

Architectural Control Committee Design Standards

June 2021-Revised Modification Form (2021)



PRINCETON

SQUARE

Building a Better Neighborhood

Architectural Control Committee

Design Standards

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INTRODUCTION

The Declaration of Protective Covenants for Princeton Square provides for a design review process through which property improvements must be approved by an Architectural Control Committee (ACC). This provision applies to both new construction as well as any exterior modification of existing homes/properties, and was created for the sole purpose of achieving harmony, balance and a high standard of quality within the community.

As an administrative arm of the Board of Directors, the ACC's role is to *preserve, protect and enhance* the value of the properties in Princeton Square by enforcing the Declaration of Protective Covenants. The ACC is chartered to ensure uniform and equitable compliance with these covenants.

The following *Community Design Guidelines* are provided to amplify and supplement our community's covenants. Homeowners are encouraged to study these guidelines as well as the covenants. Note that in the event of a conflict, the Declaration of Protective Covenants will control.

As a final introductory comment, please remember- **REQUEST APPROVAL BEFORE BEGINNING ANY IMPROVEMENTS OR MODIFICATIONS! The vast majority of problems occur when a homeowner begins a project without written approval from the ACC.**

Each request for project approval is unique to the lot to which it pertains. Each request will be evaluated on the individual and unique elements of the project. *Unauthorized actions by a homeowner and/or prior ACC action on requests of a similar nature will not serve as a precedent for any subsequent request for project approval. All decisions of the ACC will be final.*

The contents of these guidelines, and any actions of the ACC or its agents, are not intended to be, and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for intended use of submitted plans, materials or construction, nor ensuring compliance with building codes, zoning regulations or other governmental requirements. Neither the Association, the Board, the ACC, nor member thereof shall be held liable for injury, damages or loss arising out of any approval or disapproval, construction or through such modification to a lot.

APPLICATION INFORMATION

An *Application for Modification*, hereinafter called “Form”, is provided for use in requesting review/approval of an exterior modification. This form should be submitted to the ACC at least 30 days prior to the anticipated time that you intend to begin work. Modification requests must be approved, in writing, before any work begins.

There are, however, modifications that may be completed without ACC approval. The following exterior modifications, and only these modifications, do not require a Form to be submitted as long as certain conditions as described in the following Guidelines are met:

- Repainting with the same color (reference Guideline #1)
- Patios (reference Guideline #3)
- Exterior Lighting (reference Guideline #4)
- Flag Poles (reference Guideline #4)
- Garden Plots (reference Guideline #5)
- Ornamental Trees and Shrubbery (reference Guideline #5)
- Basketball Goals (reference Guideline #6)
- Children’s Wading Pools (reference Guideline #7)

A completed Form must be submitted through the ACC for all other types of improvements or modifications. The **verbal approval of any sales agent, developer, builder, or association representative is not sufficient**. All modification approvals must be in writing.

GUIDELINE #1: Exterior Building Alterations

General Guidelines

A Form **must be submitted for all** exterior-building alterations. Building alterations include, but are not limited to, storm doors and windows, awnings, construction of driveways, garages, carports, porches and room additions to the home.

The original architectural character or theme of any home must be consistent for all exterior components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.

If County authorities make changes to the plans as approved by the ACC, the owner must submit such changes for approval prior to commencing construction.

Homeowners are advised that a County building permit will be required for certain exterior building alterations.

Painting

Repainting requires prior written approval only if the color is changed. A paint color change requires the following information:

- a) Paint sample (digital submission);
- b) Description of area(s) of home to be repainted.

Awnings

A Form **must be submitted** for all awnings. Awnings or coverings must be either canvas or a structural extension of the Home's existing roof. Colors or finish must be compatible with the home's primary and trim colors. Addition of awnings or coverings requires the following information:

- a) Picture or drawing of all windows/doors on which awnings will be installed and their location (back or side - generally, awnings are not allowed on the front of the home);
- b) Picture depicting style of awning to be installed; and
- c) Color samples and materials list.

