

# Canterbury Lane Design Guidelines

## **1.0 INTRODUCTION**

Fundamental to the concept of development at Canterbury Lane is quality in planning and design. The following guidelines provide the basis for a common understanding of the design objectives and standards by all those involved in creating this community and most importantly by the present and future residents. These procedures will be used by the Canterbury Lane Architectural Control Committee (ACC) (hereafter referred to as the Committee) of Canterbury Lane Homeowners Association to review plans and specifications pursuant to the provision of the applicable Declaration of Covenants, Conditions, and Restrictions of the Canterbury Lane community. The Canterbury Lane Architectural Control Committee intends to be fair and objective in the design review process and impartial and understanding of individual goals.

### **1.1 Definition of Modifications**

A modification is defined as an addition, erection or alteration, including, but not limited to the following:

1. Structures
2. Exterior Doors, windows, or trim
3. Exterior materials (i.e., paint, etc.)
4. Fences, decks, terraces, walls, drives, turn arounds and walks
5. Exterior lighting
6. Play equipment
7. Landscaping
8. Mailboxes
9. Swimming and decorative pools, spas and hot tubs, and fountains
10. Landscape structures, statuary, and furniture
11. Sports equipment

and other exterior items related to, but not specially mentioned on this list. After a new house has been completed according to the approved plans, the Canterbury Lane Architectural Control Committee (ACC) becomes responsible for reviewing all changes to the exterior of the structure and site. Design standards or elements incorporated into new houses by builders according to plans approved by the developer shall not be considered precedent setting for modifications to existing houses. The Canterbury Lane Architectural Committee consists of members appointed by the Board of Directors of the Association.

### **1.2 Who is subject to the approval process?**

All property owners are responsible for obtaining the necessary review and approvals to comply with the terms of the Covenants, Conditions, and Restrictions. The builder will be responsible for new construction and homeowners will be responsible for anything that is a modification or deviation from the original house and/or landscape plans. There are no exceptions or automatic approvals. Each application is review on an individual basis.

### **1.3 Who administers the approval process?**

The final authority for administration of the approval process lies with the Canterbury Lane Architectural Control Committee. However, the committee may delegate the responsibility for administering these procedures or parts thereof to a representative. The selection of the Canterbury

Lane Architectural Control Committee representative is based on professional qualifications and an ability to understand the overall, as well as specific, development objectives.

### **1.4 Application for Review**

Applications for modifications must be made on a “*Modification Request Form*” and signed by the homeowner. All forms should be mailed to:

**Canterbury Lane Homeowners Association  
Architectural Control Committee  
PO Box 1384  
Douglasville, GA 30133**

A written decision of the Canterbury Lane Architectural Control Committee usually will be rendered and mailed no later than forty five (45) days after the committee meeting in which it was discussed. The Committee’s decision may be:

1. Approval
2. Disapproval

## **2.0 DESIGN REVIEW PROCEDURES**

### **2.1 Modifications Review**

All applications for modifications must be submitted to the Canterbury Lane Architectural Control Committee in accordance with the procedures outlined below ***prior to making any modifications***. If the modification is extensive or the applicant files an appeal based upon an application denial, and the ACC deems it necessary to hire a third party expert, the fees associated with retention of this third party expert shall be passed onto the applicant. The applicant in advance of formally engaging the third party expert shall pay these fees.

#### **Step 1**

The Applicant must submit an application and one (1) set of plans drawn to scale indicating extent of proposed improvement in sufficient detail to allow review. This must include drawings of exterior building elevation changes, material, finish and color schedules and construction details. A landscape plan must show placement, member, species and size of proposed landscape additions. Any modification other than a color change requires a site plan (1” = 20’) showing the following:

1. Property lines
2. Setback and easements
3. Footprint of house and driveway, sidewalks, decks, patio retaining walls, etc.
4. Existing trees and landscaping
5. All proposed improvements dimensioned to properly locate them from the house or property line.

The modification submittal must be submitted as indicated in Section 1.4 of this document.

