

Siena Townhomes POA, Inc.



Rules And Architectural Guidelines

INTRODUCTION

Purpose of Design Guidelines

Siena Townhomes POA, Inc. is a Residential Townhouse Development (RTD). Simply stated, this means that the original tract of property was designed and approved as a self-contained, deed restricted community, having its own covenants and order of rule under which all property owners would live and abide and which would provide for the maintenance of all Common Areas and improvements thereon. Restrictions were established so that aesthetics, appearance, and continuity could be defined and written based on the covenants and on precedence established by the Board of Directors and the Board of Directors reviews all architectural requests. These Rules and Architectural Guidelines provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. In addition, these Rules and Architectural Guidelines are established to give the homeowner some degree of assurance that the actions of all members of the community would be directed so as not to adversely impact their enjoyment or property values.

The architectural standards and use restrictions set forth in this document are for the purpose of protecting the value and desirability of the real property located in the Siena Townes Community. The Siena Townhomes POA, Inc. By-laws and Declaration of Covenants, Conditions and Restrictions supports the Board's ability to adopt and publish from time to time and amend written architectural standards and construction specifications.

No improvement of any kind shall be erected, placed or maintained, and no addition, alteration, modification or change to any improvement shall be made without the prior written approval of the Committee. Any building, wall, fence, patio, or garden structure installed or placed by a homeowner without the approval of the Committee prior to construction shall be subject to review. Nor shall a building permit for such improvement or change be applied for or obtained, nor shall any major landscaping or re-landscaping of any Lot be commenced or made (such construction, alteration and landscaping are hereinafter referred to as the "Improvements") until plans and specifications showing the nature, kind, shape, heights, materials, color and location of same shall have been submitted to and approved in writing by the Board. Construction must be accomplished in strict conformity with such plans as approved, unless otherwise expressly agreed to in writing by the Board. The Board shall have the sole right, authority and complete discretion to approve or disapprove the plans and specifications for any reason, including, but not limited to, exterior colors and appearance, landscaping, location of the structure or structures and aesthetics. In addition to setting standards, the Guidelines establish a process for review of proposed modifications to Lots and Dwellings to ensure that all sites within the community are developed and maintained with the consistency and quality that attracted you to Siena Townhomes.

Government Permits

To the extent that Town of Wake Forest and County Ordinances or any local government ordinances, building code or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the Declaration of Covenants, the local government standards shall prevail. To the extent that any local government standard is less restrictive, the Declaration and the Guidelines (in that order) shall prevail.

Review Structure

The Board of Directors of The Siena Townhomes POA, Inc., handles architectural control and design review for the community. The Board has exclusive jurisdiction over all matters relating to modifications to existing structures and landscaping, as set forth in the Declaration of Covenants. The Board shall review plans and specifications for all modifications and landscaping on any Dwelling or Lot, shall be the conclusive interpreter of these Guidelines, shall monitor the effectiveness of these Guidelines, and may promulgate additional standards and review procedures consistent with these Guidelines. Information regarding the "appeals process" can be found on page 4.

DESIGN REVIEW PROCESS

Review of Modifications

The review of modifications shall require the submission of an application to the Board. An application form can be found on the property management's website and Siena Townhomes website. The Board requires the submission of all or some of the plans and specifications listed below. In the alternative, the Board may require a less detailed description of the proposed modification.

Application Process

The Board will require a set of any modification plans in addition to the submission of an ARC application. The set of plans should be submitted to the current property management company. Do not fax if the Board needs to review colors.

Generally, drawings of the proposed change should be submitted (to scale) which show relationships to existing structures, landscaping, lot lines, and setbacks (distance from property lines) for all proposed improvements. These drawings should include a "site plan" and an elevation plan along with any additional information, which could help the Board visualize the project. For further descriptions of the five (5) elements that follow [floor plan, elevations, exterior finishes, landscaping plan, and other], please refer to applicable sections of this document.

Floor Plan

Showing decks, patios, related to the residential dwelling, trash enclosures, HVAC equipment and utilities.

Landscaping Plan

Showing location of trees, protection of existing vegetation, use of plants and other landscaping details. No additional trees are allowed. Extension of planting material needs ARC approval.

Other

Such other information, data and drawings as may be reasonably requested, including, without limitation, irrigation systems, drainage changes as a result of the project especially those that might affect neighbors, lighting, survey, and other features. It is the homeowner's responsibility to contact "Call Before You Dig", phone 811, if any digging will occur. This must be done prior to any digging.

