



*McKenzie Subdivision
Holly Springs, NC 27540*

Architectural Guidelines

Document History		
Revision	Date	Description
<i>A</i>	<i>June 19, 2009</i>	<i>Original Release</i>
<i>B</i>	<i>January 24, 2011</i>	
<i>C</i>	<i>December 12, 2014</i>	<i>Updated</i>

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1. GENERAL

1.1. INTRODUCTION

McKenzie subdivision is a deed restricted community which has its own set of Protective Covenants. (Reference the Protective Covenants of McKenzie Subdivision). Conditions and restrictions were set so that the aesthetics, appearance, safety, etc., would be defined. Each homeowner would then have some assurance that the actions of all home owners of the community would be directed not to adversely impact their enjoyment of the neighborhood or the property values (e.g. painting one's home bright orange; abandoning cars in the street or driveway or yard, ETC.).

This document contains the guidelines for architectural changes and the procedures for making an application for approval for all changes.

PLEASE NOTE: THE MCKENZIE HOA CAN ASSESS A \$100 FINE TO HOMEOWNERS THAT START CONSTRUCTION OF ANY ADDITIONS OR MODIFICATIONS BEFORE OBTAINING APPROVAL OF A PROPERLY SUBMITTED ARCHITECTURAL CHANGE REQUEST.

1.2. ARCHITECTURAL REVIEW COMMITTEE CHARTER

The Architectural Review Committee is established by The McKenzie HOA Board of Directors per the Bylaws, Article V, Section 5.1 and 5.2. It is a group of McKenzie home owners/ HOA members who volunteer to review architectural change requests from McKenzie Homeowners on behalf of the HOA board. The Committee uses the Architectural Guidelines and Protective Covenants when reviewing the homeowner's submitted request.

The submission of a request (and those items requiring approval) and review is described in Article XVI of the Protective Covenants as well as the current McKenzie Architectural Guidelines. The procedure exists to "maintain the architectural beauty throughout the subdivision and to guard against the erection of poorly placed, designed or proportioned structures."

The Architectural Review Committee reviews the architectural guidelines and recommends revisions as required to the Board of Directors.

1.3. GUIDELINES

The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Association, develop Architectural Guidelines for the application of the design review provisions in this Declaration. The policy guidelines shall include (i) review procedures (ii) objectives of review, and (ii) principles and criteria used as standards in determining the achievement of their required objectives. The policy guidelines may also include specific design practices that, though optional, are generally acceptable methods for achieving the required objectives in particular design problems frequently encountered in the Properties. The policy guidelines are intended to assist the Architectural Review Committee and the homeowners in the ongoing process of community design. They may be modified and supplemented from time to time on due notice to the Owners and subject to the approval of the Board of Directors.

1.4. DEFINITIONS

There are certain terms and phrases that are used in the guidelines that need to be more clearly defined.

Please refer to Section 4.1 for these definitions.

1.5. INFORMATION REQUIRED FOR APPROVAL

The more information submitted with an architectural change for approval request the easier and quicker it is to review the request.

A plot plan shows the location of existing driveways, fences, decks, sheds, swimming pools, buildings, and structures with overall dimensions given and their setback(s) from the property lines and road frontage. It should include the lot number and street address and relation to adjacent properties. The plot plan is used to show what exists on a lot and shows the size and location of proposed additions.

Sources for getting plot plans are: the survey received when you purchased the property, the WAKE county GIS or iMAPS website or a drawing you generate yourself. The drawing can be electronically drawn, hand drawn, or a combination of both.

The description should include the sizes, heights, shapes, color, and materials of construction. Any descriptive literature, sketches, pictures, paint charts, material descriptions or the like should be submitted as well.

1.6. DISCLAIMER

The Association, Architectural Review Committee, or any officer, employee, agent, director or member thereof shall not be liable for damages to any person(s) submitting plans and specifications for approval by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval, disapproval or failure to approval any plans and specifications. Every person who submits plans and specifications for approval agrees, by submission of such plans and specifications, that he will not bring any action or suit against the Association, or Architectural Review Committee to recover any such damages.

