

Bay Creek Manor Design Standards

Article V of the **Bay Creek Manor Covenants** grants authority for the Board of Directors to

- Appoint an Architectural Control Committee, hereafter referred to as the “ACC”
- The responsibilities of the ACC
- Establishment of design standards for the community
- Process for applying to make improvements to homeowners’ properties
- Receiving a Certificate of Compliance for requested improvements

The Architectural Control Committee (ACC) of Bay Creek Manor is made up of a team of volunteers whose goal is to preserve the visual harmony within our neighborhood while encouraging homeowners to improve and personalize their properties. The purpose of the ACC’s Design Standards is to clarify, in more detail, how the neighborhood’s architectural controls will be implemented. Any exterior/landscape property changes must still go through the ACC and be approved prior to installation. Having a clearer understanding of what the ACC expects will help save homeowners money, time, and frustration. All homeowners should review their own project ideas prior to submission to the ACC. Ask yourself, “Is it expressly prohibited in the Community Covenants?” “Can it be seen from the street?” “Can it be seen from the sidewalks?” “Can it be seen from the neighbors’ yards or windows?” If it can, will it add to the quality of the neighborhood? Every homeowner should acquaint themselves with the Bay Creek Community Covenants prior to submitting application for making improvements and/or making changes to their property.

Homeowners requesting approval for a project, design change, or change in standard for their home are required to submit in writing a request for such project or change. The standard form to be submitted in writing will be developed by the ACC and made available to all homeowners. All lines must be completed. Any project or change should have back-up documents, specifications, formal plans, and/or photos. The ACC has the authority to request additional documents and information in order to reach a decision. The cost for any documents the homeowner is requested to provide to the ACC is to be paid for completely by the homeowner requesting approval. A decision will be rendered within 30 days or less by the ACC. If a project is approved, a Certificate of Approval will be issued to the homeowner within 24 hours. A copy will be given to the homeowner, the original will be given to the Board of Directors, and a copy will be maintained by the ACC. If a project is not approved by the ACC, homeowners have the right to appeal to the Board of Directors.

The following are guidelines for the Community. Each homeowner should reference the Bay Creek Community Covenants for more detail on these and other guidelines.

1. **Mailboxes** – The builder(s) provided identical mailboxes for the community giving the neighborhood a unified, updated look. Only one (1) mailbox is

permitted per home. It must remain in the same location as originally installed by the builder. It must be kept in good repair at all times. No changes in color, design, features, or shape are allowed. Additional materials may not be attached to the mailbox. Examples of additional materials not allowed would be altering or changing the outgoing mail flag or installing a decorative cover over the mailbox itself. If any part of the mailbox and/or its post must be replaced due to damage, the homeowner is responsible for replacing it with materials identical to the builder's original.

2. **Home Exteriors** – Original finishing materials of brick, stone, siding, and roofing are not to be altered. Should the roof need to be repaired or replaced, any new materials **MUST** match the original ones. Should a homeowner wish to change exterior door/window styles or house colors, they **MUST** first get approval from the ACC.
3. **Curb Area** – The homeowner is responsible for maintaining the turf area between the sidewalk and street curb.
4. **Window Screens, Window Tinting & Window Treatments** – It is not necessary to keep the builder's supplied window screens on your house. Any other type of window screen must be pre-approved by the ACC. Any home that did not have window screens furnished by the original builder must have window screens pre-approved by the ACC. Should a homeowner wish to remove their window screens, ALL must be removed as viewed from any one angle so that the home maintains a neat appearance. Interior window tinting products may be used as long as they do not alter the exterior appearance of the windows and are kept in good condition. Because they can be viewed from the street and therefore become part of the home's exterior appearance, the exterior view of all window treatments need to be white, or cream colored. Changing windows, shutters, exterior doors, adding storm doors, etc are some examples of exterior changes that must be submitted and approved by the ACC prior to installation.
5. **Front Porch Furniture** – No plastic (resin) furniture or folding (beach/picnic quality) chairs are to be displayed on the front porch of the home or viewable from the street.
6. **Trees** – Builders original trees can be relocated elsewhere on the homeowner's property as long as the ACC approves the new location. Homeowners are cautioned to keep mature size of trees (including their root systems) in mind when selecting type of tree and location. No trees shall be removed except for (a) diseased or dead trees; (b) trees needing to be removed to promote the growth of other trees or safety reasons; and (c) trees within ten (10) feet of the residence, driveway, walkways, and sewers, whose removal is necessary for the construction of same.

