

HOPE VALLEY FARMS HOMEOWNERS ASSOCIATION

Architectural Guidelines

Revised: October 17, 2010

To maintain the aesthetic appeal and real estate values of our neighborhood, the Hope Valley Farms Homeowners Association has developed these architectural guidelines (the “Guidelines”). The specifications and general review criteria used by the Architectural Review Committee (the “ARC”) when reviewing a Request for Architectural Approval (the “Application”) are found in these Guidelines, the Hope Valley Farms Homeowners covenants, and the covenants of each subdivision within Hope Valley Farms (collectively, the “Covenants”). Because covenants vary by subdivision, please be sure to review the covenants for your specific subdivision. Copies of the Covenants, Guidelines, and Application may be obtained from Morgan’s Property Management or at <http://www.hopevalleyfarms.org>.

As specified in Article XII of the Hope Valley Farms covenants (available at: <http://www.hopevalleyfarms.org/HW/hvflinks.htm>), ARC approval is required for “site preparation or construction, erection, or installation of any improvements, including, but not limited to, residences, outbuildings, fences, walls, and other structures.” ARC approval is also required for “subsequent alteration of improvements.”

Changes requiring ARC approval include, but are in no way limited to, the following common projects for which the Hope Valley Farms Homeowners Association has developed specific guidance on the following pages. The general guidelines on page 3 apply to and provide guidance for all types of projects.

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Application Procedure

Applicants should review these Guidelines and the Covenants (available at: <http://www.hopevalleyfarms.org/HW/hvflinks.htm>) in detail. Because each site and neighborhood is different, each Application will be reviewed individually. Prior approval of a given style does not constitute “automatic” approval. Each Application is evaluated on a case-by-case basis.

The Application must be submitted to Morgan’s Property Management, P.O. Box 71294, Durham, NC or HVF.ARC@gmail.com for distribution to the ARC for review. Concept drawings or preliminary plans may be submitted for review and comment before more detailed plans are made.

Each Application should include, as applicable, a copy of the foundation survey, plot plan, site plan, or reasonable facsimile, showing the location of the proposed alteration(s) or addition(s), the existing building(s), and the property lines. Please refer to the attached specific requirements for additional required items and further clarification.

If the ARC determines that the Application lacks sufficient detail, the applicant will be asked to provide additional information. Every attempt will be made to complete the review of each Application within thirty (30) days. No project may be started without formal ARC review and written or email approval.

Notification

The applicant will be notified in writing or by email of the ARC’s decision. In no case will a verbal approval be granted.

The Hope Valley Farms Homeowners Association has the right to enforce the Covenants and these Guidelines. Changes made without ARC approval or not made in compliance with the ARC-given approval may have to be undone and may result in monetary fines.

If you have any questions about the process or the Application, please contact Morgan’s Property Management at 919-479-5762 or HVF.ARC@gmail.com.

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General Guidelines

Examples of alterations or additions that require ARC approval include, but are not limited to, doors, exterior paint color changes, garages, greenhouses, roofs, rooms, screened porches, siding, sun rooms, tree removal, and windows. Alterations and additions often have an impact on neighboring property. Plans must be well thought out to minimize any adverse impact. Applicants should consult with neighbors while making plans.

Designs must be compatible in scale, massing, character, materials, and color with the existing home. If possible, the location of an addition should not have an adverse impact on neighboring properties or impair the view of neighbors. Additions should be located to minimize the removal of trees and the destruction of natural areas. The ARC may require supplemental landscape treatment to compensate for the removal of vegetation or to soften the addition visually.

New roofs, siding, windows, and doors should match the current architectural style of the home and be located to relate well with the existing structure.

Changes in grade or drainage must not adversely affect adjacent property. If possible, roof pitch should match the original roof. Flat roofs are discouraged.

