

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

Pursuant to the Declaration of Covenants, Conditions and Restrictions for Jennifer Oaks, recorded in Deed Book 59141, Page 513 et seq. in the Fulton County, Georgia land records ("Declaration") Article VI, Section 10 (Use Restrictions & Rules) and Article IV, Section 3 (Maintenance) and the Bylaws for the Jennifer Oaks Homeowners Association, Inc. ("Bylaws") the Board of Directors ("Board") and the Design Standards & Architectural Control Committee ("ACC") of the Jennifer Oaks Homeowners Association hereby promulgate the following manual, effective as of June 13, 2019.

General Guidelines & Procedures

An approval form **must** be submitted for all changes, additions and modifications (referred to as "alterations" from this point forward) to the exterior of the home or property.

Alterations include, but are not limited to new paint or stain colors; the addition of or changes to awnings, porches, balconies, patios, walkways, new rooms, decks, pools, and storm doors or windows; the erection of detached structures like small buildings, play equipment or dog houses; or the installation of items such as basketball goals, landscape lighting or yard signs. The most important thing to remember is that:

The original architectural character or theme of any home must be consistent for all exterior components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.

Approval forms can be obtained from Homeowner Management Services Inc. (HMS), our association management company, at their office or on line through the Jennifer Oaks website at www.jenniferoaks.org or through the HMS website for Jennifer Oaks at www.HMS-Inc.net. Forms should be completed and then submitted to HMS for approval. Forms can be hand delivered, mailed, e-mailed or faxed to HMS. Contact information:

- Mailing address: P.O. Box 2458, Alpharetta, GA 30023-2458
- Drop-off address: 1260 Old Alpharetta Road, Alpharetta, GA 30005
- Telephone: 770-667-0595
- Fax: 770-667-6315
- E-mail: Pam.Tedrick@hms-inc.net

It is the responsibility of the applicant to verify HMS has received your approval form. Once your form has been received by HMS, it is logged in, date-stamped, and HMS will contact the Board for a vote of approval. The Board is responsible for voting approval, but it will contact the AAC for a Committee recommendation when necessary for complicated or unprecedented issues. HMS will inform the homeowner of its approval within 30 days providing the plans submitted are complete and in harmony with the scheme of the development, and that adequate documentation is received. This applies to all guidelines contained herein. The homeowner may review the status of a submitted application at any time during the review process.

Under certain circumstances professional services, such as architectural drawings, surveys, etc., may be required to assist in finalizing a decision regarding a submitted request. In such cases, the homeowner submitting the request will be required to contract those services. All costs related to said services will be absorbed by the homeowner who submits the request form. This applies to all guidelines contained herein.

Any changes to the plans as approved must be resubmitted for approval, even changes made by City or County authorities, prior to commencing construction. When this occurs, the approval process starts over and any work-in-progress must cease until approval is gained.

Homeowners are advised that a City building permit is required for certain exterior building alterations and the homeowner is responsible for obtaining all permits and inspections. The City of Alpharetta publishes a how-to and when-to handbook on permits, available at City Hall.

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

GUIDELINE #1: Alterations to the Home

1.1 Painting

An approval form **must** be submitted for repainting only **if a color change** is involved. A paint color change requires the following information:

- Paint sample (color code and name)
- Description of area of home to be painted or repainted, including all surfaces regardless of material.

1.2 Awnings

An approval form **must** be submitted for all awnings. Awnings must be a structural extension of the home and they must be maintained. Colors or finish must be compatible with the home's primary and trim colors. No awnings will be considered on the front of homes. Approval requires the following information:

- Picture or drawing of all windows/doors on which awnings will be installed and their location (back or side)
- Picture depicting style of awnings to be installed; and
- Color samples and materials list.

1.3 Balconies & Porches

An approval form **must** be submitted for all balconies and porches, including screened porches. Colors or finish must be compatible with the home's primary and trim colors. Approval requires the following information:

- Picture or drawing of the porch and its location (back or side), including dimensions
- Picture depicting style of porch to be installed; and
- Color samples and materials list.