Detached Buildings

A Form **must be submitted** for all detached buildings. Detached buildings are discouraged but will be considered subject to the following guidelines:

1. Size shall be limited to 600 square feet;
2. The building should generally be located in the rear of the primary home with primary emphasis being that placement on the lot minimizes visual impact on adjacent properties or from the street;
3. Building may not be used for any purpose that may be deemed by the ACC to cause disorderly, unsightly, or unkempt conditions; and
4. Detached building exterior materials must match the exterior material and colors used on the original home.

Detached buildings being used as a primary garage are an exception to the above general guidelines. In either case though, approval from the ACC is required.

Dog Houses

A Form **must be submitted** for all doghouses. All doghouses must be located where they will have minimum visual impact on adjacent properties or from the street. Construction type, size, and exterior colors/materials will be specific criteria governing approval.

Chain link dog-runs, “tethered” line dog runs, or wire pens are prohibited.

GUIDELINE #2: Decks and Retaining Walls

A Form **must be submitted** for all decks and retaining walls. The following, without limitation, will be reviewed; location, size, conformity with design of the house, relationship to neighboring dwellings, and proposed use. The following information is required:

- a) A site plan denoting location, dimensions, materials and color;

The following guidelines have been adopted for decks in the community;

1. In most cases, the deck may not extend past the sides of the home;
2. Materials must be cedar, cypress, or No. 2 grade or better pressure treated pine; and
3. Color must be natural, white, or finished to coordinate with the exterior color of the home;
4. Vertical support for wood decks must meet minimum county standards for wood post or painted (black) metal poles, preferably boxed in as to appear to be wood posts- brick or stucco columns matching the home are also acceptable.

Homeowners are advised that a building permit may be required for a deck.

The following guidelines have been adopted for retaining walls in the community;

1. All exposed concrete block or poured concrete foundations and/or retaining walls must be veneered with natural stone, brick or stucco to complement the existing structure; and
2. Retaining walls constructed of landscape timbers, or crossties, if visible from the street, must be shielded or softened by an approved vegetative landscape method.

GUIDELINE #3: Patios/Walkways

Patios/Walkways

A Form **must be submitted** for patio covers, trellises, permanent seating, railing and other items. Submission of a Form for a patio/walkway is not required, however, if all the following guidelines are met:

1. The patio/walkway is located in the rear yard; and
2. The patio/walkway does not extend beyond the sidelines of the house; and
3. The patio/walkway does not extend to within 10 feet of rear property lines; and

4. The patio/walkway's elevation above ground level at any point does not exceed 6 inches for patios and 4 inches for walkways.

GUIDELINE #4: Exterior Decorative Objects

General Guidelines

If any decorative objects are placed in the front or side yards, a Form **must be submitted** for all exterior decorative objects, both natural and manmade. Exterior decorative objects include items such as bird baths, bird feeders, bridges, wagon wheels, sculptures, fountains, pools, antennas, benches and porch swings, free standing poles of all types, flag poles (see below), and items attached to approved structures. Objects will be evaluated on criteria such as sitting, proportion, color and appropriateness to surrounding environment.

Exterior Landscape & Security Lighting

Except as provided below, a Form **must be submitted** for all exterior lights of lighting fixtures not included as a part of the original structures. A Form is not required if the lights meet the following criteria:

1. Lighting does not exceed 12 inches in height;
2. The number of lights does not exceed 10; and
3. Individual lights must not exceed 100 watts, are white or clear; non-glare type and located and aimed to cause minimal visual impact on adjacent properties and streets.

Flag Poles

A Form **is not** required to be submitted for a single flag pole staff attached to the front portion of the house. The size of any flag displayed may not be greater than 3x5 feet. Freestanding poles require ACC approval.

Plants and Flower Pots

Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowerpots must always be neat and healthy. Neatly maintained front porch flower pots that coordinate with exterior home colors and containing evergreens/flowers do not require submission of a Form.

