



ARC GUIDELINES

Waterside HOA

ABSTRACT

The Detailed Guidelines for the Architectural Review for Waterside Subdivision in City of Milton, GA

Contains the Procedures for requesting ARC Approval and detailed description of approved items and Items not allowed.

ARC Request Classification & Common Procedures for creating Requests

Note: All requests must be sent to ARC email - arcrequests@watersideinfo.com

1. **Type 1A – Any modification to the exterior building structure which needs the city building permit.**

Examples are -

- 1.1. Adding or changing patio or deck, alter room structure which needs change in external of the building walls, Extend the room or add new room
- 1.2. Any changes which require building permits from city of Milton

The process to be followed by requesting homeowner -

- 1.3. Homeowner needs to Initiate first ARC request with high level project description and outcome of the project to assess the fitment for the Waterside subdivision guidelines. He can submit the rough sketches showing approximate dimensions or other details of the changes to be made. Once the preliminary conditional approval is received from ARC, proceed with the steps below. This preliminary conditional approval is not a permit to initiate construction. The next set of steps are required to get approval for the project
- 1.4. For decks, patios - From a licensed Architect, prepare the Architectural and Engineering drawings showing all details of plan, elevation and specs of each component of the structure. Example – for deck, Footings for posts, framing details like main posts, Beams, Beam installation, Joists, Joists hangers, ledger board, decking, handrails, handrail posts, staircase specs including landing etc. Additional documents such as Material list (Bill of Material) which includes type and quality of material, qty of material etc. need to be included
- 1.5. For house alteration, similar architectural drawings as above from licensed Architect, are needed which show
 - 1.5.1. Detailed plan for proposed alteration of the house on the main floor, second floor, basement and roofing
 - 1.5.2. Elevation drawings
 - 1.5.3. Detailed specs of each new/replaced component for alteration of the house
 - 1.5.4. Load calculations on how the altered section of the house will be stable and will not have risk of structural instability and damage
 - 1.5.5. Bill of Material
- 1.6. The details of the licensed contractor doing the construction work including his license details
- 1.7. Determine approximate cost of the project split between material and labor
- 1.8. Follow the process of obtaining the building permit from City of Milton for your project. This requires the submission of all the above documents and drawings and other information with the building permit application to City of Milton
- 1.9. Once the building permit is obtained from City of Milton, submit all the above documents and the copy of the city permit to ARC as a new ARC request for approval.

2. **Type 1B - Modification to the exterior building structure which does not need city permit.**

The examples are -

- 2.1. Changing front door/windows/shutters
- 2.2. Roof replacement

- 2.3. Garage Doors replacements
- 2.4. Installation of any structure detached from the main house (such as doghouse, storage houses etc.) –
 - 2.4.1. Any external structure of any kind or any size for sheltering any animals (domesticated or wild e.g. dogs, cats or any other animals or birds) is NOT allowed on any lot in Waterside
 - 2.4.2. Any other external structure to be used for the purpose of storage only (Storage houses or sheds) needs to be approved by ARC/HOA board

The process to be followed by requesting homeowner -

- a. Homeowners need to send pictures of the existing components (door, window, shutter, siding roof, garage door etc)
- b. Homeowners need to send the pictures of the new components which will be installed or used for replacement
- c. If there is any coloring required for a new component, the color needs to be specified, and it should be within the ARC guidelines. Color similar to existing component is allowed by default if it is approved before by ARC
- d. After the project is completed, homeowners need to send the pictures of the completed project for documentation
- e. For any external detached structure to be installed or constructed (e.g. storage house), homeowner must submit the detailed plan showing the location of the external structure on the lot, details of the external structure such as length, width, height, material used for building, purpose of the structure, distance of the structure from the boundaries of the property. Homeowner must understand the limits on the size and location of the external structure

3. Type 2 – Landscaping and any items around the building in homeowners Lot

- 3.1. Driveway and walkway
- 3.2. Front bushes, land surface covering material (pine straw, mulch, rocks etc.) for decorative landscaping
- 3.3. Mailbox
- 3.4. Front yard
- 3.5. Backyard
- 3.6. Fence
- 3.7. Rainwater channel

Items which are auto approved OR do not need ARC approval:

- 1.1.1. All flowerbeds and shrubs areas need to be covered with one of the following:
 - i. Mulch - approved colors are Black, brown, red (No other color is allowed)
 - ii. Pine straws
 - iii. Wood chips - approved colors are Black, brown, red (No other color is allowed)

