



Architectural Standards and Guidelines

3 Cherry Way Homeowners Association, Inc.
8886 Sweet Cherry Lane
Denver, NC 28037

This document is located www.3cherrywayhoa.com/forms

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A. Purpose of the Architectural Standards and Guidelines (ASG) and Architectural Control Committee (ACC)

- The Architectural Standards and Guidelines is a reference guide that provides the parameters needed to make a change to the exterior structure of a unit.
- The Board of Directors (BOD)/ACC will accept Owner Application for Exterior Architectural or Landscaping Change form and assist owners in completing and expediting their change requests.
- The ACC will assist the BOD by providing guidance, recommendations, and ACC documentation with regard to any Architectural Standards and Guidelines variance or possible violation.
- See Landscape Standards and Guidelines found on www.3cherrywayhoa.com/forms or in the Community Center library for landscaped area information.

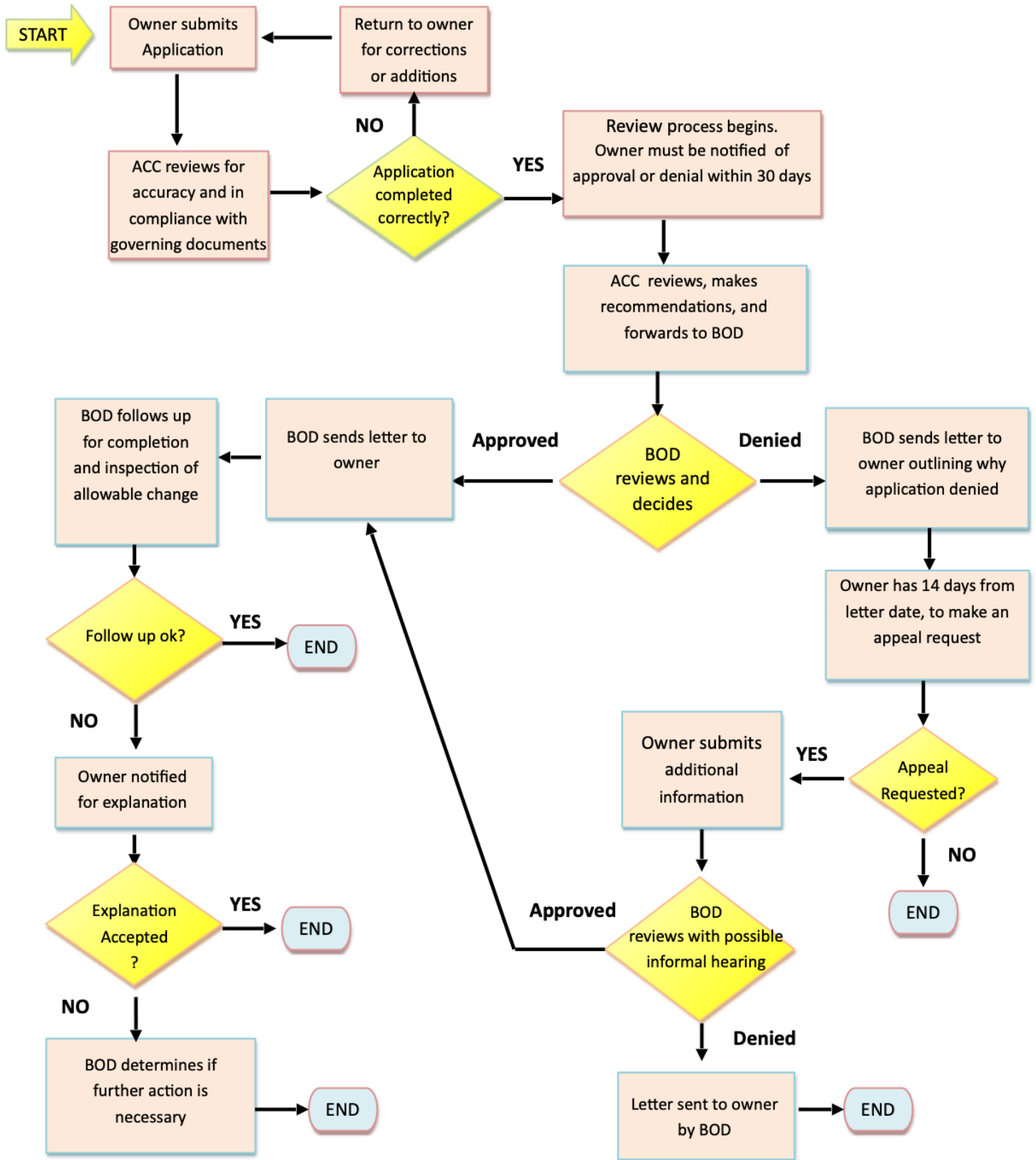
B. Application Procedure

1. An Owner Application for Exterior Architectural or Landscaping Change form must be completed for any change and/or modification to the exterior structure of a unit. This form is located at:
 - www.3cherrywayhoa.com/copy-of-forms-1 (3CW ACC Forms).
 - Forms are also located at the Community Center Library.
2. Supporting documentation must be included for evaluation by the ACC/BOD. Examples might include a diagram showing location; dimensions; material; color; etc., of requested change.
3. Completed application forms with supporting documents should be forwarded to the BOD. Initial review for accuracy and compliance with the Architectural Standards and Guidelines will be done by the ACC. The ACC will then forward the request with their recommendations for approval or denial to the BOD. The BOD will review all information and issue a written final notice of approval or denial.

Owners should send applications to the following address:

- Send by email to: 3CWHOAGmail.com
 - Send by USPS mail to: 3CW HOA, 8886 Sweet Cherry Lane, Denver, NC 28037
 - Or place in the drop box at the Community Center.
4. The time frame for review must be completed within 30 days of receiving the properly completed application. Notice of BOD approval/denial of requests will be in writing.
 5. Owners may file a written appeal to the BOD within 14 days of dated denial letter and may include new or additional information to clarify the request or demonstrate acceptability. ACC will review any new information and forward the information with their recommendations to the BOD. The BOD, at its discretion, may conduct an informal hearing related to the appeal. The BOD will reply in writing to the appeal within 30 days.
 6. All applications, correspondence and resolutions will be documented in a database by the BOD or a designated entity.

C. Process Chart for Owner Application for Exterior Architectural Change



D. Architectural Standards

Air Conditioners

- a) Air conditioner maintenance and replacement are owner's responsibility and must be placed on the existing pad.
