

**Waterford Landing  
Homeowners Association, Inc.**



**Architectural Review  
&  
Community Landscaping  
Guidelines**

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## **1. INTRODUCTION AND PURPOSE**

The Architectural Review & Community Landscaping Guidelines (Guidelines) are enabled by, and conform with Article IV and V of the Amended and Restated Declaration of Covenants, Conditions, and Restrictions (Declaration) of Waterford Landing Planned Unit Development. It is the intent of the Declaration and these Guidelines that all structures within the community be harmonious in quality and design and to add focus on the continued upkeep and maintenance of private property within Waterford Landing. The Declaration requires that private property, and any improvement or alterations, be kept in good condition so that it does not have a detrimental or adverse effect on other properties in the community. The Guidelines contained herein were developed, in part, to ensure that properties are kept in good repair, acceptable in appearance, and meet minimum acceptable standards. These Guidelines also provide a reminder to homeowners of their responsibilities and agreement to adhere to the Declaration and Guidelines.

## **2. SCOPE OF THE GUIDELINES**

The Architectural Review & Community Landscaping Guidelines establish minimum standards for maintenance of homes within the Waterford Landing Planned Unit development.

## **3. ARCHITECTURAL CONTROL**

**A. Approval Required.** No building, wall, walkway, sign, sign post, driveway, fence, mailbox, screening device, swimming pool, or other Structure shall be commenced, erected, altered, modified or maintained upon any Lot, nor shall any exterior addition to or change or alteration therein be made, nor shall the clearing of any trees or change of property grade be made, until plans and specifications showing the nature, kind, shape, height, type and color of brick, materials, location, and grade of the same have been submitted to and approved in writing as to conformity and harmony of external design and general quality with the existing standards of the neighborhood. No change shall be made in exterior color, stain or painting of any Dwelling or Structure or door thereof, balcony or deck thereunto attached, unless so approved.

### **B. Submission for Architectural Review Committee (ARC) Approval.**

Every lot owner submitting plans for architectural approval must submit a complete sets of plans. A fee of Five Hundred Dollars (\$500) will be applicable for all applications for home construction, One Hundred Dollars (\$100) for all home additions, and Fifty Dollars (\$50) for application for all other additions or modifications to an existing Structure or Lot. Although tree removal, satellite dish installation, exterior color changes, and a/c unit enclosures require an ARC approval, the application fee is waived. All applications for review shall be submitted in writing to Waterford Landing HOA, P. O. Box 1052, Richmond Hill, Georgia 31324. The final application must contain all required data as found on the "Application for Plan

Review", be signed by the Lot owner and have the payment included. Incomplete submissions will not be reviewed by the ARC. Within thirty (30) days of complete submission, the ARC shall either approve or disapprove with an explanation of the committee decision. The ARC will attempt to expedite the review process whenever possible, however, the applicant must allow for up to thirty (30) days for the review process to be completed.

**C. Building Type and Quality.** It is the intent of the Declaration and these Guidelines that all structures within the community be harmonious in quality and design.

No building shall be erected, altered, placed or permitted to remain on any Lot or building parcel, except for one detached single-family residence which shall not exceed thirty-five (35) feet in height, unless approved in advance by the ARC, and shall have a two (2) car enclosed garage. Unless approved by the ARC as to use, location and architectural design, no garage, tool or storage room may be constructed separate and apart from the residential dwelling nor may any such structure(s) be constructed prior to construction of the main residential dwelling.

Dwellings shall have a heated living area, exclusive of garage, porches, or lanais, of at least twelve hundred (1200) square feet.

The ARC shall have final approval of all exterior building materials. Exposed concrete block shall not be permitted on the exterior of any building or detached structure unless prior written approval is obtained from the ARC. The ARC shall discourage the use of imitation materials for facades and encourage the use of materials such as brick and wood or a combination of the foregoing.

