



Design Standards for Creekwood Commons

Purpose

These design standards have been established by the Creekwood Commons Board of Directors Architectural Committee (BODAC). The BODAC reserves the right to modify or amend these guidelines from time to time as it deems desirable or necessary. Please direct any questions regarding these guidelines to The Creekwood Common Homeowners Association (HOA) Board.

These standards are to guide and assist homeowners, residents, and the Board of Directors in maintaining and enhancing Creekwood Commons community. The HOA has the exclusive right to approve or deny plans, at its sole discretion.

Request Process

Before seeking advanced approval, review the following design standards to ensure that your proposed change will conform to established guidelines. Written approval by mail, email, or other reliable electronic transmission from the ACC is required prior to the start of any exterior changes. **The homeowner must also pursue the necessary permits required by City of Woodstock and follow all building codes. Do not commit to labor or materials until you have received both written approvals.**

Homeowner is required to submit the completed ACC Modification Request form and applicable plans to the HOA Management Company cartercommunities@gmail.com with email subject: Creekwood ACC Request Unit# _____. Action on the approval should/will be provided within thirty (30) days and provided in writing and returned to applicant.

Absent of an approval from the HOA, the proposed alteration or improvement may not be commenced or will be subjected to a per day fine.

Review of the ACC Requests

When reviewing the requests, the following principles are used as a guideline and are not inclusive of all possible situations that may require ACC judgement.

1. **Validity of Concept.** Proposed alterations must be appropriate for the surrounding area it will affect.
2. **Compatibility.** The proposed improvement must be compatible with the characteristics of Creekwood Commons.
3. **Location and impact of neighbors.** The alternation must be in harmony and not impact natural ventilation, drainage, etc.
4. **Character.** Creekwood Commons can be characterized as "traditional". We respect the values implied by these terms.



Execution of your Project

During approved work, all vehicles connected with such work or construction should be parked to avoid blocking neighbor's driveway, blocking flow of traffic and damage to grass or other landscaping (see also Homeowner Responsibilities). Modification work should be planned and constructed such that it will have minimal impact on the views from neighboring lots and will not impact existing water runoff and drainage. Exterior work shall be performed during reasonable hours, except in the case of an emergency. Additionally, since we have shared walls with neighbors, it's suggested when doing interior construction please let your neighbor know and come to an agreement of reasonable hours for interior construction.

Improvement work shall be completed within **one year of approval** of the project or a new ACC Request Form must be submitted for approval.

Enforcement and Fines

This shall be accomplished by 1. HOA Board members conducting periodic neighborhood walk-throughs; 2. Responding to written complaints to the BOD of violations or infractions received from homeowners and residents. Failure to obtain advance approval, will result in one or more of the following actions against the property owner:

- Written warnings
- Fines
- Removal
- Repair
- Other Correction Costs such as administrative costs, legal fees, and liens against the property

The BOD desires that all alleged violations of these standards and any rules and regulations be resolved harmoniously.

Homeowner Responsibilities

For any repair and/or modifications that causes damages to common property including but not limited to, drainage pipes, fire sprinkler pipe, neighbor's property, shared privacy fences, retaining walls, grass etc. The homeowner is responsible for the damages and cost of repair.

Declaration section 12: Visible areas. Nothing may be hung or displayed on the outside or inside of windows except interior inoffensive drapes, curtains, or blinds which, from exterior observation, must be white, beige, or light gray, or as otherwise authorized by the Board of Directors. Unless otherwise provided herein, no awning, canopy, shutter or television or citizen's band or other radio antenna or transmitter, or any other device or ornament may be affixed to or placed upon an exterior wall or roof or any part thereof, of the exterior of any door or window, or in, or over a patio, porch, or balcony, visible to the exterior, unless authorized by the Board of Directors.

Property owners and residents shall always maintain their property in a clean, attractive condition. This includes but not limited to:

- Removal of junk and/or trash from owner's lot (**all sides**)
- No parking on grass



- No drying or airing of clothes outside is permitted
- Daily removal of inflatables, temporary pools, kids’ toys, etc.
- Proper disposal of any newspaper mailings (subscribed or non-subscribed).
- Homeowners are responsible for inspecting their own property periodically to ensure that there are no issues with heavy run off, rotting wood, cracks or bubbling of siding and loose masonry. If any issues, report to carter communities.
- Nails in roof or siding is highly discouraged. Homeowners will be responsible for cost of repairs for any damage to the building. Nail holes will not be covered by the HOA. There are No-hole Vinyl Siding Hooks for Hanging that can be found at any hardware store and from ecommerce stores.

