

Harlow Homeowners Association Inc.

Architectural Guidelines and Rules and Regulations (Version 1h)

October 12, 2023

General Guidelines:

As provided in Paragraphs 6.3 and 7.1 of the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Harlow (CC&R's), the following Architectural Guidelines and Rules and Regulations will be adopted as of October 12, 2023, and may be amended, repealed, or expanded as deemed necessary by a current HOA Board of Directors. Unless otherwise defined herein, all capitalized terms shall be defined as set forth in the CC&R's.

The Board's intention in providing guidelines and rules is to cultivate a harmonious living environment within our townhome community. We prioritize consistency and addressing of common concerns. With this in mind, we have crafted the following set of guidelines, rules, and regulations aligning them with the CC&R's (within reasonable limits) to provide clarity and reduce ambiguities surrounding acceptable architectural modifications and covenant violation triggers. The aim is to promote the overall well-being, aesthetic appeal, and property values of our community.

By diligently adhering to this document, homeowners can streamline the process of submitting Request for Modification Review requests. This is achieved by ensuring that all required information is provided, enabling the Board to make informed decisions promptly. Additionally, the Architectural Guidelines section serves to clarify expectations for homeowners in various scenarios where modifications are made. They also clearly indicate instances where certain modifications are not permitted, thereby discouraging homeowners from submitting requests that do not align with the established criteria. This approach fosters efficiency, reduces unnecessary requests, and facilitates smoother communication between homeowners and the Board and CAM Committee. At this time, the final decision regarding architectural approval is made by the Board. In the future, the Board may delegate in writing the power to make architectural decisions to an Architectural Review Committee (ARC), at which time all references to "Board" approval in this document will mean approval by the ARC.

Additionally, the Rules and Regulations section serves an essential role in mitigating unpleasantness associated with receiving and responding to a covenant violation notice or notices of fines assessed due to failure to correct violations. By proactively addressing many of the most common violations, this section provides homeowners with a clearer understanding of the specific actions or circumstances that are more likely to trigger a violation. This increased clarity and transparency will contribute to a more harmonious environment, reduce the need for enforcement actions/fines, and promote a shared commitment to upholding our community's standards in a consistent manner that is fair to all.

In addition to the information contained in this document, homeowners and residents need to be aware that violations of architectural standards and covenants will expose them to potential fines as currently defined by Board deliberations/reviews and, after publication in the future, prescribed by the Harlow HOA Fines and Fining Processes document which will be announced and posted on the townsq.io website in the documents area. All guest fines will be assessed to the homeowner/resident. If there is any conflict between the information in this document and that provided in the Harlow HOA Fines and Fining Processes, the latter will be the final word.

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CATEGORY: BACK YARD ARTIFICIAL TURF

Paragraph 7.13 of the CC&R's explicitly states that "No artificial vegetation shall be permitted on the exterior of any property in the Community unless it has been approved pursuant to Article 6 hereof." This statement would prevent a homeowner from installing artificial turf unless HOA approval is first obtained by submitting a Request for Architectural Review form. The Board has obtained an amendment to the CC&Rs that will allow artificial turf if approved in advance.

We recognize that some homes in our community lack adequate sunlight conditions, resulting in an untenable situation for growing a healthy lawn in their back yards. To be clear, there will be no artificial turf allowed in the front yard of any townhome or building.

To address this issue, we have developed the following guidelines and exceptions to allow homeowners to install artificial turf at their own expense in very limited circumstances. These guidelines aim to ensure that the installation does not disrupt water flow or drainage, create issues in other yards, or create other concerns regarding irrigation impacts, or create an aesthetically undesirable condition. No modifications may begin prior to approval by the HOA Board through the submission of a Request for Modification Review form on the townsquare website. Please carefully review and adhere to the guidelines outlined below when considering artificial turf installation:

1. Eligibility for Installation:
 - a. Only homeowners with insufficient sunlight conditions that negatively impact lawn health are eligible to install artificial turf. This determination will be made by the Board in conjunction with consultation from the HOA's landscape maintenance company as deemed appropriate.
 - b. Homeowners must provide evidence of inadequate sunlight conditions, such as photographs or a professional assessment, along with their request for installation of artificial turf of a style and color that is an aesthetically pleasing match with adjacent yards and previously installed examples.
 - c. In cases where homeowners have a healthy lawn capable of growing normal grass, an exception to the prohibition on artificial turf installation may be granted if they have adjacent neighbors who have already installed artificial turf. This exception aims to promote visual consistency within the community, avoiding a fragmented or 'patchwork' appearance and the aesthetic opinion of the Board will weigh heavily in any decision to approve or deny turf requests.
2. Review Process:
 - a. Interested homeowners must submit a completed Request For Modification Review form found in the Document Center portion of the <http://app.townsq.io> website for artificial turf installation per the process described on the form.
 - b. The request form should include all documentation supporting the need for artificial turf (including appropriate photos) due to inadequate lighting conditions, along with a proposed installation plan.
 - c. The appropriate committee will review the request and make a recommendation, after which the Board will make a decision within 30 days of submission.
3. Turf Specifications:
 - a. Homeowners are responsible for selecting high-quality artificial turf that closely resembles natural grass in appearance. To best ensure an aesthetically pleasing match with adjacent yards and previously installed examples, it is best to review turf options with others in the community.
 - b. The chosen artificial turf details, including the manufacturer/color/style/layout/contractor must be approved by the Board before installation.

4. Water Flow and Drainage Requirements:
 - a. Artificial turf installations must not disrupt the existing water flow or drainage systems.
 - b. Homeowners must ensure that water can freely flow through the designated drainage areas, maintaining the natural water flow patterns.
5. Yard Impact:
 - a. Homeowners must take necessary precautions to prevent any issues in neighboring yards caused by the installation, such as water pooling or runoff.
 - b. Any damages resulting from the turf installation are the sole responsibility of the homeowner and must be rectified promptly at their own expense.
6. Irrigation Heads:
 - a. Any irrigation heads located within the artificial turf area must be either capped or provided with turf cutouts in order to pop up during irrigation use and function properly.
 - b. If irrigation heads are capped and certain plants are no longer watered by the HOA irrigation system, the homeowner will become responsible for the cost of replacing any dead plant material resulting from underwatering.
7. Compliance with Local Regulations:
 - a. Homeowners must comply with all local regulations and ordinances regarding the installation of artificial turf. Consult with your chosen installer and neighbors as needed.
 - b. Obtaining any necessary permits or approvals from local governmental authorities is the homeowner's responsibility.

Please note that the installation of artificial turf without prior HOA Board approval, or failure to comply with the guidelines described in this document during or subsequent to turf installation, may result in fines or the requirement to remove the artificial turf and re-sod the affected area at the homeowner's expense. Also, if repeated requests for corrective action are not satisfactorily resolved, the HOA Board is authorized to take legal action at the homeowner's expense.

If you are considering artificial turf installation and meet the eligibility criteria outlined previously, we encourage you to do your research and then submit your Request for Modification Review form per the process described on the form. Also, as with other owner exterior modifications, the current owner and all future owners of the Unit will have the responsibility to maintain, repair, and/or replace (with turf or sod) the turf at their sole expense should the HOA determine the yard needs such work to meet aesthetic standards.

If you have any questions or need further clarification, please contact our HOA property management company. We appreciate your cooperation in adhering to these guidelines so your HOA can maintain the overall aesthetics and harmony of our Harlow townhome community.

CATEGORY: **LANDSCAPE IMPROVEMENTS (OTHER THAN ARTIFICIAL TURF)**

Our townhome community HOA has developed architectural and landscaping guidelines in accordance with our covenants to assist homeowners seeking to make specific changes to their front and rear landscaping. The purpose of these guidelines is to ensure that any modifications align with community standards. Paragraph 5.3 of the CC&R's grants the Board the authority to establish rules governing changes to existing landscaping maintained by the HOA.

Recognizing that some homeowners may like to enhance their existing landscape design to provide additional privacy, provide more structure, color, fragrance, etc., we are providing the following guidelines to help in making changes that will be deemed acceptable. No modifications may begin prior to approval by the HOA Board through the submission of a Request for Modification Review form on the townsquare website. Please be aware that approved exterior modifications, whether involving turf and/or non-turf items, will be installed at the Owner's expense and future maintenance costs will be an expense to the Owner.

