

*Highland Creek
Community Association*

*Rules and Guidelines for
Harmonious Living*

in

Highland Creek

North Carolina

Cabarrus and Mecklenburg Counties

**Adopted
March 2010**

**Please Read This Condensed Version
of the
HCCA Rules and Regulations!**

These Rules and Regulations are supplemental and not inclusive of all restrictions and covenants contained in the DECLARATIONS, BY-LAWS and ARTICLES of INCORPORATION (Governing Documents).

To the extent these Rules and Regulations are inconsistent or in conflict with any provision contained in the GOVERNING DOCUMENTS, the provision in the GOVERNING DOCUMENTS shall control.

These Rules and Regulations are intended to provide guidance to Owners regarding matters of particular concern. Compliance with these Rules and Regulations as they pertain to the Architectural Review Committee is not the sole basis for review of applications and does not guarantee approval of any application. Similarly, a failure to comply with one or more of the items in these Rules and Regulations does not mandate rejection, although it does make rejection more likely. Decisions may be based on purely aesthetic considerations. Decisions are made on a case-by-case basis and although a modification or addition may have been approved in one instance, there is no guarantee it will be approved again.

The New Construction Committee (NCC), the Modification Committee (MC), and Architectural Review Committee (ARC) are duties of the Covenants Committee and will consist of at least 5 but no more than 7 members. The administrator of this committee must be an HCCA Director. All members must be unit owners.

Highland Creek Community Association Design Guidelines

*Adopted
March 2010*

- 1.1 Architecture** The architectural guidelines for Highland Creek are intended to establish design standards which will form the basis for good creative designs and neighborhood continuity. The guidelines are not intended to limit creativity or to place undue hardships upon renovating, remodeling or making additions to existing structures.
- 1.1.1 Garage Renovation or Addition** It is important to the overall design and feeling of Highland Creek that a garage façade does not undermine or destroy the overall character of the home’s architecture and scale. All garage doors are to be a four panel design and of a color that matches the adjacent wall or trim. Light colors are preferred. Windows are acceptable. No reflective film or foil is permitted on windows. No garage shall be permanently enclosed, nor shall the use thereof otherwise be converted, such that the capacity for parking of vehicles therein is reduced below that for which it was originally designed.
- 1.1.2 Exterior Treatment and Materials** The exterior treatment of the addition or renovation should match or blend with the existing exterior.
- 1.1.2.1 Roof Materials** When replacing a roof, the color of roofing in individual villages shall be consistent in color value, although other colors may be granted by submitting a request to the MC. A 3-tab composition shingle with a minimum 20 year warranty or better is permitted. Corrugated metal or plastic roofing materials are not allowed.
- 1.1.2.2 Decks** All wood decks are to be left natural, given a semi-transparent stain or painted a color complementary to the exterior colors of the house as approved by the MC.
- 1.1.3 Satellite Dish, Antennas or Other Apparatus** These are to be installed in a manner that is as aesthetically pleasing as possible when viewed from neighboring property and streets. Care is to be taken in placing these fixtures. The homeowner should put forth every effort to screen this installation with mature shrubs, opaque wood or masonry screens or other compatible building materials. The Modification Committee has complete information governing this issue.
- 1.1.4 HVAC Equipment** No rooftop or window HVAC equipment is permissible. Condensers, gas packs or other external HVAC equipment located on the side of a house or in the rear yard of a golf course lot must be screened from view with mature shrubs, opaque wood or masonry screens or other compatible building materials.

