

**Post Oak Glen Owners Association**

**Rules & Regulations**

**And**

**Architectural Review Committee**

**Design Guidelines**

**IMPORTANT**

**Keep these Guidelines Handy**

**These guidelines replace all previous versions of  
published guidelines effective March 4, 2025.**

**All exterior changes to your house or lot, whether  
temporary or permanent, must be approved in writing  
prior to commencement of the project.**

***DISCLAIMER TO THESE GUIDELINES:***

**Your use of any information or materials in these guidelines is entirely at your own risk, for which Post Oak Glen Owners Association shall not be liable. It shall be your own responsibility to ensure that any products, services, or information available through these guidelines meet your specific requirements.**

**Forsyth County building permit information contained here is only a guideline at the time of printing. It is the homeowner's responsibility to confirm with Forsyth County the need for a building permit.**

**Most treated lumber currently sold is environmentally friendly, however, products containing Creosote or other chemical contaminates, which are banned from use in Forsyth County, are not allowed.**

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**ARC Modification Request Form is located on Management Company Website**

# **Architectural Review Committee Design Guidelines**

## **Post Oak Glen Owners Association, Inc.**

### **I. INTRODUCTION**

#### **A. Authority**

The Declaration of Covenants and Restrictions for Post Oak Glen provides for a design review process through which any exterior property modifications must be approved by the Architectural Review Committee (ARC). This provision was created for the sole purpose of achieving harmony, balance, and a high standard of quality within the community.

As an administrative arm of the Board of Directors, the ARC's role is to preserve, protect and enhance the value of the properties in the community of Post Oak Glen by enforcing the Declaration of Covenants and Restrictions. The ARC is chartered with ensuring uniform and equitable compliance with the Declaration, By-Laws, and these Architectural Design Standards.

The following Architectural Review Design Guidelines are provided to assist Post Oak Glen Community residents in understanding the architectural standards established for the community. Homeowners are encouraged to review these Architectural Review Design Guidelines as well as the Covenants. If a discrepancy arises between the established architectural standards and the protective covenants of Post Oak Glen, the Covenants shall prevail.

#### **B. Modification Application Process**

- All exterior changes to a house or lot, whether temporary or permanent, must be approved in writing prior to commencement of the project. For projects that include multiple changes, submit each modification separately.
- You are not required to have approval to plant or replant in an existing bed. However, if you add a new bedding area or extend an existing one, approval is required.
- Please keep in mind that all exterior changes to a house must be consistent with the original architectural character to ensure continuity in our community.
- All requests must be submitted 30 days prior to start of the project. While the ARC can turn around a request quickly for most projects, the committee is composed of volunteers. Illness and vacations of ARC members, in addition to non-standard modification requests and complexity of a project may require the full 30 days for approval.
- Assistance can be requested from the ARC prior to submitting a request.
- Modification requests can be done electronically through the management company website. The website has electronic forms to be used for modification.

- Submissions should be as complete as possible to avoid delays in approval. Requests that lack details, such as type of tree to be planted, drawing of proposed landscaping, fence, windows/doors, or lacking paint chips, will be delayed. No approvals will be given until the modification request form is complete. No exceptions.
- The management company will advise you when your request has been received.
- Written approvals will be sent to the email address of record.
- A fine may be imposed if the owner fails to submit and receive approval prior to making a modification. The Board has approved the following schedule of fines:
  - If a homeowner proceeds with a project and does not submit an ARC Modification form and receive written approval, the homeowner will be fined \$100.
  - If a homeowner paints any portion of the home (except paint samples) without submitting an ARC Modification form and receiving written approval, the homeowner will be fined \$250 and must repaint the portions of the home painted without approval with an approved color.
  - Homeowners with violations that are not corrected by the date specified in the violation letter will be assessed a fine of \$25 per day until the violation has been corrected. Homeowners **must** notify the management company by email when violation has been corrected.
- Colors in the Post Oak Glen Exterior Paint Color Manual are considered “pre-approved” but still require an ARC application and formal approval.
- Repainting your home the same colors still require ARC approval.
- Projects are to be completed no later than 60 days after approval. An extension may be requested through the ARC.
- When project is complete, notify the ARC by email at [postoakglenarc@gmail.com](mailto:postoakglenarc@gmail.com)

The ARC is committed to making the modification request process as seamless as possible. If you have any questions, please reach out to an ARC member for assistance at [postoakglenarc@gmail.com](mailto:postoakglenarc@gmail.com)

