

# COMMUNITY DESIGN GUIDELINES



**CREEKSTONE ESTATES  
HOMEOWNERS ASSOCIATION, INC.**

**REVISED AND APPROVED**

**MARCH 2026**

# MISSION STATEMENT

The Architectural Control Committee (ACC) is chartered to develop a cohesive, high-quality community by guiding decisions that protect property values and maintain the visual character of Creekstone Estates.

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# INTRODUCTION

The Creekstone Estates Homeowners Association Community Design Guidelines outline the standards for exterior improvements, ensuring that homes complement others while still allowing each homeowner the freedom to express personal style.

Our goal is simple: to support thoughtful, well-designed projects that enhance the beauty, character, and long-term value of Creekstone Estates. The Guidelines encourage architectural and landscape variety, provided each project contributes to a visually harmonious community.

## AUTHORITY

These Community Design Guidelines are issued under the authority granted to the ACC pursuant to Article VII, Section 7.2 of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Creekstone Estates (“Declaration”). The standards contained herein supplement—rather than replace or diminish—the provisions of the Declaration.

## PURPOSE

Plans and specifications must be submitted to and approved by the ACC in accordance with these Guidelines. The purpose of the review process is to ensure that all exterior structures within Creekstone Estates maintain conformity and harmony of external design with the established standards of the neighborhood.

## REVIEW CRITERIA

The ACC evaluates each submission based on its individual merits. In addition to reviewing the specific design proposal, the Committee considers the characteristics of the home, the housing type, and the unique conditions of the lot. A design appropriate in one location may not be suitable in another. ACC decisions are not based on personal preference or subjective taste. All judgments are guided by objective standards.

## APPEAL PROCESS

If the ACC denies a modification request, the homeowner may appeal the decision. Appeals must be submitted in writing to the Board of Directors (BOD) within fourteen (14) days of notification and must include all relevant facts and supporting information to schedule a hearing.

During the hearing, the homeowner will have a set amount of time to present their case. The ACC Chairperson will then have the same amount of time to present the Committee’s position. A brief question and answer period may follow. The BOD will then deliberate and issue a decision. The Board must rule within forty-five (45) days of receiving the appeal, and the decision is final.

Please note that **NO** work may begin while an appeal is pending, and for additional details, see section A: Appeals Process.

# APPLICATION INFORMATION

Owners must submit an Application for Modification (“ACC Application”) for any proposed exterior change. The ACC Application is available online at [creekstoneonline.com](http://creekstoneonline.com) under *Modifications Information* and contact [creekstonehelp@gmail.com](mailto:creekstonehelp@gmail.com) for assistance, or at [home.accessmgt.com](http://home.accessmgt.com) under *Documents > Forms* and contact [info@accessmgt.com](mailto:info@accessmgt.com) for access and assistance.

## SUBMISSION OF PLANS AND SPECIFICATIONS

### Mandatory Submission of Plans

One complete set of plans and specifications for the construction or replacement of any structure on a Lot must be submitted to the ACC. The following details ensure compliance in accordance with these Community Design Guidelines.

#### A. Information Required in the Plans

Plans and specifications must include:

- Project scope with start and finish dates
- Sketch or scaled plan/elevations (as applicable)
- Materials and color information (manufacturer and color code)
- Site plan (location, dimensions, setbacks/easements, drainage notes if hardscape or grade changes are involved)
- Photos of existing conditions (street view and project area)
- Required permits, or a statement confirming permits will be obtained prior to work
- Nature, type, shape, height, and materials of the proposed improvement

If the county requires changes to the original plans, after ACC approval, revised plans must be resubmitted to the ACC for re-approval before work begins.

#### B. Submission Timeline

Other than an emergency, submit applications at least thirty (30) days before the anticipated start of work. Written ACC approval is required before any work begins.

#### C. Work Begun Without Approval

If work begins before written approval is issued, the ACC will refer the Owner to Article VII, Section 7.6 of the Declaration, which authorizes enforcement actions, including fines as specified in section B: Enforcement and Penalties.

#### D. Completion of Work

All work must be completed within the timeframe specified on the application. If the homeowner anticipates delays or cannot meet the approved completion date, they must notify the ACC immediately to discuss options, including a possible extension.

#### E. Approval Expiration

ACC approvals are valid for ninety (90) days from the date of approval. If a project has not begun within that period, the homeowner must reapply to ensure compliance with any updated Community Design Guidelines.

# DESIGN GUIDELINES

This section provides clear, easy-to-follow standards for exterior improvements, maintenance, and restrictions within Creekstone Estates. **All exterior improvements require prior written approval from the Architectural Control Committee (ACC)** unless specifically exempted under these Guidelines.

Each guideline stands on its own and includes the following components:

- **Purpose** – Why the guideline exists
- **RACI Model** – Who is Responsible, Accountable, Consulted, and Informed
- **Submission Checklist** – What to include with your ACC application
- **Standards** – The rules and requirements for the improvement
- **Examples** – Practical illustrations of what is and is not acceptable

These elements are designed to help owners understand expectations, avoid delays, and ensure projects align with the community's architectural standards.

## HOW TO USE THESE GUIDELINES

1. Identify the guideline that applies to your project using the Table of Contents.
2. Review the RACI Model to understand who is responsible for each part of the process.
3. Use the Submission Checklist to prepare a complete ACC application.
4. Follow the Standards to ensure compliance and prevent delays or denials.

If your project spans multiple guidelines, review any additional applicable guidelines.

## UNDERSTANDING THE RACI MODEL

To make these Guidelines easier to navigate, Creekstone Estates uses the **RACI Model**. This model clarifies who is involved in each project, so you always know what is expected before starting work.

**Note:** The ACC retains final approval authority for all exterior modifications under the Declaration.

| Role                   | Description                                                 | Example                                                                                       |
|------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>R – Responsible</b> | The person who completes the work or initiates the request. | Typically, the homeowner is completing the project.                                           |
| <b>A – Accountable</b> | The person or group that reviews or approves the work.      | <b>Architectural Control Committee (ACC) or the Association Board</b>                         |
| <b>C – Consulted</b>   | Anyone who provides information or guidance.                | <b>Access Management Group (AMG)</b> , Forsyth County officials, or professional contractors. |
| <b>I – Informed</b>    | Those who are kept updated or notified about the project.   | <b>Neighbors, ACC or the Board</b> , depending on scope.                                      |

# 1.0: MAINTENANCE AND UPKEEP

## **Purpose**

To ensure all homes and lots are maintained in a neat, safe, and attractive condition, preserving neighborhood aesthetics and protecting property values. Owners are responsible for ongoing upkeep of their home and lot as required by the Declaration.

## **RACI Model**

| Task                                                                                                                                                    | R     | A     | C   | I |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-----|---|
| Maintain home exterior (paint, siding, roof) <ul style="list-style-type: none"><li>• <i>Free of deterioration, peeling, or visible damage</i></li></ul> | Owner | Board | AMG | — |
| Maintain landscaping and lawn <ul style="list-style-type: none"><li>• <i>Regular mowing, edging, pruning, and weeding</i></li></ul>                     |       |       |     |   |
| Maintain fencing, walls, or hardscaping <ul style="list-style-type: none"><li>• <i>Leaning, damaged, or deteriorated structures</i></li></ul>           |       |       |     |   |
| Maintain driveways, walkways, and paved areas <ul style="list-style-type: none"><li>• <i>Must remain clean and structurally sound</i></li></ul>         |       |       |     |   |
| Correct violations or deferred maintenance <ul style="list-style-type: none"><li>• <i>Upon written notice from AMG</i></li></ul>                        |       |       |     |   |
| Report and remedy safety hazards <ul style="list-style-type: none"><li>• <i>Hazards must be addressed promptly</i></li></ul>                            |       |       |     |   |
| Temporary project items (dumpster/portable toilet) <ul style="list-style-type: none"><li>• <i>Include placement and removal dates.</i></li></ul>        | Owner | ACC   | AMG | — |

## **Submission Checklist**

Most maintenance does **not** require ACC approval unless design, materials, or color changes.