Design Standard Contents

Address Numbers (aka Front Door Numbers)	4
Additional House Numbers	4
Doors	5
Front Door/SideLites.....	5
Back Doors	6
Storm Doors	6
Front storm door	6
Back storm doors	7
Garage Doors and maintenance.....	7
Maintenance of Garage Doors	7
Exterior Lighting	8
Front Light Fixtures.....	8
Back Light Fixtures.....	8
Front Entry Light bulbs/Exterior Lighting.....	8
Landscaping and Patio String Lights	8
Landscaping	8
Egg Rock vs. Mulch	8
Paint Colors.....	9
Patios	10
Windows & Window coverings.....	10
Window Air Conditioners & Fans	10
Window Screens.....	10
Window Tinting/Decorative film	10



Other Common Items/Questions..... 10

 Antennas and Satellite Dishes..... 10

 Dog Runs 11

 Driveways..... 11

 Holiday Decorations 11

 Recreational/Play Equipment 11

 Basketball Goals 11

 Small Storage..... 11

 Trash and Trash Containers 11

 Trash Containers..... 12

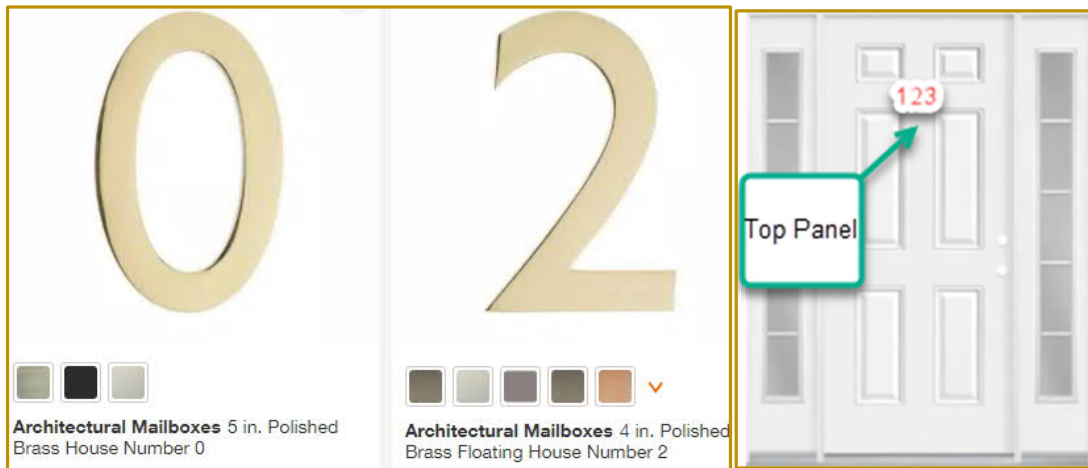
 Trash Container Storage 12

Appendices..... 13

 Appendix A: Design Standards Revision History..... 13

Address Numbers (aka Front Door Numbers)

Does not require ACC approval. However, the following standard should be followed. Standard **flush mount house number in brass or polished brass finish**. Placed on top panel of door. Numbers to be a minimum 3 inches and maximum of 5 inches. Standard font (i.e., no italic slanted numbers)



Additional House Numbers

In the dark, our door numbers may be hard to see. If a homeowner wants to add additional numbers for more visibility, it should be placed either vertical on the column or vertical aligned with the top of the garage door on the left side.



If placing on the columns: Black numbers to be a minimum 3 inches and maximum of 5 inches. Standard font to match closely with numbers on door.

If placing on the side of garage: Black numbers to be a minimum 3 inches and maximum of 5 inches on a white plaque. Standard font to match closely with numbers on door.



Doors

ACC approval is required for any door repair or modification.

Front Door/SideLites

Front entry doors should be consistent with the styles and colors of doors throughout the neighborhood. Left hand in swing steel door, no peep holes, and no windows. If replacing the entire front door, the SideLites must have grid pattern. Front doors should be painted in Black high gloss and trim/woodwork should be painted white. (*refer to paint colors for front door paint*).



Back Doors

Should be consistent with the styles and colors of doors throughout the neighborhood. Left hand in swing steel door. Half panel with a window that has grid lines. No pet door is allowed because our units are not fenced in and pets should never be unattended and be on a leash. Sample shown below (refer to paint and paint colors).



Storm Doors

Front storm door

Must be full frame glass. Storm doors with solid or decorative portions (including grating) are not permitted on the front door of any home. Wood trim around the front door must remain white.

