Note: Negative impact related to time of use, lighting and noise on adjacent properties should be avoided. As with all improvements, basketball goals must be maintained to the condition as originally installed.

GUIDELINE #7: Signage

No sign of any kind shall be erected by an Owner or Occupant within The Hampton Hall community without the prior written approval of the Board of Directors. Signs are not to be placed upon any common areas, main entrance areas or neighborhood entrances areas, unless prior written approval is obtained from the Board of Directors.

A Form **is not required** for posting signage in your own lot for the following exceptions:

- A. One "For Sale" or "For Rent" sign may be placed on a Lot, consistent in size with those used by residential brokerage firms, provided these signs are professionally lettered and not hand made. In no case shall the face of the sign be more than four (4') square feet.
- B. Signs required by law for legal proceedings may be erected.
- C. Only one professional security sign with a maximum face area of two (2') square feet shall be erected on any lot. A corner lot may have two (2) signs: one facing each street.
- D. Small professionally lettered yard signs of less than four (4') square feet may be posted temporarily during election periods advertising candidates currently running for office. A limit of two (2) such political yard signs may be posted fourteen (14) days prior to the designated election and must be removed within three (3) days after the election.
- E. One small professionally lettered yard sign of less than four (4') square feet advertising a yard/garage sale may be posted temporarily during the day of a yard/garage sale, and one professionally lettered yard sign of less than four (4') square feet announcing a birth or a graduation may be posted during the month around a birth or graduation.
- F. One professionally lettered sign of less than four (4') square feet advertising a contractor may be displayed during active period of contractor's construction on the Lot, and must be removed at completion of project.

GUIDELINE #8: Private Pools

Children's Portable Wading Pools

A Form **is not required** to be submitted for **children's portable wading pools** (those that can be emptied at night) as long as they do not exceed eighteen (18") inches in depth and whose surface area does not exceed thirty-six (36') square feet. Portable wading pools must be stored out of view when not in use.

Portable wading pools must be stored out of view when not in use, beginning each evening at sunset. Portable wading pools are prohibited to be left outside overnight in view of the street, adjacent Lots, or neighboring lots.

Above-Ground Pools

Above ground pools are strictly prohibited.

In-Ground Pools

A Form **must be submitted** for all in-ground pools. Due to the unique nature of each individual installation, the following factors will be considered:

- A. Appearance, height, and detailing of all retaining walls must be consistent with the architectural character of the house — some terracing may be acceptable;
- B. The fencing enclosing the pool area must meet fence guidelines;
- C. Pool area as related to lot size;
- D. Light sources which can be seen from neighboring lots (generally not acceptable); and
- E. Landscaping enhancement of the pool area and screening with landscaping.

It is the Owner's/Owners' sole responsibility and liability to comply with all Federal (Virginia Graeme-Baker Act), State, Fulton County, City of Alpharetta, and any other municipal swimming pool and spa (a.k.a. hot tubs) laws, rules and regulations, permits and codes. Board approval is neither an endorsement of suitability or safety.

Hot Tubs/Spas

A Form **must be submitted** for exterior hot tubs and spas.

- A. Hot tubs and spas must be screened from adjacent properties and streets.
- B. Equipment must be screened and situated such that it is not a nuisance to neighboring lots.

It is the Owner's/Owners' sole responsibility and liability to comply with all Federal (Virginia Graeme-Baker Act), State, Fulton County, City of Alpharetta, and any other municipal swimming pool and spa (a.k.a. hot tubs) laws, rules and regulations, permits and codes. Board approval is neither an endorsement of suitability or safety.

Landscape Pools and Waterfalls

A Form **must be submitted** for all landscape pools and waterfalls.

Please be advised that there may be Governmental laws, rules and regulations that the Homeowner(s) must comply with and that the Homeowner(s) is/are solely responsible and liable for inquiring about, obtaining, verifying, and adhering to all City, County, State, and/or Federal laws, rules and regulations pertaining to outdoor watering, outdoor water usage, and any/all drought restrictions; which are subject to change.

