

**TOWNE LAKE HOME OWNER'S ASSOCIATION**  
**ARCHITECTURAL GUIDELINES**  
(Revised December, 2012)

A. **Architectural Committee** establishment, powers, and general procedures, as well as Architectural Guidelines found in the Towne Lake Covenants and Restrictions in the following paragraphs.

3.2 Establishes the Architectural Committee and gives it power to administer the Declaration.

13.1 Binds the Architectural Committee and the Association to enforce the Covenants.

3.1 Provides general responsibilities of the Architectural Committee.

3.3 –3.4 Sets procedures for getting proposed changes reviewed and approved by the Architectural Committee.

3.5 Architectural Committee can object to a feature or element of any proposed change, while simultaneously approving the plan.

3.6 Sets out membership of the Architectural Committee.

3.7 States that any property change existing for one year without Architectural Committee approval is deemed approved anyway.

3.8 Architectural Committee can at any reasonable time enter and inspect any building or property subject to their jurisdiction.

12.1 A breach or violation of the covenants gives the Architectural Committee the right to enter the property and correct the violation at owner's expense.

4.1 A dwelling house shall be at least 1500 square feet.<sup>1</sup>

7.5 No signs or other advertising devices are allowed, other than a 5 square foot "for sale" or "for rent" sign.

8.1 Landscaping plans must be reviewed and approved by the Architectural Committee. Each dwelling shall have sod in front and shall have 25 shrubs and one tree.

9.1 Discusses parking restrictions.

**B. Additional Guidelines**

**1. General:** In order to protect property values, ensure aesthetic quality and preserve natural amenities, the Towne Lake Architectural Committee has established certain

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<sup>1</sup> Revised October 1, 2011

guidelines, which complement the Declaration of Covenants and Restrictions. These guidelines may be supplemented by amendments to these Architectural Guidelines. If there is a conflict of requirements between these Guidelines and the Covenants,, the Covenants shall govern. The Architectural Committee shall not be bound by precedent. Variances and amendments to the standards and restrictions may be obtained through procedures outlined at the end of this document. Structures constructed prior to the date of these Guidelines are not required to be changed in order to conform to these standards set forth herein. However, any modification or addition to these structures or lots may not be started until these standards are met and Architectural Committee approval is obtained for any desired change to existing structures and lots. The regulations and review procedures are as follows:

**2. Accessory Structures:** The term accessory structure, as used herein, is defined as any structure built to provide protection from one or more of the elements of weather and is not permanently attached to the principle residential structure on the lot. Accessory structures are structures that are customarily incidental and subordinate to the principle residential use. Accessory structure usage includes, but is not limited to, primary and incidental storage, dog houses, tool sheds, green houses, etc. All accessory structures must conform to the following general guidelines:

a. The design and appearance must maintain a harmonious relationship with the principle residential structure on the lot.

b. Accessory structures shall not exceed the height of the principle residential structure on the lot.

c. The cumulative square footage of the primary and any accessory structure located on any residential lot shall not exceed maximum lot coverage allowed by the Chatham County or Pooler City Codes/Ordinances.

d. Accessory structures shall be in the rear yard only and shall comply with the rear and side yard setback requirements established in the Pooler City and Chatham County Codes/Ordinances.

e. An accessory structure should be constructed in the same style and of the same material and color as the principle residential structure on the lot. If the accessory structure is not of the same style, material, and color as the principle residential structure, it shall be fully enclosed and concealed by a privacy fence of not less than six (6) feet in height.

f. Accessory structures shall comply with all appropriate municipal codes and shall be maintained to the same standard as the principle residential structure on the lot.

**3. Trees** six (6) inches in diameter or greater at breast height that are five feet or more from the building foundation, and are not in the driveway or sidewalk, shall not be removed unless dead, damaged severely or dying as determined by a certified arborist. Anyone violating this provision shall pay a fine of \$500.00 for each tree removed without permission. After any tree removal the stump shall also be removed.

**4. Walks and patios** shall be made of wood, stone, brick, or unpainted concrete only. No loose stones shall be permitted.

**5. Driveways** shall be paved with unpainted concrete only.

6. **Air conditioning units and refuse containers (estate lots only)** must be concealed in a fenced area keeping with the harmony of the main structure, if such air conditioning units or refuse containers are visible from any public right-of-way or road. Clotheslines, machinery, and utility equipment shall be concealed by a privacy fence.