IT IS THE HOMEOWNERS RESPONSIBILITY TO SEE THAT ALL NEW CONSTRUCTION, ADDITIONS, CHANGES, MODIFICATIONS, ETC. MEET THE APPROPRIATE STATE, COUNTY AND LOCAL CODES AND REQUIREMENTS.

APPROVAL BY THE ARCHITECTURAL COMMITTEE IS NOT A SUBSTITUTE FOR THE HOMEOWNER OBTAINING THE PROPER PERMITS AND REGULATORY APPROVALS.

Some of but not all of the Governmental Agencies having regulations are:

- North Carolina Department of Transportation
- North Carolina Department of Environment and Natural Resources
- North Carolina Residential Code
- Wake County Register of Deeds
- Wake County Planning, Development & Inspections
- Wake County Environmental Services
- Wake County – Water Quality Division
- United States Postal Service

2. ARCHITECTURAL REVIEW PROCESS

- 2.1. The property owner determines that a change to their property requires an architectural change request and reviews the Architectural Guidelines and Protective Covenants for the application and review process.
- 2.2. The owner fills out an Architectural Change Request Form, giving a concise description of the request.
The Architectural request form can be filled out online at McKenziehoa.org website or a form can be requested from the Management Company, HOA Board Member or Architectural Review Committee member.
- 2.3. The owner completes all applicable attachments for submission, which may include:
 - 2.3.1. A plot plan, showing existing structures as well as the proposed location for the new project being requested. This plan can be a copy of your property survey or simply a hand-drawn rendition. Be sure to include estimations of distance from property lines and/or other close structures.
 - 2.3.2. Detailed descriptive information, such as vendor brochures or similar documents.
 - 2.3.3. Any other documentation the owner may feel would help expedite the approval process.
- 2.4. The owner sends the completed Architectural Change Request Form signed by the homeowner and adjacent property owners along with all additional documents to the Property Management Company.
- 2.5. The property manager receives the submission and logs the date received. The property manager then forwards the request to the Architectural Review Committee for review with the current Architectural Guidelines and Protective Covenants.
- 2.6. The Architectural Review Committee reviews the submission. If there are any issues preventing approval, the Architectural Review Committee notifies the Property Management Company who notes any clarifications or additional information required and then notifies the homeowner of the information request.
- 2.7. When the additional information is received, the Management Company distributes it to the Architectural Review Committee for consideration and review as part of the original request.
- 2.8. Within 30 days of the receipt of the completed request, the Architectural Review Committee votes to Approve, Not Approve or Conditionally Approve the request. The approval is decided by majority vote. The result of the vote is communicated back to the property manager who notifies the homeowner of the results of the review.
- 2.9. The property manager informs the owner of the status of the request, whether Approved or Not Approved or Conditionally Approved.
- 2.10. The homeowner may appeal the Architectural Review Committee's decision to the HOA Board, via the property manager. The HOA Board will review the request, with the input of the homeowner as applicable and review the request.
- 2.11. In the event the Architectural Review Committee fails to approve or disapprove, in writing, an application within thirty (30) days after the written plans and specification have been submitted to it in accordance with adopted procedures, approval will be deemed granted. (Reference Article XVI of the covenants) The applicant may appeal an Architectural Review Committee decision to the Association's Board of Directors.

3. ARCHITECTURAL GUIDELINES

3.1. FENCES

Two (2) styles of perimeter fences are permitted in McKenzie. One is a shadow box and the other is a picket with a 2 inch minimum spacing. The recommended fence height is six feet. Please see the fence illustration in Section 4.

It is the homeowner's responsibility to check for easements that may affect placement of fencing. It is the homeowner's responsibilities to inquire about any and all state or local ordinances.

Fence materials permitted are wood, vinyl, plastic or synthetic. No chain link fencing of any type is allowed unless it is utilized in an approved dog kennel inside an existing approved fence.

Natural is the preferred color, but white, clear and other colors are permitted upon approval.

If the fence is going to be installed on your property line, **OR** will join to a neighbor's existing fence, you must submit a document containing the legal descriptions of the fence location and the adjoining fences, signed and notarized by all the homeowners whose fences are involved acknowledging the placement and joining. The document shall clearly state who owns what piece of fence and who is responsible for the maintenance on the fence.