Refer to the appropriate Guideline and submit a Form only if:

- ☐ A new material or color is being used for repair (siding, paint, roofing, trim, etc.)
- ☐ Structural repairs (walls, decks, fences) alter design or visibility
- ☐ Hardscaping layout or footprint is changing
- ☐ Landscaping changes exceed routine maintenance
- ☐ Replacement differs from original design or appearance
- ☐ Temporary project items (dumpster/portal toilet)

**Note:** Examples of maintenance not requiring submission are listed in the Standards section.

## **Standards**

### **1. General appearance**

- Homes and lots must be kept neat, orderly, and free of unsightly conditions.
- No accumulation of trash, debris, construction materials, or stored items may be visible from the street.

### **2. Exterior home surfaces (siding, paint, trim, doors)**

- Must remain free of:
  - Peeling paint, stains or discoloration
  - Mold, rot, warped or missing boards
- Exterior doors, shutters, and trim must be clean and functional.

### **3. Roofing and gutters**

- Roof must be maintained free of:
  - Missing shingles or severe discoloration
  - Moss or algae buildup
- Gutters must be secured, clean, and free of sagging or overflow.

### **4. Fencing and walls**

- Fences must remain upright, secure, and consistent in finish.
- Leaning, rotting, or missing sections must be repaired promptly.
- Walls must not crumble, tilt, or show significant cracking.

### **5. Driveways, walkways, and paved surfaces**

- Surfaces must be free of:
  - Major cracks or broken concrete
  - Weed overgrowth, stains or oil buildup
- Painted concrete is not permitted; existing staining must be maintained to original approved condition.

### **6. Landscaping and lawn maintenance**

- Grass must be regularly mowed, edged, and weed-controlled.
- Mulch beds must be refreshed periodically with natural-colored mulch.
- Dead shrubs or trees must be removed or replaced with ACC-approved vegetation.
- Landscaping must not obstruct sidewalks, signage, or neighboring sightlines.

### **7. Exterior equipment**

- HVAC units, pool equipment, and utility installations must be kept clean and free of rust, weeds, and debris.
- Screening vegetation must be maintained at its installed height.

### **8. Trash containers**

- Must be stored out of view, except on collection day.
- Containers may not remain curbside overnight before or after pickup.

### **9. Enforcement and correction**

- Upon written notice of violation, owners must correct issues within the time frame specified by AMG or ACC.
- Continued failure to maintain may result in fines or Board-performed remediation at the owner's expense in accordance with the Declaration.

## **Examples**

### **No Approval Needed – Routine Maintenance:**

- Pressure washing home, driveways, and walkways.
- Repainting shutters/trim in the same approved color.
- Repairing a fence panel with matching material and finish.
- Replacing a few damaged shingles with identical color/type.
- Refreshing mulch in existing beds.
- Pruning shrubs and/or trees and removing weeds.

### **Approval Required – Maintenance That Changes Appearance:**

- Repainting the home in a new color.
- Replacing siding with a new material or style.
- Replacing roof with or without a different color or profile.
- Replacing a fence with a different height, design, or material.
- Changing driveway material or adding decorative stamping/staining.
- Removing dead trees or overgrown shrubs that significantly impact curb appeal.

### **Extra Notes:**

- Owners bear the responsibility for ongoing maintenance under Article X in Declarations.
- Board may require repairs, repainting, or replacement when an exterior element becomes unsightly or deteriorated.
- When maintenance changes involve multiple exterior elements (e.g., fencing + landscaping), please submit one consolidated application for ACC review.

## **Declaration References Governing Guideline**

- Article VIII, 8.13 – Unsightly or Unkempt Conditions:
- Article X, 10.2 – Owner’s Responsibility
- Article X, 10.3 – Failure to Maintain

## 2.0: LANDSCAPING AND TREE REMOVAL

### Purpose

Establish clear standards for major landscaping changes, grading and erosion control, and tree removal. These activities can significantly impact appearance, safety, drainage, and neighboring properties. All major landscaping modifications and tree removal require prior ACC approval.

### RACI Model

| Task                                                                                                                                                                                    | R     | A   | C              | I                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|----------------|----------------------------|
| Remove a tree (living or dead) <ul style="list-style-type: none"> <li>Emergency removals for safety may proceed and be reported ASAP.</li> </ul>                                        | Owner | ACC | AMG Arborist   | Neighbors<br>(If impacted) |
| Major landscaping change (front/rear) <ul style="list-style-type: none"> <li>Changes to appearance, grading, drainage, or permanent vegetation</li> </ul>                               | Owner | ACC | AMG Landscaper | Neighbors<br>(If impacted) |
| Grading, slope, or erosion-control work <ul style="list-style-type: none"> <li>Drainage or erosion plan required; county permits may be necessary</li> </ul>                            |       |     |                |                            |
| Install retaining walls, terracing, or major hardscape beds <ul style="list-style-type: none"> <li>Submit elevations, materials, and drainage details; visibility and runoff</li> </ul> |       |     |                |                            |
| Install irrigation or modify drainage <ul style="list-style-type: none"> <li>Must not redirect water on to adjacent lots or common areas.</li> </ul>                                    |       |     |                |                            |
| Routine planting, shrub removal, or lawn care <ul style="list-style-type: none"> <li>No change to grade, drainage, and visibility</li> </ul>                                            | Owner | —   | —              | —                          |
| Replace existing vegetation “In kind” <ul style="list-style-type: none"> <li>Same species (or similar), comparable mature size, and same location.</li> </ul>                           |       |     |                |                            |

## **Submission Checklist** (Attach the following to your ACC Application)

- ☐ **Scope description (tree removal, grading, landscape redesign)**
- ☐ **Start and completion dates**
- ☐ **Photos of existing conditions (trees, slopes, drainage condition and areas)**
- ☐ **Landscape or site plan showing proposed changes**
- ☐ **Drainage or erosion-control plan (if grade is altered)**
- ☐ **Tree size, species (if known), and reason for removal**
- ☐ **Replacement planting plan (if required by the ACC)**
- ☐ **Materials for walls, edging, stone, or hardscape features**
- ☐ **Statement confirming county permits will be obtained if required**

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. Tree Removal**

- Trees may not be removed without ACC approval, except in emergency situations involving immediate safety hazards.
- Approved removals may require replacement plantings to preserve canopy, soil erosion and screening.

### **2. Landscaping Changes**

- Large-scale changes affecting visibility, layout, or grading require ACC approval.
- Front yards are subject to heightened review due to street visibility.

### **3. Grading and Erosion Control**

- Changes to grade, swales, or water flow require approval.
- Owners must prevent erosion or runoff onto streets or adjacent lots.

### **4. Retaining Walls and Hardscape**

- Retaining walls, terracing, or raised landscape elements are subject to ACC review based on height, location, and visibility.
- Materials must complement the home and neighborhood.

### **5. Materials and Appearance**

- Landscaping must be neat, cohesive, and well-maintained.
- Mulch and stone must use natural, earth-toned colors.

### **6. Irrigation and Drainage**

- Irrigation systems must not create runoff or nuisance conditions.
- Drainage systems must be discharged in approved locations only.

### **7. Timing and Maintenance**

- Work must begin within ninety (90) days of approval and complete within the approved timeframe.
- Owners are responsible for ongoing maintenance of landscaping and trees.

## **Examples**

### **Approval Required:**

- Removing any tree without an immediate safety hazard.
- Installing retaining walls or terraced planting beds.
- Regrading a yard to alter drainage or slope.
- Replacing natural mulch with large stone beds visible from the street.

### **No Approval Needed:**

- Routine mowing, pruning, and seasonal plantings.
- Replacing a shrub with a similar type and size in the same location.
- Minor plant additions that do not affect grade or visibility.

### **Extra Notes:**

- Tree removal is among the most regulated activities (finest have been imposed) in Creekstone; when in doubt, **submit**.
- Projects involving walls, drainage, or grading should be submitted as **one coordinated application**.

## **Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article XIII, 8.15 – Erosion Control
- Article XIII, 8.18 – Tree Removal

## 3.0: ROOFING, PAINT & EXTERIOR MATERIALS

### Purpose

To provide clear standards for roof replacement, roof color changes, and modifications to exterior siding, finishes, brick, stone, or paint.

These requirements help maintain Creekstone’s architectural consistency and ensure that any repair, renovation, or material change (whether elective or due to damage) aligns with community standards.