It is the sole responsibility of the applicant to ensure complete compliance with any and all relevant building practices, codes, permits, licensing requirements, any requirements imposed by the ARC, and the details of the application as approved by the ARC. The Hope Valley Farms Homeowners Association reserves the right to inspect the requested change(s) to verify compliance with any previously approved plan. Applicants will be notified in writing if a project is not in compliance.

Your Application should include (as applicable):

1. A plot plan, plat, site plan, or reasonable facsimile showing the location of the proposed alteration(s) or addition(s), the existing building(s), and property lines with the required minimum set back lines.
2. Detailed construction drawings to scale, including a full view of the addition(s), with elevations, as it will look attached to the existing structure. A view of the entire structure may be necessary to help determine balance.
3. Drawings or photographs showing the existing conditions before the proposed changes.
4. Samples of colors and materials, if different from existing buildings.
5. A landscape plan and plant schedule.
6. Perspective drawings for complex projects.

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AWNINGS

General Considerations: Awnings are generally only appropriate for rear or side yard patios and decks or over an exposed entrance.

Specific Details: Awnings must be consistent with the architectural style and scale of the home. The color of the fabric must be compatible with the existing home colors. Any exposed frames must be painted to match the trim or the dominant color of the home. Any natural-weathering, rot-resistant wood (e.g. pressure treated, cedar, or cypress) does not require painting.

Your Application should include:

1. A drawing to scale of the awning configuration and the existing element(s) to which it will be attached.
2. A sample of the material large enough to show the true color.
3. A plan of the home showing the location of the awning.

The following items will not be approved:

- Metal, fiberglass or plastic material.

Other:

Awning frames must be removed if the awning is permanently removed (permanently removed is considered six (6) months or longer).

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BASKETBALL BACKBOARDS

General Considerations: Basketball backboards should be located and treated in such a manner as to keep them visually unobtrusive. In selecting a location, the applicant must also consider the effect the basketball backboard and its normal use will have on the neighbors and their property.

Specific Details: Free standing basketball backboards must be located a minimum of ten (10) feet back from the curb.

Your Application should include:

1. A plot plan (plat, site plan, or reasonable facsimile) showing the location of the proposed basketball backboard, the existing building, and property lines.
2. A manufacturer's drawing, sketch, or photograph of the proposed backboard.

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BOAT/ RV STORAGE

General Considerations: Exterior storage of boats, recreational vehicles, tractors, and other such equipment can negatively impact neighboring properties. We strongly recommend, whenever possible, that such equipment be stored either in the garage or at an off-premises storage area.

If the equipment is to be stored on the premises, consideration must be given as to means of screening it from the street and neighboring properties. Under no circumstances is the equipment to be normally stored in full view. Typical ways of accomplishing these objectives include storage under a deck, in its own enclosure alongside the home, or in any other location on the property where it is not visible from the street or neighboring properties.

Specific Details: Locations alongside the garage should have a privacy gate to block views from the street. The remaining directions from which the equipment can be seen must be masked by a combination of landscaping and fencing. This is one of the few situations where privacy fences may be permitted. However, privacy fencing generally requires landscaping to soften its effect.

Fencing should be in accordance with the fencing section, roofed extensions to the home should be in accordance with the general guidelines section, and freestanding structures should be in accordance with the sheds section. Equipment stored under decks should be screened from sight with landscaping and/or latticework, and be in accordance with the decks section. All applications will be considered on a case-by-case basis.

Your Application should include:

1. A plot plan showing the home, location of the storage site, and the property lines.
2. Construction plans, including elevations, views showing relationship with home, description/sample of materials and colors.
3. Landscape plan and plant schedule, if applicable or required.
4. Photographs showing existing conditions of the proposed storage site.

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DECKS

General Considerations: A deck has a significant impact on the appearance of a home. Decks may also affect the privacy and right of enjoyment of adjacent residents. These two factors are weighed heavily in the review of requests for decks.

