



MorningBrooke Homeowners Association, Inc.

## Design Standards

As adopted on August 27, 2007 by the Architectural Control Committee and  
approved on November 12, 2007 by the MorningBrooke Homeowners  
Association Board of Directors.

MorningBrooke Homeowners Association, Inc.  
Design Standards

**Table of Contents**

Objectives	4
Authority	4
New Construction, Replacements, and Improvements	5
Review Criteria	6
Amendments to the Design Standards	7
Applications	7
Review Procedures	8
Appeals Procedure	9
Government Permits, Inspections and Approvals	9
Design Standards	
1. Air Conditioners	10
2. Antennae and Satellite Dishes	10
3. Attic Ventilators	11
4. Carpeting	11
5. Chimneys	11
6. Clotheslines	11
7. Compost Bins	11
8. Decks, Patios, and Screened porches	12
9. Dog Houses	14
10. Door –Exterior	14
11. Door – Storm	14
12. Driveways	14
13. Exterior Decorative Objects	15
14. Electronic insect traps	15
15. Exterior Lighting	15
16. Exterior Surfaces	16
17. Fencing	16
18. Firewood	18
19. Flagpoles	18
20. Flues and Vents	18
21. Garage Doors	19
22. Gazebos	19
23. Gutters	19
24. Holiday Decorations	19
25. House Numbers	20
26. Landscaping	20
27. Mailboxes	22
28. Painting	22
29. Recreation and Play equipment	23
30. Retaining Walls	23
31. Room Additions / Garages	24
32. Security Bars	24
33. Sidewalks and pathways	24
34. Signs	25

The enclosed guidelines are intended as guidelines only and are merely for the convenience of owners. All owners must obtain the prior written approval of the Architectural Control Committee before making any change that requires approval.

MorningBrooke Homeowners Association, Inc.  
Design Standards

35. Skylights	26
36. Solar Panels	26
37. Storage Buildings and Sheds	26
38. Storm Windows	26
39. Sun Control Devices	26
40. Swimming Pools / Hot Tubs	27
41. Trailers / Trucks / Buses / Commercial Vehicles	28
42. Trash / Recycling Containers	28
43. Vegetable / Fruit gardens	28
44. Water Gardens	29
45. Window Coverings / Blinds	29
46. Window Screens	29
Appendix A. Mailbox and Post Standard	30
Appendix B. Mailbox Order form	31
Appendix C. Modification Request Form	32

MorningBrooke Homeowners Association, Inc.  
Design Standards

**Objectives**

These Design Standards shall enhance and further develop the covenants and restrictions established in the Declaration of The MorningBrooke Homeowners Association. The specific objectives of these Design Standards are:

1. To increase awareness and understanding of the Covenants from which authority is granted for creating rules and use restrictions.
2. To define and illustrate design standards, which will assist the ACC, the Association Managing Agent, and homeowners in developing exterior alterations and improvements, which are in harmony with the existing house structure, the immediate neighborhood and the community as a whole.
3. To assist homeowners in preparing a complete application for exterior modification, that is acceptable to the ACC Committee.
4. To relate the modification or improvement to Open Space.

**Authority**

These design standards are created and enforced under the authority of the MorningBrooke Homeowners Association declaration of covenants and restrictions. It should be noted that if there is a conflict in the content of this document and the MorningBrooke Homeowners Association covenants, the covenants will take precedence.

Specifically article 5.04(b)(i)

“The ACC shall adopt and promulgate the Design Standards describe in Section 5.05 hereof and shall, as required, make findings, determinations, rulings, and orders with respect to the conformity with said Design Standards of plans and specifications to be submitted for approval to the AC pursuant to the provisions of this Declaration. The ACC shall, as required, issue permits, authorizations, or approvals, which may include specified requirements or conditions, pursuant to the provisions of this Declaration.”

and

**5.05 Design Standards**

- (a) The ACC shall from time to time adopt, promulgate, amend, revoke and enforce guidelines (the “Design Standards”) or the purpose of:

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MorningBrooke Homeowners Association, Inc.  
Design Standards

- 1) Governing the form and content of plans and specifications to be submitted to the ACC for approval pursuant to the provisions of this Declaration;
  - 2) Governing the procedure for such submission of plans specifications;
  - 3) Establishing guidelines with respect to the approval and disapproval of design features, architectural styles, exterior colors and materials, details of construction, location and size of structures and all other matters that require approval by the ACC pursuant to this declaration; and
  - 4) Assuring the conformity and harmony of external design and general quality of the development.
- (b) The ACC shall make a published copy of its current Design Standards readily available to Member and prospective Members of the Association and to all applications seeking the ACC's approval.

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The approval of the ACC of any planned modification or addition shall in no way constitute a waiver of the ACC's right to withhold approval of similar proposals later submitted to the ACC. The ACC retains the right to disapprove of any planned modification or addition for any reason, including but not limited to, aesthetic considerations, and uniformity of appearance of the community, visibility limitations, safety concerns, and impact on adjacent properties. The ACC further reserves the right to grant variances from these guidelines.

## **NEW CONSTRUCTION, REPLACEMENTS AND IMPROVEMENTS**

These Design Standards apply not only to improvements contemplated by a homeowner to an existing home or lot; but also to an unimproved or vacant lot owned by an owner or entity,

New construction or replacement of homes or portions thereof must be of a comparable size, style and architecture as the adjacent homes; must use comparable construction materials as the adjacent homes; and must meet current MorningBrooke Homeowners Association Design Standards.

MorningBrooke Homeowners Association, Inc.  
Design Standards

## REVIEW CRITERIA

The ACC evaluates all submissions on the individual merits of the application; including the consideration of the characteristics of the housing type and the individual site; since what may be an acceptable design in one specific instance may not be for another.

Design decisions made by the ACC in reviewing applications are not based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria that represent in more specific terms the general standards of the protective Covenants:

- **Relation to The MorningBrooke Homeowners Open and protected Space** -- Fencing, in particular, can have a damaging effect on open space. Other factors, such as the removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off, also adversely affect The MorningBrooke open space.
- **Validity of Concept** -- The basic idea must be sound and appropriate to its surroundings.
- **Design Compatibility** -- The proposed improvements 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, use of like or similar building materials, color and construction details.
- **Location and Impact on Neighbors** -- The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage. For example, fences may obstruct views, breezes, airflow or access to neighboring property; decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy. As another example, an inappropriate "clutter" of play equipment, or an "ill-planned" landscape scheme may also affect existing neighbors.
- **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 would likely be inappropriate.
- **Color** -- Color may be used to soften or intensify visual impact. Parts of an addition that is similar in design to an existing house, such as roofs and trim must match in color, composition and design.
- **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 example, horizontal siding on the original house should be retained in an addition. On the other hand, an addition with horizontal siding may or may not be compatible with a brick house.

