

CRAWFORD OAKS

ARCHITECTURAL CONTROL COMMITTEE

GUIDELINES AND PROCEDURES

This document complements the Declaration of Covenants, and Rules & Regulations for Crawford Oaks Homeowners Association, Inc., outlining the maintenance, use, restrictions, planning, design and construction guidelines for homes within the community. The intent is to provide homeowners with guidelines as to acceptable home and lot improvements, as well as the rules and process governing the application to the ACC regarding care and maintenance of the home. It is of the utmost importance that this special character exemplifying the community standards not be compromised by modifications and improvements that are improperly conceived, unresolved or poorly executed, and thus the reason for the ACC. If there are any questions, please email our property manager, Memrie Wells Creswell at mcreswell@cmacommunities.com.

Remember to submit an ACC request, as required, for additions and/or changes to the exterior of your home or lot. This form can be found in the Appendix and on our website. If you aren't sure whether your circumstance may require the need to apply for ACC approval, check first with the ACC,

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Introduction

Crawford Oaks Homeowners Association is a townhome development located in Oakwood, GA

Crawford Oaks can offer one of the best lifestyle opportunities in Oakwood since the development. These guidelines establish the long rang goals for the community.

Intent of the Guidelines

These Architectural and Design Guidelines (hereinafter the “Guidelines”) provide homeowners with suggestions and restrictions that will help protect the hometown atmosphere at Crawford Oaks. The intent of the guidelines is to assure that the homes in Crawford Oaks are maintained to the highest standard and continue to complement each other with compatible styling. By harmonizing the homes from the beginning, we hope to maintain a community-wide standard and to avoid stark contrasts that can lead to a cluttered appearance in the neighborhood.

House and lot improvements, as well as maintenance requirements, are addressed on the following pages. The restrictions on improvements and maintenance standards are aimed at providing an attractive, harmonious physical environment both during and after construction. Size, style, color, materials, parking and other visible elements are addressed, not to restrict personal preferences, but to preserve the unity of Crawford Oaks. In limited circumstances, exceptions to these guidelines may, therefore, be granted by the ACC. An architectural review submission form for the ACC may be found in the Appendix of these guidelines for your convenience.

Since these guidelines are provided for the benefit of the residents at Crawford Oaks, the residents are responsible for reporting any violations of the guidelines to the current property management company or to the Board of Directors of the Crawford Oaks Homeowners Association.

The ACC will attempt to enforce items that are brought to its attention. However, failure to enforce any portion of these guidelines does not alter the content of the guidelines and does not affect the ACC’s ability to enforce the guidelines in other areas.

Violations may be reported to the current property management company whose phone number and address may be found on our web site by going to www.cmacommunities.com

Homeowner’s are subject to the imposition of fines, both daily and other, together with other enforcement action for determined violations of the Declaration, Rules and Regulations and associated policies of the Association. Such fines shall constitute a personal obligation of the affected homeowners and shall constitute a lien upon the affected Unit.

Section I: PROPERTY MAINTENANCE

In order to maintain the property values at Crawford Oaks, a high level of upkeep is required. Since realtors and potential homebuyers may be touring Crawford Oaks at any time, and out of respect for your neighbors, it is important to remember to keep your home and lot well maintained.

Many other issues are important to maintaining the overall appearance of Crawford Oaks. The ACC reserves the right to require that residents comply with requests to improve the appearance of Crawford Oaks Homeowners' homes and lots.

A: Exterior Home Structure Maintenance

1. Home should be well maintained.
2. Wood trim must be in good condition and painted to match the building or all units.
3. Exterior walls/siding must be clean and free of dirt, mildew and algae.
4. Windows must be covered from the inside and the coverings in good condition and should be white or off-white in color as seen from the street.
5. All broken windows and screens must be repaired promptly.
6. Broken or missing shutters must be repaired or replaced.
7. All exterior of each unit must be maintained and in good condition. These items are inclusive but not limited to; siding, all exterior trim, shutters, doors and any metal dormers over windows, decking and fencing must be maintained in good condition.
8. Eaves troughs are to be maintained in good condition. All painting of shutters and doors must conform to colors approved by the HOA, and can be purchased at Sherwin Williams on McEver Road (currently prices are discounted 20% for members of the Association.)

B: Lawns, Landscaping & Lot Maintenance

The residents of Crawford Oaks should set standards for upkeep of landscaping. While it is natural for some homeowners to be more inclined to work in their yards, all homeowners should strive to maintain their landscaping to the standards set by their neighbors and by the maintenance of the common areas within Crawford Oaks.

