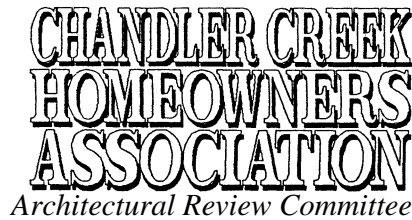


HOMEOWNERS  
CHANDLER CREEK  
ASSOCIATION

*Architectural Review Committee*

**Guidelines Revised April 2018**



## **Guidelines**

### **Article I**

#### Introduction

The Architectural Review Committee (ARC) Guidelines are tools for homeowners and builders to use in making design decisions that will benefit the aesthetics and the value of homes, property and the entire community.

The Covenants for Chandler Creek as filed by the developer and the Declaration of Additional Covenants as filed by the HOA are the basis for the guidelines. These guidelines, while not all inclusive, and the architectural review process have been approved by the Board of Directors of Chandler Creek Homeowners Association.

The purpose, powers and duties of the ARC are, as stated in the Covenants for Chandler Creek, Article II, Section I:

- a. The purpose of the ARC is to assure that the installation, construction or alteration of any Structure on any Lot is in accordance with the standards determined by the ARC. To the extent necessary to carry out such purpose, the ARC shall have all of the powers and duties to do each and everything necessary, suitable, convenient or proper for, or in connection with or incidental to, the accomplishment of such purpose, including, without being limited to, the power and duty to approve or disapprove plans and specifications for any installation, construction or alteration of any structure on any Lot. The ARC will be empowered to enforce warnings and fines for unapproved structures and modifications made to Chandler Creek homes and homeowner's lot.
  
- b. To preserve the architectural appearance of the neighborhood, no construction or placement of improvements of any nature whatsoever shall be commenced or maintained by any owner, family, tenants, visitors, guests, servants and agents with respect to the exterior of any house or with respect to any other portion of any lot or other parcel of land, including, without limitation, the construction or installation of sidewalks, driveways, decks,

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patios, swimming pools, tennis courts, greenhouses, outbuildings, not shall any exterior addition to or change or alteration therein be made, unless and until the plans and specifications showing the nature, color, type, shade, height, materials and location of same shall have been submitted to and approved in writing as to the harmony of external design, location and appearance in relation to surrounding structures and topography by the ARC. The ARC shall have the sole discretion to determine whether the plans and specifications submitted for the approval are acceptable and in compliance with the total scheme of the neighborhood. If same are not approved or disapproved within thirty (30) days from the date submitted, then same shall be approved by default.

The Committee is here to help Chandler Creek Homeowners. The mission of the Committee is to help maintain the value of the homes in Chandler Creek and support increasing the value of properties. The Committee is also helps keep peace among the neighbors by reducing disputes regarding exterior changes to property. The Committee does not intend to substitute its opinions about good taste for those of our neighbors, however, we intend to work with everyone to find a way to let all use and enjoy their property to the fullest extent.

It is the intent of this committee to preserve the integrity of this neighborhood based on the common threads of

- predominantly transitional style
- highly visible, but relative small lot size
- preservation of natural surroundings

## Article II

### Legal Restrictions - County Zoning

Any permanent or semi-permanent building, deck, patio, driveway or other constructed site improvement in Chandler Creek is affected by certain legal restrictions of the state, county and the Chandler Creek community.

In the case of all of these legal restrictions the property owner is either directly or indirectly responsible for compliance.

### Zoning Code - Gwinnett County

All improvements to property in Gwinnett County must conform to the zoning code with respect to their intended use, building setback requirements, floor area and building height.

**While the ARC can often answer questions about the zoning requirements in Chandler Creek, they are not legally responsible for the interpretation or enforcement of zoning laws.** Specific zoning questions should be addressed directly to Gwinnett County.

## Article III

### Policies and Process

#### REVIEW MEETINGS

The ARC is scheduled to meet no less frequently than once every thirty (30) days, on a monthly basis, based on demand. Please visit our webpage at <http://www.chandler-creek.net/arch-committee.html> to confirm the date of our next meeting. The Committee reviews all requests submitted on the appropriate application forms together with their supporting drawings and information.