3.2. PLAYGROUND EQUIPMENT

Play equipment shall be placed in the rear yard only and should be proportional to the size of the lot. Approval is not required unless permanently cemented to the ground.

3.3. LANDSCAPING

Planters, retaining walls, and driveway headwalls, etc.: The Architectural Review Committee shall review these on an individual basis. Grills/Fire pits should be located at the rear of the house and as far away as practical from property lines.

3.4. DRIVEWAYS

All additions to the existing driveway must have architectural approval prior to starting any work. The location of any additional driveway space is to be in the front yard extending no further than the side yard.

Stone or Brick accents around the perimeter are acceptable as an accent only.

3.5. DRIVEWAY HEADWALLS

Driveway headwalls are to be submitted for approval. Acceptable materials are brick, landscaping block and stone.

Homeowners are responsible for meeting all NCDOT requirements for headwalls

3.6. SCREENING FOR BOATS, UTILITY TRAILERS & RV'S

Boats, utility trailers, campers and recreational vehicles (RVs) shall be screened from the front and side so they are NOT visible from the street (Article XI of the covenants). A garage, shed, fence, lattice work and mature vegetation/landscaping are acceptable forms of screens. No screen (other than vegetation/landscaping) may be further than the front edge of the house in the front yard. If a fence is used is must be either picket or shadow box. The type of material that is acceptable for a fence is the same as outlined in the section on fences (See Section 3.1).

3.7. DETACHED GARAGES - STORAGE SHEDS

A detached garage shall match the existing house in design, construction materials, colors and trim.

The detached storage shed shall be in proportion and compliment the design of the house. No dimension (width, depth or height) shall exceed 12 feet. Detached storage sheds shall match the color scheme of the house. Paint colors for windows, shutters, doors and trim should match the house.

The shed shall be located in the rear of the lot, not in front of or beside the house, minimizing visibility from the street. The shed can also become an addition to the rear of the house. It is the homeowner's responsibility to make sure the shed is placed on the lot so it does NOT infringe on easements or building setback restrictions. In no case shall the shed be placed any closer than 10 feet to the rear of the property line or 5 feet to the side of the property. (Reference Article VII of the covenants).

For sheds, conventional construction with vinyl or hardy plank siding and a shingled roof is preferred. Prefabricated, store-bought sheds (wood or plastic) needs review and approval by the Architectural Review Committee.

Please submit a color picture or brochure.

Note that all sheds must be maintained so as to not appear in disrepair (i.e. rust, peeling paint, missing shingles (reference Article IX and XVI of the covenants)).

3.8. SCREEN PORCHES/DECKS/GAZEBOS/PERGOLAS

Decks should be constructed of wood or synthetic wood. Clear or white colors are preferred but other choices are acceptable upon approval.

Screen porches and methods of enclosing decks must be located on the rear of the house. The homeowner must design the screen porch or deck enclosure within the setbacks of his property and is responsible for obtaining all necessary building permits.

Any gazebo or pergola that is a permanent structure must have Architectural approval prior to being built. Gazebos and Pergolas shall be located at the rear of the house. It is the homeowner's responsibility to obtain all necessary building permits.

The materials for building a screen porch, gazebo, and pergola or deck enclosure must be of equal or better quality than the materials used to construct the original home or deck.

3.9. PATIOS

They should be consistent with the grading of the property and located behind of the house.

The materials may consist of natural color concrete, flagstone, slate or brick. The patio size, design, and setback distances to neighboring property lines should be kept in proportion to the home and property.

3.10. GREENHOUSES

Any greenhouse that is a permanent structure must have architectural approval prior to being built. Greenhouses should be located at the rear of the house.

3.11. POOLS

All pools that are permanent in nature, whether above or below ground must have Architectural Review Committee approval prior to installation. It is the homeowner's responsibility to obtain any necessary permits and follow any state/local ordinances. Pumps must be screened with approved fencing or as outlined under Section 3.18 .Additionally, the homeowner shall make every effort to place pumps and filters so the noise level as experienced by adjacent neighbors will be minimal.

Self -supporting rubber type pools are considered to be **TEMPORARY** and should be removed at the end of the season.