1. Mowing occurs by the Association's landscapers weekly.
2. Lawn should be free of weeds.
3. All lawns should be free of debris, dog waste, cable wires and other items so proper landscaping can be accomplished weekly.
4. All gates should be unlocked allowing access to the backyard of the property for landscape maintenance.
5. There are many areas of erosion throughout Crawford Oaks. Any barren spots of land should be quickly reseeded or landscaped by the homeowner if determined to be on the townhome lot. If erosion is identified on common area, please notify the Property Manager.
6. Driveways must be clear of any grass or weeds in the cracks and excessive cracking of concrete driveways must be repaired or replaced after approval has been obtained.
7. Should you have a tree that is causing cracking of your driveway, please submit for approval for removal of the tree then repair or replace your badly cracked driveway. If a tree is located on common property, notify the Property Manager.
8. Shrubbery should be neatly pruned by Association Landscapers in the front and sides of your home. (Except for any plants or shrubs planted by the homeowner) All plantings at mailbox posts should be regularly maintained by the homeowner.

9. Dead trees, shrubs, and plants must be reported, removed, and replaced as quickly as possible.
10. Stumps of felled trees must be ground down and the area repaired to match the rest of the landscaping.
11. No trash, building materials, broken items or the like are to be stored on the lot. These items are to be stored out of public site until garbage day or on the day to be hauled away.

C: Garage Doors

1. Garage doors should be opened only long enough to permit car access to/from the garage or while someone is working outdoors and requires access to the garage.
2. If any garage door cannot be closed because of faulty operation, it should be repaired within 30 days.
3. Garage doors must be maintained free of dirt, dents, broken windows, mildew and the like.
4. Request for approval must be submitted to ACC as to any repair or replacement of panels or doors as may be necessary or appropriate.

D: Fences

1. All fences should be no less than 4 feet, and no more than 6 feet in height, and shall be of a type of fencing that has been board approved. Visit the Association website for approved fence types and ACC request form.
2. Installation of chain link or invisible fencing is strictly prohibited.
3. Fences must be maintained regularly.
4. Fences are to be free of mildew/algae.
5. Fences should be stained with a clear sealant and neutral colored stain regularly after approval from the ACC.
6. Broken gates and boards are to be repaired or replaced promptly within 30 days.
7. All fencing should remain in the upright position. Any falling fences must be repaired immediately.
8. All fences must be installed 4 feet inside the existing established yard of the townhome lot at the time of the required ACC application for approval to allow for safe and unimpeded passage behind the fence. Side fences must have a four-foot access between buildings. Two (2) feet may be taken from each lot between the buildings. Fences between adjacent buildings may not be attached in any manner that impedes access between buildings.
9. All middle units should also have an unlocked gate installed at the back of their property for ingress and egress in case of emergencies.
10. If you have a retaining wall on your property that your fence does or will attach to, this fence should be installed 4 feet inside the existing established retaining wall of the townhome lot at the time of the required ACC application for approval to allow for safe and unimpeded passage between the retaining wall and the fence. .
11. Replacing and/or installing a fence requires an ACC Request form to be submitted and approved by the ACC.

12. As the rear of each of the respective buildings is considered limited common element as to each of the respective Units therein, the border between them is HOA property. A privacy or similar fence installed by the builder or declarant prior to the initial purchase on this HOA common property would be subject to HOA maintenance. However, a fence installed by a homeowner upon application and approval of the ACC would subject that owner to the maintenance and other obligations arising thereafter as to the fence.

E: Garbage Can Storage

1. All trash, garbage, or other waste should be stored in sanitary containers.
2. Garbage cans must be stored out of public view on non-trash days.
3. Garbage cans are not to be stored on the curb, in front of the garage, on the side of the home or in public view on non-trash days.
4. Garbage cans may be placed on the curb for pick up the evening before collection (after 1:00 PM).
5. Garbage cans must be removed within 12 hours of garbage pickup to avoid a fine.

F: Mailboxes

1. Mailbox posts in Crawford Oaks must be the same throughout the community.
2. Each homeowner is responsible for the upkeep and repair/replacement of their mailbox, post and mailbox numbers.
3. All mailboxes must be black, metal as seen throughout the community.
4. All mailbox flags and doors must be in working condition at all times.
5. No dents or rusting should be seen on your mailbox and will require immediate repair if noted.
6. All mailbox posts should be wooden and stained Sherwin Williams "Woodscapes" only.
7. All numbers on mailboxes should be the same throughout the community.

