

**DOUGLAS TOWNES HOME
OWNERS ASSOCIATION, INC.**

**Architectural and Landscape
Guidelines**

(Adopted _____, 2021)

DOUGLAS TOWNES HOME OWNERS ASSOCIATION, INC.

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INTRODUCTION

The Douglas Townes Home Owners Association, Inc. (the “**Association**”) Architectural and Landscape Guidelines (the “**Guidelines**”) are a supplement to the Declaration of Covenants, Conditions and Restrictions for Douglas Townes recorded in the official records of the Spartanburg County Register of Deeds (the “**Declaration**”) and are not to be considered as the sole statement of regulations. Capitalized words used in these Guidelines shall have the meaning ascribed to them in the Declaration, unless expressly provided otherwise herein.

The primary purpose of the Guidelines is to preserve and maintain the property values and the natural beauty of the development. Section 3.4 of the Declaration establishes the Architectural Committee (the “**Committee**”). The Committee is responsible for reviewing requests, making site inspections, and approving or disapproving all architectural requests.

This document is not intended to be comprehensive; rather it is a guideline for Owners considering modification to their Lot or exterior of their dwelling unit. These Guidelines are subject to revision without notice. Unless otherwise defined herein, capitalized words and phrases used in these Guidelines shall have the meanings set forth in the Declaration. If there is any discrepancy between the Guidelines and Declaration, the Declaration shall prevail.

The Declaration and the provisions requiring Owners and other persons to obtain the approval of the Board or Committee with respect to certain actions specified in the Association documents are independent of the obligation of Owners and other persons to comply with all applicable laws, ordinances and regulations, and compliance with provisions of the Association documents shall not relieve Owners or other persons from the obligation to also comply with all applicable laws, ordinances and regulations.

A. DESIGN REVIEW PROCESS

1. Any change, addition, or modification to a site or a building exterior of a dwelling unit requires the prior written approval of the Committee. Owners with proposed changes should contact the management company, with whom the Association has contracted for full association management to obtain the necessary architectural guidelines and submittal documentation.
2. Simply stated, no improvements, alterations, repairs, additions, or other work, including changes in exterior color, is to occur on any Lot or exterior of any dwelling unit from its improved state existing on the date such property was first conveyed by Builder to a purchaser without prior approval of the Committee. The responsibility of the Committee is to ensure the harmonious, high quality image of City Station Townes is implemented and maintained.
3. Any Owner requesting approval of any construction, installation, addition, alteration, repair, change or other work to their Lot or dwelling unit shall follow the application procedures listed in the Application Procedure Section below. Response to the submittals will be returned to the applicant within thirty (30) days of receipt. Please confirm that the management company has received your application.
4. If the Committee approves the Application, the Owner shall proceed with the work contemplated under the Application as soon as practicable and diligently pursue such work within thirty (30) days of issuance of the approval or such additional period of time as may be approved by the Committee. All work shall be completed within one (1) year of the approval date.

B. APPLICATION PROCEDURES

1. An Owner shall submit (i) a written request for approval to the Committee, substantially in the form of Exhibit A attached hereto, specifying in detail the nature and extent of the addition, alteration, repair, change or other work the Owner desires to perform, including, without limitation, the distance of such work from neighboring properties, if applicable, (ii) any additional information, plans and specifications which the Committee may request, and (iii) the applicable review fee imposed by the Committee (collectively, the “**Application**”) as follows:
 - a. Twenty-five Dollars (\$25.00) for modifications to a Lot or dwelling unit.
2. The approval of an Application by the Committee shall be in addition to and not in lieu of any approvals or permits which may be required under any federal, state or local law, statute, ordinance, rule or regulation.
3. The approval of an Application by the Committee shall not be deemed a warranty or representation by the Committee as to the quality of such construction, installation, addition, alteration, repair, change or other work or that such construction, installation, addition, alteration, repair, change or other work conforms to any applicable building codes or other federal, state or local law, statute, ordinance, rule or regulation.
4. **It is the Owner’s responsibility to ensure that any proposed construction is coordinated with, and where applicable, approved by all counties, local, state and federal government agencies. The Committee, the management company and the Association assume no responsibility for obtaining these reviews and approvals. An approval by the Committee does not indicate or imply the request complies with local zoning or building code requirements.**