MorningBrooke Homeowners Association, Inc.  
Design Standards

- **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 can be visually objectionable. The MorningBrooke Homeowners Association assumes no responsibility for the safety or structural validity of new construction by virtue of an approved design. It is the responsibility of each applicant to obtain a Building Permit where required and comply with County, State and Federal codes and regulations where required.
- **Timing** -- Projects, which remain uncompleted for long periods of time, are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include an estimated completion date. If such time period is considered unreasonable, the ACC may disapprove the application. Typically, projects must be commenced within six months of an approval; and completed within one year.

## AMENDMENTS TO THE DESIGN STANDARDS

These Design Standards may be reviewed and amended from time to time. It is anticipated that changes will involve clarification rather than substantive modification of the existing Design Standards. They may also be amended to reflect changed conditions or technology. Amendment procedures will require a public hearing of the members. Amendments shall be adopted, as were the original Design Standards, by the Board of Directors.

## APPLICATIONS

Applications for modifications or improvements must be submitted on the approved MorningBrooke Homeowners Association form. The application form requires information that will assist the ACC in reviewing plans for your proposed alteration or improvement. Specific information is detailed below. Action on applications submitted without the required information will be delayed until all information is provided. The required application information includes the following:

- **Description** - The application form requires a complete description of the alteration or improvement. This includes a complete listing of materials to be used; overall dimensions - height, length, width, height above ground level, etc.; colors of the existing house, trim and roof colors; and colors of the proposed alteration or improvement.
- **Site Plan/Plat** - A site plan is a scaled drawing of the lot (plat) showing dimensions of the property, adjacent properties if applicable, and all existing improvements on the lot.

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MorningBrooke Homeowners Association, Inc.  
Design Standards

Applicants are required to draw the proposed improvement on the plat and provide it with the application. Contour lines may be required where drainage is a consideration and more complex applications may require larger scale (10 to 20 feet to the inch scale) enlargements of the plat plan of County approved development or site plans.

- **Drawings/Photographs** - Complete scaled drawings showing all dimensions, elevations and details of the proposed improvement or alteration are required. Drawings should show the relation of the improvement or alteration to the existing home. Drawings which are unclear, slow the process, and may be returned to the applicant for clarification. Photographs, catalogue clippings or manufacturer's "cut sheets" are acceptable for items such as lighting fixtures, storm doors, and other standard items.
- **Signatures** - The applicant is required to sign the application form. Applications received without signatures will not be reviewed.
- **Construction Schedule** - Applications must contain the proposed construction schedule indicating both a commencement and completion date. All alterations or improvements must be commenced within 6 months and completed within 12 months of the approval.

## REVIEW PROCEDURES

All applications should either be mailed or delivered to The MorningBrooke Homeowners Association managing agent office at:

**MorningBrooke Homeowners Association, Inc.**  
**c/o G.W. and Associates**  
**1585 Old Norcross Road, Suite 101**  
**Lawrenceville, GA. 30045**

Emailed to: **acc@morningbrooke.com**

Or Faxed to: **678-407-6336**

Each application will be reviewed for complete information by the managing agent prior to the ACC review. After ACC review and action, a letter reporting the ACC decision will be mailed to each applicant at the address provided on the application. Letters of approval will be sent by first class mail; while letters of denial or those with specific approval conditions will be sent by certified mail. Letters of denial will reference specific reasons for the denial and are always subject to appeal.



MorningBrooke Homeowners Association, Inc.  
Design Standards

## **APPEALS PROCEDURE**

An appeals procedure exists for those affected by a ACC decision who believe that:

- proper procedures were not followed during the administration and review process.
- the applicant and any other affected homeowner attending the meeting were not given a fair hearing.
- the ACC was arbitrary, or did not have a rational basis for its decision.

To initiate the appeals procedure, the appellant must submit a written request for an appeal within 15 days of receiving the ACC decision. The written request must be delivered to the office of the managing agent. Other affected homeowners or neighbors must submit written notice within fifteen (15) days after the ACC rendered its decision. The Board of Directors will review those cases and shall conduct a hearing.

## **Government Permits, Inspections, and Approvals**

It is the responsibility of the homeowner making any modification to their property to get any government permits, inspections and/or approvals for the modification. The MorningBrooke Homeowners association can not advise homeowners on government requirements or processes for modifications.

The approval of the ACC of any modification request is done so with the contingency that the homeowner obtains all required permits, approvals and inspections from Gwinnett County.

## **ARCHITERTURAL DESIGN STANDARDS**

### **1. Air conditioners**

Air conditioning units extending from windows or protruding from the existing structure are prohibited. Additional exterior air conditioning units which are typically installed on a level pad on the ground, or the relocation of existing units may be considered so long as they are placed near existing units and do not have an adverse audible or visible impact on adjoining lots or open spaces.

Screened areas for Air Conditioning units must be approved by the ACC and may be created out of natural materials including wood, brick or stone, and must match the color of the home.

### **2. Antennae and Satellite Dishes**

Antennas and satellite dishes of a diameter of one meter (39.4 inches) or less are permitted on the property; however they must be installed on the least obtrusive and least visible location on the lot. Satellite dishes in excess of one meter will not be permitted. To comply with the Federal Telecommunications Act of 1996, prior approval of the ACC is not required for the installation of a satellite dish or antenna less than one meter in diameter

More specifically:

Ground Mount: Must be located on a rear lot location. Where front or side yard locations are necessary, all equipment should be installed near other utility equipment; or among shrubbery. Ground mounts must be placed within the homeowner's property line, no part of any mount, wiring, antenna or dish may be over the property line.

Roof Mount: Should be located on the rear of the roof. .If a front roof mount is necessary, all equipment should be installed to one side of the roof, rather than in the center; and there may be a requirement to paint the equipment to match the roof (so long as warranties are not voided).

Structure Mount: Should be located such that the equipment is adjacent to a chimney or other structure on the home; if on a deck, the equipment should be installed off to one side of the deck or adjacent to the house, if possible. Screening may be required.

At no time may a Satellite dish or antenna be mounted on a tree out building or in common or protected areas.

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MorningBrooke Homeowners Association, Inc.  
Design Standards

### **3. Attic Ventilators**

Attic ventilators may be considered as long as they are painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators must be mounted on the least visible side of the peak so as to minimize their visibility from public areas and adjoining lots.

### **4. Carpeting**

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

### **5. Chimneys**

Direct vent gas fireplaces may be permitted so long as the materials and colors used in construction match the existing house and designed as an architectural feature of the house.

### **6. Clotheslines**

Clotheslines or similar apparatus for the exterior drying of clothes or bedding are not permitted.

