

Marlowe Estates Homeowners Association

ACC Design Standards

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APPLICATION FOR MODIFICATION INFORMATION

1. The following exterior modifications, and ONLY these modifications, do not require a Request for Modification Application to be submitted if and only if the applicable conditions are met:
 - Patios and Walkways (GUIDELINE 1)
 - Exterior Lighting and Flag Staffs displaying the American Flag (GUIDELINE 2)
 - Repainting with the same color (GUIDELINE 5)
 - For Sale/Rent Signs or Signs required for legal proceedings (GUIDELINE 6)
 - Children's Wading Pools (GUIDELINE 7)
 - Garden Plots (GUIDELINE 8)
 - Temporary Storage (GUIDELINE 9)
 - Ornamental Trees and Shrubbery (GUIDELINE 11)
 - Play Equipment (GUIDELINE 13)
 - Basketball Goals (GUIDELINE 14)
2. A complete Request for Modification Application MUST be submitted through the Architectural Control Committee (ACC) for all other types of modifications. The verbal approval of any sales agent, employee, or association representative is not sufficient. All modification approvals must be in writing. When plans are required, they must be submitted with the Application. A copy of the Application is attached to these guidelines. Additional forms are available from the Association Management Company.
3. The ACC ordinarily meets on a regular basis, except when a holiday postpones a meeting. Owners generally receive a response to their request within ten days after the meeting at which the request is considered.

Covenant Enforcement Procedures

1. Apparent covenant violations (as reported by any source) must be submitted in writing to the ACC in care of the Association Management Company to be referred for appropriate action. Violations as a result of unapproved modifications will result in a violation notice. Each violation that continues uncorrected after the time allotted in the violation notice will result in a separate fine. For example, if you have not mowed your lawn and you have not repaired your broken garage door, this counts as two (2) violations and will result in two (2) separate fines.
2. The Association Management Company will send a letter requesting compliance and/or submissions for approval, expected remediation, time for remediation, and fine policy. After the time allotted in the violation notice, if the violation has not been remedied, a \$50 violation fine will be invoiced and mailed to the homeowner. For every fine assessment notice past due, there will be an additional \$50 fine.
3. If necessary, further sanctions will be implemented. Possible sanctions include:
 - (i) Suspension of the right to vote; AND/OR
 - (ii) Suspension of the right to use the recreational facilities; AND/OR
 - (iii) Recordation of notice of covenant violation with the superior court; AND/OR
 - (iv) Commencement of legal action; AND/OR
 - (v) Correction of the violation by the Association with all costs charged to the homeowner (Abatement); AND/OR
 - (vi) Filing a lien for all fines, legal fees, and costs to correct the violation.

Guidelines

GUIDELINE 1 - Patios and Walkways

1. Except as provided below, an Application must be submitted for all patios. Submission of an Application for a patio is NOT required if:
 - (i) The patio does not extend beyond the sidelines of the house; AND
 - (ii) The patio does not extend to within ten (10) feet of side property lines nor further than twenty (20) feet from the rear of the home.
2. Except as provided below, an Application must be submitted for all walkways. Submission of an Application for a walkway is NOT required if:
 - (i) The walkway is located in the rear of the yard; AND
 - (ii) The walkway does not extend beyond the sidelines of the house and does not extend to within ten (10) feet of side property lines.
3. An Application must be submitted for patio and deck covers, trellises, permanent seating, railing and other items not enumerated above.

GUIDELINE 2 - Exterior Decorative Objects, Lighting, etc.

1. An Application must be submitted for all exterior decorative objects visible from the street or adjacent neighbors, both natural and man-made. Exterior decorative objects include items such as wagon wheels, sculptures, fountains, ponds, permanent seating, free-standing poles of all types, and items attached to approved structures. All Applications must include the following:
 - (i) A picture of the object. All objects must be in keeping with the style and colors of the house; AND
 - (ii) Description of the desired location of the object; AND
 - (iii) No more than four sculptures shall be approved on any property in any areas visible to the street or neighboring properties.
2. Except as provided below, an Application MUST be submitted for all exterior lights or lighting fixtures not included as a part of original structures. An Application is NOT required if lights meet the following criteria:
 - (i) Lighting does not exceed twelve (12) inches in height; AND
 - (ii) The number of lights does not exceed twelve (12); AND
 - (iii) All lights must not exceed 100 watts, are white or clear, non-glare type and located to cause minimal visual impact on adjacent properties and streets.
3. An Application is NOT required to be submitted for a single flagstaff attached to the front portion of a house that displays the American Flag. An Application must be submitted for all other flags including a picture of the desired flag. No flag pole shall be erected on any property.
4. Front doors, entry area decorations, and furniture must be in keeping with the style and colors of the house. Plants and flowers in pots and flower boxes must always be neat and healthy. Neatly maintained front porch flower pots in a natural color containing evergreens/flowers do not require submission of an Application. No address numbers on the door or house front shall be approved as decorations.
5. The portion of window treatments visible from the streets must be white or cream.
6. No artificial vegetation shall be permitted on any property.
7. All plastic furniture shall be maintained in the rear of the home.