1.4 Decks

An approval form **must** be submitted for all new decks or alterations to existing decks. Alterations include any **change** to the color of paint or stain. The following, without limitations, will be reviewed:

- A site plan must be submitted denoting location and dimensions. Location, size, conformity with the design of the house, the deck's relationship to neighboring dwellings and proposed use will all be considered.
- Materials must be cedar, cypress or No.2 grade or better pressure treated pine. Non-wood materials will be considered on a case-by-case basis.
- Color samples must be submitted with the approval form. The color of any paint, stain or sealant must be approved. Clear sealants do not require approval.
- Vertical support for wood decks must meet minimum City standards for wood post. Brick or stucco columns matching the home are acceptable.

Homeowners are advised that a City building permit will be required for certain exterior building alterations. The homeowner is responsible for obtaining all permits and inspections.

1.5 Window Flower Boxes

An approval form **must** be submitted for all attached flower boxes in the front of the house. They must be maintained and the materials must be in keeping with the style of the home.

GUIDELINE #2: Alterations to the Property

2.1 Driveways, Walkways & Parking Areas

An approval form must be submitted for alterations to driveways, walkways and parking areas.

- Asphalt driveways or walkways are not permitted.
- Driveways must be surfaced with concrete or concrete with brick accents.
- Walkways can be surfaced with concrete, brick or other concrete/stone permanent combinations.
- Above-ground elevation should not exceed four (4) inches.
- All surfaces are to be cleaned as needed, including driveway, walkways, sidewalk, steps and porches.

2.2 Mailboxes

All mailboxes must be maintained as originally designed for the community. Mailboxes will only be changed when a neighborhood-wide change is required for the entire community (due to age, etc.). Cleaning and repainting of the mailbox should be completed as needed. Mailbox numbers must be clearly visible on the mailbox structure or painted on the curb.

2.3 Patios

An approval form must be submitted for patio covers, trellises, permanent seating and railings, even if the alteration is located in the rear yard and does not extend beyond the sidelines of the house

- Above-ground elevation at any point should not exceed six (6) inches for patios.

2.4 Retaining Walls

An approval form must be submitted for the construction of retaining walls. The following guidelines apply:

- All exposed concrete block or poured concrete foundation and/or retaining walls must be veneered with natural stone, brick or stucco or painted to compliment the existing structure and cannot be substantially higher than the current grading.
- Landscape timbers or cross ties installed after original construction must not be used in the front yard or visible from the side yard of the house.
- Retaining walls and timbers must be properly maintained.

GUIDELINE #3 Detached Structures

3.1 Detached Buildings

An approval form must be submitted for detached buildings. Detached buildings are discouraged but will be considered subject to the following guidelines:

- For any detached building, a site plan showing exact dimensions and location of the structure must be submitted, as well as an explanation of the materials to be used and the purpose or intentional use of the structure.
- Detached buildings, such as tool sheds, pool houses or storage facilities, must be located behind the primary home with minimal visual impact on adjacent properties or from the street.
- Detached buildings such as third-car garages may be located alongside the primary home, but they must be within five feet of the house and visually attached to the home by means of a gable or a walkway.

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

- In all cases, the exterior materials, colors and fixtures used on detached structures must match those of the primary home.
- No detached metal or prefabricated structures are allowed.
- Detached buildings may not be used for any purposes that may be deemed by the ACC to cause disorderly, unsightly or unkempt conditions.
- Doors to detached structures must be kept closed when not in use.
- A City building permit must be obtained by the homeowner and building setback lines respected. Refer to your plat and City codes for details.

3.2 Dog Houses

An approval form **must** be submitted for dog houses. The following guidelines apply concerning pets:

- Dog houses must be located where there is minimal visual impact on adjacent properties or from the street.
- Exotic pets and farm animals are not permitted in any yard.
- No animal shall be allowed to become a noise nuisance.
- Chain link dog-runs, tethered line dog runs or pens (e.g., wire/wood) are prohibited.