**D. Layout and Setbacks.** No foundation for a residence shall be poured, nor shall construction commence in any manner or respect, until the layout for the building or renovation is approved in writing by the ARC. The purpose of this requirement is to facilitate the residence being placed on the Lot in its most advantageous position and each residence within the Subdivision being provided some measure of visual and acoustical privacy. All setbacks are intended to be a minimum with actual setbacks determined on a case by case basis considering existing trees, existing and planned adjacent homes, and views. Any buildings or structures constructed on the property must be set back a minimum number of feet from the property lines according to the following : ( a) Front - Twenty-Five (25) feet. (b) Side- Seven and One-Half (7.5) feet. (c) Rear - Twenty (20) feet.

**E. Amendment to Architectural Review Guidelines.** The Guidelines may be amended from time to time by the Board of Directors of the Waterford Landing Homeowners Association if deemed to be in the best interests of the community. The determination of the "best interests of the community" will be made by the Board

of Directors in its sole discretion.

**F. Waiver of Architectural Review Guidelines.** The Guidelines and standards set forth herein are intended as guidelines to which adherence shall be required by each owner within the Property; provided, however, the Board of Directors of the Homeowners Association shall have the express authority to waive any requirement set forth herein if it deems such waiver in the best interests of the community and the deviation requested is compatible with the general character of Waterford Landing Planned Unit Development. Any such waiver must be in writing signed by the Board of Directors or its authorized committee.

#### **4. ARCHITECTURAL SPECIFICATIONS & STANDARDS**

**A. Air Conditioning Units.** No window or wall air conditioning units shall be permitted. All exterior air conditioner compressor units shall be screened from view and insulated by a fence, wall, shrubbery, or a combination thereof so as to minimize noise.

**B. Fences and Walls.** The composition, location, color and height of all fences or walls must be approved by the ARC. All proposed fences will be reviewed individually according to the criteria established herein. All fences must be constructed behind the rear line of the residence and may not be less than three (3) feet or more than five (5) feet in height. All fences must be painted or stained a color approved by the ARC.

Shielding enclosures must extend no further than six (6) feet from the outside wall of the house, can be no higher than five (5) feet in height, and no more than 12 feet in length. If constructed of brick, the brick must be of a color matching the existing structure all other materials must be painted or stained a color approved by the ARC.

The use of Thompson's water seal or any other temporary wood sealers will not satisfy the requirement that fences be painted or stained. Chain link and board on board stockade type fences will not be allowed. In general, fences should be constructed within the building setback lines as defined in Section 3D.

Fences on cul-de-sac lots may be permitted beyond the side line of the residence. Fences may be constructed closer to the rear property line if a minimum of a twenty (20) foot buffer exists between the rear property line and the edge of the clubhouse property and sufficient landscape buffering exists or will be planted by the applicant, both in the opinion of the ARC. Fences must be decorative in nature and must have a minimum of 25% open area in the fenced surface. The use of masonry corner posts, masonry gate posts, jogs in the rear fence line, and complimentary landscaping may be required by the ARC in its discretion.

*Cottages Phase 1 and 2: Fence setbacks and layout requirements will be determined on a case by case basis by the ARC, with existing sidewalks, landscaping, and continuity with neighboring fences being taken into consideration. All fences in this area shall be white in color and consistent in style and height with others in the Cottage area.*

The ARC will consider, among other things, the following in its review of proposed fences:

- (a) Visual continuity with fences on adjoining properties.
- (b) Visual impact from the golf course or street.
- (c) Quality of design and aesthetic appeal.
- (d) Compatibility of the fence to the home.

All fencing must be kept in good repair. Warped, detached, or missing boards are not permitted.