### RACI Model

| Task                                                                             | R     | A   | C              | I         |
|----------------------------------------------------------------------------------|-------|-----|----------------|-----------|
| Replace roof with new color or material                                          | Owner | ACC | AMG Contractor | Neighbors |
| Replace roof like-for-like (same color/material)                                 |       |     |                |           |
| Add or change exterior siding or facade (stone, brick, stucco, siding) materials |       |     |                |           |
| Reconstruction after storm/fire damage                                           |       |     |                |           |
| Painting home in a <b>new</b> color                                              |       |     |                |           |
| Repaint in <b>same</b> color                                                     | Owner | —   | AMG Painter    | —         |

### Submission Checklist (Attach the following to your ACC Application)

- ☐ **Scope of work and reason for change (replacement, upgrade, damage)**
- ☐ **Project start and completion dates**
- ☐ **Roof details: shingle type, color, manufacturer, profile**
- ☐ **Siding/material details: product type, profile, color, installation method**
- ☐ **Brick/stone details: material type, color range, mortar color**
- ☐ **Paint color samples or manufacturer color IDs**
- ☐ **Photos of existing roof/exterior conditions**
- ☐ **Insurance documentation (if related to storm/fire damage)**
- ☐ **Statement confirming required county permits will be obtained**

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. ACC Approval Requirement**

- Any change to roofing or exterior siding in materials or color
- Like-for-like replacements may qualify for expedited approval, must still be verified.

### **2. Roofing Materials**

- Roofs must use architectural/dimensional shingles or other approved materials.
- Colors must be neutral, earth-toned, and consistent with the community's palette.
- Metal roofing is only permitted with specific ACC approval.
- Accessories (flashing, vents, drip-edge) must coordinate with roof color.

### **3. Reconstruction After Damage**

- Repairs must restore the same exterior appearance unless changes approved.
- The ACC may require pre-loss photos or insurance documentation.

### **4. Exterior Siding & Facade Materials**

- Changing siding type, texture, or color requires approval.
- Brick/stone veneers must be natural or high-quality manufactured materials.
- Painting brick or stone is discouraged and requires ACC approval
- ACC may deny materials inconsistent with Creekstone's architectural character.

### **5. Paint Colors**

- All new exterior colors require ACC approval
- Repainting the same color only requires notifying AMG in advance.

### **6. Workmanship & Timing**

- All work must be neat, professional, and free of visible defects.
- Projects must start and finish within the ACC-approved timeframe.

## **Examples**

### **Approval Required:**

- Changing roof color from brown to charcoal.
- Switching from 3-tab shingles to architectural shingles.
- Adding new stone or brick accents.
- Painting the home, trim, shutters or exterior doors in a new color.
- Replacing vinyl siding with fiber-cement.
- Rebuilding after storm damage using different materials or colors.

### **No Approval Needed (like-for-like repairs only):**

- Replacing damaged shingles with the same material and color.
- Repainting using the same approved color.
- Repairing siding without changing its profile or color.
- Replacing damaged mortar with matching mortar.

**Extra Notes:**

- Roof tie-ins associated with porches, additions, or other structures should also reference Guideline 6 – Decks, Porches, and Exterior Structures.
- Homeowners are responsible for routine roof and exterior maintenance.
- County permits may be required for structural roofing changes; permit approval does not replace ACC approval.

**Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article X, 10.2 – Owner’s Responsibility
- Article XIV, 14.4 – Damage to or Destruction of Dwellings

## 4.0: WINDOW TREATMENTS AND FEATURES

### Purpose

To ensure all window treatments and exterior window features maintain Creekstone’s architectural appearance and prevent unsightly or inconsistent conditions visible from the street. All visible window treatments and exterior window changes may require ACC approval.

### RACI Model

| Task                                                                                                                                                                                                                          | R     | A   | C   | I         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|-----|-----------|
| Replace or relocate exterior doors/windows or change style, grids, or trim (street-visible) <ul style="list-style-type: none"><li>Style must match home architecture; include grille pattern, trim color, location.</li></ul> | Owner | ACC | AMG | Neighbors |
| Install/replace shutters with new style/color <ul style="list-style-type: none"><li>Must match or complement home color palette.</li></ul>                                                                                    |       |     |     |           |
| Install new window coverings (street-visible) <ul style="list-style-type: none"><li>Must meet color and appearance standards.</li></ul>                                                                                       | Owner | ACC | AMG | —         |
| Replace blinds/curtains with a different color or style (street-visible) <ul style="list-style-type: none"><li>Must present a uniform neutral appearance</li></ul>                                                            |       |     |     |           |
| Add decorative window film, stained glass, or frosted effect <ul style="list-style-type: none"><li>Allowed only if subtle and architecturally appropriate.</li></ul>                                                          |       |     |     |           |
| Replace blinds “in kind” (same color and style) <ul style="list-style-type: none"><li>Notification only; no approval required.</li></ul>                                                                                      | Owner | —   | AMG | —         |

### Submission Checklist (Attach the following to your ACC Application)

- ☐ **Scope of work** (window replacement, shutter install, window treatments)
- ☐ **Start and completion dates**
- ☐ **Manufacturer/model** of new windows or shutters
- ☐ **Color ID codes** (trim, shutters, or frames)
- ☐ **Photos** of the existing window(s) and surrounding façade
- ☐ **Drawings/specifications** for grids, muntin, or special window shapes
- ☐ **Explanation of visibility** from street or neighboring homes

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. Window replacement and style**

- Window replacements must be consistent with existing architecture in style, grille pattern, frame color, trim detail, and proportion.
- Window grids/muntins must be permanently affixed (no removable plastic inserts).
- Black or bronze frames may be allowed, if architecturally compatible and applied consistently.

### **2. Exterior shutters**

- Shutters must be sized appropriately to window dimensions (no undersized decorative shutters).
- Materials must be durable (composite, PVC, or painted wood).
- Colors must match or complement the approved home palette.
- Louvered, raised-panel, or board-and-batten styles may be used depending on home architecture.

### **3. Visible window treatments**

- Curtains, blinds, and shades visible from the street must be white, off-white, or neutral on the exterior-facing side.
- Bright colors, patterns, reflective materials, or metallic finishes visible from outside are not permitted.
- Temporary coverings such as sheets, cardboard, foil, or paper are prohibited.

### **4. Decorative window features**

- Frosted, textured, or privacy glass may be approved if subtle and non-reflective.
- Stained glass or decorative films are allowed only if neutral, architectural, and not visibly multicolored from the street.
- No decals, logos, stickers, or large decorative art visible from outside.

### **5. Interior window treatments affecting exterior appearance**

- Holiday displays are allowed temporarily.
- Permanent displays visible from exterior must meet community standards (no flashing lights, neon signs, or unsightly items).
- Items hung in windows must not create nuisance or violate Declaration.

### **6. Workmanship and installation**

- All treatments and window work must be neat and professional.
- Exterior shutters must be securely mounted and aligned.
- Windows must be installed square and without visible caulk smears, warping, or mismatched finishes.

## **Examples**

### **Approval Required:**

- Replacing windows with a **different grille pattern** or removing grids entirely.
- Changing from white shutters to **black shutters**.
- Installing **decorative window film** visible from the street.
- Switching blinds to a visible color other than white/neutral.
- Adding new decorative shutters to windows previously without shutters.

### **No Approval Needed (like-for-like repairs only):**

- Replacing blinds with **the same white/neutral style**.
- Installing curtains that face neutral/white toward the exterior.
- Repairing or repainting shutters in **the same approved color**.
- Hanging seasonal window decorations temporarily.

### **Extra Notes:**

- Window treatments must maintain a consistent, neat appearance from the street.
- All window appearances are subject to Article 8 (Property Use Restrictions).
- For projects involving both window changes and exterior painting or siding work, submit one coordinated application for ACC review.