Per local zoning, dogs are not permitted to run free except within fenced back yards, and chains and tethering are not permitted

3.3 Play Houses & Play Equipment

An approval form **must** be submitted for permanent play equipment including but not limited to play houses, tree houses, swing sets and trampolines. An approval form must include play equipment placement, dimensions, materials, a drawing or picture and samples of any stain or paint to be used. The following guidelines apply:

- Play equipment must be located in the backyard with minimal visual impact on adjacent properties or from the street.
- Play equipment must not be larger than 100 square feet and may not exceed 12 feet in height.
- If a backyard is fenced, the play equipment must be located within that fenced area.
- Portable play equipment may not be left in the front or side yards or visible from the street when not in use.
- Skateboard ramps, soccer goals or hockey goals may not be permanently affixed to the ground and must be stored where not visible from the street or adjacent properties when not in use.
- Play equipment is strongly suggested to be of wood construction, environmentally and aesthetically compatible. Metal play equipment is not allowed.
- All play equipment must be maintained to the condition as originally installed.
- Trampolines must be located in the backyard and shall be screened by adequate planting or approved fencing so as to be concealed from view by neighboring residences and from the street.
- Play houses or tree houses must not be used for storage.

GUIDELINES #4: Signs & Advertising

4.1 Signs

An approval form **must** be submitted for permanent signs on personal property. The signs must be part of the landscape design. An approval form **is not required** for temporary signs such as birth announcements,

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

graduation announcements, birthdays, contractor signs, real estate signs, garage or yard sale signs or political endorsements. The following clarifications apply:

- Signs may be displayed for up to 30 days and only one sign in a 30-day period. Real estate, garage sale, graduation and political endorsement signs have different time restrictions; see below.
- No signs are permitted for personal businesses.
- Signs must be in good condition.
- Signs must NOT be mounted on trees, traffic signs or other structures.
- Signs must be out of the right-of-way.
- Signs must be on private property with the property owner's consent.
- Residents may not place signs in common areas, with the exception of real estate and garage sale signs as noted below.

4.2 Real Estate Signs

Real estate signs may remain in a yard for more than 30 days. Only one (1) For Sale, Rent or Lease sign may be erected upon any lot and one (1) additional sign at the subdivision entrance.

4.3 Garage or Yard Sale Signs

Garage sale signs may be erected no sooner than three (3) days before the sale and they must be removed on the last day of the sale. Only one (1) garage sale sign may be displayed on the property within the subdivision and one (1) at the entrance for direction and notice.

4.4 Graduation Signs

Graduation signs must be removed by July 15th.

4.5 Political Endorsement Signs

Political signs may be displayed up to 30 days prior to any election or endorsement and removed within 3 days following any election or endorsement.

GUIDELINES #5: Decorative Objects

An approval form must be submitted for most exterior decorative objects (both natural and man made) only if they are visible from the street. Some examples of exterior decorative objects include but are not limited to birdbaths, statuary, benches, chairs, fountains, flowerpots and planters larger than three (3) feet in height, width or depth, and 'yard art'.

5.1 Birdbaths, Statues, Benches, Chairs, Fountains & Other Yard Art

An approval form must be submitted to reflect the color, size, quantity and location of all of the above exterior decorative objects located in the front yard. In addition:

- Plastic furnishings (chairs, benches, tables) may not be permanently placed in the driveway, in front yards, in gardens visible from the street, or on front porches.
- All exterior decorative objects must be properly cleaned and maintained.
- They must be in keeping with the aesthetic character of the neighborhood.
- Exterior artificial vegetation is prohibited.
- An excessive number of yard items, flowerpots and yard art is prohibited

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

5.2 Flag Poles

An approval form **is not** required for flag poles as long as:

- It is a single flag pole staff attached to the front or side portion of a house or deck.
- The flag (decorative, seasonal or patriotic) is no larger than four (4) feet by six (6) feet.

5.3 Planters and Flower Pots

An approval **must** be submitted for planters and flower pots **only if they are larger than** three (3) feet in height, width or depth. Other provisions:

- Front-door and entry-area decorations must be in keeping with the style and color of the house.
- All planters and flowerpots visible from the street must contain living, healthy plants. Empty planters are not allowed.

Guidelines #6: Exterior Lighting & Landscaping

6.1 Lighting

An approval form **must** be submitted for all permanent exterior landscape lights (those which go in the ground) or light fixtures (those attached to the house) not included as a part of the original structure.

Permanent landscape lighting (those which go in the ground) must meet the following criteria:

- Lights do not exceed 12 inches in height.
- The number of landscape lights in a front yard does not exceed 10.
- Individual lights used to illuminate shrubs, flower beds, walkways, etc., should range from 40 to 100 watts, and they must be white.
- Individual lights used to up-light the house or large trees should not exceed 150 watts, and they must be white. Also, they must be located and aimed to cause minimal visual impact on the street and adjacent properties.
- Solar landscape lighting is discouraged but will be reviewed on an individual basis.