G: Miscellaneous Storage*(see note below)

Miscellaneous storage items such as garden hoses, firewood, bicycles in the yard, and towels or clothing, old buckets, mops or pots, equipment and debris may be easily overlooked:

1. Garden hoses must be stored indoors or on reels in the back or side of homes only. Hoses stored in a well-maintained hose box reel are permitted in the front of a home and should be concealed by the landscaping as much as possible. No hoses are to be otherwise visible from the street or any adjacent unit.
2. Firewood must be stored in the back yard only in a spot that is not visible from the street.
3. Logs should be stacked neatly against the house or against a fence.
4. No owner shall display clothes, laundry, towels, sheets, blankets or the like outside the home. Towels, clothes and other items are not permitted on porch/deck railings or privacy fences at any time. No close lines are permitted.

5. Buckets, pots, mops, lumber, bulk material, equipment and general debris must be stored out of public view at all times.
6. PODS are only permissible with approval from the ACC. PODS, when approved, must meet the following guidelines:
 - a. POD must be placed in the driveway
 - b. POD can only be on site for one week. If a longer period is necessary, after loading it must be picked- up and then brought back for unloading. It cannot be stored on the property for more than one week.

B: Roofing

1. Roofing should be of a consistent color and slope, which complements the existing roofline.
2. Flat roofs are not allowed.
3. All roofs are the responsibility of the homeowner, unless a part of a common area structure, and must match exactly to neighboring roofs.

C: Overhangs

Overhangs and eaves should match the existing structure.

D: Brick & Siding

Brick or siding should match the home's materials and be sufficiently reworked to tie into the home in order to blend the new addition with the existing structure.

E: New Paint

Homeowners are free to repaint their homes using a color identical to the existing paint. However, before changing the color of any exterior portion of their home, fences, doors, windows, eaves troughs, metal dormers and shutters, new paint samples must be submitted to the ACC along with the completed ACC Request form.

F: Roof Treatments

1. When a home requires new roofing, homeowners are free to re-roof their home using the identical color and type of shingle found on the existing house after approval.
2. If a new shingle type or other color is desired by the owners of all of the units in the building, the homeowners must jointly seek approval of the color and type of material by submitting a sample to the ACC with the ACC Request form.

Section II: HOME IMPROVEMENTS and STRUCTURES

A. Additions & Porches

1. Room additions and porches should be of similar materials, colors, and styles as the existing home and require ACC approval prior to work commencing.

2. Although naturally weathered western red cedar or unpainted pressure-treated pine may be allowed for porches and screened porches on the rear of a structure, any porch or other addition that is located on the front or side of a house should be painted in conformance with the existing townhome color scheme.
3. All new additions must comply with easement and setback restrictions.
 - a. More liberal setback standards may apply to eaves, steps, and open porches.
4. Samples and photos of all new building materials must be submitted to the ACC along with the completed ACC Request form.
5. An estimated date of completion should be included in the ACC approval submission, and all work should be completed within 30 days of the estimated date, weather permitting, unless a longer period is requested and approved by the committee.
6. Subject to a demonstrated and documented extraordinary circumstance as determined in the discretion of the Board, the Board reserves the right to revoke approval and tear down any incomplete improvements after this 30-day period, with the affected owner responsible for the costs associated therewith.

B. Accessory Structures

1. Sheds and other accessory structures must be approved and will require installment in an area out of public view.
2. In addition, since most backyards are visible to neighbors or from the street, great care must be given to all four sides of the accessory building.
3. Size may also be restricted based on the lot size and location of structure.
4. The only accessory structures allowed are:
 - a. Sheds/storage buildings
 - b. Arbors
 - c. Trellises
 - d. Play sets/play houses
 - i. Arbors are considered to be any skeletal structure, which has overhead members.
 - ii. Arbors are to be built of unfinished western red cedar or a combination of unfinished western cedar and unpainted pressure-treated pine.
 - iii. The overhead members are to be constructed out of western red cedar and the post/support structures of pressure treated pine.
 - e. Trellises
 - i. Trellises are similar to arbors except that they have no overhead members.
 - ii. Trellises may be of either painted or unpainted wood construction.
 - f. Some Children's Playhouse
 - g. Storage Buildings
 - h. No structure of a temporary nature shall be installed: trailer, basement, tent, shack, barn, garage or other similar building.

C. Patios and Decks

1. All patios and decks require ACC approval before construction begins and must be completed within 30 days of start of construction unless extended by ACC.