C. DESIGN GUIDELINES

1. General Principles. The purpose of the Committee is to insure consistent application of the Guidelines. The Committee monitors any portion of any Lot that is visible from other Lots or parcels, the street, or the Association common areas. The Guidelines promote those qualities in City Station Townes which enhance the attractiveness and functional utility of the community. Those qualities include a harmonious relationship among structures, vegetation, topography and overall design of the community.
2. Design Compatibility. The proposed construction must be compatible with the design characteristics of the property itself, adjoining properties and the neighboring setting. Compatibility is defined as harmony in style, scale, material, color and construction details.
3. Workmanship. The quality of workmanship evidenced in construction must be equal to, or better than, that of the surrounding properties. In addition to being visually objectionable, poor construction practices can cause functional problems and create safety hazards. The Association and the Committee assume no responsibility for the safety or livability of the new construction by virtue of design and workmanship.
4. Building Architecture. In general, any exterior addition or alteration to an existing dwelling unit shall be compatible with the design character of the original structure.

5. Building Repairs. No building or structure shall be permitted to fall into a state of disrepair. The owner of every dwelling unit or structure is responsible at all times for keeping the buildings in good condition and adequately painted or otherwise finished. In the event any building or structure is damaged or destroyed, the Owner is responsible for immediate repair or reconstruction. Roofs must also be kept in good repair at all times.
6. Antennas and Satellite Dishes. While the Association does not prohibit the use of antennas, satellite television dishes or other structures designed for the receipt or transmission of television, radio or other communication signals on any Lot, the Association does regulate the size and location. All antennas, satellite television dishes or other structures are to be located in the rear of house and not be visible from the road. However; corner Lots will be reviewed on an individual basis. All antennas, satellite television dishes or other structures are to be submitted to Committee with a diagram showing the location and size of the device to ensure that they do not negatively impact the general development scheme and appearance of City Station Townes.
7. Awnings. Awnings are prohibited.
8. Basketball Goals. Permanent and portable basketball goals or hoops are prohibited.
9. Decks, Arbors/Ramada's, Patios and Gazebos. The Committee encourages creative designs and patterns for decks, arbors/ramadas, patios and gazebos particularly in replacement of existing builder-supplied components. However, plans for such improvements shall be submitted to the Committee for approval and must comply with all City, County and State ordinances.

Ramadas and gazebos may be erected in rear yards only subject to prior review and approval by the Committee, subject to the following guidelines:

- a. Maximum square footage (under roof area) is one hundred twenty (120) square feet.
 - b. Maximum roof height is ten (10) feet at the highest point.
 - c. The structure must be set back a minimum of ten (10) feet from any property line; provided, however, that if the setback requirements of the City or County require the structure to be set back further than ten (10) feet from any property line, then such structure shall be set back the distance required by the City or County.
 - d. The structure must be painted to match the dwelling unit color, or finished with an appropriate stain (which must be approved by the Committee) and be maintained in good condition.
 - e. Roof shingles must also match the shingles on the dwelling unit.
 - f. Lighting of the structure must be approved by the Committee prior to installation.
10. Driveway Extensions. Driveway extensions will be reviewed for approval provided the following conditions are met:
 - a. Only driveway extensions immediately adjacent to the existing driveway located in the side yard of the property will be considered.
 - b. Submittals must include a plot plan with the following noted thereon: the location and dimensions of the proposed extension and the existing driveway dimensions
 - c. Existing drainage and water run-off must not be compromised.
 11. Fences. All proposed fence locations and details require prior written approval of the Committee and are subject to the following conditions:
 - a. No above-ground fencing shall be located in the front yard of any Lot.