## **Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article XIII, 8.6 – Window Treatments

## 5.0: DRIVEWAYS, WALKWAYS, AND HARDSCAPING

### Purpose

To regulate modifications to driveways, walkways, patios, retaining walls, edging, and other hardscape elements to maintain a cohesive community appearance and prevent drainage or erosion issues. **All hardscaping modifications require written ACC approval prior to work.**

### RACI Model

| Task                                                                                                                                                           | R     | A   | C                        | I                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|--------------------------|----------------------------|
| Expand or reconfigure driveway <ul style="list-style-type: none"> <li>Provide site plan, materials, drainage notes. Painted concrete not permitted.</li> </ul> | Owner | ACC | AMG, Contractor Engineer | Neighbors<br>(If impacted) |
| Modify or install walkway <ul style="list-style-type: none"> <li>Materials and visibility will be reviewed</li> </ul>                                          |       |     |                          |                            |
| Install / expand patio or paver hardscape <ul style="list-style-type: none"> <li>Grading and drainage impacts reviewed.</li> </ul>                             | Owner | ACC | AMG, Landscape Architect | Neighbors<br>(If impacted) |
| Install retaining wall or edging (>12") <ul style="list-style-type: none"> <li>Elevations and drainage details required.</li> </ul>                            |       |     |                          |                            |
| Replace hardscape “in kind” (same materials, same layout) <ul style="list-style-type: none"> <li>Notification only; no approval if identical.</li> </ul>       | Owner | —   | AMG                      | —                          |
| Install small decorative borders (<12", non-structural) <ul style="list-style-type: none"> <li>No approval if no drainage impact.</li> </ul>                   |       |     |                          |                            |

### Submission Checklist (Attach the following to your ACC Application)

- ☐ **Scope of work (driveway expansion, walkway, patio, wall, etc.)**
- ☐ **Start and completion dates**
- ☐ **Scaled drawing or sketch showing footprint, measurements, and layout**
- ☐ **Site plan showing distance to property lines, setbacks, swales, and grading changes**
- ☐ **Material details (concrete, pavers, stone, color, finish)**
- ☐ **Drainage plan (slope, downspouts, runoff direction)**
- ☐ **Photos of existing area and street-view perspective**
- ☐ **Elevation drawings for any retaining wall or multi-level hardscaping**
- ☐ **Statement confirming compliance with Forsyth County requirements**

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. Driveways**

- Expansions must be modest and proportional to the lot and home scale.
- Side extensions must not create a "parking pad", dominating the front yard.
- Materials must match or complement the existing driveway (concrete or ACC-approved pavers).
- Painted concrete is not permitted.
- Stamped or stained concrete requires approval and must be neutral/earth-tone.

### **2. Walkways**

- Materials must blend with the home façade (stone, pavers, brushed concrete).
- Walkways must avoid bright or non-natural colors.
- Must not disrupt natural drainage or encroach into setbacks or easements.

### **3. Patios and Paver Hardscapes**

- Materials must be neutral, natural stone, pavers, or approved concrete.
- Large paver patios require appropriate edge restraints and drainage planning.
- Hardscapes visible from the street will be evaluated for scale, color, and impact on community appearance.

### **4. Retaining Walls and Edging**

- Walls must be constructed of masonry, stone, or engineered block; timber sleepers and railroad ties are not allowed.
- Any wall over 12 inches in exposed height requires ACC approval and elevations.
- Walls must not block or redirect drainage onto adjacent properties.
- Drainage features (weep holes, gravel base) must be included for walls over 24”.

### **5. Erosion Control & Drainage**

- Any grading or hardscape that alters the natural slope requires a drainage plan.
- Water must not be discharged onto neighboring lots or create erosion channels.
- French drains, dry creek beds, or catch basins may require additional documentation.

### **6. Materials**

- Acceptable: natural stone, brick, neutral pavers, brushed concrete, engineered retaining block.
- Unacceptable: brightly colored pavers, artificial stone patterns, colored gravel visible from street, painted concrete.
- Mulch and stone beds must maintain natural colors (brown/black mulch, earth-tone stone).

### **7. Workmanship and Maintenance**

- Hardscaping must be professionally installed, cleanly edged, and properly sloped.
- Cracked, settled, or deteriorated hardscape must be repaired promptly.
- All work must begin within 90 days of ACC approval and finish within the approved timeframe

## **Examples**

### **Approval Required:**

- Expanding driveway width by 3–6 feet for parking.
- Installing a stone or paver walkway connecting front porch to driveway.
- Adding a rear paver patio with seating wall.
- Constructing a retaining wall more than 12" tall.
- Replacing a concrete patio with pavers of a new color.
- Regrading yard to support a hardscape.

### **No Approval Needed (like-for-like repairs only):**

- Repairing cracks in driveway with matching concrete.
- Replacing existing walkway with the same material and layout.
- Installing low, non-structural decorative edging under 12" tall.
- Seasonal or temporary decor placed on existing hardscape.

### **Extra Notes:**

- All hardscape modifications must comply with Declaration.
- Homeowners must maintain hardscape elements in good, safe condition at all times.

## **Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article XIII, 8.15 – Erosion Control

## 6.0: DECKS, PORCHES, AND EXTERIOR STRUCTURES

### Purpose

To outline requirements and design standards for decks, porches, gazebos, pergolas, and other attached or detached exterior structures to preserve architectural consistency in the community and surrounding lots. **All structures require written ACC approval prior to work.**

### RACI Model

| Task                                                                                                                                                                                                                      | R     | A   | C                       | I                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|-------------------------|----------------------------|
| Build a new deck or porch <ul style="list-style-type: none"> <li>Submit scaled plans, materials, colors, post/beam layout, setbacks.</li> </ul>                                                                           | Owner | ACC | AMG Contractor Engineer | Neighbors<br>(If impacted) |
| Expand / change an existing deck/porch <ul style="list-style-type: none"> <li>Provide existing vs. proposed footprint and framing details.</li> </ul>                                                                     |       |     |                         |                            |
| Enclose deck/porch (screened/covered) <ul style="list-style-type: none"> <li>Include roof tie-in, fascia/soffit, shingle type, gutter routing.</li> </ul>                                                                 |       |     |                         |                            |
| Install or replace stairs, guards or rails <ul style="list-style-type: none"> <li>Indicate landing, guard/rail profiles.</li> </ul>                                                                                       |       |     |                         |                            |
| Add under-deck enclosure, lattice, storage or outdoor kitchens <ul style="list-style-type: none"> <li>Provide a complete layout diagram</li> </ul>                                                                        |       |     |                         |                            |
| Alter or expand home or garage <ul style="list-style-type: none"> <li>Submit scaled plans/ elevations, materials/ colors, setbacks.</li> </ul>                                                                            |       |     |                         |                            |
| Construct a detached exterior structure (gazebo, pergola, pavilion, trellis or privacy screen) <ul style="list-style-type: none"> <li>Provide complete site plan with location (rear yard placement preferred)</li> </ul> |       |     |                         |                            |
| Add porch/deck lighting, fans, or fixtures <ul style="list-style-type: none"> <li>Include fixture type and location</li> </ul>                                                                                            | Owner | ACC | AMG Electrician         | Neighbors<br>(If impacted) |
| Repair or replace “in kind” (same material/ color) <ul style="list-style-type: none"> <li>Notification only; no approval required.</li> </ul>                                                                             | Owner | —   | AMG                     | —                          |

## **Submission Checklist** (Attach the following to your ACC Application)

- ☐ **Scope of work and intended use (e.g., screened porch, gazebo, expansion)**
- ☐ **Project start and completion dates**
- ☐ **Scaled drawings or elevation plans (e.g. L×W×height, post/beam spacing, roof tie-ins)**
- ☐ **Materials and finishes (decking, railing, columns, roofing, stain/paint codes, fixtures)**
- ☐ **Site plan showing structure location, setbacks, easements, and drainage flow**
- ☐ **Photos of the existing home elevation and project area**
- ☐ **Statement confirming required county permits will be obtained prior to construction**

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. Approval and documentation**

- All decks, porches, gazebos, and exterior structures require written ACC approval before construction begins.
- Verbal approval or email confirmation is not valid.
- Submit complete drawings and specifications to avoid delays.

### **2. Location and setbacks**

- Structures should be located in the rear yard unless otherwise approved by ACC.
- Side or front-yard placement requires strong architectural justification and will receive enhanced review.
- No encroachment into easements or setbacks is permitted.

### **3. Design and compatibility**

- Scale, materials, and color must complement the home's architecture and existing neighborhood character.
- Columns, railings, and trim should match the home's detailing and finish.
- Covered porches and gazebos must use matching roof pitch, fascia, and shingles.
- Unfinished or painted decking surfaces are not permitted. Decks must be stained or sealed with natural finishes only.

### **4. Materials and quality**

- Acceptable decking: natural wood (cedar, pressure-treated with finish) or composite
- Acceptable railings: painted/stained wood, composite, or powder-coated metal (black or bronze tones preferred).
- Columns and framing must be durable, properly sealed, and built to code.
- Roofing (for covered structures) must match or complement the main dwelling.

### **5. Drainage and grading**

- Maintain positive drainage away from the foundation and neighboring lots.
- Do not alter swales or block natural water flow.
- ACC may require a drainage plan or additional grading details for large or elevated decks.

