



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

Architectural Standards and Guidelines

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Table of Contents

A. Purpose of Architectural Standards and Guidelines and Architectural Control Committee	1
B. Application Procedure	1
C. Process Chart for Owner Application for Exterior Architectural Change	2
D. Architectural Standards	3
Air Conditioners	3
Antennas	3
Attic Fans	3
Awnings	3
Disability Access	3
Doors	3
Flags, Flagpoles and Banners Attached to the Structure	3
Flower Boxes, Decorative Boxes, and Hanging Baskets	4
Garage Doors	4
Gutters and Downspouts	4
Holiday Decorations Attached to the Structure	4
Hose Reels Attached to the Structure	4
Hot Tubs and Spas	4
Lighting Attached to the Exterior Structure	5
Mounting Devices, Screws, Bolts, and Hangers	5
Painting of Exterior Surfaces	5
Porch	5
Railings and Handrails	5
Satellite Dishes	6
Shutters	6
Siding and Trim	6
Skylights	6
Solar Tubes / Sun Tunnels	6
Windows	6
E. Architectural Violations	6

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

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: 3CWHOA@gmail.com

Send by USPS mail to: 3CW HOA, 8886 Sweet Cherry Lane, Denver, NC 28037

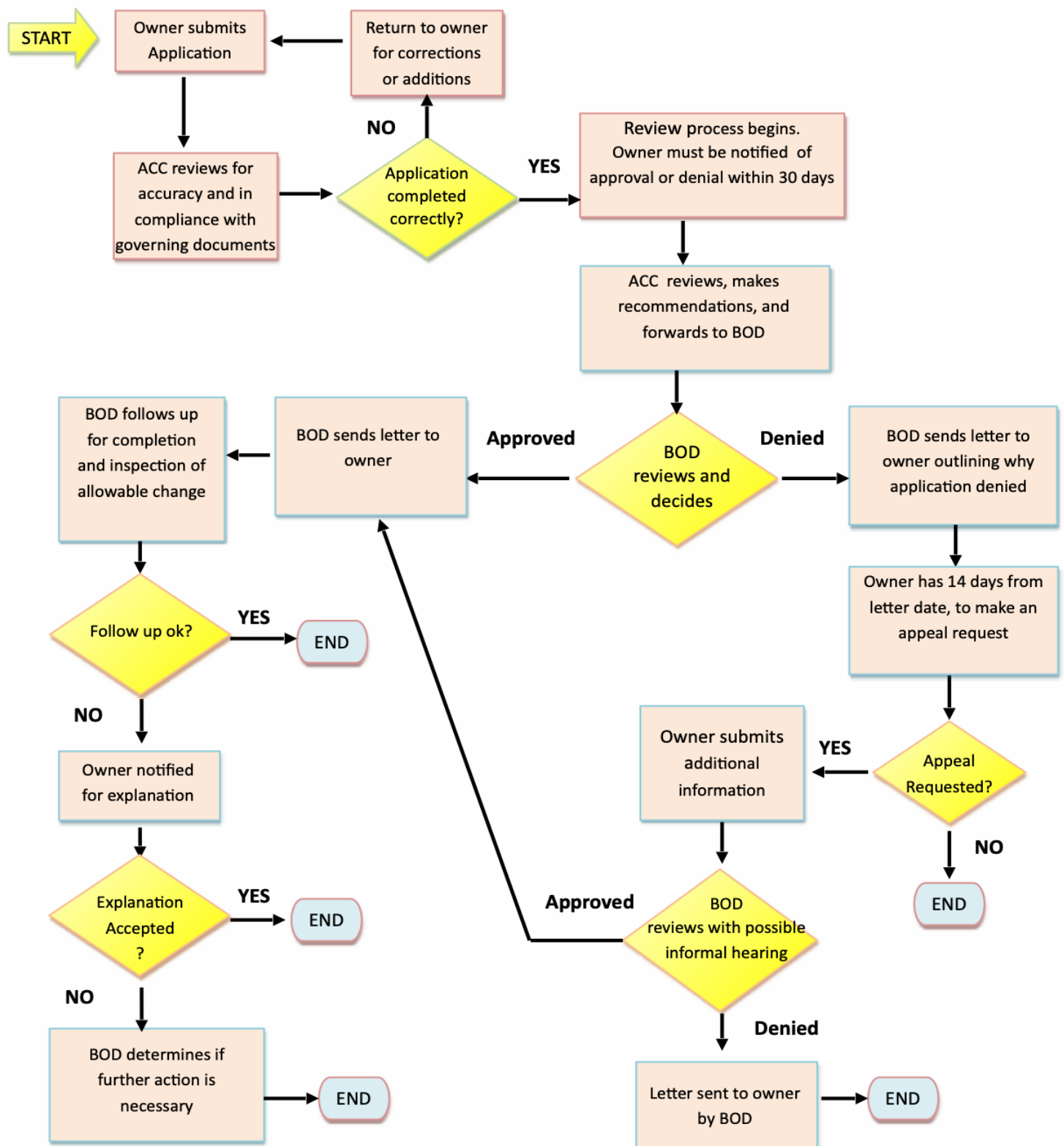
Or place in the drop box at the Community Center.

3. 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.

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.

