



To All Wynfield Homeowners:

Pursuant to the Wynfield Declaration of Covenants, Conditions and Restrictions (DCCR), this document serves as a supplemental working document to assist homeowners with the bylaws limited to changes and modifications applicable to their property. It is the responsibility of each homeowner to comply with the rules set forth in the DCCRs and summarized herein.

This Architectural Handbook, compiled by the Architectural Review Committee (ARC) under the supervision of the Wynfield Board of Directors (BOD) serves as a working document that specifies all allowances and restrictions pertaining to all Wynfield property homes seeking any changes to the original dwelling.

Remember, the ARC is a community organization established under the DCCRs to assist all homeowners in maintaining neighborhood ascetics and continuity. Thus, It is the intent of the BOD to aid all Wynfield residents in better understanding the architectural control as explained in the DCCRs.

Should any questions arise or further information needed, please do not hesitate to contact any member of the ARC or BOD.

Updated listings ARC and BOD members are shown on the Neighborhood Web site at <http://www.mywynfield.com>. Additional copies of this document can specifically be located on the Wynfield website at <http://mywynfield.com/hoa-forms> and <http://mywynfield.com/architectural-review-committee-arc-handbook/>

Respectfully,
The ARC

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Homeowners must apply in writing to the ARC, as required by the DCCR, for approval of but not limited to any addition, alteration, modification, or exterior maintenance resulting in exterior dwelling and/ or property changes. The **Application Form** for this process can be downloaded from the neighborhood Web site, at <http://mywynfield.com/hoa-forms> or via the direct URL at <http://mywynfield.com/wp-content/uploads/2011/08/ARCFORM-Wynfield-UPDATED.pdf>

THE ARC WILL ACT ONLY ON WRITTEN REQUESTS. The ARC examines all proposals submitted for review and will document in writing and subsequently submit to the Property Management Company all decisions and/ or recommendations. The ARC's findings will be forwarded to the Homeowner through the Property Management Company. If elected, these findings can be electronically mailed to the Homeowner.

Documentation will, in all cases, cite the ARC's findings. In cases of proposal approval, the ARC will notify the homeowner and may or may not include further recommendations. For proposals declined, the application will be returned unapproved and may include suggestions or recommendations for alternate recourse.

The ARC chairperson will maintain file copies of the original proposal, comments, and project proposal vote details. Cover letters for both approved and denied proposals will include a copy of the appropriate standards specifically applicable.

To submit a request for ARC approval, please complete the ARC's *Request for Architectural Approval Form* and verify the inclusion of the following information. Send completed form to the Wynfield ARC in care of Hawthorne Management Company PO Box 11906, Charlotte, NC 28220.

The following needs to accompany the application form referenced above:

- Homeowner Name
- House Address
- Homeowner's Email address
- Day and night telephone numbers,
- Type of proposed modification including a detailed description of improvements,

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- Project material specifications such as but not limited to color, composition, manufacture, etc.,
- Contractor information, if applicable
- Project dimensions, copy of property survey with proposed changes and/or additions clearly displayed. This includes but is not limited to site schematic, pertinent contractor drawings and proposed project plot plan, if applicable,
- Estimated start and completion dates, and
- A personal check made out to the Wynfield Homeowners Association in the amount of \$5 for application processing.

Please be aware that the ARC has full authority to request material samples and paint samples. When modifying the exterior dwelling color, please submit sample color of the proposed paint.

The ARC will review homeowner requests upon receipt of the appropriate information. Applicants will be informed by electronic mail of the ARC's preliminary findings.

For denied applications, appropriate citations will be provided. Applicant may re-submit the request with subsequent changes for ARC review.

NO APPLICANT SHALL PROCEED WITHOUT DOCUMENTED ARC APPROVAL.

The ARC and BOD encourage all Applicants to meet with the ARC for project related discussions prior to project submittal.

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For subsequent ARC project denials and thus, no resolution, the applicant may petition to meet with the BOD of the Association to seek assistance for resolution.

In cases of expedited matters, the ARC, will make every effort to accommodate an applicant's proposal. Thus, such proposals may be "conditionally" approved pending the procurement of supplemental information. In such cases, please contact the ARC immediately.

In no case will the consideration of any proposal be delayed beyond fifteen (15) days from receipt.

The ARC will not attempt to evaluate the technical details of proposals such as strength of materials, electrical requirements, or other similar matter governed by building code requirements.

ARC approval does not alleviate any and all responsibility of the homeowner to abide by all applicable state, city, county and local codes pertaining to building, mechanical, plumbing, electrical, gas, fire energy, and administrative regulative protocols.

Thus, all formal approvals will be contingent upon the following:

- Homeowners are responsible for complying with all appropriate building codes, and obtaining any and all necessary permits as outlined in the inspections and detailed above,
- All construction debris will be promptly removed.
- The ARC in conjunction with the local governing municipality will address any grading for drainage purposes separately. Grading for drainage purposes will be compliant with applicable storm water and surface water standards and guidelines set forth by the Mecklenburg Department of Water Quality.

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For emergency cases such as but not limited to fire, water, storm, hail, etc. and/ cases defined as “acts of God” emergencies where ARC approval would normally be applied, the homeowner will not be in violation of ARC requirements as defined by the DCCRs if he proceeds with work necessary to protect his property, This does not relieve the homeowner of the responsibility to file a follow-up proposal for review.

