

To: Sheffield Manor Homeowners Association, Inc.

From: Board of Directors of Owners Sheffield Manor Homeowners Association, Inc.

Date: February 23, 2017

Re: Adopted ARCHITECTURAL REVIEW GUIDELINES

These Guidelines address the steps necessary for all homeowners to take related to complying with the Protective Covenants for any construction and/or appearance of their property. The Board of Directors (Board) of the Sheffield Manor Homeowners Association, Inc. (“Association”), with the assistance of the Architectural Review Committee (Committee), has completed and approved the attached updated and revised ARCHITECTURAL REVIEW GUIDELINES (Guidelines). These Guidelines give you a consistent standard to follow as the foundation to planning any exterior changes to your property.

We base these Guidelines on the Protective Covenants filed in the Wake County Register of Deeds Office. These Covenants allow the Board to appoint the Committee representatives who are given the responsibility to review and approve applications for the appearance of the property including additions, alterations or exterior changes to structures, landscaping and applications related to other areas specified in the Protective Covenants. The Board understands that, where there may be a conflict between the Guidelines and the Covenants, the Covenants will control.

Please retain this copy as part of your permanent papers to refer to now and in the future. These Guidelines shall also be made available by you to prospective buyers of your home or refer them to the HOA Management Firm to obtain a copy prior to their purchase.

We request that you make copies of the application form attached with this package when you submit your requests for architectural approval. *No request for a change can be considered unless accompanied by the application form and appropriate exhibits.*

Return your completed applications to the Management Firm at the address shown on the application form. Provided you have no outstanding monetary obligations to the Association, the application will be accepted and stamped by the Management Firm on the date received. The first day of the thirty (30) day review period will not begin until three days after the Management Firm receives the application.

Please read and follow these Guidelines because you **MUST** obtain **WRITTEN** approval from the Committee **BEFORE** the start of any exterior change as required by the Protective Covenants. This written approval is also required by Wake County before any permits will be issued. It is recommended that you do not commit labor or materials until you have received approval. Your cooperation and strict adherence to these Guidelines will not only minimize the potential expense of rework but will also be in the best interests of our community as a whole.

I. INTRODUCTION

In a planned community, such as Sheffield Manor, the question naturally arises as to how to maintain a harmonious quality development. The answer at Sheffield Manor is the Protective Covenants and the Architectural Review Guideline process outlined in these pages. This process provides a meeting ground between private interests, adjacent property owners and the broader interests of the community.

Basic control for maintaining the quality of design is provided through the Protective Covenants filed with the Register of Deeds in Wake County for each phase of the Sheffield Manor subdivision. These Covenants run with the land, are binding on all homeowners and renters, and should be fully understood. Every homeowner is subject to the Covenants to assure all residents that standards of quality will be maintained to enhance the community's overall environment, quality, harmony, and to protect property values.

The Protective Covenants establish an Architectural Review Committee, herein after called the "Committee", made up of three representatives who are appointed by the Sheffield Manor Board of Directors. The Covenants require the Committee's prior **written** approval (**See Application and Review Procedures**) of any exterior change, addition or alteration to any property. Such changes include any building, fence, wall, hardscaping, swimming pool, play set or other structure that may be added or altered or any landscaping project, including the removal of trees, which will be conducted on the property within 25 feet of an adjacent property or within 35 feet of the street edge. It requires that the plans and specifications show the nature, kind, shape, height, materials and location of the same be submitted in writing so they may be reviewed as to harmony in external design and location in relation to surrounding structures and topography.

The Guidelines on these pages are the procedures and standards applied by the Committee and the Board to assist the Association and its members in the design review process. We hope that the Guidelines serve as a positive tool to assist you in the full and free use of your property in a manner that is consistent with the aesthetic and harmonious development of our community.

II. REVIEW CRITERIA

The Committee evaluates each application on its individual merits. The Committee's decisions are based on the following standards as Guidelines.

Validity of Concept

The basic idea of the exterior change must be sound and appropriate to its surroundings.

Landscaping and Environment

The exterior change must not adversely impact the natural landscape or the man-made environment.

Relationship of Structures and Adjoining Property

The proposed change must relate harmoniously to its surroundings and to existing buildings and terrain that are visually related to the change.

Protection of Neighbors

The interests of neighboring owners must be protected by making reasonable provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and other aspects of design that may have substantial effects on neighboring property.

Design Compatibility

The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony in design, style, scale, materials, color, and construction details.