1. **Obtain written approval** in advance via a Request for Modification Review form at <https://app.townsq.io> before making any changes to landscaped areas.
2. Changes should maintain consistency and aesthetic harmony among buildings.
3. Exceptions may be made to replace existing plant material that is inappropriate in terms of size, hardiness, light requirements, disease tolerance, etc.
4. Include a landscape design (professional design required for major enhancements) with modification requests, specifying the impacted area, plant material changes (including names/cultivars), modifications to bed lines, etc. Consider the mature size of plants to prevent encroachment on neighboring properties, foundation issues, or invasiveness.
5. If the design affects irrigation heads, engage the HOA landscaping company at the homeowner's cost to evaluate and make any required changes.
6. **IMPORTANT:** Call Georgia 811 to have all underground cables marked before any digging begins.
7. Follow through to properly care for new landscaping and promptly address any dead or diseased plants. This includes supplemental watering, timely replacement if the plants die, damage to any existing irrigation lines/heads, fencing or building structures, etc. Failure to do so may result in the HOA addressing such matters on the homeowner's behalf and at their expense under Section 5.2(b)(ii).
8. Landscape lighting will be addressed under a separate section covering miscellaneous yard fixtures and decorations.
9. Only homeowners/lessors (not lessees) may submit requests and their approved modifications must ensure proper lessee supervision and follow through is required, given that such homeowners are not regularly present to fully attend to plants after installation.

Front Elevation and Yard:

1. **Generally Permissible Changes** (which require specific prior approval)
 - 1.1. Certain perennials (e.g., hostas, ferns, groundcovers), shrubs and trees may be acceptable if they blend well with the existing building landscape and overall Harlow common area landscaping.
 - 1.2. Hanging baskets and flower boxes (containing natural vegetation) require explicit descriptions/photos. In situations where a homeowner plans to use, as an example, hanging baskets on their front porch year after year, the submission need only be done one time as long it remains generally consistent (e.g., Boston fern in a white hanging basket hanging from a white metal chain) They must be removed when not in use and dead plants should be promptly replaced.

1.3. Other unnamed changes may be considered in certain circumstances when specific reasoning is provided.

2. Generally Disallowed Features

2.1. Structural elements such as arbors or trellises.

2.2. Artificial vegetation, including in porch containers, hanging baskets, and/or in-ground installations.

2.3. Seasonal annuals planted in the ground, unless explicitly approved by the Board of Directors. Seasonal annuals should be reserved for decorative planters/containers, hanging baskets on porches, or planters/containers in the flower beds.

2.4. Hardscaped edging materials, as these create architectural inconsistency with the building(s).

Back Yard:

1. Generally Permissible Changes

1.1. In general, the HOA will approve more “personalization” of backyard landscaping where it remains consistent with community standards, enhances the building architecture, and does not impose upon neighboring properties (e.g., planting a tree that will create shade in a neighbor’s yard and causing the grass to decline).

1.2. Structural elements such as arbors or trellises will be considered.

1.3. New plantings should not be installed in an area that will grow into or crowd HVAC equipment, restrict access to pest control ports or gas meters, etc.

1.4. Hardscaping - any hardscaping as part of a landscape design requires digital photo samples of the material to be used and must flow well with the existing paint colors, bricks, architectural design, etc.

2. Generally Disallowed Features

2.1. Any plant material that will crowd or grow into buildings, neighboring properties, HVAC equipment, or is otherwise invasive.

2.2. Artificial vegetation, including in porch containers, hanging baskets and/or in-ground installations.

2.3. Seasonal annuals planted in the ground unless explicitly approved by the Board of Directors. (Seasonal annuals should be reserved for decorative planters/containers, hanging baskets on porches or planters/containers in the flower beds.)

2.4. Hardscaped edging materials as it creates architectural inconsistency with the building(s).

2.5. Hardscaping additions that violate any governmental ordinances, such as impervious surface thresholds. Brick/tile/wood/etc. patio extensions must also comply and be approved by the HOA.

CATEGORY: DECORATIVE, SEASONAL, AND LANDSCAPE LIGHTING

In recognition of Section 7.12 of the CC&R's, which cover various residential outdoor lighting conditions and imposes significant restrictions on allowable options within the community, we aim to strike a balance between granting residents the opportunity to personalize their Units and ensuring a level of consistency and harmony. To achieve this, the following guidelines have been adopted as pertain specifically to decorative, seasonal, and landscape lighting. Also, see the following section titled Miscellaneous Yard Fixtures and Other Items for supplementary information.

- A homeowner may display temporary (30 days or less) exterior decorative lighting such as holiday lighting, so long as it is not deemed inappropriate by the Board. All requests for permanent exterior lighting must be submitted for approval in advance via a Request for Modification Review form at <https://app.townsq.io> and be approved by the Board.
- **Exterior lighting** displays must always use soft white or warm white bulbs, not daylight or similar bright white bulbs.
- **Solar lighting** – Solar lighting is convenient and commonly used, but the variations in configuration, quality, colors, durability, etc. are wide ranging. Review other solar options currently installed in Harlow and propose those that seem in harmony. Solar lighting under no circumstance shall be placed in or within six inches of the mowable lawn area of front or back yards, along sidewalks, or any other place where it may interfere with HOA landscape management.
- **Low voltage lighting displays** – Due to the variety of underground lines in extremely confined spaces, these are not allowed in front yards. They may be considered for approval in back yards when requests are submitted with an accompanying professional design.
- **String “Fairy” lights** – While temporary string lighting can be utilized for temporary “seasonal” or “holiday” use, these cannot be permanently installed on any decks, porches, columns, or other exterior surfaces. Those who desire to display such temporary lighting will generally be permitted within the limits of good taste. For example, string lighting that changes colors, flashes in a distracting manner, or is abnormally bright or large may be deemed aesthetically unacceptable and the HOA reserves the right at their sole discretion to require such lighting be removed.
- **Other lighting** – Any other exterior lighting that is planned by a homeowner must be submitted for approval in advance of installation via the normal Request for Modification Review process. This includes but is not limited to uplighting that highlights the front of a home, lighting of trees/plants/sculptures, etc.
- **Holiday/Seasonal lighting exception** – Temporary lighting of this type is generally acceptable as long as it is not in bad taste and is only used within the timing guidelines appropriate for the holiday or season, generally limited to 30 days of total display time. Use your judgement. The HOA reserves the right to request removal of such lighting and/or decorations that it deems, at its sole discretion, inappropriate or aesthetically undesirable.
- **Other decorative figures/decorations** – Temporary holiday, seasonal, or other figures and decorations, such as permanent sculptures, yard blow-up figures, plastic figures, etc. are not allowed and will require immediate removal when requested. This applies whether these items are lighted or not lighted.
- Specifically, porch light bulbs must use soft white/warm white bulbs most similar to incandescent light bulbs and often have a temperature rating of 2700L to 3000K (Kelvin). Bulbs marked as bright, cool or daylight white should not be used.
- All approved landscape lighting should be installed in a manner that prevents them from falling or leaning. They should be removed, repaired, or replaced immediately if they are not working or have been installed improperly.
- Review in detail the **previous section** on Decorative Landscape Lighting for additional information that may be relevant to your situation as it provides further requirements.

CATEGORY: REAR DECK MAINTENANCE

Per article 5.2 (b) (i) of the CCRs, homeowners are responsible for all maintenance, repair, and replacement of their rear decks. Typically, a rear deck would need re-staining every couple of years depending on the level of sunlight exposure and use. The original deck stain is SuperDeck Exterior Waterborne Semi-Solid Color Stain in Chestnut SW3524SS and must be used for all maintenance, repair, and replacement.

A homeowner does not need HOA approval to proceed with simple, non-structural repairs of rear decks that conform to the original build. (For example, replacement of rotten boards.) For whole deck replacements or structural repairs, a building permit may be required by the City of Roswell.

Composite boards have become increasingly popular for a virtually maintenance-free deck. A homeowner may proceed, after notifying the HOA via a message on TownSq, to replace wooden deck boards with the following composite boards:

- Trex Transcend - Spiced Rum
(More brands may be added to the approved list at the discretion of the HOA.)

If opting for composite boards, all floorboards must be replaced. Cap rail replacement is optional. No composite product is pre-approved for other railing or structural elements at this time.

CATEGORY: REAR DECK ROOF COVERS

Rear deck covers are an addition that is desirable for some homeowners to provide shelter from hot summer sun and provide more usability for main level rear decks. To ensure architectural consistency in the community and make sure that all zoning requirements are met, we are providing the following guidelines and process that should be followed. *(Note: Awnings or other attachments, covers over ground level patios, and other types of covers are explicitly not allowed per the covenants.)* No modifications may begin prior to approval by the HOA Board through the submission of a Request for Modification Review form on the townsquare website.

In general, the structure of deck covers must be substantially similar in height, style, proportion, and color to the example shown and must match the design/style/materials/colors of any other deck covers visible in a rear view of the building and any opposing buildings.