**To be included on the agenda, an application must be submitted no later than one week prior to the next regularly scheduled meeting.** "Submitted" is defined as delivered with all required documentation via email to [arc@chandler-creek.net](mailto:arc@chandler-creek.net). If you do not have email access you may submit to the application to any ARC member in person or by US Mail, Certified and Return Receipt. Homeowners need not be present for the review process, however, if you feel the need to personally present your application, please notify the committee representative at the time you submit your application.

#### REVIEW BASIS

The ARC bases its review of each application on the Covenants and the ARC Guidelines ONLY.

Due to time constraints, if personal review is desired, presentation is limited to five (5) minutes, and in most cases the ARC reviews the applications without personal presentations by the applicants. Therefore it is incumbent upon the applicant to provide sufficient and accurate information to the ARC for proper consideration. Per the covenants, the ARC must act upon the request within thirty (30) days from the date submitted. The request will be approved by default if no action is taken during that time period, unless both parties agree to an extension. The start date for this 30 day window is deemed to begin on the date the application is received as follows:

- If submitted as an attachment to an email, the application will be treated as received by the email's "Received" time stamp;
- If submitted by US Certified, Return Receipt Mail, the date on which the return receipt was signed by a Chandler Creek HOA officer or ARC Member;
- If hand delivered, the date received and signed for by a Chandler Creek HOA officer or ARC member.

**The reviews will be conducted with the following criteria:**

1. Will the request, if implemented, detract from the resale value of any Lot or from the community as a whole?
2. Will the request, if implemented, negatively impact the ability of the owners of nearby Lots to enjoy their property? And
3. Will the request, if implemented, cause the Structure to be incompatible with the external design, elevation, topography, and colors of the Community or of nearby Lots?

Requests that generate an affirmative answer to any of these criteria will be denied.

#### APPLICATION PROCESS

All [applications](#) with documentation and attachments will be submitted on the forms electronically provided by the ARC, and shall, generally, include a complete description of the proposed improvements or changes.

If you do not have email access please make three copies of each application and submit in the following manner: Two copies will be given to the committee, and one will be kept by the applicant. The attachments submitted as requested need not be copied, but will not be returned, as we will keep them on file.

The committee will return a copy of the application with their review comments, and noting the disposition of the application at the bottom.

#### PREPARATION OF DRAWINGS

For consideration by the ARC, drawings must be neat, accurate, drawn to scale and with sufficient detail to adequately explain the entire design. The best way to submit drawings is on a copy of your plat survey. Home improvement (Home improvement is defined in the Covenants in Article I, Section 8 (Structure). applications require site plans (showing the location of the structure or addition with dimensions to property lines), floor plans, elevations, and a description of the exterior materials. For additions, plans and elevations should show both the existing structure and the new construction. Insufficient explanation of design, including all visible details, is cause for rejection of an application.

APPLICATIONS

The following application forms can be obtained by visiting <http://www.chandler-creek.net/applications.html>. The forms are also available from any member of the ARC. When making an application, please fill in all information requested and include drawings specified on the form.

HOME IMPROVEMENT

For plan review of additions, exterior alterations, playhouses, accessory buildings and major landscape changes. Example of the aforementioned are (but not limited to) as follows: sheds, decks, patios, French doors, porches, sun rooms, accessory structures and play equipment that can be viewed from the street.

EXTERIOR COLOR

Required for changes in all exterior colors and finishes. Not required for repainting of same approved color.

FENCE

For review of the design and location of a fence in accordance with fence guidelines. No chain link or cyclone fences may be placed on the property Chain link dog runs that cannot be viewed from the street are permitted.

APPEALS

Should an application be denied and the applicant feels that there are extenuating circumstances which should qualify them for an exception, they may submit an appeal in writing 1 week prior to the next ARC meeting.

If the appeal is denied, the applicant has the option of submitting their request to the Board of Directors at the next regularly scheduled meeting.