GUIDELINE #9: Fences

The original design concept of the community of Hampton Hall promotes a feeling of open space; therefore, fencing is not generally encouraged. However, should an owner desire to erect a fence, a Form **must be submitted**.

A request for fencing must include the following information:

- A. Owner(s) must conform to one of the standardized fence details, which have been pre-

approved by the Declaration of Protective Covenants, attached herein toward the end of this Section 9, unless otherwise approved by the Board of Directors.

- B. A picture or drawing of the fence type listing all material being used.
- C. Dimensions including height span between posts, post size, crossbeam size, number of rails, and color.
- D. A site plan denoting the location of the fence together with information as to existing fences erected on adjacent properties.
- E. Written/signed acknowledgement of adjacent property owners' awareness.

The Hampton Hall Community Association, Inc., the BOD, and the ARC strongly recommend Lot Owners to have a "Land Survey" done on his/her/their respective property and to look at a site plan denoting/planning the location of installing the proposed fence and in relation to existing fences installed on adjacent properties prior to installing a fence. It is the Lot Owner's/Owner's sole responsibility and liability to pay for any incurred charges to have a Land Survey completed of his/her/their respective property.

The following guidelines have been adopted for fences in the community. A Form **must be submitted** for all fence installations. Board approval must be received prior to any fence being installed. The following fence guidelines have been adopted:

- A. No chain link, hog wire, wire fence, chicken fence, split rail fence, or plastic fencing is to be used.
- B. The maximum height must not exceed six (6') feet.
- C. The maximum span between posts shall be ten (10') feet; the minimum wooden styled post size shall be four by four (4"x4") inches, the maximum shall not exceed six by six (6"x6") inches, and the aluminum styled post size shall be two by two (2"x2") inches.
- D. The crossbeam structure (rails) shall not be visible from any street (e.g. finished sides of the fence must be turned to the outside).
- E. The fence must be left natural or may be painted with natural wood toners or finished to coordinate with the existing exterior house trim; no opaque wood stain will be approved. Metal fences must be black in color.
- F. Typically, the fence should join the home at the rear corners on both sides. Fences shall not be located forward from the rear corner of the home. That is, no closer to any street than the rear edge of the home.
- G. On corner lots, the fence shall not be closer to any side street than the building lot line. Corner lot fence applications are evaluated on a case by case basis due to lot configurations and house placement. Fence approval for corner lots may require more landscaping and set back distances to avoid a "stockade" appearance.
- H. Fences should be placed within six (6") inches of property lines, unless topography considerations prevent such placement.
- I. "Canyon" placement (in relation to a neighboring fence) is to be avoided. See diagram following.
- J. The initial finish and maintenance aspects of the fence should be able to withstand weathering and minimal deterioration over time.

- K. There are to be no “alleyways” (in relation to a neighboring fence) created which would inhibit the maintenance of the property between the fences. See diagram following.
- L. The minimum height requirement for a private pool fence is to be based on county specifications.
- M. Proposed fence should be compatible (style and finish) to any existing fence on adjacent properties.
- N. Natural and existing drainage must not be interfered with; space must be provided between the fence and the ground in areas where water needs to pass underneath.
- O. Fences must not obstruct access to electric and gas meters, and utility easements (i.e. sewer).

Radio-Signaled (a.k.a. “Invisible Fences” or “Electric Dog Fences”) Dog Fence Guidelines

Dogs contained within a radio-signaled dog fence have the potential to scare pedestrians, charge at pedestrians walking by on the sidewalk, charge at vehicles passing by, and become a nuisance to neighbors and the Community in general. Should an owner desire to install a radio-signaled dog fence **a Form is not required AS LONG AS THE FOLLOWING GUIDELINES ARE FOLLOWED.**

To ensure the safety of homeowners, pedestrians, children and all property owners, the following guidelines have been adopted for electric dog fences in the community:

- A. No exposed wires. All wires must be buried and remain safely buried underground at all times. Homeowners are solely responsible to periodically inspect their radio-signaled dog fence, including but not limited to the wiring, to make sure the wires remain buried (it is recommended to complete an inspection at least twice per year).
- B. Training and Fence-line flags are allowed for a maximum limited time of forty-five (45) days during the training period and MUST be removed once the dog/dogs is/are safely trained within the radio-signaled dog fence programmed boundaries.
- C. The radio-signaled dog fence MUST be programmed to be set back a minimum of eight (8') to ten (10') feet back from the sidewalk(s) adjacent to the property; in order to allow pedestrians to pass safely without feeling threatened.
- D. The radio-signaled dog fence MUST be programmed to be set back a minimum of five (5') to six (6') feet back from the adjacent neighboring property lines.

