

# GEORGETOWN COMMUNITY SERVICES ASSOCIATION ARCHITECTURAL GUIDELINES

## ARTICLE 1

In order to protect property values, ensure aesthetic quality and preserve natural amenities, the Georgetown Architectural Review Board (ARB) has established certain guidelines, which complement the Declaration of Covenants and Restrictions and the Supplementary Declarations. While the Guidelines establish minimum standards, their scope is limited to criteria which will allow housing to be produced at a reasonable cost and to reflect the varying taste of a heterogeneous community.

These guidelines may be supplemented by amendments to these Architectural Guidelines or by additional restrictions for specific parcels. If there is a conflict of requirements among these Guidelines, the Declarations or the Supplementary Declarations for the Parcels, then the Declarations shall govern, followed in precedent by the Supplementary Declarations, then the ARB Guidelines. Each case shall be reviewed on its own merits, and the ARB 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 ARB approval is obtained for any desired change to existing structures and lots. The regulations and review procedures are as follows:

## ARTICLE II: CONSTRUCTION GUIDELINES

**A. Approval:** All building, elevation, drainage plans, materials, color samples, landscaping plans, exterior dimensions, and other items pertaining to construction shall be submitted to the ARB thirty (30) days prior to commencement of construction. These plans shall meet with approval or disapproval within thirty (30) days in writing from the date of receipt. Plot plans shall be submitted with the site of construction designated there on. No construction or clearing of lots shall begin prior to approval of the ARB.

**B. Signs:** Only one sign shall be allowed on each lot before, during and after construction. The sign shall be provided by the developer and contain only information relating to the builder, the architect, and the sales agent. Signs must be removed the day the new owner moves in to the house.

### **C. Site Planning:**

1. Side yards shall be at least 7.5 feet except where Supplementary Declarations for a particular subdivision indicate otherwise. Side yards shall be measured from the side of the lot line to the nearest vertical wall of the building.

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2. 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.

3. Finished floor elevation and lot drainage plans for each proposed house must conform with the "Neighborhood Grading and Drainage Plan" on file at the ARB office.

4. Off street parking of at least 400 square feet must be provided for each house.

5. Minimum building square footage requirements as set forth in the Supplementary Declaration of the Fourth Amendment to the Covenants and Restrictions of Georgetown must be met.

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

7. Driveways and parking pad extensions shall be paved with unpainted concrete only. The parking pad extension must not encroach upon another lot.

8. Air conditioning units and refuse containers 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.

9. Landscaping plans for approval by the ARB shall meet or exceed the U.S. Department of Housing and Urban Development Standards and must reflect that a lot will be planted with at least 25 pieces of shrubbery and/or trees, which must be visible from public access. Existing trees in front area are excluded in this number. Sodding of all areas extending from the front elevation of the house to the street is required. Houses built on corner lots must also have sodding on the side yard that faces the street or roadway. The sodding will extend from the side elevation of the house to the street.

10. No like houses shall be built more frequently than every fourth house, specifically not less than THREE houses between like structures (neither may like structures be duplicated on eitherside of the street). Where a certain home model is repeated with substantial variations within a subdivision, at least one home of a different model must be placed between any two (2) homes constituting different models and shall not be different versions of the same model. Variations in a model shall be significant enough to distinguish one from another. Small changes in exterior treatments (i.e. attic vent covers, window shutters, hiping of roof corners, etc.) will not be significant enough to constitute a model variation. Exterior appearance (i.e. color, architectural elevation) shall be modified to appear to be custom built and not to create a "row

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house” appearance. Change of color or texture shall not constitute sufficient change. Architectural elevation shall be defined as style and scale and shall include length, height, shape of roof, and various subdivisions and ornament. More specific guidelines for construction of like structures on “straight and gentle curves,” “intersection corners,” “sharp curves and angles,” and “cul-de-sacs” are available at the Association Office upon request. Please be aware that failure to comply may result in work stoppage or legal action.

11. All single-family residential lots and houses approved by Georgetown’s Architectural Review Board after April 13, 1993, must meet the following minimum requirements for square footage:

- |                          |          |                  |
|--------------------------|----------|------------------|
| a. North of Highway 204: | Lots -   | 7000 square feet |
|                          | Houses - | 1215 square feet |
| b. South of Highway 204: | Lots -   | 8000 square feet |
|                          | Houses - | 1360 square feet |

The above footages refer only to heated square feet. Each house built must meet the above minimums and have a double-car enclosed garage or a single-car enclosed garage with an additional adjacent parking pad for a second vehicle.

12. Georgetown Community Services Association will assume responsibility for maintenance of the lagoons contingent upon completion of the following items.

- a. Developer must grade, level, and sod lagoon banks;
- b. House construction in the applicable phase or subdivision must be complete;
- c. Developer must provide GCSA with a hard-pan easement for access to the lagoons (prefer that pavers be installed and that the dirt in pavers be seeded or sprigged with quality grass);
- d. GCSA must receive written verification from Chatham County that the lagoons have been built to the County’s specifications;
- e. Common property must meet the GCSA’s standards; and
- f. Deed must be turned over to the GCSA.

### **D. Review Procedure:**

1. For all new construction, the documents shown below must be submitted in duplicate.

NOTE: The ARB recommends that ARB approval of plans be obtained before plans are submitted to FHA and VA offices.

- a. Site plan, drawn at 1” = 20’ or larger, including
  - Drainage Plan
  - Building finished floor elevation
  - Grade elevations at all corners of lot
  - Location of curb cuts
  - Location of side walks, patios & drive way, including materials
  - Foundation plans

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- Areas to be landscaped and approximate number of plantings
- Service yard location and fencing specifications
- Location of secondary buildings
- b. Floor plan, drawn at a scale of 1/4" = 1'-0", including
  - All exterior dimensions
  - Delineation of heated and non-heated areas
  - Window and door symbols
- c. Building elevations, including
  - Front, side and rear views for primary and secondary buildings
  - Specifications of exterior materials
- d. Details
  - Fences and free standing walls
- e. Samples, including
  - Colors and materials, unless they have been pre-approved by the ARB, in which case reference must be made to particular colors and materials.