GUIDELINE #5: Exterior Landscaping & Maintenance

General Guidelines

Landscaping should relate to the existing terrain and natural features of the lot. ACC approval of a landscaping project is required when the activity will result in major changes to existing landscaping or when grading or contour modifications are required. **THE APPLICATION FOR ANY LANDSCAPE PROJECT MUST SPECIFY A FIRM COMPLETION DATE.**

The general appearance of each lot and the residence thereon, including landscaping, must conform to the level of upkeep that is accepted as community standard. Failure to maintain property to this standard will subject the owner to the imposition of fines and/or liens on the property. This standard includes, but is not limited to:

1. Repairing and painting and other appropriate external care of all structures;
2. Over seeding and restoring lawn grasses;
3. Watering, fertilizing, mowing and edging lawn grasses;
4. Pruning and trimming trees and shrubbery, hedges, and other vegetation so that the yard presents a manicured appearance and the visibility of motorists and pedestrian is not obstructed;
5. Removal of all “volunteer” or “wild” growth of weeds or non-landscape quality vegetation;
6. Prompt repair of any barren lawn areas to reduce erosion potential; and
7. Renewal of pine straw or bark mulch used in island or naturalized areas is required at least annually.

Trees and Shrubbery

A Form **is not** required to be submitted for ornamental trees and shrubbery. However, a Form **must be submitted** for screen planting (row or cluster style) and property line plantings. Forms must include a description of the sizes and types of trees or shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.

Removal of living specimen native trees is discouraged.

If trees are removed, then stumps must be removed and area landscaped.

Vegetable Garden Plots

A Form **is not** required for garden plots if **all** the following guidelines are met:

1. The plot is located behind the rear line of the house so as to minimize the visual impact on adjacent properties or from the street; and
2. The size of the plot is limited to 150 square feet.

All garden plots must be cleared at the completion of the growing season.

Firewood

The following guidelines apply to the storage of firewood:

1. Firewood piles are to be maintained in good order and must generally be located within the sidelines of the house and in the rear yard.
2. Woodpile coverings are allowed only if the cover is an earth tone color and the woodpile is screened from the view of the street. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

GUIDELINE #6: Play Equipment

General Guidelines

A Form **must be submitted** for all play equipment. The following guidelines apply:

1. The play equipment shall be located in the rear yard and within the extended sidelines of the house;
2. If a yard is fenced; the play equipment shall be located within the fenced area of the rear of the house;

3. The play equipment shall be sized and located such that it will have minimal visual impact on adjacent properties.

Play equipment (except basketball goals) are strongly suggested to be of wood construction, environmentally and aesthetically compatible. Metal or plastic play equipment will generally require more fencing and landscaping to shield from view and will generally be required to be painted to blend into the surrounding environment (earth tones).

Note: A (permanent) baseball backstop or similar item is not play equipment and must comply with the fence guidelines.

Play Houses/Tree Houses

A Form **must be submitted** for all play houses and tree houses. The following guidelines apply:

1. Play houses and tree houses must be located where they will have minimal visual impact on adjacent properties:
2. In most cases, materials used must match existing materials of the home; and
3. Play houses or tree houses may not be larger than 100 square feet or 12 feet in total height.

Note: Playhouse and tree houses, once approved must be maintained to preserve the approved décor.

Basketball Goals

A Form **is not** required to be submitted if the guidelines below are as follows:

1. Goal is located toward the rear of the house as possible with least possible view from the street and neighbors;
2. Backboard is white, beige, clear or light gray. Other colors will be considered if muted;
3. Post is painted black;
4. If freestanding or portable, one rectangular guideline surrounding the hoop is permissible;

Free standing or portable units should be stored when not in use.

Note: Negative impact related to time of use, lighting and noise on adjacent properties should be avoided. As with all improvements, once installed, basketball goals must be maintained to the condition as originally installed.

GUIDELINE #7: Private Pools

Children's Portable Wading Pools

A Form **is not** required to be submitted for children's portable wading pools (those that can be emptied at night) as long as they do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet. Portable wading pools must be stored when not in use.

Above-Ground Pools

Above-ground pools are prohibited.

In-Ground Pools

A Form **must be submitted** for all in-ground pools. The following information is required:

- a) Appearance, height, and detailing of all retaining walls must be consistent with the architectural character of the house- some terracing may be acceptable;
- b) Privacy fencing must meet fence guidelines;
- c) Maximum pool area is 1,000 square feet;
- d) Glaring light sources which can be seen from neighboring lots may not be used; and
- e) Landscaping enhancement of the pool area and screening with landscaping is required.

Hot Tubs

A Form **must be submitted** for exterior hot tubs. Hot tubs must be screened from adjacent properties and streets.

