

**COMMUNITY WIDE STANDARDS
EXPANDED USE RESTRICTIONS & RULES
AUTUMN LAKE HOMEOWNERS ASSOCIATION – ALHOA, Inc.**

Date Adopted: November 14, 2015

The following are Community Wide Standards that are intended to expand and further define the covenants and restrictions as set forth in Article VI: Covenants and Restrictions of the Declaration of Covenants, Conditions and Restrictions for Autumn Lake Subdivision (“Declaration”), as recorded on August 12, 1993, and Paragraphs 6-10 of the Amendment to Declaration of Covenants Conditions and Restrictions for Autumn Lake Subdivision, (“Amendment”) as recorded on April 24, 2005.

Table of Contents:

I. Application Information

II. Review Procedure and Standards

III. Appeal Procedure

IV. Enforcement Procedure

V. Violation and Fine Schedule

VI. Community Wide Standards

Guideline No. 1 Exterior Building Alterations

Guideline No. 2 Exterior Landscaping and Maintenance

Guideline No. 3 Vehicles and Parking

Guideline No. 4 Decks

Guideline No. 5 Patios and Walkways

Guideline No. 6 Fences

Guideline No. 7 Basketball Goals

Guideline No. 8 Exterior Decorative Objects

Guideline No. 9 Garbage, Etc.

Guideline No. 10 Play Equipment

Guideline No. 11 Private Pools

Guideline No. 12 Signs

Guideline No. 13 Lake Lots

Guideline No. 14 Mailboxes

Guideline No. 15 Community Pool

Guideline No. 16 Tennis Courts

VII. Request for Proposed Improvement Form and Instructions

I. Application Information

Applications for approval of any architectural modification shall be contained in a Request for Proposed Improvement Review Form (“Form”) and shall provide such information as the Autumn Lake Homeowner’s Association Board of Directors (“Board”) or the Architectural Control Committee (“ACC”) requires in the guidelines included below.

A copy of the Form is attached. Additional Forms are available from a member of the Board, the ACC, Heritage Property Management Services, Inc., or on the Autumn Lake Homeowner’s Association’s (“Association”) website, www.autumnlakehoa.com

Completed forms shall be submitted to Heritage Property Management Services, Inc. ("The Management Company"). The Management Company can be contacted via mail at 500 Sugar Mill Rd., Atlanta, GA 30350; via telephone at 770.451.8171; via fax at 770.451.3919; via website: www.heritageproperty.com, or by email at sjohansen@heritageproperty.com. To help expedite responses, please send your request via email and also send your request to admin@autumnlakehoa.com.

Any Declaration, Amendment, or Community-Wide Standards violation may be submitted by any Owner and shall be submitted in writing to the Management Company.

II. Review Procedure and Standards

The ACC shall receive and review applications for proposed improvements and covenant violations. The ACC shall be the sole arbiter of applications for architectural modification and may withhold approval for any reason, including purely aesthetic consideration, and the Association, acting through the Board, shall be entitled to stop any construction which is not in conformance with approved plans. In addition, the ACC shall have the power to assist the Board with determining the existence of violations of the use restriction in Article VI, but that the ultimate decision as to the existence of a violation and the enforcement therefor lies with the Board.

The ACC shall have the authority to select and employ professional consultants to assist it. The cost of such consultants to be paid by the Owner of any lot for which plans and specifications have been submitted for approval. The ACC also may charge reasonable fees to cover the cost of review or inspections performed hereunder, and any such fees shall be published in the design standards.

Limitation of Liability. Review and approval of any Form may be made on any basis, including solely the basis of aesthetic considerations, and neither the Board nor the ACC shall bear any responsibility for ensuring the design, quality, structural integrity or soundness of approved modification, nor for ensuring compliance with building codes, zoning regulations and other governmental requirements. Neither the Association, the Board, the ACC, or members of any of these shall be held liable for any injury, damages or loss arising out of the manner, design or quality of approved modifications, nor may any action be brought against the Association, the Board, the ACC, or any member thereof, for any such injury, damage, or loss. Each Owner acknowledges that the members of the Board and the ACC will change from time to time and that interpretation, application, and enforcement of the architectural standards may vary accordingly.

III. Appeal Procedure

The ACC will notify the Owner of a response to their written request, Form, within 45 days after the request is received by the Management Company.