- 1.1.5 Driveways and Walkways** Driveways and walkways should be repaired or replaced with materials that compliment the existing architecture. Asphalt, rock, gravel, and epoxy are not permitted. The use of stamped and/or colored concrete, concrete pavers and brick pavers is allowed. The use of specialty paving materials or change in driveway design will require the approval of the MC.
- 1.1.6 Awnings** Awnings, gazebos, and other structures that are permanently attached to a house in order to serve as a shade for the deck must first be approved by the Board.
- 1.2 Accessory Structures** All accessory structures must be approved by the NCC or MC. Examples of accessory structures which may be allowed are the green-houses, gazebos, trellis shade structures, detached garages, in ground pools and cabanas. Other accessory structures will be considered by the NCC or MC on an individual basis. Aluminum screen rooms, structures incorporating some type of corrugated metal or plastic roofing material and storage sheds are not allowed. Pod units that are being used prior to and following moving may be in place no longer that two weeks. Free standing temporary structures such as tents, utility shed, shack, trailer, and other structures of a temporary nature are not allowed. Party tents or similar temporary structures may be erected for special events provided they are in place no more than 48 hours following the completion of the event.
- 1.3 Lighting** Exterior residential lighting for Highland Creek shall be designed to convey a warm, inviting atmosphere and aid in providing night time security. Care is to be taken in placing fixtures, selection of fixtures and types of light source.
- 1.3.1 General Lighting Responsibilities** Private lighting should be installed on individual lots in a manner that will not cause distraction, nuisance, or excessive spillover light to other lots. Decorative fixtures must be of high quality materials and workmanship and be in scale and style with the residence.
- 1.3.2 General Lighting Design Standard** Sodium vapor lights, except for subdivision street lights, are prohibited. Incandescent, low voltage incandescent, metal halide, quartz and natural gas lights are acceptable. Security lights are to be located so as to be as unobtrusive as possible in order that they are not visible from the street or other lots. Pole mounted security lights on exterior property lines are prohibited. Colored lenses on low voltage lights, colored light bulbs, fluorescent and neon lighting are not permissible. Exterior illumination to accent street address numbers, architectural features such as columns, entries, chimneys and landscape features is allowed. Spot lights are to be concealed from direct view and directed so that they prohibit light spillover onto adjacent property. Driveway lighting should be soft and strategically placed within landscape areas.
- 1.4 Pools and Spas** Portable or permanent above ground type pools are prohibited. In-ground swimming pools and small above ground spas or hot tubs are permitted, provided above ground spas incorporate skirting and landscaping, and provided all appurtenances (i.e.: specialty features, sliding boards, skimmer nets and other long handled devices, pool

chemicals, filters, pumps, heaters, plumbing, etc.) are screened from public view. Swimming pool appurtenances such as sliding boards must not be over six (6) feet in height.

Privacy screens for pools or spas on lots abutting the golf course or common open space must be set back a minimum of thirty (30) feet from rear property lines and must not exceed 1/3 the length of the rear property line. Maximum privacy screen height is not to exceed six (6) feet above existing grade. Fencing material must be with masonry wall (compatible with the residence), an MC designed fence option, other screening material approved by the MC. In all cases, any MC approved fence option used as a pool fence must also meet applicable Mecklenburg County safety standards for pool fences.

1.5 Miscellaneous

1.5.1 Flags On property owned exclusively by the homeowner, the display of an American flag or a North Carolina flag that is (a) no greater than four feet by six feet in size and (b) is displayed in accordance with or in a manner consistent with patriotic customs is permitted. Advertising flags are strictly prohibited.

1.5.2 Fencing It is the intent of these guidelines to insure compatibility of fence design throughout the Highland Creek development by providing direction to homeowners for a harmonious use of fencing details and materials. There are four MC approved fence designs: wooden rail fence, a privacy fence, a privacy brick wall and a black aluminum fence.

1.5.2.1 General Fencing Guidelines A single fence shall be permitted between all contiguous lots sharing a common side or rear property line. Fencing will not be allowed within front yards, and shall tie into the main structure at least thirty-six (36) inches back from the plane of the front façade. No fencing shall be greater than six (6) feet in height and shall be less as specified under certain special conditions. Gates may be installed and shall be designed to be compatible and complementary to the wall/fence design. Should existing trees or other obstacles require adjustment to the fence location, the fence shall always be shifted in the direction of the private side.