## **Article IV**

### GUIDELINES

#### HOME IMPROVEMENT

To ensure consistency in the design concept for Chandler Creek and minimize visual disruption of the neighborhood, additions and accessory buildings must match the design characteristics of the house. Specifically:

##### ACCESSORY BUILDINGS & ADDITIONS

- I. The architectural style shall match the style of the house (for example, horizontal house siding must be matched by horizontal shed siding): including but not limited to: porches, French doors, decks, sun rooms, room additions and playhouses.
2. All exterior finish materials and colors shall match the house. Matching colors on dissimilar materials is not acceptable.
3. Roof styles and slopes shall be similar and materials must be the same in texture and color as the house.
4. Windows and doors in additions must be of matching material as those in the house. In general, windows and doors should match the style of those in the existing house as well as match in use and function.

##### PORCHES & DECKS

- I. All attached structures must be permanent and anchored securely to the ground according to Gwinnett County Codes.
2. Deck extensions should be consistent with the existing deck style, including color and materials and meet the Gwinnett County Codes.

##### EXTERIOR COLOR

- I. Color selection must be approved by the ARC consistent with the neighborhood's character and subtle tones.



2. Colors shall not match or be very similar (in the opinion of the ARC) to colors of adjacent houses or houses directly across the street.
3. For siding, the use of primary colors (red, yellow and blue) and secondary colors (green, violet, orange) is prohibited. The use of black and white is prohibited except at the discretion of the ARC.
4. Vinyl siding, if approved by the ARC, shall be prefinished with an integral color, as approved, and shall not be painted.

### LANDSCAPING

Generally the ARC does not review the normal landscaping decisions of the homeowner, such as adding plants, planting grass, ground cover or gardens, or pruning and grubbing of existing plant material. Nevertheless, each owner shall maintain his or her lot -- including all structures, landscaping, and other improvements thereon -- in a safe, clean, and attractive manner that is consistent with our HOA Standards and Covenants. Homeowners are encouraged to visit [Gwinnett Quality of Life](#) for helpful advice on maintaining these standards.

Major landscaping decisions which are visible from the street and that affect the character of the lot, and thus the community, however must be approved by the ARC. These include:

1. General clearing of vegetation for structures, driveways, yards, decks and patios, or any other large use.
2. Construction of landscape structures such as fences, walls, trellises, arbors, gazebos, wood sheds, etc.
3. Any earthwork creating changes in topography, site drainage, or creation of ponds, pools, or other water features.

It is not a function of the ARC to dictate landscape design. The primary question considered by the committee is, "Is the proposed landscaping or site development consistent with the character of the neighborhood and the natural environment of Chandler Creek?" There are many ways to landscape a lot to be consistent with the natural environment of Chandler Creek, from natural forest to more organized concepts providing some open or formal areas. These concepts should be based on management of the natural environment rather than a redefinition of it.

### GENERAL LANDSCAPING PRACTICES

Landscaping shall be designed and installed so that it complements existing landscaping on the Lot and on nearby Lots. Lots at intersections of two or more streets and Lots on curves on streets shall not have landscaping that impairs the ability of drivers and pedestrians to see

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each other. Installation of aggressive spreading plant species at or near the property lines shall be avoided. Vegetable gardens shall be limited to the rear of the main dwelling and cannot be visible from the street.

Lawns shall be kept cut and neatly trimmed. Reasonable efforts shall be made to control weeds in landscaped areas. Dead, diseased or damaged trees shall be removed or appropriately pruned. Debris including fallen branches, dead plants, empty planters and rubbish shall not be allowed to accumulate on any portion of the lot. All bushes and shrubs shall be maintained and neatly trimmed.

Removal of litter, trash, refuse and waste, lawn mowing and edging of all driveways and curbs on a regular basis, tree and shrub pruning, weeding, edging and watering of landscaped areas, removal of grass clippings, keeping all exterior construction in good repair. Yard waste and grass clippings must be disposed properly according to Gwinnett County Code.

