

Bridlegate ACC Guidelines

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DEFINITIONS

The Protective Covenants contain design review authority and broad, general objectives of the community association to protect our property values and integrity of the subdivision. The Design Guidelines, which may be modified from time to time, have been developed to supplement and amplify the Covenants. The Guidelines serve two purposes:

1. To assist the homeowner, both in designing the proposed improvement and in determining how to apply for approval;
2. To provide criteria for consistent decisions by the current and future Architectural Control Committee.

OVERALL GOAL

The overall goal of the Protective Covenants and Design Guidelines is to keep Bridlegate an attractive and desirable place in which to live.

ARCHITECTURAL CONTROL COMMITTEE (ACC)

The Architectural Control Committee (ACC) works with the Board of Directors. The Committee is to provide assistance in establishing and enforcing community standards in the realm of the association's architectural scheme.

Goals – The goal of the Committee is to preserve the established aesthetic qualities of the community and the quality of living in the community.

Responsibilities –

- A. Be cognizant of the overall architectural plan of the community.
- B. Protect community standards through architectural control as directed by the Covenants and Guidelines. Periodically review standards for adequacy and application.
- C. Monitor member compliance with Guidelines and provide enforcement procedure recommendations to the Board of Directors.
- D. Be alert to architectural problems and violations reported by members and seek a solution to these problems.
- E. Review all plans for improvement on the common area and elements with respect to their impact on the aesthetic quality of the community.
- F. Review all member ACC modification plans. Work with the Board of Directors on approval or denial of modification requests which are outside of the Guidelines, with respect to their impact on the aesthetic quality of the community.
- G. Provide recommendations to the Board of Directors to improve the ACC's modification process.

APPLICATION INFORMATION

1. The following exterior additions, improvements or modifications do **not** require a Change Request Form to be submitted **provided** certain conditions are met:

- Exterior painting of same color
- Roofing change of same color
- Windows replacement of same style
- Repair to fencing, keeping of same style/color

However a courtesy contact notifying the ACC of the change is requested.

2. **A completed form must be submitted through the Architectural Control Committee for all other types of modifications – whether the change is specified in the Guidelines or not.** The verbal approval is NOT sufficient. All approvals must be in writing. When plans are required, they must be submitted with the form. A form is attached to these Guidelines. Additional forms are available from the Bridlegate website, www.bridlegatesub.com .

3. The ACC meets on an as-needed basis. Most business is conducted via email or phone. Owners generally will receive a response to their request within five business days.

4. Decisions of the ACC can be appealed to the Board.

ARCHITECTURAL CONTROL ENFORCEMENT PROCEDURES

The ACC, is responsible for overseeing the overall appearance of our neighborhood and ensuring compliance with the Covenants and Guidelines appropriate to this committee. This process works as follows:

1. The ACC will, through routine inspections (drive through) or by complaints received, determine that a homeowner is not in compliance.
 - a. If discovered the ACC, will initiate the appropriate response letter.
2. A first letter of non-compliance will be delivered to the offending resident requesting the issue be corrected within seven (7) days. Upon receipt of this letter the homeowner shall:
 - a. Correct the issue within seven (7) days, or
 - b. Submit to the ACC a reason in writing why the issue cannot be resolved within the allotted time.
 - c. It is noted some issues (such as repainting a house) may require more than the normally allotted time to complete. Under such circumstances, the ACC shall have the authority to negotiate a *reasonable time for the complete resolution of the issue and shall inform the ACC chair.

*Response within the 7 day window, depending on the severity, will determine the appropriate amount of time a given project is to be completed. Minor repairs/projects, should be completed within 7 days; major repairs/projects, should be responded to within 7 days.

3. A second letter of non-compliance shall be sent to the offending resident if the issue has not been resolved within seven (7) days of the delivery of the original letter. The letter shall request complete resolution of the issue within seven (7) days of receipt. Upon receipt of this letter the homeowner shall:
 - a. Correct the issue within seven days, or
 - b. Submit to the ACC a reason in writing why the issue cannot be resolved within the allotted time.
 - c. The ACC shall have the authority to negotiate a reasonable time for the complete resolution to the issue and shall inform the ACC chair.
4. A third letter of non-compliance shall be sent to the offending resident by the ACC if the issue has not been resolved within five (5) days from the receipt of the second letter. The third letter shall:
 - a. Request complete resolution within five (5) days from its receipt;
 - b. If there is no response from the homeowner the ACC will refer the issue to the Board of Directors, to take any or all of the following actions:
 - i. Impose fines in an amount to be determined by the Board of Directors until the offending issue is resolved
 - ii. Turn the matter over to the Bridlegate attorney and that any and all expenses regarding the attorney and the corrective action to the violation will be the sole responsibility of the homeowner in violation of the covenants;
 - iii. Place a lien on the property, in accordance of our POA bylaws, if necessary to collect the individual assessments levied due to the violation.