Permanent light fixtures (those attached to the house) must meet the following criteria:

- Individual lights attached to the house used to illuminate the driveway or yard must not exceed 150 watts, and they must be a white, non-glare type.
- These lights must be located and aimed to cause minimal visual impact on the street and adjacent properties.

The use of temporary seasonal lighting does not need approval, but it **should not** be displayed for more than six (6) weeks and must be removed within 15 days after the calendar event

6.2 Irrigation Systems

An approval form **is not** required for permanent underground irrigation systems. Guidelines that apply:

- Systems must not encroach upon any neighboring lot.
- Temporary sprinklers must not be left in the same position for more than 24 hours.

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

6.3 Landscaping

An approval form **must** be submitted for **major landscape projects** that involve grading or contour alterations, screen and property-line plantings, and hardscapes. Approval requires the following information:

- A description of the types and sizes of trees and shrubs to be planted and the relationship of plantings to the street, house and/or adjacent property lines and dwellings.
- A site plan, which should show the landscaping will relate to the existing terrain and natural features of the lot.
- A description of color, location of stones, and materials to be used.
- A project completion date.

An approval form **must** be submitted when removing **living trees** that exceed six (6) inches in diameter and are four (4) feet above ground.

An approval form **is not** required for the following landscape projects:

- Planting small shrubbery or ornamental trees in existing beds. Small shrubbery is defined as less than three (3) feet tall and one (1) foot wide.
- Removing dead or diseased trees.
- Removing trees or shrubbery in order to promote the growth of other trees or shrubbery.
- Rectifying immediate hazard situations (i.e., Storm damage)

When removing any trees, stumps must be removed or mulched below ground level and the area landscaped. The City of Alpharetta has requirements and restrictions and such approval does not guarantee or validate an association approval.

6.4 Site Distance at Intersections

All lots at street intersections shall be landscaped as to permit safe sight across the street corners. No fence, wall, hedge or shrub planting shall be placed or permitted to remain at the corner of a lot where this would create a traffic or sight problem.

6.5 Vegetable Garden Plots

An approval form **must** be submitted for houses that are set at angles and corners, and they will be considered on an individual basis.

An approval form **is not** required for vegetable garden plots as long as:

- The plot is located in the backyard to minimize the visual impact on adjacent properties and the street.
- The size of the plot is no more than 200 square feet.

All garden plots must be cleared at the completion of the growing season.

GUIDELINE #7: Private Pools

7.1 Children's Portable Wading Pools

An approval form **is not** required for children's portable wading pools (those that can be emptied at night) as long as they do not exceed 18 inches in depth and the surface area does not exceed 36 square feet. Portable wading pools must be stored when not in use.

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

7.2 Above-Ground Pools

Above-ground pools are prohibited.

7.3 In-Ground Pools, Hot Tubs and Spas

An approval form must be submitted for all in-ground pools. Information must include site plans and specifications, the required inspection data for the installation, and copies of City permits. The following guidelines apply:

- Appearance, height and detailing of all retaining walls must be consistent with the architectural character of the house. Terracing may be acceptable
- All swimming pools, hot tubs and spas must be provided with a security barrier (fencing), which complies with City codes and our Covenants.
- Glaring light sources, which can be seen from neighboring lots, may not be used.
- Landscaping screening of the pool area and hot tubs is required.
- All pumps and filter equipment must be located where it will not cause a nuisance to adjacent property owners, and it must be screened from view.

GUIDELINE #8: Private Tennis Courts

Personal tennis courts are prohibited.

GUIDELINE #9: Fences

A approval form must be submitted and include the following information:

- Picture or drawing of fence style and all materials being used.
- Dimensions (height, span between posts, post size, crossbeam size and number of rails).
- A site plan noting the location of the fence and its relationship to existing fences on adjacent properties as well as to the street.