2. Approval may be denied based on a number of factors and considerations, including but not limited to materials, location, and size of the patio or deck in relationship to the lot and house.
3. Decks may be stained in clear or neutral colors only after and as approved by the ACC.
4. All visible wood construction should be of untreated western red cedar or unpainted pressure treated pine.
5. An ACC Request form is to be submitted before any work is begun.
6. An estimated date of completion should also be stated in the submission and overall work should be completed within 30 days of the estimated date, weather permitting.
7. The Board reserves the right to revoke approval after this 30-day period has lapsed. The Association retains the right to enter upon the lot and tear down and remove any incomplete improvements at owner's expense should owner not remove same at the direction of the Board or reach some other documented and agreed upon schedule with the Board or its designated representative(s).

D. Swimming Pools and Hot Tubs

1. Swimming Pools
 - a. With one exception, noted in b. following, portable or permanent above ground swimming pools are prohibited in Crawford Oaks covenants.
 - b. Portable plastic swimming pools with a 5-foot diameter or less are permitted in the rear lot of each unit, but such pools must be stored out of view of neighbors and the street when not in use.
2. Hot Tubs, Outdoor
 - a. Above ground hot tubs may be permitted in the rear lot of each unit, if they are totally screened from public view by privacy fencing following the guidelines for screening pools.
 - b. An ACC Request form with an accompanying plat plan for locating the Hot Tub must be submitted.

E. Awnings

1. Awnings are not permitted on the front or side portions of the house.
2. Awnings may be allowed on the rear portion of a home with ACC approval.
 - a. The ACC reserves the right to restrict awnings based on color, location, materials and upkeep. A picture/design of the awning and sample of the material must be submitted with the ACC Request form for approval.
 - b. No plastic, vinyl, or metal awnings will be allowed.

F. Antennas

Any television or other non-dish antenna must be located in the attic of the house and not visible from the outside.

G. Air Conditioners / Heat Pumps

1. Air Conditioners or heat pumps can be screened with fencing. All HVAC units are the responsibility of the homeowner.
 - a. The fencing used as screening must remain natural or be painted white or the color of the house trim.
 - b. An ACAC Request must be submitted for the installation of screening.
2. Window air conditioner units are prohibited and are not to be installed.

All work approved by the ACC must be undertaken and completed by licensed and insured contractors, with proper permits obtained by the homeowner from city or county as appropriate. Owner is liable for all expenses and costs associated with the application, its approval, together with all costs and expenses associated with the approved improvements/modifications as approved. Such corrective action as may be identified as necessary for homeowner to comply with the application itself, the action as approved, and any other requirement of the ACC or other applicable governmental authority, statute, ordinance, rule or regulation shall be at homeowner's sole and exclusive expense.

Evidence of Licensure, Insurance and Proper Permits shall be provided to the ACC prior to initiating any approved work by homeowner or any third party on the affected property. In the event that such documentation is not provided to the ACC within thirty (30) days following approval, said approval shall be automatically revoked. Subsequent application may be made following the automatic revocation as provided herein contingent upon providing the required evidence of licensure, insurance and permits contemporaneous with the application itself.

Section: III: SITE IMPROVEMENTS

A. Grading and Filling

1. Individual grading and filling is prohibited at Crawford Oaks without prior application and approval.
 - a. The contours of the land have been carefully planned to permit proper drainage and to enhance the land's natural beauty.
 - b. If a homeowner has a problem with drainage or desires to modify the grading within his/her lot, s/he must request and obtain permission of the ACC before making any changes to the land.

B. Landscaping

1. Landscaping is encouraged at Crawford Oaks.
 - a. The ACC, also, encourages homeowners who wish to improve their homes through landscaping. However, some guidelines need to be established to ensure that landscaping is appropriate to maintain Crawford Oaks hometown atmosphere. Due to their visibility, issues concerning landscaped front yards and corner lots may be more frequently identified as requiring corrective action than interior backyard areas.
 - b. All landscaping added by the homeowner will be the responsibility of the homeowner to maintain.

C. Landscape Borders

1. Landscape borders should be no more than 8 inches high unless approved by the ACC.
2. All landscaping borders must be well maintained and neatly erected.
3. If landscape borders are used, they must edge all visible sides of a landscaped area rather than just the front.
4. Patios, walks, and walls are acceptable as borders and do not require additional edging.

D. Landscaping Plantings

Crawford Oaks encourages homeowners to plant trees, shrubs, and flowering plants that are indigenous to North Georgia. Those plants, bushes and other foliage added by the homeowner are the sole responsibility of the homeowner, and will not be maintained by the Association landscapers.

E. Maintenance of Landscaping

All trees, shrubs, and bushes in the back of your unit must be trimmed and maintained.