Before submitting your Request for Modification Review form (found in the Documents Center at <https://app.townsq.io>) for this type of improvement, be sure that you have done the proper due diligence and provide/confirm the below information with your submission:

1. Confirm with the City of Roswell that your lot allows for a roof extension over your existing deck without encroaching into the rear setback requirements for your lot. A zoning variance may be required in some situations.
2. Obtain a building permit with the City of Roswell.
3. Include all information submitted to the City of Roswell, including builder license/insurance information and the site plan.
4. The color and material of the roof and gutters must be brown aluminum (Caviar SW6990) to match the existing metal roof covers in Harlow.
5. The support columns must be stained to match the deck stain, which is SuperDeck Waterborne formula exterior deck stain in Chestnut, SW3524.
6. The support columns must be the same height as the builder-built existing ones on the ground level.

7. The slope of the roof must match any existing deck covers in your "row" and there shall be a gap of one row of siding between the top of the roof adhesive and the bottom window trim as shown below.



8. Fan size must conform to that of existing deck roofs in your "row".

Disclaimer: Although the HOA may give guidance based on prior experience, it is ultimately up to the Homeowner to research and ensure their additions meet all government regulations, including the need for any building permits. <https://www.roswellgov.com/government/departments/community-development/building-permits-inspections> is a great resource. Questions about applying for a building permit must be directed to the City of Roswell as the HOA cannot give any advice regarding permits.

Additionally:

1. When planning your schedule of installation, allow **30 days** for the HOA review process to complete. The appropriate HOA committee will review your submission and make a recommendation to the HOA Board, then the HOA Board will review and issue an approval or denial. The location of your deck/lot and the aesthetic impacts such as views from main streets, neighboring Units, etc. may affect the final decision of the HOA Board.
2. Please plan and confirm with your contractor that all materials, tools, debris, etc. associated with the project must be stored on the homeowner's drive or in their garage and debris removed daily.
3. During the project the contractor and laborers should not disrupt other homeowners' efforts to enter/exit their Units, such as by parking illegally in an alley or other prohibited location.
4. As per Section 6.2 of the Harlow CC&R's, the current homeowner and such homeowner's successors-in-interest shall assume all responsibilities for the maintenance, repair, replacement, and insurance to and on any improvement, structure, change, modification, addition, or alteration to their Unit.
5. Notify your insurance agent/broker to adjust Unit coverage as needed and, within 30 days after completion, provide the HOA Manager with proof of insurance of the added structure.
6. The homeowner will be responsible for any drainage issues that might arise from this modification, related to the addition of downspouts to the overhang or other unintended adverse effects. If there is a question, please contact the HOA Property Manager.
7. The appropriate HOA committee and HOA board members reserve the right to review the construction upon completion, and the homeowner agrees to provide them access to their lot and home, with advance notice.

CATEGORY: **PERMANENT FLAG DISPLAYS**

Other than specified U.S. flags and current State of Georgia flags, the only other class of flags that may be displayed are “garden flags” as described within the Miscellaneous Fixtures and Other Items section that follows.

- U.S. Flags and current State of Georgia Flags: Per Section 7.14 of the CCR's, one or both of these flags may be displayed permanently or temporarily when in accordance with U.S. Flag Code (36 US Code 10).
- Flag Size: The displayed flag should be a standard 3' x 5' size for uniformity and visibility. Other sizes are prohibited.
- Flag Material: Use high-quality, weather-resistant fabric for durability and longevity.
- Flagpole Placement: Mount the flagpole on the porch columns or railings, ensuring it is securely attached to withstand weather conditions and at a standard angle.
- Height: The top of the flagpole should reach no higher than the top of the townhome's highest window or roofline to maintain a harmonious appearance.
- Color and Design: The flag should be in accordance with the Freedom to Display the American Flag Act of 2005, displaying the flag of the United States of America or the current flag of the State of Georgia.
- All other flags are generally prohibited. (See Garden Flags section for exceptions) A homeowner who desires to display any other type of flag, either temporarily or permanently, should submit a “request” to the HOA Manager in advance at <https://app.townsq.io> asking if their request should be submitted for review. This approach will reduce wasted expenditures of homeowner money as well as HOA committee time. Should the HOA Manager advise the homeowner to submit their request for review, then submit a Request for Modification Review form via the website and a review will be conducted.

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CATEGORY: MISCELLANEOUS YARD FIXTURES AND OTHER ITEMS

Article 7 of the CC&R's encompasses various items such as lighting and displays, yard signage, outdoor features, flags, and more. This guideline section is intended to specifically focus on regulating this general class of outdoor elements. The purpose of the following rules and regulations is to provide clearer rules and allow reasonable exceptions beyond the standard language defined in the covenants. The HOA Board recognizes the significance of creating an aesthetically harmonious environment while also respecting the diverse preferences of our community members. It is important to note that, unless expressly stated otherwise in this section, the CC&R's will take precedence in all situations.

