

CHARLTON PLACE  
ARCHITECTURAL REVIEW COMMITTEE  
*Rules and Regulations*

**Charlton Place Property Owners Association Inc.**

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**Architectural Review Committee**

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SECTION. I. Preface

A. Charlton Place Introduction:

Highway 22 Property, LLC. (herein after known as “Declarant”) is dedicated to the protection and preservation of the natural landscape and topography within the Charlton Place community. It is the intent of the Declarant and the Charlton Place Property Owner’s Association, Inc. (herein after known as the “POA”) to identify the described various landscape elements and basic principles needed to promote the preservation of the native landscape, blend new landscape materials into the existing forest boundary, and outline planting schemes to accent new improvements.

B. Architectural Review Committee Statement:

The Charlton Place Architectural Review Committee (here in after known as “ARC”), a committee under the POA, has updated, amended, and restated the following rules and regulations (the “Rules and Regulations”). These Rules and Regulations are in addition to and not a substitute for all restrictions set forth in the Declaration of Covenants, Conditions, and Restrictions on file in the Office of the Chancery Clerk of Madison County (the “DCCR”). Property Owners, builders, and/or contractors (collectively, the “Applicant”) agree to abide by these Rules and Regulations as well as the rules under the DCCR, and further acknowledge that the ARC reserves the right to amend these Rules and Regulations at any future time as it deems necessary.

C. Intent of the Rules and Regulations:

The intent of these Rules and Regulations is not to impose hardship, but to set and maintain a level of respect and professionalism among all builders and homeowners. Rules and Regulations are composed and established to provide Property Owners, Architects and Contractors with a set of parameters for the preparation of their drawings, specifications and plans. The authority for the Architectural Review Committee is established in Article X of the Declaration Of Covenants, Conditions and Restrictions for Charlton Place of record in Book 2369 at Page 0304 and into which these rules and regulations are included by reference. The Rules and Regulations are incorporated in the Covenants and made a part thereof.

Great care has been taken in the planning, design and construction phases to insure aesthetic harmony within the Charlton Place Community. To this end it is of utmost importance that this special character not be compromised by architectural designs and site plans improperly conceived, unresolved or poorly executed. Only those plans designed by professional Residential Designers or Architects whose qualifications are approved by the Architectural Review Committee will be accepted.

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The criteria used in determining the qualifications of a Designer or of an Architect will be within the sole province of the Architectural Review Committee. This document is to be used solely as a reference too and decision-making guide for the Architectural Review Committee. It is by this resource which decisions shall be made regarding residential design in general.

For this reason, an Architectural Review Committee (herein shall be referred to as the “ARC”) shall review and approve all construction, designs and plans for:

- Consideration of primary site design requirements.
- Sensitivity to the existing landscape features of each site.
- The visual relationship or physical impact on surrounding homesites by the proposed home.
- Excellence of architectural design.

By encouraging quality and attention to detail, and adherence to the requirements and recommendations of the Architectural Review Committee and these Rules and Regulations the aesthetic harmony, natural tranquility and overall property values at Bridgewater shall be enhanced and preserved. Please understand that there will be no compromise in the enforcement of the Rules and Regulations. We appreciate the commitment in making Charlton Place a better community.

**D. Disclosures**

These Rules and Regulations may be amended or supplemented from time to time. Advise the Developer in writing that you are in the process of design, landscaping, etc., and to advise you of any change in these guidelines in a timely manner.

Charlton Place intends to enforce these regulations for the protection of all Property Owners. Failure to abide by these rules may result in the loss of your privilege to enter the gate, forfeiture of deposit, stoppage of construction, liens being filed against the property and/or prosecution to the full extent of the law.

No statements contained herein shall be construed to invalidate, impair, or supersede and regulations, codes, or rules enacted by the state, county, or any other political subdivision encompassing the Charlton Place Community.

**SECTION. II. Architectural Review Committee – General Information**

The Charlton Place Architectural Review Committee is established in accordance with the DCCR for Charlton Place, and is made up of a minimum of three (3) persons. The ARC shall be appointed by the Declarant as long as the Declarant owns of record any Parcel, any of the Property or any Additional Property subject to Annexation. Thereafter, the ARC shall be appointed

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by the Board of Directors. The Committee members are appointed for two-year terms by the Board of Directors of the Charlton Place Property Owner's Association.

The ARC is charged with the regulation and ultimate approval of all external design decisions and considerations for all properties. As such, the ARC will interpret and enforce the Rules and Regulations. Additionally, the ARC will make value judgments and recommendations regarding both the specifics and the intent of the Rules and Regulations. The ARC meets on an as-needed basis within fourteen (14) days after receipt of all plans and specifications, acting on the concurrence of a majority vote.

SECTION. III. Submittal Requirements

A. Notice

Rules and Regulations for Charlton Place are revised from time to time. If you do not share these Rules and Regulations with your Contractor, Designer, Engineer and Landscape Architect and insist upon their strict adherence to these Rules and Regulations, your submittal will likely be unacceptable. Three sets of complete plans shall be submitted at least forty-five (45) days prior to the date you wish to start construction. (Refer to the Submittal Plan Check List "Appendix 2. Reference B.") to verify the submitted materials meet ARC Submittal requirements.

All proper forms shall be submitted by the property owner or his agent to the ARC. Included with the application shall be such plans and documents and other information as specified in the following sections and as requested by the ARC. Written approval by the ARC shall be received before commencement of any clearing, grading or construction activity. The authority to approve building and landscape plans is vested solely in the ARC.

B. Use and Approval Of Design Professionals

All plans for new structures and additions to existing structures shall be prepared by licensed professionals or otherwise qualified architects, landscape architects, engineers or other qualified designers. It is highly recommended that a team of qualified professionals be used in the preparation of plans. (Refer to "Appendix 2.Reference A." Approved Landscape Architects and Designers herein.) Majority of all plans that are turned down are because of unacceptable grading, site, architectural, and landscape plans. Only submittals from those Approved by the Architectural Review Committee shall be accepted.

C. Builder Requirements:

(1). Builders Approval

To Become an approved builder in Charlton Place, the builder/ contractor shall complete, submit, and have approved Forms A and B with appropriate attachments (Refer to Appendix 1 herein).

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The Builder Provisional Approval is based on the application with the intent of only the first project within Charlton Place. Strictly adhering to the Rules and Regulations shall set grounds for future projects within Charlton Place. Failure to comply with the ARC, these Rules and Regulations, and the DCCR may result in further projects being disapproved or revoked.

Failure to comply with these items will result in the use of the damage deposit for any repairs, cleanup, or fines incurred pursuant to (“Section IV.B.” herein) without notice to the Applicant. Additionally, the ARC, on behalf of the POA, may enforce any of these Rules and Regulations to the extent necessary pursuant to the DCR, including a judgment against you and/or the property for the amount expended to remedy the situation and all costs incurred therewith.

(2). Property Owner’s Approval

To build a home on your intended parcel, the Property owner shall have an approved builder on file with the ARC. The Property Owner shall follow all steps in the Design Review Process (Refer to Section IV herein), and the General Rules for All Property Owners Contractors and Service Personnel (Refer to Section VII. herein).