## II. SUMMARY OF ARC DESIGN STANDARDS

| Item # | Design Standard                         | Submit for Approval | Specific Restrictions   | See Also Page # |
|--------|---|---------------------|---|-----------------|
| 1      | Address Post Installation & Replacement | Yes                 | Must be same as community's existing post and similarly located. Black Paint only   | 13              |
| 2      | Address Post Landscaping                | Yes                 | Low-growing plants are allowed within two square feet of the post. No planting may obstruct the house number on the post. Mulch or pine straw are allowed but no rocks, pavers, or edging.                                    | 13              |
| 3      | Awnings                                 | Yes                 | Rear and side windows of corner lots only.  |                 |
| 4      | Basketball goals                        | Not permitted       |   |                 |
| 5      | Bird Feeders                            | No                  | Allowed in backyard only and 1 allowed per side yard. None allowed in front of house.   |                 |
| 6      | Clothes Lines                           | Not permitted       |   |                 |
| 7      | Decks                                   | Yes                 | Forsyth County permit required for installation or structural repair of deck. Backyard only. Decks may not extend beyond either side of the home. Color must be natural, stained or painted to match the exterior of the home |                 |
| 8      | Doghouse                                | Yes                 | Only in backyard with approved privacy wood fences.   |                 |
| 9      | Driveway extensions                     | Not permitted       |   |                 |
| 10     | Dumpster for renovation                 | Yes                 | Maximum 30 days on property. Submit notification to property manager noting beginning and end dates.  |                 |
| 11     | Exterior Antenna                        | Yes                 | Must follow FCC guidelines. Must not be visible from street.  |                 |
| 12     | Exterior Paint                          | Yes                 | May request POG Exterior Paint Color Manual from an ARC member for color selection.   | 12              |

### ARC Guidelines

|     |                      |               |   |       |
|-----|----------------------|---------------|---|-------|
| 13a | Flag-American        | No            | One (1) American flag may be mounted on house. Follow proper flag etiquette. No other types of flags are permitted  |       |
| 13b | Flag Poles           | Not Permitted | No free-standing flag poles of any type allowed   |       |
| 14a | Fences--Installation | Yes           | Strongly recommend survey of property prior to fence installation. Check plat and contact County if you have a drainage-related easement on your property line. Refer to fence guidance related to new fences.  | 14-17 |
| 14b | Fences--Staining     | Yes           | Submit stain color when staining new or re-staining existing fence. Refer to fence guidelines.  | 14    |
| 15  | Firepits             | Yes           | Submit a request if firepit is permanent. NOT required for wood, free-standing or propane. Firepit must not be visible from street.   |       |
| 16  | Front/Side Shrubs    | N/A           | All shrubs must be neatly trimmed or pruned. Shrubs against foundations shall allow visibility of first floor windows. Dead shrubs must be removed/replaced. ARC approval is not required when removing or replacing in existing beds.  |       |
| 17  | Front Door           | Yes           | Front Door –Style must be the same. If changing, must submit picture of what is being requested. Must have window panels.   |       |
| 18  | Garage Doors         | Yes           | Replacement current style of Windsor Door. No windows allowed. Submit picture. Must be existing color.  |       |
| 19  | Garden Hose          | No            | Garden hoses must be neatly coiled on a hose rack/reel or another container. May also be coiled neatly near the spigot.   |       |
| 20  | Gazebo – Pergola     | Yes           | Allowed in backyard only and not visible from street or extend beyond right or left side of home. Check with Forsyth County for permit requirements. No temporary structures allowed. The pergola must be wooden with slatted tops preferred and a minimum 4 x 4 posts that are affixed/built into concrete to help secure the structure. | 19    |

