

Normandie Homeowners Association

Rules & Regulations

Architectural Review Guidelines

Maintenance Guidelines

Adopted by the Board of Directors April 2025

Normandie Homeowners Association

The Normandie Homeowners Association Architectural Guidelines have not been reviewed or updated since November 1999. Much has changed over the past 25 years. The Board of Directors has undertaken a thorough review of the Architectural Guidelines, revising and updating with current trends. The Board of Directors is also incorporating the Rules & Regulations into the same document as the Architectural Guidelines.

The primary purpose of the Rules & Regulations including Architectural Guidelines are to preserve and maintain the property values and the natural beauty of our neighborhood as well as quality of life for all our neighbors. Our charter is to promote the general architectural and landscape standards, giving our neighborhood its distinctive look. The Architectural Committee is the Association's architectural approval authority. The accompanying standards and specifications are provided for your information.

As your representative, our intent is to maintain and nurture the 'park-like' setting of our neighborhood and thereby preserve its reputation as one of the Triangle's most attractive and desirable communities. To accomplish these goals, it is our intention to review all requests and approve them based on their positive impact on the aesthetics of our neighborhood. We encourage changes which enhance the natural setting and are consistent with the architectural integrity of the neighborhood.

The intention of the Committee is to encourage and maintain consistent standards, while accommodating changes requested by the homeowners driven by their lifestyles. These standards are intended to be flexible, reflect our neighborhood values and allow for individual creativity of design, with each request being reviewed on its own merits.

To accomplish these goals, we need the cooperation of each homeowner by requesting the formal submission of an *Architectural Change Request Form* when any change or modification is considered to the exterior of any home or property as described in the *Architectural Standards and Specifications*. This document is divided into four major sections: Overview, Standards and Specifications (must do guidelines), Process (paperwork) and Appendixes with guidelines for a specific change. We ask that you respect and comply with the Standards, and follow the approval process, which involves your neighbors. This should be done prior to making any exterior modifications to your home or existing lot.

We also need each homeowner to be respectful and considerate of each other by following the Rules & Regulations as we strive to live in harmony with each other.

We appreciate your continued support and cooperation in helping us maintain the quality of the Normandie community.

Susan Hessen
President
Normandie Homeowners Association

April 30, 2025

PURPOSE AND POLICY

The Architectural Standards and Specifications (hereafter referred to as the Standard) were established by Article 8 of the Declaration of Covenants, Conditions & Restrictions for Normandie Subdivision. Their primary purpose is to preserve and maintain the property values and the natural beauty of the neighborhood. Article 9 establishes the Architectural Committee (Committee) with review and approval authority for Normandie.

The purpose of the Committee is to maintain and promote consistent standards while remaining open-minded to changes in our neighbors' lifestyles. This document is intended to be flexible, allowing for individual creativity in design, with each request being reviewed on its own merits. This document is not intended to be comprehensive; rather it is a guideline for residents considering modification to their lot or exterior of their home. The aesthetics of the modification will be a primary consideration of the Committee.

The Committee is composed of a minimum of three members with volunteers solicited during the annual homeowners' meeting, all of whom must be approved or appointed by the Board of Directors (see Architectural Committee). The Committee meets on as needed basis. The primary purpose of the meeting is to review all architectural requests received by the Committee and to approve or deny requests.

The Rules and Regulations are developed by the Board of Directors to address and clarify issues of concern within the community, as outlined in Article 8, Section 9 of the Declaration of Covenants, Conditions & Restrictions.

RESPONSIBILITIES

Responsibilities of all parties as they relate to the Architectural Standards and Specifications.

A. Board of Directors

The Board of Directors is responsible for the final interpretation of the Declaration of Covenants, Conditions and Restrictions, and for making decisions about violations and related penalties or legal remedies.

B. Architectural Committee

The Architectural Committee is responsible for reviewing requests, making site inspections (both before and after the modifications), and approving or disapproving all architectural requests. The Architectural Committee is also responsible for updating these standards, as required, for approval by the Board of Directors.

C. Management Company

The Management Company is responsible for receiving Architectural Change Request Forms from homeowners, checking them for completeness and sending them to the Committee for review. The Committee will communicate with homeowners through the Management Company. The Management Company is not able to make decisions about requests.

D. Homeowners

Each homeowner has the responsibility to properly complete and submit an Architectural Change Request Form to the Committee in accordance with the requirements of this Standard. Each homeowner is also responsible for adhering to this policy, complying with the decisions made by the Committee, and reporting any problems or violations to the Committee through the Management Company.

Responsibilities of all parties as they relate to the Rules & Regulations

A. Board of Directors

The Board of Directors is responsible for the development of Rule & Regulations and for making decisions about violations and related penalties or legal remedies.

B. Homeowners

Homeowners are responsible for ensuring all members of their household members and guests adhere to the Rules & Regulations.

C. Insurance

The Homeowners Association does not provide insurance for the residential units. It is the responsibility of the owner to provide insurance coverage for the structures on their property and for any potential personal liability issues that may occur on their property. The association provides insurance for common areas and Board of Directors.

Rules and Regulations for Maintenance

It is the responsibility of homeowners to maintain their property (dwelling, parking area and landscaping) consistent with the Declaration of Covenants, Conditions and Restrictions (Article 11) and these Rules & Regulations. With the intent of neighborly consideration, the following is a list of areas (from Article 11) that should be reviewed on a regular basis to ensure your home is in good repair:

1. Prompt removal of all litter, trash, refuse and waste.
2. Lawn mowing on a regular basis:
 - No homeowner shall allow their grass to exceed six inches in height or allow weeds or rubbish to accumulate. Shrubs, trees, flowers, and other landscaping plants should not be allowed to become overgrown or encroach onto neighboring properties. All dead grass in the lawn must be repaired in a timely manner. Homeowners who dispose of yard waste for the Town of Cary to collect must abide by current Town rules and expectations. Backyards, while not visible from the street, must still comply with these expectations as they may be visible to multiple neighbors.
3. Tree and Shrub pruning and removal of dead or diseased trees and shrubs.
4. Watering by means of a lawn sprinkler system or hand watering as needed to keep lawn and garden areas alive
5. Keeping exterior lighting and mechanical facilities in working order
6. Removing any dead plant material
7. Driveways, parking areas, sidewalks in good repair when power washing include curb in front of house
8. Decks in good repair
9. Fences in good repair
10. Playground Equipment in good repair
11. Roofing repair/replace as needed.
12. Repair exterior damage.
13. Paint and Stain exterior of home
14. Trash, recycle, yard waste Can Storage
 - Trash, recycling and yard waste containers: Trash, recycling, and yard waste containers are permitted on the exterior of the home but must be screened from view by privacy screening or shrubbery. All trash, recycling and yard waste must fit in appropriate containers for pick up by the Town of Cary. Items left at the curbside and not picked up by the Town of Cary on trash day must be removed immediately. Large items can be taken to the Wake County Convenience Center or request a special pick up from the Town of Cary.
15. Gutters should be in working order and free of excess debris and growth.

16. Storm drains should be kept clear of debris

17. Leaves – Town of Cary does loose leaf curbside pick up collection. Collection begins in November, and will take place again in December and January. These dates apply to all citizens of Cary who receive curbside pick-up. Citizens are asked to begin placing their leaves on the curb up to one week before collection times for individual areas

Remember to set leaves out correctly for pickup:

- Place at the curb and out of the roadway by 7 a.m. on the first date of your collection period.
- Avoid covering sidewalks, storm drains, water meters, fire hydrants, and sewer clean-outs.
- Keep piles at a distance from mailboxes and parked cars.
- Keep trash, large stones, and other debris out of leaf piles.

After loose leave collection

Leaves in reusable containers or brown paper bags may be placed curbside for weekly yard waste collection. Yard waste is also accepted, at no charge, to the Citizen's Convenience Center at 313 N. Dixon Ave.

18. Mailboxes are a homeowner responsibility. See Mailbox Specifications.

19. Comply with all government and police requirements.

ARCHITECTURAL STANDARDS, SPECIFICATIONS, and RULES/REGULATIONS

It is the interpretation of the Normandie Homeowners Association Board of Directors that the provisions of Article 8 of the Covenants, Conditions and Restrictions apply to a wide variety of aesthetic considerations in the neighborhood. Every attempt has been made to include in this Standard those considerations having the potential to affect property values.

The following are examples of the types of changes, additions or deletions that would either (1) require submission of an Architectural Change Request Form, (2) not require a submission, or (3) are prohibited.

While every effort has been made to identify aspects of change requiring approval, the homeowner who has any doubt if his/her situation is adequately addressed should contact the Committee for guidance. When in doubt, assume a submission is required.

It must be recognized the submission and approval process is administered by volunteers on their own time (nights and weekends) and is inherently lengthy. The Committee meets on an as needed basis and the Board of Directors meet once within each calendar month. It is the responsibility of each homeowner to plan in advance and allow for the process time required. Homeowners should take into account the time required for the Committee to respond (30 days). Homeowners should not begin work until approval has been received.

Throughout this document the term "changes" shall include additions, alterations, improvements, removal or relocation.

The specifications and details listed below apply to both items requiring submission and not requiring submission and are those that have been identified by the Board of Directors as requiring a specification. For items detailed below, which do not require a submission, the expectation is minimum detail will be met. Any items not specifically described as being allowed without submission or prohibited require submission. The rules and regulations listed below apply to standards of living within Normandie.

A. Types of Changes which Require Submission & Rules and Regulations

- a) Awnings
 - a. No awnings shall be placed on the front or side of the house.
 - b. Rear awnings shall be composed of either fabric or metal.

- b) Decorative and Exterior lighting (gas lights, low-voltage landscaping lights, exterior flood lights, string lights etc.)
 - a. Post lights shall be black to match the mailboxes and other poles in the neighborhood.
 - b. Permanent Landscape lighting shall be low density and located at ground level, not in trees.
 - c. Permanent Landscape lighting should not affect neighboring property. It is suggested permanent landscape lighting be turned off at a reasonable hour (11:00 pm) so as not to shine in other homes all night.
 - d. Flood lights should not be pointed directly into a neighbor's home. It is recommended flood lights be placed on motion sensors so as not to shine in neighbors window all night.

- e. String lights should use low wattage bulbs. It is recommended string lights be on a timer and turned off by 11:00 pm as a courtesy to neighbors.
 - f. Decorative Solar Lights – should be located at ground level and not in trees or bushes.
- c) Playhouses - See Appendix B
- d) Decks, deck skirting or screening, and patios – See Appendix E
- e) Driveway extensions and parking pads
- a. Parking pads in front of the house are not permitted.
 - b. Parking pads must be connected to the driveway.
- f) Enclosures – (screened or glass) and room additions
- a. Should only be located in the rear of the home
 - b. Must meet code requirements.
 - c. Rooms may be added to the rear of a home.
 - d. The exterior must match the current exterior of home in material and color.
- g) Fences - See Appendix A
- g) Hedges and screen plantings
- a. Hedge or screen plantings which form a barrier between properties should have:
 - I. Concurrence of the adjoining property owner.
 - II. Agreement for maintenance access
 - III. Setbacks to allow for plant growth and hedge to remain on installer's property when fully grown.
- h) Landscaping
- a. Landscaping, such as naturalizing an area of yard and/or adding shrubs, trees, flowers, etc., requires approval for alterations.
 - b. Other types of landscaping which represent more significant projects that may be structural, have an impact on adjacent property, or require strong aesthetic consideration, and will require submission:
 - I. Retaining walls shall be as unobtrusive as possible. Minimum height to serve their function and satisfy code requirements.
 - II. Drainage, swale, and runoff: careful consideration should be given to landscaping that will regulate current drainage/runoff to adjoining property. Details should be contained in submissions. Should future problems develop, correction is the responsibility of the homeowner who made the modifications even if Committee approval has been granted.
 - III. Garden plots. Small, discreetly located garden plots shall be submitted in accordance with Guidelines for Vegetable Gardens (Appendix D). Any requests deviating from Guidelines should be submitted with details of screening.

- IV. Ornaments/figurines to be placed in public view (front yards, corner lots, etc.) should be submitted with a picture. This applies to permanent placements like birdbaths, but not to the temporary installation of seasonal visuals (Halloween, Christmas etc.).
- V. Artificial turf is not permitted in front or side yards. Artificial turf may be placed in back of the house behind the rear house line.
- VI. Landscaping must be completed in a timely fashion. A rule of thumb is within 60 days for basic landscaping (grass and trees), and six months for finalization (weather permitting).

i) Parking

- a. No inoperable motor vehicles or any type unless stored in garage.
- b. All streets in Normandie are public and any street-parking concerns should be reported to Cary Dispatch (919-469-4012). *The Association highly encourages refraining from parking on the streets – especially in cul-de-sacs.* Street parking should ideally be left for temporary guests or contactors.
- c. All vehicles parked within Normandie must be in operating condition both legally and mechanically with current license plates and inspection sticker and with no flat tires, etc. Commercial vehicles are not allowed.
- d. Minor vehicle repairs (oil changing, tire changing, spark plug replacement, etc.) are allowed; however, major repairs (engine overhaul, transmission repair, brake replacement, rear end repairs, etc.) are not allowed.
- e. Vehicles are not allowed to be left on jacks or blocks for more than twelve hours.

j) Boats & Trailers, Recreational Vehicles

- a. None of these types of vehicles may be stored openly on any property.
- b. Recreational vehicles, boats or trailers cannot be parked in the driveways for more than forty-eight consecutive hours.
- c. Recreational vehicles, boats, trailers, including towed vehicles, must be kept in an enclosed garage.

k) Free-standing and pole basketball goals, toys, recreation or sports equipment

- a. Subject to the approval of the Committee, one pole-mounted basketball goal may be proposed for the edge of the driveway provided placement does not block the front yard sight lines of adjoining neighbors and placement is no closer than 10' from side and 25' from rear adjoining property lines. (front placement)
- b. Submissions for basketball goals should include construction and installation details and should meet Guidelines for Basketball Goals (Appendix C).
- c. All toys and recreational equipment should be out of sight and not in the front and side yards when not in use.

l) Signs

- a. No signs, advertisements, billboards, or advertising structures of any kind may be erected, maintained or displayed on any Lot or common area.
- b. No political or for sale signs are allowed in common areas.

- c. The Committee may enter upon any lot and remove and/or destroy any unauthorized sign or other advertising matter.
 - d. Signs may be placed in the yard for the express purpose of selling the property. Only one standard size professionally lettered "For Sale" is permitted.
 - e. Per NC State Statute 47-F political signs are allowed no sooner than 45 days prior to the election and must be removed within 7 days after the end of the election. Political signs shall not be illuminated, and must comply with all applicable city, town, or county ordinances that regulate the size of political signs.
 - f. Security, burglar alarm or dog fence signs may be placed discreetly in the front yard.
 - g. No signs are permitted in windows, with the exception of alarm and pet signs.
 - h. No signage may be placed at the front entrance common area with the exception of a real estate sale open house or community event. Signs should be removed promptly following the event. Temporary signage during the period of home improvement is permitted but removed as soon as the job is completed.
 - i. Homemade signs in yards are prohibited.
 - j. Temporary signs associated with events such as graduation, birthday, anniversary or other celebrations are permitted on a limited basis. Such signs may remain for a reasonable amount of time surrounding the event, not to exceed two weeks.
- m) Structures
- a. No structure of temporary character such as a trailer, basement, tent, shack, garage, barn or other outbuilding should be used at any time as a dwelling house on any lot.
 - b. Port a pots must be on the lot having the work done. May not block access to mailboxes. Must be removed within 7 days of completion of work.
- n) Storage
- a. No trade materials or inventories may be stored on residential lots.
 - b. Temporary storage of materials for modification projects should be discreetly placed and orderly maintained.
- o) Solar Panels
- a. May not be free standing on any lot.
 - b. Must be roof mounted.
- p) Swimming pools, Spas and hot tubs
- a. Pools must meet setback requirements, as specified by the Covenants (i.e., 10' from side lot line, 25' from rear lot line, and 50' from front lot line).
 - b. Runoff from pool drainage must be considered in overall landscape plan.

- c. above ground pools are prohibited
 - d. Spas & Hot tubs shall be located in the rear yard away from adjacent property and properly screened with fencing, lattice or landscaping including screening of mechanical equipment.
- q) Tree removal (live) or tree additions
- a. The removal of a live tree requires approval unless the tree is less than six inches (6") in diameter at a height above the ground of two (2') feet.
 - b. Removal of dead trees does not require submission, regardless of size. It is the homeowner's responsibility to ensure that the tree is dead, and it is removed in a timely manner.
- r) Front Porches must be permanent and consistent with the exterior front.
- s) Garages - Garage doors should be either the color of the house trim or the dominant color of the house if painted
- t) Windows
- a. Window air conditioners are prohibited on the front of the house.
 - b. Front of house should either have or not have window grates – front of house should be consistent.
- u) Shutters
- a. Front of house should either have or not have shutters
 - b. front of house should be consistent.
- v) Doors - The front door should match the shutter color if there are shutters.
- a. Storm doors on the front door should be fully clear with trim matching the house trim.
- w) Materials and Colors
- a. Only exterior materials comparable to those on existing structures, and compatible with the architectural character of the Normandie Subdivision, will be approved.
 - b. Garage Doors shall be painted to match the trim or dominant color of the house.
 - c. Brick will remain unpainted, unless painted as part of the original, approved construction.
 - d. Color changes
 - i. Keep all colors low in intensity (saturation or chroma).
 - ii. Color changes from the original require Committee approval.
 - iii. Colors must blend with the colors of the homes in the immediate vicinity.
 - iv. Actual color samples must be included with a request for a color change.

- x) Out Buildings and Storage Sheds
 - a. No trailer, tent, shack, barn, tree house, fort or other outbuilding, temporary or otherwise, may be erected or placed on any home site.
 - b. Storage sheds and outbuildings of any kind are not permitted.

y) Vegetable Gardens

- a. The proposed installation of garden screening must first be submitted, in writing including plant types and locations, to your Architectural Committee for approval prior to installation of screening and garden.
- b. The garden plot is to be located within any available low area of the rear yard, at least 10' removed from the side and 25' from the rear adjoining property lines and Normandie common areas. See Guidelines for Vegetable Gardens, Appendix D.

B. Specific Items which Do Not Require a Submission

- a. Flower boxes which are painted to match exterior color approved for home.
- b. Minor landscaping (see Landscaping Section IV)
- c. Periodic repainting and re-staining with the existing color for maintenance
- d. Removal of dead trees
- e. Small garden plots which meet Guidelines for Vegetable Gardens (Appendix D) and are located behind the residence out of view from the street.

C. Specific Items which are Prohibited either by the Covenants, Rules & Regulations or the Town of Cary

A. Animals

- a. No animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that:
- b. Household pets may be kept, provided they are not bred or maintained for any commercial purpose.
- c. The Town on Cary has a leash law for dogs and cats and Normandie residents are expected to abide by the law.
- d. No more than 3 dogs or 2 cats may be regularly kept on any lot.
- e. Homeowners are required to pick up after their pets. Please be courteous of everyone.
- f. Dog runs are prohibited

B. Clotheslines - Permanent exterior clotheslines are prohibited.

C. Exterior Antennas or Dishes - No exterior antenna, tower, disc or dish shall be erected or placed upon any lot (requests for installation of 18-inch dishes will be considered if the installation is hidden from view – preferably on rear roof).

D. Encroachment of any type on other property.

E. Parking

- a. No industrial or commercial trucks, trailers, tractors, inoperable automobiles, boats, campers or recreational vehicles may be

- regularly parked outside on the lot or on the street.
- b. Parking overnight of personal vehicles on the streets is discouraged.
- c. No commercial trucks or trailers are to be parked in the community overnight.

F. Signs

- a. No commercial signs, advertisements or billboards, or advertising structures of any kind may be erected, maintained or displayed on any Lot or common area without approval of the Committee.
- b. The Committee may enter upon any lot and remove and/or destroy any unauthorized sign or other advertising matter.
- c. No signs are permitted in windows, except for alarm and pet signs.

G. Pools - Above ground pools are prohibited.

H. Tree houses or elevated play structures are prohibited.

I. Storage Sheds or Storage Buildings

J. Storage sheds of any type (metal or non-metal) are prohibited.

K. Painting Brick front is prohibited – unless the front was painted as part of the original construction of the home.

L. Noise - Loud noises from homes, vehicles, pets, and other disturbances must be avoided at all times. If a homeowner is having a social gathering it is encouraged, they inform neighbors so they can anticipate additional noise or parking concerns. If a homeowner should be disturbed by a loud noise, they should first attempt to notify the disturbing party. If the disturbing party is uncooperative and the problem is severe, then the local law enforcement agency should be contacted.

M. Hazard - The discharge of firearms, fireworks, or any other noise-making device is strictly prohibited.

N. Gas Tanks - All above ground fuel storage tanks are prohibited in the front or side of the property and must be in the rear of the property and must not be visible from the street.

O. Any items not specifically described as being allowed in compliance with neighborhood covenants.

PROCESS

Changes, additions, removal or relocation previously identified as requiring submission, or the homeowners believe may require submission, shall follow the process described in this section. The process will be the same for all submissions with the required details varying depending upon the type of change.

Reminders

No construction, modification or addition shall begin without Board/Committee (herein referred to as "Committee") written approval of the submission. Therefore, no commitment for labor and/or materials should be given to contractors prior to receipt of written approval. No Town of Cary Building Permit should be applied for prior to having Committee approval. Allow enough time for processing and approval in planning for construction or landscaping. In general, the review and approval cycle are between 30 and 45 days.

A. Planning and Preparation of Submission by the Homeowner

- a. Using this standard, determine if a submission is required. If yes, continue.
- b. Prepare the Architectural Change Request Form (copy available from the management company website under Normandie) and attach any drawings, sketches and supplemental documents for the Committee review. A complete submission will **FULLY** describe / depict the change and stand on its own without need for further explanation or clarification.
- c. Drawings need to be to scale to show a relationship to location, height, etc., with the dimensions and scale used clearly marked on all drawings. For major construction projects such as additions, sunrooms, dormers, etc., for which a hired contractor is used, the design drawing should suffice, showing rooflines and other such detail.
- d. Sign the form.
- e. Present the complete submission to all-adjoining property owners (side and rear and neighbors across the street) who may be visually impacted by the change and obtain their signatures. This signature only reflects each neighbor who has seen the complete submission. It is NOT an approval/or denial of the submission.
- f. After completing steps (1- 4 above), present the submission to Normandie's management company. Incomplete or illegible submissions will be returned immediately to the homeowner. Upon receipt of a **complete and legible** submission, the 30-day review process will begin.
- g. The Committee meets on an as needed basis. Contact the management company to follow up on submissions.

B. Architectural Committee Review

- a. The Committee will review submissions within 30 days of submission. Also, any responses from the adjoining property owners will be reviewed and taken into consideration.
- b. The submission will be voted on by the Committee, who will reach a consensus decision for approval, approval with modifications (recommended changes to the original concept) or disapproval. Note: Disapproval may be on any grounds, and the details will be communicated to the homeowner.
- c. All Committee communications will be handled through the management company and include the following:

- I. Approved: Application is approved as submitted.

- II. Approved with Conditions: proposal is approved with certain specific changes or requirements to be followed.
 - III. Denied: Application is Denied. Owner may appeal to ARC within 5 days.
 - IV. Incomplete Application: Additional information is needed to review application. 30 day review process restarts once the management company has received additional information.
- d. The Committee will complete a standard response letter indicating the Committee's decision, and the management company will email it within five working days after their meeting.
 - e. Approval of any submission or portion thereof does not ensure approval of similar submissions, as each submission will be considered on its own merits. Each homeowner must submit an application even if submission is the same as another neighbor.
 - f. A proper submission approved by the Committee is equivalent to a contract to comply with the specific details. Significant alterations/deviations from the plan reviewed and approved by the Committee will require resubmission.

C. Appeals / Resubmission

- a. To appeal a denied submission, the homeowner should submit a written response including specific detailed information that clarifies why the submission should be reconsidered. The homeowner may also request a meeting with the Committee or the Board to further discuss the submission by contacting the management company.
- b. To make an appointment to meet with the Committee, contact the management company. A portion of each Committee meeting can be allocated for homeowners to meet with the Committee in person. Appointments must have at least seven (7) days notice to set a time to meet with the Committee and are limited to 15 minutes in duration.

D. Time Frame for Construction

- a. Construction should begin at the indicated start date or within three months after the date of the written approval by the Committee. Work must be completed within a maximum of one year after the start of construction. The Committee will state the maximum time to complete a particular project with approval.
- b. Approval for projects not begun as specified above will lapse, and the applicant must resubmit the proposal or a written request for extension to the Committee Chairperson.

E. Details for Submission - In some cases, many attributes or details of a proposed change, addition or deletion are required for the Committee to make sound responsible decisions. In other cases, the nature of the change will be simple and straightforward, as will be the submission. The following items may be used as a method of describing or visually depicting the requested change (as applicable).

- a. Pictures, magazine cutouts, etc.
- b. Color chips.
- c. Plot plans - top-down drawing showing location of existing structure(s),

property boundaries in relation to adjoining property(s), and location of proposed change(s). Each homeowner should have received a plot plan (also known as a survey) during closing on their house.

- d. Elevation drawings -- a side view that will show height, topography of land, and visual image of the change.
 - e. Written description of the types of materials to be used or a contractor's bill of materials.
 - f. Written and / or visual depiction of construction details.
 - g. Location for building material storage during construction, soil disposal plan, drainage plan, and landscaping or re-vegetation plan (as applicable).
 - h. Any other aids to assist the Committee in their review.
 - i. Identification of the party responsible for performing the improvement (homeowner, contractor name, etc.).
- F. Inspection - The Committee may, from time to time, be directed by the Board of Directors to do random on-site inspections to ensure compliance with approved submissions. Homeowners are asked to cooperate during such inspections. If deficiencies or significant deviations are noted, the Committee will notify the homeowner in writing, with a response expected within 30 days.

VIOLATIONS AND REMEDIES

- A. Architectural - There are two types of violations related to architectural guidelines:
- a) Implementing a change, addition, or deletion without approval of a properly completed submission
 - b) Deviation or noncompliance with an approved submission.

1. Remedial Process

The Committee generally expects to amicably resolve violations and disputes regarding interpretation of the Standard through straightforward discussions with the homeowners. After all attempts to resolve a violation have been exhausted, including the opportunity for a hearing, the Committee will select the appropriate remedy and notify the Property Owner of such action. The Committee is hopeful homeowners will act as good neighbors and therefore minimize the time and expense associated with unpleasant legal remedies.

2. Homeowner Association Remedies - Enforcement of this Standard is detailed in Article 9 Section 5 of the Covenants, Conditions and Restrictions.

- a. Remedies include but are not limited to:

- I. Suspension of voting rights and privileges.
- II. Obtaining a Restraining Order to prevent an action.
- III. Obtaining a Court Order to require the homeowner to remove a project.
- IV. Levy Fines

B. Rules & Regulations

1. Violations related to Rules & Regulations include:
 - a. Failure to abide by the Rules & Regulations
 - b. Failure to maintain property.
 - c. Recourse
 - Given 10 days to rectify violation from date letter mailed.
 - Failure to rectify after 10 days – association may have work done and invoice owner for cost.
 - Special Assessment if you don't comply with which goes against property.
2. Failure to comply with the Rules and Regulations may result in fines to the homeowner's account. Upon first notice, either by mail or email, homeowners should respond to the management company in writing to discuss remediation of the violation. Violations that have gone unnoticed or have not been addressed in a timely fashion are not "grandfathered-in" and are still subject to the rules for the community and at any point may require remediation. Owner's wishing to report a neighbor for a violation must do so to the community manager in writing and with supporting evidence

APPENDIX A

GUIDELINES FOR THE CONSTRUCTION OF FENCES

In keeping with the goal of maintaining an open, park-like atmosphere, the Committee generally discourages the use of fences within Normandie. The physical definition of individual lots visually detracts from the natural open feeling presently existing throughout the community. It is the intention of these guidelines, however, to allow a specific type of fencing so homeowners have the option of creating an enclosed or semi- enclosed backyard for privacy, security, or protection of small children, using a fence that is both long lasting and provides aesthetic continuity. Electronic "invisible" fences, which are in use by many homeowners, are suggested for containing pets. The Committee shall review all proposed fence locations and details. Each case shall be reviewed on an individual basis. Quality materials and construction methods shall be employed. The following architectural guidelines for fencing will assist the Committee when reviewing requests related to fencing.

- A. The fence guidelines provide minimum standards to assure:
 - 1. Sound, long-lasting construction
 - 2. Aesthetic continuity

- B. Styles
 - 1. Picket or other decorative fences (stockade fences are discouraged)
 - 2. Additional considerations are:
 - I. No chain-link yard fences
 - II. No wire backed fences.
 - III. Compatibility with the surrounding aesthetics and existing fences
 - IV. No above ground electric pet restraining wiring
 - V. No split rail fences
 - VI. Solid fences are discouraged along road frontage views but will be reviewed on a case-by-case basis. Homes on corner lots may be considered to have two road frontage views.

- C. Materials
 - 1. Fence siding material should be cedar or pressure-treated lumber.
 - 2. Fence posts should be 4x4 cedar or pressure-treated lumber.
 - 3. Metal (other than wrought iron), wire, chain-link fences or concrete will not be approved.
 - 4. Other materials (such as brick) will be considered on a case-by-case basis.

- D. Treatment - It is recommended fences should be left unfinished to weather naturally or may be stained with a stain to remain compatible with the color scheme of Normandie.

- E. Height
 - 1. No fence should be higher than fifty-four (54) inches, measured from the ground to the top of the posts.
 - 2. Posts should extend no more than three (3) inches above the fence line.

 - 3. In general, a uniform or patterned height should be maintained parallel to the ground line.

4. When topography or landscape affects height or pattern, a detailed explanation and/or elevation drawings must be included with the submission.

F. Location

1. Submit a top-down map (surveyor's plot) to indicate the exact location of the fence in relation to the house and property lines. Dimensions should be included.
2. It is strongly recommended that fences be set back at least twelve inches from the property line.
3. In general, fences should extend from the rear property line forward no more than halfway between the front and rear building line of the home.
4. No fence should extend beyond the front line of the dwelling nor encroach on the front set back (30 feet from the street). Corner lots may be subjected to the setback provision along the two road frontages.
5. S e t b a c k s may be required for landscaping.
6. A landscaping plan should be submitted with a request for approval of the fence.
7. Property owners are cautioned about building a fence infringing on easements or access rights-of-way may result in removal or destruction of the fence. Such building is done entirely at the risk and expense of the property owner.
8. Consideration should be given to access and ease of maintenance when selecting location and treatment. The property owners are requested to attempt to reach an agreement with adjoining property owners as to a common location for a shared fence. In the event an agreement between adjoining property owners cannot be reached, property owners will be required to install the fence 30 inches within side property lines to ensure ease of maintenance.
9. Any landscaping to be removed during the installation of the fence requires prior approval of the Committee.
10. Natural or landscaped drainage must not be disturbed during the installation of the fence.

G. Process

1. No construction shall begin without Committee approval of the submission.
2. No Town of Cary Building Permit shall be applied for prior to having Committee approval.
3. Allow enough time for processing and approval in planning for construction.
4. It is the applicant's responsibility to ensure the proposed fence complies with all Town of Cary zoning ordinances. If a fence is erected and later found to be in violation of a Town of Cary ordinance, the owner is responsible for bringing the fence into compliance and any costs associated with doing so regardless of prior approval by the Committee.

Appendix B

Guidelines for Swing Sets, Other Play Equipment

Normandie is a community with families with young children. Your Committee has adopted the following guidelines governing exterior, semi-permanent play facilities, it is the purpose of these guidelines to encourage youthful play while minimizing the visual impact of bright colors against the natural foliage.

- i. All semi-permanent play facilities are to be installed in the rear yard of residences at least 10' removed from side adjoining property lines and 25' removed from rear adjoining property lines (standard Covenant set back).
- ii. Construction materials should be natural wood or earth tone, with neutral canvas covers where applicable. The installation of brightly colored metal or plastic Jay facilities is discouraged.
- iii. Children's playhouses may be proposed provided their exterior size is less than 5' wide by 7' deep by 6' high (roof peak). The playhouse is to be installed in the rear yard of residences at least 10' removed from a side lot line, and 25' removed from a rear lot line (standard Covenant set back). The design of the playhouse should be of a miniature house, with consistency as to neighborhood style, color, and trim.
- iv. Swing sets should only be of a type commercially available and no larger than 24' X 8' X 8' (length, width, height).
- v. Trampolines are discouraged unless screened by appropriate means.
- vi. Play equipment should be located on the lot such that it cannot be viewed from the street.
- vii. Typically, no more than one unit of play equipment per house - small, low height items such as sand boxes are excluded.

Normandie is an aesthetically pleasing environment. However, the proximity of our homes dictates we are especially mindful not to intrude on our neighbors' vistas. Architectural Guidelines are subject to revision without notice. In all cases, the Committee is the final authority and judge of what is acceptable within the larger Normandie community.

Appendix C

Guidelines for Basketball Goals

Given the interest in basketball in the Research Triangle area, the Committee has developed the following guidelines governing the installation of basketball goals and other permanently affixed recreational equipment.

- I. No recreational equipment of any type should be permanently affixed to the exterior of any residence, including the garage.
- II. To better preserve sight lines with minimal clutter, consideration should be given to installing sleeve-mounted or portable, weighted base basketball goals which should be removed from sight when not in use.
- III. Basketball goals, approved for installation, should have a white or clear backboard and black or white pole.
- IV. To be considerate of your neighbors, it is requested play be limited to the hours of 10:00 a.m. -dusk (not later than 8 PM) weekdays and 10:00 a.m. - dusk (not later than 9 p.m.) weekends.

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Appendix D

Guidelines for Vegetable Gardens

To accommodate horticultural pursuits within the Normandie Community while preserving aesthetics, the Committee has adopted the following guidelines.

- I. Vegetable garden plots should be restricted to the rear yard of residential lots. No plantings of any kind are permitted in the common, easement, buffer or greenway areas of Normandie.
- II. Vegetable gardens should not be used in the rear yards of corner lots where the garden would be visible from the street, unless the plot is screened from public view by low growing, evergreen shrubbery, installed by owner.
- III. Garden plot should not exceed 225 square feet in area: for example... 15' x 15' or 10' x 22.5' or 5' x 45' or other irregular shaped areas of 225 square feet or less.
- IV. Planting trellises/ supports should not exceed 3' in height and should be removed at the end of the growing season.
- V. Garden plot should be maintained in a conscientious manner including, but not limited to, regular weeding. All plants and planting materials should be removed and the plot tilled to ground level at the conclusion of the growing season.
- VI. Insecticides and fertilizers having long lasting, malodorous qualities should not be used. All garden waste should be securely bagged and disposed of properly off-site.
- VII. Garden hoses and equipment should be stored inside your garage or home when not in use.

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Appendix E

Guidelines for Decks and Patios

The Board encourages creative designs and patterns for decks and patios, particularly in the replacement of existing builder-supplied components. However, plans for such improvements shall be submitted to the Architectural Committee for approval. There are no predetermined styles in this document for decks or patios but below are rules and guidelines for planning consideration.

- I. Deck Materials
 - a) Deck material is generally pressure treated wood, Trex or other suitable material.
 - b) Posts may be made of brick, pressure treated wood, Trex or other suitable material.

- II. Patio Materials
 - a) Concrete slabs with smooth finish or exposed aggregate, must be screened with appropriate landscaping. Include landscape plan in request.
 - a) Bricks with sand fill or grout.

- III. Height of decks, height of, arbors and screens
 - a) Decks should be of a reasonable height for their intended purpose.
 - b) Arbors and pergolas should be no higher than eight feet above the deck surface.
 - c) Freestanding deck screens (e.g., lattice) shall not exceed six feet in height.
 - d) Screens as part of an arbor may extend to the arbor.
 - e) Underside of decks should be covered with lattice, screen, or plantings.

- IV. Location
 - a) Patios should be located behind the house, but may extend beyond, around comers, or be freestanding in other areas of a backyard.
 - b) Decks shall not extend outward beyond the rear corner of the building line. Special cases may require an exception to this rule and will be determined after a site visit.

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