FAILURE TO SUBMIT CHANGE REQUEST FORM

Homeowners who modify their property without first following the covenants and submitting an application to the ACC for approval will be subject to a fine and required to complete a form within 7 days of notification. Failure to submit a form by this new deadline will result in imposition of a fine until the matter is resolved.

In addition to fines, homeowners may also be required to undo any completed work at their expense that does not conform to the Guidelines and/or fails to get ACC approval.

APPEAL

Bridlegate residents shall have the opportunity to have a review of ACC decisions pursuant to Amendment 5 of the Bylaws: Any member of the ACC may be authorized by the ACC to exercise the full authority of the ACC with respect to all matters which the ACC has authority. The action of each member with respect to the matters specified shall be final and binding upon the ACC and upon any applicant for an approval permit or authorization. The applicant may, within ten (10) calendar days after receipt of notice of any decision which is deemed unsatisfactory, file a written request to have the matter in question reviewed by the ACC. Upon the filing of any such request, the matter shall be submitted to and promptly reviewed by the ACC. At any rate, any such review by the ACC shall take place no later than thirty (30) days after the filing of such request. The decision of a majority of the members of the ACC with respect to such matter shall be final and binding. Written requests for approval by the ACC, under these Covenants and Restrictions, that have not been approved or disapproved by the ACC within sixty (60) days of receipt of the written request, shall be considered approved.

TIMELINESS OF WORK

All work approved by the ACC shall be completed within the plan of action timeline. Members should submit a time-line of the work scheduled.

ALL REQUIRED PERMITS

1. All homeowner Modification Request Forms that involve construction or alteration of a structure or property that requires a building permit from Gwinnett County will be reviewed for compliance with the design Guidelines by the ACC based only on the Architectural Control Committee Design Guidelines, not the permitting requirements of Gwinnett County and any State or Federal governing agency.
2. It is the responsibility of the homeowner to confirm if a building permit is required by Gwinnett County for the requested structure. The ACC and the Board of Directors do not have the authority or the ability to inform homeowners if Gwinnett County requires a building permit.
3. The homeowner is fully responsible for obtaining the necessary permits as required by the governmental agencies having jurisdiction over the proposed improvement. The homeowner is solely responsible for compliance with the codes and ordinances of the governmental agencies having jurisdiction over the construction.
4. The ACC and the Board of Directors shall not be held responsible for any modification or alteration constructed by or on the behalf of homeowners who do not obtain the proper permits. This is regardless of whether the structure is approved by the ACC, as the Committee makes decisions based solely on the Design Guidelines.

GUIDELINE NUMBER 1: EXTERIOR APPEARANCE, DECORATIVE OBJECTS, LIGHTING, HOUSE NUMBERS, ETC.

Exterior Appearance - General

The exterior appearance of your property is the primary purpose of the Guidelines. In making your selections, please consider the following:

1. A form must be submitted if you are repainting and considering any color change. Please review the houses around you and select colors comparable to homes throughout the community.
2. Window treatments that are visible to the street should be made to blend with the exterior by using a white or off-white liner so that the vibrant colors or patterns you select for the interior don't clash with your exterior colors.
3. All garbage cans must be screened from street view except on trash pick-up day.

4. Placement on driveways of items other than vehicles (such as furniture, garden equipment, and play equipment) is not allowed to exceed a 24 hour period, except as already permitted elsewhere in the ACC Guidelines.
5. Holiday decorations, lighting and other exterior decorative items must be removed within a timely manner of the conclusion of the holiday.
6. House numbers are encouraged to be placed on the front of the house as well as on the mailbox. House numbers on the house should range in the 4" to 6" height size and are not to be stick on numbers. Mailbox numbers may be smaller in size and may be stick on.

GUIDELINE NUMBER 2: PLAY EQUIPMENT

1. A form is not required to be submitted for play equipment if the play equipment is located:
 - a- In the back yard; and
 - b- Within the extended sidelines of the house, with the placement in the middle of back; and
 - c- Within the screened fenced area of the house, if yard is fenced; and
 - d- Such that it will have a minimum visual impact on adjacent properties; and
 - e- The play equipment does not alter the existing drainage patterns in a manner that adversely impacts any adjoining property.

