

# Architectural Guidelines

## COMMUNITY ARCHITECTURAL APPEARANCE GUIDELINES

WILLOW RUN RECREATION ASSOCIATION, INC.

These Architectural Guidelines, Appearance and Design Standards  
Supersede Any Previous Standards.

## COMMUNITY ARCHITECTURAL APPEARANCE GUIDELINES

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SUMMARY

## INTRODUCTION

The Declaration of Protective Covenants for Willow Run Subdivision provides for a design review process through which property improvements must be approved by an Architectural Control Committee (ACC). This provision applies to new construction as well as any exterior modification of existing homes/ properties, and 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 ACC's role is to *preserve, protect and enhance the value of the properties in Willow Run Subdivision* by enforcing the Declaration of Protective Covenants. The ACC is chartered to ensure uniform and equitable compliance with these covenants. The ACC can be appointed per our covenants article IX and enforcement per article VI of our covenants.

The following *Community Design Guidelines* are provided to amplify and supplement our community's covenants. Note that in the event of a conflict, the Declaration of Protective Covenants will control.

### **REQUEST APPROVAL BEFORE BEGINNING ANY IMPROVEMENTS OR**

**MODIFICATIONS!** The vast majority of problems occur when a homeowner begins a project without approval from the ACC.

Each request for project approval is unique to the lot to which it pertains. Each request will be evaluated on the individual and unique elements of the project. *Unauthorized actions by a homeowner and/or prior ACC action on requests of a similar nature will not serve as a precedent for any subsequent request for project approval. All decisions of the ACC will be finalized by the Board of Directors.*

The contents of these guidelines, and any actions of the ACC or its agents, are not intended to be, and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for intended use of submitted plans, materials, or constructions, nor ensuring compliance with building codes, zoning regulations or other governmental requirements. Neither the Association, the Board, the ACC, nor member thereof shall be held liable for injury, damages or loss arising out of any approval or disapproval, construction or through such modification to a lot.

**Failure to comply with these guidelines will subject the owner to the enforcement actions outlined herein below.**

## APPLICATION INFORMATION

An *Application for Modification*, hereinafter called "Form," is provided for use in requesting review/approval of an exterior modification. This form should be submitted to the ACC at least 30 days prior to the anticipated time that you intend to begin work. **Modification requests must be approved, in writing, before any work begins.**

A completed Form must be submitted through the ACC for all other types of improvements or modifications. All modification approvals must be in writing.

**It is strongly suggested you contact Fulton County and the City of Johns Creek to confirm and obtain any and all zoning requirements prior to submitting to the ACC.**

## GUIDELINES

### GUIDELINE #1: EXTERIOR BUILDING ALTERATIONS

#### General Guidelines

A Form **must be submitted for all** major exterior projects that would change the footprint of the home. Any changes to the plans as approved by the ACC the owner must submit such changes for approval prior to commencing construction.

*\*Homeowners are advised that a County or City building permit will be required for certain exterior alterations.*

## Painting

Repainting requires prior written approval only if the color is changed or if the original color before painting is not a neutral color. A paint color change requires the following information:

1. paint sample;
2. description of area of home to be repainted.

## Awnings

A Form **must be submitted** for all awnings. Awnings or coverings must be either canvas or a structural extension of the home's existing roof. Colors or finish must be compatible with the home's primary and trim colors. Addition of awnings or coverings requires the following information:

1. picture or drawing of all windows/doors on which awnings will be installed and their location (back or side -- generally, awnings are not allowed on the front of the home);
2. picture depicting style of awning to be installed; and
3. color samples and materials list.

## Detached Buildings (Article VII (D) of covenants)

Outdoor sheds that are less than 100 square feet do not need to have a form submitted. Detached buildings that are larger than 100 square feet require approval and must meet the following requirements:

1. size shall be limited to 180 square feet;
2. the building should generally be located in the rear of the home with primary emphasis being that placement on the lot minimizes visual impact on adjacent properties or from the street;
3. building may not be used for any purpose that may be deemed by the ACC to cause disorderly, unsightly, or unkempt conditions;

## GUIDELINE #2: DECKS AND RETAINING WALLS

A Form **must be submitted** for all decks and retaining walls. The following, without limitation, will be reviewed: location, size, conformity with design of the house, relationship to neighboring dwellings, and proposed use. The following information is required:

- a site plan denoting location, dimensions, materials and color.