1.5.2.2 Guidelines for Fences Abutting HOA or Golf Course Property Fences abutting the Highland Creek Parkway wall, Ridge Road wall, village entrance walls, or the transitional fence shall not exceed the height of the amenity wall/fence. All privacy fences installed along a side property line abutting a local residential street shall have a minimum twelve (12) foot landscape buff between the fence and the sidewalk. Fencing along the golf course or common open space is permitted with the following stipulations:

(a) The fence is to be a wood rail fence four (4) feet in height installed at the rear property boundary. This fence must return down the side lot line thirty (30) feet.

- (b) Privacy fencing on lots abutting the golf course or common open space must be set back thirty (30) feet from the property line adjacent to the golf course or common open space (typically the rear property line). Privacy fences running parallel with the golf course or common open space shall not exceed one-third (1/3) of the length of the property line.
- (c) The recommended method for installing a fence on a slope is to stair-step a fence evenly with the grade. Fences may also be allowed to run parallel to the grade.

1.5.3 Lot Ornamentation This is ornamentation viewed from the street. Front yard is where the front door is located.

1.5.3.1 Garden Ornaments Use of any garden or yard ornamentation within public view requires the approval of the MC. Yard ornaments must be natural in color, made of weather resistant materials and be no larger than 18 inches in height and will number no more than five (5). This number excludes fountains, bird feeders, bird baths, and garden flags. Yard ornamentation should reflect good taste and serve to maintain a high-quality appearance for the neighborhood.

1.5.3.2 Planters Planters of clay or wood are acceptable-especially for displaying seasonal flowers. Natural clay, white, earth tone or pastel colored planters are acceptable. Artificial vegetation is unacceptable.

1.5.3.3 Seasonal Decorations Decorations for holidays and special occasions are acceptable but must not be in place more than 30 days prior to an event and must be removed 15 days after an event.

1.5.3.4 Benches and Chairs Located in the Front Yard The unit owner must submit an Architectural Request Form before utilizing this option.

1.5.3.4.1 Benches

- (a) The bench may be concrete, wrought iron with natural wood composite, solid wrought iron or wrought iron and concrete.
- (b) The bench may be forest green, black or brown.
- (c) The wood may be a natural wood stain.
- (d) The bench must be placed in an area of the front yard that complements both the yard and the house.
- (e) An umbrella or canopy over the bench is not allowed.
- (f) A picture of the bench must be included with the Architectural Request Form.
- (g) There is a limit of one bench and no chairs per lot.

1.5.3.4.2 Chairs

- (a) Chair(s) may be wrought iron with natural wood or wood composite or sold wrought iron.

- (b) The chair(s) may be forest green, black or brown.
- (c) The chair(s) may be natural wood stain.
- (d) The chair(s) must be placed in an area of the front yard that complements both the yard and the house.
- (e) An umbrella or canopy over the chair(s) is not allowed.
- (f) The chair(s) may not be plastic or fold.
- (g) A picture of the chair(s) must be included with the Architectural Request Form.
- (h) There is a limit of two chairs and no bench per lot.

1.5.3.5 Exterior Fire Devices Exterior portable fire pits, heating or cooking devices can be utilized in front of the dwelling for no more than a 24 hour period.

1.5.4 Mailboxes Door to door mail delivery service is not available in Highland Creek. Mailboxes within the single-family areas will be at the street. Mailbox design will have continuity throughout a specific village area and will incorporate a mailbox acceptable by the U.S. Postal Service. Mailbox designs have a village-wide theme and will require the approval of the NCC or MC. Information on approved mailboxes is available by contacting Watson Welding at 704-821-7140. The following designs have been approved for Highland Creek:

The Lexington	65' Nominal Lot Width
California Oak	75' Nominal Lot Width
Vineyard Grape	85' Nominal Lot Width
The Pontabla	100' Nominal Lot Width non-custom village
Raphael #66	100' Nominal Lot Width custom village

1.6 Landscape Treatment The landscape treatment for Highland Creek is intended to be a unifying element in the design of the overall community. The Highland Creek landscape treatment is intended to be naturalistic and free form, a softening and unifying element for the various architectural styles. Large areas of mature trees with individual required landscape treatments will help accomplish this and enhance the livability of the community.