3.12. PATIO/DECK AWNINGS/SUN SHADE/CANOPIES

An awning, sun shade or canopy request must include a picture of the item showing the material, color and design. An elevation view of the home must be submitted showing the location of the proposed item.

Awnings must be located behind the home.

Awnings must be kept in good condition. Faded, worn or torn awnings will need to be removed or replaced.

3.13. MAILBOXES

The mailbox shall be identical to the current type described in Section 4.3(white post/black mailbox/black numbers. (Reference Article XII of the covenants)

Plantings around the mailbox are allowed as well as non-permanent seasonal decorations. Magnetic mailbox decorations are permitted.

For replacing mailboxes, a copy of plans for the mailbox post is included in Section 4.3. There are guidelines for the placement of the mailbox post from The US Postal Service and NCDOT.

3.14. HOUSE AND FRONT PORCH INCLUDING VERTICAL SUPPORT POSTS

Architectural approval should be obtained prior to any changes to the existing house or front porch. This includes any changes to the siding, doors, shutters (see section 3.16), porch posts or trim, including structural modifications. All changes shall be compatible with the architectural scheme, construction and colors of the existing structures. Any color that deviates from the original white will require the approval of the Architectural Review Committee. A color sample will need to be submitted. Repainting the porch the original white color will not require approval.

The materials for building a front porch or to make changes to the existing house must be of equal or better quality than the materials used to construct the original home.

3.15. SHUTTERS

There are four basic styles of shutters existing in the subdivision. Replacement of shutters shall be limited to the existing styles (See Section 4.2). Shutter material may be plastic or wood. Shutters may be repainted their original color without approval. Any color change shall be from the existing colors of shutters in the subdivision, but must be APPROVED BEFORE REPAINTING.

3.16. SIDING REPLACEMENT

Replacement of siding shall be with the same style and material that is currently on the house. Any color change shall be from the existing colors of homes in the subdivision, but must be APPROVED BEFORE INSTALLATION.

3.17. SHINGLES

Replacement of shingles shall be with the same style and material that is currently on the house. Any color change shall be from the existing colors of roofs in the subdivision, but must be APPROVED BEFORE INSTALLATION.

3.18. SCREENING

The objective of screening as defined in the protective covenants is to screen the object from the front and sides so that it is not visible from the street.

3.18.1. FENCE TYPE

The approved fence type is described in section 3.1, and is the shadow box design.

3.18.2. VEGETATIVE TYPE

Vegetative Screens are a screen of vegetation, bushes or shrubs (not deciduous trees) that is planted so when it' is mature it will screen the object so it is not visible from the street. The initial planting shall be a minimum of 75% of the height of the object being screened and shall block 80% of the item being screened horizontally.

3.18.3. TYPICAL ITEMS THAT REQUIRE SCREENING ARE:

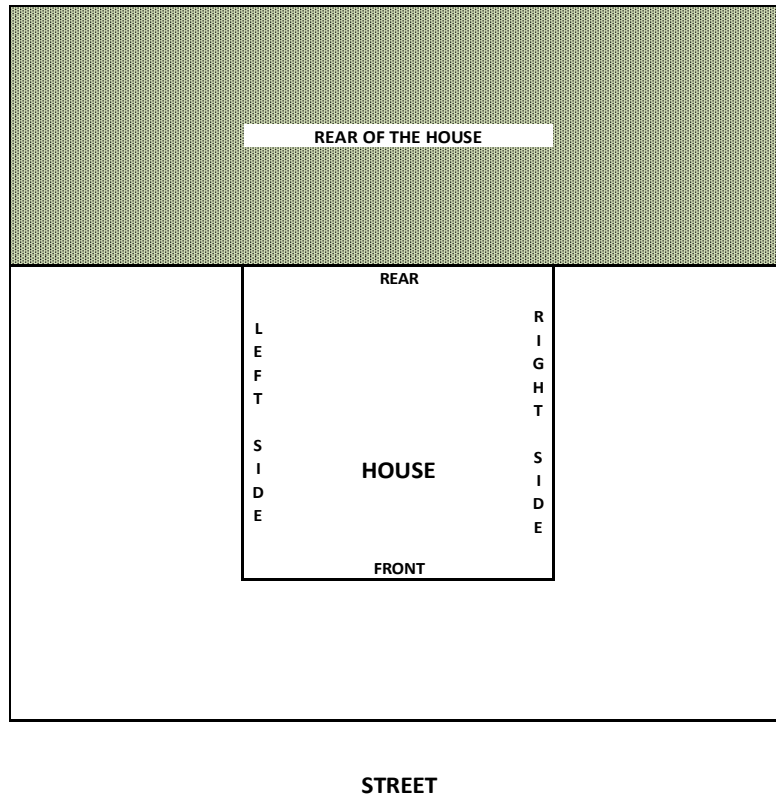
- 3.18.3.1. Boats
- 3.18.3.2. Trucks
- 3.18.3.3. Campers
- 3.18.3.4. Motor homes (RV's)
- 3.18.3.5. Trailers
- 3.18.3.6. Window Air conditioner units
- 3.18.3.7. Fuel tanks (propane)
- 3.18.3.8. Pool Pumps
- 3.18.3.9. Satellite dishes (installation specific)
- 3.18.10. Trash Cans (OR placed at rear of the house)