## **Step 2**

The Canterbury Lane Architectural Control Committee may approve modification request that fall within guidelines furnished to the Committee. The Canterbury Lane Architectural Control Committee or its representative are not obligated to provide final approval of any request in less than the indicated forty five (45) day interval, but may do so for routine requests. The Canterbury Lane Architectural Control Committee will provide a written approval response to the submittal in these cases and report them at the next schedule meeting of the ACC. All other requests submitted to the ACC for consideration at the next schedule meeting.

## **Step 3**

For Moderate or Major submittals, or any submittal that is approved with stipulations, the ACC should be contacted within seven (7) days of completion to schedule an on-site review to verify conformance with the approved submittals. Notifying the ACC as to the completion and scheduling the time of review will be the responsibility of the applicant.

### ***2.2 Regulatory Compliance***

Plans submitted for Modifications review must comply with all applicable building codes, zoning regulations and the requirements of all agencies having jurisdiction over the project. It is the responsibility of the Applicant to obtain all necessary permits, inspections and final Certificate of Occupancy. Regulatory approvals do not preclude the authority and responsibility of the Canterbury Lane Architectural Control Committee for design review and vice versa.

### ***2.3 Final Review***

The Committee's final approval constitutes a binding agreement between the Applicant and the Association. Any deviation from the approved plans must be resubmitted to the Committee for approval. A Committee decision is based on a simple majority and shall not be arbitrary or capricious. The Committee may, at its discretion, assist the Applicant by suggesting alternative design solutions.

## **3.0 MISCELLANEOUS**

### ***3.1 Enforcement***

The provisions for enforcement of the Declaration of Covenants Conditions and Restrictions shall apply to the enforcement of these Design Review Procedures and Guidelines in addition to any other available remedies.

### ***3.2 Waiver, Amendment and Third Party Benefit***

The Canterbury Lane Architectural Control Committee maintains the right from time to time, with concurrence of the Board of Directors, to waive, amend or modify these Procedures and Guidelines. Neither the Canterbury Lane Architectural Control Committee nor its agents, representatives or employees shall be liable for failure to follow these Procedures and Guidelines as herein defined. These Procedures and Guidelines confer no third party benefit or rights upon any entity, Person or Applicant.

### **3.3 Non-Liability of the Canterbury Lane Architectural Control Committee**

Neither the Canterbury Lane Architectural Control Committee, nor its respective members, Secretary, successors, assigns, agents representatives or employees shall be liable for damages or otherwise to anyone submitting plans to it for approval, or to any Applicant be reason of mistake in judgement, negligence of non-feasance, arising out of any action of the Canterbury Lane Architectural Control Committee with respect to any submission, or for failure to follow these procedures or Guidelines. The role of the Canterbury Lane Architectural Control Committee is directed toward review and approval of site planning, appearance, architectural vocabulary and aesthetics. The Canterbury Lane Architectural Control Committee assumes no responsibility with regard to design or construction, including without limitation, the civil, structural, mechanical, plumbing or electrical design, methods of construction, or technical suitability of materials.

### **3.4 Accuracy of Information**

Any person submitting plans to the Canterbury Lane Architectural Control Committee shall be responsible for verification and accuracy of all components of such submission, including, without limitation, all site dimensions, setbacks, easements, grades, elevations, utility locations and other pertinent features of the site or plans.

### **3.5 Applicant Representation**

The Applicant represents by the act of entering into the review process with the Canterbury Lane Architectural Control Committee that all representatives of Applicant, including, but not limited to, Applicants architect, engineer, contractors, subcontractors, and their agents and employees shall be made aware by the Applicant of all applicable requirements of the ACC and shall abide by these Procedures, the Guidelines and the Covenants, Conditions and Restrictions with respect to approval of development plans and specifications.