- b) Individual air conditioning units mounted through windows or walls are not permitted.
- c) An in-home air conditioner with an exhaust duct that is temporarily positioned inside the window frame behind the window screen requires ACC/BOD approval. Window screens must remain in the window at all times.

Antenna

- a) Exterior antenna is not permitted.

Attic Fans

- a) An exterior modification to the original attic fan requires ACC/BOD approval.
- b) Installation of additional attic fans requires ACC/BOD approval.
- c) All maintenance on attic fans, including repairs due to water leaks, is the responsibility of the owner.

Awnings

- a) The installation of awnings is not permitted.

Disability Access

- a) Installation of disability aids/access to the exterior of a unit requires ACC/BOD approval.

Doors

- a) Painting of exterior door surfaces is the HOA responsibility.
- b) Installation of storm doors requires ACC/BOD approval. Doors are to be colored brown or white.
- c) Replacement of any entrance door from a front or side porch requires ACC/BOD approval.
- d) A standard front door leading into the living room must have an oval or rectangular window and requires ACC/BOD approval.

Flags, Flagpoles and Banners Attached to the Structure

- a) One (1) removable 6-foot-long flagpole with holder attached to the structure is permitted with ACC/BOD approval.
- b) Owners are permitted to display one (1) flag. These displays must be in accordance with Federal laws, North Carolina General Statute 47F-3-121 American and State Flags and Political Sign Displays and City/County flag law and etiquette. Only displays of the United States flag, the North Carolina flag or a

Military Service flag are permitted. Flags may not exceed 4' x 6' in size. One spotlight located on the ground or attached to the flagpole may be used to illuminate an American Flag.

- c) Flagpoles are not allowed to be installed in the ground.
- d) Sports, seasonal or decorative flags or banners hanging from the unit or flagpoles are not permitted.

Flower Boxes, Decorative Boxes, and Hanging Baskets

- a) Owners shall not place, hang, mount or attach flower boxes, decorative boxes, or hanging baskets to the brick exterior or outside window ledges.
- b) These items may not be hung or mounted on fences or porch railings.

Garage Doors

- a) Replacement or partial replacement of a garage door requires ACC/BOD approval.
- b) Garage screen requires ACC/BOD approval.
- c) Grids must remain in the garage door windows
- d) Personalization of a garage door, including hardware and/or decorative objects adhered to the garage door is not permitted.
- e) All garage doors must be white.
- f) Any painting of a garage door for maintenance must be white and requires ACC/BOD approval.

Gutters and Downspouts

- a) Modifications/painting of gutters and downspouts is not permitted.
- b) Extensions to downspouts require ACC/BOD approval.
- c) Gutter covers and gutter guards are the responsibility of the homeowner and require ACC/BOD approval.
- d) Rain chains are not permitted.