F. Landscaping Rocks and Stepping Stones

1. Landscaping rocks and stepping stones are not recommended in Crawford Oaks, but may be permitted with approval of the ACC; submit and ACC Request form.
 - a. If approved, landscaping rocks should be displayed in conjunction with greenery and should not be the focal point of a landscaped bed.
 - b. Size, type of stone, positioning and appropriateness may be criteria for approval of landscaping rocks.
 - c. Stepping stones are discouraged in favor of bricked and paved sidewalks.
 - d. Stepping stones thorough landscaped beds or yards may be permitted with ACC Approval

G. Gardens

1. Gardens, including vegetable gardens should be located only behind the house, out of public view, enclosed within a privacy screen, and will not be maintained by the Association.
2. Flowers and shrubs used for landscaping purposes are not considered gardens and may be installed by the Association on the sides or front of a house.

H. Water Gardens

1. Water gardens must be submitted for ACC approval.
2. Water gardens or other such installations taller than 24 inches are restricted from the front yard.

I: Trellises

1. Trellises are an excellent way to display climbing flowers and vines. Roses and ivy especially thrive on trellises in this area, as do a number of other climbing plants. Trellises with plants growing on them are permitted in Crawford Oaks. Trellis installations require application and approval of the ACC. Trellises are to be placed near the house or fence row and maintained by homeowner.

Section IV: PLAY EQUIPMENT AND TOYS

Children are important members of the Crawford Oaks Community, and providing a pleasant place for children to grow and play is at the heart of these guidelines and the essence of the Crawford Oaks hometown atmosphere. Yet in order to maintain the harmony of the community, some supervision is required.

All play equipment must be kept in a good state of repair.

The Board of Directors reserves the right to repair or remove any play equipment that is not kept in a reasonable state of repair at the homeowner's expense, provided the homeowner has received a reasonable warning to repair his play equipment.

Reasonable warning is a letter from property management with a 30-day window to make the necessary repairs.

Please do not allow your children to roam the community and use neighboring yards as cut through.

A. Storage of Play Equipment and Toys

Bicycles, play equipment and other children's toys must be stored out of public view when not in use.

B. Semi-Permanent or Permanent Play equipment (Structures/Play Equipment Sandboxes/etc.)

Play equipment is to be located exclusively in the backyard and should not cover more than 25% of the total back yard area. If a house has more than one piece of equipment, care should be taken to match the equipment as well as possible. Also, any new equipment should be complementary to a neighbor's existing equipment where they can be viewed together.

1. The type, structure and design of any semi-permanent or permanent play equipment must be submitted to the ACC on the ACC Request form for approval before installation.
2. Wood is the preferred material for play structures, while plastic and other materials may be permitted based on ACC approval.
3. Play equipment cannot exceed 12 feet six inches (12'6") in height
4. Play equipment is to be located no closer than 5 feet from all property lines.

- a. Swing sets and similar items should be located so that their use does not unreasonably encroach upon a neighbor's enjoyment of their property.
5. Sandboxes are Prohibited.
6. The only sandboxes that may be installed are portable and self-contained sandboxes, preferably made of molded plastic. Wooden or similar sandboxes that are not portable are prohibited.
7. Sandboxes should be kept in a neat and tidy condition in the rear of the house, and covers are suggested if the sandbox is not located in a fenced yard.
8. Trampolines
 - a. Installation and use of Trampolines are prohibited on the townhome lot or any common or limited common property.
9. Basketball Goals
 - a. Installation and use of Basketball goals, whether portable, pole installed, or attached to a structure are prohibited on or about the townhome lot or any common or limited common property.

Section V: OUTDOOR FURNITURE AND YARD ACCESSORIES

A. Outdoor Furniture

1. All outdoor furniture must be located on a porch, patio or proper sitting area.
2. Furniture is not allowed on the lawn except during use. Outdoor benches are permitted.
3. Folding chairs or interior furniture will not allowed in front of a home except temporarily while in use.
4. Plastic stack furniture may not be stored in a stacked position in a visible outdoor location.
5. Backyard Furniture for Interior Lots:
 - a. The ACC reserves the right to require a fence, hedge or tree row be installed to hide from view any back yard furniture, which is not compatible with the neighborhood.

B. Yard Ornaments and Flower Pots

1. Yard ornaments include statuaries, birdbaths, bird feeders, weather vanes, and other similar items are allowed in homeowners' front yards.
 - a. Decorations for holidays are not included in yard ornaments and are addressed below in Types of Fixtures section of these guidelines.
2. Other Yard ornaments of a size less than 36" tall and of appropriate depth and width proportions may be used without the ACC approval;
3. Window Boxes are not permitted to be installed or emplaced.