- A) Scale: The three dimensional size of the proposed change must relate satisfactorily to adjacent structures and its surroundings.
- B) Materials: Continuity is established by use of the same or compatible materials as used in the home.
- C) Color: Color may be used to soften the design but must be consistent with the residence's color scheme.

Workmanship

The quality of work must be equal to or better than that of existing structures. Poor practices may cause the owner problems and may be visually objectionable to others.

Timing

An approved property change may be built or installed either by owners or by a contractor. All applications must contain a proposed maximum time period from start to completion of construction. If the proposed time period is considered unreasonable, the Committee may not approve the application. After approval is obtained, any change in project plans or delays in the implementation or completion of the project of two (2) months or greater will require resubmission of the plans to the Committee. Failure to comply will result in the project being in non-compliance with the Guidelines, in violation of the Protective Covenants, and subject to the Correction Procedures provisions of the Guidelines.

DO NOT PURCHASE MATERIALS OR COMMIT ANY CONTRACTOR in anticipation of instant approval by the Committee. Wait until you have received **written** approval prior to purchasing or committing to such work. Remember many design changes require a permit and the County may not issue a permit without the written approval of the Committee. Please try to

plan well in advance to allow time to have your applications processed. The Committee will review the application within thirty (30) days and the Management Firm will respond to you in writing/email. If you do not hear from the Management Firm within that time, please call the Management Firm to follow-up. **The thirty day period does not begin until three days after the Management Firm receives the application. (See below Application Review Procedures)**

III. DESIGN APPLICATION REVIEW PROCEDURES

The Committee's procedures for application, review, inspection, appeal and enforcement of design review are outlined in this section.

Objectives:

The Committee, in examining each application for design approval, considers whether or not the exterior change is in compliance with the Protective Covenants and the Guidelines outlined herein and briefly described below:

- A. To preserve and enhance property values in the community, and;
- B. To maintain a harmonious relationship among structures, vegetation, topography and the overall design of the community.

Application Procedure:

Complete the Application form and attach all required exhibits. Include full details of the proposed change. If the change is structural, fencing, or grading, submit a sketch or plan and outline specifications. Please indicate sizes, heights, description of materials etc. ***Attach a copy of your survey plan*** and indicate location of proposed exterior design change on lot in relation to house and other existing structures. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application. Speak with your neighbors about the design changes. They may be able to offer valuable input. Written verification of notification of proposed changes, by two neighboring properties, is required for completion of the Application.

You can mail, email, scan, fax or hand-deliver the application to the Management Firm at the address on the application form. Incomplete applications will be returned and will cause further delay.

The Committee will review the application within thirty days and the Management Firm will respond to you in writing/email. If you do not hear from the Management Firm in that time, please contact them to follow up. **The thirty day period does not begin until three days after the Management Firm receives the application.**

Completed applications are considered on their own individual merit using the Guidelines outlined below.

Review Procedures

During the Committee's consideration of an application, Committee member(s) may view the site, talk to the applicant or neighbors and verify from the neighbors that they are aware of the proposed change. While neighbor's opinions (views) are very important to the Committee, neighbors do not have "veto" authority.

The Committee considers the application and any information from comments received from, or presented by, immediate neighbors and other property owners. After discussion of the application as submitted, the Committee will vote on approving it, approving it conditionally, or disapproving it. If the change is conditionally approved or disapproved, the Management Firm will respond in writing on the application the reason(s) why it was not approved as submitted. The Management Firm will give the applicant written/email notice by use of a duplicate copy of the application or by correspondence. The Management Firm will send the written/email notice and record its action and the notification to the applicant by placing copies of the executed application and/or written/email notice in the Management Firm's archives. Conditional approval means that work may proceed, if the conditions are satisfied as agreed to by the Committee. The Committee may, as necessary, inspect work in progress and request in writing the applicant to correct any non-compliance with the approved design. Failure to comply with the request within seven days will result in the project being in non-compliance with the Guidelines, in violation of the Protective Covenants, and subject to the Correction Procedures provisions of the Guidelines.

Project Inspection or Walk-through

It is recommended that during the construction phase of the project, efforts be taken to minimize storage of materials in areas that are readily visible.

The Committee may conduct a final walk-through to review the completed project.

Correction Procedure

Remedies: An exterior change made without the required approval of the Committee, constitutes a violation of the Protective Covenants. A violation requires removal or modification of the work at the expense of the property owners, or payment of damages incurred by the Association in an effort to have it removed or modified.