Review Criteria: Recommendations l Variances

While the Guidelines are intended to provide a framework for modifications, they are not all inclusive. In its review process, the Board may consider the quality of workmanship and design, harmony of external design with existing structures and location in relation to surrounding structures, topography, and finish grade elevation among other factors; however, the Board will not grant approval for a proposed modification that is inconsistent with the Guidelines, unless the Board grants a variance.

Variances may be granted in some circumstances, which include, but are not limited to, topography, natural obstructions, hardship, or environmental considerations. The Board shall have the power to grant a variance from strict compliance in such circumstances so long as the variance does not result in a material violation of the Declaration of Covenants. No variance shall be effective unless in writing and supported by all members of the Board.

Review Period

Each application and plan submittal shall be approved or disapproved within 30 days of receipt of all materials required by the Board. A copy of application and plans will be maintained for the Association's records. The Board's decision shall be based upon a majority vote of the ARC Committee and shall be rendered in one of the following forms:

1. "Approved" - The entire application as submitted is approved.
2. "Approved as Noted" - The application is not approved as submitted, but the Board's suggestions for curing objectionable features or segments are noted. The applicant must correct the plan's objectionable features or segments and the Applicant may be required to resubmit the application and receive approval prior to commencing the construction or alteration.
3. "Disapproved" - The entire application as submitted is rejected in total.
4. "Variance" - Designated as an exception from the stated guidelines for a specific reason.

If a response is not received within 45 days, approval shall be deemed granted.

As a condition of approval under this section, each Owner and all successors- in-interest, shall assume all responsibilities for maintenance, repair, replacement, and insurance to and on any change, modification, addition, or alteration.

Approval of plans for any proposed modification shall not set a precedent for future applications.

Appeal

If an initial application is disapproved, an Applicant shall have the right to appeal by resubmitting the application information, and documents set forth above to the Board. The second submittal shall be considered only if the Applicant has altered the plans for modification or has new information, which would in the Board's opinion, warrant a reconsideration. If the Applicant fails to appeal a decision of the Board, the Board's decision is final. Appeals will be reviewed at the next regularly scheduled Board Meeting provided the basic design guidelines set forth in this document are met and the Board is supplied with the application documents at least 7 days prior to the scheduled board meeting. This final appeal shall be only deemed approved if the applicant receives written notification from the Board. As the Board may only meet quarterly, approval shall not be assumed to be granted if the Board does not respond within 30 days.

City / County Approval

The review and approval of plans and specifications by the Board shall not be a substitute for compliance with the permitting and approval requirements of the City, County or other Governmental Authorities. It is the responsibility of the Applicant to obtain any and all necessary permits and approvals.

Implementation of Approved Plans

All work must conform to approved plans. If it is determined by the Board that work completed or in progress on any Dwelling or Lot is not in compliance with these Guidelines or any approval issued by the Board, the Board shall, directly or through the Board, notify the Applicant in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and shall require the Applicant to remedy the same. If the Applicant fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be deemed to be in violation of the Declaration of Covenants and these Guidelines and the homeowner (property) shall be subject to a daily monetary fine not to exceed \$25 per day.

Time to Commence

If construction does not commence on a modification for which plans have been approved within one year of approval, such approval shall be deemed withdrawn unless the applicant requests, in writing, additional time from the Board.

Time to Complete

The Board shall include, in any approval, a maximum time period for the completion of any modification. If no maximum time period is specified in the approval, the modification shall be completed within 180 days of the approval of the application. The Applicant may request an extension of such maximum time period not less than three days prior to the expiration of the maximum time period, which the Board may approve or disapprove.

Changes After Approval

All proposed changes to plans, including, but not limited to, changes that affect the exterior of any building, colors, windows, grading, paving, utilities, or landscaping made after plan approval must be submitted by the Applicant and approved in writing by the Board prior to implementation of such changes. Close cooperation and coordination between the Applicant and the Board will ensure that changes are approved within 15 days.

If the Town of Wake Forest or County, or any other authority having jurisdiction, requires that changes be made to final modification plans previously approved by the Board, the Applicant must notify the Board of such changes and receive approval from the Board prior to implementing such changes.

Enforcement Waiver

In the event of any violation of these Design Guidelines, the Board may take any action set forth in the by-laws or the Declaration, including levying a Specific Assessment pursuant to the Declaration. The Board may also remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Board shall be entitled to recover the costs incurred in enforcing compliance and/or impose a fine against the Dwelling/Lot upon which such violation exists.

RULE GUIDELINES

The following specific site criteria shall apply to the community unless the Board grants a variance. These guidelines may be modified from time to time and are not inclusive of all architectural standards which may be adopted by Siena Townhomes POA, Inc. Applicants are responsible for obtaining all necessary building permits.

