

ARCHITECTURAL STANDARDS COMMITTEE COMPENDIUM

Congratulations for wanting to improve your property and thank you for taking the time to read the Architectural Standards Committee (ASC) Compendium. To state the obvious, we know that having to get permission to modify your property is a hassle, but consider the alternative. We all know someone with marginal décor taste.....imagine if they were your neighbor and we did not have any architectural controls or restrictions. The ASC insures and protects our community's value. This is a compendium of the Architectural Controls and Covenants, as found in the Charleston Bay Declaration of Covenants, Conditions, and Restrictions. Section 6, pages 7 – 12, last update 2000.

The Architectural Standards Committee, of the Charleston Bay Homeowner's Association, MUST approve, in writing, ALL exterior architectural changes, additions, and certain landscape changes. ALL requests MUST be submitted, in writing, using the attached "modification request form."

- 1) **STRUCTURAL AND LANDSCAPING ADDITIONS/ALTERNATIONS** – Any additions or alternations of town homes, including driveways, patios, decks, fences, storage structures, sunrooms, and landscaping must be approved in advance, in writing, by the ASC. An architectural plan or sketch of plans approved by Gwinnett County Planning and Development (if applicable) and a site plan must be submitted.
- 2) **EXTERIOR PAINTING AND COLORS** – ALL painting MUST be approved in advance, in writing, by the ASC. All current town home paint colors and any white or cream colors for coins and trim will be generally approved. Owners MUST submit, with the modification request form, manufacturer's paint chips for both.
- 3) **EXTERIOR APPEARANCE** – ANY item which hangs from town home, or is visible to neighbors, must be approved in advance, in writing, by the ASC. Some examples of these are window boxes, awnings, shades, window tinting, etc. Pictures of items must be attached to the modification request form.
- 4) **GARBAGE BAGS AND RECYCLING BINS** – Garbage bags may only be set at the curb 12 hours prior to scheduled pick up, and recycling bins must be removed by the evening of pick up day.
- 5) **GUEST PARKING AREAS** – Except with advance written authorization by the ASC or the Charleston Bay Board of Directors, guests may park vehicles in designated guest parking areas for no more than 5 consecutive 24 hour periods. Homeowners may park vehicles in guest parking areas no more than one 24 hour period, per week. Guest parking signage clearly marks guest parking areas. The ASC is authorized, by the Charleston Bay Homeowners Covenants, to immediately have vehicles towed, without notice, at the owner's expense.
- 6) **POOL AREA PARKING** – Except with advance written authorization by the ASC or the Charleston Bay Board of Directors, no vehicles may be parked overnight at the pool area. No overnight parking signage at the pool area clearly states this. The ASC is authorized, by the Charleston Bay Homeowners Covenants, to immediately have vehicles towed, without notice, at the owner's expense.

The above list of items does NOT exclusively represent all items that require advance approval by the ASC. We have put together this compendium to make it easier for you. For a complete list, please see the Charleston Bay Declaration of Covenants, Conditions, and Restrictions. Section 6, pages 7 – 12, last update 2000. ANY exterior architectural change, without advance ACS approval, can result in changes at the owner's expense and/or fines. All applications received by the 25th day of the month, will be considered at the next scheduled monthly meeting. Although, the covenants allow 45 days for approval, we will do our utmost to get approval back to you quickly.

The Architectural Standards Committee and the Charleston Bay Homeowners Board of Directors sincerely appreciate your cooperation in maintaining the architectural integrity and design cohesiveness of Charleston Bay.