### FENCES

1. No chain link or cyclone fences may be placed on the property. Chain link dog runs that are not visible from the street are permitted.
2. Fences may follow rear and side lot lines, not to extend beyond the front corner of the house.
3. Vegetative screening may be required across the front sections to enhance the view from the street.
4. Fence heights cannot exceed 8 feet, per Gwinnett County code.
5. All fencing must stay in good repair.
6. All wooden fences greater than five feet in height shall be left in a natural state, sealed with a clear sealer, or waterproofing compound. Transparent or semi-transparent stain may be used only with prior ARC approval. Fences of less than five feet in height may also be left natural, or painted in an approved color. If the fence is painted, all of it must be completely painted on all sides.
7. All posts and support structures will be placed on the interior of the fence so that they are not visible from the street or nearby Lots. When a new fence is being placed so that it will abut an existing fence, every reasonable effort should be made to use materials and construction techniques that are similar to or complement the existing fence. Fences shall be located on the Lot so that the fence and the ground outside the fence may be maintained.
8. Hedging used as fencing shall be subject to review as a fence.

## PLAY EQUIPMENT

The following items are considered play equipment for the purposes of these guidelines:

- Swing Sets
- Jungle Gyms/Climbing Structures
- Tree Houses
- Trampolines
- Sliding Boards
- Forts
- Basketball Goals and Backboards

Play structures and equipment are not buildings, fences or landscape elements. Consequently they do not fall under a typical set of architectural control requirements.

They are often highly visible however, and depending on their design, they may defeat many of the aesthetic and environmental goals that the community has sought to achieve.

1. The ARC does not require review of play equipment not visible from the street, however, equipment not visible should also comply with the following guidelines.
2. Play structures which are brought to the attention of the ARC by a resident as being a visual nuisance will be observed by the ARC for review as unsightly objects.
3. The ARC may require relocation and/or screening of the object from view. In cases of high visibility, vegetative screening may be required.

## RECOMMENDED PLAY EQUIPMENT GUIDELINES

- A. Play equipment shall be located in rear yards only.
- B. Play equipment should be located away from property lines adjacent to other houses or street and away from neighbors direct view where possible.
- C. Home-built play equipment should be neat and orderly in appearance and finish.
- D. Play equipment which has fallen into disrepair or has been outgrown by children should be removed from the property.

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SCREENING

If a play or accessory structure is referred to the ARC as an unsightly object, the committee may require relocation or screening of the structure.

If screening is required, the standard requirement for screening will be to provide densely shaped evergreen shrubs or trees of a height when planted of at least two-thirds the height of the structure and placed as to provide a continuous screen on the stipulated side.

Planting can be in a continuous row or staggered. A variety of shrubs/trees may be used in addition to single species solutions.

POOLS

Pools and spas will generally be acceptable if placed in the rear of the lot, and at least partially screened from view by a deck or vegetative screening, in addition to code required fencing. Homeowners are encouraged to visit [Gwinnett Quality of Life](#) for helpful advice on implementing these standards.

## Article V

### ADDITIONAL GUIDELINES

**AIR CONDITIONING UNITS:** No window air conditioning units may be installed.

**ARTIFICIAL PLANTS/DECOR:** No plastic or artificial flowers, shrubs or trees are permitted that can be viewed from the street. The only exceptions are holiday and/or seasonal front door decorations.

**BLINDS, CURTAINS AND WINDOW COVERINGS:** Any blinds, curtains and window treatments hung in windows must be in good condition and not torn, broken or faded. All window treatments must be done in a tasteful and appealing manner.

**CLOTHESLINE OR SIMILAR OUTSIDE FACILITIES:** Outside clotheslines or other outside facilities for drying or airing clothes are specifically prohibited and shall not be erected, placed, or maintained upon any lot or parcel of land, nor shall any clothing, rugs, or other items be hung on any railing, fence, hedge, or wall.

**DRIVEWAYS/EXTERIOR CONCRETE:** Any additions or extensions forward of the back building line must conform to the existing driveway, sidewalk, or porch on that lot in material and finish used. Landscaping and water runoff must also be addressed. Sealing, painting, or any other means of covering driveways, sidewalks, or porches must be a clear coat only. All the above-mentioned items must receive prior approval from the ARC.