Air Conditioning Equipment

Unless other-wise permitted by the Board, no window-air-conditioning unit (sides or front) shall be installed which faces the street.

Antennae and Satellite Dishes

No radio or television transmission or reception towers, antennas or satellite reception dishes or discs shall be erected on a lot unless approved as provided in the Declaration of Covenants. A satellite dish or disc may be located on a Lot, provided that (i) the disc or dish is not more than 30” in diameter and height; (ii) the dish is screened from public view and located behind the Living Unit either in the rear yard or affixed to the rear roof; and (iii) the disc or dish is located or screened in such a way that it cannot be seen from any street within the Subdivision.

Awnings

The installation of awnings on the front of the residence or side(s) of the dwelling that faces the street is prohibited. Other instances of awning installation are also not allowed.

Boats, Campers, Motor Homes, Trailers, and Unlicensed, Unregistered or Inoperable Vehicles

No owner or his family, lessee or sub lessee or guest of an Owner shall: (i) park any boat, trailer, unlicensed, unregistered or inoperable vehicle on a street within or adjoining the community; (ii) park or keep on any lot or street within or adjoining the Subdivision any abandoned, partly dismantled or inoperative vehicle; or (iii) park or keep on any lot or any street within or adjoining the Subdivision any boat or boat trailer, jet ski, motor home, camper, bus, truck in excess of one ton weight, commercial vehicle, truck or van, or anything else other than those normally intended to be a private passenger vehicle within the Subdivision. Boats and other watercraft, towing trailers, and related leisure vehicles or attachments shall not be permitted on any Lot.

The Board shall have the right and authority to have towed any vehicle parked or maintained in violation of these or subsequently adopted parking rules and regulations.

Clotheslines and outside clothes drying

No clothesline or clothes poles shall be erected, and no outside clothes drying is permitted.

Fences

Fencing is prohibited due to the high density and drainage issues within the community.

Flags and Yard Art

American/US Flags only are permitted when anchored on a pole attached to the front porch column. Flags must not exceed 3ft by 5ft on a 5ft pole. Small garden flags are permitted provided they are not of a political or offensive nature. Yard art may be placed providing it is small and not offensive.

Exterior Lighting

Except for seasonal holiday decorative lighting and small walkway lighting, all significant exterior lighting changes must be approved by the Board. The Board may take into consideration the visibility and style of the fixture and its location. Exterior lights shall be conservative in design and as small in size as practical. Lights shall be directed toward the house or ground and limited in wattage to 2,000 lumens. Low voltage (12 volt) lighting is preferred. Holiday lights should be removed no later than one (1) month after the holiday. Holiday displays, which, in the opinion of the Board, create traffic congestion or become an annoyance to adjacent property owners, shall not be allowed.

Hot Tubs and Saunas

The approval of the Board is required for the installation of any hot tub, jacuzzi, sauna or spa. Any hot tub, jacuzzi, or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping. Hot tubs, jacuzzies, or Spas shall be located at the rear of the property and shall be installed in such a way that is not immediately visible to adjacent property owners and shall not create an unreasonable level of noise for adjacent property owners. Owners are required to install safety features such as locks or covers for these items when such are not in use. Applicable City and County ordinances govern these requirements.

Paint

Owners may repaint in accordance with the original color scheme of any dwelling or improvement without approval of the Board. The approval of the Board is required for all changes in exterior painting.

Parking

Each home in the community has two driveway parking spaces and two parking spaces in the garage. Owners and guests should park in driveway spaces or garage and not on the street, sidewalk, or lawn. Overnight street or sidewalk parking is strictly prohibited. Sleeping overnight in the driveway or on the street in an RV or other vehicle is also prohibited. There are no overflow parking areas in our community. Overflow parking is allowed along Siena Drive. Therefore, it is incumbent on every homeowner to be respectful of the parking regulations, so as not to impede others' use of the streets.

Repair vehicles may temporarily park on the street while performing repairs.

Parking Violations

Parking on streets, sidewalks, and lawns will result in a violation. Violations should be reported to the property management company. Violations will be verified by a Board member. Owners will be sent a violation letter by US Mail and by email for the offense. Second parking violations will result in towing of the vehicle at the Owner's expense.

The prior exception for requesting visitor street parking is no longer valid. Please do not request any exceptions.

Patios

The approval of the Board is required for the construction of an open patio. Patio covers and pergolas are not permitted. Additional enclosed patios are not allowed. Open patios must be an integral part of the landscape plan and must be located so as not to create an unreasonable level of noise for adjacent property owners. The patio color must be similar to or generally accepted as a color complementary to the design and color of the residence. The Architectural Request Change form is required.