7. **Signs** – No sign of any kind shall be erected by a homeowner. Notwithstanding the foregoing, residents shall have the right to erect reasonable and appropriate “For Sale” and “For Rent” signs. The recommended size of the sign should be no larger than 4 square feet (2’x2’).
8. **Vehicle Parking**– All vehicles shall be parked within garages, driveways, or other paved parking areas located on a Lot. Blocking sidewalks, parking in yards, or parking on streets within the Community is PROHIBITED. Visitors to homes within the Community may temporarily park on the street. *However, at no time shall thru traffic be impeded by parking on the street. The homeowner(s) whose visitor(s) are parking on the street are responsible to ensure that thru traffic is not impeded.* No inoperable, junk, or abandoned cars, or equipment of any description shall be parked or stored on any portion of the property. In no event may any vehicle having a gross weight of more than 8500 pounds be parked on any property without prior approval of the ACC. Garage doors must be kept closed when not in use.
9. **Recreational Vehicles and Trailers** – No school bus, truck or commercial vehicle over one (1) ton capacity, house trailer, mobile home, motor home, recreational vehicle or like equipment shall be permitted on any Lot on a permanent basis, but shall be allowed on a temporary basis not to exceed three (3) consecutive days. Boats, boat trailers, motor homes, recreational vehicles, campers, and non-motorized towing trailers shall be permitted, but only if stored inside the garage or in the rear of each unit and is concealed from view by neighboring residences and streets, and only after obtaining written consent of the ACC.
10. **Grasses and Landscape** – The entire yard must be planted with grass or other suitable ground cover and the driveway must be paved with concrete. The front yard must be sodded with Bermuda, Centipede, Zoysia, or other acceptable sod. Artificial turf shall not be permitted. The preferred ground cover is to be mulch or pine straw. Second choice is the pine bark mini-nuggets. Both of these ground covers are native to the area.
11. **Swimming Pools** – No above ground swimming pools will be allowed. “Kiddie” pools are allowed, but only in the rear of homes and must be emptied and stored out of sight every evening. Any above ground swimming pool that is designed to have an operational filter/pump and/or is greater than 6 feet in diameter is considered to be in violation of the standard.
12. **Trampolines** – Trampolines shall not be visible from the street
13. **Trash, Firewood, etc** – All trash, firewood, wood scraps, building materials or other such material contained in any vehicle or trailer shall be covered from view. Any trash, firewood, wood scraps, building materials or other such material not contained in any vehicle shall not be viewable from the street.