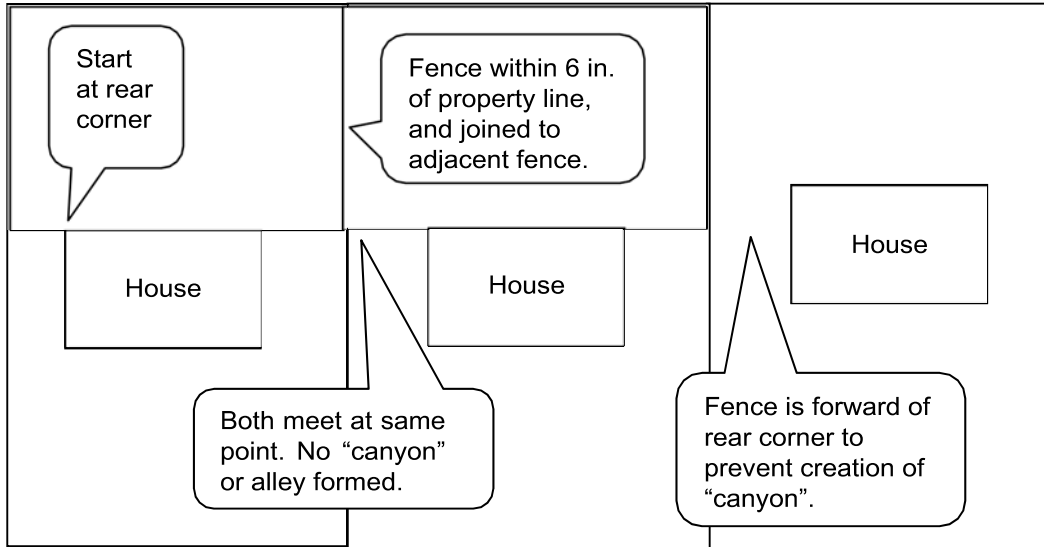
New radio-signaled dog fence owners not conforming to these guidelines may incur additional expenses to bring the radio-signaled dog fence in compliance if the radio-signaled dog fence does not meet specific criteria.

The Hampton Hall Community Association, Inc., the BOD, and the ACC strongly recommend Lot Owners to have a “Land Survey” done on his/her/their respective property and to look at a site plan denoting/planning the location of installing the proposed radio-signaled dog fence and in relation to existing fences installed on adjacent properties prior to installing a radio-signaled dog fence. It is the Lot Owner’s sole responsibility and liability to pay for any incurred charges to have a Land Survey completed of his/her/their respective property.

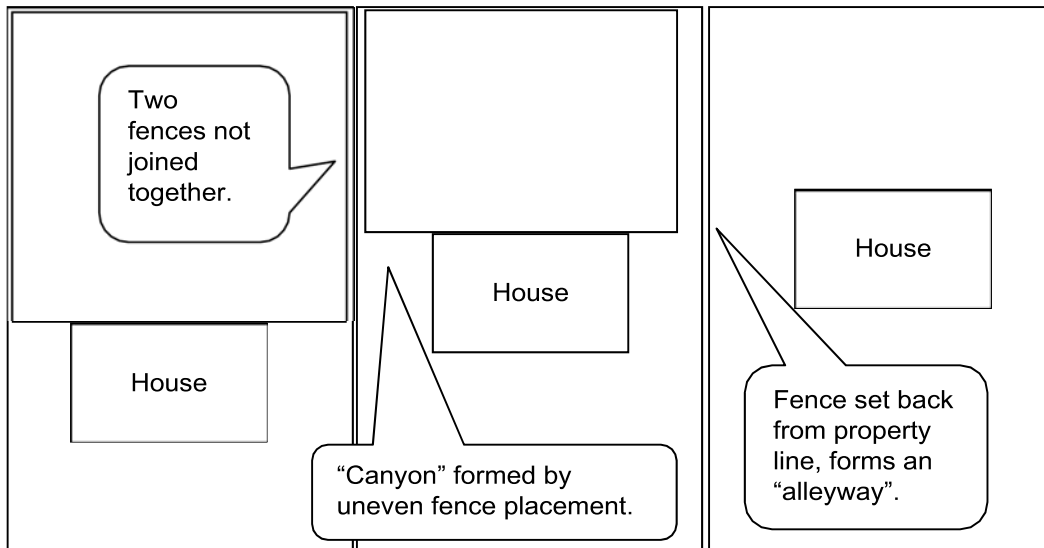
Please note that many fences and radio-signaled dog fences were installed prior to these Guidelines being written. No previous fence and/or radio-signaled dog fence installation will serve