For all other requests, the process to be followed by homeowner –

- a. Homeowners need to send pictures of the existing part / item such as overall landscape and part to be replaced or enhanced, driveway, walkway, fence (for replacement) etc
- b. Homeowners need to send pictures or documentation of the proposed project which will be installed or replaced with
- c. If any project involves digging anywhere on the lot, no matter how deep it will be, a utility line marking needs to be done to identify the utility pipes or cables. Homeowners need to submit the pictures of the

utility line markings on their lot and personal affidavit that the project will not damage any of the utility pipes or cables in any way, and he has full responsibility to repair the damage to any utility line or cables caused by the project execution

- d. For fence, request needs pictures of the fences installed by neighbors on all sides in their lots. Also include type of the fence, post types, location on the lot where the fence will be installed. The outer edge of any part of the fence, including the posts, needs to be inside the property lines. In other words, no part of the fence should cross the property boundary into the neighbor's lot.
- e. If there is any coloring required for a new component, the color needs to be specified, and it should be within the ARC guidelines. Color similar to existing component is allowed by default if it is approved before by ARC
- f. After the project is completed, homeowners need to send the pictures of the completed project for records

4. Type 3 – Services

- 4.1. **Painting of the exterior of the house** (Includes all sides, woodwork, gutters, chimney top, door, shutters, garage door etc.) (Color Schemes approved - <https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/alpharetta/ga/waterside/>)

The process to be followed by homeowner

- 4.1.1. Homeowners must submit the pictures of his house on all sides, clearly showing the existing color on each type of surface such as bricks, siding, shakes, metal surface, shutters, front door, garage doors etc.
- 4.1.2. Homeowners must submit pictures of the proposed new colors (picture of the color card, taken in bright light (daylight)). This should include proposed new colors for all surfaces –
 - 4.1.2.1. Siding
 - 4.1.2.2. Bricks – If bricks are to be painted
 - 4.1.2.3. Shakes
 - 4.1.2.4. Any other surface on the walls of house
 - 4.1.2.5. Front door, paintable windows
 - 4.1.2.6. Shutters
 - 4.1.2.7. Metal surfaces if any
 - 4.1.2.8. All external Woodwork – Trims, Fascia board, additional woodwork used for vents, chimney boards, moldings etc
 - 4.1.2.9. Chimney top
 - 4.1.2.10. Gutters and Downspouts
 - 4.1.2.11. Any additional paintable surface
- 4.1.3. Type of color to be used

- 4.2. **Installation of external lights on the house** – Any type of external lighting to be installed on the house need to be approved by ARC. Excessive exterior lighting (beyond reasonable) will not be permitted

The process to be followed by homeowner -

- 4.2.1. Homeowner must submit the details of all new lighting fixtures and bulbs (type of light). This must include pictures of the lighting fixtures, hanging method, details of how electrical wires will be run to the fixture to supply electricity, type of bulb to be used (Incandescent, halogen, LED etc.), type

of light (Soft white, Warm white, Daylight, Cool white etc.) (No colored lights or multicolor lights are allowed except for temporary seasonal occasions during festivals)

4.2.2. Homeowner must submit the locations where lights will be installed on the exterior of the house

4.3. **Tree removal** -

The process to be followed by homeowner –

4.3.1. The request to remove any tree bigger than 6” (6 inches) in diameter at 2 feet height needs ARC approval and the approval from city arborist

4.3.2. The request must be submitted with the details and approval from Milton city Arborist

4.3.3. The link to the guidelines of city of Milton and procedure to obtain city permit is -

<https://www.miltonga.gov/government/community-development/tree-conservation/tree-removal-guidelines>

4.3.4. From city guidelines –

4.3.4.1. A tree removal permit is required for any tree 15” DBH (which stands for “diameter at breast height, the standard for tree diameters measured at 4.5 feet above the ground) and larger. You calculate DBH by taking this measurement, then dividing the circumference of the trunk by 3.14 (or 22/7 or "pi.") In other words, if you have trees larger than that to remove, you'll need a permit.

4.3.4.2. Any small canopy tree 8” and larger -- such as a dogwood or redbud -- or any tree located within a landscape or stream buffer also needs a tree removal permit from the City of Milton.

