

**Cambridge Farms Subdivision
Homeowners Association
Architectural Control Committee**

Architectural Guidelines

Version 4

August 2018

Table Of Contents

Section	Title	Page
1.0	Objective.....	4
2.0	Basic Home Enhancements and Coloring	
2.1	House Colors.....	5
2.2	Roof Materials and Color.....	6
2.3	Mailboxes.....	6
2.4	Gutters.....	6
2.5	Satellite Dishes.....	6
2.6	Solar Devices.....	6
2.7	Flagpoles and Flags.....	7
2.8	Awnings.....	7
2.9	Window Treatments.....	7
2.10	Antenas.....	7
2.11	Exterior Appearance/New Construction.....	7
2.12	Signs.....	7
3.0	Landscaping	
3.1	Landscaping Beds and Lighting.....	8
3.2	Fences and Gates.....	8
3.3	Easement Planting.....	9
3.4	Carriage Lights/Lighting.....	9
3.5	Lattice Panels and Trellises.....	9
3.6	Vegetable and Herb Gardens.....	9
3.7	Tree, Palm and Shrub Maintenance.....	10
3.8	Tree Removal.....	10
4.0	Outdoor Accessories	
4.1	Clotheslines.....	10
4.2	Outdoor Furniture.....	10
4.3	Storage Bins and Sheds.....	10
5.0	Outdoor Recreational Equipment	
5.1	Basketball Hoops.....	10
5.2	Childrens Play Equipment.....	11
5.3	Swing/Gym Structures.....	11
5.4	Pools.....	11
6.0	General Provisions	

6.1	General.....	11
6.2	Use of Lots.....	12
6.3	Vehicles.....	12
6.4	Leasing.....	12
6.5	Animal and Pets.....	12
6.6	Nuisance.....	12
6.7	Unsightly or Unkept Conditions.....	13
6.8	Drainage.....	13
6.9	Sight Distance at Intersection.....	13
6.10	Subdivision of Lot.....	13
6.11	Guns.....	13
6.12	Entry Features and Street Signs.....	13
7.0	ACC Review and Approval Process.....	14
8.0	Attachments - Architectural Change Request/Notification Forms.....	15
Figure 1	Architectural Change Request Form - General.....	16
Figure 2	Architectural Change Notification Form - Paint.....	17
Figure 3	Architectural Change Request Form - Pool.....	19
Figure 4	Modification Request Form.....	20

1.0 Objective

The overall objective of this document is to serve as a uniform guide to both the Cambridge Farms Homeowners and the members of the Architectural Control Committee (ACC) in maintaining and enhancing our carefully designed community. The Guidelines and Standards address any construction and improvements for which Homeowners/Lot Owners will most often submit applications to the ACC. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to identifying construction and improvements permissible in the community.

The Architectural Control Committee (ACC) for Cambridge Farms Homeowners Association (HOA) has created a set of architectural guidelines for the Homeowners with three purposes:

Provide additional guidance and interpretations for the architectural guidelines contained in the HOA's Covenants and Deed Restrictions.

Provide guidance for Homeowners on meeting many of the architectural provisions contained in the Covenants and guidelines without requiring requests for review and approval by the ACC.

Provide assistance to Homeowners in planning changes and creating change requests to help ensure their acceptance by the ACC.

This document supplements the HOA's governing documents. Requirements in those documents that are not explicitly addressed herein still apply, including requirements for review and approval that are specified in those documents (whose responsibilities are performed by the ACC).

The remainder of this document is divided into the following sections:

Section 2 – Basic Home Construction/Enhancements and Coloring: topics related to house colors, roof materials, exterior finishes (masonry, siding, etc.) and colors and items that are permanently attached to the main house.

Section 3 - Landscaping: topics related to landscaping, including fencing.

Section 4 - Outdoor Accessories: topics related to all outdoor accessories except recreational equipment.

Section 5 - Outdoor Recreational Equipment: topics related to outdoor recreational equipment.

Section 6 - ARC Review and Approval Process: summary of the ACC review process.

Section 7 - Reference Material: list of HOA documents and cross-references from the section of this document.

Attachments: sample forms and instructions on the form's use.

2.0 Basic Home Enhancements and Coloring

This section provides guidance on new construction and structural and decorative changes and enhancements to the home itself, including color requirements.