**D. Submittal Requirements:**

All Design Review submittal requirements are as follows:

- (a.) Shall have a builders approval on file with the Charlton Place ARC
- (b.) Shall have a copy of the filed deed to the parcel under review (proof of ownership)
- (c.) Shall have completed Design Review Application form B-F (Refer to Appendix 1 herein)
- (d.) Shall have checks for applicable fees and deposits  
(ARC Schedule of Fees and Deposits; Refer to Appendix 1 herein)
- (e.) Shall have all four (4) sets of Architectural, Grading, Site, and Landscape Plans which meet all Plan Requirements (Refer to Section III.E. herein)

**E. Plan Requirements: (Refer to Appendix 2 “Submittal Plan Checklist” Refer. B. herein)**

(1). Grading Plan Requirements:

The Grading Plan shall show two-foot (2’) contours, finish floor elevations, existing and proposed sub-surface drainage, as well as trees to be removed and trees to remain. Spot elevations at the corners of the house should be shown to reflect the amount of drop brick ledge. Any steps shown should accurately depict the changes in grades and the needed number of treads and risers.

(2). Site Plan Requirements:

The Site Plan with all proposed structures indicated, all horizontal layout information as well as critical dimensions and materials, with finishes of all hardscape elements, so that the builder will

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be able to implement the designer's intent. Dimensions needed to site the house on the Parcel should be illustrated on this plan. The Site plan grading plan and the landscape plan shall all reflect the same layout of the site improvements.

(3). Architectural Floor Plan and Elevations Requirements:

The Floor plans and Elevations at 1/4 scale showing overall dimensions, area of structure and overall height dimensions shall be provided. Descriptions and samples of all exterior materials, roof materials and color will also be included.

(4). Landscape Plan Requirements:

The Landscape Plan, at same scale as Site plan (or larger), will indicate all plant quantities, sizes and spacing, with both common and botanical names included.

(5). Final Construction Specifications.

Final Construction Specifications shall include all external material color and paint or stain color, as listed by manufacturer's number, for all exterior finishes, including roofing.

(6). Tree Survey.

Tree Survey shall show all hardwood trees six inches (6") in diameter, trees within twenty-five feet (25') of any construction activity and any tree that is to be removed.

SECTION. IV. Design Review Process

A. Review of Design Submissions:

The ARC has established the following procedures for review of grading, site, architectural, and landscape designs. Homeowners, builders and architects shall participate fully in the architectural review process. In addition to the design review procedures, the applicant for design review is encouraged to contact the ARC during the design review procedures for clarification of the Rules and Regulations and design review comments and/or changes. Design approval shall be effective for a period of six (6) months from the final approval date upon the approved set of plans; thereafter, commencement of construction shall require re-approval. The application for approval, fee and all other materials specified herein for Committee consideration shall be sent to:



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Architectural Review Committee  
c/o Michael Rosenthal  
Charlton Place Property Owners Association, Inc.  
220 Hickory Rd.  
Ridgeland, Mississippi 39157

It is the sole responsibility of the Property Owner to acquaint his or her architects, advisors and Contractors with the architectural review process and the Rules and Regulations, compliance with the design review process and the Rules and Regulations being the joint and several obligation of the Property Owner and his agents and contractual participants. Compliance with all local and state governmental regulations and obtaining all necessary permits and fees shall be the obligation of the Property Owner. A fee of \$500.00 payable to TWB Planning Group is required with the Application to offset the cost of architectural consultants for the ARC. The ARC shall not consider applications from parties who do not own a proposed parcel in which is submitted for review.

It is important to understand that any deviation from this process may cause unnecessary delays and/or additional costs to the Property Owner, as well as revocation of building permits and/or withholding a certificate of occupancy. If, at the time of submitting the application and the presentation of various documents and materials to the ARC in support of owner's project, and such documents and materials are considered inadequate or in some respects do not meet a) requirement(s) or b) standard(s) set forth herein for the proposed improvements, the Property Owner shall effect such changes, amendments or clarifications as necessary to meet and comply with the specifications and requirements of the Rules and Regulations as interpreted or recommended by the ARC. For the second or for any subsequent hearing for the consideration of Property Owner's petition and presentation of supporting materials, the Property Owner shall pay to Charlton Place ARC the amount of \$150.00, which amount shall be tendered at the time of filing for the rehearing of the ARC.

**B. Damage Deposit Policy as of May 31, 2011:**

(1) In addition to the \$500.00 Architectural Review Fee as described in Appendix 1 herein, the Property Owner or Contractor shall place a cash deposit with the Architectural Review Committee at the time of submittal for final design approval. This deposit, (hereinafter "Damage Deposit"), as established by the Committee is \$2,000.00. This \$2,000 deposit will be refunded upon completion of all work, improvements and landscaping, and upon acceptance by the Committee provided there is no damage by the Owner and/or his Contractors or agents to public and private improvements, common areas, or other parcels within the community\* and all trash and debris have been disposed of on a timely basis according to these Charlton Place Rules and Regulations. In the event Declarant finds he must intervene in order to resolve any job site issue, i.e. non-compliance with any approved submittal, trash or mud removal, silt fence installation or maintenance, access drive conditions, or similar issues, the damage deposit shall be forfeited to the extent these funds are used to resolve the issue. Declarant is not obligated to

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intervene but can and will intervene if Declarant is of the opinion that intervention is necessary to protect the interest of other parcel owners, Declarant or the Charlton Place Community. Payment of the deposit and fee shall be made with two separate checks in the amount of \$2,000.00 for damage deposit fee and \$500.00 for the ARC fee payable to the order of Charlton Place Architectural Review Committee ("ARC") \* In the event said Deposit is reduced because of some act of, action or failure to act or noncompliance by Owner as stated herein, then upon demand of the ARC the Owner shall within fifteen (15) days, restore the balance to the amount set forth in this paragraph.

(2) The Applicant acknowledges that the ARC has the right to deposit such damage deposit in an interest bearing account as designated by the POA. The Applicant hereby agrees that all such interest that accrues on the damage deposit shall be earned by the POA and become the property thereof. Applicant hereby waives any rights in and to the interest so accrued.

**C. Design Review Process**

(1) The Applicant shall inform the ARC prior to commencement of any construction activity of any type on any residential Parcel of the Applicant's intentions to build.

(2) The builder/contractor of the property shall have an approved builder application on file with the ARC.

(3) The applicant may submit plans for a preliminary design review with the ARC to help avoid unnecessary design revisions and delays in the construction process. This process helps avoid problems before too much time and money is invested in preparation of plans for design review. The ARC strongly recommends the Applicant become familiar with the Charlton Place DCCR and Rules and Regulations prior to obtaining an application.

(4) The Applicant shall submit the Architectural Review Application "Appendix 1" herein, payment for the damage deposit and architectural review fee (see Schedule of ARC Fees and Deposits), a copy of the filed deed to parcel under review, and three (3) copies of each plan and the specifications. Plans should include all items enumerated on the Submittal Plan Checklist (Refer to Appendix 2 Reference B. herein).

(5) The ACC will send an approval/disapproval letter within forty-five (45) days after submitted plans. If disapproved, the Applicant should consult with the ARC on the procedure to bring the plans within guidelines.