as guideline or take precedence for future fence and/or radio-sigaled dog fence installations. For those homeowners with older fences and/or radio-sigaled dog fences, maintaining and adjusting your fences, following these new Guidelines will help keep our neighborhood safer and be a courtesy to all.

Acceptable - Fence Placement (typical examples):



Not Acceptable - Fence Placement (typical examples):



GUIDELINE #10: Recreational and Towed Vehicles, Parking of Vehicles

In addition to this guideline, please reference Article VI, Section 4 of the Declaration of Protective Covenants (2006 Amendment).

The following Guidelines apply:

- A. No vehicle shall be left parked and/or unattended in any common areas owned by the Association, except during use of a Hampton Hall Community facility. **No overnight parking in the common area parking lots is allowed.**
- B. Vehicles shall be parked only in garages or on the driveway adjacent to the garage door(s).
- C. No additional parking areas shall be added to or utilized on a Lot without the prior written approval of the BOD.
- D. No boat, trailer, camper or any other type of recreational vehicle may be parked or stored in open view on residential property for longer than a twenty-four (24) hour period. No two (2) twenty-four (24) hour periods or more may occur within a seven (7) day period.
- E. No commercial vehicle or any vehicle displaying signage may be parked or stored in open view on residential property for longer than a 24-hour period.
- F. All vehicles parked in open view and not in a garage must be operable and may not be unsightly.
- G. No vehicles parked or stored in open view on residential property may be concealed with a car cover.
- H. All vehicles parked in open view and not in a garage are not permitted to be supported by and/or on blocks/bricks/any objects, and may not be unsightly.
- I. No vehicle may be parked on any unpaved areas or on any yard, sidewalk, or right-of-way.
- J. Since the roadways and sidewalks throughout the community of Hampton Hall are maintained and governed by the City of Alpharetta, no unlicensed recreational vehicle may be operated upon these streets and sidewalks. This includes but is not limited to, motor homes, boats, trailers, motorcycles, mini-bikes, scooters, go-carts, trucks, campers, buses, vans, all terrain vehicles, and automobiles.
- K. No unlicensed recreational vehicle may be operated upon on any Common Area(s) which is private property and that is owned by the Hampton Hall Community Association, Inc. This includes but is not limited to, motor homes, boats, trailers, motorcycles, mini-bikes, scooters, go-carts, trucks, campers, buses, vans, all terrain vehicles, and automobiles.

As a general rule, parking of vehicles on the street is discouraged. Temporary parking (four hours or less) is allowed if not a nuisance to neighbors or impediment to traffic flow. Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to other driveways, mailboxes and traffic.

Garage doors should be kept closed at all times, except during times of ingress and egress from the garage.

GUIDELINE #11: Antennas, Satellite Dishes

In addition to this guideline, please reference Article VI, Section 11 of the Declaration of Protective Covenants (2006 Amendment).

This guideline applies to installation, attachment and maintenance of direct broadcast satellite (“DBS”) dishes or antennas and multi-channel multipoint distribution services (“MMDS”) dishes or antennas (herein collectively called “Satellite Dishes”, which definition shall include the supporting mast, cabling and all other components or accessories thereof).