4.3.4.3. For additional information, refer to the website as above

5. **Type 4 – Temporary Installations (Up to 7 / 15 days)**

5.1. Tent for any major event at house

5.2. Temporary storage cabin

5.3. Temporary house for animals strictly on short term

5.4. Yard signs on a short-term basis

The process to be followed by homeowner –

- a. For any temporary structure, homeowner needs to inform the HOA/ARC, all the details of the structure to be erected such as description of the structure, all dimensions, height, location where it will be installed, material of structure and any relevant details
- b. The dates when the structure will be erected and when it will be completely taken down
- c. All temporary structures must be taken down after 15 days.
- d. If a request is made by homeowner for days beyond 15 days, ARC can approve additional up to 15 days as an one-time exception

Part 2

--- Architectural Guidelines ---

1. Structural Alteration of the House

1.1. Walls of the house on all sides – Siding, bricks, stucco etc

1.1.1. Description of the change –

1.1.1.1. Change of type of external walls such as change from siding to brick or brick to shakes etc.

1.1.1.2. Changing the plan to extend the wall out

1.1.2. Documentation required – Along with following the process for structural change approval as given above, additionally homeowner needs to submit the pictures of the existing walls, details and pictures of new type of wall to be installed, colors of new wall

1.1.3. Allowed items –

1.1.3.1. The same type of wall as existing wall

1.1.3.2. The proposed wall type matches other neighboring houses i.e. if all houses have front elevation as brick, just one house cannot have bricks on 3 sides, unless this change is allowed by majority board members

1.1.3.3. Different types of bricks

1.1.3.4. Bricks or sidings fully or in part, can be replaced with shakes

1.1.3.5. The stones are allowed only till the height of first floor on front elevation

1.1.3.6. Brick water table is allowed on the front

1.1.4. Items not allowed –

1.1.4.1. Any type of wall which does not exist in Waterside like stones on the side or back etc

1.1.4.2. Mixed type of wall like half stone and half bricks

1.1.4.3. For any added room to the house, no window air-conditioner is allowed

1.2. Front door, Windows, shutters, Garage door

1.2.1. Description of the change –

1.2.1.1. Replacement of front door, single door to double door/French door, decorative door

1.2.1.2. Replacement of shutters or windows

1.2.1.3. Replacement of garage door

1.2.2. Documentation required – The process to be followed by homeowner –

1.2.2.1. Homeowners need to send pictures of the existing components (door, window, shutter, siding roof, garage door etc)

1.2.2.2. Homeowners need to send the pictures of the new components which will be installed or replaced with

1.2.2.3. If there is any coloring required for a new component, the proposed color needs to be specified, and it should be within the ARC guidelines. Color similar to existing component is allowed by default if it is approved before by ARC

1.2.2.4. After the project is completed, homeowners need to send the pictures of the completed project for documentation. ARC must indicate this in the approval email.

1.2.3. Allowed items – Approve the request, if any one of the following is met -

1.2.3.1. If the replacement is near similar to the existing one which was approved before by ARC/Board

- 1.2.3.2. If any other houses are permitted to make any similar improvement with ARC approval before. Needs documented proof of this.
- 1.2.3.3. If the replacement item aesthetically fits in the neighborhood and improves the looks of the home and neighborhood
- 1.2.3.4. Garage doors with glass windows, handles and panels with a normal design pattern
- 1.2.4. Items not allowed – No grills or any kind of bars or security protections on the front door or windows

1.3. Addition of enclosed and weatherized rooms OR Open rooms to the main building

- 1.3.1. Description of the change –
 - 1.3.1.1. Addition of the room on the first floor and/or second floor e.g. weatherized sunroom
 - 1.3.1.2. Addition of the room at basement level
 - 1.3.1.3. Any open room with nets or no nets, any cabana or any structure attached to main building
- 1.3.2. Documentation required – Along with following the process for structural change approval as given above, additionally homeowner needs to submit the pictures of the existing walls, other details like colors to be applied of new areas built
- 1.3.3. Allowed items –
 - 1.3.3.1. Addition of new weatherized enclosed areas/rooms are allowed in waterside after completing the whole process as given in common process required with city permits
 - 1.3.3.2. The new structure must be compatible with existing structure with same colors, style and pattern, including roofing, if involved
- 1.3.4. Items not allowed –
 - 1.3.4.1. For any added room to the house, no window air-conditioner is allowed
 - 1.3.4.2. No additional fireplace can be installed in the new area requiring installation of the 2nd chimney

