Coggins Farm Homeowner's Association
Guidelines and Clarifications
June 2016

I. General:

To better serve our neighborhood and assist in enhancing the image and property values of Coggins Farm, the Architectural Control Committee (ACC), in accordance with the duties and authority prescribed by the Covenants, Conditions, Restrictions and Easements (CCR&E's), has drawn together guidelines and expanded upon the original CCR&E's. These Guidelines and Clarifications are to be interpreted in concert with the Subdivision CCR&E's Article II..

> *"ARTICLE II – ARCHITECTURAL CONTROL COMMITTEE*
> *Section 1. Purpose, Powers, and Duties of the Architectural Control Committee. The Purpose of the Architectural Control Committee is to assure that the installation, construction or alteration of any Structure on any Lot is in accordance with the standards determined by the Architectural Control Committee. To the extent necessary to carry out such purpose, the Architectural Control Committee shall have all of the powers and duties to do each and everything necessary, suitable, convenient or proper for, or in connection with or incidental to the accomplishment of such purpose, including, without being limited to, the power and duty to approve or disapprove plans and specifications for any installation, construction or alteration for any Structure on any Lot."*

The Architectural Control Committee takes the position that the Coggins Farm Subdivision is a planned community and not a composite of non-conforming properties. Its is also assumed with good reason that families purchasing houses within the Subdivision understand that there are CCR&E and ACC restrictions to their property that are governed by such entities as the Board of Directors of the Homeowner's Association and the Architectural Control Committee.

Review Procedure: All major improvements to the exterior of any Lot must be approved by the Architectural Control Committee (ACC) before work begins. The ACC Request for Modification form can be obtained on the Coggins Farm website or from the Property Management company. This form must include design plans, dimensions, paint colors, etc. pertaining to improvements being made. After reviewing the Modification form, the ACC will respond to the homeowner within 5 business days with approval or request for additional information. Notice of approval by the ACC will be sent via email and the Property Management company will follow up with a written letter of approval. Modification work may commence after receiving ACC approval notice via email. ACC approval does not take the place of any required Coweta County permits.

Appeal Procedure: If an application for approval has been denied by the ACC, or if an approval is subject to conditions, which a homeowner feels are unwarranted; or if there are disputes to any other matter related to actions of the ACC, a homeowner may request a hearing before the ACC. At the hearing, the homeowner will be allowed to present its position on the matter and make requests or recommendations as to an alternative action. After the hearing, the ACC will review the information presented and notify the homeowner of its decision. In the event a homeowner is not satisfied with the results of the appeal, the homeowner may appeal in writing to the HOA Board. The Board's decision will be forwarded to the homeowner in writing and shall be final. The Board shall be required to consult with the ACC prior to making its decision.

Definition of Community Wide Standard: The Community Wide Standard, pertaining to the physical appearance of the community, is determined by the ACC to include that the properties within the Subdivision shall be maintained often enough so that the structures retain their original appearance, conform to CCR&E's, Coweta County requirements, and the ACC guidelines.

Penalty for non-compliance: The penalty for non-compliance of the Architectural Control Committee Guidelines shall be $25/day after the 3rd notification by the Property Management company.

Maintenance responsibilities include, but are not limited to:

1. **Painting/Staining:**
    a. **Residence/sheds/outbuildings:**
    -Repainting is REQUIRED if visible signs of deterioration of the siding or shutters appears, such as chipping, flaking, fading, or discoloration of the surface.
    -Repainting of the home's original colors must be done in a manner that produces a seamless appearance to any original or previously painted adjacent surface.
    -Color chips by the paint mfg. or color name and mfg. must be submitted for any paint color alteration. Repainting of the original builder's color does not require ACC approval. Homes must be painted in a neutral palette to match the Subdivision standards.
    -The quality and appearance of the completed exterior paint, regardless of color scheme, shall at a minimum be consistent with the standards of the original appearance at the time of construction.
    b. **Fence staining:** Fences must be maintained and even color.
2. **Power washing**: Homeowners must ensure surfaces are power washed as often as necessary to avoid visible mold, mildew or dirt on the surface.
3. **Roofs**: Shingles that show visible signs of deterioration, such as loss of granular surface, curling, or missing, must be replaced within 60 days of notice with and architectural shingle that is similar in style and color to the existing Subdivision standard.
4. **Broken Windows and Shutters**: These must be replaced with similar style, quality and color item within 60 days.
5. **Storage Sheds, Fences, Trellises and Detached Garages**: These structures are subject to the same maintenance requirements as houses (see above).