A Form **is not required** for satellite dishes used for reception only, no larger than one meter, and installed in accordance with the below General Guidelines.

A Form **must be submitted** for the installation of any and all other satellite dishes, transmission devices, antennas, and/or other similar devices which are not specifically governed by the FCC. Antennas used for the purpose of transmitting electronic signals is prohibited.

General Guidelines

- A. Satellite Dish Size Limits: Satellite dishes shall be no larger than one meter in diameter. Satellite Dishes or antennas mounted on masts are prohibited except where necessary for reception of an acceptable quality. The mast is limited to twelve feet in height above the roof line. Concealed cabling shall not count toward this total size guideline.
- B. Location: The Satellite Dish must be placed in the location that is least visible to public view. Satellite Dishes may be installed, in order of priority, in the following locations:
 1. Rear of Home. Whenever possible, Satellite Dishes must be mounted in or on the rear of the home within the sidelines of the home so as not to be visible from the street.
 2. Ground mounted. When ground mounted, satellite dish must be screened from view by natural landscaping — no lattice. Any cables must be buried.
 3. Rooftop mounting. Satellite dishes are allowed only on the rear of the home.

Unapproved Locations and Location Disputes

If it is determined that the Satellite Dish cannot receive an acceptable quality DBS or MMDS signal in any of the pre-approved locations designated above, the homeowner must be able to supply written documentation, if requested by the ACC, stating the reason(s) the dish installation could not be placed at an acceptable location.

Installation

The Satellite Dish wiring or cabling shall be installed so as to be minimally visible and blend into the material to which it is attached. No wiring or cabling shall be allowed on the roof surface. Any wiring or cabling on the surface of the exterior siding or brick of any home shall be concealed from view.

The owner or occupant shall be responsible for the maintenance and repair of the Satellite Dish including, but not limited to, (of) reattachment of Satellite Dish, and any components thereof within forty-eight (48) hours of dislodging, for any reason, from its original point of installation; (ii) repainting or replacement, if for any reason the exterior surface of the Satellite Dish becomes worn, disfigured or deteriorated.

GUIDELINE #12: Business Use

General Guidelines

Owners are required to request in writing approval to operate a business out of their respective home and obtain the Board of Directors approval in writing to do so prior to commencing any business or business activity/activities out of an Owner's home.

Each lot shall be used for single-family residential purposes exclusively. **No business or business activity shall be carried on or upon any Lot at any time except with the prior written approval of the Board of Directors.** Leasing of a Lot shall not be considered a business or business activity. Please reference Article VII, Section 7.2.

No trade or business of any kind may be conducted in or from a Lot or any part of the Property, including business uses ancillary to a primary residential use, except that the Owner or Occupant residing in a dwelling on a Lot may conduct such ancillary business activities within the dwelling as long as:

- A. The existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from the exterior of the residence;
- B. The business activity does not involve visitation of the Lot by employees, clients, customers, suppliers or other business invitees; provided, however, this provision shall not preclude delivery of materials or items by United States Postal delivery or by other customary parcel delivery services (U.P.S., Federal Express, etc.);
- C. The business activity conforms to all zoning requirements for the Property;
- D. The business activity does not increase traffic in the Property;
- E. The business activity does not increase the insurance premium paid by the Association or otherwise negatively affect the ability of the Association to obtain insurance coverage; and,
- F. The business activity is consistent with the residential character of the Property and does not constitute a nuisance or a hazardous or offensive use, or threaten the security or safety of other residents of the Property, as may be determined in the Board's sole discretion.

The terms "business" and "trade", as used in this provision, shall be construed to have their ordinary, generally accepted meanings, and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether: (of) such activity is engaged in full or part-time; (ii) such activity is intended to or does generate a profit; or (iii) a license is required thereof.

The homeowner(s) is/are solely responsible for verifying and adhering too any City, County, State, and/or Federal laws, rules and regulations pertaining to obtaining, including but not limited to, a business license/home-based business license, occupational tax certificate, and business permit, etc.