## **6. Lighting and electrical**

- Outdoor lighting must be low-glare, shielded, and warm/neutral in tone (no harsh or colored lighting).
- All wiring must be installed to code and concealed neatly.
- Fans and ceiling fixtures must be damp-rated for exterior use.

## **7. Privacy screens and railings**

- Allowed if visually integrated and within fence-height limits.
- May not obstruct neighboring views or exceed 6 feet in total height without approval.

## **8. Workmanship and timing**

- Work must be neat, professional, and free of visible defects.
- All work must begin within 90 days of ACC approval and finish within the approved timeframe
- Site must be kept clean and safe during construction.

## **Examples**

### **Approval Required:**

- New rear deck or covered porch attached to the main home.
- Construction of a freestanding gazebo or pavilion in the rear yard.
- Expanding an existing deck or porch footprint.
- Adding under-deck lattice enclosure or storage doors visible from outside.
- Converting an open deck into a screened porch or covered space.
- Installing decorative lighting or ceiling fans on porches.

### **No Approval Needed (like-for-like repairs only):**

- Replacing damaged boards, rails, or trim with the same material, color, and layout.
- Cleaning, staining, or sealing using the same approved finish.
- Replacing fixtures (fans or lights) with identical models.

### **Extra Notes:**

- All exterior structures must comply with Declaration.
- **Homeowners are responsible for maintaining** any deck, porch, or structure in good repair and ensuring ongoing compliance with these standards.

## **Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article VII, 7.7 – Commencement and Completion of Construction

## 7.0: LIGHTING AND EXTERIOR FIXTURES

### Purpose

To define allowable exterior lighting and fixtures to minimize glare, prevent nuisance conditions, and maintain the community's aesthetic character. All new lighting, fixture replacements, or changes in fixture style require **ACC approval**.

### RACI Model

| Task                                                                                                           | R     | A   | C                  | I                                 |
|----------------------------------------------------------------------------------------------------------------|-------|-----|--------------------|-----------------------------------|
| Install new exterior lighting fixture(s)<br>• <i>Submit fixture specs, finish and location.</i>                | Owner | ACC | AMG<br>Electrician | Neighbors<br><i>(If impacted)</i> |
| Install security lights or floodlights<br>• <i>Must be downward-facing and motion</i>                          |       |     |                    |                                   |
| Replace fixture with new style or color<br>• <i>Must complement home and limit glare.</i>                      |       |     |                    |                                   |
| Install low-voltage landscape lighting<br>• <i>Provide layout and beam direction.</i>                          | Owner | ACC | AMG                | —                                 |
| Install string lights or decorative lighting<br>• <i>Rear yard only, not visible-from-street.</i>              |       |     |                    |                                   |
| Replace fixture with same model/style<br>• <i>Notification only; no ACC approval required.</i>                 | Owner | —   | AMG                | —                                 |
| Install holiday or seasonal lighting<br>• <i>Temporary use permitted and must be removed after the season.</i> | Owner | —   | —                  | —                                 |

### Submission Checklist (Attach the following to your ACC Application)

- ☐ **Scope of work (new fixture, upgrade, pathway lighting, string lights, etc.)**
- ☐ **Start and completion dates**
- ☐ **Fixture specifications (manufacturer, model, size, finish/color)**
- ☐ **Color temperature (Kelvin) and brightness (lumens)**
- ☐ **Location diagram (placement on house, posts, or landscape)**
- ☐ **Beam/spread pattern for security or floodlights**
- ☐ **Photos of existing fixtures and installation area**
- ☐ **Statement of compliance with glare and nuisance requirements**

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. Fixture Style and Appearance**

- Fixtures must complement the home's style, finishes, and color palette.
- Commercial fixtures are not permitted unless fully shielded and low-profile.
- Visible wires, conduits, or temporary mounting methods are prohibited.

### **2. Light Temperature, Brightness, and Glare**

- Light color must be **warm or neutral** (2700K–3000K preferred).
- Glare must be minimized; fixtures must be **shielded** or **downward directed**.
- Excessively bright or multi-colored bulbs visible from the street are not allowed.

### **3. Security and Flood Lighting**

- Must use **downward facing, shielded fixtures**.
- Motion sensors should prevent continuous nighttime illumination.
- Floodlights must not shine onto neighboring homes, yards, or into windows.

### **4. Landscape and Pathway Lighting**

- Low-voltage fixtures are preferred.
- Lights must be subtle and spaced to avoid runway-style appearance.
- Solar pathway lights are allowed if simple, warm-toned, and low-profile.

### **5. String Lights and Decorative Lighting**

- Permitted only in **rear yards**, attached to pergolas, porches, or decks.
- Bulbs must be warm-toned; globe/café-style preferred.
- No flashing, pulsing, or color-changing lights.
- Visible string lights from the street require ACC review and may be denied.

### **6. Holiday and Seasonal Lighting**

- Allowed temporarily without approval.
- Must be removed **within a reasonable time after the season** (currently 21 days).
- Excessively large, loud, or illuminated displays that create nuisance may be restricted.

### **7. Compliance and Workmanship**

- Installations must be neat, with concealed wiring.
- All lighting must remain in good working order and not create an unsightly condition.
- Work must begin within **90 days** of approval and be completed within the approved timeframe.

## **Examples**

### **Approval Required:**

- Installing new **wall-mounted lanterns** in a different style or finish.
- Adding **security floodlights** on garage corners.
- Installing **string lights** under a pergola or across a rear deck.
- Adding **landscape uplighting** for trees or architectural features.
- Replacing coach lights with **larger decorative fixtures**.

### **No Approval Needed:**

- Replacing a fixture with **the same model or identical style/finish**.
- Installing **temporary holiday lighting** within the normal season.
- Replacing bulbs with the **same brightness and color temperature**.

### **Extra Notes:**

- Lighting must not create nuisance conditions such as glare, excessive brightness, or illumination onto neighboring homes.
- When a project includes lighting along with decks, patios, or exterior structures, **submit one combined application for full ACC review**.

## **Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article VIII, 8.10 – Prohibition of Nuisance and Noise
- Article VIII, 8.13 – Unsightly or Unkempt Conditions

## 8.0: FENCES & WALLS

### **Purpose**

To define allowable fence and wall types, heights, and placements in Creekstone Estates while preserving open sightlines, architectural continuity, and community safety. All fences and walls require written ACC approval before installation or replacement.

### **RACI Model**

| Task                                                                                                                                                                          | R     | A   | C                       | I                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|-------------------------|---------------------------------------|
| Install new fence or wall <ul style="list-style-type: none"><li>• <i>Submit site plan showing location, setbacks, height, style, materials.</i></li></ul>                     | Owner | ACC | AMG Contractor          | Neighbors<br><i>(shared boundary)</i> |
| Replace existing fence with different style, height, or material <ul style="list-style-type: none"><li>• <i>Treated as new installation; full review required.</i></li></ul>  |       |     |                         |                                       |
| Replace existing fence “in kind” (same height, layout, material) <ul style="list-style-type: none"><li>• <i>Requires expedited ACC confirmation per Declaration</i></li></ul> |       |     |                         |                                       |
| Install wall or hardscape used as screen/boundary <ul style="list-style-type: none"><li>• <i>Provide dimensions, finish, grading/drainage plan.</i></li></ul>                 | Owner | ACC | AMG Contractor Engineer | Neighbors<br><i>(shared boundary)</i> |

### **Submission Checklist** (Attach the following to your ACC Application)

- ☐ **Scope description (installation or replacement purpose)**
- ☐ **Start and completion dates**
- ☐ **Plat or site plan showing:**
  - **Lot boundaries, house footprint, and easements**
  - **Fence/wall alignment and gate placement**
  - **Distance from street and front corners of the house**
- ☐ **Height and style details (panel profile, post spacing, top rail, columns/piers)**
- ☐ **Materials and finish colors (manufacturer, product line, color code)**
- ☐ **Drainage statement confirming that no natural swales or flow paths will be blocked**
- ☐ **Photos of existing conditions and property lines**
- ☐ **Required permits or statement that they will be obtained prior to work**

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. Approval requirement**

- All fence and wall projects (including replacements) require **ACC submission and written approval prior to installation**.
- Plans must clearly indicate materials, height, and exact placement relative to property lines.

### **2. Front yard and visibility limits**

- No fence or wall may extend **forward of the front corners of the dwelling** unless specifically approved in writing by the ACC.
- Corner-lot and side-yard proposals are reviewed for visibility and street impact.