**C. Game and Play Structures.** Basketball goals are not permitted within the subdivision. Trampolines are reviewed by the ARC on a case by case basis. Trampolines must be located in the rear of the home and maintained in a neat and orderly manner. Based on the visibility of the trampoline from public roads and other homes, fencing and/or landscape screening may be required by the ARC at their discretion. Any other type of play structure must be approved by the ARC prior to installation and must conform to the following restrictions:

1. All swing sets and play structures must be located to the rear of the home no closer than twenty (20) feet from the rear property line unless an adequate buffer exists between the rear property line and the playable area of the golf course according to the discretion of the ARC.
2. All swing sets and play structures must be of wood construction and must be no larger than eight (8) feet in height or fifteen (15) feet in length.
3. Non-permanent movable toddler gyms, play structures, and the like intended for young children that are constructed of plastic or other similar material shall be allowed provided they are: (i) no larger than five (5) feet in height and five (5) feet in length, (ii) maintained in a neat and orderly appearance, and (iii) placed no closer to the golf course than twenty (20) feet from the rear property line of the residence.
4. A permanent stand of sod, mulch, or other bedding material should be provided under all swing sets and play structures. The use of landscaping to screen swing sets and play structures from the golf course and other adjoining homes will be encouraged. All game and play structures should be maintained in a neat and orderly appearance. If, in the opinion of the ARC, any game and play structure is not maintained in a neat and orderly appearance, the ARC may require repair or removal from the Property in its discretion.

Applications for Game and Play Structures should include complete specifications and a photo of the proposed equipment, a site plan indicating where the equipment will be installed in relation to the house and all property lines and photos of the house from road view and of the rear yard.

**D. Hardscapes, Vehicle and Equipment.**

**1. General Maintenance**

- a. Barbecue grills and fire patio/portable fire pits must be stored in the rear of the house and out of view from the street, when not in use.
- b. Pools, hot tubs, or spas must be functional, in good repair, properly maintained, and free of mold and mildew.
- c. Window panes and screens must be kept in good repair with no broken glass and no torn or taped screens.
- d. Inoperable or recreational vehicles and equipment may not be stored on private residential property.
- e. Parking of allowed vehicles is authorized only on paved driveways or inside garages. Street parking is not allowed.

**2. Driveways and Walkways**

- a. All dwellings shall have a paved driveway of stable and permanent construction not less than door to door width at the entrance of the garage. All driveways must be constructed with an approved material.
- b. Driveways and walkways must be kept free of excessive raised/depressed cracks, buckles, or bumps.
- c. Hardscapes, walkways, or driveways must be free of discoloration, staining, mold, or mildew.
- d. Hardscapes, walkways, and driveways are to be kept substantially free of weeds growing in cracks.

**E. Mailboxes.** No mailbox, paper box or other receptacle of any kind for use in the delivery of mail, newspapers, magazines, or similar material shall be erected on any Lot other than the uniform design approved by the ARC. Mailbox post must be painted using the standard grey color designated for Waterford Landing road signs and posts. The approved mailbox style, custom designed post, replacement numbers, and post paint is available through the Association by contacting the HOA's Administrator. House numbers, whether mounted on the mailbox post or house, must not be hidden from view.

**F. Propane Tanks.** All propane tanks or other gas containers shall be located behind the front line of the residence and shall be shielded from view of the road, adjoining homes, and the golf course with a painted or stained fence and/or complimentary landscaping. Propane tanks shall not exceed five (5) feet

in height. The burying of propane tanks underground will be encouraged where possible.

**G. Roofs, Chimneys, Gutters, and Downspouts.**

1. Minimum pitch of roof will be 6/12 unless the ARC determines that the particular design warrants the use of a lesser pitch.
2. All protrusions through the roofs must be indicated on the submitted plans. Protrusions for power ventilators or other apparatus shall not be permitted unless approved by the ARC.
3. Roofing and shingle material shall be approved by the ARC as to color and material.
4. Roofs must be maintained so that surface stone is intact. Roof repair or replacement must be done when the roof deterioration reveals inner layers of asphalt visible from the street (curling shingles). Vegetation growth and debris on the roof must be removed.
5. Chimney caps, metal flues, gutters, downspouts, and attic vents must be in good repair and not show signs of rust, chipping, or peeling.
6. The installation of gutters to the exterior of a home must be approved by the ARC. Gutters should be professionally installed with downspouts located in as inconspicuous a location as possible. Colors used should be compatible with the exterior of the home to minimize the view of the gutters from the road.