2.1 House Colors

ACC approval is required to paint a home; the Homeowner is required to submit **“Architectural Change Request Form - Paint”** and follow all ACC guidelines and Spacing Requirements.

Color Scheme Requirements:

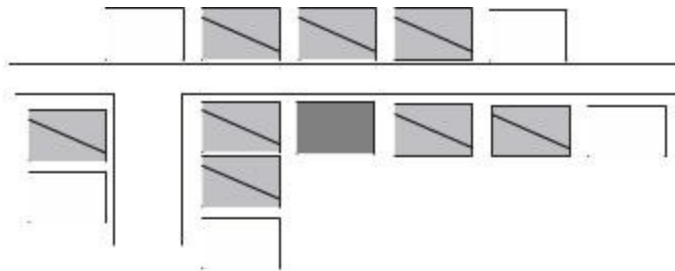
Homeowners/Lot Owners may paint their house:

- With existing, identical colors currently on the house (Unless restricted thereafter by notice from the Board)
- A non-violation color scheme currently in the neighborhood
- With muted earth tone colors
- Pastels, primary colors, or a combination of primary colors to include but not limited to teal, purple, fuschia are not approved colors.




Spacing Requirements:

Main house color - The main house color shall not be the same as any adjacent house. For purposes of this requirement, adjacent means any house sharing a side lot line.

Color Scheme - A house shall not be painted the exact color combination (base, trim, etc.) of any home within two (2) lots of either the side or across the street from the house to be painted. When determining the “two lot distance”, houses on intersecting streets should be included. Examples:



Color Combination Key (what is two lots away?):

House to be painted	Ineligible color combination	Eligible color combination
		

Homeowners painting their house contrary to the color scheme will be in violation of the Cambridge Farms HOA Architectural Guidelines and subject to fines imposed by the Board of Directors. Painting of home must be completed within 90 days of receipt of Notification Form after 90 days have passed and house has not been fully painted you must reapply to the ACC.

2.2 Roof Materials and Color

New construction and re-roofing with asphalt shingles on any structure within the community requires approval from the ACC. Architectural shingles are required to be installed. 3-tab asphalt shingles are not permitted on any structure within the community. Metal roof, per ACC review may be used only on porch additions. When material and/or color changes are requested, the Homeowner will provide material and color samples via picture with the “**Architectural Change Request Form - General**” submitted for ACC review. Color choices for shingles are:

- Timberline Natural Shadow Charcoal
- Timberline Natural Shadow Barkwood SG
- Timberline Natural Shadow Hickory
- Timberline Natural Shadow Pewter Gray
- Timberline Natural Shadow Shakewood
- Timberline Natural Shadow Slate
- Timberline Natural Shadow Weathered Wood
- Timberline Natural Shadow Hunter Green

2.3 Mailboxes

All replacement mailboxes will be of the same style and size as the original mailbox. Style of mailboxes in our community are MB-500. A new or replacement mailbox can be purchased from Global Home Construction – 770-451-3777 – www.global-hc.com. Other companies may be used as long as the mailboxes and posts match. A consistent mailbox color will be maintained throughout the neighborhood which is black.

2.4 Gutters and Downspouts

Gutter coloring that is the existing color does not require approval from the ACC. Requests to the ACC for other colors must include color samples. Colors need to match the house/attachment if other than white, i.e., gutter should be color of trim/soffit and downspout the color of base. Plastic gutter material is prohibited. Any other rain handling systems or devices shall be submitted for review and must not adversely affect drainage on adjacent properties.

2.5 Satellite Dishes

Satellite dishes are to be mounted on the rear half of the house when possible. Cable lines are to be routed within electrical conduit, not visible from the street, whenever feasible. Electrical conduit is to be painted the same color as the adjacent material (e.g., wall, trim and roof).

2.6 Solar Devices

All solar panel designs must be submitted to the ACC with manufactures name, style and size. If approved by the board and ACC, any solar device must be on the back of the home.

2.7 Flagpoles and Flags

Flagpoles up to six (6) feet in length may be attached directly to the house facade. Flags on the property may include, but not limited to the American flag, state flags, membership/support flags, and decorative flags. Flags with inappropriate or obscene material are prohibited. All flags must be hung in a respectfully appropriate manner. The Homeowner must continuously maintain the condition of the flags and poles. Permanent flagpoles are permitted with written approval from the ACC showing location and material of flagpole.