#### ARC Guidelines

|     |                                      |     |  |    |
|-----|--------------------------------------|-----|--|----|
|     |                                      |     | Prefab Gazebo kits must be wood. Color must be natural or a color that coordinates with the home's exterior.   |    |
| 21a | Hand Railing                         | Yes | Must be wood, black powdered wrought iron or aluminum.   | 18 |
| 21b | Porch Railing                        | Yes | Front Porch Railing must be painted same color as house trim.  | 18 |
| 22  | Hanging Baskets                      | No  | A limit of 3 hanging baskets on front of house. No artificial plants/flowers allowed.  |    |
| 23a | All Landscape Edging                 | Yes | Bedding areas: Allowed in front and perimeter of house. The edging shall not extend 2 inches above turf height. Materials must not be more than 4”H x 8” L x 4” D. No bricks, metal edging, rocks or stones may be used.   |    |
| 23b | Raised Beds                          | Yes | Raised beds must be approved by the ARC. The homeowner must submit the dimensions of the proposed raised bed and the location where it will be placed. A raised bed must not be visible from the street. Raised bed must be placed to allow enough room for lawnmowers to cut around raised bed. Raised bed gardens must be maintained, and dead vegetation must be removed. |    |
| 24  | Holiday Decorations – All            | No  | Christmas decorations may be installed forty-five (45) days prior to holiday and removed no later than fourteen (14) days after holiday. All other holidays thirty (30) days before and removed five (5) days after holiday.   |    |
| 25  | Irrigation System                    | No  | Forsyth County permit required.  |    |
| 26a | Landscape Beds                       | No  | Must be covered with natural pine straw, brown pine bark mulch. Refresh as needed. Rocks & Stones are not allowed as ground cover.   |    |
| 26b | Landscape Beds Expansion or addition | Yes | Plan must be submitted showing expansion or addition of new bedding located anywhere in your entire yard.  |    |
| 27  | Landscape - trees                    | Yes | Weeping Willow trees and Birch trees are not allowed due to their invasive root system. Fruit Trees not allowed in front and   |    |

#### ARC Guidelines

|     |                                 |               |   |  |
|-----|---------------------------------|---------------|---|--|
|     |                                 |               | side yards. They must be maintained properly.   |  |
| 28  | Landscape lighting              | No            | Solar or low voltage lights are permitted in landscape beds only. May not shine directly into a neighbor's home. Lighting not to exceed twelve (12) inches in height. The number of front yard lights may not exceed eight (8).                 |  |
| 29  | Lattice/Trellis                 | Yes           | Only allowed on back and sides of homes.  |  |
| 30  | Lawn equipment                  | N/A           | Must be stored in garage.   |  |
| 31  | Metal Roof Repainting           | No            | If the metal roof is chipped or faded, it may be repainted using the same color without ARC approval.   |  |
| 32a | Parking                         | No            | The Clubhouse/Pool parking lot is intended for pool and clubhouse activities only. Homeowner may request the use of the parking lot by emailing the Board in advance ( <a href="mailto:postoakglenhoa@gmail.com">postoakglenhoa@gmail.com</a> ) |  |
| 32b | Personal Vehicles               |               | Homeowners are encouraged to park in their garage. When street parking is necessary, do not park opposite a driveway and park with the flow of traffic. Overnight street parking is discouraged.  |  |
| 33  | Patios                          | Yes           | Patios may not extend beyond either side of home and must be constructed with poured concrete, pavers, or natural stone.  |  |
| 34  | Play sets                       | Not permitted |   |  |
| 35  | PODS (portable storage units)   | No            | Maximum of 7 days on property<br>Submit notification to property manager with the beginning and end dates.  |  |
| 36  | Ponds, fountains, water gardens | Yes           | Backyard only. – Not visible from street.   |  |
| 37  | Rainwater Collectors            | No            | Backyard only. – Not visible from street.   |  |
| 38  | Roof                            | Yes           | Must be replaced with same type and color as existing roof.   |  |

#### ARC Guidelines

|    |  |               |  |    |
|----|--|---------------|--|----|
| 39 | RV/ Motor Home/Boat/ Utility Van/Commercial vehicles | N/A           | Are permitted no more than 48 hours. Must not interfere with traffic flow.<br><br>* Do not park opposite a driveway.<br>* Park on the same side of the street as other vehicles parked on the street.<br>*Request permission to park at clubhouse parking lot if necessary |    |
| 40 | Sidewalks (any public)                               | No            | Homeowners & guests are requested to not block sidewalks with vehicles or trash containers.  |    |
| 41 | Sign - For Rent                                      | Not permitted |  |    |
| 42 | Sign - Political                                     | No            | One sign no larger than 18" x14" permitted in front landscaped bed only. Allowed within 4 weeks of election and must be removed within 2 days of vote.   |    |
| 43 | Sign - Real Estate                                   | No            | For sale sign cannot exceed 18" x 24". Directional & Open House signs may only be displayed the day of an open house.  |    |
| 44 | Sign - Security Sign                                 | No            | Sign no larger than 12" x12." Must be placed in front landscape bed.   |    |
| 45 | Sign - Vendor/Contractor                             | No            | Only permitted during the work period and must be removed once project is completed. One sign not to exceed 18" x 24" to be placed in bedding area only.   |    |
| 46 | Storm/Screen Door                                    | Yes           | Storm doors must be full view. Only retractable/phantom screen doors are permitted.  | 13 |
| 47 | Swimming Pool/ Hot Tub/ Spa                          | Yes           | Forsyth County permits must be obtained. No above ground pools. Hot Tub/Spa must be screened with a minimum of 5 ft Evergreen Trees/Shrubs or Privacy Fence bordering the backyard.  |    |
| 48 | Trash Containers                                     | No            | May be placed outside the day before trash collection. Must be brought in day of trash collection.   |    |