Specific Details: Modifications to existing decks must provide continuity in detailing, such as material, color, location of posts, design of the railing(s), and use of trim. Decks must be constructed with rot-resistant wood and may be left to weather naturally. Plantings are recommended at post foundations and under low decks to screen structural elements and to soften the structure visually. Decks with sun rooms, screened porches, and other heavy super-structures must be visually tied to the ground and architecturally integrated with the home. Integration is a function of size, color, design detailing, height above ground, and relationship to the ground.

Your Application should include:

1. A plot plan, with dimensions, showing the home, the location of the deck on the home, and the property lines.
2. Construction plans, including details of any railing(s), bench(es), door(s), etc.
3. A drawing to scale or a picture of the home elevation showing the location of windows, doors, etc. and the deck.
4. Photographs of the existing condition of the home where the deck will be constructed.

Other: If the application is for an extension of an existing deck that will be identical to the existing deck in construction, including substructure and finished appearance, detailed construction plans need not be included in the application.

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DOG HOUSES/RUNS

General Considerations: Dog houses and runs should be located in the rear of the home and not be obtrusive.

Specific Details: Dog houses should be painted to blend with their immediate surroundings or left to weather naturally. Landscaping may be required to soften the structures visually. Appropriate ground preparation must be done in order for the dog house to sit level with the horizon. Dog runs must generally follow the guidelines for fencing. Prefabricated chain-link dog runs generally will not be approved unless screened by wood fencing or located in a heavily planted area and coated black.

Your Application should include:

1. A plan, with dimensions, showing the location of the dog house or run, property lines, and principal building.
2. A description of the color and material of the dog house or run.
3. A description of the dog house or run to include dimensions, pictures, construction drawings, etc., as applicable.

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FACILITIES FOR CONSTRUCTION, RENOVATION, AND MAINTENANCE

General Considerations: The appearance of the Hope Valley Farms neighborhood can be adversely affected by facilities that are used to assist construction, renovation, or maintenance. Such “construction facilities” include but are not limited to dumpsters, scaffolding, building supplies, and other construction equipment.

When construction facilities would be visible from the street or from adjacent property, plans for these facilities must be included in an Application. A single Application may be used to describe construction facilities as well as related changes.

Specific Details: The impact of construction facilities on neighboring properties and the general neighborhood should be considered. The use of natural screening is encouraged.

Your Application should include:

1. A description of the construction facilities planned to be used.
2. A foundation survey or scaled diagram showing the location of the home, property lines, and the proposed location(s) of the construction facilities.
3. The date when the construction facilities are planned to be installed and the date by which the construction facilities will be removed.

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FENCING

General Considerations: Fencing can detract from the open character of Hope Valley Farms property and may have both a visual and a physical impact on adjoining property. The openness of Hope Valley Farms is one of our greatest assets and should be preserved whenever possible.

Careful consideration must be given to the fencing concept and execution. To achieve privacy, the use of shrubbery, trees, and landscaping is preferred. In some cases, small sections of fencing as part of a landscaping plan may be considered. Homeowners are encouraged not to fence their entire rear yards.

Whenever possible, alternatives to hard fencing should be used. The use of landscaping and plant material, or combinations of plants and short segments of fencing, or fencing hidden in plant material may achieve the sought-after goal.

An “open” type fencing such as a picket fence with a greater than 1 inch gap to slat spacing or a split rail style fence is preferred.

Specific Details: Fencing should not be higher than forty-eight (48) inches from the natural grade to the top rail. Fencing should be made of natural weathering rot-resistant material and may be allowed to weather naturally or be painted either traditional white or in coordination with the existing color scheme of the home (the dominant home color, trim color, or front/garage door color).

Fencing that is a visual extension of a building should relate to the materials, colors, and architectural style of the building. Vinyl-coated wire mesh used to increase security as part of an “open” fence must be placed on the inside of the fence and should be black, brown or black-green in color. Fencing finished on only one side must be constructed with the finished side facing out with any fence posts and rails located on the inside. Wherever possible, fences should be located so that trees do not have to be removed.