2.8 Awnings

Awnings are only allowed on the back portion of the home. Awnings for other miscellaneous reasons are to be submitted to the ACC for review before installation. The Homeowner will also provide colors of frame and fabric that must match the house colors. The application must include a description of the device (materials and color) and a site plan depicting the location of the device.

2.9 Window Treatments

Professional window treatments such as blinds must be on the windows facing the front of the house where the driveway enters the street. All window treatments must be maintained. Broken blinds and torn drapery must be repaired within 30 days of notice.

2.10 Antennas

No exterior antennas of any kind shall be placed, allowed, or maintained upon any portion of the Community, including any Lot, without the prior written consent of the board or ACC. The board reserves the right to (but shall not be obligated to) erect a master antenna satellite dish or other similar master system for the benefits of the Community.

2.11 Exterior Appearance

New Construction and replacement windows' must have muntin bars installed and are visible in windows facing the street, which follow the Community Wide Standard. They are to be insulated with one of the following: GBG (grills between glass) or SDL (simulated divided light, grills are applied on each side of the glass). New construction and replacement garage doors must follow the Community Wide Standard. All Chimneys must have metal shroud that conceals the chimney cap and flue in accordance with the Community Wide Standard. Floor-plan elevations must follow paint rule for distance. Primary roof pitch to be 6/12 or greater, dormers & porches to be 4/12 roof pitch or greater. New construction to have side entry garages when lot allows. New construction must be 60% masonry, 3 side at first level minimum.

2.12 Signs

No sign of any kind shall be erected by an Owner within the Community without the prior written consent of the board except: (a) such signs as may be required by legal proceedings; and (b) not more than one "For Sale" sign consistent with the Community-Wide Standard, having a maximum area of four square feet. The board shall have the right to erect any reasonable and appropriate signs.

3.0 Landscaping

3.1 Landscaping Beds and Lighting

Only Bermuda sod grass is permitted outside the landscaping bed areas. The Bermuda sod will be installed on the front, right, and left elevations of the dwelling as well as 30 feet into the rear of house. Front lawns must be maintained on a regular basis and free of weeds. The remaining land at the rear elevation may be seeded with Bermuda, Zoysia, or Fescue. The rear elevation of lawn must be uniform in height to the front lawn.

All landscaping beds must be covered with mulch, pine straw, or a stone and free of weeds.

Existing landscaping beds can be renovated without ACC review if the following conditions are met:

- Flowers/shrubs/trees are added to existing beds or landscape lights are added to existing beds, or
- The change in overall bed area is less than 25%
- Curbing material and coloring is to be harmonious with house
- The intensity and direction of landscape lighting shall not provide lighting towards a neighbors house or into the street.

Changes to the overall landscaped bed size on the front of the house that exceed 25% require ACC review and approval. If the Homeowner is unsure if the above conditions are met, it is recommended that the ACC review the plans and/or color.

New landscaping bed plans in front or side yard must be submitted to the ACC for review.

- Diameter of trees must be 3 inches in diameter. The acceptable types of tree are Maple, Crepe Myrtle(beds only), Birch, Elm, Cherry or Plum, and Oak trees that are spaced in the front yard following the Community Wide Standard. New construction must have minimum of 2 trees, and 15 shrubs of 3 different varieties.
- Shrubs must be 3 gallons or better. The type of acceptable shrubs must follow the Community Wide Standard.

3.2 Fences and Gates

No fence or fencing type barrier of any kind shall be placed, erected, allowed, or maintained upon any portion of the Community, including any Lot, without the prior written consent of the ACC. Variations may be allowed at the sole discretion of the Board or the ACC.

- Chain link fence, hog wire fence, or vinyl fence will not be approved. Wrought iron fencing may be used only if approved by the ACC.
- Fences must be constructed with natural wood materials unless otherwise approved by the ACC which shall be 6 foot dog-eared, cedar privacy, pressure treated, stockade style, split rail style or equestrian style board with wire inside provided wire is not clearly visible from the street or other fencing as may be approved by the ACC.
- No front yard of any Lot shall be fenced.
- All framing shall be installed to the interior of the fence, such that the framing is not visible from outside the Lot.
- All fences may have a stained or painted finish, which finish must conform to the subdivision, in Colonial style colors or earth tones. No unusual colors, as determined by the BOD, will be permitted. All wood fences must be regularly maintained by staining, sealing, or painting. No fence shall be allowed to reach a state of disrepair. The homeowner understands and agrees that final approval for a fence is conditioned upon the Owner properly maintaining that fence and the Owner agrees to comply with future requests of Board of Directors to do so.
- All fences must be installed within the boundaries of Lots to conform with all governmental setback and other regulations, if any, as well as any requirements of the Declaration or the recorded Plats for Cambridge Farms. Special attention must be paid to any drainage easements on a Lot. Placement of fences must not in any way impact the flow of water through a drainage easement. Maintenance of the ground along the outside of the fences and the exterior face of fences should be considered by Owners when determining the precise location of the fence within the property lines.