**E. Time limit for approval:** If the applicant has not been notified of the ARB's approval or disapproval within thirty (30) days of the time the application was received by the ARB Coordinator, the application shall be deemed approved.

NOTE: The ARB will review plans and specifications and may make some recommendations on how to meet minimum standards; but the Board's functions do not include the designing or redesigning of structures and lot improvements.

**F. Time limit for completion:** All approved construction must be started within sixty (60) days of approval. Time limits for completion of major additions and renovations will be determined by the scope of individual request for construction. Time limit for standard requests, such as fence construction, landscape change, color change, tree removal, utility shed construction, and satellite dish installation is 90 days.

### ARTICLE III: GENERAL GUIDELINES

**A. Approval:** All plans shall be submitted to the ARB thirty (30) days prior to the commencement of construction. The ARB will notify the resident of the ruling within thirty (30) days after receipt of the plans.

**B. 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, animal pens, tool sheds, boat houses, green houses, etc.

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1. 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 Code.
  - d. Accessory structures shall be in the rear yard only and shall comply with the rear and side yard setback requirements established in the appropriate subdivision's covenants and restrictions.

2. No carports are allowed.

3. 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 by a privacy fence of not less than six (6) feet in height.

4. 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.

5. Restrictions on further subdivisions. No lot upon which a living unit has been constructed, shall be further subdivided or separated into smaller lots by an owner; provided that this shall not prohibit deeds of correction, deeds to resolve boundary line disputes, and similar corrective instruments.

### **C. Exterior Equipment:**

#### **1. Fences:**

- a. "Chain Link" fences and metal fences are not allowed. Suitable materials are wood, brick, and masonry.
- b. 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.
- 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 ARB for fence segments designed for decorative/ornamental use.

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2. Mailbox stands shall be an ornamental steel mailbox stand, a 4x4 or larger wooden structure, or ARB approval synthetic material, be enclosed within a suitable brick or wooden structure.

3. Exterior lighting shall be subdued such that it is not objectionable to the neighbors.

4. Play equipment shall be permitted in the rear yard of the house only, with the exception of basketball goals which are permitted in driveways.

5. Parking of boats, trailers or recreational vehicles shall be in an enclosed garage or in the backyard concealed by a privacy fence.

6. No commercial vehicle over  $\frac{3}{4}$  ton shall be parked overnight within Georgetown.

7. No vehicle or motor 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.

8. Visible antennas shall not be permitted.

9. Satellite dishes may be installed in approved locations on a member's property. Approved locations include: back yards; roof sections or fascia boards on the rear of the home (i.e., the side of the home directly opposite of the street); or on a chimney on the rear of the home. If no adequate signal can be obtained at one of spots, the list of approved locations may be expanded to include roof sections, fascia, or posts located on either of the home's side yards. Due to the negative visual impact of satellite dishes, property owners installing them in locations other than the back of the house as listed above, must conceal the satellite dishes in a fenced area keeping with the harmony of the main structure.

**D. 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.

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

2. Business Activity: The prevailing Chatham County zoning ordinance shall apply to restriction of any business activity in a Planned Unit Development District.

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### **3. Maintenance of Vehicles:**

- a. Any motor vehicle which has been left unattended on a public street for at least five (5) days shall be removed to a garage or other place of safety if it is reasonably determined that the person who left such motor vehicle unattended does not intend to return and remove such motor vehicle. Further, any motor vehicle which has been left unattended on a public street shall be removed to a garage or other place of safety when such motor vehicle poses a threat to public health or safety.
- b. Maintenance of Vehicle: Extended maintenance of vehicles, abandoned vehicles or trailers, trash, or any other practice which constitutes a disruption of the intent and harmony of the community shall be prohibited.
- c. Any motor vehicle which has been left unattended on any common property of the Association for a period of not less than forty-eight (48) hours without anyone's having made claim thereto shall be removed to a garage or other place of safety at the owner's expense.
- d. 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.

### **E. Maintenance of Property:**

1. All property in Georgetown 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 within 24 hours of scheduled pick up...all in a manner and with such frequency as is consistent with good property management.

2. 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.

3. Whenever a violation exists of specifications set forth in items III-E-1 or III E-2 above, the Association shall notify the owner and provide a specific date by which the violation shall be corrected. If the owner or occupant receiving notice fails to have the violation corrected by the

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specified date, the Association shall have the specified work accomplished and assess the owner or occupant with the expense to correct the violation, 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.

### **ARTICLE IV: RESUBMISSIONS**

Any modification or addition to approved plans and specifications must be submitted to the ARB for approval.

If any part of a previous submission was disapproved, then the corrected items shall be submitted to the ARB for Board review.

If resubmissions are not disapproved within thirty (30) days of the time all documents are delivered to the ARB, then the resubmissions shall be deemed approved.

### **ARTICLE V: SPECIAL POWERS OF THE CHAIRPERSON**

If a matter set forth herein requires action set forth by a quorum of the ARB, 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.

### **ARTICLE VI: NOTICE OF MEETINGS**

The ARB 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.

### **ARTICLE VII: VARIANCE**

A variance to any architectural guideline, restriction or procedure can only be obtained by ARB approval of a written petition to the ARB. 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.



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## **ARTICLE VIII: AMENDMENTS**

These guidelines may be amended by a two-thirds vote of the ARB and a two-thirds vote of the CSA 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.