The following guidelines have been adopted for decks in the community:

1. in most cases, the deck may not extend past the sides of the home;
2. color must be natural, white, or finished to coordinate with the exterior color of home;

*\*Homeowners are advised that a building permit may be required for a deck.*

The following guidelines have been adopted for new retaining walls in the community:

1. all retaining walls must complement the existing structure;

## **GUIDELINE #3: PATIOS/WALKWAYS**

### **Patios/Walkways**

A Form **must be submitted** for patios/walkways, patio covers, permanent seating, railing and other items if they are in the front yard. Submission of a Form for a patio/walkway is not required if all the following guidelines are met:

1. the patio/walkway is located in the rear yard; and
2. the patio/walkway does not extended beyond the sidelines of the house; and
3. the patio/walkway does not extend to within 10 feet of rear property lines; and
4. the patio/walkway's elevation above ground level at any point does not exceed 6 inches for patios and 4 inches for walkways.

## **GUIDELINE#4: EXTERIOR DECORATIVE OBJECTS**

### **General Guidelines**

A form must be submitted for any permanent decorative objects to be placed in the front yard.

### **Exterior Landscape and Security Lighting**

Except as provided below, a Form **must be submitted** for all year-round exterior lights of lighting fixtures not included as a part of the original structures. A Form **is not** required if the lights meet the following criteria:

1. lighting does not exceed 12 inches in height;
2. the number of lights does not exceed 10; and
3. individual lights must not exceed 100 watts, are white or clear, non-glare type and located and aimed to cause minimal visual impact on adjacent properties and streets.

### **Flag Poles**

A Form **IS NOT** required to be submitted for a single flag pole staff attached to the front portion of a house. The size of any flag displayed may not be greater than 3x5 feet. Freestanding poles require ACC approval.

## **GUIDELINE #5: Exterior Landscaping & Maintenance**

### **General Guidelines**

ACC approval of a landscaping project is required when the activity will result in major changes to existing landscaping or when grading or contour modifications are required. **THE APPLICATION FOR ANY LANDSCAPE PROJECT MUST SPECIFY A FIRM COMPLETION DATE.**

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. This standard includes, but is not limited to:

1. repairing, painting, and other appropriate external care of all structures;
2. over seeding and restoring lawn grasses;
3. watering, fertilizing, mowing and edging lawn grasses;
4. pruning and trimming trees and shrubbery, hedges and other vegetation so that the yard presents a manicured appearance and the visibility of motorists and pedestrians is not obstructed;
5. removal of all "volunteer" or "wild" growth of weeds or non-landscaping quality vegetation;
6. prompt repair of any barren lawn areas to reduce erosion potential;
7. renewal of pine straw or bark mulch used in islands or naturalized areas is required as needed to maintain proper appearance and;
8. all drainage lines are to be buried from public sight.

### **Trees and Shrubbery**

A Form **is not** required to be submitted for ornamental trees and shrubbery.

If trees are removed then stumps must be removed and the area landscaped.

### **Vegetable Garden Plots**

A Form **is not** required for garden plots if **all** the following guidelines are met:

1. the plot is located behind the front line of the house so as to minimize the visual impact on adjacent properties or from the street; and
2. All garden plots must be kept neat during non-growing seasons.

### **Firewood**

The following guidelines apply to the storage of firewood:

1. firewood piles are to be maintained in good order and must be generally located within the sidelines of the house and in the rear yard;
2. woodpile coverings are allowed only if the cover is an earth tone color and the woodpile is screened from the view of the street.

## **GUIDELINE #6: Play Equipment**

### **Play Houses/Tree Houses**

The following guidelines apply:

1. play houses and tree houses must be located behind the rear of the house.

2. play houses or tree houses may not be larger than 100 square feet or 12 feet in total height.

## **GUIDELINE #7: Private Pools**

### **Children's Portable Wading Pools**

A Form **is not** required to be submitted for children's portable wading pools (those that can be emptied at night).