#### ARC Guidelines

|    |                              |               |  |    |
|----|------------------------------|---------------|--|----|
| 49 | Trash Enclosure              | Yes           | All trash cans must be stored in garage or screened by garbage can enclosure.<br>Enclosure must sit back from front of house and match color of house  | 18 |
| 50 | Tree Removal (Front Yard)    | Yes           | Approval required. Replacement tree must be at least six feet (6') minimum in height.  |    |
| 51 | Walkways                     | Yes           | May not be wider than three feet (3') and no higher than three inches (3") from the ground around them.  |    |
| 52 | Window Air Conditioner Units | Not permitted |  |    |
| 53 | Window Boxes                 | Yes           | Window boxes should be attractively maintained year-round. Not allowed on 2 <sup>nd</sup> floor windows. No artificial flowers/plants are allowed.   |    |
| 54 | Window Replacement           | Yes           | All visible windows must be of the same style.   |    |
| 55 | Window Treatments            | No            | Must show white to cream to outside.   |    |
| 56 | Yard Art in Front of House   | No            | Limited to 3 in front yard; only permitted in landscaped beds.<br>No artificial flowers permitted.   |    |
| 57 | Yard Sale                    | Yes           | No yard sale, garage sale, flea market or similar activity shall be conducted in the Property without prior written consent of the Board of Directors. Owner may conduct estate sales within their homes no more than once in every 12-month period. |    |

#### **ARC Guidelines**

## II. ARC DESIGN STANDARDS EXTERIOR BUILDING ALTERATIONS

### A. Painting

The purpose of this guideline is to set forth the choice of colors to be applied to the exterior of Post Oak Glen homes. Homes which have become faded, deteriorated from weather, unsightly or uneven in color require repainting and are subject to covenant maintenance violations if they are not.

The POG Exterior Paint Color Manual contains “pre-approved” Sherwin Williams’s colors and palettes that include house, trim, accent, and metal roof colors chosen to complement each other. The Manual also provides a matrix for each color palette that indicates which colors may be used for siding and shakes, trim, shutters, doors, metal roofs and gutters and downspouts. Trim and house paints need not be from the same palette. Contact any member of the ARC to check out the Manual. Homeowners are still required to submit an ARC Modification Request Form even if they use “pre-approved” colors. The Taylor Morrison paint book is also available to assist homeowners who want to replicate their original house colors. This is not a complete book of all Taylor Morrison’s colors mostly after 6/2018.

Limewashing and painting of bricks is allowed with the approval of the ARC. Requests for these treatments is handled as other exterior paint requests. Three colors of Romabio limewash that complement roof shingles have been selected as options for Post Oak Glen. Siding paint colors may be applied to bricks. Limewashing and painting bricks requires a skilled professional for good results. Residents are responsible for the outcome of paint projects, so ensure that your paint contractor is experienced in the technique selected and views samples of their work before authorizing this project.

Owner(s) is not restricted to using Sherwin Williams paint. However, paints from different vendors are difficult to match. The ARC strongly recommends that homeowners paint 2 x 2-foot samples of new paint selections in a minimum of three areas at eye level (paint samples in shade, sun and near brick/stone) to ensure that colors are pleasing and match approved colors. Color matching across brands often result in unwanted undertones. No paint company can guarantee 100% accuracy. If colors do not match exactly, owner(s) may be required to repaint the house at their expense.

Paint chips are required for all exterior paint submissions and must be appended to the ARC request.

All paint change requests for front doors, shutters, awnings, garage doors, siding, and trim must be submitted.