## **4.0 DESIGN GUIDELINES**

Remodeling and additions to existing improvements are required to follow the same guidelines as new construction. Criteria governing site location, grading/excavation, structures, roofs, landscape and all other components will remain the same as the previous submittal. Of particular concern will be setbacks, height limits, skylights, solar collectors, recreational features, lighting, antennas, and satellite dishes. Approval from the ACC is required for all of these conditions and all remodeling just as it is for new construction. The Guidelines that follow address a broad range of exterior building and site conditions. They are not intended to be all-inclusive, but rather a guide by which a high quality community can be planned, designed, built and maintained.

**Note:** *Please remember that all proposed new construction and modifications to existing buildings or landscape must be submitted, reviewed and approved by the Architectural Control Committee before any construction begins. (See Section 1.1 for definition of Modifications.)*

### **4.1 Architectural Design Guidelines**

#### **(1) Foundations/Retaining Walls**

Exposed concrete block or poured concrete foundations and site retaining walls must be covered with stone, brick, or stucco to complement the house materials. Retaining walls that attach to the residence should utilize the same materials as the wall that they adjoin. Special consideration will be given to corner lots. Crosstie timber walls may not be used.

## **(2) House Body and Trim**

All exterior paint colors must be approved by the ACC. Paint colors to be approved include, but are not limited to, exterior trim, windows, doors, shutters, gutters, garage doors, railings and decks. When submitting paint colors, specify manufacturer, color name, and color number if applicable (i.e., Porter – Jade Blue 16306), and include a paint chip. Primary colors for painting of all surfaces of exterior including siding and trim must be consistent with the existing colors within the subdivision. These color samples are available in the sales office. Stucco and synthetic stucco must be painted or integrally colored. Colors for Windows, doors, louvers, gutters and downspouts must be compatible with primary and trim colors. Windows, shutters, louvers, and doors (including garage doors) shall be painted a single color (i.e., no two tones.) For additions and modifications, house and trim colors and materials should be identical to that on the original residence, except where unavailability of original materials or improved materials technology dictates a change. Any changes to original colors or structural and trim materials must be noted on the submittal and approval by the ACC. Repainting the home the original color does not require ACC approval.

## **(3) Roof**

Primary residential roofing materials must be black shadow standard or architectural asphalt shingles. Antennas, other than satellite dishes for television reception, are not permitted. Satellite dishes, to the extent possible, should be located as inconspicuously as possible consistent with proper operation.

## **(4) Chimneys**

Chimneys framed to receive prefabricated fireplaces and flues must be finished in appropriate materials and colors to blend with the primary house décor. Chimney caps must be fabricated metal painted an approved color.

## **(5) Decks**

Approved deck materials are cedar, red wood and pressure treated pine. Railing and step design and details must be approved by the ACC. Decks may be stained or painted with approved colors. Vertical supports for wood decks must be a minimum 4"x4" wood post or metal column.

## **(6) Stoops, porches, and steps**

Additional stoops, porches, and steps on the front or sides of houses are not allowed. All additions must be approved by the ACC. All roofs, overhangs, etc. must have matching color composition shingles. Canvas awnings are not allowed.

### ***4.2 Site Design Guidelines***

- (1) No walls or fences shall be erected or maintained on any lot nearer to the street than the rear of the residence. All fences and walls shall be approved by the ACC pursuant to the Design Standards adopted by the Canterbury Lane Homeowners Association. No fence or wall may be installed which will impede the natural flow of water across the lot. All fencing that faces the street must be an approved decorative style of a minimum 4' height and maximum 6'. Black vinyl chain link fencing is permitted only on sides and rear of lot. The best visual side of the fence shall be placed toward the outside, offering onlookers the most pleasing view.