1.6.1 General Responsibilities Landscaping and maintenance of common open spaces, major street corridors and rights of way are the responsibility of the Highland Creek Community Association. The homeowner is responsible for landscaping and maintaining all areas on his/her property (lot) as well as the portion of the street right of way between the property line and the street curb. If a tree needs to be removed, the ARC may require that it be replaced by a tree of like kind. The HCCA will replace tree/trees in common spaces. The individual property owner will place the tree/trees on his/her property and area of responsibility that is viewable from the street after first submitting the proper form to the ARC for approval.

1.6.2 Minimum Landscape Requirements The individual home owner will meet or exceed the following requirements:

- (a) Plant beds will extend across the front of the dwelling.

- (b) All plant beds will be mulched with pine needles or other approved material.
- (c) Specimen boulders are permitted.
- (d) All grass visible from the street or golf course is to be fescue.
- (e) Dead plant material must be removed immediately and replaced as weather conditions permit.

1.6.3 Corner Lot Planting Requirement

- (a) Adequate space should be left between the sidewalk and the fence to allow for adequate landscaping.
- (b) Corner lots with privacy fences on the side yard adjacent to the street must have planting between the fence and the sidewalk.
 - (1) The minimum planting requirements are 3-gallon shrubs planted 3 feet on center along the entire length and small maturing trees planted 10 feet on center along the entire length.

1.6.4 Screening Requirement All garbage cans, **rain barrels**, above ground storage tanks, mechanical equipment and other similar items on Units shall be located or screened so as to be concealed from view of neighboring Units, streets, and property located adjacent to the Unit. All rubbish, trash and garage shall be sorted in appropriate containers approved pursuant to Article XI hereof, and shall regularly be removed from the Properties, and shall not be allowed to accumulate thereon.

Store the garbage can in the garage, or screen garbage cans and **rain barrels** from view with mature shrubs and landscaping or an approved enclosure of fence or lattice that meet the following requirements:

- (a) An enclosure of wood pickets or lattice shall be left natural, stained with a semi-transparent weathered wood color, or painted to match the siding or trim on the house. An enclosure of white vinyl lattice may be constructed.
- (b) An enclosure may be a maximum of 54 inches high and a maximum of 3 feet wide on the side facing the street and a maximum of 4 feet deep on the side parallel to the house.
- (c) An enclosure shall have a minimum 36 inches setback from the front plane of the house.

1.6.5 Plant Bed Edging Plant bed edging should be done in a quality way so as to fit in with Highland Creek's overall visual quality. Plant bed edges of corrugated aluminum, wire wicket fencing, and used railroad ties are unacceptable.

1.6.6 Highland Creek Planting List Call the Mecklenburg County Cooperative Extension service and/or visit the UNCC Botanical Gardens for help in selecting the right plants for this area. Avoid invasive plants. Yucca, cactus, and rampant growth types of bamboo are prohibited.

These guidelines are not intended to limit the creativity of the homeowner in enhancing the streetscape of his/her property. Use taste and common sense when choosing plants and flowers so that individual landscaping design is consistent with

the Highland Creek Community Design. If the homeowner is planning on major landscape changes, he/she must submit the plan to the MC for approval.

1.7 Signage and Graphics

1.7.1 Real Estate Signs Homeowners wishing to sell or lease their homes are entitled to put one (1) “For Sale” sign or (1) “For Lease” sign of standard size in their yard. “For Sale” or “For Lease” informational tubes or small boxes are allowed.

1.7.2 Vendor Signs One Vendor Sign is allowed in the front yard while the work is actively in progress on the property.

1.7.3 Political Signs The HCCA prohibits the display of political signs earlier than 45 days before election day and later than seven days after election day for Charlotte Mecklenburg residents.

Note: Per the sign ordinance for the City of Concord, residents are required to remove political signs within 48 hours of the date of election.