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SECTION V. Site Design Guidelines

These Site Design Guidelines provide site planning suggestions and community element guidelines to set common standards for the development of exterior spaces throughout the Charlton Place Community.

A. Site Planning:

The siting of a house is critical and important design decision. The site plan concept developed for each homeowner should reflect functional needs, but also be sensitive to the site's unique characteristics and inherent design opportunities.

1. Siting:

The Architectural Review Committee will consider each site independently but will give extensive consideration to the impact that each individuals' plan may have upon the adjacent home sites and view corridors. Care must be taken to locate each structure, whenever possible, so as not to infringe upon view corridors, adjacent structures and home sites, and natural amenities of the area.

Considerations in this regard include:

- a. Physical terrain of the site.
- b. Views from project site and street.
- c. Views from Lake #1, Lake #2 and the project site from adjacent parcels and lake view parcels.
- d. Natural amenities, including trees, landscaping, existing lakes, water and drainage channels/ swales.
- e. Driveway access.
- f. Height of structures.
- g. Fences and opening devices.
- h. Service areas and screening methods for garbage cans, utilities and/or outside storage.

2. Drainage:

Drainage considerations for individual sites play an important part in the overall ecological balance of the site. Water runoff for each individual building site shall be handled by adequately sloping all areas so that runoff can be directed to the natural drainage areas or to storm drainage facilities.

Silt fences and other appropriate erosion control measures are required during construction. All erosion control devices are to be installed per the Mississippi Department of Environmental

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Quality's Storm Water Prevention Plan (SWPP). Silt fences and other erosion control devices shall be maintained until all landscaping is in place and the land is stable with natural vegetation.

**3. Grading and Landscaping:**

The design and development concepts of the Charlton Place Community call for maintenance of the environment in as much of the original condition as possible. As the inherent beauty of Charlton Place is the land and its natural features, all plans should be designed to complement and enhance rather than compete with or destroy this beauty.

The Architectural Review Committee is particularly conscious of site utilization and potential and requires that, whenever possible, the existing trees and natural terrain not be disrupted. The Committee requests that all structures be designed to fit the unique attributes of the specific lot, so that the natural terrain of the area is preserved rather than compromised.

a. Grading:

All grading reviews will be subject to the jurisdiction of the Architectural Review Committee and will be considered individually for each parcel. Recommendations or demands will be based upon individual parcel location, terrain, soil conditions, drainage, cuts and fills, and whatever other conditions the Committee believes impact upon the site and community grading design.

b. Landscaping:

Landscaping and planting plans should be submitted with construction documents. Plans should show all plant material and bed designs, as well as type of sod to be used. Seeding of parcels shall be allowed in large open areas. Great care should be taken to make sure that seeding is done properly and mulched to assure good cover. With the abundance of mature trees within sections of Charlton Place natural mulching will be allowed as part of the landscaping plan. However, a definition of 'Natural' does not allow for uncontained growth and unsightly weeds

Sod will be used in areas close to the dwelling, pool, other structures, and for shoreline stabilization on all lake parcels. The majority of the front yard should be sodded or landscaped. A good guideline for the sodding of the front of the yards shall be an area the width of the dwelling from the front planting beds to the street. Sodding is required on both sides of the driveway for a minimum distance of twenty feet (20').

**B. Setbacks:**

The following setback recommendations are for the purpose of general guidance.

**1. Minimum Building Setbacks:**

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Actual setbacks for all home sites are subject to approval by the Architectural Review Committee, with views and streetscapes of utmost importance.

Minimum Front Setback: one-hundred feet (100')

Minimum Side Setback: fifty feet (50')

Minimum Rear Setback: one-hundred feet (100')

The one-hundred foot (100') front setback will be reviewed on a lot-by-lot basis. If this dimension needs to be modified for any reason to better achieve the desired layout, a request should be presented to the Architectural Review Committee for approval. Placement of houses on adjacent lots and natural building sites on vacant lots will be strong factor in determining the position of the house. If there is any question as to the appropriate siting of the dwelling, the Architectural Review Committee should be consulted prior to development of any plans.

In order to preserve the aesthetics of the lakefront and to protect water quality for the enjoyment of all Charlton Place residents, a "buffer zone" of at least one-hundred feet (100') shall be in force around the lakes. The Architectural Review Committee is required by the Mississippi Department of Environmental Quality to preserve the "buffer zone" in its natural state and, thus, requires Charlton Place property owners to do likewise. Any construction within the "buffer zone" shall be in accordance with the intent of this section and shall consider the following:

a. Impervious Structures:

Within the "buffer zone" there should be no construction or erection of impervious structures or surfaces. This does not include linear structures such as piers or pervious walkways.

b. Biocides, Pesticides and fertilizers:

The use of Biocides, Pesticides and fertilizers whall be restricted in the "buffer zone". Landscaping should be minimal and consist of native species of trees, shrubs and grasses typical of the area.

2. Accessory Structures:

Accessory Structures are specifically prohibited from any residential parcel within the Charlton Place Community. Portable buildings or similar structures are permitted only during construction. (Gazebos, pool houses, guesthouses or similar structures are not considered to be Accessory Structures, but are categorized as "Auxiliary Structures," and may be constructed, pending approval from the Architectural Review Committee.)

3. Auxiliary Structures:

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Garden structures, gazebos, pool houses, guest houses and similar Auxiliary Structures require the same front setbacks from the property lines as that of the residence. The Auxiliary Structures require a minimum setback on rear and sides of twenty feet (20') from property lines. These setbacks may, however, be increased if so desired by the Architectural Review Committee.

**4. Temporary Structures:**

No structure of a temporary nature, tent, shack, mobile home garage, barn, motorhome or other out-building will be used at any time as either a temporary or permanent residence on any residential parcel or common parcel within the Charlton Place Community. Trailers or temporary buildings used for construction activities or storage will be allowed during the construction of a residence.

**5. Swimming Pools:**

The location of swimming pools, therapy pools and spas (including hot tubs) or tennis courts should consider: The shape, color and siting of swimming pools or tennis courts shall be carefully considered to achieve a feeling of compatibility with the surrounding natural and man-made elements. Tennis courts as well as pool and equipment enclosures shall be architecturally related to the house and other structures in their placement, mass and detail.

Swimming pools, spas or hot tubes shall be located behind the rear of the dwelling. Setbacks will be one-hundred feet (100') from the mean water line of any lake parcel. All setbacks are subject to approval by the Architectural Review Committee. All swimming pools, spas, or hot tubs shall be enclosed by a structure or fence of a minimum six-foot (6') height and comply with design guidelines provided herein for auxiliary structures, wall and fences.

**6. Exterior Lighting**

All exterior lighting shall be approved by the Architectural Review Committee. Exterior pool and landscape lighting shall not infringe upon parcels or private roads. All accent and security lighting should utilize sharp cutoff designs or low voltage, direct-task type fixtures and should be as close to grade as possible. Large flood lights or spot lights attached to the cornice or eaves of the home are not allowed. Lighting in these area should be recessed or of a low profile design in order to not be seen at a distance.