Pets

No doghouse, poultry house, rabbit hut or other similar yard structure shall be constructed or allowed to remain on any Lot.

Dogs or cats shall not be permitted to run free outside the confines of the owner's property line. Dogs being walked throughout the neighborhood must be on a leash. Animal waste shall not be permitted to be left on common areas, private property, public streets, sidewalks, or rights of way. Owners shall accept full responsibility for their animals and their animal's waste or be subject to a fine of \$25.00. Dog waste containers and bags are located in several areas throughout the community. The landscapers are responsible for emptying and replenishing the waste disposal bags.

Rentals

All rentals must be for a minimum of 12 months. A copy of the lease should be sent to the property management company to be kept on file. Contact information including name, property address, phone numbers, and emails of tenants must be sent to both the property management company and the Board.

Rooftop Equipment, Solar panels, and Solar Tubes

The approval of the Board is required for all rooftop equipment and accessories, unless specifically allowed in this section. All rooftop equipment must match roofing colors or be of a color that complements the house and must be placed as inconspicuously as possible and not visible from the street. Exposed flashing, gutters and downspouts must be painted to match the fascia and siding of the structure. No exposed attachment straps will be allowed. Any installed solar energy equipment shall have the appearance of a skylight, shall have a finished trim material or curb, and shall not be visible from the street. Landscaping or other buffering is required for solar panels. Please note when the roofing has been altered the Association no longer accepts responsibility for roof repairs /replacement in the altered areas.

Siding

Owners shall seek the approval of the ARC before installing or replacing siding which differs from original material and style.

Signs

Except as otherwise required by the Town of Wake Forest, no sign of any kind shall be displayed to the public view on any lot except one sign of not more than six (6) square feet advertising the property for sale. No political signs are permitted. Small rental signs may be displayed in one front window.

Temporary Structures

Temporary structures are prohibited. The approval of the Board is required for tents other than camping tents that are used for occasional overnight sleeping. Approval by the Board is also not required for temporary canopies that are erected for special occasions.

Trash Containers

The above mentioned shall not be stored in the front of the residence except on the appropriate day of trash or yard waste collection. Trash containers should not be placed for pickup more than one day prior to trash day and removed same day as pickup.

Utilities

Pipes, wires, and other utility facilities shall be kept and maintained underground. Utilities include water, sewer, power, telephone, cable television, and miscellaneous conduits.

LANDSCAPING AND SITE STANDARDS

Landscaping is an essential element of design in the neighborhood and is also an integral part of maintaining property value and neighborhood continuity. Preservation of existing vegetation must be considered in establishing and maintaining the landscape design. Any landscaping and plantings done by homeowners shall be maintained by the homeowner.

Drainage

Drainage of the property must conform to all Town of Wake Forest and County requirements. All drainage and grading must be indicated on the proposed plans submitted to the Board. There shall be no interference with the established drainage pattern over any property except as approved in writing by the Board.

The established drainage pattern is defined as the drainage pattern engineered and constructed by the original builder prior to (or in some cases, immediately following) conveyance of title from the builder to the individual homeowner.

Landscaping shall conform to the established drainage pattern, shall cause water to drain away from the foundation of the house and neighboring houses, and shall prevent water from flowing under, ponding near, or against the foundation of the dwelling. Water should flow fully over walkways, sidewalks, or driveways into the street.

CONSTRUCTION GUIDELINES

Inspections

The Board may perform periodic informal inspections to ensure that work is being performed in conformance with approved plans and the design guidelines. All inspections are observations only and will not relieve the owner's obligation to obtain inspection approvals from the City and or County and other organizations having jurisdiction.

Job sites not in compliance with these Design Guidelines or approved plans will be issued a Notice of Violation. Further construction is prohibited until the homeowner addresses the violations.

Construction Damages

Any damage to vegetation or common area facilities and neighboring properties caused by homeowners, their guests, their contractors, subcontractors, agents or employees must be corrected immediately to the satisfaction of the Board and the owner of the damaged property. If the damage to common areas is not corrected, the Association may repair such damage and assess the costs of repair to the homeowner.

Conduct

Homeowners must ensure that all contractors and subcontractors control the conduct of their employees while working in the community. Loud music, profanity and other behavior, which is unbecoming, will not be tolerated. Employees violating this policy may be asked to leave the premises and may be denied future access to the community.

Site Cleanliness

All work sites must be maintained in a clean and orderly manner at all times. The storage of materials should be in an inconspicuous location within the site and stored neatly and orderly. All construction debris shall be cleared on a regular basis and completely cleared when the project has been completed.