C. Lighting

Exterior residential lighting can convey a warm, inviting atmosphere and aid in providing nighttime security. Care is to be taken in placing fixtures, selection of fixtures, types of light source, and amount of light emitted.

1. Exterior lighting visible from any street, other than porch and eave lights, including but not limited to decorative post lights, street lights, small decorative ground lights and house spot lights with the exception of low level powered lights or low-level solar powered lights shall require an advance application be submitted and approved by the ACC. must be submitted to the ACC for approval prior to installation.
2. Spotlights are to be concealed from direct view and directed to avoid light spill onto adjacent property.
 - a. Homes with existing decorative lighting as described herein not otherwise approved in writing by the ACC shall submit an appropriate application to the ACC for approval. No property shall be entitled to grandfathering as to installed external ground lighting.
3. All lighting fixtures must remain in working condition and aesthetically appropriate in appearance at all times.
4. Lighting should be crafted of high quality materials and workmanship.
 - b. A light fixture's scale and style should conform to that of the residence.
 - c. All exterior lighting should be neutrally colored and in working condition and appearance.

D. Holiday Decorations

1. Holiday decorations may be displayed for up to four weeks before any holiday and should be taken down within one week after that holiday.
2. Winter Holiday decorative lighting is permitted only during the period between Thanksgiving and New Year's Day.

E. Flags

1. All flags must be kept clean and in a good state of repair.
2. All flags must be no larger than 2 feet x 4 feet in size.
3. All flags must be 1 foot from garage door and entrance area of your home.
4. The flags should be flown at a 45-degree angle and American flags should always be removed during inclement weather.
5. Any flags flown outside of these requirements will be in violation and subject to fines on your account
6. American flags may be flown on the mailbox posts during holidays such as Independence Day, Memorial Day, Veterans Day and Labor Day but removed within 7 days after the holiday has ended.
7. Recognized Holidays:
 - a. Christmas
 - b. Easter
 - c. Fourth of July
 - d. Memorial Day
 - e. Veterans Day
 - f. Labor Day
 - g. Thanksgiving Day
 - h. Valentine's Day

- i. Halloween
 - i. Flags for holidays may be flown for only 10 days before and only 48 hours after the event, with the exception of Christmas Holiday flags.
- 8. Garden Flags
 - a. Garden Flags will be allowed.
 - i. Professional team flags (in season) will be allowed.
 - ii. Standard garden, seasonal or welcome garden flags are allowed.
 - b. The Garden Flag must be rectangular in shape and can be no larger than 15" wide by 20" long.
 - c. The top of the Garden Flag bracket flag must be no more than 30" off the ground.
 - d. The Garden Flag must be fully displayed, the rectangle hanging vertically, with the entire width of the flag supported across the top; (the purpose is to prevent placing a flag hanging from only one side of a stake.)
 - e. The Garden Flag shall be placed in the landscaping area no more than 6 feet from the house and near the front door or porch of the home or in a landscape bed near the front of the garage.
 - f. The Garden Flag must be clean and maintained in good condition.
 - g. Only one emplaced Garden Flag is permitted at a time.
- 9. No flags may hang from a mailbox, as prohibited by the USPS regulations.
- 10. No flagpoles are to be located on residential lots visible from plain view of other lots.
- 11. Flags may be displayed celebrating events with flag staffs attached to residences or on appropriately scaled temporary flagpoles.
- 12. No more than one flag is to be exhibited on any residence at any one time without approval.
- 13. Advertising flags are strictly prohibited on residences.

F. Signs

- 1. Home for Sale signs are permitted
 - a. Only one Home for Sale sign is allowed in the yard.
 - b. The Home for Sale sign shall be no larger than 4 square feet.
 - i. The ACC may, upon written request, provide written, revocable and limited permission for real estate agents and agencies to place real estate signs up to 9 square feet, no more than 3 feet on any side, including all riders.
 - c. An Open House sign may be placed on the immediate property of the home for sale.
 - i. Open House sign may be placed on the Friday or Saturday before an open house on Saturday or Sunday following and must be promptly removed.
- 2. Security Cameras
 - a. All exterior mounted cameras shall be limited to monitoring the applicable owner's property, and shall require ACC application and approval prior to the installation and operation of any such device(s).
 - b. No recording of accompanying audio is permitted for any installed and approved security camera/system.
- 3. Security Signs
 - a. Security signs are permitted under the following conditions:

- i. One sign per household, issued by the Security provider and indicating the presence of security services to the Unit is permitted.
 - ii. Sign size is limited to 50 square inches.
 - iii. Sign must be ground mounted and no more than 19 inches from the ground level to top of sign.
 - iv. Must be located in mulched landscaped bed near the front of the home.
4. Legal proceeding Notices and directional signs are allowed and are to be timely removed.
5. For Rent signs are strictly prohibited.
6. No other signs are permitted in the yard or on the home; this includes all political campaign signs.
7. No signs or flyers are to be attached to any utility pole, any municipal, street, stop, or yield sign or the like.
8. The Crawford Oaks HOA Board of Directors may permit signs in the neighborhood to promote or announce a significant community event.
 - a. No signs are to be installed or erected on Community Common Property without the expressed written consent of the Crawford Oaks Board of Directors.