Guideline requirements for fences include:

- The chosen fence style must be proportionate to the home and lot. The four types of allowable fences are six-foot privacy, a four- to five-foot picket type fence, a black wrought iron fence, and a four rail ranch style fence
- Fences shall be allowed to weather naturally or be sealed with clear sealant or approved stain color.
- Simulated wood materials are not allowed.
- It is preferred that fences not be located closer to any street than the rear edge of the home. Consideration will be given to the location of air conditioners and adjoining fences.
- Fences should be located in order to maintain property between fences, not impair or change the flow of water, not interfere with utility easements.
- Landscaping is required to soften the view from the street.
- Privacy fences are to be finished on both sides or landscaped.
- When replacement is necessary the new fence must conform to current standards.
- On corner lots, the application is evaluated on a case-by-case basis due to lot configurations and house placement. Fence approval for corner lots may require more landscaping and set back distances to avoid a stockade appearance. Other items to be considered for fences on corner lots include lot size, house placement, safety issues, and view from street, air conditioning units and window placement.

Fences traditionally are the most frequent request received by any Homeowners Association. At the same time, fences tend to generate the most controversy between the Association, homeowner and adjacent property owners. These fence guidelines are intended to establish a standard that is appropriate to the aesthetics and values of the community and to reduce the diversity of fence styles within the subdivision.

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

GUIDELINE #10: Vehicles and Parking

No house trailer, mobile home, motor home, recreational vehicle, travel trailer, camper, truck (excluding passenger vans and sport utility vehicles), truck with camper or shell top, boat, jet ski, boat trailer, school bus, motorcycles, mini-bikes, scooters, riding lawn mowers, go carts, golf carts, trailer of any kind, or any commercial truck or commercial vehicle shall be permitted on any lot on a permanent basis unless such vehicle is garaged or is parked in a location not visible from the street, the common areas or adjoining residences. Parking such vehicles on the street in front of a residence is also strictly prohibited, however, any vehicle listed above except house trailers, school buses, commercial trucks, or commercial vehicles may be parked un-garaged on a temporary basis not to exceed three (3) days in a 30-day period. Furthermore:

- No commercial vehicle or any vehicle displaying signage may be parked or stored in open view on a residential property for longer than a 24-hour period.
- No vehicle may be parked on any common area overnight.
- All vehicles parked in open view must be operable, may not be unsightly and have current tags.
- No vehicle may be parked on any yard, sidewalk, or right-of-way.
- As a general rule, parking of vehicles on the street is prohibited. Temporary parking is allowed if it is not a nuisance to neighbors, or an impediment to traffic flows. Homeowners are responsible for guest parking, and must ensure that guests park in a safe manner and do not impede access to other driveways and traffic flow.
- Dirt bikes, motorized bikes, go carts, and golf carts are prohibited from use within the community.
- For reasons of safety and security, garage doors are to be kept closed when unattended.

GUIDELINE #11: Miscellaneous Exterior Installations

11.1 Air Conditioner Units

Window air conditioners are prohibited.

11.2 Antennas & Satellite Dishes

Free-standing antennas and satellite dishes are prohibited.

11.3 Basketball Goals

An approval form must be submitted for both permanent and portable basketball goals. Guidelines include:

- Goal must be located toward the rear of the driveway; never front of the house or on the street.
- Backboards should be white, beige, clear or light gray. Other muted colors will be considered.
- Post should be painted black, silver, gray or another muted color.
- Negative impact related to time of use, lighting and noise on adjacent properties is to be avoided.
- Once installed, basketball goals must be maintained to the condition as originally installed.

11.4 Clotheslines

Clotheslines are prohibited unless within screened service areas.

11.5 Grills & Propane Tanks

Grills and propane tanks must be stored within the backyard, however they can be moved for temporary use to the side or front of the house on a daily basis.

11.6 Lawn Equipment, Garbage Bin, Compost & Firewood Storage

All lawn and garden equipment, garbage cans, compost bins and woodpiles shall be kept in a garage or screened by adequate planting or approved fencing so as to be concealed from view by adjacent neighbors and the street. The planting must screen the storage items immediately, not when the plant material matures, and it must be evergreen so that it effectively screens year-round.

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

- Firewood piles are to be maintained in good order and must be located within the sidelines of the house in the backyard or screened so as to minimize the visual effect from the street or adjacent properties.
- Woodpile coverings are allowed if the cover is an earthen color and the woodpile is screened from the view of the street. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.
- Outdoor storage of garden tools, hoses, etc, must be screened from view of adjacent properties and streets and kept behind shrubs. Any tools or items stored under a back deck or porch must also be screened from view.
- Latticework used for screening requires approval.
- Each homeowner is responsible to prevent the development of any unclean, unhealthy, unsightly, or unkempt conditions upon any portion of their property. Debris of any type shall be regularly removed and not allowed to accumulate.