Holiday Decorations Attached to the Structure

- a) Decorations attached with permanent anchors to columns, doors, or window ledges are not permitted.
- b) Decorations attached to the brick exterior requires ACC/BOD approval.
- c) See Landscape Standards and Guidelines for specific allowable holiday decorations and placement. Landscape Standards and Guidelines is located at www.3cherrywayhoa.com/forms or in the Community Center library.

Hose Reels Attached to the Structure

- a) Requires ACC/BOD approval.
- b) When not in use, hose must be stored on reel or neatly rolled up.

Hot Tubs and Spas

- a) Are not permitted.

Lighting Attached to the Exterior Structure

- a) Permanent lights mounted on unit exteriors or modifications to existing lights require ACC/BOD approval.
- b) Exterior flood lights must be directed at the ground and house so that the light source does not cause glare to other properties.
- c) If a light burns out, it must be replaced by the unit owner within two (2) weeks.
- d) Motion detector spotlights, flood lighting, entrance lighting and fluorescent fixtures require ACC/BOD approval.
- e) Strobe lights are not permitted.
- f) The BOD shall be responsible for determining whether exterior lighting is annoying or unreasonably illuminates other owner's property.
- g) See Landscape Standards and Guidelines for information on lights placed in the landscaped area.

Mounting Devices, Screws, Bolts, and Hangers

- a) Attached to the outside structure of a unit require ACC/BOD approval.

Painting of Exterior Surfaces

- a) Painting of exterior surfaces is provided by the HOA. Included are porch doors, porch ceilings, fascia and soffits, support columns, window and door trim including caulk.
- b) An Owner Application for Exterior Townhouse or Landscaping Repair form must be submitted for maintenance work and requires ACC/BOD approval. This form is located at www.3cherrywayhoa.com/copy-of-forms-1 and at the Community Center Library.

Porch

- a) No lattice work or similar privacy screening is allowed on porches or in landscaped areas.
- b) All porch construction or enclosure must be bronze/brown color, include no glass windows and installed by an approved vendor and requires ACC/BOD approval.
- c) Porch sunscreen blinds shall be of a beige, cream, gray, or brown color and requires ACC/BOD approval.
- d) Personalization of doors, brick, tile, windows, shutters, and columns is not permitted. Do not pierce the columns with screws or nails as the columns are not solid structures.

Railings and Handrails

- a) All installations require ACC/BOD approval.
- b) All railings surrounding a porch or handrails next to a walkway must be bronze/brown color. The newel posts and balusters must be square. The finials can be either flat or knobbed.
- c) Handrails along walkways must be secured in the ground using a concrete footer when located next to the sidewalk to prevent potential concrete cracking of the existing sidewalk. The handrail must not extend into the grassy area, street, or sidewalk next to the street.

Satellite Dishes

- a) One Satellite dish up to 2 feet in diameter is allowed and requires ACC/BOD approval.
- b) All dishes shall be installed with emphasis on being as unobtrusive as possible to others.
- c) Owners are responsible for all costs associated with the satellite dish, including but not limited to costs to install, replace, repair, maintain, relocate, or removal of the unit. If installation causes damage to inside structures, including water leaks, the unit owner is responsible for all repairs.
- d) All cabling must run internally, when feasible; must be securely attached; and must be as inconspicuous as possible. Visible wiring of standard colors, black, brown, or gray, is required.
- e) If installation causes damage to inside structures, including water leaks, the unit owner is responsible for all repairs.

Shutters

- a) All maintenance and replacement are HOA responsibility.

Siding and Trim

- a) Painting and repair are HOA responsibility.

Skylights

- a) The installation of skylights is not permitted.

Solar Tubes/Sun Tunnels

- a) Installation of solar tubes or sun tunnels which pierce the roof requires ACC/BOD approval. If installation causes damage to inside structures, including water leaks, the unit owner is responsible for all repairs.

Windows

- a) A unit owner is responsible for replacement of broken glass in windows and porch doors, as well as the replacement of glass in which condensation accumulates between thermal panes. Glass replacement should be completed within 2 weeks of breakage. Replacement glass must match the broken glass.
- b) A unit owner is responsible for replacement of weather stripping on doors and garage door, ripped screens, door and slider hardware including doorknobs, locks and slider tracks.
- c) Any mirrored window film visible from the outside of a unit is not allowed.
- d) Room darkening blinds should have a white background when viewed through a window from the road.
- e) Weatherproof sheeting on exterior windows, doors or to enclose a porch is not permitted.

E. Architectural Violations

All architectural violations and administering fines will be according to [3 Cherry Way Violation Compliance and Enforcement Policy and Procedures](#), which is found on 3cherrywayhoa.com/More/3CWMembers Area/3CW Policy-Procedures/Violation Compliance & Enforcement or in the Community Center library.