The HCCA permits display of one sign on a member’s property. The sign must be placed behind the sidewalk at a minimum of 11 feet from the edge of the pavement of the street. The HCCA prefers display of a sign with maximum dimensions of 24 inches by 24 inches.

Rules for Harmonious Living in Highland Creek

*Adapted from the
Covenants, Conditions and Restrictions for Highland Creek
Article XII, Use Restrictions*

Wherever in these rules there is reference to Unit Owners such term shall be intended to apply to the Home Owner and his/her lot, to his/her tenants in residence, and to any guests, invitees or licensees of such Unit Owner, or tenant of such Unit Owner. Wherever in these Rules reference is made to the "Board", such reference shall include the Board and the management agent where such authority is delegated by the board to such management agent.

- 2.1 **Law Violations and Offensive Activities** Nothing shall be done or maintained in any unit or in any common areas which will be in violation of any law. No noxious or offensive activity shall be carried on within or outside any unit nor shall anything be done or be permitted to remain in any unit or on the common areas which may be or become a nuisance or annoyance to neighbors. No plants, animals, device or thing of any sort whose activities or existence in anyway is noxious, dangerous, unsightly, unpleasant, or of a nature that will diminish or destroy the enjoyment of the properties will be permitted.
- 2.2 **Noise** Unit owners shall not make or permit to be made any disturbing noises which will unreasonably interfere with the rights, comforts or conveniences of any other unit owners.
- 2.3 **Unkempt Conditions** The Unit Owner will prevent the development of any unclean, unhealthy, unsightly, or unkempt condition on his/her unit. The pursuit of hobbies or other activities, such as the assembly and disassembly of motor vehicles and other mechanical devices, which might tend to cause disorderly, unsightly, or unkempt conditions, shall not be pursued or undertaken on any part of the properties.
- 2.4 **Vehicle Parking** Vehicles shall be parked only in the garages or in the driveways serving the Units. No garage shall be permanently enclosed, nor shall the use thereof otherwise be converted, such that the capacity for parking of vehicles therein is reduced below that for which it was originally designed.
- 2.5 **Other Parking** Commercial vehicles must be parked in garages. No buses, trucks, tractors, campers, boats, other watercraft, motor homes, or trailers shall be parked in the parking areas or in driveways, except for vehicles utilized for moving the contents of a unit or making deliveries.
- 2.6 **Burning** No burning of any trash, leaves, yard debris, and no unreasonable, unsightly or offensive smelling accumulation or storage of litter shall be permitted.
- 2.7 **Animals** No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any portion of the properties, except that dogs, cats, or other usual and common household pets may be permitted in a unit. No pet should be a nuisance to neighbor. Pets are not permitted

to run loose. Dogs should be confined on a leash held by a responsible person when outside their property boundaries. All animal feces should be picked up and disposed of by the responsible party.

- 2.8 Sports Equipment** No clotheslines shall be erected or installed on the exterior portion of any Unit. No basketball hoops, backboards, skateboard ramps, climbing walls or similar sports equipment shall be erected or installed on any Unit unless specifically authorized in the Design Guidelines, and then only upon approval of the appropriate committee as required by Article XI of the governing documents.
- 2.9 Timesharing** No Unit shall be made subject to any type of timesharing, fraction sharing or similar program whereby the right to exclusive use of the Unit rotates among members of the program on a fixed or floating time schedule over a period of years.
- 2.10 Leasing** Leasing must follow the criteria established by the Board. The Board may adopt reasonable rules regulating leasing and subleasing. Notice of any lease, together with such additional information as may be required by the Board, shall be given to the board by the Unit Owner within ten days of execution of the lease. The following rules must be adhered to when executing a lease within Highland Creek:
- (a) Units may be rented only in their entirety; no fraction or portion may be rented.
 - (b) There shall be no subleasing of units or assignment of leases unless prior written approval is obtained from the Board.
 - (c) No transient tenants may be accommodated in a Unit.
 - (d) The Unit Owner must make available to the lessee copies of the *Declaration, By-Laws and the Rules and Regulations of Highland Creek*.
 - (e) When leasing a unit both the owner of the unit and the lessee will abide by the *Covenants set forth in Highland Creek Documents*.
 - (f) The initial term of a lease must be no less than six months.
 - (g) The lessee is responsible for any fines should he/she/they violate any covenants that require a fine payment. If the lessee does not pay the fine in the allotted time, the unit owner shall pay the fine upon notification by the Board. Unpaid fines shall constitute a lien against the unit.
 - (h) Any violation of the Highland Creek governing documents is deemed to be a violation of the terms of the lease and authorizes the Owner to terminate the lease without liability and to evict the lessee in accordance with North Carolina law.
 - (i) The Unit Owner may then assign to the Association, acting through the Board, the authority of enforcement against the lessee for breaches resulting from the violation of the governing documents.
 - (j) The Association has the power to evict the lessee.
 - (k) The cost, including attorney's fees and court costs associated with the eviction shall be assessed against the Unit and Unit Owner.
- 2.11 Guns** The discharge of firearms within the properties is prohibited. The term firearms includes "B-B" guns, pellet guns, and other firearms of all types, regardless of size.