11.7 Solar Energy Collectors

Solar energy collectors used for heating are prohibited.

GUIDELINE #12: General Construction and Contractor Requirements

12.1 Vendor and Contractor Parking

- Homeowner is responsible for advising vendors and contractors where to park their vehicles.
- First priority-vendors and contractors should park in the homeowner's driveway provided adequate space for parking exists.
- Second priority-vendors should park along the curbs on the same side of the street as flow of traffic
- Under no circumstances are vendors to create blind corners by parking near intersecting streets or create a traffic/safety hazard by partially protruding into the street.
- There is no overnight parking of vendor vehicles, trailers, or pods.

12.2 Vendor and Contractor Hours

- Sunday – Saturday: 8am to 7pm

12.3 Dumpsters

- Dumpsters cannot be located on any part of the street nor protrude past the curb into the street without prior ACC approval. Dumpsters can be placed in a homeowner's driveway.
- Under no conditions can dumpsters be placed on sod, mondo grass, ornamental plants, or any other location where they may damage a Common Area.

12.4 Alternative to Dumpsters

- Homeowners whose driveways cannot accommodate a dumpster should put debris and demo materials into their garage (main level and basement garages) until their contractor can haul it away.

12.5 Street and Road Damage

- Any damage to the street, road, curb, or sidewalk as a result of construction or contractor becomes a direct repair cost responsibility to the homeowner.

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

12.6 Georgia 811

- If any modification to a building or grounds requires digging into Common Area, the contractor must call 811 so the utility companies can mark the lines prior to digging. *Any damages or outages caused to utilities when digging are the responsibility of the homeowner and not the HOA.*

12.7 Cobb County and State of Georgia Building and Fire Codes

- It's the homeowner's responsibility to acquire any city, county, and state required "permits" and abide by all city, county, and state building and fire codes.

12.8 Damage to Units or Grounds

- Any damage caused by construction activity, interior or exterior, to adjacent or other units, will be the *responsibility of unit owner making the modification*. This also includes grounds and landscaping.
- Homeowner has the responsibility to maintain existing site conditions and to repair all damages to buildings and site improvements. If the construction activity causes damage and/or modifies site drainage, curb paving, the steps, porch, lighting, utilities, hardscape, landscape, or any other existing site condition, it is *the homeowner's responsibility to repair and pay for all damages*.

12.9 Condition of Construction Site

- It is also the homeowner's responsibility to inform the vendor to keep site, grounds, and street clean and free from debris including paint and stained water run-off.

12.10 Matching Current Standards

- Modifications to exterior windows, doors, trim, rails, columns, siding, brick, shutters, paint, gutters, downspouts, stain colors, and other architectural details are to match the standards for Glenridge Pointe. If construction conditions change, or questions of architectural detailing arise during construction, contact the ASC or Board. An updated AFM describing these changes is required as is subsequent approval by the Board.

12.11 Deviation from Approved Modification

- Any modification or deviation from the design intent, as approved, must be submitted to the ASC. If the homeowner is cited for changes or deviations from the approved design documents upon completion of construction, *the homeowner can be requested to remove or modify elements on the constructed improvements at the homeowner's expense.*

General Maintenance Expectations

Maintenance is important to preserving the value of any piece of property. The general appearance of each lot and the residence thereon, including landscaping, must conform to the level of upkeep that is accepted as community standard. The following standards will be enforced by periodic drive-through inspections by HMS. Letters will be mailed to homeowners when infractions are noted.

- Repairing, painting and other appropriate external care of all structures.
- All homeowners are responsible for the cleaning or power washing of their houses, mailboxes, fences, decks, walkways, driveways and the sidewalks in front of their houses.
- Over seeding and restoring lawn grasses.
- Watering, fertilizing, mowing and edging lawn grasses. Edging around driveways, sidewalks, curbs, beds, and islands should be free of overgrowth. This is to be done in a manner and with

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

such frequency as is consistent with good property management and the precedent set in the surrounding community.