The Hampton Hall Community Association, Inc., the Association BOD and ACC recommend that Owner(s) contact the City of Alpharetta "Business License Officer" to consult with and asks any questions that you may have about operating a home-based business within the City of Alpharetta at: (678) 297-6086 or visit the web link as follows: <http://www.alpharetta.ga.us/index.php?p=368>

GUIDELINE #13: Subdivision of Lots

No Lot may be further subdivided into any smaller Lot.

GUIDELINE #14: Miscellaneous

The following have been included to educate all homeowners of other actions that are not specifically ACC Guidelines, but are directly addressed in the Declarations of Protective Covenants for Hampton Hall:

Animals

No Lot shall be used for keeping or breeding of livestock animals or poultry of any kind.

No Lot shall breed or maintain any pets for commercial purposes. Household pets are allowed within legal limits provided that they are not permitted to be a source of annoyance to any other resident.

All pets must remain on a leash while not on the owner's property. Pet Owners are required to promptly pick up/remove and dispose of any and all waste deposited by their pet(s) at all times.

In addition to this guideline, please reference Article VII, Section 7.6 of the Declaration of Protective Covenants (2006 Amendment).

Clothes Lines

Clothes lines of any sort, including retractable lines, are generally not permitted. Clothes lines shall be located in the rear of the yard and shall be concealed from view of the street and of neighboring Lots at all times.

Nuisances

No nuisance shall be permitted to exist upon any Lot. Without limiting the generality of the foregoing, no exterior speaker, horn, whistle, siren, bell, amplified or other sound device, except such devices as may be used exclusively for security purposes, shall be located installed or maintained upon the exterior of any lot unless required by law. Amplified music for occasional outdoor parties will be such as that neighbors are not disturbed.

Prohibited Activities

No noxious or offensive activity shall be conducted on any Lot. Each owner of any lot, such owners' family, tenants, guests and invitees, shall refrain from any act or use of such Lots which could reasonably be expected to cause embarrassment, discomfort, annoyance or nuisance to any other residence or residents of any other Lot.

Use of firearms within the community is strictly prohibited. In this context, firearms include, but are not limited to: BB guns, air or gas powered pellet guns, paint-ball guns, or firearms of all types.

Storage

All lawn and garden equipment, portable recreation equipment, canoes, garbage cans, and wood piles shall be kept in a garage or screened by adequate planting or BOD approved fencing so as to be concealed from view by neighboring residences and from the street.

Dumpsters and PODS (portable storage units)

Owners are required to notify the BOD and ACC in writing if a dumpster or POD is going to be placed on a Lot. **The Owner(s) must provide a specific date that the dumpster or POD will be placed on the Lot and a specific date when the dumpster or POD will be removed from the Lot.**

A dumpster or POD cannot be stored or located in the public right of way. If a dumpster or POD is being used in conjunction with a building permit, there will be no problem, i.e. a major home renovation which does require a building permit.

A dumpster or POD cannot be located in the front yard; one located to the side of the home or on a concrete pad (driveway) is permissible, not on the front lawn. It is possible that a POD might reach the level of a permanent building in which case would require a permit; i.e. a POD that is left on the property for an undefined, extended period of time, and utilized as a shed.

If the dumpster or POD is a “temporary issue” the Hampton Hall Community Association, Inc.’s BOD may or may not have an issue or concern with this. The Hampton Hall Community Association, Inc.’s BOD will take serious consideration of what is “fair and reasonable”.

It is the Owner’s/Owners’ sole responsibility and liability to inquire with City of Alpharetta Code Enforcement Department regarding the City of Alpharetta’s “Codes and Rules” pertaining to dumpsters and/or PODs.

It is the Owner’s/Owners’ sole responsibility and liability to contact and/or notify the City of Alpharetta Code Enforcement Department in advance that a dumpster or POD will be located on the property during a specific timeline.

Solar Energy and Rain Water Collectors

All solar energy and rain water collection installations must be approved by the Board of Directors.

Trash

No portion of any Lot shall be used as a dumping ground for rubbish, trash, garbage, or yard waste nor shall any rubbish, trash, garbage, or yard waste be permitted to accumulate upon any Lot.