### **7. Compost Bins**

Compost bins may be considered when they can be installed out of view of adjacent or adjoining lots. If a compost bin is desired, the use of a pre-manufactured compost bin, which is earth tone in color, is encouraged. Bins must be located to the rear of the property and must be fully screened from the street, open space and adjoining and affected neighbors. All active compost must be treated at all times to prevent odors from escaping. Failure to maintain a satisfactory compost bin and/or the point at which the compost becomes a public nuisance shall indicate an abandonment of the compost pile and violation of these Design Standards.

## 8. Decks, Patios, and Screened porches

**Decks** provide for an extension of a home's living space. They may be designed to include bench seating areas, overhead timbers and trellises for shade and hanging plants, planter areas, and hot tubs with appropriate scale privacy screening. When deck design schemes include other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of the Design Standards should be consulted prior to application. All decks must meet Gwinnett County building codes.

- A. Location - Decks shall generally be located in rear yards. Side yard locations may be considered when lot size or topography or rear lot size prohibits rear yard locations.
- B. Size and Scale - Deck size should be appropriate to the scale of the home as sited on the lot. Decks must meet Gwinnett County minimum setback specifications and should not be constructed across Building Restriction Lines (BRL) shown on individual site plans (plats).
- C. Under Deck Storage - Raised decks include an under deck area which has a visual impact on neighbors in the surrounding area. When using an under deck area for informal storage, the impact on the neighbors should be kept in mind. Storage must be maintained so as to present a neat, uncluttered appearance. Lattice work or landscaping may be required to hide objectionable views.
- D. Material and Color - Materials should have natural weathering qualities as do brick, wood and stone or a natural colored wood composite material. Wood decks, including the railings, may be stained to match the trim of the applicant's house or the fence. Certain kinds of wood, such as redwood, cedar and pressure-treated pine, may be left to weather naturally; or may be sealed with a natural, transparent wood stain to prevent weathering. All wood decks may have a stained or painted finish; said finish must conform to the subdivision, in earth tones. No unusual colors, as determined by the ACC, will be permitted.
- E. Railing and Post Details - Deck railings may include decorative designs so long as they meet minimum Gwinnett County building requirements. The maximum permissible railing height is 42". Visible deck support posts may be wood, stone, metal, or brick and may be of a square or round design.
- F. Stairs - When the use of stairs higher than 9' is desired, the ACC encourages the practice of interrupting the flight of stairs with a landing for both safety and appearance. Stairs, as well as tread and riser dimensions must meet Gwinnett County building codes.
- G. Drainage - If changes in grade or other conditions that will affect drainage are anticipated, they must be indicated on the application,

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MorningBrooke Homeowners Association, Inc.  
Design Standards

with drainage areas are to be shown on the site plan. Approval will be denied if adjoining properties are adversely affected by changes in drainage. Serious consideration should be given in making ground level surfaces of porous material or to provide mulched beds to offset additional impervious deck or patio area.

- H. The homeowner understands and agrees that final approval for a deck is conditioned upon the Owner properly maintaining that deck and the Owner agrees to comply with future requests of Directors to do so.
- I. The homeowner understands and agrees that final approval for a deck is conditioned upon the Owner properly maintaining that deck and the Owner agrees to comply with future requests of Directors to do so. All decks must be regularly maintained by staining or sealing. No deck shall be allowed to reach a state of disrepair.

**Screened porches** will be reviewed as room additions, with special attention given to visibility of interior activities.

- A. Size and Scale - Screened porches should be appropriate to the scale of the home as sited on the lot. They must meet Gwinnett County minimum setback requirements and should not be constructed across Building Restriction Lines (BRL) as shown on individual plats or site plans.
- B. Material and Color -. Materials should have natural weathering qualities as do brick, wood and stone or a natural colored wood composite material. Wood decks, including the railings, may be stained to match the trim of the applicant's house or the fence. Certain kinds of wood, such as redwood, cedar and pressure-treated pine, may be left to weather naturally; or may be sealed with a natural, transparent wood stain to prevent weathering. All wood decks may have a stained or painted finish; said finish must conform to the subdivision, in earth tones. No unusual colors, as determined by the ACC, will be permitted. In addition, the use of a shed type roof is discouraged. In all cases, the screened porch roof must be shingled to match the existing house.

**Patios** provide a means for ground level extension of indoor space with less visual impact than elevated decks. Patios should be located in the rear yard and should be installed within County setback required limits, and not across Building Restriction Lines (BRL). Patios may be constructed of wood, wood composite materials, concrete, brick, landscape stone, or flagstone.

When patio design schemes include other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of the Design Standards should be consulted prior to application.

MorningBrooke Homeowners Association, Inc.  
Design Standards

## **9. Dog Houses**

The use of doghouses is discouraged. However, the ACC may consider applications on a case-by-case basis. Doghouses must be located in the rear of the property and be screened from view of the street and adjoining lots. Pre-manufactured dog houses may be permitted if of an appropriate style and appropriately placed and screened. Applicant-constructed dog houses should complement the existing home in color and material and should not exceed 12 square feet or be higher than 4 feet above ground level. Dog house areas are to be kept free of animal waste and debris. Dog runs are prohibited.

Dogs must be on a leash at all times when off the owner's property. Dog owners are required to clean up after their pet on common area, other homeowner's lots, and on their own lot. Dogs must be kept quiet so that they do not create a nuisance for adjoining lot owners.

## **10. Door – Exterior**

Front doors on homes should be of a style and color compatible with and complementary to the style of the home and the existing colors on the applicant's home. New hardware should be compatible and complement that installed by the builder.

## **11. Doors – Storm**

Storm doors should be full view, without significant decoration, ornamentation or edging. (For example, crossbuck storm doors with scalloping, storm doors with grilles or ornamentation, etc., are not permitted.) Storm doors should match the color of the entrance door or the trim around the entrance door. Exceptions may be made depending upon the style of the front entrance and facade.

## **12. Driveways**

Extensions, modifications or additions to driveways must first meet Gwinnett County requirements and will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots. Driveway modifications must be constructed of the same material as the existing driveway. Drives must be constructed of concrete only. Requests to color, tint or paint driveways or sidewalks in any way

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MorningBrooke Homeowners Association, Inc.  
Design Standards

must be submitted to the ACC for approval. Driveway extensions must be of a size and scale that will complement the property, rather than become a focal point. Extended driveways may not be used for parking inoperable, commercial, recreational or unused vehicles.

As the homes in the community were built with two and three car garages, it is preferred that homeowners utilize these garages for parking vehicles and avoid having multiple vehicles parked in the driveway.