- No fence shall be installed forward more than the rear corners of a home; however, variances may be granted, in the sole discretion of the BOD, to allow access to a side door, enclose an air conditioning condenser unit, or similar items.
- Any boundary dispute shall be resolved between the disputing Owners, and shall not be the responsibility of the BOD or Association.
- Corner lots are a special situation. Corner lots are considered to have two front yards, therefore front yard rules apply to the yard adjacent to both adjacent streets on corner lots. As a general rule, fences are not allowed in front yards due to fence construction being prohibited forward of the rear corners of the house. However, consideration may be given by the BOD to the back yard fenced area yielded after rear corners are used and whether the house is situated square with the streets or diagonally placed. The BOD may also consider which street the house faces for address purposes and what appearance results from the other street side. In any event, the fence should be no closer to the side street than the building setback line required by the development plans of the subdivision.
- Fence facing the front of the house or any street side must be a solid 6 foot, dog eared, cedar or pressure treated fence.

3.3 Easement Plantings

Planting trees/shrubs in the street easement area (between the sidewalk and street) is not permitted.

NOTE: mailbox plantings that already exist must be maintained. (wedged, trimmed, etc.) No new plantings permitted.

3.4 Carriage Lights/Lighting

Post/carriage light may not be installed in the front yard. Back yards permitted.

The following exterior lights may be installed without the necessity of obtaining the prior approval of the ACC:

(a) seasonal decorative lighting during the Christmas season; and (b) illumination of other than the front or side yards of a Lot. Plans for all other lighting must be submitted and approved by the ACC. Only decorative post lights in conformity with established street lighting shall be approved on the front of the home.

3.5 Lattice Panels and Trellises

Lattice panels and trellises may only be used in the back yard to support growth of shrubs and vines and shall not exceed six (6) Feet in height and four (4) feet in width. All lattice panels and trellises must be constructed from PVC, wrought iron and/or pressure treated lumber. If a grouping of multiple lattice panels and/or trellises is planned, their location and arrangement must be reviewed and approved by the ACC in advance.

3.6 Vegetable and Herb Gardens

Plantings for vegetables and herbs (in-ground gardens and planters) are restricted to the rear of the property, as stated in the covenants.

3.7 Tree, Palm and Shrub Maintenance

Trees, palms and shrubs shall not block any part of the sidewalk path and shall be maintained to allow residents to pass freely. Limbs hanging over the sidewalk from the homeowner's property, including easement area shall have a ground clearance of eight (8) feet in height (minimum).

3.8 Tree Removal

No trees which are left on the Lot at closing shall be removed without the express consent of the ACC, except for (a) diseased or dead trees; (b) trees needing to be removed to promote the growth of the other trees; or (c) trees in the back of the home.

4.0 Outdoor Accessories

4.1 Clotheslines, Garbage Cans, Wood Piles, Etc.

Clotheslines or other devices upon which laundry may be hung and dried shall not be erected on the property. All garbage cans, wood piles, and other similar items shall be located or screened so as to be concealed from view of the neighboring Lots, streets, and property located adjacent to the Lot. All rubbish, trash, and garbage shall be regularly removed from the Lot and shall not be allowed to accumulate thereon.

4.2 Outdoor Furniture

Plastic furniture is not permitted on front porches. Resin furniture is permitted on front porches. All outdoor furniture must be properly maintained and kept in functionally safe condition.

4.3 Storage Bins and Sheds

Plastic storage bins, including upright storage units, or detached metal structures are not permitted on the Lot. Plans for sheds or outbuildings must be submitted to the ACC for review prior to installation or construction. All sheds and outbuildings must be constructed of wood on the exterior and be either stained a natural wood color or painted the same color as the home. Roofing material must be 3D architectural style shingles as per the roofing style and color scheme of the home.