**C. Community Element Guidelines:**

The intent of these Community Element Guidelines and standards is to insure a continuity of specific elements at the streetscape. These include both public (developer) and private (property owner) constructed items, which include the following:

1. Sidewalks

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2. Mail Receptacle
3. Retaining Walls and Courtyard Walls
4. Fencing and Screening
5. Storage Areas
6. Materials Storage
7. Driveways and Motor courts
8. Security Gates
9. Landscaping
10. Exterior Decorations, Antenna, Garbage, etc.

**1. Sidewalks:**

Public sidewalks are not required in the Charlton Place Community. Where applicable, all sidewalks are subject to review by the Architectural Review Committee.

**2. Mail Receptacle:**

Standards with mail receptacles located in the right-of-way will be purchased and installed by the owner of each parcel, upon receiving written approval on final plans and specifications for construction of each residence from the Architectural Review Committee. The mailbox illustrated in the attached Appendix 3 and manufactured by Outdoor Graphics, Inc., (105 Summer Ridge Drive, Pearl, MS 39208, phone: 601-939-0586, fax: 601-420-9550) will be standard throughout the Charlton Place Community.

**3. Retaining Walls and Courtyard Walls:**

If a retaining wall is used, it shall be faced with one of the following materials:

- a. Stone
- b. Brick
- c. Stucco
- d. Uniformly-sized landscape timbers

Crossties are not acceptable; nor can a concrete block retaining wall be left exposed.

If a courtyard wall is used, it shall be faced with one of the following materials:

- e. Stone
- f. Stone and wood
- g. Stone and wrought iron
- h. Brick
- i. Brick and wood
- j. Brick and wrought iron
- k. Stucco

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All Courtyard walls shall match the principle structure veneer. All materials shall be approved by the Architectural Review Committee prior to installation.

**4. Fencing and Screening:**

Fences should be considered as an extension of the architecture of the residence. They should serve to make a transition between the mass of the architecture and the natural forms of the site. The area between dwellings may be improved to provide a private courtyard for the exclusive use of the Property Owner. Such areas may be private and screened from view. All walls and fences should be designed to be compatible with the total surrounding environment and should not block natural views. Fences, walls and hedges should be considered as design elements to enclose and define courtyards, to extend and relate the building forms to the landscape, as well as to assure security and privacy elements. All walls, fences, and their location shall be approved by the ARC prior to their installation.

If a fence is used, it shall be constructed with one of the following materials only:

- a. Wood (open space fencing)
- b. Wrought Iron
- c. Stone
- d. Stone and wood (open space fencing)
- e. Stone and wrought iron
- f. Brick
- g. Brick and wood (open space fencing)
- h. Brick and wrought iron

All walls and fences shall have a maximum height of seven feet (7'), with the columns extending to seven-and-one-half feet (7'6"). All Privacy and sight-proof fences are not allowed on any property line within the Community. No fence of any type shall be located on the property within thirty feet (30') of the edge of the road pavement.

Lattice and louvered screens may be used in interior portions of the site but not as property line fences. All wood material should be left natural or coated with semi-transparent stain. Care should be taken that no fence will block views from adjacent property owners. No fencing shall be allowed within thirty feet (30') of waters edge. All fencing and screening is subject to Architectural Review Committee approval.

**5. Storage Areas:**

All outside storage areas shall be fenced or screened in accordance with requirements of the Architectural Review Committee. For this purpose, no fence or screen shall be closer to any street or parcel boundary line than the established setback line. The provisions of this section shall apply to mechanical and similar or other storage buildings and structures i.e. "auxiliary structure" not directly connected to the dwelling. All storage areas shall be properly located, noted and shown on the site plan for approval from the Architectural Review Committee.



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**6. Materials Storage:**

No building material of any kind or character shall be placed or stored upon a Parcel within the Property until the Owner is ready to begin improvements. Building materials, dumpsters, portable toilets or other construction-related appurtenances shall not be placed or stored on a private or dedicated road or within thirty feet (30') of the edge of the road pavement. No such building materials shall be placed or stored on property lines during construction.

**7. Driveways and Motor Courts:**

Driveway curb returns shall be formed with an approved seven (7') foot radius and shall be formed to appear integral to the side of the street to which such returns connect. Driveways, motor courts and vehicular areas will be paved, so as to provide dust-free, all weather surface. Several material options are recommended as follows:

- a. Concrete (broom finished or stamped only)
- b. Brick
- c. Interlocking Pavers
- d. Asphaltic concrete

The design of the driveway should take into account the topography, existing trees and design of the house. Long linear driveways along the side of the dwelling and back to the garage, with no consideration for guest parking or the front entryway, should be avoided. A landscaped transition between the driveway and street is required. All parking areas shall provide, in addition to parking space, adequate driveways and space for movement of vehicles. Final design and materials are subject to approval by the Architectural Review Committee.

**8. Security Gates:**

Any security gate installed by an owner on any Parcel of the Charlton Place Community must meet the requirements of the fire code of the Madison County Fire Department and be no less than thirty feet (30') from the edge of the road pavement. All security gates installed by any owner on any Parcel shall be in continuity of said dwelling by means of same exterior materials.

**9. Landscaping:**

Each house within the Charlton Place Community shall be landscaped appropriately, as determined by the overall budget for the house. Landscaping often becomes an afterthought or area that requires severe cuts, due to overspending on the dwelling. Proper planning should be taken to avoid this situation. A foundation planting of a single row of shrubs and/or ground cover is not acceptable. The planting across the front and back of the dwelling should be extended into the yard by massing groups of like plant.

**10. Exterior Decorations, Antenna, Garbage, etc.:**

Except with the prior written approval of the Architectural Review Committee, no radio, or television antenna or dish may be affixed to an exterior wall or roof of any structure, or mounted

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in the Parcel; provided that a satellite dish no larger than eighteen inches (18”) in diameter shall be permitted if located out of public view. All equipment, utility meters, garbage cans, service yards, wood piles or storage piles on any property shall be kept screened by adequate planting or fencing so as to conceal such items from the view of the private drives, streets and/or dedicated roofs (if any).

Each dwelling shall have as an appurtenance a fenced or screened area to serve as a service yard for garbage receptacles, storage receptacles, electric and gas meters, firewood, air conditioning equipment and permitted antennae. These and other unsightly objects, fittings and materials shall be so placed or stored that they are concealed from view from any street, common area or community facility.

**SECTION VI. Architectural Design Guidelines**

These Architectural Design Guidelines are established to insure continuity within the Charlton Place Community. It is not the intent of these guidelines to limit flexibility. However, by defining a range of materials and unit choices for individual dwellings, a general framework is established from which individual decisions may be made.

**A. Exterior Walls:**

Exterior Wall surfaces shall be composed of one of the following materials:

1. Brick
2. Natural Stone
3. Authentic Stucco

Other Materials, in which may be used for accenting, include:

1. Fiber Cement Board
2. Cypress
3. Cedar

Materials other than those listed above may be submitted and used if approved by the Architectural Review Committee.

**B. Windows and Doors:**

All windows and doors shall be of materials as approved by the Architectural Review Committee. All windows, where applicable, shall be true or simulated divided light. No insert or grids shall be allowed. Aluminum or metal windows are prohibited. In general, the typical 6’-8” head height is prohibited, unless otherwise approved by the ARC. Window types, sizes, style, trim, and location shall be

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appropriately designed and selected to be compatible with the homes overall design, style, and character.