In accordance with the NC Planned Community Act, the Board may impose fines for violation of the Association's covenants, by-laws, rules and regulations, including non-compliance with the Guidelines, and conditions outlined by the Committee in the approval of the design change application. Current legislation allows for assessment of fines for covenant violations up to \$100/day per violation.

Reports: The Committee inspects authorized construction in progress and the community in general to ensure the Protective Covenants and Guidelines are followed. Additionally, all residents have the right and responsibility to bring to the attention of the Committee or Board any apparent violation of any provision of the Guidelines or Covenants.

The Committee investigates each reported non-compliance of the Protective Covenants and/or Guidelines and seeks the cooperation of the owner. Notification of a violation is made to the owner in order to identify the problem, and request a resolution. Should the owner fail to follow through on the Committee's proposed resolution or some other resolution that is acceptable to the owner and the Committee, the Committee will turn the problem over to the Board for continued resolution with the resident. This could lead to the Association filing legal action against the owner or assessment of fines.

IV. DESIGN and APPEARANCE GUIDELINES

This section of the Guidelines provides specific guidance regarding particular design situations frequently encountered in Sheffield Manor and on property appearance. Generally acceptable methods for achieving the required objectives and standards are indicated below. Design methods that are generally not acceptable are also indicated for your guidance. Subject to Article V and XI of the Protective Covenants, the Committee, in its sole discretion, may grant waivers for minor violations for the location of the building or other structures not being completely behind the building envelope of the house, if it extends less than 20% past the side corners of the house. For example, a waiver may be granted for a building or structure which is 50 feet wide and extends no more than 10 feet beyond the back- side corner of the house. Additional landscape screening may be required to shield visibility of the structure from the street or neighboring properties.

Please remember that these Guidelines may be subject to change. Every effort will be made to re-issue these Guidelines whenever significant changes do occur.

Repair

Owners are responsible for repairs to existing structures, additions, etc. No application is needed to effect repairs and restoration to *original* condition.

Awnings and Shutters

Approval is required for all awnings and changes of shutters.

Fences/Walls

Fences will be allowed in rear yards but should not be placed further forward than the rear corners of the house. Fences are not permitted to extend to the front yard. Corner or minor

decorative fencing treatments in the front of the property may be permitted depending on individual circumstances. Preferred fencing material is pressure treated lumber or metal estate-style fencing. The fence may be painted or stained to match the exterior of the house or left as is to blend with the natural surroundings, but in all cases must be properly maintained and kept in good repair. No chicken wire, barbed wire or any other fence constructed solely of freestanding wire is allowed. Chain link vinyl fencing may be allowed, under special circumstances, in an area in the back of the property that is heavily forested and not visible by neighbors.

Wire fencing material is wire or good grade PVC mesh used as a backing on a wooden split rail fence for containment and protection of children, pets and property. When properly installed, the wire mesh backing should be virtually invisible. Wire mesh is to be a minimum of 2' by 2'. Looped, (ramped), 16 gauge Wire is required for its low visibility and rust resistance compared to welded wire.

Rear yard fencing has a preferred height of four feet, but in no case will the height exceed six feet. If a fence is to exceed five feet in height, the top section (minimum 12 inches) of the fence must be finished in an "open" style. (i.e. lattice work) or scalloped style.

Shrubbery planted in a row that creates a natural fencing or barrier between properties requires Committee approval.

Satellite Dishes/Antennas:

- Minimum Street Setback: Front of House
- Minimum Side/Back Property Line Setback: 25'
- Appearance/Visual
 1. Must not be visible from street
 2. Must be adequately screened from any neighbors' views so that the satellite dish/antenna is not visible from any first floor window, door, attached deck, attached patio or attached porch of neighboring houses.

Parking and Storage of Vehicles, Boats, Trailers, Etc.

Parking or storing of boats, marine craft, recreational vehicles, pick-up campers, travel trailers, small trailers, including utility trailers and wagons, motor homes, camper bodies, hovercraft, aircraft, commercial vehicles or similar vehicles or equipment in the driveway or front yard of any dwelling or on any public street in the development is prohibited. Any such vehicle parked for storage in the side or rear yard of any residence must be completely concealed from public view. As stated in the Protective Covenants Article XIV; adequate off-street parking shall be provided by the owner of each lot for parking of motor vehicles and owners are not permitted to park their vehicles on the streets in the development.