5.0 Outdoor Recreational Equipment

5.1 Basketball Hoops

Freestanding, permanent basketball hoop installations are permitted (i.e. pole cemented into the ground) but require **prior** approval from the ACC. Basketball equipment may not be installed directly onto a house or garage. When submitting a request for approval, the Homeowner should include a drawing of the driveway area showing the proposed location of the basketball hoop installation. Permanent poles should be installed no closer than ten (10) feet from the sidewalk. Only one basketball hoop (permanent or portable) is permitted per house. Portable basketball hoops are permitted, and, if stored outside, must be kept off the sidewalks, off the street easement (between the sidewalk and street), stored at a minimum of ten (10) feet from the sidewalk and on or to the side of the Homeowner's driveway. Basketball equipment (hoops, nets, backboards and poles) must be properly maintained, i.e., broken backboards must be replaced and kept in functionally safe condition by the Homeowner.

5.2 Children's Play Equipment

Children's play equipment including, but not limited to, houses, gym sets, slides, rides, swings, trampolines and pools, if stored outside, must be kept in the rear of the property. All equipment must be properly maintained and kept in functionally safe condition by the Homeowner. Children's portable basketball hoops may be kept on the driveway. No permanent play equipment should be installed at the front or sides of property with the exception of 5.1 above.

5.3 Swing/Gym Structures

Natural, unpainted wood swing and gym structures are permitted and must be placed at the rear of the property. Any metal play structure of high quality may be submitted to ACC for approval. No structure may be erected on an established plat easement. No installations may be made without prior approval from the ACC.

Homeowner must provide the following for ACC review:

- A site plan indicating proposed structure location;
- Drawing indicating the foundation system of the equipment. Equipment must be appropriately anchored to the ground and built to meet all Building Code requirements;
- Photo and specification of the equipment. Specifications by manufacturer indicating basic dimensions including overall height;
- Roof/canopy coverings must be described in the submittal. Roof/Canvas colors to be reviewed by ACC.

All equipment must be properly maintained and kept in functionally safe condition by the Homeowner. Homeowner/Installer will verify with the local building department for their requirements.

5.4 Pools

Pools may not be installed without the prior written consent from the ACC. Above ground pools are permitted if they have a solid steel or aluminum metal exterior. The Homeowner will provide manufacture, location on Lot, size, decking or landscaping, material and color samples via picture with the **"Architectural Change Request Form - Pool"** submitted for ACC review.

NOTE:

- All above ground pools must have decking or landscaping around the exterior.
- All pools must be properly maintained and kept in functionally safe condition by the Homeowner.
- Homeowner/Installer will verify with the local building department for their requirements.

6.0 General Provisions

6.1 General

The board of directors may, from time to time, without consent of the members promulgate, modify, or delete use restrictions and rules and regulations applicable to the Lots and Common Property. This authority shall include, but shall not be limited to, the right to limit the type and size and to set the maximum and minimum speeds of vehicles within the Community. The board shall also have the authority to impose all other necessary traffic and parking regulations and to restrict the maximum noise levels of the vehicles in the Community. Such regulations and use restrictions shall be binding upon all Owners and occupants until and unless overruled, cancelled, or modified in a regular or special meeting by the Vote of Owners holding a

majority of the total votes in the Association and by the vote of the Declarant, so long as the Declarant has an option unilaterally to subject additional property to the declaration as provided in Article IX hereof.

6.2 Use of Lots

All Lots shall be used for single-family residential purposes exclusively. No business or business activity shall be carried on or upon any Lot at any time except with the prior written approval of the board. Leasing of a Lot shall not be considered a business or business activity.

6.3 Vehicles

Vehicles shall not be parked on any subdivision street. Vehicles shall not be parked on any portion of a Lot other than the driveway and the garage. Except for automobiles and passenger trucks, vehicles shall not be parked, so as to be visible from the front of the house for periods of more twenty-four (24) continuous hours. The term "vehicle" as used herein, shall include, without limitation, motorhomes, boats, trailers, motorcycles, scooters, trucks, campers, buses, and automobiles. Vehicles that are not driveable may not stay in the driveways of the residences. No ATV's, Dirt Bikes, or Four Wheelers may be operated on the lots in the subdivision or on the subdivision streets. Golf carts are permitted.

6.4 Leasing

Lots may be leased for residential purposes.