4. Reference Material

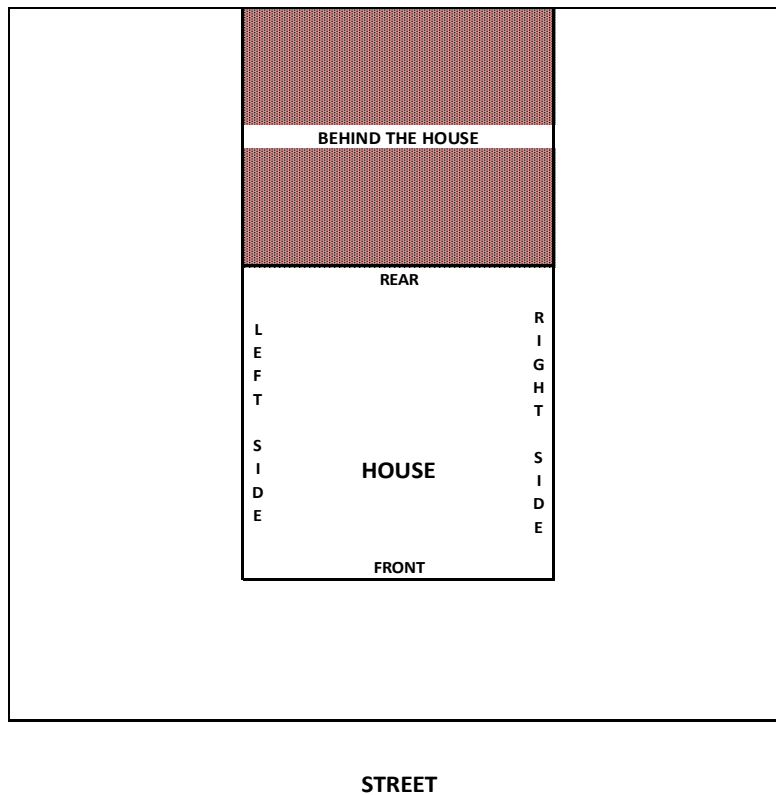
- 4.1 Definitions
- 4.2 Fence Illustration
- 4.3 Shutter Styles
- 4.4 Mailbox Drawings

4.1 DEFINITIONS

4.1.1 **REAR** of the house. The shaded area is behind the rear plane of the house.