Clotheslines

Clotheslines are not permitted.

Decks, Gazebos and Arbors

The addition of a deck is considered a major design change to an existing dwelling, since a deck is nearly always physically connected to the house itself. As such, deck plans will always require the prior approval of the Committee. Construction of gazebos, garden arbors, and/or trellises also requires prior approval of the Committee. The Committee advises the homeowner that multiple building permits may be required if the project calls for electrical installations such as lights, power outlets, covered gazebos with ceiling fans, hot tubs, etc. Materials specifically designed for exterior applications, with weather and moisture resistant properties, such as pressure treated deck lumber, composite or cedar-decking material are recommended. Placement of major weight-bearing posts or pilings in concrete is preferred both for strength and prolonged service life of the structure. The criteria for Design Compatibility and Workmanship apply to the review of all deck applications; whether or not the plans call for a gazebo or other covered, screened-in porch structures. Homeowners should also review applicable Protective Covenants and Wake County Building Codes concerning boundary setback and utility easements *before* committing to any deck project or construction contract.

Dog Pens and Doghouses Require Committee Approval as Accessory Buildings

Doghouses should be painted or stained and roofed to match the exterior of your house. Dog pens are to be made of vinyl-coated black, dark green, dark brown fence, or pressure treated wood such that the animal can see out. The height of a wooden fence cannot exceed five feet.

The doghouse and/or pen should be located on the property in an area behind the home that is not visible from the street and must be positioned at least 25 feet from a neighbor's property line. The area surrounding the pen should be landscaped such that drainage is not a problem. It must be properly maintained, kept in good repair and free of materials that may create unpleasant odors.

Grading

MAJOR changes to the topography of your lot could result in flooding or improper drainage into a neighbor's yard. Therefore, such changes require approval prior to being started. Neither the Board nor the Committee accepts any liability for any damage caused by such grading action, whether approved by the Committee or not.

Plants, Gardens, Trees, Fountains and Garden Statuary

Committee approval is not required for *minimal* plantings (such as but not limited to annual beds, low growing perennials, single trees, single shrubbery, etc.) or biodegradable landscaping treatments such as mulching with bark or pine straw. Approval is required for any landscaping project using hardscaping that will be conducted within 25 feet of an adjacent property or within 35 feet of the edge of the street. All sculptures and fountains visible from the street require the prior approval of the Committee.

Large vegetable gardens and/or compost areas also require architectural approval. Garden areas should be maintained in the rear yard not visible from the street or neighboring properties. Firewood, mulch piles, garden tools, pots, accessories and the like should be stored toward the rear of your lot so as not to be visible from the street or neighboring properties. Additional screening may be required. Grass clippings, dead trees and brush piles which are visible along property borders and/or corner properties must be removed from the property in a timely manner.

Removal of any live viable tree 6" in diameter (measured 3-4" from the base) or larger located within 25' of the property line requires prior approval. Removal of multiple trees within 35 feet of the street also requires approval. Diseased or damaged trees may be removed without approval and the Management Firm should be notified prior to the removal.

For safety reasons, before digging, all wires and/or cables should be identified. This can readily be done by contacting the state's free underground line locator service, NC One Call Center; 1-800-632-4949.

In the design phase of the project it is important to consider plant hardiness, potential damage by wildlife and environmental impacts. The use of netting, fencing, or covers to protect plants, from the weather or wildlife, which is visible from the street or neighboring properties, is not allowed. Deer fencing will be allowed in rear yards but should not be placed further forward than the rear corners of the house. To provide and enhance the community's overall environment, quality, and harmony, sonic deterrent devices are not permitted.

As vegetation such as trees, grass and shrubs are removed and replaced with concrete and asphalt, rainwater is unable to soak into the ground. The state has set limits on the amount of impervious surfaces like driveways and structures allowed in our development, as we are located in the Falls Lake Watershed. It is important to stay within these limits and also to maintain as much natural landscape as possible since plants slow and spread the flow of rainwater so it can either evaporate or slowly soak into the ground. Rainwater picks up pollutants such as yard waste, pesticides, fertilizers, oil and pet waste as it flows across driveways, yards and other impervious surfaces. This rainwater enters into ditches and storm drains which empty directly into local creeks, streams, rivers and lakes. As soil and landscape plantings remove most pollutants from the water before the pollutants can reach surface water it is important to provide areas such as swales or rain gardens to capture rainfall runoff from roofs, gutters and driveways to allow the water to soak slowly into the ground. Rain gardens are gardens built into a bowl or depression in the ground. They can be designed to provide beauty and interest and to attract wildlife and butterflies while blending into the surrounding landscape. Another option is to use pervious surfaces for patios and walkways.