- 2.12 Bodies of Water** All wetlands, ponds, lakes and streams within the Properties shall not be used for fishing, boating, swimming, playing, or use of personal flotation devices without prior approval of the Board.
- 2.12.1** The Association shall not be responsible for any loss, damage, or injury to any person or property arising from authorized or unauthorized use of the lakes, ponds, or streams within the properties.
- 2.12.2** No docks, piers, or other structures shall be constructed on or over any body of water with the Properties, except by the Association.
- 2.13 Playgrounds** Any playground or other play areas or equipment furnished by the Association or erected by the Association within the properties shall be used at the risk of the user, and the Association shall not be held liable to any Person for any claim, damage, or injury occurring thereon or related to use thereof.
- 2.14 Garage Sales** No garage sale, moving sale, rummage sale, auction or similar activity may be conducted in any Unit. Failure to comply with this ruling will result in a fine and possible loss of privileges.
- 2.15 Trade or Business** No trade or business may be conducted in any unit except that an owner or occupant residing in a unit may conduct business activities within the unit so long as:
- (a) The existence or operation of the business activity is not apparent or detectable by sight, sound or smell from outside the Unit
 - (b) The business activity conforms to all zoning requirements for the Properties.
 - (c) The business activity does not involve persons coming onto the Properties who do not reside in the Properties or door-to-door solicitation of residents of the Properties.
 - (d) The business activity is consistent with the residential character of the Properties and does not constitute a nuisance, or a hazardous or offensive use, or threaten the security or safety of other residents of the Properties as may be determined in the sole discretion of the Board.
 - (e) The terms business and trade, as used in this provision, shall be construed to have their ordinary, generally accepted meanings, and shall include, with limitation, any occupation, work or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether such activity is engaged in full time or part time, such activity is intended to or does generate a profit, or a license is required.
 - (f) The leasing of a Unit shall not be considered a trade or business within the meaning of this section.

Highland Creek Community Association

REQUEST FOR ARCHITECTURAL APPROVAL - GENERAL

Name _____

Address _____ Charlotte, NC 28269 Village _____

Block # _____ Lot # _____ Phone # (C) _____ (W) _____ (H) _____

Email address _____

Specify Type of Modification

___ Addition ___ Porch ___ Exterior ___ Deck/Patio ___ Painting ___ Sunroom/Screened Porch (Sunroom/Screened Porch Policy Required)

___ Other (Describe) _____

___ Landscape (Describe) _____

Include and **Check Off** all of the following information for your proposed change:

- ↑ Specify if your property abuts the _____ Golf Course or the _____ Common Open Space.
- ↑ Submit a copy of *Physical Survey* (part of your closing documents) with the change drawn in.
- ↑ Submit Plans, Drawings, Samples and/or a Manufacturer's Brochure of the product or work.
- ↑ Describe what the change will be: Type, Style, Location, Dimensions, etc.
- ↑ Describe how the change will look: Color, Finish, Materials, etc.
- ↑ Contractor performing the work: _____
- ↑ Estimated start date: _____ / _____ / _____ Estimated completion date: _____ / _____ / _____