**H. Room Additions / Renovations.** All exterior renovations, additions, screen porches, decks, exterior color changes and the like must be approved by ARC. All room additions including screened porches and sun rooms should be designed to be compatible with the existing home in roofing materials, building materials and colors. All applications for renovations must include plans and/or photographs of the existing structure and the new proposed structure so that the ARC can visualize how the proposed renovation will integrate with the existing home.

Plans must include a description of materials to be used in construction and, at the sole discretion of the Architectural Review Committee, may require review and approval by a qualified professional or architect to certify that the home renovation or sun room diagrams are of sound design and comply with all local and county building codes.

Homeowner is responsible to obtain all building permits required by local, county and state ordinances and pass all building inspections before notifying the ARC of completion. Homeowner agrees to notify the ARC in writing within five (5) business days after construction and inspections are completed. The ARC reserves the right to perform on-site inspection of sun room or renovation to ensure the structure is completed in accordance with submitted plans and diagrams.



Additions can be categorized as being either “enclosed” or “unenclosed”. Enclosed additions include room extensions, screened porches, and sun rooms and are characterized by having roofs, walls, windows or screened openings, and doors. Enclosed additions are required to meet the 6/12 roof pitch requirements outlined in Section 4G(1). Unenclosed additions include structures such as Pergolas and Arbors or other frame-based designs which do not have walls and may not have roofs. Unenclosed additions, such as Pergolas and Arbors, may be free-standing or attached to the main dwelling and are not required to meet the roof pitch requirements of Section 4G(1).

**I. Siding, Exterior Walls, Trim and Shutters.**

1. Siding and exterior walls must be in good repair. Warped, missing, rotted, cracked, or damaged siding and trim must be repaired or replaced. Repaired or replaced siding and trim must match the original in material, color and size.
2. Paint and stain must not exhibit fading, discoloration, peeling, chipping, or cracking. Excessive mold, mildew, or other signs of damage or neglect must be repaired. Paint touchups must be color matched. Any substantial difference in color will require repainting. Paint on foundation walls must not show signs of chipping or peeling.
3. Shutters must be kept in good repair, with the paint not showing chipping or peeling, and must be properly hung with missing shutters replaced.

**J. Signs.** No sign, other than signs approved by the ARC, shall be displayed to the public view on any Lot except as may be approved as to size, design and otherwise by the ARC.

**K. Stairs, Decks, Porches, Patios, and Service Areas.**

1. Patios must be level and free of excessive cracking and crumbling. Wooden stairs and landings must be kept in good repair with boards which are not warped, detached, missing, broken, or damaged.
2. Concrete, brick, flagstone, and other material stairs and landings must be kept in good repair.
3. Enclosed trash areas must be maintained and all trash receptacles kept inside.

**L. Swimming Pools.** Any swimming pool to be constructed on any Lot shall be subject to the requirements of the ARC which include, but are not limited to, the following:

1. Composition to be of material thoroughly tested and accepted by the industry for such construction;
2. The outside edge of any pool wall may not be closer than four (4) feet to a line extended and aligned with the side walls of the dwelling unless otherwise

- approved by the ARC.
3. Any exterior lighting for a pool or other recreation area shall be designed so as to buffer the surrounding residences from the lighting.
  4. Perimeter must be enclosed by a retaining wall, fence, or other barrier, the design of which must be approved by the ARC, which shall be constructed or installed so as to obstruct access by persons other than the owners of the lot. All gates installed in the fence enclosing the swimming pool shall be self-latching with latches placed at least four (4) feet above the ground. All such gates shall be kept securely closed and latched at all times.