II. Specific Guidelines:

All additions to residences, fences, sheds, out buildings, pools, and other similar structures, shall be constructed in accordance with all applicable Coweta County codes, laws and ordinances, as well as follow guidelines established by the Coggins Farm Homeowners Association. When the two entities have differing requirements, the most stringent shall prevail. (CCR&E's Article IV, Section 11)

A. Fences: Deteriorated, weathered, and improperly maintained fences can strongly impact the visual appearance of the entire Subdivision and adversely affect property values. For approval, all homeowner fence submissions must meet defined CCR&E and ACC requirements including construction, style, materials and maintenance schedule. (CCR&E's Article IV, Section 12)

The ACC has selected two types of fencing as standards for Coggins Farm; 1.) Black vinyl coated aluminum or wrought iron picket fencing, 2.) Pressure treated Wood. (See Figures 1-5)

Maintenance Standard for Fences:

1. **Aluminum and Wrought Iron:** Must be maintained in a straight and true position with welds intact, and painted or finished as required to keep their original appearance and prevent rust and deterioration.
2. **Wood:** Must be maintained in a straight and true position, stained with even color, free of discoloration, stains, fading and weathering. Staining of previously stained fences should be expected at a minimum of every 2 ½ to 3 years or sooner as required. Staining of newly constructed or previously unstained wood fences will be required as soon as weathering and discoloration commences, normally with 1 year. Wood fences must be stained a neutral color palette to match the home and standards of the Subdivision.

Fence Location: A fence may only incorporate the side and rear of yards. No fences are allowed in front yards. Fences on side yards should be erected at the rear corners of the house. Fences erected forward of the rear corners of the house require ACC approval.

Fences on Corner Lots: The CCR&E's state that placement of fences on corner lots will be determined by the Architectural Control Committee. Due to visual impact of long side yard fences on corner lots, and safety issues at intersections, corner lot will be given special attention. No fence or landscaping is permitted that will obstruct pedestrian or automobile views at intersections.

B. Storage Sheds/Doghouses: (CCR&E's Article IV, Sections 10, 11, 14)

1. **Type of construction:** Storage sheds and doghouses must be constructed of materials equivalent to those used in construction of the home.
2. **Location on property:** The structure must be located behind the rear corners of the house.
3. **Exterior:** The structure must be clad on all four sides with Hardi-Plank siding or Pressure Treated wood that matches the existing siding including siding color.
4. **Roof:** The roof is to have a pitched gable with shingles that match the architectural style and color of those on the home.
5. **County Building Codes:** The structure must comply with any applicable Coweta County codes and permits.
6. **Doors:** The door(s) should be a panel door or roll up panel (garage type).
7. **Brick or Masonry:** The structure should not be constructed of brick or masonry.
8. **Prefab Sheds:** Metal or plywood sheds are not permitted (including pre-fab type).
9. **Foundations:** The shed structure must be tied down and placed on a 4" concrete slab and include proper drainage and landscaping. Where grade is sloping, concrete piers of varying heights may be used to support structure.
10. **Doghouses:** All doghouses exceeding 5' in height or 6 sq. ft. require ARC approval. The structure must be located in the back yard so as to be visibly unobtrusive, and is subject to the same maintenance requirements as the home.

C. Patios and Decks: Patios and decks are to be located in back yards. All decks must be constructed of decay resistant wood or suitable synthetic products. ACC requests must include a site map showing the size of deck or patio and location as it relates to home, adjacent homes and property lines. In addition, any construction shall conform to Coweta County building codes and applicable permits. Trellises and Arbors as part of a fence, deck, or patio should be included in the design of project being submitted and subject to ACC approval.

D. Gardens: The following are guidelines for the installation/cultivation of vegetable gardens:

1. **Approval:** No vegetable garden larger than 12 x 12 shall be erected without ACC approval.
2. **Aesthetics and Visibility:** The garden, including garden boxes, must be located behind the rear corners of the house or should be concealed from the street and/or neighboring properties by fencing or landscaping. Temporary wire or plastic fencing may be used to keep out small animals. All fencing must be constructed to be as visually appealing as possible and well maintained. (See Figures 10 & 11)
3. **Maintenance:** Proper maintenance of the garden must continue throughout the growing season. Garden must be cleaned out of dead plant material when not in growing season and temporary fencing removed.