The ARC committee will perform follow up reviews of completed approval request projects for compliance with approved specifications.

For your convenience, the ARC has provided the following outline as guidance:

1. The following is an interpretation of **Section 6.3** of the DCCR and shall be utilized by the ARC in evaluating submittals:
 - Homeowners are allowed to construct their own accessory structures such as patios, walks, decks, tool sheds, play equipment, fences, screen, landscape features, etc.
 - Homeowners will be required to engage the services of a qualified professional builder for the construction of enclosed structures (“attached to” or “detached from” the primary dwelling) such as screen porches, sunrooms, garages, garage additions, dormer additions, playrooms, dens, gazebos, etc.
 - **Section 7.3(a)** specifies a minimum 6' sideline setback for all structures.
2. The ARC shall be a positive influence within the community. Thus, the ARC has a responsibility to the community as well as to the individual homeowner to approve only those modifications that will have a positive impact on our community.
3. All proposed fence designs, regardless of type or construction, must be approved by the ARC prior to construction (**DCCR, Section 17, Article VI and Article VII**). The ARC has the ability to withhold approval for appropriate reasons including aesthetic considerations.

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4. All playground and recreational equipment must be submitted for approval. Typically, metal swing sets are prohibited. However, wood versions are a favorable alternative.
5. Remember, each homeowner is bound by the registered DCCR's. Any installation must ensure harmony of external design and location in relation to surrounding structures and topography.
6. Advances in manufacturing techniques and architectural uses of materials require close scrutiny. New materials proposed for use in changes, additions, or new construction will not be automatically rejected. Any **REPAIR** or replacement of roofs, painting of trim, windows, siding, etc. where color, texture, and/or appearance are unchanged **DO NOT** need approval. Minor additions, such as storm doors, storm windows, or decorative shutters **DO NOT** require approval.
7. All color, texture, and, appearance changes that differ from the existing appearance of the home **DO REQUIRE** prior approval by the ARC.
8. **Political SIGNS** may be displayed on homeowner's property only during the campaign period. After the elections, the signs must be promptly removed. **ALL SIGNS**, regardless of content, will be limited in size to that which can be mounted on a single stake.
9. **ABOVE-GROUND POOLS** will **NOT** be approved for installation in any location.
10. A homeowner will NOT install individual STREET LIGHTS or similar security lights. **FLOODLIGHTS/ Spotlights** designed to illuminate large areas may be installed in such a manner as not to affect other neighboring residences. Low-level accent lighting may be installed on private residences so as not to affect other neighboring residences.
11. **EXTERIOR DISHES** for receiving satellite transmissions shall not exceed 24 inches in diameter. **Placement of these receivers should be as inconspicuous as possible.**
12. All homeowners will be expected to **MAINTAIN THEIR HOMES AND YARDS** in good condition. In general, **landscaping and planting** do not require any prior approval of the ARC. However, if the landscaping affects the existing drainage pattern, then application must be made showing the proposed drainage alterations.

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Planting of any type on property easements that obstructs sight lines for vehicular traffic is not permitted.

Tree removal (clearing) on Greenway property is limited only to dead, dying, and diseased trees.

Tree removal on homeowner property may be regulated under the Mountain Island Watershed Ordinance limiting the removal of healthy trees greater than 2 inches in caliper. Please check with Mecklenburg County to confirm if your lot falls within the Mountain Island Watershed Protection area as some Wynfield lots are affected.

13. All **LAWNS** must be mowed and trimmed on a regular basis to maintain a uniform height not to exceed eight (8) inches. All areas not readily accessible for normal mowing must be trimmed by suitable means also to a uniform height not to exceed eight (8) inches on a regular basis. Such locations include, but are not limited to curbs, walks, foundations, creek banks, etc. Ground covers used in lieu of grass should be maintained in a manner appropriate to the type of cover used and must be kept free of weeds.

Perimeters of all **natural areas** must be mowed or-trimmed on a regular basis to a uniform height not to exceed eight (8) inches. Normal lawn grasses such as Fescue should not be planted nor allowed to grow in natural areas. If natural areas are mulched with bark or pine straw, it must be maintained and replenished as necessary.

Decorative plantings must be maintained. Dead shrubs and flowers should be promptly removed. Regular trimming must be applied where necessary.

Mulch must be replenished as necessary to prevent the elements from exposing soil, plastic sheeting, etc. Typical mulches are pine bark, hard wood bark, and pine needles. Other mulch types must be submitted to the ARC for approval.

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For your convenience, the following is a **non-inclusive list** of projects **REQUIRING PRIOR APPROVAL** from the ARC

- Fences
- Buildings/Additions
- Exterior paint change
- Roof Replacement Change
- Mailbox Replacement
- Decks
- Patios
- Garages
- Recreational equipment
- Playground equipment
- Storage sheds
- Porch
- In-ground pools
- Hot tubs
- Walkways
- Landscape structures
- Ponds
- Gazebos
- Exterior lighting
- Tree Houses

The following is a non-inclusive list of projects **NOT PERMITTED** by the ARC:

- Chain link fences
- Livestock
- Visible boat parking
- Above-ground pools
- Metal garages
- Temporary structures