

**Cameron Glen/Cameron Park Homeowners Association, Inc.**

**Design Standards**

**January 2020**

Design Standards outline specific and additional items to provide further clarification of those items found in the Cameron Glen/Cameron Park Homeowners Association Covenants. The Design Standards also summarize those items that are admissible by right and those items that must be submitted in writing requesting ACC approval.

**General Guidelines for ACC Requests**

No structure shall be commenced, erected, placed, moved onto, or permitted to remain on any lot, nor shall any existing structure upon any lot be altered in any way which materially changes the exterior appearance of the structure or lot, unless plans and specifications have been submitted to and approved in writing by the ACC. A homeowner who begins work before obtaining ACC approval risks that the work will not comply with the Design Standards and could be subject to remedial action.

Approval or disapproval is granted based on the specifications submitted with the application. To preserve the architectural and aesthetic appearance of the development, the ACC upon written notice, reserves the right to grant final approval when the specified project is completed. Improvement made to any lot or dwelling must be done in a professional and workmanlike manner.

Approval is in no way a guarantee of properly designed improvements nor certification that construction meets safety standards. The Association, Board of Directors, Officers of the Association and the ACC shall not be liable for any defects in any plans and specifications that it approves. In every case, all dwellings and other structures shall be constructed in compliance with any and all applicable state, county and municipal zoning and building restrictions.

Please submit only one request per form. Forms can be found at [www.CGHOA.site](http://www.CGHOA.site) or may be requested from any member of the ACC. Whenever possible, the request should include a clean sketch or drawing.

**ACC Request Process**

- Homeowner will send request via email to ACC at [acc@homesideproperties.com](mailto:acc@homesideproperties.com).
  - If unable to submit request via email, it may be mailed to Homeside at the following address:  
**Janine Long**  
**Homeside Properties, Inc**  
**900 North Point Pkwy, Suite 325**  
**Alpharetta GA 30005**
- Homeside will forward request to HOA Board with approval or denial decision, or if additional input is needed.
- Homeside will notify homeowner of approval or denial and appeal process if appropriate.
- Homeside will provide monthly executive reports of requests, actions, and fines prior to each Board meeting.

### **Time and Planning for your Project**

While the Covenants allow up to 30 days for response to all ACC requests, we submit that all requests received by the 15th of the month should be responded to by the end of the month. All requests received by the end of the month should be responded to by the 15th of the following month. Please plan ahead before you start any projects that need ACC approval.

### **Process of Appeals**

For any homeowner who has had a request denied by the ACC, the homeowner may submit an appeal to the Board of Directors in writing within 30 days of the date of the denial as dated and recorded by the ACC, delivered personally to any current Board member or sent through the US mail, via certified letter, to the home address of the acting Board President. After receiving the request for appeal from the homeowner, the Board within 10 working days may, at its discretion, let stand and uphold the decision of the ACC, or reverse and/or overrule the decision in favor of the homeowner by a majority vote of the Board members.

### **Inspections, Violations and Fines**

- Homeside will perform quarterly inspections in January, May, August and October. Homeside will notify homeowners of upcoming inspections.
- Within a week after each quarterly inspection, Homeside will send a summary report to ACC and HOA Chair.
- Within 24 hours after each quarterly inspection, Homeside will prepare and send violation notices to homeowners informing them they have 30 days to demonstrate compliance and advise Homeside of plan to correct violations.
- If the violation has not been corrected within 30 days after the quarterly inspection or Homeside has not received a response from homeowner regarding correction of violation, Homeside will send a second notice.
  - The second notice will inform homeowner that since there has been no response regarding the status of the violation to date, the homeowner has an additional 10 days to respond. If there is no response within the additional 10 days, fines in the amount of \$150 per month will begin on the 11<sup>th</sup> day.
- Homeside will send fine notice to homeowner with instructions for payment.
  - It is the homeowner's responsibility to inform Homeside when the violation has been corrected in order to have the fines discontinued.
  - Fines that go unpaid for an extended period of time may be turned over to Georgia Asset Recovery for collection.
- The timeframe for dealing with major issues can be negotiated as long as a reasonable time is agreed upon between ACC and homeowner.
- Between Homeside inspections, ACC may report violations to Homeside to include a description of the violation, address of home, and photograph of the issue. These violations will be handled in the same way as described above.