Approvals will not be given until the ARC Modification Request form is complete. A \$250 fine will be imposed if the owner fails to submit a request and receive approval prior to painting. Homes painted with unapproved colors must be repainted within 90 days at the owner’s expense using ARC-approved colors.

**EXCEPTIONS:** *The following two (2) paint projects do not require prior approval: Touch up of trim paint using same color. In cases of violations, a faded metal roof can be repainted with the same color.*

**After a project is complete, you are required to notify the ARC by email.**

## **B. Roofing**

All roofs in Post Oak Glen need to be cleaned periodically to remove algae stains that is common to our area. Owners who fail to maintain their roofs will be given a covenant maintenance violation.

## **C. Windows and Storm/Screen Doors**

Covenant maintenance violations will be issued if windows in the front of the home have broken seals as evidenced by foggy windows.

Replacement windows:

- Must meet current county code requirements related to heated/unheated living space and Low-E glass.
- All visible windows must be consistent in appearance. For example, if you choose to not have mullions (grid within windowpane) then all visible windows cannot have mullions.
- When submitting an ARC Modification Request for window replacement include a picture of the window style desired.
- Storm doors must be full view. Only retractable screen doors are permitted.

**After project is complete, you are required to notify the ARC by email.**

## **D. STREET NUMBER POST**

ARC Modification Request must be submitted and approved prior to installing new post.

Must be repainted if paint is faded, peeling or chipped. Black paint only. If replaced, must be replaced with exact post and numbering. No décor is allowed on post, except during holidays. See Item 1 & 2, Page 6. Only low-growing plants are allowed around an address post.

**After project is complete, you are required to notify the ARC by email.**

### **Covenant maintenance violations will be issued for:**

- Coating is deteriorated from weathering.
- Visible rust stains

- Missing paint on address post
- Missing, faded or obscured house/address post numbers.
- Address post is physically damaged.

## **E. Fences**

- Resident must complete the ARC Modification Request and receive ARC approval prior to installation of any fence. A picture of desired fence style is required. A non-compliance fine may be assessed for installation without approval. A property survey and examination of plat for easements is recommended prior to installation.
- All fences must be installed in accordance with the Design Guidelines and, unless otherwise approved by the ARC, shall be located at least two feet inside the property line.
- Fence must attach from back corner of home and extend toward back of property line or mirror the placement of neighbors' fence. Front yard fencing is prohibited.
- Support boards must be installed on the inside of fence.
- Chain link fences or chain link dog runs are not permitted.
- Farm/Agriculture fences not permitted.
- Fence gates should be at least 5' (feet) wide to accommodate lawn mowers.
- The following types of fences may be approved for installation:
  - (1) Six-foot privacy fence, straight top or cap topped, dog eared, or scalloped. Must be cedar, cypress, or #2 or better pressure treated wood. The maximum span between posts shall be ten (10) feet. The minimum post size must be 4 x 4 inches, and it must have 2 x 8-inch rails or three 2 x 6 rails per section. Typically, new wood fences can be painted/stained after 60 days. ARC approval must be obtained for the paint/stain color.

The fence can be stained with either solid or semi-transparent stains. Stain colors allowed are Sherwin Williams: (1) Clear; (2) Woodridge SW 3504; (3) Riverwood SW 3507

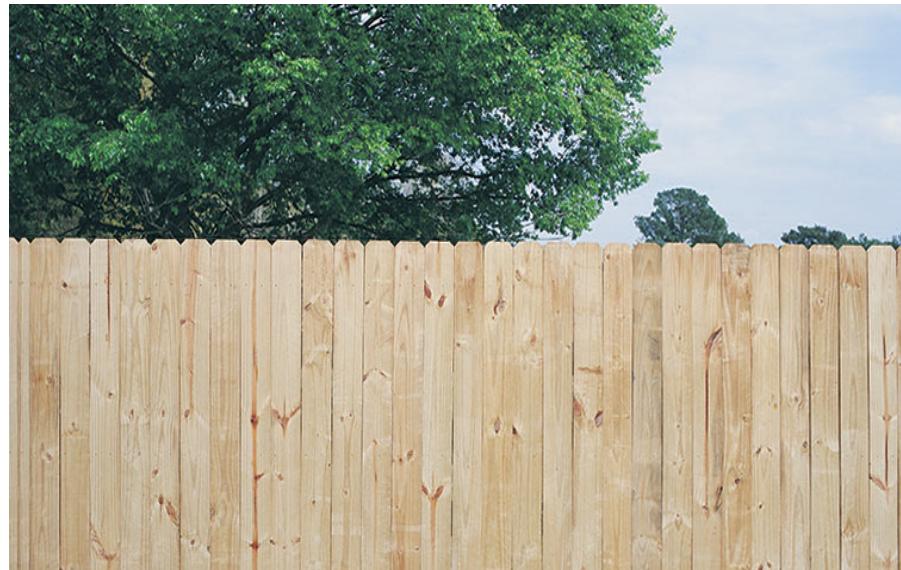
(2) Maximum five-foot wrought iron or aluminum style fence with an approved tip style. Wrought iron or aluminum fences must be black.