GUIDELINE NUMBER 3: BASKETBALL GOALS

1. In ground basketball goals are permitted on a conditional basis. A form must be submitted and will be considered if all of the following requirements are met:
 - a- All new backboards will be clear only;
 - b- The post is painted black;
 - c- A drawing accompanies the form showing the proposed location.
2. Owner must maintain the appearance of the pole and goal at all times.
3. If freestanding or portable, one rectangular Guideline on the backboard is permissible. Basketball backboards shall not exhibit any other image than the target box.
4. Portable goals are allowed, however they shall not be used in the street or at the street. Use is limited to driveways and other areas on the homeowner's property. If the goal is in the driveway, it must be located closer to the house and away from the street.
5. No goals may be attached to the exterior of the house, deck, etc.

GUIDELINE NUMBER 4: FENCES

1. A form must be submitted for **ALL** fencing.
2. Chain link fences are prohibited. No wire fences, chicken wire, or welded wire fences are permitted.
3. All forms must include the following information:
 - a- Picture or drawing of fence type. Permissible fence types are privacy fence picket style with boards touching, inclusive of privacy shadowbox styles, picket, metal iron, split rail where the split rail matches the rail fence at the entrance, when used exclusively for decoration (on approval) with no wire attached and of the size and color listed below.
 - b- Dimensions:
 - i- The height shall not exceed six (6) feet, All fencing should match within a yard. Painting/staining of fences must be approved.
 - c- Site Plan: A site plan drawing denoting the location of the fence must accompany the form.
4. Each homeowner must maintain the fences located on his/her respective property regardless of origin of construction or location.

GUIDELINE NUMBER 5: DECKS

1. A form must be submitted for decks, visible from other houses or the street, if an architectural or color change is planned.
2. The form must include the following:
 - a- A site plan denoting location, dimensions, materials and color.
3. Homeowners are advised that Gwinnett County may require a building permit for construction of a deck.

GUIDELINE NUMBER 6: EXTERIOR BUILDING ALTERATIONS AND ADDITIONS

1. A form must be submitted for all exterior building alterations and additions. Building alterations include, but are not limited to, changes in exterior doors and garage doors, storm doors and windows, construction of driveways, garages, porches and room additions to the house. Repainting requires prior written approval **only** if the color is changed from the original color of the house.
2. The original architectural character or theme of any house must be consistent for all proposed additions and alterations to the structure. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character. The design shall utilize materials, colors and proportions that are consistent with the existing structure. All materials, colors and sizes shall be clearly identified on the submittal. The use of pre-fabricated structures and their components do not comply with these standards and are therefore not permitted.
3. A form requesting a paint color change requires the following information:
 - a- Paint sample color used in or approved for the Bridlegate Community; and
 - b- Area of house to be repainted; and
 - c- Photograph of the house to be painted and the houses on both sides (in most cases, adjacent houses should not be painted the same color).

All color change requests will be reviewed by the ACC to determine if the selected colors are appropriate for the neighborhood. No more than 3 colors, including the exterior walls, shutters, trim, and doors may be used on a house. Only one color is allowed for the house exterior walls. Trim may or may not be the same as the walls. The window trim and door trims should be the same color. The doors, such as the front door, may be a separate color from the walls or trim. Color tones should be complimentary to all neighboring houses. No extreme tones are to be used.

NOTE: Any approved changes made prior to the effective date of Amendment 5 of the Bylaws, which might be considered inconsistent with the existing covenants, shall be considered "grand fathered in." However, these changes shall not be relied upon as a basis for future changes under these guidelines.

Bridlegate at Trotters Ridge

MODIFICATION REQUEST FORM

NAME _____ DATE _____

STREET ADDRESS _____ PHONE _____

MODIFICATION DESCRIPTION (ATTACHED ADDITIONAL SHEETS AS NECESSARY)

RECEIVED _____ DATE REVIEWED _____

DATE RESPONDED _____

____ APPROVED ____ DISAPPROVED ____ CONDITION APPROVAL

**NOTE: Remember to allow a minimum of 7 days for approval from the ACC after sending in your written request.
IMPORTANT NOTICE: for your protection, inquire with the County regarding required permits before starting any work on your property involving alterations, or additions (etc)**

APPROVAL OF ANY STRUCTURE OF ARCHITECTURAL CHANGE BY THE ACC IS NO WAY A CERTIFICATION THAT THE STRUCTURE FOR ARCHITECTURAL CHANGE HAS BEEN BUILT IN ACCORDANCE WITH GOVERNMENTAL RULE OR REGULATION OR THAT THE STRUCTURE COMPLIES WITH SOUND BUILDING PRACTICE OR DESIGN.

Submit Completed request form and required documentation to:
Bridlegate ACC
accbridlegate@gmail.com