### **Above-Ground Storage Tanks**

No above-ground storage tanks of any kind are permitted on any property.

**Animals**

No animals may be kept on any lot unless kept solely as household pets. No animals may be kept for commercial purposes. No animal shall be allowed to become a nuisance, create an unreasonable disturbance, or endanger the health or safety of any homeowner or occupant. Animal owners shall immediately remove their animal's feces from any lot, common grounds, sidewalks, easements or roads. All animals must be leashed when not confined in the home or yard of the owner. Dog houses are allowable in backyards only, not visible from the street. No dog pens or dog runs are allowed. Homeowners are responsible for obeying county ordinances pertaining to pets in Cobb County and the City of Marietta.

**Clotheslines, Garbage Cans, Recreational Equipment, etc.**

No clotheslines will be permitted on any property. Garbage cans, recreational equipment (such as soccer goals, bikes, strollers, large toys, play sets, plastic and inflatable children's pools) must be stored when not in use or screened from view of the street, (or streets if on a corner lot), by adequate planting or fencing. Basketball goals must be freestanding and mobile, and kept in good condition.

**Debris**

No rubbish or debris, including yard waste of any kind shall be dumped, blown down storm drains, placed or permitted to accumulate on any lot, common ground, sidewalk, easement or road. Rubbish, debris, and yard waste must be stored out of view until pickup dates.

According to the City of Marietta, all household waste should be placed in garbage cans with tight-fitting lids at the curb prior to 7 a.m. on the day of pickup. Yard waste should be placed in biodegradable paper bags at the curb prior to 7 a.m. on the day of pickup. Branches and limbs less than 6' in length may be placed at the curb prior to 7 a.m. on the day of pickup.

**Driveways, Patios, Extended Parking Areas, Sidewalks, Walkways, Front Porches and Steps**

Driveways, front porches, sidewalks and walkways in front of homes must be pressure washed as needed.

Plans and specifications to construct or alter driveways, patios, extended parking areas, sidewalks, walkways, front porches and steps on any lot must have written approval of the ACC. All driveways shall be constructed with concrete and are to remain their natural color. All improvements shall be maintained and repairs made as necessary.

**Fences**

No fences shall be erected or altered on any lot without written approval of the ACC. Fences must be constructed of wood or synthetic wood product, iron or iron-looking product. All fences shall be a minimum of 48" in height to a maximum of 72" in height. Fences shall be installed with the finished side facing your neighbor. Fences shall tie into the rear corners of a home with special exceptions granted in regard to topography, placement of home on lot, and others as approved by the ACC. Fences shall be maintained and repaired as necessary for a neat and professional appearance. Fences shall be uniform within lot in style. Fences placed upon property lines must have neighbor's written approval. Fences placed on the property line become common property of owners per Cobb County law.

**General Maintenance**

Homeowners are required to maintain their lot, all permanent and temporary structures, and all landscaping located on the property in good condition and repair.

**Landscaping**

Lawns and landscaping shall be maintained on a regular basis. Weeds that are allowed to become predominant in the lawn area will be considered a violation of the Covenants. Adequate maintenance of ground cover to prevent erosion is a requirement of the Covenants. Grass or weeds that exceed 6 inches in height shall be considered in violation of the Design Standards. All yards (front, back and sides) shall be kept neat and attractive, with appropriate foundation and planting bed shrubbery. Bare yards are not acceptable. Grassed areas are to be regularly maintained, to include edging and cleanup of resulting debris. Trees and shrubs shall be kept trimmed and in good condition. Streetlights shall be kept free of limbs and leaves for security purposes. Dead limbs shall be removed and dead trees must be cut immediately. Fallen trees shall be removed within 45 days. Residual stumps shall be adequately covered with mulched material (only if located in a landscaped mulched area) or ground up and removed within 45 days. Mulched areas shall be replenished as needed and maintained neatly with a defined boundary. All plastic drainage pipes must be covered with soil or landscaping material. Any major changes to landscaping, i.e. large rocks, grading, and major plantings, must have written approval of the ACC.