6.5 Animal and Pets

No animals, livestock, or poultry of any kind may be raised, bred, kept, or permitted on any Lot, with the exception of dogs, cats, or other usual and common household pets in reasonable number, as determined by the board; provided, however, those pets which are permitted to roam free, or, in the Sole discretion of the board, endanger the health, make objectionable noise, or constitute a nuisance or inconvenience to the Owners of other Lots or the owner of any property located adjacent to the Community may be removed by the board. No pets shall be kept, bred, or maintained for any commercial purpose. Dogs which are household pets shall at all times whenever they are outside a Lot be confined on a leash. Without the prejudice to the board's right to remove any such household pets, no household pet that has caused damage or injury may be walked in the Community.

6.6 Nuisance

It shall be the responsibility of each Owner to prevent the development of any unclean, unhealthy, unsightly, or unkept condition of his or her Lot. No Lot shall be used, in whole or in part, for the storage of any property or thing that will cause such Lot to appear to be in an unclean or untidy condition or that will be obnoxious to the eye; nor shall any substance, thing, or material be kept upon any Lot that will emit foul or obnoxious odors or that will cause any noise or other condition that will or might disturb the peace, quiet, safety, comfort, or serenity of the occupants of surrounding property. No noxious or offensive activity shall be carried on upon any Lot, nor shall anything be done thereon tending to cause embarrassment, discomfort, annoyance, or nuisance to any person using any property adjacent to the Lot. There shall not be maintained any plants, animals, device or thing of any sort whose activities or existence in any way is noxious, dangerous, unsightly, unpleasant or of a nature as may diminish or destroy the enjoyment of the Community.

6.7 Unsightly or Unkept Conditions

The pursuit of hobbies or other activities, including specifically, without limiting the generality of the foregoing, the assembly and disassembly of motor vehicles and other mechanical devices, which might tend to cause disorderly, unsightly, or unkept conditions, shall not be pursued or undertaken in any part of the Community.

6.8 Drainage

Catch basins and drainage areas are for the purpose of natural flow of water only. No obstructions or debris shall be placed in these areas. No Owner of any Lot may obstruct or rechannel the drainage flows after installation of drainage swales, storm sewers, or storm drains are located.

6.9 Sight Distance at Intersection

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

6.10 Subdivision of Lot

No Lot shall be subdivided or its boundary lines changed except with the prior written approval of the ACC.

6.11 Guns

The use of firearms in the Community is prohibited. The term “firearms” includes “B-B” guns, pellet guns, and small firearms of all types.

6.12 Entry Features and Street Signs

Owners shall not alter, remove, or add improvements to any entry features or street signs constructed by the board on any Lot, or any part of any easement area associated therewith without the prior written consent of the board or ACC.

7.0 ACC Review and Approval Process

All change requests and required reviews by the ACC are to be documented using the appropriate **Architectural Change Request/Notification Form (General, Paint or Pool)** provided as Figure 1, Figure 2 and Figure 3 to the guidelines. Forms may be obtained by contacting a Board or ACC member or

printed/copied from this document. Detailed requirements for submittals, review, approval and appeal are provided in the HOA's Covenants and are summarized here for convenience only.

Change Request - the process is initiated with submittal of the Architectural Change Request Form (reference attachments Figure 1-General, Figure 2-Paint and Figure 3-Pool). The request form is completed through the signature fields and signed by the Homeowner. Note that all changes must conform to relevant Building Codes and approvals and permits from Jackson County may also be required. It is recommended that an ACC review occur first, so that changes to Building Permits are not needed. All attachments (e.g., sketches, plans, color samples, landscaping, materials, etc.) should be included with the initial submittal. The request form should be sent to the ACC as shown on the form. Submittals may be made by first-class mail, email or in person.

Review and Approval - the ACC meets periodically to review the change requests. If the request is approved, the Homeowner will receive a written approval letter from the ACC. If it is not approved, the reasons for disapproval and/or suggestions for changes will be included in the response. Incomplete requests will be returned to the Homeowner for resubmission. If the ACC does not review the request within sixty (30) days of receipt, the request shall default to : **Disapproved**". The Homeowner is not required to attend the ACC meeting in which the request is discussed. After an approval is received, the Homeowner has 90 days in which to complete the work unless additional time is requested by the Homeowner or noted by the ACC during the review process; otherwise the Homeowner must resubmit the application after 90 days. New construction follows county guidelines for completion time.