In the event the ACC disapproves any Form or determines a covenant violation, an Owner shall have the right to appeal the ACC's decision to the Board within 14 days of the ACC's notice to Owner of its decision. The Board shall rule on the appeal within 45 days of receiving written notice requesting an appeal from the Owner. In ruling on an appeal, the Board shall consider all relevant materials presented to it by either the Owner or the ACC, the decision of the ACC, and the Form or covenant violation. The Board shall have the final authority to approve, disapprove, or conditionally approve or disapprove the Form or covenant violation. If the Board does not receive written notice from the Owner by certified mail requesting an appeal within 14 days from the date of the ACC's notice to the

Owner of its decision, the decision of the ACC shall become final and all rights of appeal shall terminate and thereafter be void.

IV. Enforcement Procedure

Any construction, alteration or other work done in violation of this document, the Declaration, the Amendment, the Bylaws, the design standards or any applicable zoning regulations shall be deemed nonconforming. Upon written request from the Board, a violating Owner shall, at his or her own cost and expense, remove such nonconforming work and restore the property to substantially the same condition as existed prior to such work. Should the Owner fail to do so, the Board shall have the right to enter the property remove the violation and restore the property, or obtain a court order compelling the violating Owner to do so. All costs thereof, including reasonable attorney's fees, may be assessed against such Lot.

In addition, the Board shall have the authority to impose reasonable fines and to pursue all legal and equitable remedies available to enforce the provisions of this document, and its decisions and those of the ACC. All costs of any such action, including reasonable attorney's fees, may be assessed against such Lot. Furthermore, the Board shall have the authority to record in the Cobb County land records notices of violation of the provisions of this document. The Board has decided to impose a \$100.00 fine for improvements made without following the process as defined in the Covenants and Community Wide Standards. This fine will increase by \$50.00 for each additional improvement that does not follow the process defined in the Covenants and Community Wide Standards.

V. Violation and Fine Schedule

1. Friendly Violation Letter

- Notification letter sent to Owner provides a courteous way to inform the Owner of their violation;
- Owner is given 14 calendar days after this letter is sent to cure the violation. It is the Owner's responsibility to notify the Management Company and the ACC when the violation is cured.

2. First Notice of Violation Letter and Warning of Fines

- This letter provides the Owner information regarding potential sanctions for the violation;
- Owner is given 14 calendar days after this letter is sent to cure the violation. It is the Owner's responsibility to notify the Management Company and the ACC when the violation is cured.

3. Second Notice of Violation Letter and First Fine

- Warning of fine to be imposed at the rate of \$25.00 per day;
- Warning of further sanctions;
- Owner is given 14 calendar days after this letter is sent to cure the violation. It is the Owner's responsibility to notify the Management Company and the ACC when the violation is cured.

4. Third Notice of Violation Letter and Second Fine

- Statement for current balance due of fines, payment is due within 5 calendar days;
- Notice of fine of \$25.00 per day to begin imposition;
- Fines will continue until the violation is cured;
- Owner is given 14 calendar days after this letter is sent to cure the violation. It is the Owner's responsibility to notify the Management Company and the ACC when the violation is cured.

5. Final Notice of Violation letter

- Statement for current balance of fines due;
- Fines will continue until the violation is cured;
- Homeowner is advised that if the violation has not been cured within 14 days after this letter is sent out, a notice of lien will be filed against the home.

6. Notification of Lien Filing

- Statement for current balance of fines due;
- Fines will continue until the violation is cured;
- At this time, the homeowner has been given a minimum of 70 days to cure the violations after being initially notified. Homeowner has received 5 letters regarding their violation.
- The homeowner is notified (via certified mail) from the Association Attorney that Notice of Lien has been filed against the home.

VI. COMMUNITY-WIDE STANDARDS

GUIDELINE NO. 1

Exterior Building Alterations.

1. A Form must be submitted for all exterior building alterations. Building alterations include, but are not limited to, storm doors and windows, construction of driveways, garages, carports, porches and room additions to the home.
2. All repainting requires prior written approval. All painting requests requires the following information:
 - Paint sample for all colors to be used and
 - Area of home to be repainted.
 - Siding materials are limited to brick, fiber cement, stucco, and decorative stone. Vinyl or aluminum siding will no longer be approved.
3. The original architectural character or theme of any home must be consistent for all components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
4. A Form must be submitted for all roofing materials, which are limited to asphalt shingles in some shade of gray and brown.
5. A Form must be submitted for all storm windows and must contain the following information:
 - Picture or drawing of all windows/doors on which storm windows/doors will be installed;
 - Picture depicting style of storm window/door to be installed; and
 - Color and materials to be used.
6. No detached buildings will be considered. This includes: sheds, tool storage areas, workshops, garages, and outbuildings.
7. No window air conditioning units may be located in any part of any structure which is visible from any street, and all exterior compressor units shall be ground mounted and screened by fencing or planting of a density and height sufficient to screen the unit effectively. A Form must be submitted for such fencing or planting.
8. All window coverings which are visible from streets or neighboring residences shall continue to be white or off-white materials. The term window coverings will include, but not be limited to, curtains, drapes, blinds, and window shades.
9. A Form must be submitted for any dish, antenna, satellite service or receiver that is 1 meter (39.37") or greater in diameter. Any dish, antenna, satellite service or received that is 1 meter (39.37") or less in diameter should be located to provide minimal visual impact on adjacent properties.