1.4. Chimney and Chimney top

- 1.4.1. Description of the change –
 - 1.4.1.1. Chimney top replacement
 - 1.4.1.2. Altering height of chimney
- 1.4.2. Documentation required –
 - 1.4.2.1. Needs picture of old top and picture of new top to be replaced
 - 1.4.2.2. Detailed specification of the proposed change in height
- 1.4.3. Allowed items –
 - 1.4.3.1. Replacement with exactly same chimney top
 - 1.4.3.2. Increasing the chimney height to maximum to 5 feet above top of roof line
 - 1.4.3.3. Chimney tops need to be painted in an approved black metallic flat color
- 1.4.4. Items not allowed – Any chimney top which is of different type than other installed on houses in Waterside

2. Additional structures attached to the house

2.1. Deck including staircase

- 2.1.1. Description of the change – deck replacement, deck alteration / extension, Adding roof to the deck, Enclosing the deck with weatherized livable room
- 2.1.2. Documentation required – Refer to the section for Structural changes

- 2.1.3. Allowed items – All types of deck changes are allowed in Waterside including 2 floors decks and enclosed rooms on the deck. So each case need to be handled individually with care taken that if the requested type of deck already exists in Waterside with prior approval, it can be approved.
- 2.1.4. Items not allowed – Based on individual case. Any structure which will not fit the waterside common aesthetics is not allowed

2.2. Driveway, Patio and pathway in front, including steps

- 2.2.1. Description of the change – Replacement of existing one or addition of new.
- 2.2.2. Documentation required –
 - 2.2.2.1. Pictures of the existing driveway, patio and pathway
 - 2.2.2.2. Details of the proposed new driveway, or patio or pathway with style, details of material for the surface such as tiling
- 2.2.3. Allowed items –
 - 2.2.3.1. Replacement with similar one as existing driveway, patio or pathway with exactly same dimensions on all sides
 - 2.2.3.2. Addition of the tiles on patio only
 - 2.2.3.3. Driveway with different surface style (decorative) compatible with any driveway in Waterside
- 2.2.4. Items not allowed –
 - 2.2.4.1. colored driveways, any other type of driveway which does not fit and degrade the aesthetics of homes around in waterside
 - 2.2.4.2. No additional pathway of any type is allowed in front of the house. The pathway connected from driveway to home entrance, which is originally created for the house is only permitted
 - 2.2.4.3. No tiled pathway or stone pathway is allowed in front yard of the house. Any such pathway can be installed on only one side of the house from 4 feet behind the front edge of the house to back side. This should not be visible from the street.

2.3. Patio in rear

- 2.3.1. Description of the change – Installation of the concrete patio in rear
- 2.3.2. Documentation required –
 - 2.3.2.1. All details of the new Patio such as all dimensions, thickness of patio, shape of patio, what structure will be installed on Patio such as deck, enclosed room etc.
 - 2.3.2.2. The sketch which shows the location of new patio, dimensions etc.
 - 2.3.2.3. Since this involves digging, homeowner must get the utility and cables lines marked from the authorized dept and send the picture of line marking done
- 2.3.3. Allowed items –
 - 2.3.3.1. Different type of Patios in rear are allowed in waterside which are aesthetically good. The patios must have natural concrete color of grey or white or slight variation of white only.
 - 2.3.3.2. Patios on each side should align with side edge of the house i.e. length of the patio must not exceed length of the backside of the house
 - 2.3.3.3. Width of Patios i.e. must not exceed 15 feet from the rear wall of the house
- 2.3.4. Items not allowed – Anything other than normal patios approval can be decided on a Case-by-case basis. No unusual and odd designs of Patio which will look aesthetically bad and may bring down property value should be approved without approval from the board