Appeals - if an appeal is desired following disapproval, the Homeowner is requested to work with the ACC to reach a resolution. If a resolution cannot be reached, an appeal can be made to the Board of Directors. All Board rulings are final.

8.0 Attachments - Architectural Change Request/Notification Forms

The **Architectural Change Request/Notification Forms** shown in Figures 1, 2, 3 and 4 are used for all requests/notifications. They are used as follows:

All modifications to be reviewed by the ACC must have attached the **Modification Request Form** and the appropriate **Architectural Change Request Form**

Submittal of forms is to the ACC;

Name - enter the name of the requestor (Homeowner);

Phone - provide a phone number where you may be reached (home, work or cell) if there are questions regarding your form;

Address - enter the address of the property;

Proposed Alterations - describe the proposed alteration, change addition, etc. Attachments should be provided as appropriate, including sketches, site plans, materials, colors, and samples as requested per applicable section number.

Date, sign and print name(s) of the submitter(s). Normally, only one owner's signature is required.

The **Remarks** field, Approval/Disapproval on the Request Forms and lower signature blocks are reserved for use by the ACC.

It is recommended that the Homeowner save a copy of the submittal, since the original is retained by the HOA for record-keeping purposes. A signed approval letter will be provided to the Homeowner for all approved requests.

Figure 1.

CAMBRIDGE FARMS SUBDIVISION HOMEOWNER'S ASSOCIATION, INC.
c/o cambridgefarmshoainc@gmail.com
ARCHITECTURAL CHANGE REQUEST FORM - GENERAL

NAME: _____
Address: _____

Phone: _____

(Please print) Proposed Alteration(s):

- (1) Describe the alteration in detail - size, color, materials, etc.
- (2) Attach a sketch and site plan along with contractor's specifications

All improvements must be in compliance with State of Georgia and Jackson County Building Codes & Regulations, and is the responsibility of the owner.

Improvement(s) must be completed within 90 days of the ACC approving the request.

Declarant and Association shall not be liable for any claim, loss, damage, or liability whatsoever arising from the improvements being made to the home.

Agreed to this _____ day of _____, 2____.

By: _____ by: _____
(Owner's signature) (Owner's signature)

Print Name: _____ Print Name: _____

APPROVED: _____ DISAPPROVED: _____ (if disapproved, give reasons in the "REMARKS" section or on the reverse side) REMARKS:

CAMBRIDGE FARMS SUBDIVISION HOMEOWNERS' ASSOCIATION, INC.

By: _____ DATE: _____

By: _____

Revised: August 2018

Figure 2.

CAMBRIDGE FARMS SUBDIVISION HOMEOWNER'S ASSOCIATION, INC.
c/o ACC
cambridgefarmshoainc@gmail.com
Architectural Change Notification Form - Paint
Page 1 of 2

Home Owner Name: _____ Phone: _____
Address: _____

Color Scheme Requirement. Please check as appropriate:

- ☐ I am painting my house with the existing, identical colors scheme on the house.
- ☐ I am painting my house a color scheme currently in the neighborhood (provide address below):
- ☐ I am painting my house the following color scheme that is on the approved color palette:

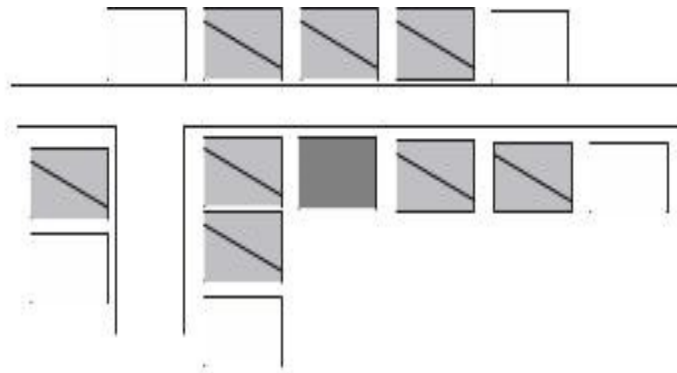
Color Scheme

Homeowners/Lot Owners may paint their house:

- With existing, identical colors currently on the house (Unless restricted thereafter by notice from the Board)
- A non-violation color scheme currently in the neighborhood
- With muted earth tone colors
- Pastels, primary colors, or a combination of primary colors to include but not limited to teal, purple, fuschia are not approved colors.