**Mailboxes**

Mailboxes must be uniform as the builder provided. Each residence is only allowed one mailbox and post. Names are NOT admissible on mailboxes. Holiday decorations are allowed on mailboxes but must be removed in a timely manner after holidays. Mailboxes must be kept in good condition. This includes routine cleaning and painting, as well as repair and/or replacement. Mailbox and post are to be painted black with rust-inhibiting, semi-gloss paint. Flag to be painted bright red. Numbers to be painted gold. Numbers must be uniform on both sides and easy to read. Posts must be straight and secure, with mailbox firmly mounted at the standard height as stated by the U.S. Postal Service.

For Repair or Replacement: See [Mailbox Information](#) under Documents > ACC Requirements.

**Paint**

All painted surfaces of all structures (including accessory structures) on any lot must be properly maintained, free of exposed or rotted wood and peeling or blistered paint. All sides of structures must match accordingly, including but not limited to body; trim; gutters and downspouts; front, side and rear doors; garage doors, and shutters. Any change in exterior paint color must have written approval by the ACC. If repainting house in existing color, no approval is needed.

**Parking**

Adequate off-street parking is provided at each residence. The designated parking area at a home is within the garage or driveway unless otherwise approved by the ACC. Under no circumstances will any car be allowed to park across grass, sidewalk or the curb. No street parking is allowed beyond 24 hours. School buses, trucks or commercial vehicles over one-ton capacity, house trailers, mobile homes, motor homes, recreational vehicles, campers, habitable motor vehicles of any kind, boats or boat trailers, and trailers of any kind shall be parked in a

garage with the garage doors closed or in an off-premise storage location as per Section 6.14 of the Covenants. Vehicles and equipment as described above shall not be parked in a driveway, pad, or street for an extended period of time. Inoperable or unregistered vehicles shall not be parked in visible areas on any lot.

### **Retaining Walls**

No retaining walls shall be erected or altered on any lot without written approval of the ACC. Walls shall be constructed of concrete, brick, stone, synthetic stone, railroad ties, or landscape timbers. Bare concrete or cinder block walls shall be covered with a stone or brick veneer.

### **Roofs**

All roofs must be kept in good repair. If missing shingles are replaced, they shall match the existing roof. Any change in roof color or style must have written approval of the ACC. If replacing roof with like material, no approval is needed. Architectural shingles are preferred.

### **Roof Equipment**

Roof equipment includes the following: gutters, downspouts, flashing, skylights, solar panels, and vents.

ACC approval is required to install new rooftop equipment that will be visible from the street. Rooftop equipment and exposed flashing must blend with roof colors. Applications require an image of proposed equipment.

ACC approval is required to install skylights or solar panels that are visible from the street. Applications may require: an elevation plan and an image of proposed equipment.

ACC approval is not required if the following guidelines are met:

- replace roof equipment if same as existing
- install skylights or solar panels that are not visible from the street
- replace existing gutters and downspouts (must be painted trim color)
- increase the size of gutters from 4 inches to 6 inches
- modify gutters/downspouts that do not cause adverse drainage conditions on adjoining properties, easements, common areas, or buffer zones.

The owner is required to maintain roof accessories in good condition.

### **Windows and Window Treatments**

The ACC requires that homeowners maintain all windows and window treatments visible from the street in the following manner. Screens and window grids/crosses shall remain on all of the windows or none of the windows in order to achieve a consistent and neat appearance. No window shall be covered by unsightly coverings including but not limited to paper, foil, or sheets. Interior blinds, shutters and shades shall be kept straight and in good condition.