Section VI: PARKING

A. On Street Parking

1. On-street parking is strongly discouraged at Crawford Oaks.
 - a. No vehicle shall be permitted to remain parked on any street for more than 24 hours.
 - b. No inoperable vehicles may be kept within the Property.
 - c. The Oakwood Police can authorize towing, if parked vehicles are impeding movement of emergency vehicles or the free flow of traffic in both directions.
 - d. If a homeowner habitually (after one warning) leaves a vehicle to remain on common areas, the vehicle may be towed at the homeowner's expense and fines will be charged.
 - e. At no time may vehicles be parked in a homeowner's yard, in any area defined as common area or limited common element excepting any driveway pertaining to the unit, or on access roads.
 - f. Should you require overflow parking for a specific event or party, please notify the HOA.
 - g. Homeowners requiring additional parking space beyond existing driveway or garage for extended parking needs require application for and issuance of an HOA parking permit.

B. Boats, Campers, and Trailers

1. No boat, boat trailer, house trailer, horse trailer, trailer, camper, motor home, recreational vehicle, trucks, trailers, school buses, commercial vehicle, wrapped vehicle, or any similar item shall be stored on or at any lot for a period of time in excess

- of forty-eight (48) hours, unless completely enclosed within a garage, nor may they be parked on the street at any time.
2. Any vehicle or recreational equipment as indicated in 1 above, parked in violation of these covenants or rules and regulations, may be towed at the expense of the owner after twenty-four (24) hour notice from the Association.

Section VII: YARD, MOVING, ESTATE SALES AND THE LIKE

A. Authorized yard sale

1. The Association will continue to promote an annual Community Wide Yard Sale in which residents are encouraged to participate.
 - a. Community Wide Yard Sale dates will be announced on Facebook or via broadcast email to the community.
 - b. Individual owners may conduct Garage, Estate, Moving or similar sales independent of the community-wide sale.
 - i. Private yard sales are permitted. As a courtesy to your neighbors, it is suggested that you advise them of the impending sale date.

Section VIII: ACC FORM AND SUBMITTAL PROCESS

A: The ACC Request form is included in Appendix A of these Guidelines and available online at the Association website.

1. Fill out the form as indicated
 - a. To insure a timely review be sure to include:
 - i. all documentation
 - ii. drawings
 - iii. a list of building materials
 - iv. colors
 - v. plat plan; and
 - vi. such other documentation and other materials as shall be requested by the ACC.
2. Submit the ACC Request form to the HOA Property Management Company
 - a. Electronically to mcreswell@cmacommunities.com
 - b. By registered mail to:
 - i. Crawford Oaks HOA
Architectural Control Committee
c/o CMA
1465 Northside Drive
Suite 128
Atlanta, GA 30318
3. The ACC has 30 days to approve or deny your request.
 - a. You may be asked to furnish additional information in connection with the pending application.

- b. If no action is taken by the ACC within 30 days, the Request is deemed approved.
- 4. An Application requiring approval of any element thereof by any governmental or other authority shall not be submitted prior to the receipt of approval by the applicable relevant authority. Any such application requiring such advance approval shall not be considered as received until evidence of approval by the relevant authority is provided to the ACC. Approval of your request does not indicate approval by the City of Oakwood, or Hall County.
 - a. The homeowner is responsible that the conditions of all governing authorities and agencies are met, including building permits, and is liable for all costs and expenses associated with satisfying those conditions, together with all costs, expenses, reasonable attorneys fees and other professional and consulting costs and fees incurred by the ACC and the Association in connection with reviewing and approving the application. Receipt of payment for such expenses and costs as incurred by the Association shall be due from homeowner within five (5) days of any approval or declination by the ACC.