All window types (double-hung, casement or awning) may be incorporated into a single designed structure as long as the proportion of each individual window type is vertical. The intent of this requirement is to create a more traditional or classical design direction, as best fits with the architectural style of the structure. All window types shall be clearly noted on all submitted plans. All window treatments/curtains that are visible from the street shall be white or lined with a white material. All Garage windows shall be treated with full length closed inside shutters or pulled curtains with white lining.

**C. Shutters:**

If shutters are used, the horizontal dimensions shall be exactly one-half (1/2) of the window width. All shutters shall be hinged, operable, and sized to the opening. All shutters shall be constructed of wood using the following designs:

1. Louvered (fixed or operable blades)
2. Paneled (raised or flat recessed)
3. V-grove or beaded boards (tongue and grove construction)

**D. Garage Doors:**

The location, massing, and scale of a garage will not compete with or overwhelm the primary body of the house. Garage forms, design, materials, and detailing should be similar in quality to the house. A garage which is visible from the street or public view will receive careful design attention and should complement the primary façade. Each single-family dwelling shall have an attached Garage, accommodating no less than two (2) automobiles. Garages for motorhomes, boats, and trailers are allowed, subject to review and approval by the Architectural Review Committee. All garages shall be finished inside and shall be equipped with automatic overhead doors. Entry to garages on lake parcels shall be from the side or via side-entry motor court. Entry to garages on lake view parcels shall be from the rear, side or via side-entry motor court. No rear entry shall be allowed if the residence faces a lake or pond.

Garage doors may be either steel or wood construction. If steel, the door will be of a paneled design. If wood, the door shall consist of one of the three designs: raised panel, panel molding applied to flush door, or lattice design applied to a flush door.

**E. Chimneys:**

All Chimneys shall be of masonry construction (brick and clay flue liner) or approved prefab units. The exterior portion of the stack shall only be treated with one of the following materials:

1. Natural Brick

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2. Authentic stucco
3. Stone veneer

**F. Roof Shingles:**

Roof shingles shall be at least an “Architect’s Series” fiberglass with a minimum twenty-five (25) year warranty. Hip and ridge treatments are encouraged, preferring Decker concrete with grouted seams. However, the preferred roofing shall be:

1. Treated wood shingles or cedar (18” long, with a 6” exposure) with a minimum twenty-five (25) year warranty.
2. Slate (new, used or synthetic)

**G. Roof Pitch:**

The minimum Roof Pitch shall be 10/12 for the main structure of the house. Other roof pitches are subject to approval by the Architectural Review Committee. The eave height shall not be less than ten feet (10’) from grade.

**H. Gutters and Flashing:**

All flashing (valleys, drips, etc.) visible from the street or lake shall be of copper or other approved material by the Architectural Review Committee. Gutters and Downspouts shall be of copper. Half round gutters and round downspouts are preferred. Gutters are not required.

**I. Lake Structures:**

No dock, pier, boathouse or other structure of any kind shall be erected on any parcel unless specifically approved by the Architectural Review Committee. All such constructions shall be of materials that have been osmose treated or the equivalent thereof, as determined by the Architectural Review Committee. Creosote treated materials may not be used.

Boathouses, decks, or piers may not extend more than ten feet (10’) into the water. Pier platforms measured on the side most closely paralleling the shoreline shall be limited to sixteen feet (16’) in width and sixteen feet (16’) in depth. Any piers or decks constructed on the water shall allow unimpeded use of the lake. Neither seawalls nor bulkheads are required at this time. If and when seawalls shall be required, it shall be installed no closer to the water than one foot (1’) above the control elevation of the lake.

**J. Alternative Materials and Details:**

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All alternative materials to those listed above in the Architectural Design Guidelines are subject to approval by the Architectural Review Committee. Any alternative materials shall express the natural integrity of the material and alternative details shall be adequately supported by the architectural design.

**SECTION VII. General Rules for All Property Owners Contractors and Service Personnel**

The following rules apply to all Charlton Place Property Owners, whether or not the lot is improved, Contractors and service personnel while on Charlton Place premises.

A. In the event construction in the field differs from that which has been previously approved the Committee will address solutions as quickly as possible by conferring with property owner and Contractor as a first step. A halt to construction and/or withholding a certificate of occupancy are steps available to Developer via the covenants and the law, and Developer and the Association will aggressively enforce these Rules and Regulations. Inasmuch as the Builder is aware of and informed as to all terms and conditions of the Rules and Regulations, any variance of construction from the approved plans will be presumed intentional by the Builder, and in addition to the remedies set forth above, that the Builder and principals thereof will be prohibited from subsequent construction projects in Charlton Place. Whether or not a variance is material will be within the sole and unfettered discretion of the Architectural Review Committee.

B. One of the key elements in setting the tone for a residential development is control of signage. No signs, other than Developer signage or a sign approved by the Architectural Review Committee to announce coming occupants, architects, and Builders for homes immediately starting or presently under construction, will be permitted. As the date hereof, the only signage and information boxes approved (other than Developer signage) is available from Outdoor Graphics, Inc. (601)-939-0586. Copy is restricted as shown on Appendix "3" herein, i.e. only one name (which could be the Seller, Builder or Agent), and one phone number. The cost of the sign is \$185.00 plus tax. The cost of the information box is \$75.00 plus tax. There will be no "For Sale" signs or "Info Boxes" placed within the property or used in the community, except by Developer. Signs not in conformance will be removed and discarded and the associated cost charged to the Property Owner.

C. No material or equipment deliveries are allowed through the main entrances. All material and equipment deliveries are required to enter through the construction entrance only.

- D.
- (i) No trailer trucks transporting gravel or dirt to be used for any purpose are allowed nor will they be permitted to use any street or easement in Charlton Place.
  - (ii) No truck or other vehicle hauling or transporting building materials nor any vehicle providing laborers or other persons involved in engineering, planning or development, repair or restoration shall use the main entrance but shall enter and exit through the construction entrance only.
  - (iii) In the event there is any violation of this provision by any party providing or engaged in the above service such violation shall ipso facto prohibit any further use or traversing of any street or roadway in Charlton Place until Declarant in

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writing grants permission of use. This prohibition is applicable to any individual, or any other party violating this rule and to any company or entity as to which the party violator is an employee or agent.

E. Contractors are required to keep their job sites as neat and clean as possible. Trash and discarded materials will be removed daily. ALL trash stockpiled for removal shall be located on street side of lot until removed. There will be no stockpiling or dumping on adjacent lots or on streets. Trash not removed will be removed and the cost incurred therefore will be billed to the responsible party or deducted from the Damage Deposit.

F. Contractors will use only the utilities provided to the immediate lot on which they are constructing improvements. Landscaping, construction, maintenance, repair and restoration shall use the construction entrance only.