**EXTERIOR PAINTING:** ARC approval is required for all changes in exterior colors and finishes. ARC approval is not required for repainting of same approved color.

**EXTERNAL LIGHTING:** Any new external lighting that can be seen from the street must obtain approval from the ARC. Replacement of existing exterior lighting does not require ARC approval

**FENCES:** Prior to installation, the fencing location, design materials, and height must receive approval from the ARC.

- **Location:** All fencing shall remain within the property lines.
- **Design:** Approved Fencing Design/Styles: Privacy, Shadow Box, Picket, Scalloped Top, Flush Top
- **Materials:** Approved Material: (1) Pressure Treated wood or (2) Cedar

**FLAG POLES/FLAGS:** The erection of permanent and freestanding flagpoles and flags is prohibited on any portion of any lot that can be viewed from the street. Flags on temporary poles, such as those set out and taken down from a holder mounted on the structure must be maintained and in good condition.

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**GARAGE DOORS:** Replacement of garage doors with the current style and color in wood or aluminum does not require approval from the ARC. ARC is required for changes in color and style including carriage doors and no windows. Changing from 2 garage doors to a single garage door is not permitted.

**HOLIDAY DECORATIONS:** Holiday decorations must not be put out, installed, erected, or be otherwise displayed on any portion of any lot greater than thirty (30) days before nor be left out, installed, erected or be otherwise displayed on any portion of any lot more than thirty (30) days after the respective holiday.

**JUNK VEHICLES:** Junk vehicles can only be stored in the homeowner's garage per Gwinnett County Code. Per Gwinnett County "a junk vehicle is defined as any vehicle, automobile, truck, van, or trailer of any kind or type that is abandoned, wrecked, dismantled, partially dismantled, inoperative, or has no current tag. The Gwinnett County Property Maintenance Ordinance does not permit junk vehicles or vehicle parts to be kept on private property or on public streets in the unincorporated areas of the County. A junk vehicle may be kept at a residence as long as it is kept in a fully enclosed building."

**MAILBOX POST/MAILBOX:** Replacement mailbox post/mailbox must comply with Chandler Creek HOA guidelines. Any changes require prior approval in writing, by the ARC.

- **Mailbox Post:** The approved mailbox post must remain in the original state, design, and location. The approved mailbox post must be a 4-inch x 4-inch square post of wood material. The crossbar, normally supported, shall extend horizontally not more than 17 inches from the front of the post and not more than 3-1/2 inches from the back of the post. The portion of the post that extends vertically above the crossbar shall not exceed 15-1/2 inches. The only approved colors for the post are natural wood or white. Wrought iron, brick, or any other type unit is not permitted. The house numbers shall be displayed on the post. All mailbox posts must meet the height and distance from the curb requirements of the U.S. Postal Service.
- **Mailbox:** The mailbox must remain in the original shape, design, and location. The only approved letterbox is the Standard Black US Mail Letter Box. No coverings of any type are allowed on mailboxes.

**PATIO/DECK:** Any additions or extensions back of the back building line must conform to the existing patio or deck on that lot in material and finish used. All new decks and patios must conform to Gwinnett County Codes. Deck and Patio addition or changes that can be viewed from the street require ARC approval.

**PODS:** The use of storage PODS are restricted within the community. An ARC form to use a storage POD is required and its use is limited to no more than a maximum of thirty (30) days.

**SATELLITE DISHES AND ANTENNAS:** All satellite dishes and external antennas must be placed on the house or property where they cannot be seen from the street. If reception can only be obtained from a location on the house or property that is view from the street, prior ARC is required before the satellite dish or external antenna is installed. Documentation from the TV, satellite or cable provider may be required.