### **13. Exterior Decorative Objects**

Approval will be required for all exterior decorative objects, including natural and man-made objects. Decorative objects will be considered based on their size, color, scale, appropriateness with the surrounding area, and their visual impact of adjoining lots and open space. Exterior decorative objects include such items as sculptures, fountains, small decorative pools, stumps, driftwood, free standing poles of any type, and items attached to approved structures.

### **14. Electronic Insect Traps**

Electronic insect traps will be regulated based on the same criteria as for exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise, and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or guests.

### **15. Exterior Lighting**

Exterior lighting (flood lighting, motion sensors, entrance lighting, etc.) shall not be directed outside the applicant's property. Exterior lighting should at no time illuminate a neighboring home or property. Light fixtures, which are proposed in place of the original fixtures, should be compatible in style and scale with the builder-installed fixtures.

Landscape lighting located along a walkway or among shrubbery will be considered so long as it does not detract from or overwhelm the overall lighting appearance of the home and property.

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MorningBrooke Homeowners Association, Inc.  
Design Standards

Lighting which is part of the original structure must not be altered without ACC approval. Applications for exterior lighting should include wattage, height of light fixture above ground, a diagram of proposed light coverage and a complete description of the light fixture and its proposed location on the property.

## **16. Exterior Surfaces**

Exterior materials and colors have been selected and approved to present a uniform architectural theme for the community. Any replacement roofing, siding, trim, brick, etc., should match the existing structure. In the event a material or color is not available, the homeowner wishes to change the color, or if there is a problem with any material, the ACC may approve a similar alternate material and/or color. Generally, painted surfaces may only be painted; stained surfaces may only be stained; and unstained surfaces (brick, stone, etc.) may only be replaced with like material and may only be left unpainted or unstained.

The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.

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

## **17. Fencing**

All Owners of Lots within Morningbrooke are required by Article VI, Section 6.30 of the Declaration of Protective Covenants for Morningbrooke ("Declaration") to obtain the prior written consent of the ACC before installing any fence or fence-type barrier of any kind upon a Lot. All applications to the ACC are governed by Article V of the Declaration, which provides that no exterior construction including the installation of fences, shall be made unless plans and specifications showing at least the nature, kind, shape, height, materials, and location shall have been submitted in writing to and approved by the ACC. The ACC is responsible for making the final determination on the installation of all fences.

A. No front yard of any Lot shall be fenced.

B. No chain link fences shall be installed on any Lot. All fences shall be constructed of wood only. All wood materials shall be of a type generally utilized for the purpose of fence construction (i.e., oak, pressure treated pine, cedar, etc.)

C. Fences must be either four feet (4') or six feet (6') in height.



MorningBrooke Homeowners Association, Inc.  
Design Standards

D. All fences shall have a uniform pattern along the top line (i.e., dog eared, scalloped, bordered lattice, etc).

E. All framing shall be installed to the interior of the fence, such that the framing is not visible from outside the Lot.

F. All wood fences must have a stained or painted finish; said finish must conform to the subdivision, in earth tones. No unusual colors, as determined by the ACC, will be permitted. All fences must be regularly maintained by staining, sealing, or painting. No fence shall be allowed to reach a state of disrepair. The homeowner understands and agrees that final approval for a fence is conditioned upon the Owner properly maintaining that fence and the Owner agrees to comply with future requests of Directors to do so.

G. All fences must be installed within the boundaries of Lots to conform to all governmental setbacks and other regulations, if any, as well as any requirements of the Declaration or the recorded Plats for Morningbrooke. Owners when determining the precise location of the fence within the property lines should consider maintenance of the exterior face of fences.

H. No fence shall be installed forward more than the rear corners of a home, however, variances may be granted, at the sole discretion of the ACC, to allow access to a side door, enclose an air conditioning condenser unit, or similar items.

I. Any boundary dispute shall be resolved between the disputing Owners, and shall not be the responsibility of the ACC or Association.

J. Corner lots are a special situation. Corner lots are considered to have two front yards; therefore the front yard rules apply to the yard adjacent to both adjacent streets on corner lots. However, consideration may be given by the ACC to the back yard fenced area yielded after rear corners are used and whether the house is situated square with the streets or diagonally placed. The ACC may also consider which street the house faces for address purposes and what appearance results from the other street side. The fence should be no closer to the side street than the building setback line required by the development plans of the subdivision

K. To maintain the visual aesthetics of the community, when erecting a fence that backs up to the neighbor's fence, the right side and left side of your fence is to be abutted up against the backside of the neighbor's fence. You may stain or paint the backside of neighbor's fence to coordinate with your fence and deck.

L. Fencing Around a Swimming Pool - It is not anticipated that the lots in the community will be of a sufficient size to accommodate a swimming pool. However when a swimming pool is permitted, fencing immediately around a

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MorningBrooke Homeowners Association, Inc.  
Design Standards

swimming pool may be desired for safety. A wrought iron or aluminum fence in non-climbable design to meet Gwinnett County codes should be used.

M. Fences that were approved prior to the adoption of the fencing guidelines (May 1, 2004) must be brought into compliance when repairs and/or replacement are made to the existing fence.

## **18. Firewood**

Firewood shall be kept neatly stacked and shall be located to the rear of the property in such a manner as to avoid adverse visual impacts for adjoining properties or open space. The use of brightly colored tarps will not be permitted. Where such a cover is required the color shall be a muted brown or tan and shall be securely affixed to the wood stack. Firewood may not be stored on community open space.

## **19. Flagpoles**

In accordance with the Freedom to Display the American Flag Act of 2005 (Public Law 109-243) The ACC will make no rule prohibiting the display of the American Flag on private property. American Flags are permitted as long as they are displayed within accordance of United States code Title 4 Chapter 1. The ACC reserves the right to request that a homeowner replace a worn faded or torn American Flag if it becomes necessary.

In regards to decorative flags:

- A. Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require a modification request be submitted.
- B. Flags and banners must be appropriate in regards to season, and community standards.
- C. Flags or banners that are worn, faded or torn must be replaced.
- D. Permanent freestanding flagpoles exceeding three feet in length are prohibited.

## **20. Flues and Vents**

Flues and vents protruding through a roofline must be painted to match the roof color; flues or vents visible on any exterior wall of the house must be painted to match the color of the wall.

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MorningBrooke Homeowners Association, Inc.  
Design Standards

## **21. Garage Doors**

Garage doors must remain consistent with the style and color installed by the builder. Garages may not be converted to living spaces. Garage doors should be left in a fully closed position when not in use. Using a garage as an obvious social area or as a pet confinement area (leaving garage doors partially or fully open with or without screening) is not permitted.