- (2) All play equipment must be approved by the ACC in advance of its placement. The play equipment must be located where it will have a minimum visual impact on adjacent properties and streets. Fixed play equipment should be primarily wood. All play structures shall be located at the rear of the dwelling. No play equipment, other than portable basketball backboards, shall be constructed or erected on any part of a lot located in front of the rear line of the residence constructed thereon, and any such play equipment must have approval of the ACC and include sufficient landscaping treatment acceptable to the ACC. Goals should be located in the side or rear yards and oriented for minimal visual impact from the street. Tree houses are not allowed.
- (3) Detached storage or workshop buildings are not permitted unless they conform to the design, color, roofing, siding, trim color, etc. of the primary residence and are located in rear of residence. If the primary residence has vinyl siding, then storage buildings must have the same design, type and color siding as the residence. All of these structures must be approved by the ACC prior to installation.
- (4) All exterior lighting must be submitted to and approved by the ACC, and should be a low-level, non-glare type and located to cause minimum visual impact to adjacent properties and streets. Exterior spotlights or floodlights must be hooded to eliminate glare onto adjacent properties. Lighting for recreational areas will not be allowed.
- (5) Landscaping must relate to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding community. Decorative, professionally installed, designer poured concrete edging must be approved by the ACC prior to installation. The concrete coloring shall blend into the surrounding area and be at ground level. All edging, including "do-it-yourself" edging, must be similar in design and color throughout the Lot. Different colored edging is not acceptable. All mulched landscape beds should be covered with natural pinestraw or chopped pine bark mulch or small nuggets. Landscaping that involves re-grading must be approved by the ACC in advance, must conform to Paulding County soil disturbance regulations, and must not adversely affect drainage flows onto adjacent or downstream properties. Fountains will be considered on a case by case basis, based upon design and consistency with surrounding landscaping and residences.
- (6) Front yards must be sodded with Bermuda or Zoysia grass, a minimum road shoulder of sod 6' wide is required from lot line to lot line and including the entire street exposure of corner lots. Side and rear yards may be sodded, seeded or treated naturally.
- (7) Animal houses should be completely screened from any view from surrounding properties and roads, and be discretely located so as not to cause a nuisance to neighbors. Dog Pins, clothesline and/or fenced "dog runs" are not allowed. Pets must be contained in a suitable containment system approved by the Board. "Electronic fencing" containment systems are not acceptable for the containment of pets.
- (8) All mailboxes and posts must conform to the established design within Canterbury Lane. Plans for neighborhood standard designs may be obtained through the Association. Landscaping around mailboxes shall be limited to low plantings (mature plants less than 24" in height). Vines or other plant material, which will cover the entire mailbox and cover the residence number, are not allowed.

- (9) Lawn furniture to be placed in the front of the residence or in front yards, including benches must be submitted for review.
- (10) Yard statuary is discouraged, but must be submitted to the ACC for review. Statuary, as defined here, does not include reasonably sized flowerpots or containers placed at or on the front entry or steps. Other statuary, such as but not limited to urns, animals, or human figures, should be modestly sized and displayed on or at the front entry, rather than in lawn or flower bed areas. Approval of statuary requests is solely at the discretion and aesthetic judgement of the ACC.
- (11) Gazebos, arbors, etc. should be fully detailed (site plan, elevations, details, etc.) and submitted for review. Site compatibility will determine approval of modification.
- (12) All swimming pools must fit naturally into the topography of the proposed lot and be located to provide minimum visual impact to surrounding properties and streets. Exterior hot tubs must be screened from adjacent properties and streets. All pumps, filters, and equipment for spas must be located where it will not cause a nuisance to neighbors and must be screened from view. All plans must be submitted to the ACC.
- (13) Tree Save – Trees may only be cleared from the pool and decking footprint area; no other tree clearing will be allowed unless diseased, dead, or overhanging trees pose a danger to persons and/or property. Tree clearing limits must be field staked and approved by the Architectural Control Committee's. The limits must not be violated.
- (14) Lots should be maintained in a clean and kept appearance. The accumulation of any property or thing that will cause a lot to appear to be in an unclean and untidy condition, or that will be obnoxious to the eye, or any substance, thing or material that causes a foul or obnoxious odor, or any noise or other condition that might disturb the surrounding properties will not be permitted. Lawns should be mowed routinely and bedding areas should be free of weeds and other unsightly items. Pine straw and/or other landscape material should be routinely installed and should be of the color that will accent the property and that is consistent with the community. Hedges located directly in the front and sides of the residence should be limited in height not to exceed the top rail of porches and should be trimmed consistent in height and shape with each other.