14. **Animals and Pets** – No animals, livestock or poultry of any kind may be raised, kept, or permitted on any Lot, with the exception of dogs, cats, or other usual and common household pets. No animals may be kept for breeding purposes at any time. Dogs which are household pets shall at all times, when outside, be on a leash or within an allowable fence. When walking their pets on their property or otherwise in the community, the homeowner walking their pet is to clean up after them whether it is within 6 feet of the edge of a neighbor's yard or on common area property.
15. **Fences and Outbuildings** – No fence, wall, or outbuilding of any kind shall be erected, maintained, or altered on any Lot without the prior written approval of the ACC. Plans and specifications for such fences, walls, or outbuildings must be presented to the ACC prior to erecting them. No split rail fencing shall be allowed. No shed, tool storage area, workshop or outbuilding for storage of yard implements shall be placed upon the property unless approved by the ACC. No shed, tool storage area, workshop, or outbuilding shall be made of metal. Any such shed, tool storage area, workshop or outbuilding shall be constructed in the same architectural style using similar colors and material as the main dwelling on the Lot.
16. **Monuments, Statues, Birdbaths, etc** – No monuments, statues, birdbaths, or decorative structures shall be erected or placed in the front of any dwelling without the written approval of the ACC. No permanent seasonal items, such as Christmas lights, shall be allowed to remain permanently affixed to structures or property. Halloween, Thanksgiving, and Easter décor may be displayed for one (1) week. Christmas décor may be displayed from the day after Thanksgiving – January 6th. Balloons for birthdays, babies, graduations, anniversaries, etc should go up the morning of the day of celebration and be taken down by midnight of the same day.
17. **Flags, flagpoles, and Banners** – One seasonal banner (Spring, Summer, Fall, Winter) is allowed if less than 2 square feet in size and displayed on a stand on the front stoop/porch or in the foundation planting bed in place of any other art/accessory. The American Flag may be displayed on a small diagonal pole attached to the house. It must always be kept in good condition and if flown at night, it must have a small light shining on it. No freestanding flagpoles are to be installed. One Collegiate banner is allowed if less than 2 square feet in size and displayed on the front porch/stoop or diagonal pole attached to the house. At any given time there may only be one flag or banner displayed in the front of the home.
18. **Garbage Cans** – All garbage cans and containers must be kept out of view from the street when not set out for the garbage to be collected. Garbage cans and containers can be set out the evening prior to the day of pickup (after dark) and

must be removed from the front of the house no later than 6 PM of the day the garbage is collected.

19. **Clothelines** – No clotheslines shall be permitted at any time.
20. **Window Air Conditioning Units** – No window air conditioning units shall be permitted at any time.
21. **Play Equipment** – All forms of play equipment; i.e. play sets, play forts, putting greens, basketball goals, etc. must be kept to the rear of the home and not viewable from the street. Bicycles, scooters, etc. must be stored in the garage or to the rear of the home after dark. Play equipment cannot be left in front of the home or on the front porch after dark.
22. **Common Areas** – No homeowner shall at any time encroach, build upon, or erect any structure on any community owned and/or maintained common area.

Special Notes:

- **In some instances, when the builder(s) still controlled ACC process, some projects were approved that do not meet current ACC Design Standards. In other instances homeowners proceeded with work without first obtaining ACC approval and may even be receiving fines because it doesn't meet ACC Design Standards. Please check with the ACC prior to ordering, purchasing, or installing items covered under the Architectural Controls/Design Standards. Purchasing material(s) and/or equipment prior to the approval of a project by the ACC is completely at the homeowner's risk and expense.**
- **Renting or leasing out a property does not relieve the homeowner from complying with Bay Creek Manor's Architectural Controls and Design Standards. It is the homeowner's responsibility to enforce the neighborhood's covenants and design standards with any tenants.**
- **It is the homeowner's responsibility to obtain and post any county permit required for the project.**
- **Boundary disputes between neighbors, compliance with county setback rules, and drainage easements are the responsibility of the homeowner regardless of ACC's approval of a project.**
- **All homeowners' properties must be kept neat and orderly in appearance. Lawns must be kept mowed and edged. Sidewalks and driveways are to be cleared of debris. Shrubs and trees are to be properly pruned, weeds killed, and beds mulched. Diseased, dying, and dead plants and trees must be removed.**

- **Projects/installations must be done in a timely manner and property must be kept neat throughout. Materials/supplies for any project lasting more than 2 days should be kept stored out of view. Start date to completion of a project must not exceed 6 months without prior approval of the ACC.**
- **The ACC may require additional elements or modifications to existing elements to protect the visual harmony of the neighborhood.**
- **The approval by the ACC of any request shall in no way constitute a waiver of the ACC's right to withhold approval of similar proposals later submitted to the ACC.**
- **If an existing project/installation/product is in violation of the neighborhood's covenants or these Design Standards, but prior written approval granting the homeowner permission is on record, the prior approved change can remain. No new alterations/changes/additions may occur to it without new ACC approval.**