- G. (i) Any damage to streets and curbs, common areas, utility or drainage systems, street lights, street markers, mailboxes, walls, etc. will be repaired by Highway 22 Property, LLC. with such costs to be the responsibility of the Property Owner and deducted from the Damage Deposit.
- (ii) For the first violation without damages the owner and/or owners agent will receive a warning unless the violation is flagrant. On the second occurrence of such violation, at the discretion of the Board of Directors, Owner shall forfeit the deposit made under Section II.D., hereinabove, or make restitution upon terms and conditions suitable and satisfactory to the said Committee.

H. There will be no washing of any truck on the streets, on adjoining lots or on common areas. The residue or "left-overs" of any concrete delivery truck shall be washed out or removed while the vehicle is on the construction site, a process which shall be approved by the Property Owner since the Property Owner is ultimately responsible, or in areas specifically designated by Developer for that purpose.

I. Operators of vehicles are required to see that they do not spill or allow any spill of any polluting, contaminating or damaging materials while within the Community. If spillage of a load occurs, operators shall report any spill and shall be responsible for immediate clean up. Such cleanups done by Declarant or POA personnel will be billed to and paid by the responsible party or at Declarant or POAs' option deducted from the Damage Deposit.

J. If any telephone, cable TV, electrical, water, etc. line is cut or damaged, it is the Property Owner's responsibility to report such an accident to proper service company personnel within 30 minutes.

K. All personnel working in the community are to insure that they will keep all areas in which they work, or through which they travel, free of discarded materials such as lunch bags and refuse materials. Objects shall not be thrown out of cars and trucks. Stock piling of any materials on adjacent lots or common areas is not allowed.

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L. Loud radios or noise will not be allowed within the subdivisions. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction or following construction.

M. No vehicles (trucks, vans, cars, etc.) may be left in the subdivision overnight. All construction equipment and vehicles may be left on the site while needed, but shall not be kept or parked on the street.

N. No Contractors or Contractors' personnel will be permitted to hunt, fish or bring pets or boats, inside Charlton Place.

O. Contractor shall provide a portable toilet to each job site.

P. No temporary storage trailers or buildings are allowed except as may be a necessary adjunct to construction.

Q. The Property Owner is charged with giving the required notice of the terms and conditions hereof to his or her Contractor, laborer or service personnel, and shall be responsible for and insure their compliance with the conditions set forth herein.

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**APPENDIX 1  
BUILDER APPLICATION  
FORM A**

**I. General Information:**

Company Name: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**II. List Primary Lender and Three Current Credit References:**

Contact Name	Phone Number	Address	Business Name
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**III. List Customer Reference:**

Contact Name	Phone Number	Address
1. _____	_____	_____
2. _____	_____	_____

**IV. Address and Date of Completion of the Last Five Houses Built:**

Address	Lot #	Date of Completion
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Shall Have Attached All Of The Following To Be Considered For Submittal:**

- V.** Attach A Copy Of Your Mississippi Builders License.
- VI.** Attach A Copy Of Your Liability Insurance (MINIMUM OF \$500,000.)
- VII.** Attach A Copy Of Your Workmans Compensation.
- VIII.** Attach Exterior Pictures of Last Five Houses Completed.
- IX.** Provide Full Disclosure Of Any Litigation Pending or Active.

**THE INFORMATION PROVIDED IS TRUE AND ACCRUATE.**

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_



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**APPENDIX 1**

**BUILDER/ CONTRACTOR INSURANCE VERIFICATION  
FORM B**

The undersigned builder/ contractor herein verify there is in place workers compensation coverage on all subcontractors, laborers, and all other individuals working on the following described property.

The builder/ contractor agrees to hold harmless and indemnify the Highway 22 Property, LLC and its Architectural Review Committee for all occurrences that take place on the work site.

PARCEL NUMBER: \_\_\_\_\_

Further, said builder/ contractor acknowledges and agrees that the Rules and Regulations of the Highway 22 Property, LLC. and its Architectural Review Committee (ARC) shall be followed. All approvals shall be obtained prior to any work commencing upon any said lot. The builder/ contractor acknowledge that new homes cannot be occupied until a final approval has been given and approved in writing by the Charlton Place ARC.

\_\_\_\_\_  
**Builder/ Contractor (print full name)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Builder/ Contractor (signature)**

\_\_\_\_\_  
**DATE**

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**APPENDIX 1**  
**ARCHITECTURAL REVIEW APPLICATION**  
**FORM C**

**NOTICE:** All submittal requirements shall be submitted to the Charlton Place ARC **no later than 4:00 p.m. the Monday prior to the ARC meeting.** The ARC meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month unless other wise noted by the Architectural Control Coordinator.

**Applicant Information:**

Date: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Heated & Cooled Sq. Ft.: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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**Builder Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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**Architect/Designer Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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**Landscape Architect/ Designer Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

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**Type of Review: \*check review that applies**

_____	Initial Review Fee	_____	Re-submittal Review Fee
_____	Post Review Fee	_____	Addition Review Fee

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**Estimated Cost of Improvement / Start / Finish Dates:**

Estimated cost of improvements to lot: \_\_\_\_\_ Estimated Start to Finish Date: \_\_\_\_\_

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**APPENDIX 1**  
**ARCHITECTURAL CONTROL ACKNOWLEDGEMENT**  
**FORM D**

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**Permission to Enter Property:**

Permission is hereby granted for members of the ARC to enter on the property to make reasonable observations of the construction site.

Agreed: \_\_\_\_\_

Date: \_\_\_\_\_

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**ARC Rules and Regulations:**

I have fully read, understand, and I agree to comply with the Charlton Place ARC Rules and Regulations.

Agreed: \_\_\_\_\_

Date: \_\_\_\_\_

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**Plan Approval:**

I fully understand that Plan Approval shall be valid for a period of six (6) months only from the final approval date upon the approved set of plans in which I will receive, and commencement of construction thereafter will require re-approval.

Agreed: \_\_\_\_\_

Date: \_\_\_\_\_

DESIGN IS HEREBY APPROVED **SUBJECT TO "REDLINE" REVISIONS ON PLANS:**

Michael Rosenthal, Architectural Control Coordinator, Charlton Place

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



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**APPENDIX 1**  
**ARC SCHEDULE OF FEES AND DEPOSITS**  
**FORM F**

Each applicable fee shall be submitted with plans. All damage deposits and ARC fees shall be written out into **two completely separate checks** for depositing purposes. All review fees shall be accompanied by a copy of the filed deed to the parcel under review for proof of ownership.