GUIDELINE #8: Private Tennis Courts

No personal tennis courts.

GUIDELINE #9: Fences

The original design concept of Princeton Square promotes a feeling of open space: therefore, fencing is not generally encouraged. However, should an owner desire to erect a fence, a (request) Form **must be submitted** to the ACC for approval. A request for fencing must include the following information:

- a) Picture or drawing of fence type listing all materials being used;
- b) Dimensions including height, span between posts, post size, and crossbeam size and number of rails;
- c) Color;
- d) A site plan denoting the location of the fence together with information as to existing fences erected on adjacent properties;
- e) Acknowledgment of adjacent property owners approval or disapproval.

The following guidelines have been adopted for fences in the community:

1. Black vinyl coated chain link may be approved under certain circumstances;
2. No wire fencing is to be used;
3. The maximum height must not exceed 6 feet;
4. The maximum span between posts shall be 10 feet;
5. The minimum post size shall be 4x4 inches;
6. **The crossbeam structure (rails) shall not be visible from the street (e.g. finished sides of the fence must be turned to the outside);**
7. The rails must consist of two 2x6 inch or three 2x4 inch per section;
8. The fence must be left natural (if wooden) or finished to coordinate with the house exterior trim colors;

9. Fences shall not be located closer to any street than the rear edge of the home (On corner lots, the application is evaluated on a case by case basis due to lot configurations and house placement. Fence approval for corner lots will require more landscaping and set back distances to avoid a “stockade” appearance).

Other items to be considered include:

The initial finish and maintenance aspects of the fence in relation to weathering and deterioration over time;

The ability to maintain property between fences;

Landscaping is required to soften the view from the street;

The minimum height requirement established by the county for a private pool fence;

Compatibility (style and finish) of proposed fence to any existing fence on adjacent properties;

The chosen fence style should be proportionate to the home and lot;

Drainage - is there space between the fence and the ground in areas where water needs to pass underneath?

Utilities – has consideration been given to provide access to electric and gas meters, and has consideration been given to utility easements (i.e. sewer)?

Fences traditionally are the most frequent request received by Architectural Control Committees of any homeowner’s association. At the same time, fences tend to generate the most controversy between an ACC, the homeowner, and owners of adjacent property. Princeton Square’s guideline is intended to establish a standard that is appropriate to the aesthetics and values of the community.

GUIDELINE #10: Vehicles & Parking

The following guidelines apply:

1. No boat, trailer, camper, recreational vehicle or similar type vehicle may be parked or stored in open view on residential property for a period longer than seven days;
2. No commercial vehicle or any vehicle displaying signage may be parked or stored in open view on residential property for longer than a 24-hour period;
3. All vehicles parked in open view and not in a garage must be operable and may not be unsightly;
4. No vehicle may be parked on any yard, sidewalk, or right-of-way, and
5. 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.

GUIDELINE #11: Antennas, Satellite Dishes

This guideline applies to installation, attachment and maintenance of direct broadcast satellite (“DBS”) dishes or antennas and multichannel multipoint distribution services (“MMDS”) dishes or antennas (herein collectively called “Satellite Dishes”, which definition shall include the supporting mast, cabling and all other components or accessories thereof) at the Princeton Square subdivision.

SATELLITE DISHES MAY BE INSTALLED AT THE SUBDIVISION FOR RECEPTION, BUT NOT TRANSMISSION, IN ACCORDANCE WITH THESE GUIDELINES. NO OTHER ANTENNAS OR SIMILAR DEVICES MAY BE INSTALLED AT THE SUBDIVISION WITHOUT APPROVAL OF THE ASSOCIATION’S ACC.

Before installation or attachment of any Satellite Dish is permitted at the subdivision, the lot owner or occupant must notify the ACC in writing using the attached Satellite Dish Notification Form. If the Satellite Dish is installed in an approved location and in accordance with these guidelines, then no further action is required by the lot owner or occupant except providing the notification form to the ACC. Ground mounted satellite dishes require ACC application.