Play Equipment, Swimming Pool, Sports Courts, Outdoor Kitchens and Rooms

Swimming pool, play equipment, sports courts, outdoor kitchen and rooms should be positioned such that the structure is not visible from the street or from neighboring property. Specifically, the structure or equipment should be located in the rear of the property behind the house, within the lines of the back corners of the house, and a minimum of 25 feet from the neighbor's property line. Additional landscape screening may be required to shield visibility of the structure

from the street or neighboring properties. Previous Sheffield Manor Guidelines have referred to this location as “being within the building envelope”.

For corner lots, play equipment, sports courts, outdoor kitchen and rooms should be located in the rear of the lot in a location that minimizes visibility from the street or neighboring properties. Homeowners located on corner properties may be required to place additional landscape screening to shield visibility of the structure from the street or neighboring properties. Play equipment includes swing sets, sandboxes, play toys or other more stationary equipment such as tree houses or slides. Play-sets must be constructed of wood or composite materials and may not be metal. Committee approval is required for stationary play equipment including but not limited to play sets, slides, swing sets, tree houses, sports courts, etc. Basketball goals (set in concrete or free standing) are preferred to be located behind the home but may be permitted beside a driveway no closer than the front corner of the home and only with approval of the Committee. Portable play equipment must be stored out of view from the street when not in use. All play equipment must be maintained in good condition and repair.

Storage and or Accessory Buildings

Detached, freestanding storage buildings are discouraged. Where possible, storage buildings and/or accessory buildings, should be attached to the house. In most cases, this is less expensive than a freestanding structure and would be more aesthetically pleasing as well as more convenient. However if an owner has inadequate storage and there is not a practical/structural way to add a storage building and or accessory building to the house because of space limitations, drainage, or environmental issues, the owner must apply and the Committee may approve, at its total discretion, the erection of a freestanding storage and/or accessory building-

If approved, free standing storage buildings will be located in the rear of the property between the back corners of the house, and a minimum of 25 feet from the neighbor’s property line. Additional landscape screening may be required to shield visibility of the structure from the street or neighboring properties. Previous Sheffield Manor Guidelines have referred to this location as “being within the building envelope”.

For corner lots, storage buildings should be located in the rear of the lot in a location that minimizes visibility from the street or neighboring properties. Homeowners located on these corner properties may be required to take additional steps to shield the visibility of the structure from the street or neighboring properties.

Prefabricated structures of any kind, to include those made of composites, aluminum, steel, particleboard or other wood products are not acceptable. Whether attached or freestanding, buildings must receive Committee approval and must meet the following criteria:

- 1) Siding: Must be quality materials finished to match the home.
- 2) Roof: Must be similar to the home in pitch, materials and color.
- 3) Base: Must have a poured concrete slab foundation.

- 4) Size: Must be appropriately proportioned with lot size.
- 5) Placement: Must comply with set back requirements.
- 6) Screening: Additional landscaping may be required.

Signs

The following types of signs are permitted and are not considered a violation of the Covenants prohibiting signs and billboards:

A. PERMANENT SIGNS

- 1) Signs displaying house numbers, names of the resident(s) and/or name of the home, if any.
- 2) No Signs, except house numbers may be affixed to a mailbox post.

B. TEMPORARY SIGNS

- 1) A single real estate “For Sale Sign” of not more than six square feet.
- 2) A contractor’s or builder’s sign during construction or approved alteration, (including landscaping) provided that the signs are removed within 30 days of the completion of construction, alteration, etc.
- 3) A “Parade of Homes” sign immediately prior to and during the “Parade”.
- 4) “Open House” signs are permitted only during the hours that the premises are open. This includes all such signs anywhere within the borders of the Subdivision, its entrances and streets, but not located on the property of another homeowner without his/her permission.
- 5) Security and No Solicitation signs are permitted.

No other temporary sign is permitted unless approved by the Committee.

C. “BILLBOARDS”

All “billboards” are prohibited [except as permitted in B (2) above]. A “billboard” is a sign of ANY size that carries the Name, Address and/or the telephone number of a business firm, including but not limited to newspapers and magazines or other types of services.