**1. Initial Review Fees and Damage Deposits:**

- (a) Initial Review Fee \$500 (initial fee may include all post fees below)  
Make check payable to TWB Planning Group
- (b) Damage Deposit \$2000.00  
Make check payable to Charlton Place Architectural Review Committee
- (c) Re-submittal \$150 (For Architectural, Site & Grade, and Landscape alterations)  
Make check payable to TWB Planning Group

**2. Post-Construction Fees:**

\*If not included with Initial Review Fee submittal the following fees shall apply:

- (a) Residential Addition \$250 Fee (heated & cooled, non-heated & cooled areas)  
Make check payable to TWB Planning Group
- (b) Damage Deposit \$1000.00 (Residential Additions)  
Make check payable to Charlton Place Architectural Review Committee
- (c) Minor Review Fee \$150 (Fences, Courtyard Walls, Pools, Spas, etc.)  
Make check payable to TWB Planning Group

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**APPENDIX 2**  
**CHARLTON PLACE APPROVED LANDSCAPE ARCHITECTS & DESIGNERS**  
**REFERENCE A.**

Barry Landscape, Inc.		Jackson, MS 39232
Temple Barry	601-932-6606	<a href="http://www.barrylandscape.net">www.barrylandscape.net</a>
Garry Graves Landscape, Inc.		Flowood, MS 39232
Garry Graves	601-939-5442	
Griffin & Egger Landscape Architects		Jackson, MS 39211
Rick Griffin	601-977-0073	
Powell Place Landscape Services, Inc.		Jackson, MS 39232
Terry Powell	601-720-5000	<a href="http://www.powellplaceinc.com">www.powellplaceinc.com</a>
Madison Planting & Design Group		Canton, MS 39046
Kirk Cameron	601-898-0775	<a href="http://www.mpdg.net">www.mpdg.net</a>
Marler Design Group		Jackson, MS 39232
Mike Marler	601-906-7660	
McCrary & Associates, LLC.		Madison, MS 39110
Andy McCrary	601-906-3477	<a href="http://www.mccrarydesigns.com">www.mccrarydesigns.com</a>
Michael Gibson Landscape Architect, Inc.		Madison, MS 39130
Michael Gibson	601-853-3323	<a href="http://www.mglainc.com">www.mglainc.com</a>
Trent Rhodes Landscape Architect, PA		Ridgeland, MS 39158
Trent Rhodes	601-624-5848	
TWB Planning Group		Ridgeland, MS 39157
Mike Rosenthal	601-906-8306	

**CHARLTON PLACE APPROVED ARCHITECTS & DESIGNERS**

David Wilson Architect		Madison, MS 39110
David Wilson	601-856-1096	<a href="http://www.davidwilsonarchitect.com">www.davidwilsonarchitect.com</a>
Design Studio, Inc.		Ridgeland, MS 39157
Uriel Pineda	601-898-9710	<a href="http://www.designstudioplans.com">www.designstudioplans.com</a>
Greg Roberts Architect		Baton Rouge, LA 70810
Greg Roberts	225-766-8664	
Inspirations Design Group		Madison, MS 39110
AJ Jones	601-707-5649	<a href="http://www.inspirationsdesign.net">www.inspirationsdesign.net</a>
Thompson Residential Designs, Inc.		Madison, MS 39110
Lisa Thompson	601-856-1004	
Scott Morgan Architect		Ridgeland, MS 39157
Scott Morgan	601-898-3280	<a href="http://www.scottmorganarchitect.com">www.scottmorganarchitect.com</a>
Ballou Design Group, LLC		Meridian, MS 39301
Will Ballou	601-527-3971	<a href="http://www.balloudesigngroup.com">www.balloudesigngroup.com</a>

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**APPENDIX 2**  
**SUBMITTAL PLAN CHECKLIST**  
**REFERENCE B.**

Final Grading Plan Requirements:

- \_\_\_\_\_ Final Grading Plan to be drawn at reasonable scale (preferring 1"=20'-0" scale)
- \_\_\_\_\_ Topographic plan by registered land surveyor with existing contours
- \_\_\_\_\_ Proposed contour plan showing cut and fill requirements
- \_\_\_\_\_ Proposed house structure location
- \_\_\_\_\_ Show and label all retaining wall location(s) and height(s)
- \_\_\_\_\_ Show and label all existing and proposed drainage features
- \_\_\_\_\_ Drainage pipe showing location, material, size and invert elevations
- \_\_\_\_\_ Show and label all swales and other surface drainage
- \_\_\_\_\_ Show and label all hardscapes such as driveway, walk, patio- location and grade
- \_\_\_\_\_ Show and label location of temporary gravel access for construction vehicles
- \_\_\_\_\_ Show and label locations for all silt fence installation

Final Site Plan Requirements:

- \_\_\_\_\_ Final Site Plan to be drawn at reasonable scale (preferring 1"=20'-0" scale)
- \_\_\_\_\_ Architect's/Designer name, present address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ All Property boundaries and building setbacks
- \_\_\_\_\_ All utility and drainage easements
- \_\_\_\_\_ Finish floor elevation and garage finish floor elevation
- \_\_\_\_\_ Critical Dimensions to layout house on Parcel
- \_\_\_\_\_ Parcel Number, North Arrow
- \_\_\_\_\_ All adjacent streets to be noted, Temporary gravel drive location
- \_\_\_\_\_ Existing trees (trees over 4" in caliper measured 1' above natural grade)
- \_\_\_\_\_ Existing and proposed drainage features
- \_\_\_\_\_ Swales and arrows denoting all existing and proposed surface water flow
- \_\_\_\_\_ Proposed locations of silt fence (shall be located within parcel lines)
- \_\_\_\_\_ Driveways and sidewalks location, material, finish, and dimensions
- \_\_\_\_\_ Proper driveway apron detail (Refer to Appendix 3 herein)
- \_\_\_\_\_ All hardscape location, material, finish, and dimensions
- \_\_\_\_\_ All proposed free standing or accessory structures, features, and improvements,
- \_\_\_\_\_ All retaining/ courtyard walls, fences, decks, piers,
- \_\_\_\_\_ All pools, spas, courts (location, material, type, finish, and dimensions)
- \_\_\_\_\_ Impact of surroundings -All adjacent parcels, lakes, common areas to be noted

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**SUBMITTAL PLAN CHECKLIST**  
**REFERENCE B.**

Final Architectural Floor Plan Requirements:

- \_\_\_\_\_ Final Architectural Floor Plan to be drawn at 1/4" = 1'-0" scale
- \_\_\_\_\_ Architect's/Designer name, present address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ Plan shall note conditional square footage
- \_\_\_\_\_ Overall dimensions of the structure should be clearly noted
- \_\_\_\_\_ Shall meet minimum square footage of 2,750 requirement per DCCR

Final Architectural Elevations Plan Requirements:

- \_\_\_\_\_ Final Architectural Elevations Plan to be drawn at 1/4" = 1'-0" scale
- \_\_\_\_\_ Architect's/Designer name, present address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ Clearly note all exterior materials used –roof, veneer, columns, steps, rails, etc.
- \_\_\_\_\_ Plan Specifications/Color and Materials completed (Refer to Appendix 1.F herein)
- \_\_\_\_\_ Finish floor elevation and garage finish floor elevation
- \_\_\_\_\_ Vertical Dimensions (overall structure, ceiling heights 10' - 1<sup>st</sup> floor, 9' - 2<sup>nd</sup> floor)
- \_\_\_\_\_ All appropriate exterior details and proportions to style of home
- \_\_\_\_\_ Chimneys: no exterior wood, clad, or metal veneer (Chimney cap required)
- \_\_\_\_\_ Three or more exterior veneers shall be discouraged
- \_\_\_\_\_ Doors and windows to be wood/ wood clad approved by ARC
- \_\_\_\_\_ Doors and windows to be minimum 8'-0" tall in header height
- \_\_\_\_\_ Doors and window lites to be true or simulated divided lites
- \_\_\_\_\_ Shutters: shall be hinged/ operable/ sized to openings
- \_\_\_\_\_ Single Bay Garage Doors minimum 8'-0" tall in height w/ hinge hardware
- \_\_\_\_\_ Dormers: shall be traditional or classic proportions, tight fitting to windows
- \_\_\_\_\_ Roof: slope less than 4:12 pitch shall be standing seam copper only
- \_\_\_\_\_ Roof: sample, Main structure at front 10'V:12'H or steeper
- \_\_\_\_\_ Stucco – real cement stucco only
- \_\_\_\_\_ Encourage: thickened eave board in lieu of fascia board
- \_\_\_\_\_ Exposed shaped rafter tails
  - Bracketed soffits
  - Contrasting earth tones vs. white eave/fascia/soffit
  - Overhang at gables ends less than other areas of roof
  - Properly proportioned eave returns at gable ends vs. block
  - Eave return overhangs at dormers proportionately less than at major roof