General Guidelines

1. **Satellite Dish Size Limits.** Satellite dishes shall be no larger than one meter in total size. Satellite Dishes or antennas mounted on masts are prohibited except where necessary for reception of an acceptable quality signal and within the total size limit provided. Concealed cabling shall not count toward this total size guideline.
2. **Location.** With submission of a notification form as provided above, and without further approval of the Board or ACC, **Satellite dishes may be installed, in order of priority, in the following locations:**
 - a) Satellite dishes must be mounted in or on the rear of the home within the sidelines of the home so as not to be visible from the street.
 - b) Rooftop mounting of satellite dishes is allowed only on the rear of the house.

The Satellite Dish must be placed in the location that is least visible to public view.

If it is determined that the Satellite Dish cannot receive an acceptable quality DBS or MMDS signal in any of the pre-approved locations designated above, then, prior to installation in an alternate location, the owner or occupant who wants to install a Satellite Dish must submit to the ACC a written request to install the Satellite Dish in an alternate location, along with specific, written documentation as to why the pre-approved locations are not acceptable. The ACC shall respond to such written request for approval of an alternate location as promptly as practical.

3. **Installation.** The Satellite Dish must be painted so as to blend into the background to which it is mounted or placed. Wiring or cabling shall be installed so as to be minimally visible and blend into the material to which it is attached. No cabling shall be allowed on the roof surface, or on the surface of the exterior siding or brick of any home.

The owner or occupant shall be responsible for the maintenance and repair of the Satellite Dish including, but not limited to, (i) reattachment of Satellite Dish, and any components thereof,

within forty-eight (48) hours of dislodging, for any reason, from its original point of installation; (ii) repainting or replacement, if for any reason the exterior surface of the Satellite Dish becomes worn, disfigured, or deteriorated.

GUIDELINE #12: Miscellaneous Exterior Installations

- a) Mailboxes: changes to mailboxes other than painting must be approved by the ACC;
- b) Driveways, Walkways, and Parking areas must be paved with materials that are in harmony with the community and as approved by the ACC;
- c) Clotheslines of any sort are not permitted; and
- d) Storage: All lawn and garden equipment, portable recreation equipment, canoes, garbage cans, and wood piles shall be kept in a garage or screened by adequate planting or approved fencing so as to be concealed from view by neighboring residences and from the street.
- e) Garbage: Containerized household trash and/or garbage cans and any landscape trash are to be placed at the curb **no earlier than 6 PM** on the day prior to collection. Garbage cans are to be removed **no later than 9 PM** on collection day.
- f) Air Conditioner Units visible from the street must be screened by an approved method. **Window air conditioners are not approved for use.**
- g) Swimming pool, hot tub, or spa installations must be approved by the ACC.
- h) Tennis courts are not approved for individual residences.
- i) Any Decorative Appurtenances such as sculptures, bird baths, fountains, gazebos, or other similar embellishments appropriate for an estate residential community which will be visible from the street must be approved by the ACC.
- j) Solar Energy Collector installations must be approved by the ACC.
- k) Exterior Lighting must be ACC approved. Seasonal lighting should be tastefully employed but in no instance can the residence or other structure be outlined with lights.
- l) Out Buildings must meet guides set forth for additions to structures and **MUST** be approved by the ACC.
- m) Pet Runs are prohibited.
- n) Debris shall not be placed or permitted to accumulate on any lot.

- o) Signs. No advertising signs are allowed on any lot. For sale or rent signs no larger than 6 (six) square feet in area are allowed. Immediately following the consummation of the sale, the sign shall be removed.

GUIDELINE #13: Business Use

General Guidelines

Each lot shall be used for residential purposes only, and no trade or business of any kind may be conducted in or from a Lot or any part of the Property, including business uses ancillary to a primary residential use, except that the Owner or Occupant residing in a dwelling on a Lot may conduct such ancillary business activities within the dwelling so long as

1. The existence or operation of the business activity is not apparent or detectable by sight, sound or smell from the exterior of the dwelling;
2. The business activity does not involve visitation of the Lot by employees, clients, customers, suppliers or other business invitees; provided, however, this provision shall not preclude delivery of materials or items by United States Postal delivery or by other customary parcel delivery services (U.P.S., Federal Express, etc);
3. The business activity conforms to all zoning requirement for the Property;
4. The business activity does not increase traffic in the Property;
5. The business activity does not increase the insurance premium paid by the Association or otherwise negatively affect the ability of the Association to obtain insurance coverage; and
6. The business activity is consistent with the residential character of the Property and does not constitute a nuisance or a hazardous or offensive use, or threaten the security or safety of other residents of the Property, as may be determined in the Board's sole discretion.