Your Application should include:

1. A description of the fence design including dimensions.
2. A foundation survey or scaled diagram showing the location of the home, property lines, and the proposed location of the fence and any gates.
3. The materials and colors to be used. A photo of an existing similar fence is very helpful.

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GARDENS/COMPOST PILES

General Considerations: The Hope Valley Farms Homeowners Association encourages the planting of shrubbery, plants and trees. Therefore ARC approval is only needed for gardens/compost piles that include:

- Structural or decorative elements, such as arbors, bird baths, gazebos, patios, large planters, retaining walls, sculptures, walkways, or other significant structural changes.
- Raised garden/compost piles.

Gardens/compost piles may have an impact on neighboring property. Plans should be well thought-out to minimize any adverse impact. Applicants are encouraged to keep gardens/compost piles clean and tidy when not in use.

Specific Details: If possible, the location of the garden/compost pile should not have an adverse impact on neighboring properties or impair the view of neighbors. Gardens/compost piles should be located in the rear or side of the yard and not be obtrusive. Gardens should be located to minimize the removal of trees and the destruction of natural areas. Changes in grade or drainage must not adversely affect adjacent property. Any garden/compost pile should adhere to the fencing, landscaping, tree removal, and retaining walls sections of the Application.

Your Application should include:

1. A foundation survey or scaled diagram showing the location of the home, property lines, and the proposed site plan and location of the garden/compost pile.
2. A description of any structural elements and materials to be used, as applicable.
3. Drawings or photographs showing existing conditions before the proposed changes.

The following items will not be approved:

- Trees or plants of any kind that obstruct sight lines of vehicular traffic.
- Trees or plants that are detrimental to neighboring property.

Other: Garden/compost piles areas should not be used as a trash/refuse collection site.

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LANDSCAPING

General Considerations: The Hope Valley Farms Homeowners Association encourages the planting of shrubbery, plants and trees; therefore, landscape plans need only be submitted for approval when:

- Required by the ARC as part of a submission for structural additions or alterations.
- Structural or decorative elements are to be included, such as arbors, barbecues, bird baths, gazebos, patios, planters, retaining walls, sculptures, or walkways.

Homeowners are encouraged to seek professional landscape architectural assistance when planning extensive landscape planting.

Specific Details: Structural elements introduced into an open area must not be intrusive and must be appropriate to their surroundings. Size, scale, color, and material are important criteria for acceptability. Landscaping projects should adhere to the tree removal, retaining walls, gardens, and decks section of the Application.

Changes in grade or drainage must not adversely affect adjacent property.

Your Application should include:

1. A plan showing the location of the plant material, existing buildings, and property lines.
2. A schedule of plantings.
3. A description and location of any structural elements.

The following items will not be approved:

- Plastic or wire “fencing” used as bordering.
- Trees or plants of any kind that obstruct sight lines of vehicular traffic.
- Trees or plants that are detrimental to neighboring property.

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PAINTING, STAINING, OR ROOFING

EXTERIOR COLOR CHANGES

General Considerations: The following specifications and guidelines apply not only to the siding of buildings, but also to doors, shutters, trim, windows, roofing etc. No request for approval is needed to repaint using existing colors.

Specific Details: Selected colors must be harmonious with the other colors used on the structure, such as roofing and brick, and with the other colors used in the neighborhood.

For changes in home colors, the new color scheme can be either one of the existing color schemes used in the neighborhood or professionally matched colors for siding, trim and accent. Applicant should provide color samples so that the ARC may determine whether the change will be harmonious with neighboring structures.

Your application should include:

1. Sample color chips of proposed new colors.
2. A description of what is to be painted.
3. A description and/or photographs of the colors of homes within one-hundred (100) feet and directly across the street.

The following items will not be approved:

- Home colors repeated within one-hundred (100) feet or directly across the street. However, exceptions may be granted for white home color.