### **Yard Décor**

Large statues (greater than two feet high) and large fountains or birdbaths (greater than two feet in diameter) that are visible from the street are not permitted. All decorative baskets, planters, plant containers and contents must be kept neat and attractive. Decorative containers that are empty must not be visible from the street. Artificial flowers in naturally occurring colors are admissible on porches only and must be discarded or replaced when faded.

Water Hose	Admissible. If visible from street, the water hose should be rolled up on the ground or on a hose holder.
Bird Feeder/House	Admissible. If visible from street, submit for approval.
Tall Reflectors at Driveway	Not admissible.
Decorative Flags	Admissible. Reflecting current holiday season and maintained in good condition. <b>Must displayed on flag pole.</b>
Signs	Admissible. No sign larger than 18" x 24". "Home for Sale" signs are admissible in the owner's yard but not at the entrances. No "For Rent" or "For Lease" signs are allowed in the owner's yard or at the entrances. "Open House" signs are admissible in the owner's yard and at the front entrance only on the day the event occurs and must be removed at the end of the day. "Yard/Garage/Estate Sale" signs are admissible at the front entrance and in the owner's yard on the day of the sale and must be removed at the end of the day. Small home security signs posted near the front door are admissible. No more than 2 political signs are admissible in the owner's yard but not at the entrances. Signs are to be no larger than 18" x 24" and must be removed within 2 days of Election Day. Contractor signs in the owner's yard are admissible while work is in progress and removed upon completion. All signs must be maintained in good condition.
House Address Numbers	Admissible. Submit for approval.
Yard Trellises	Admissible. If visible from street, submit for approval.
Yard Bench or Furniture	Admissible. Submit for approval if in front yard.
Statues, Fountains and Birdbaths over 2' tall or 2' in diameter	Not admissible if visible from street.
Spot Light/Landscape Lights	Admissible. If in front yard submit for approval.
Window Planter Boxes	Admissible. If visible from street, submit for approval.
Play sets (Wood, or preformed plastic only) and Trampolines	Admissible. Backyard only.
Children's Forts (Tree/Ground)	Admissible. Backyard only.
Dog Houses	Admissible. Backyard only. Dog houses must be wood. No dog pens or dog runs allowed.
Lattice Work	Admissible. If visible from street, submit for approval.
Mulch	Admissible. Rock, bark, or pine straw.
Large Rocks for Landscape	Admissible. If visible from street, submit for approval.
Hot Tubs/Spas	Admissible. Backyard only, not visible from street. Submit for approval.
Pools	Admissible. Submit for approval. Above ground pools are not admissible.
Garbage Cans/Recycle Bins	Must be stored in the garage or at the rear of the house and shielded in an attractive manner. <b>Must not be visible from street except on garbage and recycle days.</b>

<b>Awnings</b>	<b>Admissible. Submit for approval. Must be kept clean and maintained.</b>
<b>Hardscape (Tie walls, sidewalks/steps)</b>	<b>Submit for approval.</b>
<b>Holiday Decorations</b>	<b>Admissible, but must be removed in a timely manner after holidays.</b>
<b>Window Fans/AC Units</b>	<b>Not admissible.</b>
<b>Gas Lights/Lanterns/Post Lights</b>	<b>Admissible. Submit for approval. Must be in working order.</b>
<b>Screen/Storm Doors</b>	<b>Admissible. If visible from street, submit for approval.</b>
<b>Storage Sheds, Additions</b>	<b>Any structure constructed must contain the same exterior look and feel as the house. All structures must be approved by the ACC before construction begins.</b>
<b>Vegetable Gardens</b>	<b>Admissible in rear yards only, not visible from street.</b>
<b>Above Ground Storage Tanks</b>	<b>Not admissible.</b>
<b>Solar Panels on Roof</b>	<b>Admissible, with approval if visible from street.</b>

#### **GUIDELINES 2020**

**Note: Any changes to the homeowner's property that are not covered by the Covenants or Design Standards are required to be submitted for approval by the ACC.**