**For Village lots:** Trash, garbage, or other waste shall be kept in sanitary containers and all incinerators or other equipment for storage or disposal of such material shall be kept in a clean and sanitary condition.

7. **Fences:** (Revised December, 2012. Amended language in bold)

a. Chain Link **and wrought iron** fences are not allowed. Suitable materials are wood, brick, masonry, vinyl **or aluminum and must** blend with **the** existing exterior of the home.

b. **Fences must** be between 3 feet and 8 feet high, measuring from the ground to the top of the fence.

c. However, fences must maintain a minimum height of six (6) feet and be shadow box or stockade in construction if being constructed to conceal certain property conditions which adversely affect neighboring properties; such as accessory buildings, boats, trailers, recreational vehicles, satellite dishes, and antennas. Properties backing up to the lake may only have fences that are 3 feet high **if the material and style selected** obstructs the view **of the lake** from said property or adjacent properties. **Fences may be 4 feet high if the material and style selected does not obstruct the view of the lake. The Architectural Review Board will be the final arbitrator as to whether the view is or is not obstructed.**

d. Fences shall not extend to the front of a lot beyond the front elevation of the principle residential structure on the lot. Exceptions to this guideline may be granted by the Architectural Committee for fence segments designed for decorative/ornamental use.

8. **Mailbox:**

**For Village lots:** Mailbox stands shall be round metal (3 inches in diameter) U.S. Postal Service approved standard size and shall be painted flat black. The only ornament allowed on the mailbox is flat metal cut out of a swan, painted flat black. The swan shall measure approximately 3x5 inches.

**For Estate lots:** standard mail boxes identical to Towne Lake may be used or customized to match the principal resident structure and in accordance with U.S. Postal requirements for size.

9. **Exterior lighting** shall be subdued such that it is not objectionable to the neighbors. Exterior spot lights shall not be positioned so as to shine directly in the windows of other homes.

10. **Play equipment**, such as jungle gyms, swings sand boxes, etc, shall be permitted in the rear yard of the house only and not visible from street. If the rear yard faces the lake, play equipment may not be erected or maintained that would hinder the view of the lake for property owner and adjacent properties. ARC approved basketball goals can be used

in the front, back or side yard, and must not be setup on city streets or city easements. Goals must be aesthetic quality and standard dimensions to be used.

11. **No commercial vehicle** over  $\frac{3}{4}$  ton shall be parked overnight within Towne Lake. This restriction includes the streets, resident's driveways, areas behind homes, and any Towne Lake Amenity or common area.

12. **No boat, trailer (of any kind), or recreational vehicle** can be parked in the driveways of homes, on the streets within Towne Lake, or in any Towne Lake Amenity or common area.

13. **No vehicle, motor vehicle, boat, trailer, or recreational vehicle** shall be parked in back yards unless concealed by a privacy fence. No motor vehicle may be parked in the front yard of any residence unless upon a paved driveway leading directly upon the roadway to the resident's garage. No parking will be allowed upon any unimproved surface. As used in the paragraph, the term "unimproved surface" includes, but is not limited to, grass and dirt surfaces.

14. **Visible antennas** shall not be permitted.

15. **Satellite dishes** shall not be permitted unless approved in writing by the Architectural Committee. In considering a property owner's request to install a satellite dish, the Committee shall consider such factors as the size of the dish, its proposed location, the presence of a privacy fence or natural buffer concealing its presence, its propensity to block a neighbor's views, and any other factor which, in the opinion of the Committee, relates to the aesthetic acceptableness of the dish. Any satellite dish installed on property prior to the establishment of this guideline must be removed upon a change of ownership of such property unless the property owner complies with this guideline beforehand.

16. **Nuisances:** No nuisance shall be permitted to exist or operate upon any property so as to be detrimental to any other property in the vicinity thereof or to its occupants.

a. **Animals:** The prevailing Chatham County Leash Laws will apply and County Law Enforcement Resources shall be utilized for enforcement thereof.

b. **Trash and recycling** may be taken to the curb no earlier than 6 p.m. the day prior to pickup and must be returned to a concealed location before 9 p.m. the day of pickup.

c. **Maintenance of Vehicles:** Extended maintenance of vehicles in a home owner's driveway or open garage shall be prohibited.

d. Any motor vehicle which has been left unattended on any common property of the Association for a period exceeding twenty-four (24) hours without anyone's having made claim thereto shall be removed to a garage or other place of safety at the owner's expense.

e. Any motor vehicle parked on private property or common property and which does not have affixed thereto a valid, current state motor vehicle tag must obtain from the Chatham County Inspection Department a permit and decal for the possession of said motor vehicle. No property owner shall allow or permit more than one such vehicle on his/her property at any one given time. This restriction does not apply to vehicles which are in an enclosed building on private property.

f. Home businesses are not allowed by the Covenants and first line of enforcement shall be by the Architectural Committee. Administrative notices and legal actions will be pursued if there is sensory evidence that a business is being conducted from a home.