- In accordance with current FCC regulations, a request for improvement form must be submitted that outlines the method of installation to ensure that proper installation methods are being followed for the safety of our residents. Given the recent increase in request for new roof installations due to hail and wind damage, it has been determined that proper installation methods should be reviewed by the ACC prior to installation to satisfy these safety concerns.
10. If County authorities make any changes to the plans as approved by the Architectural Control Committee, the owner must submit such changes for approval prior to commencing construction.

GUIDELINE NO. 2

Exterior Landscaping and Maintenance.

1. Form submission is required for all types landscaping, including but not limited to: sod, shrubbery, raised beds, trees, row or cluster plantings and screen planting.
2. Form submission is not required for the following with the exception of screen planting and property line plantings as indicated in Guideline No. 2, section 1 above:
 - Ornamental plants (annual and perennial flowers) in the front and side yards; and
 - Over seeding of fescue lawns.
3. Forms must include:
 - A description of the landscaping; and
 - A site plan indicating the relationship of planting/beds to the house and adjacent structures.
4. Landscaping should relate to the existing terrain and natural features of the lot utilizing plant material native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding community.
5. The elevation of a lot shall not be changed so as to materially affect the surface elevation or grade or drainage of the surrounding lots.
6. All mulch landscape beds must be covered with natural pine straw, chopped pine bark mulch, rock or wood shavings. Bare earth areas shall be covered.
7. Outdoor storage of garden tools and hoses must be screened from view and kept behind shrubs. Any tools or items stored under a back deck or porch must be screened from view.
8. Each owner is responsible for the removal of debris, clippings, etc. from their property line to the center of the street. All planting areas shall be properly maintained at all times.
9. Each owner shall keep his lot and all improvements thereon in good order and repair including, but not limited to, seeding, watering, mowing, pruning, cutting of all trees and shrubbery.
10. Shrubbery will be maintained so as not to encroach on to adjacent property. This shall be done in a manner and with such frequency as is consistent with good property management and the precedent set in the surrounding community.
11. Yards must be edged no more than one inch from the edge of sidewalks, driveways and roads.
12. A Form must be submitted before the removal of any tree or shrub measuring 12 inches or more in diameter at a point 2 feet above ground.
13. All garden plots must be located behind the rear line of the house and have minimal visual impact on adjacent properties.

GUIDELINE NO. 3

Vehicles and Parking.

1. All cars must be parked in the garage or in the driveway. No vehicle may be left upon any portion of the property for a period longer than 5 days except in a garage or other preapproved area.
2. No owner shall allow junk or abandoned cars, boats, trailers, campers or trucks to be or remain on any lot.
3. All recreational vehicles, boats, travel trailers, or similar vehicles must be parked in garages or other covered and approved structures, provided that such vehicles may be parked on a lot for up to 48 hours prior to being parked in such structure.

GUIDELINE NO. 4

Decks.

1. A Form must be submitted for all decks or modification of all decks. In most cases, the deck may not extend past the sides of the home and must comply with the building set-back lines on the recorded plat of the property.
2. The Form must include:
 - A site plan denoting location and dimensions; and
 - Description and color of materials to be used.
3. Vertical supports for wood decks must comply with local and state building codes.
4. The following, without limitation, will be reviewed: location, size, and conformity with design of the house, relationship to neighboring dwellings, and proposed use.

GUIDELINE NO. 5

Patios and Walkways.

1. A Form must be submitted for any new patio and/or walkway.
2. A Form must be submitted for any change to an existing patio and/or walkway.
3. A Form must be submitted for patio covers, trellises, permanent seating, railing and other items not enumerated above.
4. A Form must be submitted for any outdoor entertainment including, but not limited to, speakers, TV's, fireplaces and fire pits.

GUIDELINE NO. 6

Fences.