Section IX: NEW CONSTRUCTION GUIDELINES

- 1. Site planning – All construction must be of a similar type, style and quality which complements the existing community and structures. Accurate site plans reflecting the requirements in these Design Guidelines are mandatory for new construction. In order that the proposed site structure and their elevations can be understood in relation to existing terrain so as to accurately assess the design opportunities of each home site, an individual site survey must be conducted. . The ACC shall consider each site application. Consideration in this regard may include and shall not be limited to the following:
 - a. Topography of the site and surrounding home sites.
 - b. Distance and intimate views of the homeowners from adjacent lots.
 - c. Existing water and drainage patterns
 - d. Existing rock outcroppings
 - e. Driveway access
 - f. Height of proposed and adjacent structures
 - g. Building setbacks as established with minimum standards for residential structures within the county/city.
 - h. Easements: landscaping and building of driveways or fencing within the utility easement is permissible according to county/city regulations but is the responsibility of the property owner is in the future there is a need to remove same for access to utilities.
- 2. Styles – The ACC require house and building designs that fall within the traditional same styles within the community as established by previous builder.
- 3. Design Features –
 - a. Building Mass, Size and Height
 - i. Minimum square footage
 - ii. Mass of building must complement character of the site

- iii. Building height is to be no higher than _____. Building shall be measured from front elevation and shall be the distance from the average grade of the front to the highest ridge of the roof.
 - iv. The finished first floor level should be appropriate for the site and should take into consideration the adjacent properties and height of their finished first floors and heights.
 - v. Basements?
 - vi. Elevations submitted for review must show floor and ceiling lines and the dimensions between.
 - vii. Garage structures must be 2 cars in mass.
- b. Exterior Materials and Colors
- i. Foundations and water tables – cement, veneers, stucco
 - ii. Siding – vinyl, with brick or stone accent.
 - iii. Bricks, stone, mortar, cultured or synthetic, no stucco
 - iv. Shutters – vinyl wood, style, to appear to be operable, hinged shutters, should be appropriate style of all homes, secured in open position with proper fasteners
 - v. Doors – all doors visible from the street should be minimum of _____ and vinyl, wood, metal, styles. No stained glass or lead glass doors, no screen doors and storm doors must be approved by ACC prior to installation
 - vi. Windows – standard throughout community, minimum of _____, style _____, wood, vinyl, metal clad windows. Colors appropriate to style of community, use of round, oval or decorative windows are acceptable as accent windows only.
 - vii. Garage doors and driveways – styles, materials, placement, minimum width
 - viii. Front entry Area (porches) – minimum porch depth _____, covered porch or deepened recess? Clearly recognizable as the primary entrance, no sliding door visible from the street
 - ix. Dormers – appropriately proportioned and detailed. Minimize excessive trim. Should remain standard style throughout remainder of community, windows should be placed appropriately in dormer, centered, without excessive head room above.
 - x. Eaves must be acceptable overhangs. Minimize overhangs to avoid “dog house” appearance.
 - xi. Awnings, fabric awnings are not allowed because of maintenance issues.
 - xii. Columns – must be appropriately sized and proportional for their style. Entablatures must align with column neck. No aluminum columns allowed.
 - xiii. Railings must be appropriate to style and scale of porch.
 - xiv. Decks, patios and terraces – Decks must complement the style of all other homes in the community. Wood decks are preferred. The design of all decks must be submitted with the final plans for review to the ACC. All deck wood must be sealed and/or stained an approval color upon

installation after wood has cured. No exposed metal posts are allowed, columns, newels and rails must match deck design, If necessary due to code requirements or site conditions they must be concealed by an architectural column. These columns should be treated as any other column on the home.

- xv. Fences, walls, gates – all walls and fences must be approved by the ACC prior to installation. It is recommended that walls be constructed of with same materials as all walls throughout the community.
- xvi. Colors – shutters, siding, doors, trim, gutters, windows, roofing, metal dormers
- xvii. Exterior Lighting – all exterior lighting shall complement the style of the home and other homes in the community on structure in which it is fixed. An exterior light fixture schedule should be submitted for final review by the ACC. Exterior lighting shall not be intrusive to adjacent properties, wiring for all landscape lighting is to be placed underground.
- xviii. Roofs – Roof materials and color must be approved by the ACC and must be in keeping with overall design of all buildings within Crawford Oaks.
- xix. Gutters - Materials and color must be approved by the ACC and must be in keeping with overall design of all buildings within Crawford Oaks.
- xx. Cornice - Materials and color must be approved by the ACC and must be in keeping with overall design of all buildings within Crawford Oaks.
- xxi. Electrical and Mechanical equipment – All installations to be undertaken and supervised by licensed and insured professionals following application to ACC subsequent to issuance of permits as necessary.

Section X: APPENDIX, SAMPLES, AND FENCE TYPES ALLOWED

A: The following pages will show documents that may be copied and samples of submittals.