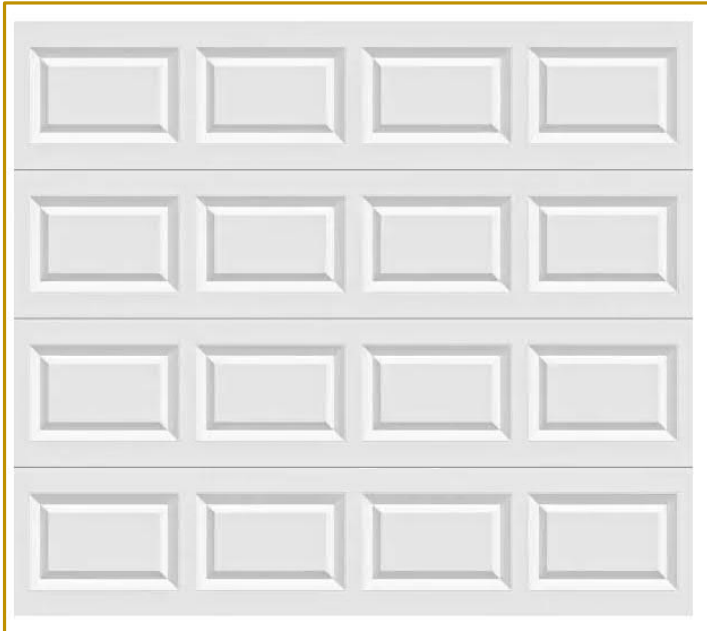


Back storm doors

Must have white trim and can be split glass and screen. Sliding glass doors are also an option for installation but must first be approved via ACC request.

Garage Doors and maintenance

Garage doors should be white with the traditional raised panel without windows like pictured below.



Maintenance of Garage Doors

Garage doors must be maintained i.e., cleaned, painted, and in good appearance (i.e., on track, free of dents, and closed when not home).



Exterior Lighting

ACC approval is required for any exterior lighting which replaces, or is in addition to, the existing lighting on the house or lot. Such alterations or additions must be compatible in style and scale with the applicant's house, and applications must include their location, number, style, bulb color and wattage.

Front Light Fixtures

Minimum requirements of black trim, glass enclosure and of traditional lantern style. **The below are just some design guidelines, please submit design and/or picture for approval prior to purchase/install.**



Back Light Fixtures

Follow same requirements as front light fixtures (i.e., black trim, glass enclosure, etc.). **Please submit design and/or picture for approval prior to purchase/install.**

Front Entry Light bulbs/Exterior Lighting

Must have ACC approval for any bulb other than LED cool white or warm white and bug light (yellow).

Colored lights shall not be used except those decorative holiday lights and ornamentation used during the holiday season from Thanksgiving through New Year's Day

Landscaping and Patio String Lights

Shall be installed or hung in a way to not disturb landscaping, no holes drilled into siding and no conflict with neighbors view sight.

Landscaping

HOA provides basic landscaping of mowing, shrub, and tree trimmings. ACC requests must be submitted for any ground level modification such as shrubbery or flower beds, common bushes, and trees.

Landscaping may also include raised shrubbery or flower beds in height no more than two (2) feet.

Homeowner or resident are responsible for maintaining planted shrubs, flowers, or trees. **Note:** any large root or intrusive tree/plant species won't be approved.

Egg Rock vs. Mulch

Homes with egg rock that wish to change back to mulch, will be at the expense of the homeowner.

Changing from Mulch to Egg Rock will be approved once at the expense of the HOA.



Paint Colors

Paint provided by HOA for free if homeowner paints the door themselves or pays to have it painted.

	Paint Information	Color Swatch	
Privacy Fence (Stain)*HOA maintains staining of privacy fences every 5 years or as needed	Sherwin Williams "Pinecone" SW 3046	 <p>SW 3046 Pine Cone Exterior Solid Stain</p> <p>RGB Value R-113 G-82 B-65 Hexadecimal Value #715241 LRV 10</p>	
Front Doors (Black high gloss)	Behr Ultra-Pure Exterior Latex Enamel- High gloss		
Woodwork and Trim (White semi-gloss)	Behr Ultra-Pure Exterior Enamel- semi glass		
Rear Doors: Units facing pond/park (White Semi-gloss)	Behr Ultra-Pure Exterior Enamel- semi glass		
Rear Doors: Units not facing community areas (Black high gloss)	Behr Ultra-Pure Exterior Latex Enamel – high gloss		



Patios

ACC approval is required for all patio installations, modifications, and extensions. Patio flooring/decking can be extended within the privacy fencing area but must be approved. Please supply dimensions and material specs with submission. Not allowed are patio rooms, patio roofs and patio fence enclosures.