- The Modifications Committee reserves the right to request additional information about the proposed change.
- Requests for multiple changes should be submitted on separate Request for Architectural Approval forms.
- Installation without Modifications Committee approval will subject the Homeowner to fines and/or penalties.
- Notification to adjacent property owners is suggested, but not required, unless requesting a variance of current architectural restrictions.
- Please allow two weeks for the Modifications Committee to consider your application.

Submitted by: _____ Date: _____ / _____ / _____

Signature of Homeowner

Submit Requests by: Mail: Highland Creek Community Association, Inc.
P. O. Box 11906
Charlotte, NC 28220-1906; OR
Fax: 704-347-4475; OR
Email: admin@hawthornemgmt.com

Approved by: _____ Date: _____ / _____ / _____

Signature of Modification Committee Member

Highland Creek Community Association

REQUEST FOR ARCHITECTURAL APPROVAL - FENCING

Name _____

Address _____ Charlotte, NC 28269 Village _____

Block # _____ Lot # _____ Phone # (C) _____ (W) _____ (H) _____

Email address _____

The options are described in the *Highland Creek Fencing Design Guidelines*

Specify Type of Fence: _____ Brick Privacy Fence (Include drainage plan)
_____ Wood Privacy Fence
_____ Wood Fence - 3 rail, diamond cut, split rail fence
_____ Virginia Gothic Picket Fence
_____ Wood Fence - 3 rail, diamond rail fence with bevel top posts with saw cut
_____ Black Aluminum

Specify Type of Gate: _____ Split Rail _____ Shadowbox _____ Picket _____ Black Aluminum

Include and **Check Off** all of the following information for your proposed fence:

- ↑ Specify if your property abuts the _____ Golf Course or the _____ Common Open Space.
- ↑ Submit a copy of *Physical Survey* (part of your closing documents) with the fence drawn in.
- ↑ Submit Plans, Drawings, Samples and/or a Manufacturer's Brochure of the product or work.
- ↑ Specify the Height: _____ (Fence must be greater than four feet and less than six feet tall.)
- ↑ Specify the Finish: _____ Clear _____ Natural _____ Black Aluminum
- ↑ I plan to attach the proposed fence to my neighbor's fence. I have discussed this with them and have been given their approval to do so.
- ↑ Contractor performing the work: _____
- ↑ Estimated start date: _____/_____/_____ Estimated completion date: _____/_____/_____

- The Modifications Committee reserves the right to request additional information about the proposed change.
- Requests for multiple changes should be submitted on separate Request for Architectural Approval forms.
- Installation without Modifications Committee approval will subject the Homeowner to fines and/or penalties.
- Notification to adjacent property owners is suggested, but not required, unless requesting a variance of current architectural restrictions.
- Please allow two weeks for the Modifications Committee to consider your application.

Submitted by: _____ Date: _____/_____/_____

Signature of Homeowner

Submit Requests by: Mail: Highland Creek Community Association, Inc.
P. O. Box 11906
Charlotte, NC 28220-1906; OR
Fax: 704-347-4475; OR
Email: admin@hawthornemgmt.com

Approved by: _____ Date: _____/_____/_____

Signature of Modification Committee Member

Highland Creek Community Association

SUNROOM / SCREENED PORCH POLICY

Please sign below confirming that you have read and understand the policy statement below. Once the Modifications Committee receives this signed form, Hawthorne Management Company will return your Request for Architectural Approval.

On February 17, 2000, the Highland Creek Community Association, Inc., Board of Directors adopted the following architectural policy with regard to the addition of sunrooms and screened porches:

“No aluminum panels, kick plates, etc. will be allowed on glass sunroom additions or screened porches in the Highland Creek community. Aluminum may only be used in supporting framework.”

Name _____

Address _____

Signature _____

Date _____