The terms "business" and "trade", as used in this provision, shall be construed to have their ordinary, generally accepted meanings, and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether: (i) such activity is engaged in full or part-time; (ii) such activity is intended to or does generate a profit; or (iii) a license is required thereof. Notwithstanding the above, the use of a Lot by an on-site management company operating on behalf of the Association shall not be considered a trade or business within the meaning of this subparagraph.

COVENANT ENFORCEMENT PROCEDURES

Apparent covenant violations- as reported by any source- may be submitted to the ACC to be referred for appropriate action. Should a management company be hired, they too would be a point of contact. The first action will be confirmation that a violation exists. If substantiated, the homeowner in violation will be contacted, the violation explained, and be requested to provide corrective action in a reasonable time period according to the following policy:

1. Upon recognition of a violation, a letter will be forwarded from the Chair of the ACC (or designated management company) advising the homeowner of the violation, stating the steps necessary to remedy the violation and a time period in which to either respond (in writing) and/or remedy the violation.

2. If after “due process”, the violation cannot be resolved by the ACC, or if there is no response to the first letter, or if the violation has not been remedied within the prescribed time period, then the ACC is obligated to refer the matter to the Board. A letter will be forwarded to the homeowner by authority of an officer of the Association advising a new time frame in which to complete the required corrective action and/or respond. An offer of hearing before the Board will be extended.
3. As a third step, if there is still no corrective action or completed corrective action, the particular violation will be forwarded to the Association’s attorneys. The homeowner will again be asked to remedy the violation and consequences for failure to take appropriate action will be documented. Failure to comply could result in any or all of the following sanctions:
 - Suspension of the right to vote in Association matters;
 - Suspension of the right to use the recreational facilities and/or common areas;
 - Recordation of notice of covenant violation with the superior court;
 - Imposition of a fine on a per violation and/or per day basis; see schedule;
 - Correction of the violation by the association with all costs charged to the homeowner; and/or,
 - Filing of a lien for all fines and costs, including but not limited to legal fees, to correct the violation.
4. As a last resort, if the action is still outstanding, then it may be necessary for the Association to file a lawsuit in order to enforce the covenants.
5. **When a determination has been established that a property is in violation of the Guidelines, and the property owner has been properly advised, that violation will remain active until it is resolved. Transfer of ownership of a property WILL NOT erase an outstanding violation since a violation follows the property, not the property owner.**

Penalties

Any resident who is found to be in violation of the Declaration of Covenants, Conditions and Restrictions and these Architectural Guidelines, Appearance and Design Standards is subject to penalties according to the following schedule:

- | | |
|--|----------------|
| a) Failure to apply for ACC approval of a project | Up to \$500 |
| b) First Notice (except as provided in (a) above)
Including cease and desist | Warning letter |
| c) Second notice of the same violation (Issued when
Corrective action is not completed within 30 day;
Notification of Hearing before the Board) | Up to \$500 |
| d) Third notice of the same violation (Issued when
Corrective action is not completed within 15 days
Of Second Notice and/or Hearing before the Board) | Up to \$500 |

- | | |
|--|--|
| e) Fourth Notice
(Issued when corrective action is not completed
Within 10 days of Third notice) | Right of Abatement
and daily fines up to \$25/day |
| f) Failure to pay assessed penalty and/or costs
attributed to Right of Abatement | Property Lien |

**These Architectural Guidelines, Appearance and Design Standards
Supersede Any Previous Standards.**

SUMMARY

It is hoped that these guidelines serve their intended purpose of providing help in understanding our community standards. If you are unsure of the need to submit a Form for a project not specifically referenced by these guidelines, please call any member of the ACC for assistance.

Also, please remember that these are GUIDELINES. If you feel you have a unique situation that bears consideration, submit a request. The ACC will make every attempt to approve the request given there is neither direct violation of the covenants nor any negative impact on the community as a whole.

APPLICATION FOR MODIFICATION

This form must be completed and returned prior to commencing any work. Incomplete Forms will be returned. Documentation submitted for review becomes the property of Princeton Square HOA.