All trash receptacles/garbage cans, recycle bins, and yard waste materials/containers shall be kept in the garage, or stored in the rear of the house (in the back yard), and/or screened by adequate planting or fencing so as to conceal them from view from the street, from adjacent residences, and from any part of any Lot at all times.

All exterior trash receptacles/garbage cans, recycle bins, and yard waste materials/containers storage areas must be approved by the Board of Directors, including but not limited to, a fence, pen, or screen that is erected to hide trash receptacles/garbage cans, recycle bins, and/or yard waste materials/containers from the view of the street, or from adjacent residences, or from any part of any Lot at all times.

No burning of any rubbish, trash or garbage shall be permitted.

All trash receptacles/garbage cans, recycle bins, and yard waste materials/containers, household or landscape, may be placed at the curb no earlier the 5:00 PM on the day prior to collection.

All trash receptacles/garbage cans, recycle bins, and yard waste containers are to be removed from the curb no later than 9:00 PM on the collection day.

Water Wells and Septic Tanks

No private water wells may be drilled or maintained and no septic tanks or similar sewage facilities may be installed or maintained on any Lot or dwelling, except for wells maintained solely for irrigation purposes. All such irrigation wells must receive the prior written approval of the Board of Directors, which shall not be unreasonably withheld.

COVENANT ENFORCEMENT PROCEDURES

RECOGNITION AND DUE PROCESS

Alleged covenant violations — as reported by any source — may be submitted to the BOD, ACC, or their agent, to be referred for appropriate action. The first action will be confirmation that a violation exists. If substantiated, the homeowner in violation will be contacted, the violation explained, and be requested to provide corrective action in a reasonable time period according to the following policy:

- A. Upon recognition of a violation, a letter will be forwarded from the Chair of the ACC or a designated Management Company, advising the homeowner of the violation, stating the steps necessary to remedy the violation and a time period in which to either respond with an appeal (in writing), and/or remedy the violation, and any imposed monetary penalty.
- B. If the violation cannot be resolved by consultation of the resident with the ACC, the resident may appeal the matter to the Board of Directors.
- C. If after “due process”, refer to Article XII, Section 1 and 2, of the Declaration, the violation cannot be resolved by the Board of Directors/ACC and the member, or if there is no response to the first letter, or if the violation has not been remedied within the prescribed time period, the Association may impose additional penalties or remedies, as deemed appropriate, and may include:
 1. Imposition of a reasonable fine on a per violation and/or per day basis;
 2. Suspension of the right to vote in Association matters;
 3. Suspension of the right to use the recreational facilities and/or common areas;
 4. Recordation of notice of covenant violation with the superior court;
 5. Correction of the violation by the Association with all costs charged to the homeowner; and/or
 6. Filing of a lien for all fines and costs, including but not limited to legal fees, to correct the violation.

As a last resort, if the action is still outstanding, then it may be necessary for the Association Board of Directors to file a lawsuit in order to enforce the Covenants.

- D. The Owner has the right to make an appeal before the Board of Directors, within ten (10) days receipt of notification of a fine for an alleged violation of the Declaration of Protective Covenants of Hampton Hall.
 1. Owner must submit in writing to the Management Company, their request of a hearing before the Board of Directors to appeal a decision, within the ten (10) days of receipt of the notice from the Management Company.
 2. The President of the Board and the Chairperson of the ACC is notified of the request.
 3. A mutually acceptable date, time, and place are set for the appeal on the agenda for the meeting.
 4. The resident will be allowed five (5) minutes to present his/her case. If the Board determines necessary, a question and answer period for the Board to ask questions of the resident may follow the presentation. The resident will then be asked to leave for the Board to deliberate.

5. The Board meets and deliberates until a judgment in the case is rendered. The resident will be notified in writing of the Board's decision following the meeting. The judgment of the Board is final.
6. The Board notifies both the ACC Chair and the homeowner of its decision. If the decision is in favor of the BOD, then the owner must take immediate steps to remedy the violation and pay all fines incurred to date.