- Each owner is responsible for removal of debris, clippings, dead plants (dormant plants are not included), etc. from the property line to the center of the street.
- Edging materials for flowerbeds and islands will be limited to natural materials and natural earth tone in color. Edging is not to exceed six (6) inches above the natural grade.
- Pruning and trimming of trees and shrubbery, hedges and other vegetation so that the yard presents a well-kept appearance and the visibility of motorists and pedestrians is not obstructed.
- Removal of all volunteer or wild growth of weeds or non-landscape quality vegetation from lawns and beds. Areas left in a natural state must be maintained as natural and not allowed to become overgrown with weeds, brush and vines.
- Repair of any barren lawn areas must be completed promptly to reduce erosion potential.
- Renewal of pine straw, bark or hard wood mulch used in island or naturalized areas are required. All barren ground must be covered by mulch, etc. Acceptable forms of mulch are pine straw, bark, shredded hardwood or shredded softwood mulch.
- The property owner must ensure that the placement of any improvement or landscaping does not halt or materially impede the drainage flowing off of a neighboring tract and does not redirect the flow or significantly increase the amount of water flowing onto a neighboring lot.
- No artificial vegetation is permitted on the exterior of any property.
- Cracks in the walkways and driveways must be repaired and maintained without pitted or sunken areas, discolorations and large stains.

Submission Procedures

Procedures and policies for submitting plans for alterations to your home or property:

- Obtain and complete the approval form from the HMS office at 1260 Old Alpharetta Road, Alpharetta, 30005, or the Jennifer Oaks web site at www.jenniferoaks.org or www.HMS-inc.net.
- Submit this approval form directly to HMS, our current homeowner association management company. Forms can be hand delivered, mailed, e-mailed or faxed to HMS. Contact information:
 - Mailing address: P.O. Box 2458, Alpharetta, GA 30023-2458
 - Drop-off address: 1260 Old Alpharetta Road, Alpharetta, GA 30005
 - Telephone: 770-667-0595
 - Fax: 770-667-6315
 - E-mail: Pam.Tedrick@HMS-inc.net
- It is the responsibility of the applicant to verify that HMS has received its Modification Application form.
- The Board and the ACC have up to 30 days to approve your application. The Board is responsible for voting approval, but it will contact the ACC for a Committee recommendation when necessary for complicated, unprecedented or gray-area matters.
- A homeowner may appeal the ACC decision of an application to the Board.
- Failure to abide by these procedures will result in fines. The Covenants give the Board authority to impose fines or cease-work orders on homeowners that do not respect the design standards or its policies and procedures. These are outlined on the last page of this manual and will be strictly enforced.
- Should a homeowner have a concern regarding a lack of adherence of a standard or the procedure by a fellow resident, that concern should be communicated directly to HMS in writing. HMS will follow up all concerns that fall within the boundaries of the Covenants or this manual. When considering making such a report, please distinguish between consistent non-compliance versus minor infractions. The overall goal is the maintenance of high aesthetic standards for the community through cooperation and mutual regard for our neighbors.

Jennifer Oaks Design Standards & Neighborhood Guidelines

updated 2020-10-22

Enforcement Procedures

VIOLATION

PENALTY

Not obtaining ACC Approval

\$250.00

Failure to apply for ACC approval or to commence work prior to obtaining approval will result in a monetary fine. A warning letter will not be sent. The penalty will be automatically assessed.

First Notice

Friendly Reminder

Any resident who is advised of a Design Standard or Covenant Violation in writing will first be sent a friendly Covenant Violation reminder. No time line for remedy defined.

Second Notice

Warning Letter

Second letter sent to resident advising that the condition(s) cited in the first letter still exist(s). The resident is given thirty days (or 15 or 10 **BOD decision**) to remedy. If resident fails to correct the situation within the stated time, the BOD reserves the right to take further action such as fining.

Third Notice

Fining Notice \$25/day

Third letter advises resident that the violation still exists and the Board has determined that a fine of \$25 per day will be applied to the account beginning thirty days (or 15 or 10 **BOD decision**) from the date of the letter and will continue until the resident has informed HMS in writing that the violation has been remedied.

Failure to pay Assessed Fines

Lien

Any assessed penalties left unpaid and/or if the Association incurs any costs associated with exercising these procedures (e.g., legal fees), will warrant a lien against the property.

Homeowner appeal and request for a hearing before the ACC / BOD must be submitted in writing to HMS P.O. Box 2458, Alpharetta, GA 30023.