### **3. Design and materials**

- The ACC must approve all design, material, and location details before installation.
- **Wood privacy fences are discouraged** and may be approved only when compatible with the home and drainage flow.
- **Open-style fencing** (such as wrought iron or aluminum) is encouraged for consistency and visibility.
- **Prohibited materials:** chain link, welded wire, wire mesh, and ranch/split-rail wood fencing.

### **4. Walls and retaining structures**

- Walls must be built of **masonry, stone, or other ACC-approved material** that complements the home's architecture.
- Retaining walls that alter grade or drainage require detailed drawings and may need county permits.

### **5. Drainage and grading**

- Fences and walls must **not divert, block, or channel** natural water flow across or between properties.
- Installation must preserve existing storm-water swales and drainage easements.

### **6. Screening use**

- With ACC approval, fences or low walls may be used to **screen utilities, HVAC units, trash cans, or play equipment** from view.
- Screening height and opacity must remain visually compatible with the home and adjacent properties.

### **7. Workmanship and timing**

- All work must be completed in a **neat, professional manner** consistent with community standards.
- Projects must start within **90 days** of approval and finish within the approved timeframe.
- Homeowners must maintain fences and walls to prevent deterioration, leaning, or visible damage.

## **Examples**

### **Approval Required**

- Installing a new rear yard perimeter fence along side and rear lot lines.
- Replacing a decorative fence with a taller privacy fence.
- Adding a masonry garden wall or retaining wall that alters grade.
- Moving a fence line closer to the street than the existing approved location.
- Using a fence or low wall to screen equipment or trash containers visible from the street.

### **Not Permitted**

- Chain link, welded wire, or ranch-style fences.
- Solid wood privacy fences that dominate the lot or obstruct visibility.
- Any fence or wall placed in front of the home's front corners without written ACC approval.
- Any design or material not approved by the ACC prior to installation.

## **Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article VIII, 8.5 – Fences

## 9.0: EXTERIOR AND RECREATIONAL EQUIPMENT

### Purpose

To regulate the placement and visibility of antennas, satellite dishes, HVAC units, generators, and other exterior mechanical equipment so they do not detract from the appearance of the community. While certain antennas and dishes are protected under **FCC OTARD rules**, all installations must be screened or placed discreetly whenever possible.

In addition, to ensure recreational equipment (such as basketball goals, trampolines, playsets, sports nets, and similar items) is placed and maintained in a manner that preserves safety, minimizes visual impact, and maintains aesthetic standards. All permanent or semi-permanent recreational equipment requires **written ACC approval**.

### RACI Model

| Task                                                                                                                                                                   | R     | A   | C          | I                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|------------|----------------------------|
| Install OTARD satellite dish ( $\leq 1$ meter) <ul style="list-style-type: none"><li>ACC may regulate placement/screening but may not prohibit installation.</li></ul> | Owner | ACC | AMG<br>FCC | —                          |
| Install OTARD TV antenna or internet receiver <ul style="list-style-type: none"><li>It must be placed in least visible location where signal is adequate.</li></ul>    |       |     |            |                            |
| Install antenna or large dish ( $> 1$ meter) <ul style="list-style-type: none"><li>Full ACC approval required.</li></ul>                                               | Owner | ACC | AMG        | Neighbors<br>(If impacted) |
| Install HVAC condenser, mini-split unit, or generator <ul style="list-style-type: none"><li>It must be screened and located in the side or rear yard only.</li></ul>   |       |     |            |                            |
| Install pool and equipment pad <ul style="list-style-type: none"><li>Screening and noise mitigation required.</li></ul>                                                |       |     |            |                            |
| Install mechanical equipment - emergency <ul style="list-style-type: none"><li>Emergency installs may proceed; ACC must be notified as soon as practicable.</li></ul>  | Owner | ACC | AMG        | —                          |
| Replace existing equipment “in kind” (same size/location) <ul style="list-style-type: none"><li>Notification only; no approval if identical.</li></ul>                 | Owner | —   | AMG        | —                          |
| Routine maintenance or safety repairs <ul style="list-style-type: none"><li>No approval if no relocation or design change.</li></ul>                                   |       |     |            |                            |

| Task                                                                                                                                                                 | R     | A   | C   | I |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|-----|---|
| Install permanent (adjustable or fixed) basketball goal <ul style="list-style-type: none"> <li>• <i>Rear yard preferred; side yard with approval.</i></li> </ul>     | Owner | ACC | AMG | — |
| Install permanent sports nets or training equipment <ul style="list-style-type: none"> <li>• <i>Approval required if fixed, tall, or visible.</i></li> </ul>         |       |     |     |   |
| Install playset, swing set, or playground <ul style="list-style-type: none"> <li>• <i>Must show location, setbacks, height, and screening if visible.</i></li> </ul> |       |     |     |   |
| Install trampoline <ul style="list-style-type: none"> <li>• <i>Rear yard only; safety enclosure encouraged.</i></li> </ul>                                           |       |     |     |   |
| Install putting green with artificial / real turf <ul style="list-style-type: none"> <li>• <i>Rear yard only with screening preferred</i></li> </ul>                 |       |     |     |   |
| Relocate or modify existing approved equipment <ul style="list-style-type: none"> <li>• <i>Required if visibility, height, or footprint changes.</i></li> </ul>      | Owner | —   | —   | — |
| Install temp or movable sports equipment <ul style="list-style-type: none"> <li>• <i>No approval if stored when not in use and not street-visible.</i></li> </ul>    |       |     |     |   |

### **Submission Checklist** (Attach the following to your ACC Application)

- ☐ **Scope of work (dish/antenna, HVAC, generator, goal, trampoline, playset, net, etc.)**
- ☐ **Start and completion dates**
- ☐ **Manufacturer/model of equipment**
- ☐ **Equipment specifications (size, materials, height)**
- ☐ **Proposed location on a site plan (distance from house, property lines and fences)**
- ☐ **Photos of installation area and visibility from street/neighbors**
- ☐ **Screening plan (landscaping or fencing, if visible)**
- ☐ **Noise mitigation plan, including noise rating for mechanical equipment (if applicable)**
- ☐ **Safety features (anchoring, enclosures, fall zones)**
- ☐ **Statement of FCC compliance (for satellite dishes/antennas if applicable)**

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. Satellite dishes & antennas (OTARD compliance)**

- Dishes ≤ 1 meter in diameter are generally protected by FCC OTARD rules.
- ACC cannot prohibit a protected antenna but can require placement in the least visible location where signal remains adequate.
- Roof placement should be avoided unless required for reception.
- Large dishes (> 1 meter) are not protected and require full ACC review.

### **2. Location & visibility**

- Place dishes, antennas, and equipment in the rear or side yard whenever possible.
- Equipment may not be placed in the **front yard** or in locations visible from the street where avoidable.
- Equipment must not interfere with neighboring views or create a nuisance.
- Must maintain sufficient setbacks from fences and property lines for safety and maintenance.
- Recreational equipment must be installed **in the rear yard** only, unless approved.

### **3. Screening requirements**

- When visible from neighbors or streets, equipment must be screened when feasible using shrubs or fencing.
- Screening must be maintained at the installed height and remain healthy.
- Screening materials must match or complement home trim or existing fencing.
- Colors should be neutral (brown, black, dark green) and visually compatible.
- Bright neon, fluorescent, or highly reflective materials are discouraged.

### **4. Mechanical equipment (HVAC, generators, pool equipment)**

- Must be located in the rear or side yard only.
- No equipment may be installed in the front yard.
- Noise-producing equipment may not disrupt neighboring homes.
- Generators must have sound-dampening enclosures when possible.

### **5. Pool, Equipment pads and enclosures**

- Pads must be level, properly drained, and placed out of view where possible.
- Structural or masonry enclosures must complement the home's exterior materials.
- No exposed conduit, wiring, or unsightly support structures.

### **6. Prohibited installations**

- Window air-conditioning units visible from the street.
- Oversized or commercial-grade antennas.
- Communication towers, masts, or free-standing poles unless legally required.

### **7. Basketball goals**

- Permanent or fixed goals must be placed in **rear or side yard** to reduce visibility.
- Portable goals are discouraged and must be stored out of view when not in use.
- Use of goals in the street or cul-de-sac is prohibited (safety and liability).
- Oversized logos or brightly colored backboards are not allowed.
- Fix-mounted goals must be professionally installed.