When a determination has been established that a property is in violation of the Guidelines, and the property owner has been properly notified, the violation will remain active until it is resolved. **Transfer of ownership of a property WILL NOT erase an outstanding violation since a violation follows the property, not the property owner. The Realty Agency involved in transfer of ownership will be contacted and advised of the existing violation.**

PENALTIES

Any resident who is found to be in violation of the Declaration of Protective Covenants or these Community Design Guidelines is subject to penalties and/or corrective action as deemed necessary and appropriate, by the Board. All such decisions shall rest with the Hampton Hall Community Association Board of Directors. The Board shall make the final determination and may take any and all appropriate corrective action as the situation may merit.

Penalty Procedures

1. Failure to submit an "Application for Modification" form and receive approval before construction or modification began, as specified in the Guidelines. **Fine assessed – one hundred (\$100.00) dollars.**
2. **A fine of two hundred (\$200.00) dollars may be assessed** for each individual tree that is removed without the prior written authorization from the Board of Directors.
3. **A fine of three thousand (\$3,000.00) dollars may be assessed** when an unapproved roofing material (as defined above) is installed.

Note: It is also possible to be assessed more than one of the above-mentioned fines and receive the notices set forth in A, B and C below including daily fines. Transfer of ownership of a property WILL NOT erase an outstanding violation since a violation follows the property, not the property owner.

For non-compliance with most Community Architectural Guidelines:

- A. First written notice, including cease and desist and time frame for necessary correction: **Warning Letter.**
- B. Second written notice for same violation: Letter is issued when time frame given in first letter has expired. New time frame is given to correct or remedy the violation. Possibility of Fine mentioned as last resort. **Second Notice of Warning – \$25.00 up to \$300.00 per day; and/or one time fine up to \$300.00.**
- C. Third written notice for same violation. Letter is issued when time frame given in Second Notice has expired. Fine is established for a specified date, for a specified amount or daily **Fine: \$25.00 per day; and/or one time fine up to \$300.00.**
- D. Forth written notice for same violation. Letter is issued when time frame given in Third

Notice has expired. Written notification of Fine assessed to Owner's/Owners' lot account.

- E. A **\$25.00 Processing Fee** will be assessed to the Owner(s) respective account for certified mail services.
- F. If no response received from owner, the Board of Directors may take action to abate the violation at the Owner's/Owners' expense.
- G. Failure to pay assessed penalty and/or costs attributed to Right of Abatement within thirty (30) days will cause the Board of Directors to place a lien on Owner's/Owners' property.

Application of Violation Procedure. The Board of Directors shall have final discretion in determining the appropriate fine or the appropriate sanction for any violation in question. The imposition of fines will be in addition to and not exclusive of any other rights, remedies, and recoveries of the Association as created by the Association's Declaration, Bylaws and/or rules and regulations. The Board of Directors, in its sole discretion, may forego any or all of the procedures set forth herein. In particular, the Board of Directors may forego the multi-step notification process outlined above for notification of a violation and imposition of fines in the case of one time violations, emergency situations, particularly egregious or repeated violations and other situations when such notification procedure is not practicable. Failure by the Board of Directors to follow any of the procedures set forth herein shall not count as binding precedence, nor shall it negate any of the sanctions imposed for a violation.

SUMMARY

These Community Design Guidelines supersede any previous Guideline editions. The Community Design Guidelines are provided to help in understanding our Community Wide Standards. If you are unsure of the need to submit a Form for a project not specifically referenced by these Guidelines, please contact any member of the Board, ACC or the Management Company for assistance.

Also, please remember that these are GUIDELINES. If you plan any major change to the exterior of your home, or plan a new construction or change in your landscaping, you must review the Documents and submit a Form. The Community Design Guidelines may be obtained from the community web site, or the Management Company. If you have a unique situation that needs consideration, submit a request. Except as specified in this document, **under no circumstances should you proceed with your modifications or plans without first obtaining written approval of the Board of Directors**. The Board of Directors and ACC will make every attempt to resolve all issues in the best interest of the Community. The foremost purpose of the Board of Directors, the ACC, and these Community Design Guidelines is to preserve, protect and enhance the values of the homes within the community of Hampton Hall.