E. Recreational Equipment: Permanent placement of any outdoor recreational equipment in the front of any Lot is prohibited. Exceptions are as follows:

1. **Basketball Goals:** Permitted to be placed at the back of driveways, as long as they are in good repair, are straight and without missing or torn nets.
2. **Soccer Nets:** Are not allowed in front yards when not in use. They must be stored in a least visible location.
3. **Play Structures:** Must be located behind the rear corners of the house and should be concealed as much as possible from the street. Play structures must be crafted of wood or suitable synthetic materials. Metal play structures are prohibited. Canopies on play

structures should be in earth-tone colors, if available from manufacturer. Routine maintenance is required on the equipment to maintain its appearance and safety.

4. **Trampolines:** Must be installed behind the rear corners of the house and must include a safety net.
5. **Volleyball Nets:** Are not allowed in front yards when not in use.
6. **Inflatable/Childrens Pools:** Are not allowed in front yards and must be drained and stored properly when not in use.
7. **Miscellaneous Toys:** Are not to remain in front yards for longer than 2 days when not in regular use.

F. Landscaping: Landscaping is very important in regards to the aesthetic presentation of the Subdivision. The general landscape guidelines are as follows:

1. **ACC Approval:** All significant landscaping improvements require ACC approval. These include, but are not limited to, the installation of all landscape timbers, stone walls, or similar structures located in front yards.
2. **Tree Removal:** No trees more than 10 inches in diameter shall be removed without ACC approval. Trees that are an imminent hazard to the home, neighboring homes, or present a life threatening issue may be removed without approval, however, notification to the ACC is appreciated. All trees removed on the Lot from the front corners of the home forward need to have the stumps ground or removed. (CCR&E's Article IV, Section 15)
3. **Maintenance:** All landscaping located on any Lot shall be properly maintained at all times by the Lot owner. Lawns must be properly maintained and not to exceed six (6) inches in height. Proper maintenance of lawns is defined by the following specifications: (See Figures 6-9)
    a. **Grass:** Grass will be trimmed away from sidewalks, curbs, home, garage, planted areas and other yard structures. Grass clippings shall be swept or blown clear of sidewalks, driveways and street. Grass and bush trimmings shall not be discarded in a location that is visible from the street or adjacent neighboring homes.
    b. **Weeds:** Regular weed treatment is required on all lawns that are visible from the street. Weed removal is required from all planter beds and landscaped areas.
    c. **Trimming:** Shrubs and Trees shall be trimmed to maintain their natural form. Shrubs along home's foundation should be trimmed so not exceed a height that is higher than half of window height they are in front of. No shrub or tree shall completely cover any of the home's windows.
    d. **Dead Trees/Plants:** Dead trees and plants must be removed from landscaping.
    e. **Mulch:** All mulched landscape beds should be covered with pinch straw, mulch or decorative rocks and maintained as needed with no bare spots.
    f. **Maintenance Equipment:** Maintenance equipment such as lawn mowers, edgers, trimmers, wheelbarrows, etc. may not be left in view of other Lots except when in use.
    g. **Silt Fences:** Must be removed after Lot has been sodded/seeded. Any continuing erosion problems on Lot must be addressed by re-grading or additional landscaping approved by the ACC or Coweta County.
    h. **Sidewalks and Driveways:** The ACC suggests homeowners power wash sidewalks and driveways to remove staining from dirt and mold/mildew.
    i. **Seeded Lawns:** Seeded lawn areas that are on front and side of yards visible from the street must be sodded if a proper lawn is not produced within 2 years.

G. Pools: Above ground pools are strictly prohibited on any Lot. In-ground pools must be approved by ACC prior to construction. They must also conform to all Coweta County codes and standards and be located between the rear corners of the house. (CCR&E's Article IV, Section 16)

H. Signage: Signs of any kind shall not be erected on any Lot within the Subdivision without prior ACC approval. Temporary reasonable and appropriate signs not needing prior approval are:

For Sale, Garage/Yard Sale, Security Company Signs, etc. (CCR&E's Article IV, Section 6). Signs are prohibited in monument common area without prior approval from ACC.