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**STREET PARKING:** Street parking in Chandler Creek is not permitted due to the narrow roads and potential safety risks for children and pets. The majority of homes in Chandler Creek can support 6 cars parked in the garage and driveway. Homeowners must use their garage and driveway for parking vs the street. The following are exceptions to this rule:

- **Special Occasions:** Street parking is permitted when a homeowner has additional guests for a party, family gathering or special occasion. This is only for rare situations and short-term durations.
- **Overnight Guests:** On a limited basis overnight guests may park in the street only when the homeowner's garage and driveway are fully utilized for parking. This is only for rare situations and short-term durations.
- **Work Vehicles:** If a homeowner is having work performed at their residence such as renovations, repairs, moving services or other the company or resident may need to park in the street while the work is being performed. This is for specific situations and only for short-term durations.

**TRASH AND RECYCLE BINS:** All trash and recycle bins must be stored out of sight from the street view. Trash and recycle bins may be put out on the street after 5:00 PM the night prior to trash day pickup and must be returned to their stored location by 9:00 PM the night of trash day pickup. See the [Advance Disposal website](#) for trash and recycle bin requirements. .

**WINDOWS:** ARC approval is required for all new windows changes that can be viewed from the street and vary from the original design of the builder. ARC approval is not required for new windows that have the original design or cannot be viewed from the street.

### **WORK TRUCKS AND VEHICLES:**

- **Work Trucks:** Residents of Chandler Creek with work trucks must park the truck in the garage. This includes trucks with company logos and trucks displaying exterior work equipment.
- **Work Vehicles:** Work vehicles labeled as such must be parked in the garage. This includes company vehicles and taxi cabs.

**Homeowners are encouraged to visit [Gwinnett Quality of Life](#) for helpful advice on implementing these standards.**

## Article VI

### FINES AND WARNINGS

Warnings Fines will be levied for non-compliance with the Architectural Guidelines. The information below outlines the process for warnings, fines, liens and appeals.

- **Warning:** ARC infractions will receive an initial warning letter that must be corrected within 14 days of receiving the letter. Requests for time extensions must be submitted to the ARC within 10 days of the postmarked date of the warning letter.
- **Fines:** If infractions are not corrected by the due date on the warning letter a 2<sup>nd</sup> letter will be issued addressing when the fines will begin to accrue. Once fines begin to accrue, the homeowner will be issued an initial fine of \$30 (thirty) and will accrue fines in the amount of \$10 (ten) per day until the infraction is corrected.
- **Liens:** If a homeowner incurs unpaid fines in excess of \$500 (five-hundred) a lien will be placed on the homeowner's property. The lien will be removed when the fine amount and lien filing costs have been paid in full.
- **Appeals:** Must be submitted no later than the last day of the month prior to the next BOD meeting where they will be reviewed by the BOD.



## Article VII

### COMMUNITY STANDARDS

Article IV of the Covenants addresses the issues of community standards. Generally we will refer to the Covenants in the cases of nuisance or eyesore complaints filed with the Committee. Please note there are guidelines for these items, and you should refer to the Covenants for additional details.

Topic	Article IV Covenants Section Reference
<b>Residential Use</b> -Single Family	1
<b>Debris</b> - Nuisance	2
<b>Erosion Control</b>	3
<b>Signage</b> - Size, Use	4
<b>Recreational Vehicles</b> - Not Visible	6
<b>Mailboxes</b> - Only One, Consistent	9c
<b>Construction Materials</b> - Must be cleaned up	9d
<b>Fuel Tanks</b> - Need Approval	9e
<b>Off Street Parking</b> - Required	9f
<b>Garage Doors</b> - Required	9g
<b>Exterior TV or Radio Receiving Equipment</b> - Not Allowed	9j
<b>Animals</b>	10
<b>Miscellaneous Fixtures</b>	11

*Important Note: The Chandler Creek Architectural Guidelines does not replace any Gwinnett county Codes or [Gwinnett Quality of Life](#) standards. All Federal, State and County Laws and Codes supersede the Chandler Creek Architectural Guidelines.*

In closing, the ARC regulates only the visual impact of structures.

And, as a further courtesy to your neighbors....

*Consider location of improvements and impact to those who live near you. We all want to enjoy our neighbors and neighborhood for a long time....after all, we all probably have our biggest investment here at Chandler Creek.*