CHANGES AND AMENDMENTS TO THESE RULES AND ARCHITECTURAL GUIDELINES

These Guidelines may be amended upon the affirmative vote of two-thirds of the members of the Board. Such amendments shall be communicated to homeowners from time to time. All amendments shall become effective upon adoption. Such amendments shall not be retroactive and will not apply to previously APPROVED work, APPROVED work in progress, or Variance.

LIMITATION OF LIABILITY

Plans and specifications are not approved for engineering or structural design or quality of materials and by approving such plans and specifications, neither the Board of Directors, the members thereof, nor the Association assumes liability or responsibility therefore, nor for any defect in any structure constructed from such plans and specifications. Neither the Association, the Board of Directors, nor the officers, directors, members, employees, and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval or to any Owner affected by these restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications. Every person who submits plans or specifications and every Owner agrees that such person or Owner will not bring any action or suit against the Association, committees, or the officers, directors, members, employees, and agents of any of them to recover any damages.

Homeowner Responsibility

The following lists and definitions are intended to guide the homeowner, the Homeowner's Association and its Board of Directors along with the Community Manager. The Association and Owners responsibilities are established in Declaration of Covenants, Conditions & Restrictions and Rules and Architectural Guidelines where applicable.

Please note:

* Homeowner responsibilities along with those for the City/County/Town and related utility companies are not necessarily limited to items on the list.

** If there is a discrepancy between this list and the Declaration of Covenants, the Declaration of Covenants will supersede this list.

	Owner	HOA	Cty/Town/ Utility Comp
• Dwelling and contents insurance	X		
• Roof Replacement		X	
• Street Light Electricity (HOA pays, electric company repairs)		X	X
• Entrance lights		X	
• Annual Termite Inspections/Treatments		X	
• Gutters		X	
• Lawn maintenance (mowing, edging, seeding (fescue), fertilizing, pruning, leaf removal & mulch 1x year)		X	
• Exterior water & sewer lines that serve multiple lots.		X	
• Mailbox Kiosks (Post Office - locks and keys & HOA - replacement of cluster mailboxes when need be)		X	X
• Common Area Items:			
• Private Streets		X	
• Sidewalks		X	
• Fencing (original fencing - not additional fencing allowed)		X	
• Retaining Walls		X	
• Pet Stations		X	
• Entrance Monuments		X	
• BMP Maintenance related to storm water maintenance		X	
• Fire Hydrants along private streets (HOA will get them inspected 1x a year)			X
• Roof Repairs/Leaks		X	
• Power washing		X	
• Exterior surfaces (paint, caulk, repair, replacement & care of)		X	
• Gutters		X	
• Downspouts		X	
• Roofs		X	
• Shutters		X	
• Siding		X	
• Trim		X	
• Stoops	X		
• Doors (Without glass & builder installed)	X		
• Driveways & Walkways	X		

	Owner	HOA	Cty/Town/ Utility Comp
• Exterior doors with windows/glass (including garage doors)	X		
• Interior and exterior water & sewer lines that serve only the individual lot.	X		
• Decks/Cement patios	X		
• Foundation	X		
• All Structure and interior surfaces	X		
• Interior Plumbing & clogs	X		
• All interior surfaces (including repairs for exterior water leaks)	X		
• HVAC & condensation drip lines	X		
• Fireplace and chimney flue	X		
• Glass surfaces	X		
• Windows and screens (including operation of)	X		
• Exterior water faucets and electric outlets	X		
• Patios	X		
• Exterior light fixtures and bulbs	X		
• Gas, water and electricity (Individual Homes)	X		
• Interior <u>and</u> exterior pest control	X		
• Homeowner installed additions or modifications that require and ARC approval (including fences)	X		
• Watering grass and plant material	X		
• Drainage issues/problems	X		
• Plant/Tree Replacement		X	
• Snow Removal (ONLY WHEN APPROVED BY THE BOARD)		X	
City/Town/Utilities			
• Garbage & Recycling collection			X
• Police & Fire protection			X
• Collection of yard waste			X
• Street Light Repairs			X

****In the event that the need for maintenance, repair and/or replacement is caused by fire, lightning, windstorm, hail, explosion, riot, riot attending a strike, civil commotion, aircrafts, vehicles and smoke, as well as other similar conditions/situations beyond the Association's control, the foregoing are defined and explained in the NC Standard Fire and Extended Coverage Insurance Policies, the cost of such maintenance, repair and/or replacement shall be the responsibility of the Owner.**