Send completed Application to the Architectural Control Committee (ACC) and Access Management.

ACC Email: board@princetonsquarehoa.com

Access Management Email (Lee Jackson): ljackson@accessmgt.com or 770-802-8349

Access Management Fax: 770.777.6907

Access Management Group, 1100 Northmeadow Pkwy. Suite 114, Roswell GA 30076

Date:		Home Phone:	
Name:		Cell Phone:	
Address:		Email Address:	

Please provide all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following: site plan (including dimensions), color chip (if applicable), detailed description, materials list, photo, brochure (if applicable), and any other information as specifically required below or in the Community Design Guidelines for Princeton Square.

[illegible]

Please refer to the guidelines for required information to be included with this form. Incomplete forms, including missing information will be returned without review.

I understand and agree that no work on this request shall commence until written approval of the Princeton Square ACC has been received by me. I represent and warrant that these improvements and/or modifications strictly conform to the Community Design Guidelines and that they shall be made in strict conformance to the Guidelines. I understand that I am responsible for city, county and state regulations.

Permission is hereby granted for members of the ACC and/or Board to enter the property to make reasonable observation and inspection of the requested modification and completed project. Neither Princeton Square HOA, its Board of Directors, the ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of an action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials.

I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof. *(All owners must sign).*

Homeowner's Signature _____ Date _____

Homeowner's Signature _____ Date _____

[APPLICABLE ONLY IF MODIFICATION DIRECTLY IMPACTS THE NEIGHBOR(S) (e.g., fencing)]

I attest that I have discussed this modification with the neighbor(s) listed below who will be directly impacted by this proposed modification.

Homeowner's Signature _____ Date _____

Neighbor Name 1: _____

Neighbor Name 2: _____

Please allow 30 days from the date received for ACC review of this Modification Application.

FOR ACC USE ONLY

Date Received: _____ By ACC Member: _____

ACC Member: Return a copy of the final Modification decision to Owner and Access Management.

1a.

APPROVAL

Date: _____. This Modification Application approval is valid **for six months** or until _____. If the project has not been completed by this date, the homeowner must reapply.
ACC Member: _____

1b.

CONDITIONAL APPROVAL (if applicable)

Date: _____. This Modification Application will be approved within 15 days after resubmitting with these alterations:

ACC Member: _____

2.

DENIAL

Date: _____. This Modification Application is denied. Below are the reasons and any requirements for reapplying, if desired.

ACC Member: _____

NOTIFICATION FORM FOR THE INSTALLATION OF DBS OR MMDS SATELLITE DISH OR ANTENNA

Note: This form must be completed and returned prior to Installation. Installation anywhere other than a pre-approved locations requires ACC approval. Incomplete forms will be returned. Documents submitted for review becomes the property of Princeton Square Homeowners Association.

Name: _____
Date: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
Cell Phone: _____
Office Phone: _____

1. Type of satellite dish or antenna to be installed:
 - ☐ DBS satellite dish 1 meter or smaller (e.g. Primestar, Dish Network, Direct TV)
 - ☐ MMDS antenna (wireless cable) 1 meter or smaller (e.g. WANTV)
2. Installation will include a mast? ____ No ____ Yes , total height of system: _____ inches
3. Installation of the satellite dish or antenna will be done by: _____
4. Does the location of the satellite dish or antenna comply with the Association's guidelines?
____ Yes ____ No, I am requesting approval for an alternate location.

Please describe the exact location of the satellite dish/antenna and provide a diagram of the location. If the satellite dish or antenna is not to be installed in a pre-approved locations, you must provide specific, written documentation as to why a different location is being requested and obtain ACC approval of the proposed alternate location. (Use other side if necessary.):

Estimated Start Date: _____ Completion Date _____

I acknowledge that I have read, understand and have complied or will comply at all times with the Association's current guidelines with respect to the installation of satellite dishes or antennas.

(All owners must sign)

Homeowner's Signature _____	Date _____
Homeowner's Signature _____	Date _____

FOR ACC USE ONLY:

Date Received _____

____ Meets Guidelines ____ Deviation Approved ____ Deviation Denied

By (ACC Chair/ Date) _____