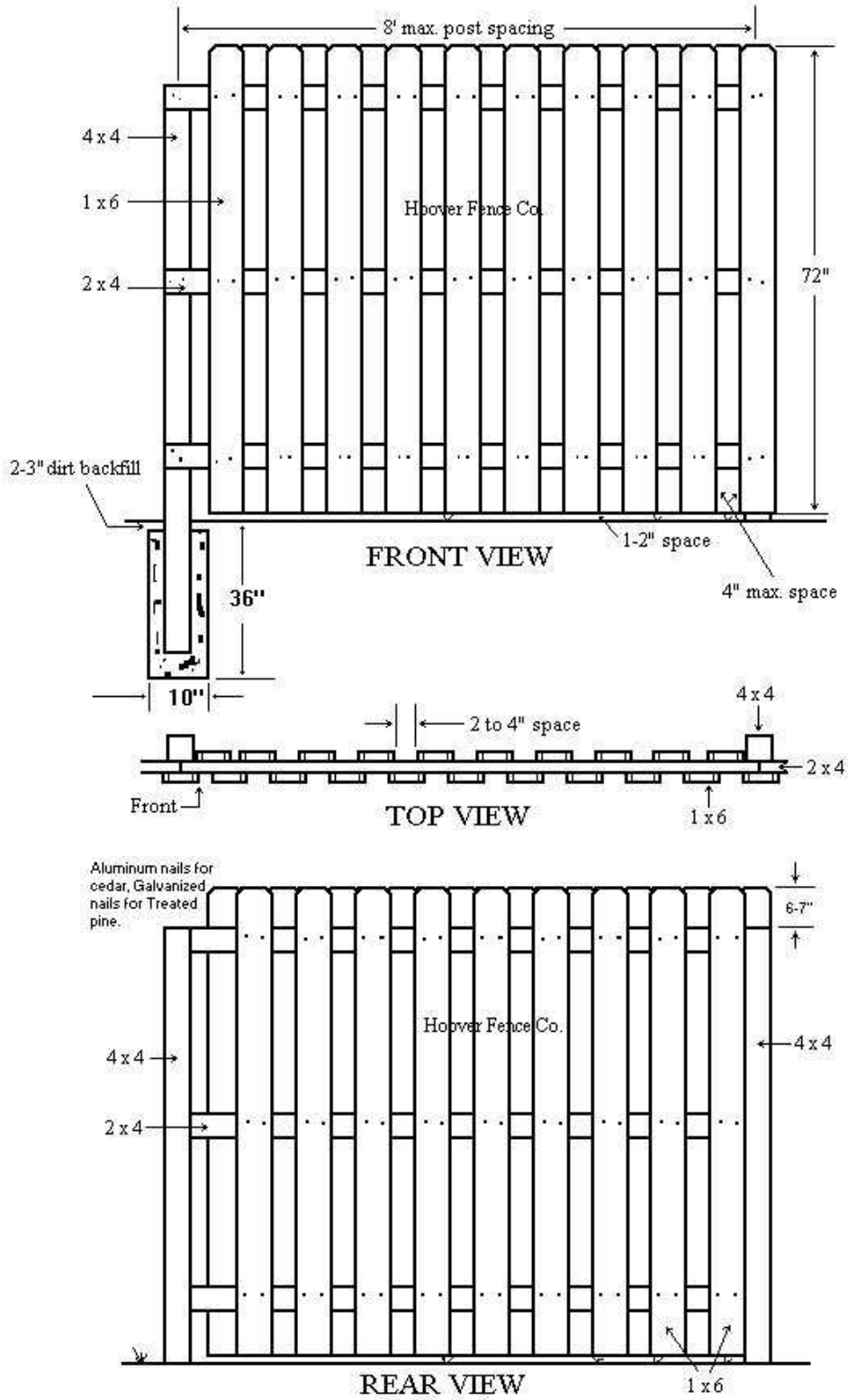


4.1.2 **BEHIND** the House. The shaded area is behind the rear plane of the house AND between the left and right sides.