**17. Maintenance of Property:**

a. All property in Towne Lake shall be kept in good order and repair and free of debris including, but not limited to: seeding, watering, trimming, edging and mowing of all lawns; pruning and cutting trees and shrubbery; painting and other appropriate external care of all buildings and other improvements; concealing trash cans and other items for disposal except for scheduled pick up (as described in paragraph 16(b)...all in a manner and with such frequency as is consistent with good property management.

b. No property owner shall allow any weeds and/or rank vegetation to exist on is/her property which endangers the public health or welfare of the other property owners of the Association. The words “weeds and/or rank vegetation” as used herein shall specifically include, but not limited to; weeds and grasses causing hay fever; those plants which serve as breeding places for mosquito's or as a refuge for snakes, rats, or other vermin, or as a hiding place for filth; and any growth that creates a fire or traffic hazard or an annoyance due to unsightliness. Whenever there exists on any lot, tract, or parcel of land any weeds and rank vegetation which measures one foot in height and within 150 feet of any building, structure, or dwelling or recreational area, the Association shall notify the property owner or occupant of such property to cut or remove such weeds and/or rank vegetation. If the property owner or occupant receiving notice fails to have the weeds and/or rank vegetation cut or removed from his/her property within seven (7) days after such notice, the Association shall have that specific work accomplished and assess the owner or occupant with the expense thereof including labor, equipment, and administrative costs. Such assessments are due immediately after such work is completed and the Association shall file and have recorded a lien in the office of the Clerk of the Superior Court of Chatham County, Georgia, against the property in question which may be foreclosed upon for the collection thereof.

c. Property owners are responsible for ensuring that their property is appropriately maintained, even when the property is rented out or when the owners are not living in the home. If owners plan to rent their property to another party, the owners shall include a codicil in lease agreement that the renter shall abide by all Towne Lake Covenants and Architectural Guidelines. The lease shall also be for no less than twelve months, and the owner shall provide a copy of the lease agreement to the Architectural Committee within a week of lease inception.

**18. Re-submissions:** Any modification or addition to approved plans and specifications must be submitted to the Architectural Committee for approval. If any part of a previous submission was disapproved, then the corrected items shall be submitted to the Architectural Committee for review. If re-submissions are not disapproved within thirty (30) days of the time all documents are delivered to the Architectural Committee, then the re-submissions shall be deemed approved.

**19. Special Powers of the Chairperson:** If a matter set forth herein requires action set forth by a quorum of the Architectural Committee, and the Chairperson is unable to assemble a quorum of the Board within thirty (30) days for initial plan approval, or fifteen (15) days for resubmission approval, and after giving proper notice to all members, then the Chairperson and any other members he/she is able to assemble within

twenty-four (24) hours by phone quorum, shall have the power to rule on the matter at hand.

**20. Notice of Meetings:** The Architectural Committee shall meet twice a month at a time mutually agreed to by the members. If there are no submissions or resubmission's requiring review, the Chairperson shall so notify members at least twenty-four (24) hours before the scheduled meeting and the meeting shall be canceled. Special meetings shall be called at the Chairperson's discretion between the hours of 9:00 a.m. and 9:00 p.m., Monday through Friday, by giving all members two (2) days notice.

**21. Variance:** A variance to any architectural guideline, restriction or procedure can only be obtained by Architectural Committee approval of a written petition to the Committee. The petition shall state the nature of the variance; which guideline, restriction or procedure the petitioner wishes waived; and a short statement as to why the variance should be granted.

**22. Amendments:** These guidelines may be amended by a two-thirds vote of the Architectural Committee and a two-thirds vote of the Board of Directors. In the event the Board of Directors fails to approve, modify or disapprove thirty (30) days after submission, approval shall be deemed granted.