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 a side the window frame behind the window screen requires ACC/BOD approval. In-home air conditioners exhaust ducts are not allowed to be placed in a front window. 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.
- d) Installation of additional attic fans requires ACC/BOD approval.

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 (i.e., either the front or side (sunroom) door) is the HOA responsibility.
 - a. Exception: If a homeowner wants to paint his/her door(s), he/she must get BOD approval.
- b) Replacement of any entrance door from a front, side porch requires ACC/BOD approval.
- c) 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

One (1) removable 6-foot-long flagpole with holder attached to the structure is permitted with ACC/BOD approval.

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 or seasonal/decorative 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.

Flagpoles are not allowed to be installed in the ground.

The Homeowner will be responsible for any damage to a unit resulting from an item anchored to the unit's brick or a porch column(s).

Flower Boxes, Decorative Boxes, Hanging Baskets, Trellises and Decorative Items

- a) ACC/BOD approval is required prior to attaching anything to the brick mortar.

- b) The Homeowner will be responsible for any damage to a unit resulting from an item anchored to the unit's brick or a porch column(s).
- c) Owners shall not place, hang, mount or attach flower boxes, decorative boxes, or hanging baskets to the outside window ledges. These items may not be hung or mounted on fences or porch railings.
- d) A trellis may only be mounted on the brick mortar between the garage doors in the median area and it requires:
 - 1. An Owner Application for Exterior Architectural or Landscaping Change/Repair form to be submitted by both owners adjacent to the driveway median.
 - 2. The trellis may not be wider than the median area and may not be higher than 6 feet.

Garage Doors

Replacement or partial replacement of a garage door requires ACC/BOD approval.

Garage screen requires ACC/BOD approval.

Grids must remain in the garage door windows

Magnetic garage door handles and hinges which look like black wrought iron requires ACC/BOD approval. Permanent hardware and/or decorative objects adhered to the garage door is not permitted.

All garage doors must be white.

Any painting of a garage door for maintenance requires ACC/BOD approval.

Gutters and Downspouts

Modifications/painting of gutters and downspouts is not permitted.

Extensions to downspouts require ACC/BOD approval.

Gutter covers and gutter guards are the responsibility of the homeowner and require ACC/BOD approval.

Rain chains are not permitted.

Holiday Decorations Attached to the Structure

Decorations attached with permanent anchors to columns, doors, or window ledges are not permitted.

Decorations attached to the brick mortar requires ACC/BOD approval.

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

Outdoor Fire Pits

- a) The use of outdoor firepits on the porch will not be approved or denied by the HOA. A homeowner is responsible for any damages which may result from use of such a device. The HOA recommends not to install a firepit on a porch for safety purposes.

If a homeowner makes the decision to install an outdoor fire pit, the BOD recommends homeowners ensure the propane tank or gas line is shut off when not in use.

The HOA recommends homeowners store a fire-retardant device(s) near the outdoor fire pit.

The HOA recommends homeowners to add an outdoor fire pit to their homeowners insurance policy.

- b) Wood outdoor fire pits are not allowed.
- c) The use of outdoor firepits in the driveway or any common area is not allowed.

Painting of Exterior Surfaces

- j) 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

No lattice work or similar privacy screening is allowed on porches or in landscaped areas.

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.

Porch sunscreen blinds shall be of a beige, cream, gray, or brown color and requires ACC/BOD approval.

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.

Porch Railings, Handrails and Gates

- a) All installations require ACC/BOD approval.
- k) 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.
- l) 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. If during handrail installation, the trap clean out is damaged, it's the owner's responsibility to repair.
- m) A gate may only be installed on the porch in-line with porch rails and it must swing inwards. A gate cannot be on a sidewalk or step.

Satellite Dishes

One Satellite dish up to 2 feet in diameter is allowed and requires ACC/BOD approval.

All dishes shall be installed with emphasis on being as unobtrusive as possible to others.

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.

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.

If installation causes damage to inside structures, including water leaks, the unit owner is responsible for all repairs.

All satellite dish removals require ACC/BOD approval.

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) All installations require ACC/BOD approval.

- b) 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. Replacement glass must match the broken glass.
- n) 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.
- o) Any mirrored window film visible from the outside of a unit is not allowed.
- p) Room darkening blinds should have a white background when viewed through a window from the road.
- q) Weatherproof sheeting on exterior windows, doors or to enclose a porch is not permitted.

E. Questions

If you have any questions regarding information contained in this document, contact the ACC at 3CWHO.ACC@gmail.com

F. Responsibility Disclaimer

To the maximum extent permitted by applicable law, in no event shall the HOA officers and/or directors be liable for any indirect, punitive, incidental, special, consequential or exemplary damages, personal injury or property damage, of any nature whatsoever, resulting from damage(s) by the 3CW Homeowner or the Homeowner's contractor. The Homeowner will be held liable for any damages caused by repairs/additions to the 3CW property.

G. Architectural Violations

If a resident requires assistance to comply with any standard listed in this document, please notify the BOD. The BOD will work with residents to ensure their compliance with these guidelines. The homeowner is responsible for all costs associated with any HOA assistance in the remediation of potential 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](http://3cherrywayhoa.com/More/3CWMembers%20Area/3CW%20Policy-Procedures/Violation%20Compliance%20&%20Enforcement) or in the Community Center library.