## **8. Playsets and playground structures**

- Must be constructed of quality materials (wood, composite, or powder-coated).
- Should include soft fall zones (mulch, rubber, or approved safety surface).
- Height must be appropriate for lot size; tall towers or lookout structures may require additional review.
- Slides, swings, and attachments should be neutral colors when possible.

## **9. Trampolines**

- Rear yard only.
- Encouraged to include **full safety enclosure netting** at all times.
- Should be anchored securely to prevent movement.
- May require screening if visible from adjacent lots.

## **10. Sports nets, cages, and temporary training equipment**

- Netting, cages, and batting nets must be removed when not in regular use.
- Permanent sports setups, including artificial putting greens, require ACC review and may necessitate screening.
- Equipment must not obstruct sightlines or create a nuisance.

## **11. Noise, hours of use, and nuisance prevention**

- Equipment must not be used in ways that create excessive noise or disturb neighboring homes (Article 8 §8.10).
- Homeowners must address squeaking swings, banging backboards, or similar issues promptly.

## **12. Workmanship & maintenance**

- All installations must be neat and professional.
- Equipment must be kept functional, painted or finished as appropriate, and free of rust, stains, or deterioration.
- Screening must be replaced if dead or damaged.

## **Examples**

### **Approval Required:**

- Installing a **new satellite dish** on the rear corner of the roof.
- Adding a **whole-house generator** in a side yard with landscaping.
- Installing **new HVAC condensers** for a home addition.
- Adding a **data antenna** for high-speed internet service.
- Installing a **pool and equipment pad** visible from neighboring yards.
- Installing a new **basketball goal**, even portable.
- Adding a **playset** or wooden swing set in the rear yard.
- Setting up a **trampoline** with enclosure.
- Installing a **batting cage** or soccer goal system visible from street.
- Relocating existing equipment, changing height, or altering visibility.

### **No Approval Needed:**

- Replacing an existing HVAC unit with an **identical model** in the **same location**.
- Replacing a satellite dish with the **same size**, same style, same location.
- Adding small, non-visible low-voltage equipment that does not affect exterior aesthetics.
- Minor safety repairs (tightening bolts, replacing worn parts).
- Moving a portable goal **within the rear yard** without increasing visibility.
- Removing or storing equipment seasonally.
- Using temporary sports equipment (cones, pop-up mini-goals) not visible from the street.

### **Extra Notes:**

- FCC OTARD rules supersede Declaration restrictions for certain antennas and dishes but **do not eliminate** the requirement to maintain neighborhood aesthetics or screening.
- When in doubt about visibility or placement, submit an ACC application before installation.
- The ACC may require screening or relocation to minimize visibility or nuisance.

## **Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article VIII, 8.7 – Antennas and Satellite Dishes
- Article VIII, 8.10 – Prohibition of Nuisance and Noise
- Article VIII, 8.13 – Unsightly or Unkempt Conditions
- Article VIII, 8.21 – Recreational Equipment
- Article VIII, 8.22 – Window Air Conditioners

## 10.0: SIGNAGE

### Purpose

Defines acceptable sign types and locations on private property to maintain a clean, uniform, and attractive community appearance and prohibits signs on common areas without approval.

All signs must comply with Declaration and only certain temporary signs are permitted with all other signage requiring **ACC approval** before installation.

### RACI Model

| Task                                                                                                                                                             | R     | A   | C   | I |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|-----|---|
| Install permitted real estate sign <ul style="list-style-type: none"><li>• <i>Must meet size, number, and placement limits.</i></li></ul>                        | Owner | —   | AMG | — |
| Install contractor sign during approved work <ul style="list-style-type: none"><li>• <i>Allowed only during active work; timely removal required.</i></li></ul>  |       |     |     |   |
| Install political or campaign sign <ul style="list-style-type: none"><li>• <i>Allowed during election periods; must meet size and quantity limits.</i></li></ul> |       |     |     |   |
| Install security/alarm company sign <ul style="list-style-type: none"><li>• <i>One small sign near front foundation permitted.</i></li></ul>                     |       |     |     |   |
| Install decorative, event, or personal sign <ul style="list-style-type: none"><li>• <i>Requires approval unless temporary and seasonal.</i></li></ul>            | Owner | ACC | AMG | — |
| Install prohibited signage <ul style="list-style-type: none"><li>• <i>Not permitted; subject to enforcement.</i></li></ul>                                       |       |     |     |   |

### Submission Checklist (Attach the following to your ACC Application)

- ☐ **Type of sign (real estate, contractor, security, event, etc.)**
- ☐ **Start and removal dates**
- ☐ **Sign dimensions (height × width)**
- ☐ **Materials and colors**
- ☐ **Location diagram showing placement in front yard**
- ☐ **Photo or mockup of the sign design**

**Note:** If your project triggers multiple areas (e.g., deck + lighting + fencing), **submit one application referencing each relevant guideline** so the ACC can review the full scope.

## **Standards**

### **1. General rule**

- No signs may be placed on any lot unless specifically permitted by these Guidelines or approved by the ACC.
- No signs may be placed in common areas under any circumstances.

### **2. Real estate signs**

- One (1) For Sale or For Lease sign is permitted per lot.
- Maximum size: 24" x 24" panel with standard post.
- Must be placed in the front yard only.
- Must be removed within 7 days of closing or lease signing.
- Riders ("Pending," "Under Contract") are allowed if professional and modest in size.

### **3. Contractor signs**

- One (1) contractor sign may be displayed during active permitted work.
- Must be removed within 7 days after project completion.
- Must be professionally made; no handwritten or homemade signs.
- Maximum size: 18" x 24".

### **4. Political and campaign signs**

- Allowed only during recognized election periods.
- Maximum size: 18" x 24".
- Limit of two (2) signs per property.
- Must be removed within 7 days after the election.

### **5. Security/alarm company signs**

- One (1) small security sign is permitted near the front foundation.
- One (1) small sticker is allowed on a window near the main entry.
- Must be professionally manufactured, not oversized.

### **6. Event and temporary decorative signs**

- Short-term signs (birthdays, celebrations, school events, etc.) are allowed for up to 48 hours.
- Must be modest in size and removed promptly.
- Holiday signs/decor follow seasonal guidelines and must be removed within a reasonable period.

### **7. Prohibited signs**

- Commercial advertising signs (except one contractor sign during active work).
- Banners, flags used as signs, stand-up promotional boards.
- Inflatable advertising structures.
- Signs mounted to trees, fences, light poles, or mailboxes.
- Any sign containing offensive, obscene, or nuisance content.
- Any sign visible from common areas that creates an unsightly condition.

### **8. Placement and visibility**

- All signs must be placed cleanly and upright, in good condition.
- Signs must not obstruct sidewalks, drainage swales, or sightlines at intersections.

## **Examples**

### **Approval Required:**

- Installing a decorative yard sign for long-term display.
- Placing a non-real estate commercial sign (typically not allowed).
- Posting a large event banner or multi-day promotional display.
- Adding multiple contractor or real estate signs.

### **Does Not Require Approval:**

- One real estate sign during active listing.
- One contractor sign during approved work.
- One security/alarm sign near the front foundation.
- Temporary holiday or celebration signs for short durations.
- Political signs during designated election periods.

### **Extra Notes:**

- Signs must always comply with Declarations.
- Signs not removed in the allowed timeframe may be a violation subject to enforcement.
- When in doubt, homeowners should submit a quick ACC request to confirm eligibility.

## **Declaration References Governing Guideline**

- Article VII, 7.1 – Architectural Standards
- Article VIII, 8.11 – Signs

# A: APPEALS PROCESS

## Purpose

To provide a clear and fair process for homeowners to appeal **ACC decisions**. Homeowners have the right to request Board review of any ACC denial, approval with conditions, or required modification, as outlined in the Declaration.