- b. Fencing shall be allowed in side yards provided it does not extend more than 10' from the rear corner of the home
 - c. No chain link fencing shall be allowed. Vinyl fencing may be allowed, but must be approved by the Committee. See Exhibit B for examples of acceptable fence styles.
 - c. A plot plan, diagram or copy of the surveyor's plat, shall be provided to indicate the exact location of the fence in relation to the dwelling unit and property lines. The following dimensions shall be included: length of each fence section and distance of each fence section to its adjacent property lines.
 - d. Natural or landscaped drainage must not be disturbed in connection with the installation of the fence.
 - e. Consideration should be given to access and ease of maintenance when selecting location and treatment.
 - g. Owners are cautioned that building a fence over easements or access right-of-ways ((e.g.), utility easements) may result in removal or destruction of the fence. Such building of the fence is done entirely at the risk and expense of the Owner.
12. Flags. The official flag of the United States, and/or the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, and/or the State of South Carolina may be displayed on any Lot provided (i) such flag is displayed in the manner required under the federal flag code from a pole attached to a dwelling unit on the Lot, (ii) the pole is no higher than the top of the dwelling unit, (iii) the pole is no longer than ten (10) feet in length and does not extend more than ten (10) feet from the edge of the dwelling unit, (iv) the flag is no more than twenty four (24) square feet in size, (v) any flag lighting does not violate Section 5.29 of the Declaration, and (vi) the flag is maintained in good condition. The flag of another nation may be displayed in lieu of the United States Flag on national holidays of such nation provided such display complies with the requirements for displaying the United States Flag.
13. Gutters and Downspouts. Gutters and downspouts require the prior written approval of the Committee and will be considered if the finish matches the color of the dwelling unit. The Committee strongly recommends the use of high quality materials that offer long life. The gutter must be maintained in good condition.
14. HVAC. Except as initially installed by the Declarant or a builder and except for replacement units as described below, no heating or air conditioning unit shall be placed, constructed or maintained upon any Lot without the prior written approval of the Committee. In the event a heating or air conditioning unit needs to be replaced, an Owner may install a replacement unit in the same or substantially same location as the original unit without the approval of the Committee.
15. Outdoor Lighting. Any outdoor lighting installed on a Lot or dwelling unit, subsequent to initial lighting installed by the builder, require the prior written approval from the Committee. Permanent lighting sources shall not be directed towards streets, common areas or neighboring property. Low voltage accent lighting is encouraged.
16. Patio Covers. Roofing materials should match the roofing materials which were installed by the builder on the original roof of the dwelling unit or which were offered as an option by the builder for a patio cover. Color of supports and material should match the color of the body or trim of the dwelling unit. All patio covers not installed by builder will need to be reviewed by the Committee on an individual basis prior to installation, with strong consideration being given to any impact of architectural features in the neighborhood. The patio covers must comply with all City, County and State ordinances.

17. Play Structures. No jungle gyms, swing sets or similar playground equipment which would be visible from neighboring property shall be erected or installed on any Lot without the prior written approval of the Committee.
18. Pools and Spas. Pools and spas require prior written approval of the Committee prior to the commencement of any construction. Except for whirlpool spas, above-ground pools are not permitted. All pool and spa submissions must include the plans and specifications, as prepared by the pool or spa contractor, and must include the location of equipment, size of pool and spa, size of deck, setbacks and any proposed safety fencing. Runoff from pool drainage must be considered in overall landscape plan. In addition to the Committee approval, pools and spas must be installed according to all City, County and State requirements.
19. Security and Screen Doors. All screen and/or security doors must be submitted for approval by the Committee and should be painted to match the exterior body color or trim of the dwelling unit, or the color of the exterior door. Silver-colored aluminum screen doors are prohibited.
20. Signage. No signs of any kind shall be installed or displayed on any Lot or Common Area without the prior written approval of the Committee as to its size, color, design, message content, number and location except:
 - a. Such signs as may be used by Declarant or a builder in connection with the development and sale of Lots and/or dwelling units or Common Area in the Project;
 - b. Such Signs as may be desired by Declarant or a builder or required for traffic control, construction job identification, builder identification, and subdivision identification as are in conformance with the requirements of the City;
 - c. One temporary sign no larger than 30" x 24" used exclusively to advertise the Lot for sale, lease or rent, HOWEVER, a rental or lease sign may not be posted within twenty four (24) months of the initial conveyance from a Declarant or builder;
 - d. Such signs as may be required by legal proceedings, or which by law, may not be prohibited; and
 - e. All other signs approved in advance in writing by the Committee.

An Owner may display an indoor or outdoor political sign on a Lot not more than forty-five (45) days prior to an election day or later than seven (7) days after an election day. The Owner shall comply with any applicable municipal ordinance regulating the size and number of political signs permitted to be displayed on a Lot. If no such ordinance exists, then an Owner shall be permitted to display one (1) political sign with maximum dimensions of twenty-four (24) inches by twenty-four (24) inches.

All signs shall conform to applicable municipal ordinances and other governmental requirements. Illegal signs will be removed and a fine may be levied against the responsible Lot Owner.

21. Solar Panels. Except as may be initially installed by the Declarant or builder and if permitted by applicable state regulations or other laws, no solar energy collecting unit or panels shall be placed, installed, constructed or maintained upon any Lot without prior written approval of the Committee. All solar panels will be flush mounted if visible from neighboring property and may not be on the front of the dwelling.

D. LANDSCAPE GUIDELINES

1. Landscaping. Landscaping improvements, including irrigation, shall require prior written approval and must be installed in accordance with plans approved in writing by the Committee.