**M. Trash and Recycling Containers.** No Lot shall be used or maintained as a dumping ground for rubbish, trash or other waste. All trash, garbage and other waste shall be kept in sanitary containers shielded from view from the road. All Lots shall be maintained during construction in a neat, nuisance-free condition.

**N. Tree Removal.** No trees of over twelve (12) inches in diameter at four (4) foot above natural grade shall be cut or removed without approval of the ARC. Prior to clearing, each homeowner will be required to flag trees which homeowner intends to remove for inspection by the ARC. Within five (5) days the ARC will approve or require modification to the proposed tree removal. Prior to flagging of trees to be removed the owner may "underbrush" their Lot and remove any trees of six (6) inch diameter or less.

**O. Utility Connections.** Building connections for all utilities, including, but not limited to, water, electricity, telephone and cable television shall be run underground from the property connecting points to the building structure in such a manner to be acceptable to the governing utility authority.

## **5. LANDSCAPING GUIDELINES**

The Waterford Landing Board of Directors has established Community Landscaping Guidelines in order to provide all owners and residents a clear understanding of the expectations relative to landscape requirements for residential properties within Waterford Landing subdivision. The following guidelines are required and are intended to clarify Article IV Section 5 and Article V Sections 14 and 18 of the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Waterford Landing Planned Unit Development.

### **A. Lawn and Turf Areas.**

1. Lawns need to present a healthy and disease-free turf area. Property owners should water lawns on an "as needed" basis, in compliance with Bryan County watering restrictions and ensure that their watering system is working efficiently.

2. Lawns must be mowed, trimmed and edged a minimum of every two weeks from March through October and monthly from November through February or as frequently as required to maintain yard in a "Groomed" (freshly mowed and trimmed) state.
3. In areas where grass will not grow due to lack of sunlight, the area shall be replaced with an acceptable alternative, such as pine straw, ground cover, or a bedded flower area.
4. All areas where turf, groundcover, or weeds meet hardscape (such as driveways, sidewalks, and curbs) must be edged.
5. Trim grass and weeds along the house and around the base of mailboxes, trees, planting areas, and any other objects on the property such as: patios, trampolines, fire pits, play structures, etc.
6. Removal of grass clippings and debris from driveway, sidewalk, street, and curb is required.
7. Front, side and back yards are to be maintained to the same standard.

**B. Trees, Shrubs and Bushes.**

1. Dead or diseased trees, large tree branches, shrubs or bushes must be removed. No trees of over twelve (12) inches in diameter at four (4) foot above natural grade shall be cut or removed without approval of the ARC. Prior to clearing, each homeowner will be required to flag trees which homeowner intends to remove for inspection by the ARC.
2. Overgrown shrubs should be pruned to standard horticultural practice; foundation plants generally should not exceed 42" in height. Do not allow bushes to grow above the midlevel of front-facing windows.

**C. Flower Beds and Garden Areas.**

1. All flower beds and garden areas must be maintained to control the growth of weeds.
2. To inhibit the growth of weeds, control erosion, and to promote water conservation, all flower beds and garden areas must have mulch (pine straw, bark, etc.).

**D. Completion and Continued Maintenance of Landscaping.** Owners are required to complete the landscaping of their yards, both front and rear. Landscaping includes installing grass in open areas and planting decorative plants, trees and bushes. The Association recommends that owners consult with a local nursery or landscape experts to assist with this task.

**E. Undeveloped Lot Maintenance** (no existing structure constructed on property). Undeveloped lots which are "primarily grassed" must be mowed,

trimmed and edged a minimum of once per month from March through October. Undeveloped lots that are “primarily wooded” may be left in their natural state until the start of approved construction.