Spacing Requirement



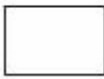
1. Main house color - The main house color shall not be the same of any adjacent house. For purposes of this requirement, adjacent means any house sharing a side lot line.
2. Color Scheme - A house shall not be painted the exact color combination (base, trim, etc.) of any home within 2 lots of either the side or across the street from the house. When determining the "two lot distance" houses on intersecting streets should be included. Examples:



Architectural Change Notification Form - Paint

Page 2 of 2

Color Combination Key (what is two lots away?):

House to be painted	Ineligible color combination	Eligible color combination
		

Home Owner Certification

I certify that it is my intent to paint my house the exact color scheme as disclosed on this form. I certify that I have read and understand ACC guidelines 2.1 House Colors including both the color scheme and spacing requirements and that my paint plan meets the ACC guidelines. I understand that if I paint my house a color scheme contrary as disclosed or in violation with the ACC guidelines, I will be in violation of the Cambridge Farms Subdivision HOA Architectural Guidelines and subject to fines imposed by the HOA. Additionally, I may be required to repaint my house at my own expense. I understand that the Association shall not be liable for any claim, loss, damage, or liability whatsoever arising from the improvements being made to the home.

Painting of home must be completed within 90 days of receipt of this Notification Form.

By (sign): _____ Date: _____

Print Name: _____

Internal Use Only:

Received By: _____ Date: _____

Paint Verified By: _____ Date: _____

Revised: August 2018

Figure 3.

CAMBRIDGE FARMS SUBDIVISION HOMEOWNER'S ASSOCIATION, INC.

cambridgefarmshoainc@gmail.com

ARCHITECTURAL CHANGE REQUEST FORM - POOL

LOT# _____

Phone: _____

NAME: _____

Address: _____

(Please print)

Please submit the following with your request form:

- 1) Site plan showing pool location, manufacture, size, decking or landscaping, enclosure (if applicable), pool equipment, shrubs, materials, etc. If a screen enclosure is requested the following must be submitted:
- 2) Elevations or sections of enclosure
- 3) Materials and color of enclosure

Notes:

Approved roof surfaces are limited to conventionally framed roof structures with shingles to match the existing home. Shrubs are required to screen all pool equipment and retaining walls (if required) from view.

All improvements must be in compliance with State of Georgia and Jackson County Building Codes & Regulations, and is the responsibility of the owner.

Improvement(s) must be completed within 90 days of the ACC approving the request.

Declarant and Association shall not be liable for any claim, loss, damage, or liability whatsoever arising from the improvements being made to the home.

Agreed to this _____ day of _____, 2____.

By: _____ by: _____

(Owner's signature)

(Owner's signature)

Print Name: _____ Print Name: _____

APPROVED: _____ DISAPPROVED: _____ (if disapproved, give reasons in the "REMARKS" section or on the reverse side)

REMARKS: _____

CAMBRIDGE FARMS SUBDIVISION HOMEOWNERS' ASSOCIATION, INC.

By: _____ DATE: _____

By: _____

Revised: August 2018

Figure 4

CAMBRIDGE FARMS SUBDIVISION HOMEOWNER'S ASSOCIATION, INC.

cambridgefarmshoainc@gmail.com

Modification Request Form

Name _____

Date _____

Address _____

Phone (w) _____

(h) _____

- ☐ A. Fences (specify materials, style, location drawing & linear footage)
- ☐ B. Pools & Spas (include plan & location drawing)
- ☐ C. Repainting (specify color and include a color sample)
- ☐ D. Structure modification i.e. porch, sunroom, deck, etc.(include plan, picture & location drawing)
- ☐ E. Landscaping (specify description and location drawing)
- ☐ F. Recreational equipment (kind, picture and location drawing)
- ☐ G. Roof (manufacturer type and color)
- ☐ H. Tree removal (sketch)
- ☐ I. Other (submit appropriate drawings, plans or designs)

NOTE: Please include a copy of the property Plat with all requests.

Comments: _____

Architectural REVIEW Committee Action

Date Received _____

☐ Approved

Date Reviewed _____

☐ Conditional Approval*

ACC Reviewer(s) _____

☐ Disapproved

*Requires Explanation

*****All approvals are subject to city, county and state regulations. Homeowner is responsible for acquiring the necessary permits and following all governmental regulations and building codes.***

Email your request to: cambridgefarmshoainc@gmail.com