D. FLAGS/BANNERS AND POLITICAL SIGNS

1) The American Flag and the North Carolina State Flag of a size no greater than four feet by six feet are permitted to be placed on the property at any time.

2) All Election/Political campaign signs are permitted only during the 45 days prior to the date of an election and must be removed no later than seven days after an election. Only one sign per candidate is permitted and must be no larger than 24 inches by 24 inches.

3) Election banners or flags which show support or non-support of a political campaign issue are permitted only during the 45 day period prior to an election and must be removed within seven days following the election. They may not be placed within 35 feet of the roadway.

E. PLACEMENT OF SIGNS

Except for signs described in A (1), A (2) above, all permitted signs may not be placed forward of the front property line (within 35 feet of the roadway) nor within 15 feet of any adjacent property line.

V. BUILDER/DEVELOPER PROCEDURES

Conferences

A conference with the Committee may be arranged before project planning begins to obtain an early understanding of procedures and project objectives. A conference is recommended for any unusual or difficult single unit siting.

Plan Submission and Approval

Plans are submitted in duplicate for approval together with a Transmittal Form. One set of plans will be stamped "Approved- Sheffield Manor ARC" and returned upon approval. The remaining set will be retained in the files of the Sheffield Manors Homeowners Association, Inc. Notice of approval or disapproval will be available no later than sixty days after submission. Refusal to approve a part or all of any submission may be based upon any grounds including purely aesthetic considerations in accordance with the Protective Covenants and Guidelines.

Applications will be submitted as described herein using the Sheffield Manors Homeowners Association Application for Approval for Exterior Design Change included in this document. Incomplete applications will be returned by the Management Firm without action. The thirty-day approval period shall commence upon receipt of a completed application containing all information required by the Committee.

The thirty day period does not begin until three days after the Management Firm receives the application. (See below Application Review Procedures)

VI. RESIDENTIAL SITE REQUIREMENTS

Clearing and Grading

Building and landscape elements shall be placed on a site such that the maximum number of desirable trees and other natural features are preserved. Materials resulting from clearing and grubbing and all other debris shall be removed from the site promptly. Finish grading shall be such to prevent ponding or erosion of soil on the site of adjacent property.

Tree Preservation

When preparing a lot for new construction, the builder (and or contractor) will proceed with care so as to remove only those trees that would be immediately affected by the ongoing construction (e.g. trees within 10' of the building). Every precaution shall be taken to preserve those trees remaining, including, but not limited to, prevention of heavy equipment from running over the root areas, no stockpiling of dirt or building materials around the base of the trees, tagging or barricading trees located in damage-proof areas, and repairing any tree damage immediately.

Landscaping

Landscaping shall be in accordance with the plans and specifications approved by the Committee. All disturbed ground area shall be covered by grass, plants or landscape material and there will be no uncovered soil. All home sites will be landscaped and maintained consistent with the aesthetic quality of Sheffield Manor. To prevent erosion to the property, there should be no uncovered soil. No changes or substitution shall be made without prior architectural approval.

Screening

Screening shall be provided, where required, to conceal unsightly appearances in accordance with any of the following methods:

- 1) A planting screen that will form an effective visual screen consistent with landscaping requirements, see Appendix A.
- 2) A wall or fence of a material similar to or compatible with that of the building may be used for a screen adjacent to the building.
- 3) A wall or fence of a material specifically approved by the Committee may be used for a screen that is not adjacent to the building.

Colors and Textures

Colors and textures shall be harmonious and compatible with the colors of other buildings within the neighborhood. The general character shall emphasize muted tones or colors (white, beige, or

grey). Natural wood tones, gray and brown stone, brick, stucco, dark metal finishes or painted wood should be used as background colors with discreet accent colors when appropriate.

Materials not Acceptable

Exposed standard concrete blocks, prefabricated storage structures of any kind, to include those made of composite materials, aluminum, steel, particle board or other wood products, unnatural brick tones and bright finish metallic windows, doors and structures are not acceptable unless specifically approved by the Committee.

Outdoor Structures, Utilities and Equipment

Any outdoor equipment such as benches, planters, water gardens etc., shall be compatible with and harmonious with the surroundings, hidden by approved screening, or be approved by the Committee. All sculptures and fountains visible from the street will always require the prior approval of the Committee.

Lighting and utilities, including air conditioning units and portable generators, should be located such that they will not impact neighboring properties.