4.2 FENCE STYLE ILLUSTRATIONS

STYLE - F18 Choice of Red Cedar or Treated Pine



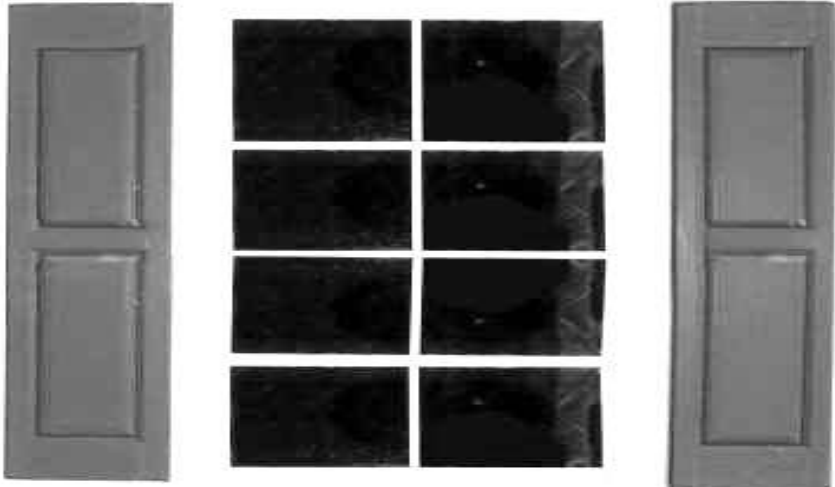
Not To Scale

Number of boards will vary depending on space between boards and actual width of boards

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4.3 SHUTTERS

NOTE: These pictures are representative of the styles of shingles existing in McKenzie. The colors shown are NOT approved for use. The requested shutter colors will be considered along with the shutter style in the Architectural Request Form.