2.4. Fence

- 2.4.1. Description of the change – Installation of new fence, change the type of fence, Change the paint on fence
- 2.4.2. Documentation required –
 - 2.4.2.1. Pictures of the fences installed by neighbors on all sides in their lots.
 - 2.4.2.2. Details of the fence such as type/design of the fence, post types, slat details, horizontal support details, height of the posts, height of the slats at highest point, length between 2 posts, footing details for post installation, location on the lot where the fence will be installed.
- 2.4.3. Allowed items –
 - 2.4.3.1. Fences similar to the design and type of fence installed by neighbor
 - When there is no conflict, homeowner must install the fence which is similar to his neighbor, if it is already installed with HOA / ARC approval.
 - When there is conflict about the type/design of the fence around multiple neighbors, homeowner can select any one fence type used by the neighbor. Homeowners should not introduce new type of the fence
 - 2.4.3.2. Allowed fence types are shadow-box style privacy fencing constructed of six (6) foot maximum height, dog-eared, cedar or pine wood with 4x4 posts and slats. Open types of fences are also allowed.
 - 2.4.3.3. The height of the post must not exceed 6'
 - 2.4.3.4. The height of the slats must not exceed 5'-9" at its highest point
 - 2.4.3.5. All posts must be of pressure treated wood and must be installed in the ground with 1' x 1' and 2 feet deep footing filled with concrete
 - 2.4.3.6. The top edge of the slats can be curved downward or upward or flat
 - 2.4.3.7. The outer edge of any part of the fence, including the posts, must be inside the property lines. In other words, no part of the fence should cross the property boundary into the neighbor's lot
 - 2.4.3.8. The Horizontal bars or cross bars should be installed on the inner side of the fence facing the homeowner's lot. These should not be see from outside
 - 2.4.3.9. All parts of the fence should be stained or painted in natural Color showing natural woodgrains
 - 2.4.3.10. All fences must have 2 doors, one in front and second in the back
 - 2.4.3.11. Any additional decorative structure such as arbor can be approved if they improve the looks of the fence
 - 2.4.3.12. The edge of the fence towards the front of the house should end at rear 1/3rd of the wall of the house. 2/3rd of the wall must be clearly visible from the street
 - 2.4.3.13. Fences the lake front lots must not enclose the lake easement area i.e. there must be at least 25 feet distance between the rear edge of fence and the nearest edge of the lake touching the lot or neighboring lots
 - 2.4.3.14. Any part of the fence must not obstruct any natural or artificial rainwater drainage system in any way. If there is a water drainage channel already established on any part of the property, homeowner must keep the channel open all the time. Homeowners are not allowed to build or install any object, fence or anything which can obstruct or prevent the flow of water

2.4.4. Items not allowed –

2.4.4.1. No vinyl or chain link or any metal or any other material can be used for erecting the fence

2.4.4.2. Fence should not be painted in any other color than transparent stains or paints

2.5. **Mailbox** – All mailboxes in Waterside homes must be of same type approved by HOA. The details of the mailboxes are on the waterside website watersideinfo.com. No other mailbox type is allowed.

2.6. Permanent structure detached from main building, in a same lot

2.6.1. Any external structure of any kind or any size for sheltering any animals (wild or domesticated e.g. dogs, cats or any other animals or birds) is NOT allowed on any lot in Waterside

2.6.2. Any other external structure to be used for the purpose of storage only (Storage houses or sheds) must follow the guidelines as below. These need to be approved by ARC/HOA board with the clear justification documented

1.1.1.1. Any external structure to be used for storage must be invisible from the street. This needs to be verified from the submitted plan showing location and occupied area of the structure

1.1.1.2. There must be at least 6 feet distance kept from the nearest edge of the structure to the nearest boundary of the lot on all sides of the structure

1.1.1.3. Homeowners must install and maintain a Fence on his lot according to guidelines for Fence in Waterside. These external structures are not permitted without the installation of the fence

1.1.1.4. The detached structure for storage must not exceed the area, 8 feet x 8 feet, and must be located in the rear of the house

1.1.1.5. No detached external structure is allowed in front and both sides of the house even behind the fence

1.1.1.6. The height of detached external structure must not exceed 6 feet at the tallest part of the structure

1.1.1.7. The materials, style, color and look of the external structure must match the main house on the lot

1.1.1.8. The external detached storage structure must be constructed of wood only and maintained with appropriate care such as staining or sealing with natural color OR painted in the same color as paint of the main house.

1.1.1.9. The prefabricated storage sheds made of vinyl or other soft material need to be approved by the Board

1.1.1.10. No more than 1 external structure is allowed on a single lot

2.7. Play equipment, swing sets

2.7.1. Description of the change – New play equipment or swing set installation on the lot

2.7.2. Documentation required –

2.7.2.1. Pictures of new swing set or play equipment (from the box or website etc)

2.7.2.2. Complete dimensions of the swing set/play equipment. The total end-to-end length, width and total height

2.7.2.3. The location of the installation of the swing set/play equipment on the lot showing the distance of edges of the swing set/play equipment from the property lines

2.7.2.4. Paint to be applied to wooden parts of the swing set/play equipment

2.7.3. Allowed items –

2.7.3.1. Only wooden swing set/play equipment with plastic or vinyl accessories is allowed

- 2.7.3.2. The swing set/play equipment proportional to lot size can be approved (Less than 25' in length and/or width and 20' in height)
- 2.7.3.3. The proper mulch or woodchips or sand is required where suggested by the manufacturer to avoid injuries
- 2.7.3.4. The edge of the swing set/play equipment should have at least 6' distance from the nearest property line on all sides
- 2.7.3.5. Professional installation of the swing set/play equipment is recommended for ensuring the stability and safety of the same
- 2.7.3.6. Note – It is recommended that a fence according to Waterside ARC guidelines be erected around the lot, when a swing set or play set is installed. ARC should make these recommendations in the approval email. (Note - These are not mandates.)
- 2.7.4. Items not allowed –
 - 2.7.4.1. Metal swing set or play equipment is not allowed
 - 2.7.4.2. Any swing set or play equipment excessively large in size (Over 25' in length or width and 20' in height) is not allowed

2.8. **Installation of external lights on the house** – Any type of external lighting to be installed on the house need to be approved by ARC. Excessive exterior lighting (beyond reasonable) will not be permitted

- 2.8.1. Description of the change – New installation of exterior lighting / Change in exterior lighting
- 2.8.2. Documentation required – The process to be followed by homeowner
 - 2.8.2.1. The homeowner must submit the details of all new lighting fixtures and bulbs (type of light). This must include pictures of the lighting fixtures, hanging method, details of how electrical wires will be run to the fixture to supply electricity, type of bulb to be used (Incandescent, Halogen, LED etc.), type of light (Soft white, Warm white, Daylight, Cool white etc.) (No colored lights or multicolor lights are allowed except for temporary seasonal occasions during festivals)
 - 2.8.2.2. The homeowner must submit the locations where lights will be installed on the exterior of the house
- 2.8.3. Allowed items –
 - 2.8.3.1. Normal additional lighting can be approved on a case-by-case basis
 - 2.8.3.2. Only different shades of white light is allowed (Soft white, Warm white, Daylight, Cool white)
- 2.8.4. Items Not Allowed –
 - 2.8.4.1. Excessive lighting or colored lighting
 - 2.8.4.2. No colored lighting is allowed
- 2.8.5. Exceptions – Any temporary Festive lighting is allowed during the major festivals and for individual celebrations in the house. The temporary lighting must be removed after the reasonable time period and/or within 2 weeks after the festivals are done

3. Landscaping

3.1. **Trees (Front and back)** – Any healthy tree is permitted. If the big tree is removed, then homeowner should replace it with new big or small tree.

3.2. Flowerbeds and Shrubs –

- 3.2.1. Homeowner must maintain the front flowerbeds, bushes and shrubs to preserve the aesthetics of the home, and it should be in similar style as other homes commonly use in Waterside

- 3.2.2. All flowerbeds and shrubs areas need to be covered with one of the following. These are auto-approved. If request comes for the same, any ARC member can send approval without majority voting process.
 - 3.2.2.1. Mulch - approved colors are Black, brown, red
 - 3.2.2.2. Pine straws
 - 3.2.2.3. Wood chips - approved colors are Black, brown, red
 - 3.2.2.4. Lava rocks OR White Pebbles are allowed only if they are within the decorative border wall created as below
- 3.2.3. The flowerbeds and shrubs area can have a decorative border wall made of decorative stone blocks of reasonable size less than 30" height in front and 42" on the side to compensate for the slope
- 3.2.4. No fence (Small or big) of wood or metal or any other kind is permitted in the front of house (not even around the mailbox)
- 3.2.5. Exterior sculpture, fountains, flags, and similar items must be approved by the ARC and Board on a case-by-case basis without prejudice and without selective discrimination
- 3.3. **Grass** – Only the Bermuda grass is permitted in waterside lawns in front, sides and rear of the house. Request to use any other type of grass like Fescue and Zoysia etc, need to be approved by HOA board. A proper justification is required for using different type of grass (Fescue is not permitted and should be a last option on exception)
- 3.4. **Vegetable gardens** – Small vegetable gardens are permitted only upon the approval of ARC. In an approval email, ARC must indicate the following points.
 - 3.4.1. The vegetable gardens must be in the rear of the house, not visible from the street and should not occupy more than 8 feet x 5 feet area of backyard.
 - 3.4.2. Raised vegetable gardens are permitted only on an exception basis with HOA board approval and proper justification
 - 3.4.3. Vegetable gardens are allowed to have only small shrubs and small plants / vines.
 - 3.4.4. Vegetable gardens must not have any weeds or dried / dead plants or branches
 - 3.4.5. Homeowners need to take every measure to prevent insect and rodent infestations around the vegetable gardens. If vegetable gardens attract rodents and wild animals for any reasons, even after the preventative measures are taken, homeowner must remove the vegetable garden immediately. His approval for the vegetable garden is revoked due to non-compliance.

3.5. Tree Removal

The process to be followed by homeowner –

- 3.5.1. The request to remove any tree bigger than 6" in diameter at 2 feet height needs ARC approval and the approval from Milton city Arborist.
- 3.5.2. The link to the guidelines of city of Milton and procedure to obtain city permit is - <https://www.miltonga.gov/government/community-development/tree-conservation/tree-removal-guidelines>
- 3.5.3. The request must be submitted with the approval from Milton city arborist
- 3.5.4. Removal of large tree should be followed by planting another big or small tree. If a large tree is not replaced by another tree, the area from where tree was removed, should be levelled and sodded to look homogeneous with surrounding area
- 3.5.5. From Milton city guidelines –

- 3.5.5.1. A tree removal permit is required for any tree 15" DBH (which stands for "diameter at breast height, the standard for tree diameters measured at 4.5 feet above the ground) and larger. You calculate DBH by taking this measurement, then dividing the circumference of the trunk by 3.14 (or 22/7 or "pi.") In other words, if you have trees larger than that to remove, you'll need a permit.
- 3.5.5.2. Any small canopy tree 8" and larger -- such as a dogwood or redbud -- or any tree located within a landscape or stream buffer also needs a tree removal permit from the City of Milton.
- 3.5.5.3. For additional information, refer to the website as above

3.6. Yard signs

Allowed items without ARC approval - "For Sale" and "For Rent" signs, and security signs may be erected upon any Lot. These signs must be consistent with the Community-Wide Standard as specified below.

Legal authorities can place the appropriate signs required for legal proceedings.

Community-Wide Standard for Yard signs:

All other yard signs shall be erected by an Owner within the Community with the prior written approval of the ARC.

Community-wide standards for the allowed Yard signs –

- 3.6.1. The sign must be with printed letters and should not exceed 18" x 24" size
- 3.6.2. No handwritten sign is allowed for any period
- 3.6.3. *For House transactions –*
 - 3.6.3.1. Standard signs used by licensed realtors for "For Sale" or "For Rent".
 - 3.6.3.2. "Open House" or "House Show" kind of signs should be placed only from the day before the event and a day of event, upon ARC approval with dates
- 3.6.4. *For personal Signs –*
 - 3.6.4.1. Signs to announce any event such as Graduation, birth of child, birthdays or any such events can be erected no more than 1 week.
 - 3.6.4.2. Garage Sale signs - This can be erected from 1 day before the day of garage sale till 6:00pm on day of Garage Sale
 - 3.6.4.3. Any sign showing political candidate approval is allowed for 4 weeks prior to the election day and needs to be removed within 1 week after the election day.
- 3.6.5. *Other signs –*
 - 3.6.5.1. Security Company Signs – If owner creates the sign, the size of the sign is restricted to 12" x 12". If any professional sign provided by security company, It can be erected within the reasonable size limit, not exceeding 18"x18"
 - 3.6.5.2. Any other signs such as "Pick up after dog" or "Electric fence" or "Stay out" or "Private Property" or "No trespassing" etc can be erected upon approval of the ARC and must follow the size limit of 12"x12"

4. Exterior Painting of house

- 4.1. Description of the change – Repaint the whole exterior of the house or partially paint the damaged color
- 4.2. Documentation required –