I. Antennas: No exterior antennas, receiving dishes or similar apparatus of any kind for receiving or transmitting radio or television signals shall be placed, allowed or maintained upon any Lot without prior ACC approval. (CCR&E's Article IV, Section 11)

1. **Size of Dish:** Dish cannot be larger than 40 inches in diameter.
2. **Location:** Satellite dishes should be installed in the least obtrusive location on home and/or Lot and not on the front of roofs.
3. **Solar Panels and Awnings:** No solar panels or awnings shall be permitted on the front of a home. An ACC request must be submitted and include a description of what is to be installed and where it will be located.
4. **Wiring:** All wiring and materials associated with antennas/dishes should be concealed and as unobtrusive as possible.

Exception: If these specifications are complied with, homeowners do not need to submit an ACC request form for DIRECTV and/or Dish Network. Otherwise, ACC approval is required.

J. Mailboxes:

1. **Type Approved:** Mailboxes and mailbox stands must be maintained in their original condition and may not be replaced with any box or stand of a different type or color than those installed by original Developer. Mail boxes must be black in color, metal or plastic.
2. **Planting Around Mailboxes:** Planting around base of mailbox is allowed, provided the landscape guidelines are followed and planting allows easy access by mail carrier.
3. **Color:** Mailboxes must be black or brown metal and mailbox post must be painted. Mailboxes/posts shall be maintained and repainted as necessary to retain curb appeal. Vinyl decals and mailbox wraps are not allowed. Only temporary holiday decorations may adorn mailboxes.

K. Tree Houses/Playhouses: Tree houses on any lot require a modification form be submitted and approved by the ACC. Construction of wooden playhouses is allowed with prior ACC approval and must conform to ACC guidelines for doghouses/storage sheds.

L. Driveways: Driveways must be poured concrete only. Stained or stamped concrete require approval from ACC. No gravel, black top, or pavers allowed. Driveways must be maintained to original condition. (CCR&E's Article IV, Section 17)

M. Miscellaneous Items:

1. **Miscellaneous items requiring ACC approval:**
   a. Significant lawn ornaments
   b. Significant outdoor lighting
   c. Signs
   d. Free-standing flag poles
   e. Lantern poles
   f. Fish ponds

2. **Miscellaneous items <u>NOT</u> requiring ACC approval:**
   a. Holiday decorations*
   b. Landscape or accent lighting
   c. Wall mounted flags and lanterns
   d. Real estate For Sale, Garage Sale and Yard Sale signs
   e. Flood lights

*Christmas Holiday lights/decorations shall be removed by January 31st.

EXAMPLES OF ACCEPTABLE FENCES:

Figure 1

Figure 2

Figure 3

ACCEPTABLE FENCES ON SIDES OR BACK OF LOT:
(Note: Per Coweta County code, this fence style is not approved for pool enclosure.)

Figure 4

Figure 5

LANDSCAPE EXAMPLES:

Figure 6. *Shrubs too tall and covering windows

Figure 7. *Shrubs covering windows. Unacceptable lawn

Figure 8. *Unacceptable lawn

Figure 9. *Example of well maintained lawn

GARDEN EXAMPLES:

Figure 10

Figure 11

IN WITNESS WHEREOF, the undersigned Board of Directors for Coggins Farm Homeowner's Association, Inc., pursuant to the powers and duties vested in the Board of Directors within the governing documents of the Association, have unanimously adopted the aforementioned Architectural Standards and Guidelines for the Association, this 1st day of June, 2016.

COGGIN'S FARM HOMEOWNERS ASSOCIATION, INC.,
a Georgia non-profit corporation

By: _____
Richard Bailey, Board Member

Sworn and subscribed to before me this
1st day of December, 2016.

_____
Witness

_____ *[NOTARY SEAL]*
Notary Public

COGGIN'S FARM HOMEOWNERS ASSOCIATION, INC.,
a Georgia non-profit corporation

By: _____
Lisa Kjar, Board Member

Sworn and subscribed to before me this
1st day of December, 2016.

_____
Witness

_____ *[NOTARY SEAL]*
Notary Public

COGGIN'S FARM HOMEOWNERS ASSOCIATION, INC.,
a Georgia non-profit corporation

By: _____
Peter Libourel, Board Member

Sworn and subscribed to before me this
1st day of December, 2016.

_____
Witness

_____ *[NOTARY SEAL]*
Notary Public