**After a project is complete, you are required to notify the ARC by email.**

## **FENCE EXAMPLES ON FOLLOWING PAGES**



**CAP TOP PRIVACY FENCE**



**DOG EARED PRIVACY FENCE**



**Scalloped Privacy Fence**



**Straight Topped Wrought Iron or Aluminum Fence**



**Spear Topped Wrought Iron or Aluminum Fence**

## **E. Hand/Porch Railing**

- Resident must complete the ARC Modification Request and receive ARC approval prior to installation. Include details and pictures of requested railing.
- Railings must be wood, powder coated wrought iron or aluminum.
- Wood hand/porch railings must be painted same as house trim color or submit for approval.

**After a project is complete, you are required to notify the ARC by email.**

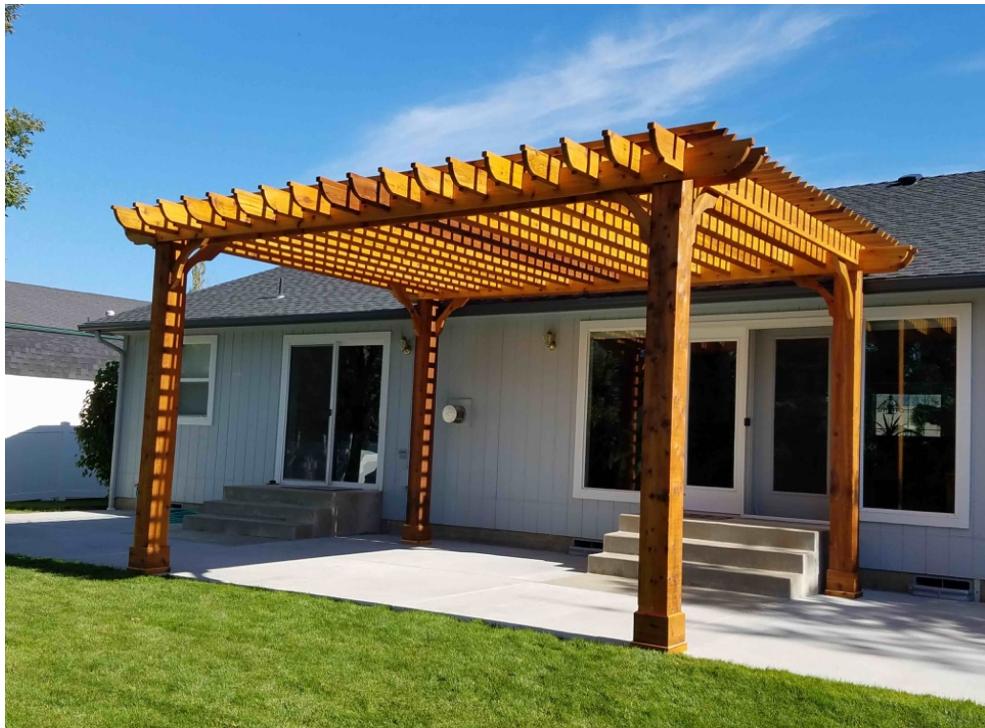
## **G. Trash Container Enclosure**

- Resident must complete the ARC Modification Request and receive ARC approval prior to installation.
- All enclosures, without exception, are two sided. They will be 3 feet across, 4 feet deep and 5 feet high.
- Enclosures must be placed on a weed control fabric then covered with sand, followed by side by side 12 x 12-inch pavers or concrete.
- They must be attached to the house and must sit back from the front of house.
- They will be constructed using either pine or cedar in 6-inch-wide boards. Boards will be butted with no more than  $\frac{1}{2}$ " expansion allowance.
- Three stretcher boards on the INSIDE of the structure are to be used to prevent sagging.
- Paint color must same color as house. High quality paint is recommended to preserve structure and require less maintenance.
- Enclosure must be maintained by homeowner.