Irrigation systems are not a requirement for individual home sites within this community but any private irrigation systems shall require prior written approval by the Committee.

2. Trees. The removal of a live tree shall require prior written approval unless the tree is less than two (2) inches in diameter at a height above the ground of two (2) feet. Removal of dead trees does not require approval, regardless of size. It is the Owner's responsibility to provide documentation that the tree is dead, if required.
3. Fine Grading and Mounding. Fine grading is a critical aspect of landscaping. Each Lot has been graded in such that all storm water will drain away from the dwelling unit. It is important that this drainage pattern is maintained when preparing the landscape design, especially if mounding or berming is proposed. In all cases, the installation must comply with the city grading and drainage plan. Every effort should be made to make mounding appear natural.
4. Hardscape. The Committee must approve any hardscape items proposed for front yard installation. Hardscape items which will be visible from neighboring property in the rear yard will also require approval. Materials included in hardscape are concrete, brick, tile, wood, and etc. Examples of hardscape items are patios, planters, walkways, retaining walls, decorative walls, outdoor living spaces, fountains, etc.
5. Lighting. Except as initially installed by the builder, no spotlights, floodlights or other high intensity lighting shall be placed or utilized upon any Lot or any structure erected thereon with in any manner will allow light to be directed or reflected on any other property except as approved by the Committee.

E. ASSOCIATION RULES

The following Association rules summarize some of the common provisions found in the Declaration as well as rules established by the Board of Directors. Cooperation on the part of all Owners in following these rules will make living at City Station Townes an enjoyable experience for everyone.

1. General Property Restrictions. Owners may rent only the entire Lot or dwelling unit. No Lot may be rented for a period of less than one (1) year. Rental must be made only to a single family. No gainful occupation, trade or other non-residential use may be conducted on the property for the purpose of receiving products or services related to such usage. Owners must receive Board of Directors permission to apply for any rezoning, variances or use permit.
2. Trash and Recycling Containers; Collection. Covered trash or recyclable material containers may be placed in designated locations for pickup not earlier than 5:00 p.m. on the day before a scheduled pickup is to occur and may remain at such designated locations until not later than 9:00 p.m. on the day of the scheduled pickup. At all other times, the containers must be stored out of sight.
3. Machinery and Equipment. No machinery or equipment of any kind shall be placed, operated or maintained upon or adjacent to any Lot except such machinery or equipment as is usual and customary in connection with the use or maintenance of improvements unless approved by the Committee.
4. Materials and Colors (Houses, Garages, other Structures).
 - a. Periodic repainting and restaining with the existing color for maintenance does not require approval from the Committee.

- b. Roof replacement with the same color and style roofing (i.e., replace with same as existing color and materials) does not require approval from the Committee.
 - c. Exterior materials compatible with the architectural character of the City Station Townes neighborhood shall be used.
 - d. Brick and/or stone shall remain unpainted, unless painted as part of the original, approved construction.
 - e. Exterior Color changes (Siding, trim, doors, roofs):
 - i. Keep all colors low in intensity (saturation or chroma).
 - ii. Color changes from existing require Committee approval.
 - iii. Colors must blend with the colors of the dwelling units in the immediate vicinity.
 - iv. Actual color samples must be included with a request for a color change.
5. Window Coverings. No outside or inside of any window shall at any time be covered with aluminum foil, bed sheets, newspapers or any other like materials.

F. CONSTRUCTION REQUIREMENTS

1. Maintenance of Property. Owner shall maintain or cause to be maintained, all portions of Owner's Lot in good, healthy and sightly order, condition and repair. Without limiting the generality of the foregoing, Owner shall, during the period of construction, maintain within Owner's Lot one adequately sized trash bin. Owner shall be responsible for assuring that all paper and trash on the Lot shall be placed in such bins and that such bins shall be emptied and such paper and trash removed therefrom when such bins become full. Additionally, and without limiting the generality of the foregoing, Owner shall be responsible for erosion control on Owner's Lot. Owner shall not clean or wash concrete trucks or other equipment used for the delivery and installation of concrete within the Douglas Townes community. Additionally, and without limiting the generality of the foregoing, Owner agrees to obtain and maintain any and all required permits, licenses and approvals from any governmental authority having jurisdiction concerning stormwater runoff, sediment or erosion control, storm drainage, or any other water or sediment discharge ("**Stormwater Permit**") which relate to Owner's Lot, and comply with any and all requirements, conditions, restrictions or other terms contained in any such Stormwater Permit, including, but not limited to, treatment requirements and discharge limitations.
2. Protection of Streets and Property. Each Owner shall be responsible for keeping all roads and streets adjacent to the Owner's Lot free of the dirt, mud and debris that results from any pre-construction and construction activities by or on behalf of the Owner. Without limiting the generality of the foregoing, the Owner shall be responsible for the costs of repairing any damage to roads and streets adjacent to the Owner's Lot, other than ordinary wear and tear, to the extent such damages result from pre-construction and construction activities on the Owner's Lot.