## **22. Gazebos**

- A. Size and Scale - Gazebos should be appropriate to the size of the home as sited on the lot. They must meet Gwinnett County minimum setback requirements and should not be constructed across Building Restriction Lines (BRL) shown on the individual plat or site plan.
- B. Location and Style - Gazebos should be located in the rear yard. Particular attention will be given so that views from adjoining properties are not adversely impacted. [The ACC will define adjoining properties at the time of application.]
- C. Materials and Color - Gazebos should be constructed of a material which is the same as or complementary to the existing home. In the cases where redwood, cedar or pressure treated lumber is used, the material may be painted to match the home, left to weather naturally or sealed with an appropriate sealer to prevent weathering. Roof material must be the same as that of the existing home, or in some cases shake shingles may be used. Screen material should be a dark nylon or aluminum type.

## **23. Gutters**

As part of new construction by a homeowner, gutters must match or complement the existing trim color or area of the home to which they are attached. Extensions of downspouts at ground level are discouraged because of drainage considerations on adjoining properties and open spaces. All downspout extensions must be buried in such a manner to adequately manage runoff, according to correct engineering practices and local codes.

## **24. Holiday Decorations**

Homeowners are encouraged to decorate their lot and home for holidays, however decorations must follow these standards.

- A. Holiday décor may not be installed more than 15 days prior to a holiday and must be removed within 7 days of the end of the holiday. For this time restriction the holidays of Thanksgiving, Christmas, Hanukkah, and Kwanza are grouped

The enclosed guidelines are intended as guidelines only and are merely for the convenience of owners. All owners must obtain the prior written approval of the Architectural Control Committee before making any change that requires approval.

MorningBrooke Homeowners Association, Inc.  
Design Standards

together to start on Thanksgiving Day and end of the last day of the respective holiday.

B. Holiday decorations must not create a nuisance or result in increased or unsafe traffic conditions in the subdivision.

C. Lights must not create a nuisance for neighbors; homeowners should be courteous when placing lights to ensure that they do not shine in neighboring homes.

D. Music is not permitted as part of a holiday display.

E. Decorations must be positive in nature.

F. Decorations must not be attached to trees or bushes with nails, tacks, staples or anything that might damage the plant.

## **25. House Numbers**

House numbers should be legible, and be of a size and color appropriate for the applicant's house. House numbers must be displayed on the mailbox post as defined in the Mailbox design standard (Section 27). House numbers may not be painted on the curb.

## **26. Landscaping**

Plants and landscaping must include only plants that are appropriate for the climate and conditions of our area.

A modification request is required for the addition of any tree, bush, or hedge. Bushes, hedges and plants intended to be used as a barrier or screen will only be considered for the rear and side yards and may not extend past the front plane of the house.

Sand, rocks, bricks, timber and similar materials may be used minimally as design elements but should not dominate the landscape design. Monolithic paving or covering front or side yards or portions thereof with gravel, stones, pebbles as the principle design element will not be permitted.

MorningBrooke Homeowners Association, Inc.  
Design Standards

1. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass. Bermuda and/or Zoysia grass must be installed in the front and sides of the home. Fescue may be approved for use in the rear of the house when Bermuda will not grow; the installation of fescue requires the approval of the ACC. No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).

2. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height. As a common courtesy it is expected that homeowners will dispose of lawn clippings and not allow them to blow into the street, common areas, or on neighbor's lawns.

3. Turf areas and other vegetation should be watered during dry periods observing any government mandated water conservation requirements. Any dead plants, shrubs or trees should be removed as quickly as possible.

4. Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than ten percent (10%) of the total turf area.

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

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

7. Removal of any tree requires the approval of the ACC. Removal of trees in the protected conservation space is prohibited except in cases where a tree is causing immediate danger to a home, in which case the ACC must be notified and approve removal of the tree.

8. Trees that are located between the street and the sidewalk are part of the character of the subdivision. The trees located in front of a home must be maintained by the homeowner including proper feeding and watering. These trees must be maintained as to not create an obstruction to the sidewalk. Removal, relocation, or cropping of these trees is not permitted without the approval of the ACC.

Application and review is not required for the following modifications:

1. Planting of annuals or perennials in existing beds.

MorningBrooke Homeowners Association, Inc.  
Design Standards

2. Installation of new beds less than four feet wide around the perimeter of the house foundation (and deck, patio, or fence if present) and perimeter of the rear of the lot, provided that plants installed have a mature height of less than eight feet.
3. Installation of new beds less than three feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three feet.
4. Installation of new beds less than two feet wide around a mailbox post and around transformer/utility boxes, provided that plants have a mature height of less than three feet.

## **27. Mailboxes**

The mailboxes for the community were selected to create a unifying appearance. The original mailbox design as installed by the builders is a black metal or plastic mailbox with a red outgoing mail indicator flag. The post is two 4x4 wooden posts. It is recommended that the post be sealed with a natural, transparent wood stain to prevent weathering. The house number must be 'burnt' into the vertical post for identity purposes. No decoration may be placed on the mailbox or the flag. If the flag is to be replaced, it must be replaced with a similar red flag.

The replacement mailbox that has been approved is described and pictured in appendix A of this document.

Homeowners have the option of replacing the original mailbox at their leisure before \_\_\_\_\_ or when the current mailbox shows significant wear. The ACC reserves the right to require a homeowner to replace a damaged or worn mailbox within 30 days of notice. When replacing a mailbox only the replacement mailbox shown in appendix A may be used. No modification of the mailbox is permitted including, but not limited to, color, flag style, or numbering style.

## **28. Painting**

An application is not required for re-painting or re-staining a specific object to match its original color. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing and other appurtenant structures. Change of exterior color must be approved by the ACC and should relate to and complement the colors of the houses in the immediate area.

## **29. Recreation and Play Equipment**

Creatively designed play equipment is encouraged. These standards are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Careful thought should be given to location and kinds of equipment to be installed since neighborhood facilities will be of a larger scale and have greater usage. The use of play equipment using natural color tones to blend with the natural surroundings is encouraged.

- A. Location and Site - Play equipment, including but not limited to play houses, swings, climbing equipment, etc., must be placed in rear yards in such a location where it has a minimal impact on adjoining lots and is not visible from the adjacent or nearby street. Consideration will be given to lot size, equipment size and design, amount of visual screening proposed or required, etc.
- B. Basketball backboards attached to any portion of a house or garage is not permitted.
- C. Basketball backboards permanently installed on poles located in the driveway of single family homes are not permitted. Portable basketball equipment (portable poles and backboards on large, weighted bases) are permitted with the stipulation that the equipment is located on the side of the driveway so that loose balls from missed shots fall into the front yard of the applicant, rather than the adjoining neighbor... No play lines may be painted on the driveway. Basketball play is limited to daylight hours and street play is not permitted. It is preferred that portable basketball equipment be stored out sight when not in use
- D. Temporary Play Equipment, including trampolines, plastic play houses, sliding boards, sand boxes, etc., does not require an application, but such equipment must be used in the rear yard and stored out of sight when not in use for extended periods. An extended period is construed to mean longer than thirty days. Consideration must be given to the visual impact of adjacent and nearby residents when using such equipment.