**COMMUNITY LANDSCAPING GUIDELINES APPLY TO THE ENTIRE PROPERTY.**

**6. INSPECTIONS AND NOTIFICATIONS**

**A. Inspection and Communication with Property Owner.**

1. All inspections of properties and compliance administrative activities will be conducted by the Administrator, Administrator’s representatives or a member of the Board of Directors or its designated committee.
2. A written letter of notification of violation of the Architectural Review and Community Landscaping Guidelines may be sent by standard US Mail to the property owner, or both renter and property owner. The owner will have fourteen (14) days, or alternatively a reasonable period of time approved by the Board of Directors, to correct, or submit in writing a plan to correct, the specified violation. The plan shall meet the approval of the Board of Directors and include the steps to be taken to correct the violation and an estimate of the date all work will be completed.

**B. Issuance of Guideline Violation Letters.**

1. The first letter, as specified in Paragraph 6.A.2, informs the owner of the following:
  - There is a violation of the Architectural Review and Community Landscaping Guidelines on the owner’s property.
  - The owner has a specified period starting on the date of the letter’s postmark to correct the violation or submit the correction plan.
2. At the end of the 14-day time period described in the first letter, if the owner has not corrected the violation or submitted an acceptable plan, a second, formal letter may be sent by US Mail to the owner. The second letter states that the owner has a further fourteen (14) days, from its postmark date, to submit and implement a plan to correct the violation. Failure to do so within the additional 14 days may result in the Association forwarding the compliance case to its legal counsel.
3. The Administrator and/or Board of Directors, in their discretion, may delay the sending of any letter specified herein if, in the Administrator and/or Board of Director’s judgment, the owner has undertaken continuing significant action reasonably leading to correction of the violation or submission of a plan.
4. In the event the Board determines (in its sole discretion) that the violation is or may be an immediate or substantial threat to the health, safety or welfare of the

community or of an individual, the Board may impose appropriate sanctions without prior compliance with the steps outlined above.

**C. General.**

1. The provisions of these Guidelines will not limit or be a condition precedent to the Association's right to enforce the governing documents by any means available to the Association, including but not limited to, initiation of a lawsuit to force compliance, injunctive relief, or damages. The Association is entitled to reimbursement of all attorney's fees and costs incurred by the Association in connection with enforcing the Declaration.
2. Failure by the Board to enforce any provision of these Guidelines will not be considered a waiver of the right to do so afterward. The provisions and procedures of these Guidelines will be independent and severable. The invalidity of any one or more of these provisions by judgment or court order or decree will in no way affect the validity or enforceability of any of the other provisions, which other provisions will remain in full force and effect.

## **APPENDIX A – EXAMPLE PHOTOS OF VIOLATIONS**

Warped, missing, rotted, cracked, or damaged siding and trim must be repaired or replaced.



Excessive mold, mildew or other signs of damage or neglect must be repaired.



Roofs must be maintained and cleared of debris. Roof repair or replacement must be done when the roof deterioration reveals inner layers of asphalt visible from the street (curling shingles).



Chimney caps, metal flues, gutters, downspouts, and attic vents must be in good repair and not show signs of rust, chipping, or peeling.



Patios must be level and free of excessive cracking and crumbling. Wooden stairs and landings must be kept in good repair with boards which are not warped, detached, missing, broken, or damaged. Concrete, brick, flagstone, and other material stairs and landings must be kept in good repair.



All fencing must be kept in good repair. Warped, detached, or missing boards are not permitted.





**Pools, hot tubs, or spas must be functional, in good repair, properly maintained, and free of mold and mildew.**



**Boats, lawn maintenance equipment, etc. must be stored in an enclosed portion of your home.**



Miscellaneous items must be stored out of view inside enclosed portion of home.



Driveways and walkways must be kept free of excessive raised/depressed cracks, buckles, or bumps.



**Hardscapes, walkways, or driveways must be free of discoloration, staining, mold, or mildew.**



**Lawns need to present a healthy and disease-free turf area.**



**Dead or diseased trees, large tree branches, shrubs, or bushes must be removed. Prior approval of the ARC required.**



**Overgrown shrubs should be pruned to standard horticultural practices.**