When available for publication, additional categories of exterior items, such as furniture, will be added to expand this section.

Garden Flags

The HOA reserves the right to request removal of any garden flag that, in its opinion, does not conform to the following requirements.

- Each front yard is allowed to display only one garden flag.
- The standard size for garden flags is approximately 12.5" x 18".
- Garden flags must be in good condition, free from fading or visible wear and tear.
- Flags should not contain offensive, discriminatory, political, or inappropriate imagery or text. The Board reserves the right to require, at its sole discretion, that any inappropriate flag be removed from the property.
- Seasonal garden flags are permitted, but they should be taken down when the respective season is over.
- Special event flags (e.g., Mother's Day) are permitted, but they should be taken down when the event is over.
- Garden flags should be hung vertically on a black post (refer to sample pictures provided).
- Display of favorite sports team flags is allowed but limited to game days only; they should in no circumstances be displayed for longer periods or constantly displayed.

Display samples...



CATEGORY: **PARKING**

Rules for parking vehicles within the community are detailed in Section 7.4 of the CC&R's. All residents must familiarize themselves with these rules as they outline what is allowed and what is not. However, in certain situations where strict enforcement of these rules might be overly punitive to homeowners, the HOA will consider special circumstances and may grant rare exceptions. The Board holds the authority to interpret these situations and approve or deny exceptions. These rules may be subject to change based upon additional factors not considered at the time of issuance of these rules and regulations.

Reference CC&R 7.4 (a): "Vehicles shall be parked only in appropriate parking spaces serving the Unit or in other designated parking areas established by the Board, if any." "All parking shall further be subject to such reasonable rules and regulations as the Board may adopt from time to time."

IMPORTANT: Any exceptions not described below will be enforced according to the CC&R's and any additional policies set forth by the HOA Board. Failure to comply by residents, guests, or other vehicle operators may result in fines for homeowners. In addition to the information below, please review the document "Fines and Fining Policies" (when available on the townsquare website) to avoid inadvertent violations.

Reasons for Limiting Use of Driveways and Guest Parking Spots:

1. **Adherence to CC&R's:** The CC&R's are published on the townsquare website, and every resident of Harlow is required to conform to these. The HOA Board is tasked with enforcing these. They are for the general welfare.
2. **Aesthetics and Property Values:** Having multiple vehicles parked outside of Units can negatively impact the community's appearance. Streets and driveways filled with parked cars may give a congested "parking lot" impression and reduce the overall visual appeal, which can affect property values for all residents.
3. **Limited Parking Space:** Guest parking spaces are intended for temporary use by workers, visitors, guests, and (briefly, as needed) residents. Residents parking in these spots longer or frequently reduce availability for their intended purposes, leading to limited options for the visitors and guests of their neighbors.
4. **Safety and Accessibility:** Parking on the street/curb is prohibited. Improperly parked vehicles in streets can obstruct traffic flow and emergency vehicle access. Limited visibility around parked cars increases accident risks and hinders traffic navigation in the community, especially in narrow/curved areas. And there is a significantly higher risk of someone backing their vehicle out of their driveway and colliding with a car parked on the street.
5. **Security Concerns:** Multiple vehicles parked outside on driveways and in guest spots may attract unwanted attention and increase the risk of crime. Encouraging parking in garages contributes to a safer and more secure environment, reducing the chances of vehicle-related crimes.
6. **Community Cohesion:** Encouraging residents to use their garages for parking fosters a sense of unity and demonstrates consideration for your fellow residents. It also promotes a cleaner and organized appearance, enhancing community pride and demonstrating support for our rules.