1. A Form must be submitted for all fencing. Chain link fences are prohibited.
2. All Forms must include the following information:
 - Picture or drawing of fence type - Fence types should generally be Privacy, Spilt Rail, or Picket designs.
 - Dimensions - The maximum height may not exceed 6 feet. The maximum span between posts shall be 10 feet. The minimum post size shall be 4 feet by 4 feet.
 - Color - The fence must be natural color.
 - Site Plan - A site plan denoting the location of the fence must accompany the Form. Fences shall not be located closer to any street than halfway up the side of the home. However, on corner lots, the fence shall not be closer to any side street than the building line of lot.

GUIDELINE NO. 7

Basketball Goals.

1. Only Portable basketball goals are permitted, provided:
 - The goal cannot be set up more than 7 consecutive days;
 - Is stored out of sight when not in use; and
 - Is maintained properly, including but not limited to backboard, net, rim and pole.

GUIDELINE NO. 8

Exterior Decorative Objects.

1. A Form must be submitted for all exterior decorative objects, both natural and man-made. Exterior decorative objects include items such as sculptures, fountains, ponds, freestanding poles of all types, flag poles (except Guideline No. 8, section 2), and items attached to approved structures.
2. A form is not required to be submitted for a single flag pole staff attached to the front or side portion of a house.
3. Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowers in pots must always be neat and healthy.
4. Reasonable seasonal lights and decorations shall be displayed between Thanksgiving and January 15. Holiday décor displayed outside this timeframe will be considered an exterior change without first obtaining the written approval of the Architectural Control Committee ("ACC").
5. Except as provided below, a Form must be submitted for all exterior lights or lighting fixtures not included as a part of the original structure.
6. A Form is not required if lights meet the following criteria:
 - The lighting does not exceed 12" in height;
 - The number of lights does not exceed 10;
 - Each light does not exceed 100 watts, is white or clear non-glare; and
 - Is located to cause minimal visual impact on adjacent properties and streets.
7. Objects will be evaluated on criteria such as site location, proportion, color and appropriateness to surrounding environment.

GUIDELINE NO. 9

Garbage, Trash, Debris, Dirt, Wood, Construction Materials, Household Waste.

1. No owner shall allow any unsightly garbage, trash, debris, dirt, wood, construction materials or household waste on any lot. All such items shall be bagged, sacked, boxed or otherwise disposed of in a safe and sanitary manner.
2. All garbage cans shall be screened from view by adequate plant cover or approved fencing so as to conceal them from view by adjacent lots or streets.
3. All wood piles shall be screened from view by adequate plant cover or approved fencing so as to conceal them from view by adjacent lots or streets.

GUIDELINE NO. 10

Play Equipment.

1. A Form is not required to be submitted for play equipment and play houses if they are:
 - Located in the rear yard;
 - Are not visible from the street; and
 - Have a minimum visual impact on adjacent properties.
2. A Form must be submitted for all other types of play equipment.
3. Metal play equipment, exclusive of wearing surfaces (slide poles, swing seats, etc.) will generally be required to be painted to blend into the surrounding environment.

GUIDELINE NO. 11

Private Pools.

1. A Form is not required to be submitted for children's portable wading pools (those that can be emptied at night) that do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet. Such wading pools must be enclosed in a fence.
2. Aboveground pools are prohibited, other than wading pools as described above.
3. All in-ground pools are prohibited.

GUIDELINE NO. 12

Signs.

1. The only signs allowed on a lot are:
 - A "For Sale Sign;"
 - Temporary signs relating to construction/work on the property; and
 - Two campaign signs during an election, so long as they are removed within 14 days after the election.
 - Property owners may display signs attributed to their provided security company and fencing installer. The sign identifying the fence installer should not exceed 5 x 7 in size.
2. For Sale signs are allowed at the front entrance and directional signs within Autumn Lake are permitted from Friday at 4pm through Sunday at 6pm.
3. "For Rent" or "For Lease" signs are prohibited.
4. A Form must be submitted for all other types of signs.

GUIDELINE NO. 13

Lake Lots.

1. Each owner of any lots adjacent to the Autumn Lake pond, shall maintain such grass, planting or other lateral support to prevent erosion of the embankment adjacent to the pond, including, without limitation, mowing and watering of all sodded areas and pruning and cutting of all shrubbery and trees, and the height, grade and contour of such embankment shall not be changed without prior written permission.
2. If any owner of such lot fails to maintain said embankment in accordance with the foregoing, the Board shall have the right to enter upon any such lot to perform such maintenance work which may be reasonably required. This is all at the expense of the owner of the lot.
3. No dock, pier or other similar facility shall be constructed.
4. No structure, fence, storage facility, wood pile, garbage can, or any other objects which would affect the aesthetics of the pond shall be built.