Windows & Window coverings

ACC approval is required for all window installations. Windows must be free of cracks. When considering replacement, windows must be replaced by identical looking windows with grid lines. Street facing windows must have white or beige window coverings (i.e., white blinds). In the absence of blinds: white roman shades, white shades, white curtains, etc. **Window coverings must be in good condition (e.g., blinds are not broken, holes or tears in them, etc.).**

Window Air Conditioners & Fans

Per Section 12 of the covenants, Window-mounted air conditioning equipment and fan units, including evaporative coolers are prohibited. **Emergency Exceptions can be made with notice to the BOD when repairs are being completed on HVAC system. Notice should provide the expected end date of use.**

Window Screens

For street facing windows, only full-size screens maybe installed. Adjustable window screens (aka half screens, accordion style, etc.) are prohibited from street view.

Window Tinting/Decorative film

Window Tinting must be approved. Decorative film for the front door sidelights should be non-permanent film.

Other Common Items/Questions

Antennas and Satellite Dishes

ACC approval is required for any radio or television antenna or satellite dishes.

They should be installed according to Federal Communication Commission rules.

Because connection can vary for each unit, the recommendation is for the dish to be installed out of sight lines from the street and towards the back. Only one (1) dish shall be installed, if more than one is installed, please request the carrier to remove the old ones. **Important note:** the homeowner will be responsible for any roof repairs caused by satellite dish regardless of who installed the dish.

Additionally, if satellite service is changed to a different service, any existing dish shall be removed for proper disposal and to allow for any necessary repairs.



Dog Runs

Dog runs are prohibited by Cherokee County. Constraining devices such as post and leash which allows an animal to roam unattended is illegal.

Per Cherokee County Ordinance Sec. 10-29.4 Animals-Restraint. *It shall be unlawful for the owner, possessor, guardian, or custodian of any animal to restrain or anchor an animal by means of a tether, chain, cable, rope, or cord, unless the tether or other restraint is being held by a competent person.*

Driveways

Driveways may not be expanded beyond the original builder specifications. Driveway repair or replacement must match original material as close as possible. Must submit plans for approval, even if it's repaired due to utility/plumbing issue.

Firepits/Grills

Per Georgia law and the 2006 International Fire Code, Section 308.3.1; open flame cooking devices states that "charcoal burners and other open flame cooking devices shall not be operated on combustible balconies within 10 feet of combustible construction."

Recreational fires must always be attended to by an adult. Access to a water hose or fire extinguisher must be available to reach the fire if needed.

When firepits are not in use, they should be stored within safety measures and out of the way for proper landscaping.

Holiday Decorations

Are permitted by must be removed no later than 15 days after the holiday date.

Recreational/Play Equipment

No recreational or playground equipment (i.e., sandboxes) shall be placed or installed on any lot without the approval from the board. Kayaks, Paddleboards must be stored in garage and not on side, back or front yards.

Basketball Goals

ACC Approval is not required for removable (fold-up) basketball goals but must be stored away when not in use and should not be left out overnight. Installation of permanent goals is prohibited.

Small Storage

Small storage sheds may be abutted to the rear wall of the house or in an approved location.

Trash and Trash Containers

Section 3: No rubbish or debris of any kind shall be dumped, placed, or permitted to accumulate upon any portion of the property and no odor shall be permitted to arise therefore, to render any portion thereof unsanitary, unsightly, or offensive.

In short, no person shall dump trash or any form of waste on any lot or common area. **Trash cannot be left out on your back patio.**



Trash Containers

Please be sure your trashcan is pulled into your garage or placed neatly on the side of your house away from the front of the building. **Trash cans cannot be left out more than 24 hours before or after trash day and cannot be stored in your driveway or in front of your garage.** Other debris besides your trash can must be kept inside your garage until after 8pm or dark whichever comes first on the night before trash removal day and all trash including your recycle bins must be secured so nothing blows away.

Trash Container Storage

ACC approval is required. Storage fence to be built in white PVC 1 foot from the gutter or as far back as possible. **Standard size 4.5ft x 3.5ft**, which only covers 1 regular, and 1 recycling can. Prior to install, please provide measurements and number of feet the storage fence will be set back for install. A design example can be found on the link below from home depot.

<https://www.homedepot.com/p/Outdoor-Essentials-4-5-ft-H-x-3-5-ft-W-White-Vinyl-Privacy-Corner-Accent-Fence-Panel-Kit-175848/205549332>





Appendices

Appendix A: Design Standards Revision History

July 2021	Overall standards updated and documented due to style and design changes since Creekwood Commons was established.