GUEST PARKING Rules

The community provides significant Guest Parking Spaces, although they are not well distributed in certain areas such as Heyward Way and Lochurst Lane. These spaces are easily identifiable by their white striping, similar to shopping center markings. With 220 guest parking spaces serving 385 townhomes, the ratio is approximately **one Guest Parking Space per two townhomes**. Guest Parking Spaces are located as follows:

LOCATION	# Spaces	
EAST		
Veridian Lane (along greenspace)	19	
Ganel Lane (along greenspace)	18	
Calder Drive (Pool)	5	2 handicap
	42	
WEST		
Tennis Courts	13	1 handicap
Clubhouse	6	2 handicap
102-112 Harlow Cir (Char)	4	
114-124 Harlow Cir (Char)	7	
126-140 Harlow Cir (Char II)	8	
144-160 Harlow Cir (Char II)	8	
Large Green - North	16	
101-109 Harlow Cir (Char)	4	
111-121 Harlow Cir (Char)	7	
123-137 Harlow Cir (Char II)	8	
143-157 Harlow Cir (Char II)	8	
Large Green - South	16	
Across from 10002-10012 Windalier Way	6	
Across from 10022-10028 Windalier Way	6	
Across from 10036-10042 Windalier Way	6	
Back mailboxes behind 10104 and 10107 Windalier Way	6	
10117-10129 Windalier Way	7	
Beside 20065 Windalier Way	2	
Beside 36 Lockhurst Ln	2	
Beside 31 Lockhurst Ln and 1030 Milhaven Dr	7	
Across from 10150-10168 Windalier Way	20	
Alley behind 10170-10180 Windalier Way – 11	11	
	178	
TOTAL GUEST PARKING SPACES		220

- **Overnight/normal visitation** – Guests staying with a resident must park their vehicles in the resident's garage, driveway, or a designated Guest Parking Space (excluding Harlow Hall clubhouse spaces, which are reserved for clubhouse and pool guests). Guests using Guest Parking are limited to no longer than a five-day period. Beyond this, they must park in the Unit garage or driveway... or obtain approval from the HOA Manager. Overnight parking is strictly prohibited in any other areas. Residents are responsible for ensuring their guests comply with all Harlow covenants and guest violations may lead to resident fines.
- **Seasonal/special visitation** - Residents with long-term family or guest visitation (e.g., college students home for the summer, family visiting to provide support due to a longer term illness, etc.) may request special permission for associated vehicles to use Guest Parking Spaces when there are more than four vehicles in use in a single Unit during such visitation. Approval from the HOA Manager is required and residents must provide vehicle information (make, model, color, and tag number) and visitation dates. The HOA Manager will provide a temporary guest parking pass to be displayed on the exterior of the rear window of the visiting vehicle.
- **Daytime visitation** – Visitors during the day are encouraged to use driveways and the ample Guest Parking Spaces. Parking on the street (on a curb, across a driveway, etc.) is a violation and may result in an immediate fine and (if warranted) towing. If necessary, residents may temporarily move their vehicles to Guest Parking

Spaces to accommodate large worker vehicles in their driveways, then return their vehicle(s) afterward. To be clear, homeowners, residents, guests, and vehicles servicing individual Units **do not** have permission to park on streets, either on curbs or across driveways. Rare exceptions would be service vehicles too large to park on a driveway.

RESIDENT Parking and Unit Garage Usage Rules

To clarify garage and driveway usage concerns, the following information will be helpful to review:

1. Organized Storage and Vehicle GARAGE Parking:

- Residents are encouraged to use organized storage solutions for garage items like tools, sports equipment, and seasonal items so that these items do not reduce clear vehicle parking space.
- Each Unit is built with two garage spaces and two driveway spaces. Garage spaces are the first to be utilized for parking of resident vehicles. If more vehicles are associated with a Unit than will fit in two fully clear garage spaces, one or two more vehicles may be parked on the Unit's driveway. Vehicles that are not "daily drivers" as a primary means for transportation are to be parked in garages, thus reducing exit/entrance conflicts given the Unit spaces available.
- Garages must not be used to store items in such a way that it prevents parking of (a) a single vehicle when there is only one vehicle used by the Unit residents or (2) two vehicles when there are two or more vehicles used by the Unit residents.
- Existing residents have a 60-day grace period (from the date of posting on townsq.io of these rules) to clear their garage sufficiently to provide parking for their one or two vehicles (as referenced in the previous bulleted item) in their garage and new residents have the same 60-day grace period from their date of initial move-in. After the 60 days, continued garage storage that prevents required vehicle parking may result in fine warnings and, if not corrected, fines.