## **30. Retaining Walls**

Retaining walls require a modification request be submitted to the ACC. Retaining walls may be constructed of brick, natural stone, stucco, railroad ties or veneered with brick or natural stone.

The top of the retaining walls must be level to the level and step down to accommodate grade changes. Retaining walls must not adversely impact drainage and may require landscaping to soften the visual impact.

## **31. Room Additions / Garages**

The enclosed guidelines are intended as guidelines only and are merely for the convenience of owners. All owners must obtain the prior written approval of the Architectural Control Committee before making any change that requires approval.



MorningBrooke Homeowners Association, Inc.  
Design Standards

Room additions are considered to be those which substantially alter the existing structure and become as an original fixture of the existing home.

- A. Location - The location of major alterations should not impair views or the amount of sunlight and natural ventilation on adjacent properties. Room additions and garages must meet Gwinnett County setback requirements and may not be constructed across Building Restriction Lines (BRL).
- B. Design and Materials - The design of room additions or garages should be the same or compatible in design, scale, materials and color with the applicant's house and adjacent houses. Roof pitches must match or be compatible with the roof slope on the applicant's existing house. Roofing materials must match that of the existing house; siding must match existing siding in color, material, size and style. Windows and doors must match those used in the existing house, and should be located in a manner which relates well to the location of exterior other windows and doors in the existing house.
- C. Grade Change - If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

### **32. Security Bars**

In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be considered to be approved by the ACC where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

### **33. Sidewalks and Pathways**

The installation of sidewalks or pathways on a lot will be considered if they are appropriate for the intended use and are appropriate to the size and scale of the lot. Stone, concrete, slate, flagstone or brick may be appropriate materials, and must match or complement the materials used by the Builder. Pathways or sidewalks must be set back from any DOT rights of way and out of any easements.

Homeowners are required to maintain sidewalks on their property to ensure that they remain in good repair, good condition and safe for. Homeowners are responsible for reporting damage to common area sidewalks in front of their homes to the ACC so that the issue may be addressed quickly. Homeowners are encouraged to keep the sidewalks in front of their homes clean.

### **34. Signs**

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MorningBrooke Homeowners Association, Inc.  
Design Standards

It is the intent of the ACC to limit the use of signs in the community to ensure an orderly appearance. These standards are not intended to limit homeowner's right to free speech or ability to sell their home, but to designate the number, placement and styles of signs permitted.

- A. Signs must be one square foot in size but may not exceed 5 square feet in area.
- B. No signs may be posted on any lots, other than one real estate sign listing a property For Sale, A sign supporting a candidate running for office, a congratulatory sign, or a security sign.
- C. Candidate signs
  - **A home may only have ONE [1] political sign per yard. The sign may only have a maximum face area of five-square feet and may only be displayed in the front yard of a Lot.**
  - **For the Primary Election, a political sign may be displayed for a period of ONE [1] month prior to the Primary Election and must be removed the day of the Primary Election.**
  - **For the General Election, a political sign may be displayed for a period of ONE [1] month prior to the General Election and must be removed the day of the General Election.**
  - **For any Run-off Election, a political sign may be displayed for the period of the run- off and must be removed the day of the Run-off Election.**
- D. Congratulatory signs are those that announce an event occurring in the homeowner's family including a graduation, birthday, the birth of a new child and the like. Such signs are permitted for a period not more than 21 days and must adhere to these guidelines.
- E. Garage or Yard sales signs should be printed or created on a computer; however hand written signs of this type will be permitted. These signs may be posted for up to 3 days and must adhere to these guidelines.
- F. Signs, either temporary or permanent, advertising products or services, whether provided by the homeowner or others; or signs denouncing another person, place, entity or thing; are prohibited.
- G. Only one sign may be placed on a lot at any time.
- H. Signs must be professionally printed or created on a computer. No hand written signs will be permitted.
- I. Directional signs are permitted on the day of an event only. Signs may be placed at the beginning of the day and must be removed promptly after the event ending. This includes yard or garage sales, open houses, parties and the like.
- J. Signs may not be posted on street signs, light posts, mailboxes, trees, utility boxes or fire hydrants.
- K. Signs may not be placed in the landscaping at the entrance of the subdivision, at the recreational area or in any common areas.
- L. Signs may not be placed in the right of way obstructing a vehicles view of the road.
- M. Signs must state on the reverse side the name of the person responsible for posting the sign, the date the sign was posted, and a contact telephone number.  
The enclosed guidelines are intended as guidelines only and are merely for the convenience of owners! All owners must obtain the prior written approval of the Architectural Control Committee before making any change that requires approval.
- N. The signs that identify the subdivision are exempt from these standards. A sign erected to inform the community of events is also exempt from these standards.
- O. HOA Board members and ACC members reserve the right to remove signs that do not abide by these standards.

### **35. Skylights**

Skylights may be mounted on a rear roof location, parallel with the roof plane. Bubble or elevated types of skylights are not permitted. The glass or surface material should be clear or dark tinted. White tinted material is not permitted.

### **36. Solar Panels**

Solar panels and solar collectors must meet prior approval of the ACC.

### **37. Storage Buildings and Sheds**

- A. No outbuilding shall be larger than 12' x 10' x 7' high at wall.
- B. Materials are limited to hardiplank, brick, vinyl, polymer, or heavy duty plastic. No metal or aluminum siding is allowed.
- C. All roofs must be shingled or have a shingled texture.
- D. All outbuilding colors must coordinate with the owner's house color.
- E. Owner may not store anything around the outside of the building – only inside.
- F. Outbuilding must be placed in the back yard in the least conspicuous location of view from the street.
- G. Outbuilding must be on level ground and graded so that proper drainage can be maintained.
- H. Outbuilding must be on a concrete pad, stone pavers, or crushed gravel base, and may not be placed over a sewer or storm water easement.

### **38. Storm Windows**

Exterior storm windows may be considered where the style of the windows and frames match the style and color of the existing window.

### **39. Sun Control Devices**

The manner in which sun control is implemented can have a significant affect on the exterior appearance of a house and the desirable benefits of sun exposure in the winter, fall and spring. Materials are available for application on inside of windows to reduce thermal transmission and glare; however no reflective surfaces may be visible to the exterior of the home. These materials may provide effective and economical alternatives to awnings and trellises. Effective sun

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MorningBrooke Homeowners Association, Inc.  
Design Standards

control can often be provided by such simple measures as planting deciduous trees to shade windows from undesired sun exposure.

- A. Sun control devices should be compatible with the design character of the house in terms of style, color and materials.
- B. Awnings should be of straight-forward design without decorative embellishments, such as fringes and contrasting color stitches.
- C. Awnings and trellises should be consistent with the visual scale of the houses to which they are attached.
- D. Location - The location of any awning or trellis should not adversely affect views, light, winter sun or natural ventilation of adjacent properties.
- E. Material and Color - Solid colors are encouraged rather than brilliant stripes or patterns.
- F. Trellis work should match the trim or dominant color of the applicant's home, or be constructed of natural woods. Pipe frames and mechanical devices for awnings should be painted to match trim or dominant color of the house. If awnings are removed for winter storage, frames should be secured or removed to the extent possible.

#### **40. Swimming Pools / Spas / Hot Tubs**

The MorningBrooke amenities are designed to provide swimming opportunities for all residents through association and community facilities. Further it is anticipated that the lots in MorningBrooke will not be of an appropriate size to accommodate a standard sized swimming pool. In general swimming pools will not be permitted. However when a swimming pool is desired, only in-ground swimming pools of a size appropriate to the scale of the house and lot, located on the rear of the property will be considered. All swimming pools must meet Gwinnett County building and health codes. Comment from surrounding and/or affected owners may be solicited by the ACC to determine if a swimming pool is appropriate for the neighborhood in which it is proposed.

Temporary summer wading pools which do not exceed six (6) feet in diameter and one (1) foot in depth do not require an application, but must be emptied and removed from view when not in use. Larger temporary or above-ground pools are not permitted. Temporary wading pools must be kept in a rear yard only out of the view of the street.

Hot Tubs and spas must have the approval of the ACC before installation. They must be placed in the rear of the home and additional screening may be required. Hot tubs and spas must have safety features to ensure the safety of children, neighbors, pets and wildlife. Hot Tubs and spas must meet Gwinnett county safety and health codes.

MorningBrooke Homeowners Association, Inc.  
Design Standards

### Swimming Pool Fencing

A fence not to exceed 4' in height and compatible with the design style of the house may be required to enclose the Spa, Hot Tub or Pool used for swimming and related pool equipment. Such fence shall be wrought iron or aluminum without significant ornamentation. Such fencing must meet Gwinnett County pool safety codes.

### **41. Trailers / Trucks / Buses / Commercial Vehicles**

Per section 6.14 of the MorningBrooke Covenants;

No house trailer or mobile homes, or other habitable motor vehicles of any kind, school buses, trucks or commercial vehicles over one (1) ton capacity, shall be kept stored or parked overnight either on any street or on any lot, or driveway, except within enclosed garages. Pleasure boats, trailers, and campers only up to twenty-eight (28) feet must be kept in the rear yard, but must not be lived in.

Commercial vehicles include any vehicle that is used for commercial purposes or any vehicle that advertises a business.

The definition of trailers includes boat, moving, hauling, storage, work, landscaping, or general purpose trailers.

Pleasure boats and campers must be kept out of the sight of neighbors in the rear of the house and may not become an eyesore.

### **42. Trash / Recycling Containers**

Trash cans and recycling containers must be stored out of view of the street or adjoining properties at all times, except on scheduled pickup days. Containers should be placed out at curbside very early in the morning on pick up days or after dark the evening before. Screened areas for trash and recycling container storage must be approved by the ACC and may be created out of natural materials including wood, brick or stone, and must match the color of the home.

### **43. Vegetable / Fruit Gardens**

Such gardens shall be neatly maintained throughout the growing season; including removal of all unused stakes, trellises, weeds and dead growth.

- A. Location -- All such gardens must be confined to the side or rear of the property, out of view of adjacent and nearby streets. Vegetable gardens located on lots adjoining or in view of a street are required to be integrated into an approved landscape design plan such that the appearance vegetable garden area is neither obvious nor objectionable. The view of

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MorningBrooke Homeowners Association, Inc.  
Design Standards

- adjacent and nearby residents must be considered when planning a garden. Gardens may not be installed on Association open space.
- B. Runoff -- Gardens should not be planted on a grade exceeding a ratio of 5' to 100'; runoff patterns should be considered prior to installation and care must be taken to prevent damage to property below it through the flow of water onto lower property, including common area.
  - C. Size - Vegetable gardens should not exceed 64 square feet (8' x 8' area).

Refer to the appropriate sections of these Design Standards when considering the installation of timbers, walls, etc., in conjunction with a garden. Those requirements will apply.

#### **44. Water Gardens**

Water gardens require an application. Location of such a feature should be in the rear yard, however the location and installation of such an improvement should be seriously considered by the applicant so that the safety of household members and neighbors is considered.

#### **45. Window Coverings / Blinds**

To ensure privacy and security, window coverings are required in all windows viewable from the front or side of the home. Window coverings should reflect the standards of the neighborhood and not detract from the beauty of the home. Neutral tones are recommended. Materials that are not manufactured for the purpose of window coverings are not permitted (e.g. Flags, blankets, paper).

Window coverings and blinds must be maintained and must be replaced when they become worn, discolored or faded.

#### **46. Window Screens**

Window screens must be kept clean and in good repair, it is recommended that homeowners remove window screens for storage in the winter months. Torn or damaged window screens should be repaired so that the damage is not noticeable or else they should be replaced with the same style screen.

MorningBrooke Homeowners Association, Inc.  
Design Standards

**APPENDIX A**  
**Mailbox and post standard.**

The following is information regarding the mailbox standard referred in section 27 of the Design standards.

The approved mailbox is model MB-500 provided by Global Home Products. It is a black cast aluminum post with a steel mailbox. The model chosen for is 50% larger than the standard MB-500. Global Home products will know which model to install in our subdivision. A sample photograph is below.



The mailbox can be ordered from Global Home Products by completing an order form on the next page or at [www.morningbrooke.com](http://www.morningbrooke.com). . The current cost is \$199.00 inclusive of the post, mailbox, house numbers, installation, and removal and disposal of old mailbox.

**APPENDIX B**  
**Mailbox Order Form**

The form to order a new mailbox from Global Home Products can be found on the following page or downloaded from the MorningBrooke website ([www.morningbrooke.com](http://www.morningbrooke.com))

MorningBrooke Homeowners Association, Inc.  
Design Standards

**GLOBAL HOME PRODUCT, INC.**

3290 Green Pointe Pkwy, Suite 900, Norcross, GA 30092 Ph. (770) 409-8292, Fax (770) 409-8295

**MORNINGBROOKE MAILBOX ORDER FORM**

**Home Address** \_\_\_\_\_, Buford, Georgia

**Customer Name** \_\_\_\_\_

**Best Phone Number(s)** \_\_\_\_\_

**(1) Mailbox - MB-500 with cast aluminum pole and #2 mailbox - \$199.00**

CHECK OPTION BELOW:

\_\_\_\_\_ Yes Dispose of the old mailbox

\_\_\_\_\_ No Leave the old mailbox

Mail this order from and a check for **\$199.00** to  
**GLOBAL HOME PRODUCT INC** to the address above.  
Once your order and payment are received, we will install mailbox within 10days.