8. Objects will be evaluated on criteria such as visibility, proportion, color, and appropriateness to the surrounding environment.
9. Seasonal decorations must be specific to the current season, in keeping with the style and colors of the house.
10. Holiday specific decorations must be removed within two (2) weeks of the holiday. Christmas lights may not be displayed until the day after Thanksgiving and must be removed by January 15.

GUIDELINE 3 - Fences

1. An Application must be submitted for all fencing.
2. Front yard fencing is prohibited.
3. Chain link and vinyl fences are prohibited.
4. Dog runs shall not be permitted.
5. Fences must be maintained at all times to include regular treatment and/or pressure washing to prevent the aged appearance of wood.
6. The following types of fencing may be approved for installation:
 - (i) Materials must be cedar, cypress, or pressure treated wood; AND
 - (ii) Six (6) foot privacy fence.
7. All Applications must include the following:
 - (i) Picture or drawing of fence type. AND
 - (ii) Dimensions — Maximum heights are noted above. The maximum span between posts shall be ten (10) feet. The minimum post size shall be 4" x 4" and must have 2" x 8" rails. AND
 - (iii) Color — Fences must be natural wood stained within 12 — 14 months of installation. Recommended stains include pine, oak, and maple or similar colors. A sample of the stain color must be included in the Application or a separate Application will be required prior to staining. If it is already approved for use on another home in the community, then the color may be identified by providing the address of the home where the color has been approved. AND
 - (iv) Site Plan — A site plan denoting the location of the fence must accompany the Application. Refer to Appendix I - Sample Fence Location Plan for examples of standard and corner lot fence lines. The fence line must follow the side and rear property lines. Fences shall not be located closer to any street than four (4) feet forward of the rear of the home. However, since Gwinnett County Ordinance states that corner lots have two front yards, the fence shall not be closer to any side street than the building line of the lot. AND
 - (v) Crossbeam — Crossbeam structures shall not be visible from any street or neighbor's yard (must face inward toward yard).

GUIDELINE 4 - Decks

1. An Application is required for construction of or alteration to all decks and must include the following:
 - (i) A site plan denoting location, dimensions, materials and color. AND
 - (ii) Location, size, conformity with design of the house, relationship to neighboring dwellings and proposed use will be reviewed. In most cases, the deck may not extend past the sides of the home.
 - (iii) Materials must be cedar, cypress, or No. 2 grade or better pressure treated pine. AND
 - (iv) Vertical supports for wood decks must be a minimum of 4 x 4 inch wood posts (6 x 6 inch wood posts are recommended for new or replacement posts) and set in concrete. AND
 - (v) Color — Decks must be natural wood stained within 12 — 14 months of construction. If a fence exists on the property, the deck color must match that of the fence (include a copy of the approval

notice for the fence). Recommended stains include pine, oak, and maple or similar colors. A sample of the stain color must be included in the Application or a separate Application will be required prior to staining. If it is already approved for use on another home in the community, then the color may be identified by providing the address of the home where the color has been approved.

- (vi) Owners are advised that a Gwinnett County building permit may be required for a deck.

GUIDELINE 5 - Exterior Building Alterations

1. An Application must be submitted for all exterior building alterations. Building alterations include, but are not limited to, any change in paint color, replacement siding, roofs, exterior front doors, storm doors, removal or installation of shutters, construction of driveways, garages, porches and room additions to the home.
2. No window air conditioning units will be permitted.
3. No exposed concrete block will be permitted.
4. Repainting requires prior written approval only if the color is changed. An Application for a paint color change must include the following:
 - (i) Paint sample of color to be used. If it is already approved for use on another home in the community, then the color may be identified by providing the address of the home where the color has been approved. AND
 - (ii) Area of the home to be repainted. AND
 - (iii) Storm doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the home.
5. An Application is required for all detached buildings (including sheds) and must include the following:
 - (i) A site plan denoting location, dimensions, materials and color. AND
 - (ii) Location, size, conformity with design of the house, relationship to neighboring dwellings and proposed use will be reviewed. AND
 - (iii) Detached buildings must be located in the rear yard within the extended sidelines of the home. AND
 - (iv) Detached buildings shall be limited to 200 square feet. AND
 - (v) Detached buildings may not be used as living quarters or for any other purpose that may be deemed by the ACC to cause disorderly, unsightly or unkempt conditions. AND
 - (vi) Detached building exterior materials must be in keeping with the design and color of the house. AND
 - (vii) Owners are advised that a Gwinnett County building permit will be required for exterior buildings.
6. If County authorities make any changes to the plans as approved by the ACC, the owner must submit such changes for approval prior to construction.
7. No carports shall be permitted on any property.
8. No tennis courts, other than the community courts, are permitted on any property.