EXHIBIT A

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL FORM

(See Attached)

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL

Douglas Townes Home Owners Association, Inc.
c/o Hinson Management, Inc.
PO Box 160207
Boiling Springs, SC 29316
Telephone: (864) 599-9019 Fax: (864) 599-9029

SECTION 1 - GENERAL INFORMATION

Applicant Name: _____
Street Address: _____
City, State, ZIP: _____
Subdivision: _____
Lot Number: _____

Telephone Number: _____
Email: _____

SECTION 2 - REQUEST FOR APPROVAL

Description of Request:

Specific Details of Request:

1. Contractor Information: _____

2. Dimensions: _____

3. Location: _____

4. Materials: _____

5. Colors: _____

Work Schedule:

1. Anticipated start date: _____
2. Anticipated completion date: _____

Permits Required (list any applicable):

1. Local: _____
2. County: _____
3. State: _____
4. Other: _____

SECTION 3 - ATTACHMENTS

- _____ Sketch, Drawing or Top Down Plot Plan **[REQUIRED]**
- _____ Elevation **[REQUIRED]**
- _____ City Permits [IF APPLICABLE]
- _____ Material Samples, Pictures or Brochures [IF APPLICABLE]
- _____ Color Samples, Pictures or Brochures [IF APPLICABLE]
- _____ Signatures from all Owners having adjoining Lot lines with your property, and all Owners who would reasonably view the improvement from their property [IF APPLICABLE]
- _____ Other [DESCRIBE]

I acknowledge that the requesting Owner has shown (me/us) the architectural request form for the proposed improvements(s) described on this form. I understand that I/we) may make verbal or written comments directly to the Architectural Committee.

DATE PRINTED NAME SIGNATURE ADDRESS

SECTION 4 - SIGNATURE AND ACKNOWLEDGMENT

The Applicant hereby agrees to comply with all applicable local, county, state and federal laws and to obtain all necessary permits for the work described in this Application.

Approval of this Application by the Committee shall not be deemed a warranty or representation as to the quality of such work or that the work conforms to any applicable building codes or federal, state, county or local laws, statutes, ordinances, rules or regulations.

This Application will be reviewed by the Committee and approved, denied or returned for additional information within thirty (30) days after the Committee receives the Application.

If this Application is approved, the Applicant agrees to promptly perform the work contemplated in the Application. If the work involves the construction of an Improvement, the Applicant also agrees to maintain the Improvement in accordance with any applicable terms of the Association Documents.

Signature of Applicant

Date Signed

SECTION 5 - FOR ASSOCIATION USE ONLY

_____ Approved Date: _____
_____ Disapproved Date: _____
_____ Approved, with the following conditions: Date: _____

Authorized Signature (on behalf of the Association)

EXHIBIT B

FENCE GUIDELINES

(See Attached)

FENCES

- Chain link fences or chain link dog runs are not permitted.
- The following types of fences may be approved for installation:
 1. Six-foot privacy fence, cap topped or X braced, be cedar, cypress, or #2 or better pressure treated wood.
 2. Maximum five-foot wrought iron or aluminum style fence with an approved tip style.
 3. Six-foot vinyl fence, with certain specifications and color approved by the Committee.
- The maximum span between posts shall be ten (10) feet. The minimum post size shall be 4 X 4 inches and must have two 2 X 8 inch rails or three 2 X 6 inch rails per section.
- Wrought iron or aluminum fences must be black. Wooden fences may be stained the following Sherwin Williams colors:
 1. Clear
 2. Woodridge SW 3504
 3. Riverwood SW 3507
- Generally, fences shall not be located closer to any street than 10' in front of the rear edge of the home.
- On corner lots, the fence shall not be closer to any side street than the building line of the lot.
- Crossbeam structure shall not be visible from any street and must face inside toward the yard.
- All fence posts for all fences must be set in concrete.
- Generally fences styles will need to match neighboring fences.
- Fence Examples:



Cap Top Privacy Fence



X Braced



Lattice Top Fence



Straight Toped Wrought iron or Aluminum Fence



Spear Topped Wrought iron or aluminum fences