Raised Panel

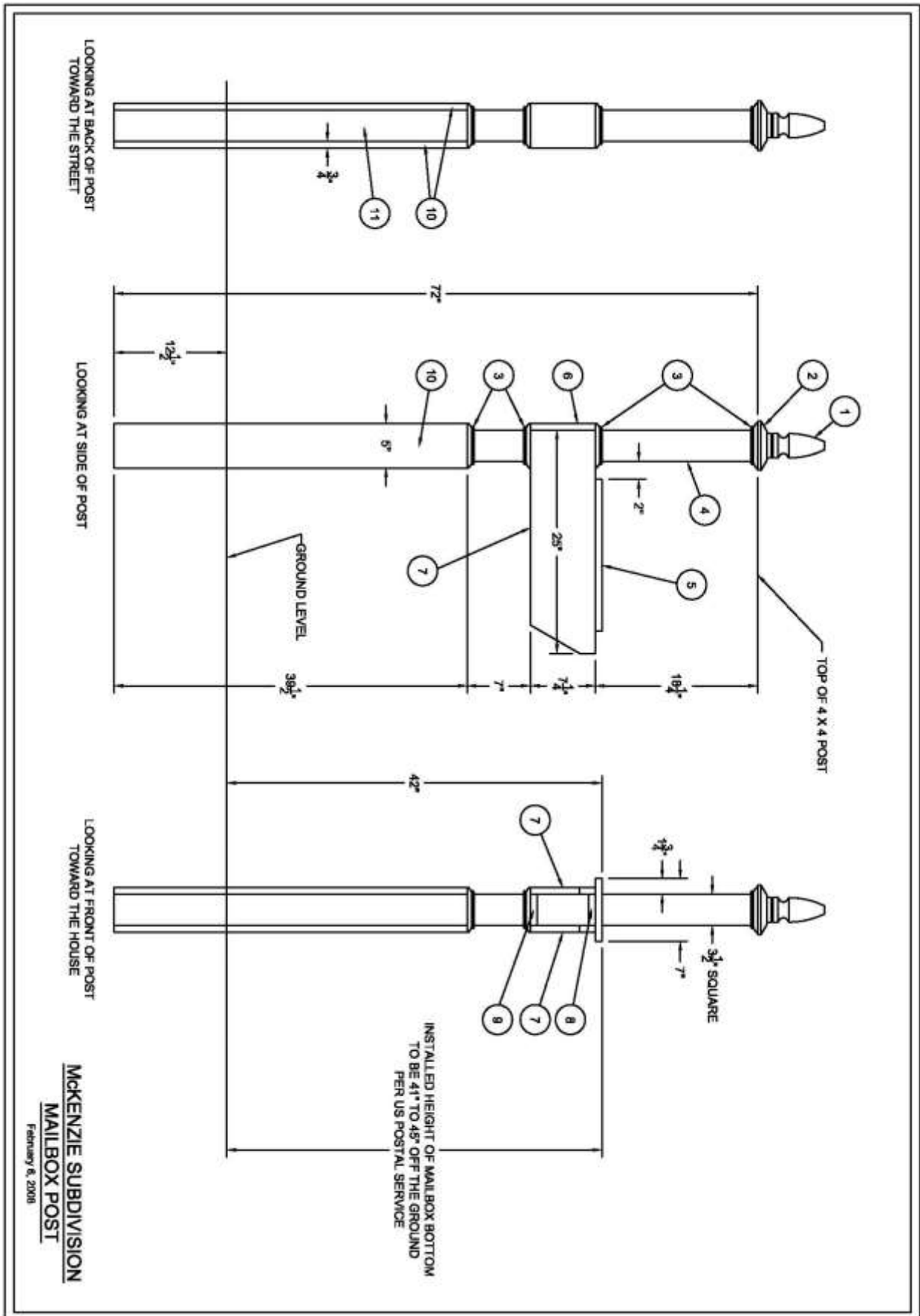


Louvered



Plank

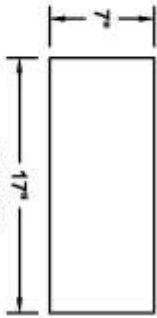
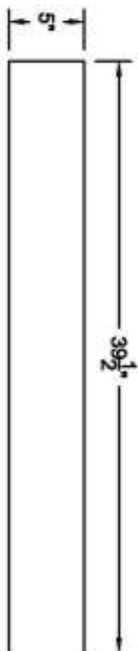
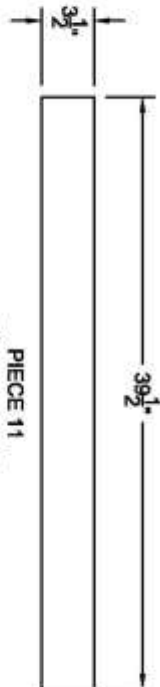
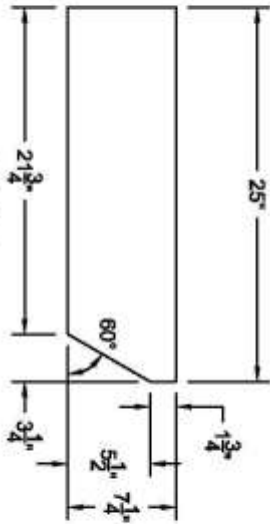
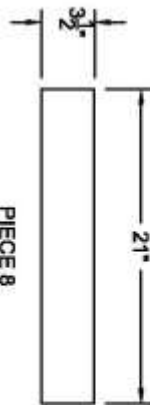
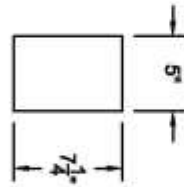
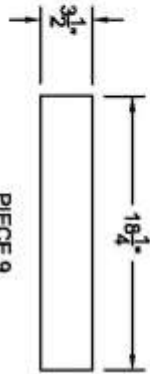
4.4 MAILBOX



MCKENZIE SUBDIVISION

MAILBOX POST

February 6, 2008



ALL THESE PIECES ARE 3/4" THICK

MCKENZIE SUBDIVISION
MAILBOX POST

February 6, 2008

MATERIAL LIST

PIECE NUMBER	HOW MANY	SIZE OF DESCRIPTION
1	1	FINAL - GOTHIC PRESSURE TREATED - HOME DEPOT SKU C440517
2	1	5 X 5 POST TOP PRESSURE TREATED - HOME DEPOT SKU C440593
3	4	4 X 4 POST BASE TRIM PRESSURE TREATED - HOME DEPOT SKU D9111123
4	1	4 X 4 X 6-0" LONG PRESSURE TREATED
5	1	3/4" THICK X 7" WIDE X 17" LONG PRESSURE TREATED
6	1	3/4" THICK X 5" WIDE X 7 1/4" LONG PRESSURE TREATED
7	2	3/4" THICK X 7 1/4" WIDE X 25" LONG PRESSURE TREATED
8	1	3/4" THICK X 3 1/2" WIDE X 21" LONG PRESSURE TREATED
9	1	3/4" THICK X 5" WIDE X 18 1/4" LONG PRESSURE TREATED
10	2	3/4" THICK X 5" WIDE X 39 1/2" LONG PRESSURE TREATED
11	2	3/4" THICK X 3 1/2" WIDE X 39 1/2" LONG PRESSURE TREATED

MCKENZIE SUBDIVISION
MAILBOX POST

February 6, 2008