2. Driveway Parking:

- Residents should make every effort to maximize garage space for vehicle parking before using their driveway for parking overnight and for longer periods.
- If a resident has parked all possible vehicles in their Unit's garage and has a large vehicle (e.g., oversized SUV or truck) that can be demonstrated (via vehicle measurements compared to garage measurements) to not fit in the homeowner's garage, it may be parked on the Unit's driveway only and not in a Guest Parking Space or on another Unit driveway.
- Driveways may not be used for long-term vehicle storage. If a vehicle will be idle for more than 5 days on a regular basis and is not primary transportation, residents must park it in the garage or elsewhere outside the community.
- Under no circumstances shall any vehicle parked in a driveway block a sidewalk or have any portion of its tires rest on turf or landscaping areas such as pine straw, sprinkler heads, underground utility boxes, etc.

3. Other Parking Clarifications:

- No resident vehicles may be parked in Guest Parking Spaces except for (a) brief needs and on an infrequent basis or (b) when a resident vehicle has received approval for a temporary guest parking pass due to an extraordinary need, after submitting a complete request and receiving approval from the HOA Board.
- Any exceptions to these parking rules require approval in advance in writing from the HOA Manager or the HOA Board.
- Failure to comply with these parking rules will expose homeowners, other residents, and their guests to fines as currently defined through Board deliberations/reviews and, after publication in the future, prescribed by the Harlow HOA Fines and Fining Processes which will be announced and posted on the townsq.io website in the documents area. All guest fines will be assessed to the homeowner/resident.

IMPORTANT NOTE ABOUT STREET /CURB PARKING AND VEHICLE TOWING

Street parking is defined here as the parking of a vehicle in any area other than a garage, a driveway, or a Guest Parking Space. The exception would be a handicap-identified vehicle parked in a handicap space.

Parking near a fire hydrant, blocking a driveway, or otherwise parking in an illegal and negligent fashion is considered the most serious parking violation. Vehicles parked in this manner may be subject to towing notices or immediate towing, plus fines.

If there is an exceptional reason for such parking, prior approval from the HOA Manager or HOA Board must be secured to avoid fines and possible towing.

CATEGORY: OFF LEASH DOGS AND FAILURE TO PICK UP POOP

There are many dog owners in Harlow and the vast majority are responsible pet owners. The rules for animals, pets, and other usual and common household pets are detailed in Section 7.5 of the CC&R's. All residents with pets must familiarize themselves with these rules as they explicitly outline what is allowed and what is not. Also, reference the Harlow HOA Fines and Fining Process document in the documents area of the townsq.io website regarding associated fines for violations.

Off Leash Dogs

Although Fulton County and city ordinances exist that prohibit off leash dogs, these have not been sufficient to deter violations in our community. In support of HOA efforts to protect the safety of residents as well as their dogs, please review the following information:

- When outside of a Unit, owners are required to keep all dogs on a leash or “otherwise under the control of a responsible person.” Pet owners who allow another person to care for their pet are responsible for the actions of that person, including off leash dog violations and fines.
- HOA enforcement and fines are generally intended for serious incidents involving one or more of the following: (a) blatant disregard for keeping a dog on leash, (b) confrontation/attack of a resident or their dog by an aggressive off-leash dog, and (c) an accumulation of many off-leash incidents where a pattern of owner negligence seems likely. This is not intended to apply to occasional, unintended incidents that are not blatant and do not involve serious confrontations/attacks or a pattern of negligence. Unintentional and benign incidents need not be reported or reviewed by the Board.
- No dogs (or other pets) are allowed inside the pool areas or clubhouse, except as required by law. A dog/pet inside a pool area is considered a serious health hazard as well as a serious covenant violation.
- There is a significant progression of fines for off leash dogs and offenses are accumulated by Unit, so multiple violations by different dogs in a single Unit are cumulative.
- Since Owners are responsible for their Occupant's or guest's violations, if a guest of an Occupant or Owner commits a violation then the appropriate fine will be the responsibility of the Owner.
- The Association may require that an Owner remove any animal that, in the Board's discretion, presents an actual threat to the health or safety of residents.

Failure to Pick Up Poop

Leaving dog poop in our neighborhood attracts wild animals and generally detracts from the enjoyable use of our extensive common areas. Harlow has a large number of stations located throughout the community, each with free poop bags and storage receptacles. These stations are emptied, and bags replenished frequently, but it is the dog Owner's ultimate responsibility to pick up after their dog whether the stations are fully equipped or not. For this reason, it is always a good idea for Owners to bring bags with them in the unlikely event a station is out of bags.

- Failure to pay attention to a dog and not observe a violation of your pet is not a defense. Owners are responsible for observing their pets at all times.
- Dog poop must be picked up not only in the common areas but also in dog parks. This allows neighbors who follow to not be on constant guard due to a fear of “stepping in it.”