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**APPENDIX 2**  
**SUBMITTAL PLAN CHECKLIST**  
**REFERENCE B.**

Final Landscape Plan Requirements:

- \_\_\_\_\_ Final Landscape Plan to be drawn at reasonable scale (preferring 1"=20'-0" scale)
- \_\_\_\_\_ Landscape Architect's/Designer name, present address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ All Property boundaries
- \_\_\_\_\_ Parcel Number
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ All Existing trees (trees over 4" in caliper measured 1' above natural grade)
- \_\_\_\_\_ All Proposed trees (noting species, size, and caliper)
- \_\_\_\_\_ All Proposed shrubs & groundcover plantings (species, size, quantity and spacing)
- \_\_\_\_\_ All proposed lawn areas, noting location, limits, method of application (sod, seeding, hydro-mulching, etc.) and lawn species. All front lawn areas to shall be sodded only.
- \_\_\_\_\_ All proposed structure elevations (if not provided in Architectural Plans)
- \_\_\_\_\_ Proper driveway apron detail (Refer to Appendix 3 herein)
- \_\_\_\_\_ All hardscape such as Driveways, walks, patios, location, material, finish, and dimensions
- \_\_\_\_\_ All proposed free standing or accessory structures, features, and improvements,
- \_\_\_\_\_ All retaining/ courtyard walls, fences, decks, piers,
- \_\_\_\_\_ All pools, spas, courts (location, material, type, finish, and dimensions)
- \_\_\_\_\_ Landscape lighting –low voltage, direct task, close to grade
- \_\_\_\_\_ Impact of surroundings -All adjacent parcels, lakes, common areas to be noted

Three (3) sets of all plans stated above accompanied with a properly labeled shipping tube

Copy of filed deed to parcel under review (Proof of Ownership)

Appropriate ARC Fees and deposits on two separate checks

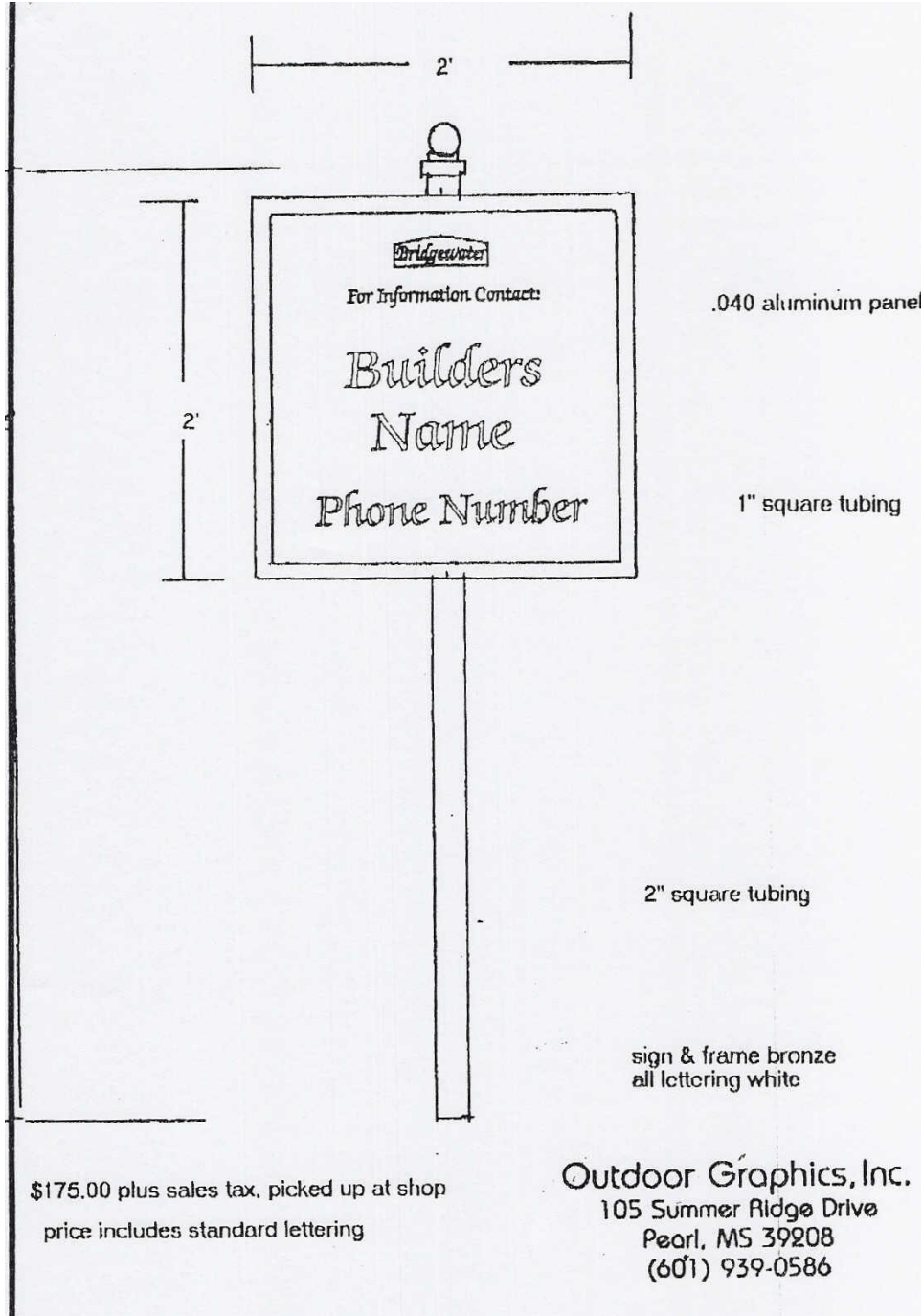
A complete application (Appendix 1 herein Forms A-F)

CHARLTON PLACE  
ARCHITECTURAL REVIEW COMMITTEE  
*Rules and Regulations*

**APPENDIX 3**  
**DRIVEWAY APRON AND SIDEWALK DETAIL**  
**DETAIL A**

CHARLTON PLACE  
ARCHITECTURAL REVIEW COMMITTEE  
*Rules and Regulations*

APPENDIX 3  
SIGNAGE AND INFO BOX  
DETAIL B



CHARLTON PLACE  
ARCHITECTURAL REVIEW COMMITTEE  
*Rules and Regulations*

APPENDIX 3  
MAILBOX DETAIL  
DETAIL C