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PLAY EQUIPMENT/HOUSES

General Considerations: Generally, play equipment and houses should be placed in rear yards. Consideration should be given to lot size, equipment size, material, design, amount of visual screening, and relationship to neighboring property.

Specific Details: Equipment constructed from natural materials is encouraged. Tree houses are generally discouraged because of their visibility from neighboring property. Playhouses must be placed in rear yards and must be in scale with the size of the yard and existing buildings. Generally, the playhouse must be painted to blend with the natural open space or with the colors of the home if the home is located nearby. Play equipment and houses, should be screened by natural vegetation or additional landscaping.

Your Application should include:

1. A plot plan showing the location of the play equipment or house in reference to the existing structure.
2. Available manufacturer's information such as a brochure, photograph, or illustration of the play equipment/house.

The following items will not be approved:

- Recreational ramps or jumps in a residential area.
- Tree houses fastened into the tree itself since this method will damage or destroy the tree.

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RETAINING WALLS

General Considerations: Retaining walls should be as unobtrusive as possible and built to the minimum height needed to serve their function.

Specific Details: Materials may be brick, natural stone, square corner timbers, or decorative concrete, depending on location and contextual relationship. Rounded landscape timbers may not be approved in heights greater than one (1) foot above grade due to their lack of stability when used to retain earth, the strong horizontal lines created by the juxtaposition of the timbers, and their “Lincoln Log” appearance. The ends of the walls should be tapered into the ground rather than abruptly ending in space. If the height of the wall would require a railing to comply with city, county, state, or other applicable building codes, the applicant should consider stepping the wall in a terracing effect.

Every effort should be made to maintain the natural grade by utilizing terracing and limit the wall rise to two (2) feet per tier.

Your Application should include:

1. A plot plan showing the location of the retaining wall, any existing building(s), and the property lines.
2. A section view showing the construction details including the placement of “deadman” timbers.
3. A description of the materials to be used.
4. Effects on neighboring property, such as drainage, view, etc.
5. Landscaping plans identifying planting scheme used to soften the presence of the retaining wall.

The following items will not be approved:

- Plain concrete or concrete block walls.

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SHEDS

General Considerations: Sheds must be robust and not appear to be temporary structures.

Specific Details: Sheds should have a simple design and should be located in rear yards. Architectural style for the shed should be compatible with the architectural details of the building, e.g. colors, material, roofing, and scale. When selecting a location for a shed, views from the street and adjacent property must be considered. Sheds located in natural areas should be painted or stained to blend with the background or if made from rot resistant material may be left to weather naturally. The Architectural Review Committee may require additional landscaping to screen or visually soften the shed.

Your Application should include:

1. A plot plan showing the location of the shed, existing structures, trees and property lines.
2. A description and the dimensions of the shed.
3. A description of the color of the shed and the color of any nearby structure(s).
4. Available manufacturer's information such as a brochure, photograph, or illustration of the shed.

The following items will not be approved:

- Prefabricated metal storage sheds.

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SIGNS

General Considerations: Signs detract from the pleasant drive along our landscaped streets, entrances, and roadways and therefore are not desired. However, no application is required unless the desired sign does not meet the specified guidelines below.

Specific Details:

- Signs are permitted (without ARC approval) under the following conditions:
 - Home For Sale – One (1) sign is permitted on the lot of the home for sale or one (1) sign is permitted on the owner’s lot, near the curb. Signs are restricted to twenty-four (24) by thirty (30) inches maximum.
 - Yard Sale or similar event such as a garage sale, antique sale, estate sale, etc. Two (2) signs are permitted on the homeowner’s lot, near the curb. The signs may be put up no more than three (3) days before the actual event and must be removed within one (1) day after the event. Signs are restricted to twenty-four (24) by thirty (30) inches maximum.
 - City, County, and State agency signs as required by law.
 - Lost Pets – One (1) sign permitted on the property where the animal belongs.
- ARC approval is required for other signs, such as:
 - Any sign related to a special event
 - Using more than the permitted number of signs
 - Placing signs on common community property
- Signs placed on common community property without the approval of the ARC may be removed without notice.