### **Pools**

A Form must be submitted for all pools. The following information is required:

1. privacy fencing must meet fence guidelines;
2. maximum pool area is 1,000 square feet;
3. landscaping enhancement of the pool area and screening with landscaping is required.

### **Hot Tubs**

Hot tubs must be screened from adjacent properties and streets.

## **GUIDELINE #8: Private Tennis Courts**

No personal tennis courts.

## **GUIDELINE #9: Fences** (Article VII (G) of covenants)

Should an owner desire to erect a fence, a Form **must be submitted** to the ACC for approval. A request for fencing must include the following information:

1. picture or drawing of fence type listing all materials being used;
2. dimensions including height, span between posts, post size, and crossbeam size and number of rails;
3. color;
4. a site plan denoting the location of the fence together with information as to existing fences erected on adjacent properties;
5. acknowledgment of adjacent property owner's approval or disapproval.

The following guidelines have been adopted for fences in the community:

1. if chain link or wire fencing is to be used suggest black, green or landscaped;
2. the maximum height must not exceed 8 feet;
3. the maximum span between posts shall be 10 feet;
4. the minimum post size shall be 4x4 inches;
5. **the crossbeam structure (rails) shall not be visible from any street (e.g. finished sides of the fence must be turned to the outside);**

6. the rails must consist of two 2x6 inch or three 2x4 inch per section;
7. the fence must be left natural (if wooden) or finished to coordinate with the house exterior trim colors;
8. fences shall not be located closer to any street than the rear edge of the home (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 will require more landscaping and set back distances to avoid a “stockade” appearance).

Other items to be considered include:

- the initial finish and maintenance aspects of the fence in relation to weathering and deterioration over time;
- the ability to maintain property between fences;
- the minimum height requirement established by the county for a private pool fence;
- compatibility (style and finish) of proposed fence to any existing fence on adjacent properties;
- the chosen fence style should be proportionate to the home and lot;
- drainage -- is there space between the fence and the ground in areas where water needs to pass underneath?
- utilities -- has consideration been given to provide access to electric and gas meters, and has consideration been given to utility easements (i.e., sewer)?

## **GUIDELINE #10: Vehicle & Parking** (Article VII (C) of Covenants)

The following guidelines apply:

1. no boat, boat trailer, or trucks with a capacity of one ton or more or unlicensed vehicles may be parked in streets, driveways or front yards for longer than a 24 hour period;
2. all vehicles parked in open view and not in a garage must be operable, may not be unsightly, and must have current registration;
3. no vehicle may be parked on any yard, sidewalk, or right-of-way

## **GUIDELINE #11: Miscellaneous Exterior Installations**

1. Driveways, Walkways, and Parking areas must be paved with materials that are in harmony with the community and approved by the ACC;
2. Clotheslines of any sort are not permitted;
3. Storage: All lawn and garden equipment, portable recreation equipment, canoes, and wood piles shall be kept in a garage or screened by adequate planting or approved fencing so as to be concealed from view by neighboring residences and from the street.
4. Garbage: Containerized household trash and/or garbage cans and any landscape trash are to be placed at the curb no earlier than 24 hours prior to the scheduled collection time and shall be removed from the curb no later than 24 hours following collection.
5. Window air conditioners are not approved for use.
6. Solar Energy Collector installations must be approved by the ACC.

## **SUMMARY**

It is hoped that these guidelines serve their intended purpose of providing help in understanding our community standards. If you are unsure of the need to submit a Form for a project not specifically referenced by these guidelines, please call any member of the ACC for assistance.

Also, please remember that these are GUIDELINES. If you feel you have a unique situation that bears consideration, submit a request. The ACC will make every attempt to approve the request given if there is neither direct violation of the covenants nor any negative impact on the community as a whole.

As an additional courtesy to the neighborhood, please supply timeline for material delivery, contractor work, etc. when submitting a request. Upon approval it is strongly recommended a copy of the timeline, notification of work, or other similar notice to be given to any neighbors that share a property line with the property to be modified and any other neighbors (across the street, etc.) that may potentially be affected by traffic, noise, etc. during the project.