GUIDELINE 6 - Signs

1. No Application is needed for "For Sale" or "For Rent" signs provided all of the following conditions are met:
 - (i) Only one (1) sign is displayed; AND
 - (ii) Face area is a maximum of four (4) square feet.
2. No Application is needed for signs required by legal proceedings.
3. An Application for all other signs is required and must include the following:
 - (i) Information to be displayed on the sign; AND

- (ii) Dates the sign will be displayed; AND
- (iii) Dimensions of the sign; AND
- (iv) Location sign to be displayed.

GUIDELINE 7 - Private Pools

1. An Application is not required for children's portable wading pools (those that can be emptied at night) that do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet. When not in use, wading pools must be emptied and stored out of sight of streets and neighboring properties.
2. Above ground pools are prohibited. An Application is required for all in-ground pools and must include the following:
 - (i) Site plan —A site plan denoting the location, dimensions, and impact on neighboring properties of the pool and surrounding deck or patio must accompany the Application. AND
 - (ii) Location — The pool must be located in the rear of the property and within the sidelines of the home.
 - (iii) Materials — A list of materials to be used for the construction of the pool and deck or patio must be included. AND
 - (iv) If a fence is not already present on the property, an Application for a fence must accompany the Application. AND
 - (v) Owners are advised that a Gwinnett County building permit will be required for pools.
3. An Application is required for all exterior spas/hot tubs and must include the following:
 - (i) Site plan—A site plan denoting the location and impact on neighboring properties must accompany the Application. AND
 - (ii) Location — Spas/hot tubs must be located in the rear of the home and screened from adjacent properties and streets. AND
 - (iii) If a deck or patio is needed, an Application for these must accompany the Application.
 - (iv) If a fence is needed to adequately screen the spa/hot tub, an Application for the fence must accompany the Application.

GUIDELINE 8 - Garden Plots and Clotheslines

1. All garden plots must be located behind the rear line of the house with the exception of houses on corner lots.
2. Garden plots on corner lots will be considered on an individual basis with submission of an Application.
3. An Application must be submitted for garden plots UNLESS the plot is located behind the rear line of the house.
4. Clotheslines shall not be permitted on any property.

GUIDELINE 9 - Temporary Buildings

1. An Application is required for all temporary storage that does NOT meet the following conditions:
 - (i) Temporary storage (ex. PODS) is permitted for no more than one (1) week.
 - (ii) Temporary storage must be placed in the driveway of the property.
 - (iii) Any temporary storage in violation of these conditions may be towed by the Board at the Owner's expense.

2. Temporary storage shall not block any sidewalk. Any temporary storage in violation of this may be towed by the Board at the Owner's expense.

GUIDELINE 10 - Firewood

1. Firewood piles are to be located in the rear of the home and screened so as to be concealed from view of neighboring streets and properties.

GUIDELINE 11 - Exterior Landscaping and Maintenance

1. An Application is not required for ornamental trees and shrubbery.
2. An Application must be submitted for screen planting (hedgerow or cluster style), property line plantings, and additional defined planters. All Applications must include the following:
 - (i) description of the types, current sizes and full-growth sizes of trees or shrubs to be planted; AND
 - (ii) site plan showing the relationship of plantings to the house and adjacent dwellings.
3. Mailbox post and box must be maintained and painted or replaced as necessary. Standard mailboxes in their entirety shall be black and made of heavy black metal.
4. Garage doors shall remain closed except for normal use.
5. Each owner is responsible for removal of debris, clippings, etc. from the property. All planting areas should be properly maintained at all times. All dead plants should be removed. The bare earth should be covered with materials matching those used in the landscaped beds to prevent soil erosion and have a uniform appearance.
6. Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding community.
7. All mulched landscape beds must be covered with natural looking materials such as pine straw, chopped pine bark mulch, or wood shavings; must be consistent throughout each bed and consistent from bed to bed; and must be in keeping with the colors of the house. While not prohibited, rocks are not recommended because they are harmful to plants.
8. An Application is required for all decorative edgings and must include the following:
 - (i) Materials — Details must include type of materials, color, and size. Materials must be in keeping with the style and colors of the house. Recommended edgings are treated wood or stacked stone or brick. Vinyl and fence-like borders will not be approved.
 - (ii) Site plan —A site plan depicting locations of edgings must be included.
9. Each owner shall keep his lot and all improvements thereon in good order and repair in a manner and with such frequency as is consistent with good property management and the precedent set in the surrounding community. This requirement includes, but is not limited to, seeding, watering, mowing, edging (landscape beds, driveways, sidewalks and curbs), the pruning and cutting of all trees and shrubbery, the removal of dead or diseased trees and shrubs, and the painting, pressure washing or other appropriate external care of all buildings and improvements.
 - (i) An application must be submitted for all front yard tree removals with tree replacement. Tree removals require the tree stump to be ground below grade level. Application must state tree replacement and full height growth. All approved tree removals are required to be replaced with a deciduous tree at least 6 feet in height at time of planting.
10. Outdoor storage of garden tools and hoses must be screened from view from the street. Any tools or items stored under a deck or porch must also be screened from view. Hose storage boxes are recommended and may be maintained at the spickets.