Your Application should include:

1. A description of the sign(s).
2. A plot plan, plat, site plan, or reasonable facsimile showing the location of the proposed sign(s), the existing building(s), and property lines.
3. An explanation of the need for the sign(s).
4. Dates the sign(s) will be installed and removed.

The following items will not be approved:

- Any billboards.

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SWIMMING POOLS, SPAS, AND HOT TUBS

General Considerations: Swimming pools, spas, hot tubs, decking, and associated security fencing must be planned and designed to conform with the character of the area in which they are located.

Specific Details: Pools, spas, and hot tubs should be located in rear yards and away from adjacent property. Mechanical equipment should be concealed and located so as not to have an adverse effect of the use of adjacent property. Security and privacy fencing should be limited to the pool, spa, or hot tub area. The fence design and location must be considered at the time the pool, spa, or hot tub is planned, and must conform to local ordinances. Landscaping may be required to soften the visual impact of the fence and other exposed structures.

Your Application should include:

1. A site/grading plan showing the proposed pool, spa, hot tub, decking, fencing, existing structures, and property lines.
2. Construction plans.
3. Fence design and location.
4. Description, dimensions, and product literature for any equipment.
5. Location and description of accessory equipment.
6. A landscape plan.

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TREE REMOVAL

General Consideration: Most homeowners and visitors to our area are impressed with the number and maturity of trees within our neighborhood. The Hope Valley Farms Homeowners Association has always encouraged tree planting as a way to maintain or increase value to homeowners' properties.

Specific Details: The ARC will consider the tree density on both your property and those of your neighbors and will attempt to maintain the beauty and property values in Hope Valley Farms. An Application is required to remove any tree measuring six (6) inches or more in diameter from two (2) feet above grade or *any* ornamental trees (e.g. holly, dogwood, redbud).

Tree removal requests must be accompanied by a replanting plan taking into account that:

- Removed trees should be replaced by like trees. For example, hardwoods should be replaced by hardwoods.
- One (1) inch caliper (diameter) trees are the minimum recommended for planting. Ideal tree planting times are October through March. The replanting plan may be allowed to delay planting until the ideal time frame.

Trees damaged by storms, other accidents, or that pose an immediate threat to life or property on a homeowner's property may be removed by the homeowner without prior approval. However, an Application after the fact is still required.

Your Application should include:

1. Plot plan showing the location of the home, the tree(s) to be removed and/or added, lot lines, and any other pertinent descriptions that would give the ARC a complete overview of the request.
2. Photograph(s), if at all possible.
3. For diseased trees, a written diagnostic report of findings by a tree service or Cooperative Extension Agent on their respective letterhead.
4. The reason for removing the tree(s).

The following items will not be approved:

- Clear-cutting of lots, except in extenuating circumstances.

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Other:

- No trees may be removed from any area designated as a greenway or a common community property on any recorded maps of the development without the prior approval of the Hope Valley Farms Homeowners Association.
- A policy providing for **monetary fines of \$500 per tree violation** has been established by the Hope Valley Farms Homeowners Association Board and will be imposed for:
 - all unapproved tree cutting.
 - failure to replant according to approved application.

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WALKWAYS, PATIOS, AND DRIVEWAYS

Specific Details: Patios and walkways should be constructed with natural-colored concrete, slate, flagstone, brick, or rot-resistant wood left to weather naturally. All patios will be reviewed with respect to their visual impact on adjacent property.

Driveways and driveway extensions should be constructed with matched colored concrete, brick, cobblestones, or asphalt.

Your Application should include:

1. A foundation survey, or facsimile thereof, showing the location of the proposed patio/walkway/driveway, existing buildings, and property lines.
2. The dimensions of the walkway, patio, driveway, or driveway extension.
3. A description of the materials to be used.

The following materials will not be approved for driveways or patios:

- Dirt, gravel, or grass.