The price of a single mailbox includes all materials

- |                                     |   |
|-------------------------------------|---|
| ● Mailbox                           | ● Pole  |
| ● Installation                      | ● Sales taxes   |
| ● Disposal or Leave the old mailbox | ● Gold raised numbers on both sides of the number plate on top of box |

NOTE: At installation we set a 2 feet long bracket into concrete and then screw the mailbox post to it.

1) Global Home Products offers a one (1) year manufacturer's warranty on the chosen MB 500 mailbox.

2) Global Home Products will guarantee the installation of the mailbox for one year. If any problem arises, they should be contacted directly for repair.

3) The one (1) year warranty DOES NOT cover vandalism and/or drive by accidents. Any repairs required within this realm will be at the owners' expense.

Please contact Luba Lazareva at Global Home Products .(770) 409-8292 if you have any questions

MorningBrooke Homeowners Association, Inc.  
Design Standards

APPENDIX C  
Modification Request Form

The Current MorningBrooke Modification request form can be found on the following pages or downloaded from the MorningBrooke website ([www.morningbrooke.com](http://www.morningbrooke.com))



MorningBrooke Homeowners Association, Inc.  
Design Standards



MorningBrooke Homeowners Association, Inc.  
Request for Property Modification

Homeowners Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Buford, GA 30518

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Applications must be signed by the homeowner or they will be returned without review.

Description of Modification Requested:

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Expected Start Date: \_\_\_\_\_ Expected completion Date: \_\_\_\_\_

Return by mail, fax or e-mail to:

MorningBrooke Architectural Control Committee (ACC)  
c/o GW & Associates, Inc, 1585 Old Norcross Road, Suite 101, Lawrenceville, GA 30045-2825  
Fax: 678-407-6336

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MorningBrooke Homeowners Association, Inc.  
Design Standards

Email: [acc@morningbrooke.com](mailto:acc@morningbrooke.com)

Under each of the most common heading below, all the items listed must be submitted. Please refer to the Design Guidelines posted at [www.morningbrooke.com](http://www.morningbrooke.com) for other necessary information required for modifications. Please check the modifications requested and the information submitted with this request. Incomplete applications will cause a delay in review and approval.

**( ) *DECK / PATIO / SCREENED PORCH***

- |  |  |
|--|--|
| ( ) Picture or drawing of Deck/Patio/Porch | ( ) Dimensions                         |
| ( ) Materials to be used                   | ( ) Site plan denoting location on lot |
| ( ) Stain Color (if applicable)            | ( ) Name of Company Installing         |

**( ) *DRIVEWAY / WALKWAY***

- |   |                          |
|---|--------------------------|
| ( ) Site plan denoting location on lot  | ( ) Materials to be used |
| ( ) Name of Company installing Driveway |                          |

**( ) *EXTERIOR DECORATIVE OBJECTS (Not including Holiday Decorations)***

- |  |                                    |
|--|------------------------------------|
| ( ) Site plan denoting location on lot | ( ) Full Description of the object |
| ( ) Objects materials                  | ( ) Photograph of Item             |

**( ) *EXTERIOR LIGHTING***

- |  |   |
|--|---|
| ( ) Site plan denoting location on lot   | ( ) Wattage of Lighting                       |
| ( ) Height of Light Fixture above ground | ( ) Description of light fixtures             |
| ( ) Diagram of proposed light coverage   | ( ) Is light motion activated or on a timer ? |

**( ) *EXTERIOR SURFACE CHANGE / PAINTING***

- |   |  |
|---|--|
| ( ) Description of surface to be changed        | ( ) Description of the proposed change |
| ( ) Materials to be used (Provide Color sample) | ( ) Photographs (if available)         |

**( ) *FENCING***

- |                                      |  |
|--------------------------------------|--|
| ( ) Picture or drawing of fence type | ( ) Dimensions of Fence                |
| ( ) Materials to be used             | ( ) Site plan denoting location on lot |
| ( ) Stain Color (if applicable)      | ( ) Name of Company installing fence   |

**( ) *LANDSCAPING***

- |   |   |
|---|---|
| ( ) Picture or drawing of proposed change | ( ) Description of Materials to be used       |
| ( ) Description of plants to be removed   | ( ) Description of plants/trees to be planted |

**( ) *ROOM ADDITIONS***

- |                                   |   |
|-----------------------------------|---|
| ( ) Architects plans for addition | ( ) Home / Site plans denoting location |
| ( ) Materials to be used          | ( ) Lot Grade changes                   |

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MorningBrooke Homeowners Association, Inc.  
Design Standards

☐ Architects Contact information

☐ Builders Contact Information

**☐ STORAGE BUILDINGS / SHEDS**

☐ Picture or drawing of Modification

☐ Dimensions

☐ Materials to be used

☐ Site plan denoting location on lot

☐ Roofing Material

☐ Color

☐ Grading / Drainage plan

**☐ SWIMMING POOL / SPA / HOT TUBS**

☐ Picture or drawing of pool / spa / hot tub

☐ Dimensions of Pool / spa / hot tub

☐ Site plan of pool / spa / hot tub

☐ Site plan denoting location on lot

☐ Screening Plan

☐ Safety features / fencing to be installed

**☐ WATER FEATURES / GARDENS**

☐ Site plan denoting location on lot

☐ Dimensions of feature / garden

☐ Runoff / Drainage plan

☐ Safety features to be installed

Homeowner's Acknowledgement: I understand and agree that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations. Neither the Homeowners Association, ("HOA"), the HOA Board of Directors, the Architectural Control Committee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval or an architectural alteration by reason of mistake in judgment, negligence or malfeasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims for damages regarding this request or the approval or denial thereof.

I understand that I am required to notify the Architectural Control Committee when the requested modification is completed and submit to an inspection of the modification when complete.

Homeowner's Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**FOR ARCHITECTURAL CONTROL COMMITTEE USE:**

Date received \_\_\_\_\_ Modification ID: \_\_\_\_\_

☐ Approved ☐ Conditional Approval ☐ Disapproved Response Date: \_\_\_\_\_

The enclosed guidelines are intended as guidelines only and are merely for the convenience of owners. All owners must obtain the prior written approval of the Architectural Control Committee before making any change that requires approval.