**After a project is complete, you are required to notify the ARC by email.**

## **H. Pergola and Gazebo**

- Allowed in backyard only and not visible from street or extend beyond right or left side of home. Check with Forsyth County for permit requirements.
- The pergola must be wooden with slatted tops preferred and a minimum 4 x 4 posts that are affixed/built into concrete to help secure the structure.
- Prefab Gazebo kits must be wood. Color must be natural or a color that coordinates with the home's exterior.



**Pergola**



**Gazebo**

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**ARC Guidelines**

## IV. COVENANT ENFORCEMENT PROCEDURES

### A. Violation Recognition

The property management company under contract with Post Oak Glen Property Owners Association performs monthly inspections of our community to ensure that all homeowners are complying. While our violation list is comprehensive, the POA Board reserves the right to add additional violations at any time.

### SUMMARY OF COVENANT VIOLATIONS

| Upper House Area       | Issue/Corrective Action   |
|------------------------|---|
| Roof                   | Missing or damaged shingles. Repair or replace; Remove algae on roof                |
| Metal Roof             | Paint faded or peeling. Repaint.  |
| Gutters and Downspouts | Dirty, algae or stained. Pressure wash or repaint                                   |
| Gutters and Downspouts | Damaged. Repair or replace  |
| Attic Window(s)        | Broken seal/discolored. Replace   |
| Attic Window Shutters  | Damaged. Repair or replace  |
| Attic Window Shutters  | Dirty. Cleaning or repaint  |
| Fascia/Eaves/Soffit    | Algae, dirty or paint peeling. Pressure wash or paint                               |
| Lower House Area       | Issue/Corrective Action   |
| Siding                 | Dirty or algae stained. Pressure wash or repaint                                    |
| Siding                 | Paint faded, peeling or chipped. Repaint  |
| Siding                 | Damaged. Repair or replace  |
| Window(s)              | Broken seal/discolored. Replace   |
| Shutters               | Paint faded, peeling or chipped. Repaint  |
| Trim                   | Dirty, algae, faded or stained. Pressure wash and/or paint.                         |
| Trim                   | Damaged; Repair or replace.   |
| Garage Door            | Dirty, algae, faded or stained; Pressure wash or repaint                            |
| Handrails              | Broken or chipped. Repair and/or repaint  |
| Window Boxes           | Not maintained. Remove, paint and/or replant. Affixed to upper story window. Remove |

|                                     |  |
|-------------------------------------|--|
| Window Fan/Air Conditioner Unit     | Not permitted. Remove  |
| Window Covering                     | Non-neutral color seen from exterior. Remove or replace  |
| <b>Yard Area</b>                    | <b>Issue</b>   |
| Address Post Landscaping            | Plantings not maintained. Remove or replace. Obstruct view of house numbers. Prune or remove   |
| Animals                             | No livestock, chickens, not animal determined to be dangerous may be brought onto or kept in the Property. No owner/occupant may keep, breed, or maintain any animals for any commercial purpose |
| <b>Bird Feeders-All Kinds</b>       | None in front of house/yard. No more than one on the side of yard. Reduce to one.  |
| Burning Outdoors                    | Not allowed  |
| Fence                               | Damaged, warped or leaning. Repair or replace  |
| Fence                               | Paint or stain faded, peeling or chipped. Re-stain   |
| Fence                               | Dirty or algae. Pressure wash  |
| Garbage Can/Recycling Bin           | Visible. Store in garage or approved enclosure.  |
| Garbage Can/Recycling Bin Enclosure | Paint or stain faded, peeling or chipped. Repaint  |
| Garbage Can/Recycling Bin Enclosure | Damaged, warped or leaning. Repair or replace  |
| Garden Hoses                        | Messy garden hose. Coil neatly or store on hose rack/reel or in container  |
| Holiday Decorations                 | Holiday decorations visible after approved display period; Remove. See p. 8  |
| Landscape Solar Lighting            | Outside landscape beds. Relocate. Oversized lighting. Replace or remove More than 8 lights in front yards. Reduce number   |
| Noise and Nuisance                  | Owners may not engage in any activity that may be or become an unreasonable annoyance or nuisance to any Owner which interferes with the peaceful use of residents.                              |
| Street Number Post                  | Damaged, rusted, or deteriorated. Replace Numbers must be displayed on both sides of post.   |
| <b>Pets</b>                         | Unleashed dog. Return to leash or inside a fence. Pet feces in common area or lot. Owner or person responsible for pet must remove promptly. Dog barking should be controlled while in the yard  |