- 4.2.1. Homeowners must submit the pictures of his house on all sides, clearly showing the existing color on each type of surface such as bricks, siding, shakes, metal surface, shutters, front door, garage doors etc.
- 4.2.2. Homeowners must submit pictures of the proposed new colors (picture of the color card, taken in bright light (daylight)). This should include proposed new colors for all surfaces –
 - 4.2.2.1. Siding
 - 4.2.2.2. Bricks – If bricks are to be painted
 - 4.2.2.3. Shakes
 - 4.2.2.4. Any other surface on the walls of house
 - 4.2.2.5. Front door, paintable windows
 - 4.2.2.6. Shutters
 - 4.2.2.7. Metal surfaces if any
 - 4.2.2.8. All external Woodwork – Trims, Fascia board, additional woodwork used for vents, chimney boards, moldings etc
 - 4.2.2.9. Chimney top
 - 4.2.2.10. Gutters and Downspouts
 - 4.2.2.11. Any additional paintable surface
- 4.2.3. Type of color to be used
- 4.3. Allowed items – Based on the scheme of the allowed colors, the request can be approved. The color scheme is to be used as a guideline. Little variation of the color from the scheme is ok to approve. If any request is received for painting the exterior of the house with same or slight variation of the existing approved color, the request needs to be approved. Same type of surface must get same color on all sides of the house e.g. siding on 3 sides of house must be painted in same color. All woodwork must get the same color
- 4.4. Items not allowed – Any new color completely outside of approved color schemes need to be approved by HOA Board. Absolutely NO to colors which will not match houses around it and overall aesthetics of the community.

5. Roof

- 5.1. Description of the change – Roof replacement
- 5.2. Documentation required –
 - 5.2.1. Pictures of existing roof with details of the shingles
 - 5.2.2. Pictures of new shingles showing Type and color of Shingles
 - 5.2.3. Type of Venting to be installed on the roof
 - 5.2.4. Waterproofing of the roof boards or decking before shingles installation
- 5.3. Allowed items –
 - 5.3.1. Any type of Architectural shingles permitted (Plain and 3-tab shingles needs Board approval with proper justification such as huge difference in cost etc.)
 - 5.3.2. The color of the shingles should be suitable for the color of walls of house
 - 5.3.3. Approved colors for shingles are provided in the appendix
 - 5.3.4. Center Ridge vents or Turtlebacks on backside of the roof OR their combinations (Rarely) are allowed
- 5.4. Items not allowed – Any color which is not on approved color list
- 5.5. Exceptions – If the color of new shingles is similar to the color of existing shingles, the new shingles will be auto-allowed. The choice of color is grandfathered in.

6. Additional Miscellaneous Installations –

- 6.1. No solar energy collector panels or attendant hardware or other energy conservation equipment shall be constructed or installed
- 6.2. No swimming pool shall be constructed, erected or maintained upon any Lot.
- 6.3. Hot tubs and portable spas shall be permitted on a case-by-case basis with the prior written consent of the ARC and then only if enclosed by an approved fence. The decision needs to be taken without any discrimination.
- 6.4. No Statuary or play equipment (including, without limitation, basketball goals) shall be erected on any Lot without the prior written consent of the Architectural Review Committee, and any such items must be located between the rear dwelling line and the rear lot line. Without limiting the foregoing, basketball goals may be installed providing they are constructed of black poles, permanently mounted, not visible from the street, and the Architectural Review Committee approves the location, height and type of goal and post.

7. Temporary structures installation (Attached or detached from house)

- 7.1. The status of “temporary” is considered as any structure installed for maximum of 2 weeks
- 7.2. Repeated installation of such structure will be considered as installation of the structure on a permanent basis. This will need a complete procedure of ARC request and approval from ARC
- 7.3. Temporary structures such as doghouses or storage houses or shed/tents for short-term can be erected without prior approval from ARC but the homeowner must give a detailed description of the structure, its purpose, the start and end date this structure will be set up, to HOA prior to the setup
- 7.4. Homeowner must promptly remove the structure and restore the area to its original state as prior to the erection of the structure within 2 days after the specified end date provided by homeowner
- 7.5. Any such structure built on the lot must not create any nuisance of any kind to anyone in the neighborhood, which includes and not limited to noise, smoke, smell, dirt and cosmetics
- 7.6. As much as possible, the temporary structure should not be visible from outside the lot

8. Common Areas

- 8.1. Channels for rainwater – No construction or alteration is permitted to rainwater channels. The construction of any kind which impacts the natural flow of the rainwater must be denied. If any such construction is done, the homeowner must remove it immediately and repair the damage to the water drainage channels to restore the water flow to its original state, at his expense