## RACI Model

| Task                                                                                                    | R     | A            | C   | I            |
|---------------------------------------------------------------------------------------------------------|-------|--------------|-----|--------------|
| Submit written appeal request<br>• <i>Must be submitted within 14 days of ACC decision.</i>             | Owner | Owner        | AMG | Board        |
| Review submitted appeal<br>• <i>Board may request additional documentation.</i>                         | Board | Board        | AMG | Owner<br>ACC |
| Provide background, records, and ACC rationale<br>• <i>ACC supplies all materials used in decision.</i> | ACC   | ACC<br>Chair | AMG | Owner        |
| Communicate appeal decision<br>• <i>Written decision required within 45 days.</i>                       | Board | Board        | AMG | Owner<br>ACC |

## Appeal Checklist (Attach the following to your appeal)

- ☐ **Written letter or email requesting appeal**
- ☐ **Homeowner name, lot address, and contact information**
- ☐ **Date of original ACC decision**
- ☐ **Copy of ACC denial or modification request**
- ☐ **Reason for appeal (misinterpretation, new information, revised plans, etc.)**
- ☐ **Supporting documents or drawings not included in the original submission**
- ☐ **Any changes made to the proposal since the ACC decision**

**Incomplete appeals may delay review.**

## Standards

### **1. Eligibility and Timing**

- Appeals must be filed within **14 days** of receiving an ACC decision.
- Appeals submitted after the deadline may be dismissed without review.

### **2. How to File an Appeal**

- Submit the appeal in writing to the **Board of Directors** (email or letter).
- AMG will acknowledge receipt and distribute materials to the Board.

### 3. Board Review

- The original ACC application
- The ACC's written decision and reasoning
- Any additional documentation provided by the homeowner
- May request clarification from the ACC or the homeowner.

### 4. Decision Timeline

- The Board must issue a written decision within **45 days** of receiving the appeal.
- The decision will be provided to both the homeowner and the ACC.

### 5. Possible Outcomes

- Uphold the ACC decision
- Modify ACC conditions or requirements
- Overturn the ACC decision and approve the project
- Request resubmittal with additional details or revisions

### 6. Finality of Decision

- The Board's decision is **final and binding** for that application.
- Any material change after appeal resolution requires a **new ACC application**.

### 7. Conduct During Appeal

- No work may begin until the appeal is resolved and written approval is issued.
- Starting work without approval constitutes a violation subject to enforcement.

## **Examples**

### **Valid Appeal Situations:**

- ACC misunderstood submitted plans or documentation
- New professional drawings or reports are provided
- Revised plans address prior ACC concerns
- ACC decision appears inconsistent with prior approvals

### **Not Grounds for Appeal:**

- Disagreement with established guidelines
- Personal preference or project urgency
- Work already started or completed without approval
- Appeals submitted after the 14-day deadline

### **Extra Notes:**

- Appeals apply only to **ACC architectural decisions**, not general enforcement or maintenance actions.
- Owners are encouraged to seek clarification from AMG or the ACC before filing an appeal.

## **Declaration References Governing Appeals**

- Article VII, 7.3 – Appeal

## B: ENFORCEMENT AND PENALTIES

### Purpose

To outline the Association's authority and procedures for enforcing compliance with the Declaration, Bylaws, and these Design Guidelines. The goal of enforcement is to ensure fairness, consistency, and timely correction of violations while protecting the community's appearance, safety, and property values.

Work started without approval or not in compliance with approved plans is a violation. The Association may require removal/correction and assess fines or other remedies may also apply.

### RACI Model

| Task                                                                                                                                                                       | R     | A     | C   | I     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-----|-------|
| Identify violations or non-compliant work <ul style="list-style-type: none"><li>From inspections, complaints, or ACC review.</li></ul>                                     | AMG   | Board | ACC | Owner |
| Issues notice of violation <ul style="list-style-type: none"><li>Includes required corrective action and deadline.</li></ul>                                               |       |       |     |       |
| Review submitted corrective plan <ul style="list-style-type: none"><li>Required when work begins without approval or differs from approval.</li></ul>                      | Owner | ACC   | AMG | Board |
| Impose fines or sanctions <ul style="list-style-type: none"><li>Following governing documents and adopted policies.</li></ul>                                              | Board | Board | AMG | Owner |
| Correct violation if homeowner fails to act <ul style="list-style-type: none"><li>Costs assessed to homeowner per Article X, Section 10.3 – Failure to Maintain.</li></ul> |       |       |     |       |

### Notice and Correction Process (General steps to enforcement actions)

- ☐ **Initial Notice of Violation**
  - Issued by AMG on behalf of the ACC and/or Board.
  - Identifies the violation, required corrective actions, compliance deadline and any fines.
- ☐ **Second Notice / Final Warning**
  - Issued if the violation is not corrected within the initial timeframe.
  - May include notice of potential fines, Board action, or corrective measures.
- ☐ **Hearing Opportunity (when applicable)**
  - Homeowners may request a hearing before the Board if required by:
    - Governing documents
    - Adopted Board policy
    - Applicable state law

□ **Board Action and Penalties**

- If the violation remains unresolved, the Board may impose penalties or take corrective action as permitted.

## **Standards**

### **1. Work Started Without ACC Approval**

- Any exterior work begun without prior written ACC approval is a violation.
- The Board may require:
  - Immediate stop-work
  - Submission of an ACC application
  - Modification or removal of unapproved work
- All costs associated with correction are the homeowner's responsibility.

### **2. Failure to Maintain Property**

- If an owner fails to maintain their property as required
  - The Board may issue written notice specifying required maintenance.
  - If not corrected, all cost for work performed by Board will be assessed.

### **3. Non-Compliant or Unauthorized Improvements**

- Work that does not match approved ACC plans must be corrected.
- Materials, colors, or configurations differing from approval may be ordered removed or replaced.
- Unauthorized structures may be required to be removed entirely.

### **4. Fines and Sanctions**

- The Board may impose fines in accordance with its adopted fine schedule.
- Repeated or ongoing violations may result in escalating penalties.
- Amenity or use privileges may be suspended as permitted by the governing documents.

### **5. Costs and Assessments**

- The Board may assess all reasonable costs incurred, including:
  - Corrective work
  - Inspections
  - Legal notices or enforcement actions
- Costs are collectible as an assessment against the homeowner's account.

### **6. Safety or Emergency Conditions**

- The Board may take immediate action without prior notice when:
  - A condition poses a safety hazard
  - There is immediate risk of property damage
- Costs incurred are assessed to the homeowner.

### **7. Right of Entry**

- As permitted by the Declaration, the Board may enter a lot after proper notice to correct unresolved maintenance issues when necessary.

## **Examples**

### **Possible Violations:**

- Starting a deck, fence, or patio without ACC approval.
- Painting or reroofing with unapproved colors or materials.
- Installing prohibited signage or lighting.
- Allowing lawns, landscaping, or structures to deteriorate.
- Leaving trash containers or debris visible from the street.
- Retaining walls or grading that cause drainage issues for neighbors.

### **Possible Enforcement Actions:**

- Written violation notices with compliance deadline.
- Monetary fines or per-occurrence penalties.
- Suspension of amenity or use privileges.
- Board-contracted correction with costs billed to homeowner.
- Required removal of unapproved improvements.

### **Extra Notes:**

- Homeowners are encouraged to communicate promptly with AMG or the ACC, if clarification or assistance is needed.
- The objective of enforcement is **compliance**, not punishment; timely corrective action avoids penalties and preserves community standards.

## **Penalties/Fines**

Any owner found to be in violation of the Declaration or these Community Design Guidelines is subject to penalties and/or corrective action as deemed necessary and appropriate, by the ACC and/or Board. All such decisions shall rest with the Creekstone Estates Homeowners Association Board of Directors. The Board shall make the final determination and may take any and all appropriate corrective action as the situation may merit.

### **Maintenance Violations:**

- 1<sup>st</sup> Notice – including instructions and 14 days for corrective actions – Courtesy
- 2<sup>nd</sup> Notice (same violation) – when 1<sup>st</sup> Notice expires, a letter is issued - \$100 One-Time
- 3<sup>rd</sup> Notice (same violation) – for each subsequent notice for non-compliance - \$100/Notice
- 4<sup>th</sup> Notice (same violation) – ACC/Board will cure the violation – Owner's Expense

### **Community Design Guideline Violations:**

- 1<sup>st</sup> Notice – failure to submit ACC Application and receive approval – \$200 One-Time
- 2<sup>nd</sup> Notice (same violation) – when 1<sup>st</sup> Notice expires, a letter is issued - \$200/Notice
- 3<sup>rd</sup> Notice (same violation) – ACC/Board will cure the violation – Owner's Expense
- Special Notice (Tree Removal) – each individual tree removed without approval - \$200/tree

## **Declaration References Governing Enforcement**

- Article VII, 7.6 – Enforcement
- Article X, 10.3 – Failure to Maintain