#### ARC Guidelines

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|--|--|
|  | No potbellied pigs are permitted. Only a reasonable number of generally recognized household pets maybe kept on the Property. Any owner or occupant who keeps or maintains any pet in the Property agrees to indemnify and hereby hold harmless the Association, its directors, officers, and agents, from any loss, damage, claim or liability of any kind or character whatsoever related to such pet. |
| Shrubs   | Dead or dying. Replace or remove   |
| Shrubs (flowering)                                   | Overgrown or obstructing first floor windows. Prune  |
| Tree/Other than Front Yard                           | Dead/dying/diseased/leaning. Replace with a tree or sod.<br>Damaged. Prune   |
| Sign - Contractor                                    | Too large (18" x 24" maximum). Remove  |
| Sign - No Soliciting                                 | Outside landscaped bed. Relocate to landscaped bed between the sidewalk and the garage; not to exceed 12" wide by 8".  |
| Sign - Political                                     | Outside landscaped bed. Relocate<br>More than one sign. Remove (maximum of 1 sign)<br>See p. __ for sign size and time window  |
| <b>Yard Area</b>                                     | <b>Issue/Corrective Action</b>   |
| Sign - Rental  | Remove. Not permitted  |
| Sign - Real Estate                                   | Too large. Replace with max of 18 x 24 "sign<br>See p. 10  |
| RV/ Motor Home/Boat/ Utility Van/Commercial vehicles | On property more than 48 hours. Remove   |
| Wood Piles   | Visible from street. Remove or relocate  |
| Yard Art   | More than 3. Reduce number.  |

## B. Violation Process

The following steps are taken to ensure that all homeowners are treated fairly and can correct any maintenance non-compliance issues. Homeowner must respond to all notifications to avoid financial penalties. Violations not corrected by the date specified in the violation letter will be assessed a fine of \$25/day until the violation is corrected. The homeowner must notify the management company by email that the violation has been corrected.

### ARC Guidelines

## **Process**

- Property management company performs monthly inspection of Post Oak Glen.
- Property management company enters non-compliance issues into their database.
- Letter to homeowner sent with details of non-compliance issue(s) to be addressed.
- Homeowner must contact property management company by email to specify when the issues will be corrected.
- The property management company checks monthly to determine if required repairs have been made. Additional letters will be sent out, as necessary.
- If notification efforts are ignored by the homeowner, a certified letter is sent to the homeowner and daily financial penalties are charged to the homeowner's account. The escalation steps are as follows:
  - Friendly Reminder letter to homeowner when non-compliance issue is identified.
  - Notice of Violation letter sent if homeowner does not correct the violation or contact property management company.
  - Warning of Fine sent to homeowner via certified mail if the homeowner does not correct the violation or make provisions with the property management company as to the timeline for correction. The fee for the certified mail is charged to the homeowner's account.
  - Notice of Fine sent to homeowner via certified mail if the homeowner does not correct the violation. Homeowner is charged \$25 for the certified mail and daily fines begin at the rate of \$25 per day until the violation is corrected.

## **C. Appeal Process**

Homeowners may appeal violations to the POG Board of Directors:

- Violator must submit a written request (via email to the management company) for a violation hearing within 10 days of the date of the violation notice or the violator loses the right to contest the violation and request reconsideration of suspension(s) and/or fine(s). The Board of Directors shall schedule and hold, in executive session, a violation hearing. If a violator timely requests a violation hearing, the violator shall have a reasonable opportunity to address the Board regarding the violation; provided, however, the Board may establish rules of conduct for the violation hearing including, but not limited to, limits on the amount of time one person can speak and limits on the number of participants who may be present at one time. The minutes of the hearing shall contain a written statement of the results of the hearing.
- The homeowner must document why he or she feels they have adhered to POG Architectural Standards.
- The property management company will contact the POG Board President, who will bring the matter to the rest of the Board for discussion.
- Homeowner will be notified of the Board's decision.
- All decisions by the POG Board of Directors are final and binding.

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## **ARC Guidelines**