Prior Committee approval is required for such a structure bordering on or encroaching into a conservation buffer area.

Garbage cans should be stored so as not to be visible from either the street or their neighbor's property. This may require them to be hidden by approved screening.

Roofs

No roofs with less than 7/12 pitch will be allowed without specific permission of the Committee. Roofs that may be potentially seen from a street or adjoining site shall be of materials harmonious with the surroundings and of muted color. All roof vents, ducts, fans, etc. shall be painted to match the roof shingle color. All flashing must be copper or a color consistent with the shingle or wall color. Visible bright metallic finish will not be permitted.

Garages

In order to maintain continuity throughout Sheffield Manor, a minimum two-car garage will be required with each home. Garage doors should be placed on the side or rear of the home or structure.

SHEFFIELD MANOR HOMEOWNERS ASSOCIATION

ARCHITECTURAL APPLICATION

Mail Application to: Sheffield Manor Homeowners Association
11010 Ravens Ridge Road Phone: 919-848-4911
Raleigh, NC 27614 Fax: 919-870-7241
E-mail: RMoore@ppmral.com

Date: _____ Resident's Name: _____

Property Address: _____

_____ Lot #: _____

Resident's Phone #'s: (H) _____ (E-mail) _____

Please note that your application is not complete without a full description of the change, the location of the change on the lot, dimensions and color samples if applicable, a plot plan, and this completed form.

If you are tying into a neighbor's existing fence (i.e. attaching yours to theirs), then you must obtain their written approval to do so.

I, _____, who resides at
_____, will allow this owner to attach their fence to my fence.

X _____

You must notify your two closest neighbors of your project. This is not for their approval, but for their information.

I, _____, who resides at
_____, have been shown this architectural application. If I have direct objections, I will contact PPM, although my objections will not stop or change the project if it is in line with the covenants.

X _____

I, _____, who resides at
_____, have been shown this architectural application. If I have

**OTHER INFORMATION OR DATA
PERTINENT TO REQUEST FOR DESIGN CHANGE**

Estimated Construction Dates*: Begin: _____ Complete: _____

*Please allow the committee 30 days to review and respond. They will make all attempts to respond more quickly when possible.

After approval is obtained, any change(s) to the project plans or delays in the implementation or completion of the project by 2 months or greater will require resubmission of the plans to the Architectural Committee.

(Draw sketch or attach picture here – use additional pages as needed. Include your plot plan.)

Appendix A

Evergreen Trees for screening

	Height	Growth rate
1. American Holly; <i>Ilex opaca</i>	30-45'	Slow
2. Japanese Cedar		
<i>Cryptomeria japonica</i>	40-60'	Moderate
<i>Cryptomeria yoshino</i>	30-50'	Moderate
3. Leyland Cypress	50-80'	Rapid
4. Holly, Foster's; <i>Ilex attenuata</i>	20-30'	Rapid
5. Deoder Cedar	50-70'	Rapid
6. Eastern Red Cedar	30-40'	Rapid
<i>juniperus virginiana</i>		
7. Canadian Hemlock*	30-80'	Rapid
8. Carolina Hemlock*	30-50'	Rapid
<i>Tsuga caroliniana</i>		

*requires cool shade

Tall Evergreen Shrubs for screening

	Height	Growth rate	Shade
1. Boxwood Tree; <i>Buxus sempervirens arborescens</i>	8-12'	Moderate	
2. Chinese Holly; <i>Ilex cornuta</i>	8-15'	Moderate	
3. Japanese Holly; <i>Ilex crenata</i>	10-12'	Slow	
4. Lusterleaf Holly; <i>Ilex latifolia</i>	8-12'	Moderate	PSH
5. English Laurel; <i>Prunus laurocerasus</i>	10-12"	Moderate	Sh
6. Waxleaf Privet; <i>Ligustrum lucidum</i>	8-12'	Rapid	Sh
7. Fortune's Tea Olive; <i>Osmanthus fortunei</i>	9-12'	Moderate	
8. Chinese Photonia*; <i>Photonia serrulata</i>	12-25'	Rapid	
9. Chindo Viburnum; <i>Viburnum awabuki</i>	15'	Rapid	S-Sh

PSh- partial shade, Sh-full shade, S-Sh-sun to shade

*Similar to Red-tip but not disease prone

MAIL APPLICATION TO:

PPM, Inc.
PO Box 99657
Raleigh, NC 27624

DATE RECEIVED BY ARC:
