



Dowell Farm Community Architectural Guidelines

This manual has been adopted for the purpose of establishing general guidelines for architectural approvals and does not supersede or replace the Homeowner Association's governing documents or local, state or federal laws, codes, ordinances, rules or regulations.

This manual is subject to amendment from time to time. Also, because of changing circumstances and technologies, matters prohibited or approved in the past may not necessarily be prohibited or approved in the future.

While this manual is intended to establish consistency of appearance within the community, it should be remembered that because of factors such as location, neighborhood characteristics and proximity to common area and roads, the various properties may be treated differently in order to reflect such factors.

As stated in the Homeowner Association's governing documents, no approval hereunder shall constitute a warranty or approval as to, and neither the Homeowner Association nor any member or representative thereof shall be liable for the safety, soundness, workmanship, materials or usefulness for any purpose of any improvement or alteration nor as to its compliance with government or industry codes or standards. All exterior modifications to your home must be approved by the Architectural Review Committee (ARC). This also includes landscaping additions, replacements, changes and/or modifications. If no approval has been granted, then the homeowner shall pay all money in replacing and/or removing.

A complete form must be submitted through the Architectural Review Committee (ARC) for all types of exterior modifications. When plans are required, they must be submitted with the form. A form is attached to these guidelines. For all ARC approved application forms, guidelines & to submit a request, please visit our community website online via: www.dowellfarm.com

The Covenants provide thirty (30) days for the ARC's review of a modification request.

For application forms & to submit a request, please visit: www.dowellfarm.com

***If you need a hard copy and do not have access to the internet, please reach out to a neighbor who is on the ARC within the community for assistance.**

It is the homeowner's responsibility to ensure the clean-up of any common area and sidewalks when their project is complete to avoid a fine and/or penalty.

COVENANT ENFORCEMENT PROCEDURES

If you witness or notice what you believe is an ARC violation, please contact the Architectural Review Committee via our [Contact Us](#) section on our website, or in person to one of the ARC members.

If necessary, follow-up correspondence requesting immediate action will be sent. Possible sanctions include: (i) suspension of the right to vote; (ii) commencement of legal procedures; (iii) correction of the violation by the association with all costs charged to the violator

Any changes made prior to September 2014 were approved under the existing ARC governed by Home South Communities.

AIR CONDITIONERS

- Window A/C units are not permitted.

ANTENNAS (SATELLITE DISHES)

- Satellite dishes, antennas and similar devices designed to receive video and/or television programming services via multi-point distribution services which are one meter or less in diameter or diagonal measurement do not require ARC approval. (Examples would be the typical Dish and DirecTV dishes provided for residential service.) However, we do ask that the device be placed in the least conspicuous location on the homeowner's premises where feasible.
- Devices not meeting the above criteria should be submitted to the ARC for approval.

ARBORS, PERGOLAS, AND TRELLISES

- Arbors, pergolas, and trellises will generally be permitted in the rear of the house
- Pergolas and trellises will only be permitted behind the house.
- If an arbor is to be located on the side of the house, they will only be considered in the backmost 1/3 of the house depth and should not extend to within 5 feet of side property lines
- The structure should be composed of iron, cedar, pine, or another decorative wood
- Paint or stain must remain consistent with the surrounding fence if applicable
- Height, width, location, and color must be clearly specified with submission for approval

AWNINGS

- Awnings are not permitted.

BASKETBALL GOALS

- No permanent hoops allowed.
- Shall not cause a nuisance.
- Shall be stored no more than five (5) feet from garage door.
- Should be left standing by garage.
- Not permitted in common area.

DECKS

- A form must be submitted for all decks.
- The form must include:
 1. A site plan denoting location, dimensions, materials and color.
 2. In most cases, the deck may not extend past the sides of the home.
 3. Materials must be No. 2 grade (or better) pressure treated pine or composite decking material.
- Vertical supports for the wood decks must be a minimum 6x6 inch wood posts, preferably boxed in as to appear to be 6x6 wood post.
- The following, without limitation, will be reviewed: location, size, conformity with design of the house, relationship to neighboring dwellings, and proposed use.
- Owners are advised that a building permit may be required for a deck.
- All decks need to be maintained on an ongoing basis. No discolored or molded decks are acceptable.
- COLOR: An ARC form must be submitted for approval the first time a deck is stained or when a color change is planned. Repainting/Re-staining to the current color does not require ARC approval or an ARC form.

DRIVEWAYS

- Additional driveways and extensions to existing driveways are not permitted.

EXTERIOR BUILDING ALTERATIONS

- Any construction, erection, or placement of anything, permanently or temporarily, on the exterior portions of the Unit or on Common Area must be approved by the ARC. An ARC Approval Form must be submitted for all exterior building alterations. Building alterations include, but are not limited to: storm doors, front doors and windows, shutters, roof shingle replacement, construction of driveways, garages, porches and room additions to the home.
- Painting requires written approval prior to work beginning.
- The original architectural character or theme of any home must be consistent for all components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
- Manufacturer color name and color number must be included.
- Area of home to be repainted. (siding, shutters, trim, front door, garage, doors, etc.)
- Private Tennis courts prohibited
- Owners are advised that a building permit will be required for certain exterior building alterations.

EXTERIOR DECORATIVE OBJECTS

- Small exterior decorative objects, both natural and man-made, used to accent a landscape design are permitted. Large exterior decorative objects, both natural and man-made, incorporated as the focal point of a landscape design require an Architectural Review Form to be submitted. Exterior decorative objects include items such as: bird baths, wagon wheels, sculptures, fountains, pools, antennas, flower pots, free standing poles of any type and other items attached to approved structures.
- Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the home.
- Neatly maintained front porch flower beds that match exterior color containing evergreens/flowers do not require submission of a form.
- Holiday and seasonal decorations/displays in the front entryway and on the front door, along with traditional holiday lighting do not require approval from the ARC. Holiday lights may be placed on homes so long as the lights do not create a nuisance to the adjacent residents or the community. Holiday and seasonal decorations/ displays and lighting should be installed and removed in a reasonable time frame.

EXTERIOR HOUSE LIGHT

- All additional light fixtures require architectural approval
- Along with your architectural application, submit a picture of the fixture and a copy of your survey showing the location to the ARC for approval prior to installation.

FENCES

- The design concept for Dowell Farms Community promotes a feeling of open space, therefore, fencing or screen/hedge wall style plantings are not allowed from the front of the house to the street area.
- A form must be submitted for all fencing.
- Chain link fences and wire mesh are prohibited.
- All Forms must include the following information:
- Picture or drawing of fence type. Fence types should be privacy.
- Dimensions: Maximum height may not exceed 6 feet and must extend to property line
- All fences need to be maintained on an ongoing basis. No discolored or molded fences are acceptable.

- **COLOR:** An ARC form must be submitted for approval the first time a fence is stained or when a color change is planned. Repainting/Re-staining to the current color does not require ARC approval or an ARC form.
- **Site Plan:** A site plan denoting the location of the fence must accompany the form. Fences shall not be located closer to any street than the rear edge of the home. However, on corner lots, the fence shall not be closer to any side street than the building line of lot.
- **Crossbeam:** Crossbeam structure shall not be visible from any street (must face inside toward yard)
- Dog runs are prohibited.
- Invisible Fences used to contain pets are permitted in the rear of the home only.
- If other fencing exists on the property, fencing for dogs must be of the same type.

FLAG POLES AND FLAGS

- Flag poles are not permitted: only brackets mounted to the front exterior of house.

GARDEN-VEGETABLE

- Permitted only in backyards

GUTTERS & DOWNSPOUTS

- Gutter color must match the fascia of the house.
- Downspouts must match the color of the house.
- Homeowner must submit a form with a survey showing location to the ARC for approval prior to installation.

HOUSE COLORS/ HOUSE PAINT

- Shall not have mildew or irrigation staining.
- Shall not have chipped or peeling paint.
- Shall not be same color as adjacent house and homeowner must provide pictures of surrounding homes.
- Homeowner must submit a form to the ARC for approval of color and scope prior to painting. Repainting with the existing color does not require ARC approval. An ARC form does not need to be submitted.

HOUSE NUMBERS/ MAILBOXES

- The house number must be mounted and centered on mailbox as originally done by builder.
- The mailbox number must be mounted and centered on mailbox as originally done by builder.
- Shall be painted in black color as existing finish.
- Shall not be blocked by obstructions.
- Vines, flowers and plant material are permitted around the base of the mailbox as long as they do not interfere with the mail carrier's ability to deliver mail. The garden design cannot be larger than the area around the mailbox, and must be maintained by the homeowner.
- Replacement mailboxes can be purchased through **Global Home Products at 770-409-8292**

LANDSCAPE & PLANT MATERIAL

Landscape lighting

- Wiring shall be buried and out of sight.
- Transformers shall be obscured from view.
- The intensity and direction of landscape lighting shall be such that they do not provide a visual nuisance for neighbors or when viewed from the street.

PLANT MATERIAL

TREES

- Homeowners must submit a form with the type of tree and location to the ARC for approval prior to installation. This also includes re-planting in the same location as a current tree. It is suggested that all trees be placed at least 10' from the nearest property line to avoid damaging subterranean drains & encroaching onto neighboring properties; however, every tree style & location will be evaluated on a case-by-case basis and does require a form to be submitted.
- The ARC may request a homeowner to remove a dead tree on their property. Upon removal of the dead tree, the homeowner has the responsibility to plant a new tree in the same location if it meets the current guidelines or fill in the whole and replace with grass or ground cover (mulch, pine straw, flowers, etc) as appropriate. If a homeowner, after a reasonable notice and opportunity to remove the dead tree, has not removed the tree, the Association may perform such maintenance as necessary to remove the dead tree and repair the ground, and levy a Specific Assessment against the owner for all costs incurred in the removal. The costs incurred will be charged to the homeowners account.
- A form is not required to be submitted for addition of shrubbery in front flower beds.
- A form is required to be submitted for screen planting (row or cluster style) and property line plantings.
- Each homeowner is responsible for removal of debris, clippings, etc. from the property line to the center of the street. All planting areas should be properly maintained at all times, and, after the first frost, all affected material should be removed. At the end of the growing season, all dead plants should be removed. It is suggested that the bare earth be covered with straw, mulch or similar cover to prevent soil erosion.
- Forms must include a description of the types and sizes of trees to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings. New trees that completely shed leaves seasonally shall not be planted where the leaves will drop directly into an adjoining neighbors property.
- Each homeowner shall keep their lot and all improvements thereon in good order and repair including, but not limited to: seeding, watering, mowing, pruning and cutting of all trees and shrubbery.

HEDGING

- Most Hedge varieties permitted.
- Hedges must be inside property line by 24 inches
- Hedge height limitations are as follow: (1) parallel to side property in back yard/behind house and rear property line may be a maximum height of 8 feet, (2) parallel to side property line along side of house and perpendicular to front of house may be a maximum height of 4 feet. □ All hedges must be properly maintained. Root pruning may be required □ No portion of hedge plant material may encroach on neighbors' property.

PLANTS

- No artificial vegetation allowed (includes grass, plants, flowers, etc.)
- Most varieties of plants permitted.

LANDSCAPE BEDS (FRONT YARD)

- Permitted to have rock beds or mulch which must be kept free of weeds.
- Natural mulch or pine straw is acceptable.
- Plastic containers hanging from trees are not permitted
- Decorative terra cotta, plastic or ceramic containers must be kept free from mold and must have live plant material at all times.
- Dead plant material in containers must be removed immediately and replaced with live plant material, or containers must be removed from view.

Rain barrels are permitted in the backyard. If a rain barrel is to be located on the side of the house, they will only be allowed in the backmost 1/3 of the house depth and should not extend to within 5 feet of side property lines.

NUISANCE

- Shall not create an annoyance to the neighborhood (i.e. pets, music, parties, fireworks, etc.)
- Rodents, insects and other pest-related issues shall be controlled.
- Use and discharge of firecrackers and other fireworks is prohibited.
- Dumping of garbage is prohibited.
- Obstructions or rechanneling of drainage flows after location and installation of drainage swales, storm sewers, or storm drains is prohibited.

PATIO & WALKWAYS

Submission of a form for a patio is required. General guidelines when planning your project are: □ The patio does not extend beyond the sidelines of the house and does not extend to within 10 feet of side property lines; and

- The patio does not extend 6 inches above ground level at any point.

Submission of a form for a walkway is required. General guidelines when planning your project are:

The walkway does not extend beyond the sidelines of the house and does not extend within 10 feet of side property lines and;

- The walkway does not extend 4 inches above ground level at any point.
- A Form must be submitted for patio covers, trellises, permanent seating, railing, and other items not enumerated above.

PETS

- All pets must be leashed per Cobb County Law at all times when they are not in a fully enclosed yard.
- Pets may not be contained by an invisible fence in the front of any house.
- You must pick up after pet in all common and limited common areas.
- Pets cannot be left outside barking to the annoyance of neighbors.
- No livestock of any kind shall be raised, bred or kept on any homeowner's lot or common areas.

PLAY EQUIPMENT (SWING SETS, TRAMPOLINE, ETC.)

- Tree houses are not permitted.
- Shall be landscaped so as to obscure from street view and must not become a nuisance.
- Shall not be placed closer than 10 feet from any adjoining property line.
- Height restriction on equipment is a maximum of 9 feet.
- You must submit a form with a survey showing location to the ARC for approval prior to installation.

POOLS

- A form is not required to be submitted for children's portable wading pool (those that can be emptied at night) that do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet.
- (It is recommended that homeowners empty after each use to deter mosquitoes.)
- Above ground pools are prohibited.
- A form must be submitted for all in-ground pools.

- A form must be submitted for exterior hot tubs and must be screened from adjacent properties and streets.

SCREEN ENCLOSURES

- Screens shall only be permitted in the rear of the home in accordance with these guidelines which needs to be submitted to the architectural committee for approval.
- Screens shall not be permitted in any other area of the exterior of the home, including, without limitation, in the front of the home and on the sides of the home.
- Screens shall meet the color criteria for the neighborhood
- Shall not have flat aluminum covered roof.

SIDEWALKS (PARALLEL TO STREETS)

- Shall not be painted or stained.
- Shall be kept free of irrigation stains.
- Sidewalks are never to be altered except as originally installed.

SIGNS

- Homeowners are not permitted to attach or affix any sign, flier, or notice in any of the common areas.
For Sale or Rent Signs:
- If you plan to sell or rent your home, please submit the ARC Approval Request form asking to have the community “For Sale/ Rent” sign to be posted at the entrance. A copy of the form is included with the guidelines and is also available on the Dowell Farm website. Professional Realtor signs and marketing fliers in an enclosed display are permitted on the homeowner’s front lawn.
- For rent or sale by owner sign and marketing flier display are permitted on the homeowner’s front lawn. For sale by owner signs, flier displays, and associated posts must adhere to the same standards as professional signs. Hand-written signs are not acceptable.
- Once your ARC request is received, we will display a community-standard sign located at the entrance. No other signs are permitted at the subdivision entrance or common areas.
Temporary Signs:
- Temporary signs for an open house, garage sale, etc. are permitted. Placement and removal of the signs should occur with 24 hours of the event. Hand-written signs are not acceptable.
Contractor Signs:
- Contractors performing work for a homeowner may place a professional looking sign on the homeowner’s front lawn. The sign may be placed for up to 15 days. This is in agreement with Cobb County guidelines.

SOLAR PANELS

- Panels must be positioned as close to rear section of roof as possible and down along the edge of roof line.
- Shall not be visible from front of house, or side of corner lot.
- All plumbing run to and from panels must be painted the same color as house and fascia.
- Homeowner must submit an architectural application with a survey showing location to the ARC for approval prior to installation.

STORAGE SHEDS/OUTSIDE STORAGE

- Homeowner must submit a form with a survey showing location to the ARC for approval prior to installation.
- Storage on front porch and sides of residence is prohibited.
- Storage sheds in rear of house only with approval from the ARC.

VEHICLES & PARKING

- No boat, trailer, camper or recreational or any other type of vehicle may be parked or stored in open view on residential property for longer than a 24 hour period.
- All cars parked in open view and not in a garage must be operable and may not be unsightly.
- Covered Vehicles are prohibited
- No Vehicle may be parked on any yard.
- As a general rule, parking of vehicles on the street is prohibited.
- Temporary parking (four hours or less) is allowed if not a nuisance to neighbors or impediment to traffic flow.
- Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to other driveways and traffic.

WINDOW FILMS

- Tinting shall be non-mirror finish
- No aluminum foil coverings are permitted.
- Homeowner must submit a form with survey showing location and a sample of the film to the ARC for approval prior to installation.

WINDOW TREATMENTS

- Temporary window coverings such as sheets, towels, etc. must be removed within six months following occupancy of the residence.
- For all windows of a residence visible from the street, the portion of any blinds, plantation shutters or curtains facing the exterior shall be either white, off-white or light beige. Any other color requires submission of a form to the ARC for approval and will be generally unacceptable.

APPEAL PROCESS

- Homeowners have the right to appeal in the event a submission to the ARC is denied.
- Upon receipt of the denial letter, the homeowner has 30 days from the date of the letter to submit a formal appeal. The appeal must be submitted to the ARC via the ARC Appeal Form. A copy of the form is included with the guidelines and is also available on the Dowell Farm website. Appeals received after the 30 day window will be automatically denied.
- Valid appeals will warrant a meeting with the Architectural Review Committee. At the meeting, the homeowner will have an opportunity to present his or her case. A majority decision of the ARC will be final. The board may render a decision at the meeting or request more time if research is required.
- Please submit your appeal form to the ARC via the Dowell Farm website (www.dowellfarm.com)
- If the Architectural Review Committee denies your appeal, and you still feel strongly about the issue, you may then appeal to the HOA Board. If this situation occurs, to appeal to the HOA Board, you can submit an HOA Docket Request Form to reserve time at the next HOA meeting to present your case. If the issue requires a more immediate action, the HOA Board has the right to call a special meeting to review your case at a convenient time. To submit the HOA Docket Request Form, please visit our Dowell Farm website (www.dowellfarm.com). The form has also been included with these guidelines for easy access & printing/copying.

FINES & PENALTIES:

Non-Permanent Structures, Additions, Changes

- Homeowners who fail to get their project approved by the ARC will be considered in violation of the ARC Guidelines. Homeowners in violation will be sent a notice and given 15 days from the date of the letter to correct the violation. Depending on the circumstances, additional time may be granted at

the ARC's discretion. Failure to correct the violation may result in a fine and penalties. Fines and penalties are payable to the Dowell Farm HOA.

- Homeowners may appeal if they believe no violation has occurred. The ARC Appeal Form must be completed and submitted within the 15 day period. Once the appeal is received a hearing with the HOA Board will be scheduled to review the violation with the homeowner. The HOA Board's decision will be final.

Permanent Structures, Additions, Changes

- Homeowners who fail to get their project approved by the ARC will be considered in violation of the ARC Guidelines. Homeowner's in violation will be sent a notice and given 15 days from the date of the letter to correct the violation and submit a complete ARC request for the completed work. Depending on the circumstances, additional time may be granted at the ARC's discretion. Failure to correct the violation may result in a fine and penalties. Fines and penalties are payable to the Dowell Farm HOA.
- If the ARC does not approve the completed work, removal of the structure, addition, or change must be corrected at the homeowner's expense. Additional penalties will be incurred until the violation is corrected. Fines and penalties are payable to the Dowell Farm HOA.
- Homeowners may appeal if they believe no violation has occurred. The ARC Appeal Form must be completed and submitted within the 15 day period. Once the appeal is received a hearing with the HOA Board will be scheduled to review the violation with the homeowner. The HOA Board's decision will be final.



Dowell Farms Community Association Architectural Approval Request Form

In accordance with page 14.5.2 of the Dowell Farm By-Laws

Homeowner: _____

Contact #: _____

Address: _____

Contact #: _____

I, the homeowner of record at the above address, request the committee to review and approve alterations or property improvements as described below. I understand and agree to all disclaimers and conditions indicated on this form.

Modification Type: _____

Description of Modification:

Please attach additional narrative, a picture or sketch to include lot plat or any other item that may assist the committee in determining the appropriateness of proposed change. Please clearly define impact on the architectural aesthetic appearance of the development to avoid any delays. Fence approval request must include a copy of the proposal from the fence company and a drawing of the lot plat with the proposed fence clearly indicated.

Neither the Association Board of Directors, Architectural Review Committee, Managing Agent or any other member of the foregoing shall be liable for any injury, damages or loss arising out of the matter or quality of any approved construction or modification to any lot, nor for insuring the compliance of such construction or modification with building codes or other government requirements, or structural integrity of the improvement.

Signature: _____ Date: ____/____/____

For HOA use only:

Request #: _____ Approved: _____ Denied: _____

Denial Comments:

Authorized Signature: _____ Date: ____/____/____



Dowell Farm Architectural Review Committee Appeal Form

Homeowner: _____

Contact #: _____

Address: _____

Contact #: _____

I, the homeowner of record at the above address, wish to appeal the Architectural Review Committee's recent decision to deny the desired modification.

Appeal Reason: _____

Desired Outcome:

Please attach any supporting documentation you may have to aid in the appeal process. Once this form is received, the HOA Board will review the appeal request and schedule a day/time to allow you to present your case to the HOA Board. If a decision can be agreed upon during the meeting, it will be relayed to you; however, if the HOA Board needs additional time to research, deliberate and/or discuss your specific situation, a decision on the appeal will be transmitted to you no later than 10 days after the meeting takes place.

Signature: _____ Date: ____/____/____

For HOA use only:

Request #: _____ Approved: _____ Denied: _____

Denial Comments:

Authorized Signature: _____

Date: ____/____/____



Dowell Farm HOA Docket Request Form

Homeowner: _____

Contact #: _____

Address: _____

Contact #: _____

I, the homeowner of record at the above address, request time during the next HOA meeting to present on the following topic.

Request Topic: _____

Description:

Please attach any supporting documentation you may have to aid during your presentation. Once this form is received, the HOA Board will review the docket request and schedule a day/time to allow you to present your case to the HOA Board. If the nature of your request requires a decision, and it can be reached by majority vote during the meeting, it will be relayed to you. If, however, the HOA Board requires additional time to research, deliberate and/or discuss your specific situation, a decision will be transmitted to you no later than 10 days after the meeting takes place.

Signature: _____ Date: ____/____/____ For HOA use only:

Request #: _____ Approved: _____ Denied: _____

Denial Comments:

Authorized Signature: _____

Date: ____/____/____