11. Trash, recycling and garbage containers must be stored screened from view from the street except on regular collection days.

GUIDELINE 12 - Satellite Dishes

1. Satellite dishes may be installed only if reasonably screened and located out of view from the street and installed within accordance with the rules and regulations of the Federal Communications Commission and of the Association, both as may be amended from time to time.
2. No transmission antennas or satellite dishes of any kind larger than 24 inches in diameter shall be placed, allowed, or maintained upon any portion of the Community, including any lot.
3. No more than two (2) satellite dishes shall be allowed on any property.

GUIDELINE 13 - Play Equipment, Play and Tree Houses

1. An Application is not required to be submitted for play equipment provided it meets all of the following conditions:
 - (i) The play equipment does not exceed 15 feet in height; AND
 - (ii) The play equipment is located in the rear of the property within the sidelines of the house; OR
 - (iii) The play equipment is located in the rear of the property within the screened fenced area of the house.
2. Metal play equipment will be required to be painted to blend in with the environment (i.e., earthen colors).

GUIDELINE 14 - Basketball Goals and Baseball Backstops

1. An Application is not required to be submitted for basketball goals provided it meets all of the following conditions:
 - (i) Goal backboard is perpendicular to primary street; AND
 - (ii) Backboard is white, beige, clear or light gray; AND
 - (iii) The post is painted to match the colors of the house.
2. Portable goals and baseball backstops may not be maintained in the street or curb, must be standing when visible, and must be stored when not in use.

GUIDELINE 15 - Vehicles

1. No recreational vehicle or towed vehicle such as a boat, trailer, or camper may be parked or stored in open view on residential property for longer than a 12-hour period. This does not apply to daily use. Any vehicle in violation of this may be towed by the Board at the Owner's expense.
2. Trucks with mounted campers which are used as a primary means of transportation will not be considered recreational or commercial vehicles. Mounted campers must be stored screened from view when not in use.
3. Commercial vehicles (box truck, semi-cab, vehicles that require USDOT registration, etc.) may not be parked or stored on residential property for any period of time. Deliveries of products or goods that require temporary parking of these vehicles are the only exception.

GUIDELINE 16 - Parking

1. As a general rule, parking of vehicles on the street is discouraged. Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to other driveways and traffic.
2. All vehicles should be parked in garage and driveways and should be utilized before street parking. Street parking is for overflow parking only.
3. All cars parked in open view and not in a garage must be operable with a current tag. Any vehicle in violation of this may be towed by the Board at the Owner's expense.
4. No vehicle may be parked on any yard or across any sidewalk.

GUIDELINE 17 - Pets

1. No animals, livestock, or poultry of any kind may be raised, bred, kept or permitted on any Lot, with the exception of dogs, cats or other usual and common household pets in reasonable numbers.
2. No pets shall be kept, bred or maintained for any commercial purpose.
3. Pets shall be registered, licensed and inoculated as required by law.
4. All dog houses must be located where they will have minimum visual or other unsatisfactory impact, including noise, on adjacent properties.
5. Gwinnett County has leash, noise and nuisance ordinances. All residents are expected to comply with these ordinances out of consideration for pets and neighbors. Any complaints regarding these county ordinance issues should be directed to the Gwinnett County authorities.

GUIDELINE 18 - Photovoltaic Systems / Solar Panels

1. An Application is required for installation of or alteration to all photovoltaic systems and must include a site plan denoting location, dimensions, materials, and color.
 - a. Cells/Modules/Panels ("panels") must be installed only on the roof of the dwelling. Any ground mounted equipment is prohibited.
 - b. Panels should be installed in the least visible location from the street. It is understood that orientation toward the south/southwest is preferred for system efficiency and it may not be possible to face panels away from the street.
 - c. All connective equipment (including but not limited to service panels, inverters, meters, battery storage, etc.) must be installed in a "neat and clean" manner, attached to the home's structure.
 - d. All local, state, and federal governmental requirements MUST be met. Gwinnett County requires a permit for and inspection of all electrical connections.