5. No Owner shall have any right to pump or otherwise remove water from the pond for the purpose of irrigation or other use, to place rocks, stones, trash, garbage, sewage, waste water, rubbish, debris, ashes or other refuse in the pond.
6. Boats and all other types of water crafts are not permitted on the pond.

GUIDELINE NO. 14

Mailboxes.

Mailbox posts shall be simple and unobtrusive with number one and one-half black aluminum boxes approved by the U.S. Postal Service. A form is not required to be submitted for the replacement of a mailbox and post if they are:

- 1 ½ black aluminum boxes approved by the U.S. Postal Service and mounted on a wooden post.
- Mailbox posts shall be simple and unobtrusive, and have the following approved colors:
 - Natural
 - White or Cream to match house trim
- All mailboxes must be properly maintained.

No haphazard or unprofessional fences or other stone work or wooden appurtenances shall be erected without obtaining the written approval of the Architectural Control Committee ("ACC").

GUIDELINE NO. 15

Community Pool.

1. The pool is for homeowner's in good standing and their guests.
2. The pool is open daily from 9 am to 9 pm.
3. The number of guests is limited to 2 people per household.
4. Children under the age of 12 must be accompanied by an adult.
5. No running, boisterous, or rough play is allowed in or around the pool area.
6. Everyone is required to shower before entering the pool.
7. Swim diapers or a rubber diaper swim cover is required for all children who are not toilet trained.
8. No spitting or blowing nose in the pool.
9. Persons with contagious illnesses should not enter the pool or pool area.
10. No animals or pets are allowed in the pool area.
11. No glass or glass containers are allowed in the pool or pool area.
12. Drugs and alcohol are not allowed in the pool area. Persons under the influence of drugs or alcohol are prohibited from the pool and pool area.
13. Smoking or tobacco products of any kind are prohibited from the pool and pool area.
14. Maximum number of swimmers allowed is 25.
15. First aid kit is located in the women's restroom. Please contact 911 or the Cobb County Police in the event of an emergency.
16. Proper swim attire is required. No cut-offs, shorts, shoes, or street clothes are allowed in the pool.
17. No one is allowed to swim alone. Please have a buddy present at all times.
18. The Association is not responsible for any accidents or injuries while using the pool. Swim at your own risk.

GUIDELINE NO. 16

Tennis Courts.

1. Tennis Courts are for homeowner's in good standing only.
2. The Courts are open from 7am to 9 pm daily.
3. The Court is for tennis use only.
4. Courts are open on a first come, first serve basis, unless reserved.
5. Use is limited to 2 hours.
6. To reserve a Court, sign up on the message board located near the Court's front entrance.
7. Guests must be accompanied by a resident.
8. Only tennis shoes are allowed on Courts. Black soled shoes are prohibited.
9. No food or glass containers are allowed on Courts.
10. No roller blades, skate boards or bicycles are allowed on the Courts.
11. No person under the age of 12 is permitted on Courts or within Court area without an adult.
12. The Association is not responsible for any accidents or injuries while using the Courts. Play at your own risk.

Autumn Lake Homeowners Association, Inc.

Request for Proposed Improvement Review

Date: _____ Name: _____ Address: _____ _____ Home Phone: _____ Work Phone: _____	<p style="text-align: center;"><u>Attached Documents</u></p> Survey _____ Plot Plans _____ Plans _____ Photos _____ Specs _____ Color Samples _____ Other: _____ _____
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Please provide a brief description of the proposed modification, alteration or improvement

Contractor (if any): _____ Address: _____ Contact: _____ Phone: _____	<p>HOMEOWNERS AFFIDAVIT</p> <p><i>I have read and understand the covenants and deed restrictions of my contract and agree to abide by such covenants and deed restrictions. I understand that no work shall commence without the approval of the ACC.</i></p> Date: _____ Signed: _____
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<p>Approved Status</p> <ul style="list-style-type: none"> <input type="radio"/> Approved <input type="radio"/> Approved with Exceptions <input type="radio"/> Revise & Resubmit-Insufficient information <input type="radio"/> Rejected CC: Applicant Management Agent ACC File	Completed forms shall be submitted to: Heritage Property Management Services, Inc. 500 Sugar Mill Rd., Atlanta, GA 30350; sjohansen@heritageproperty.com . To help expedite responses, please send your request to admin@autumnlakehoa.com .
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If approved, this HOA approval is subject to the approval, permitting, inspections & compliance with all applicable laws from any local, state or federal agencies. Homeowner is responsible for obtaining any approval, permitting, inspections & compliance with all applicable laws from any agency.

The Autumn Lake Homeowners Association, Inc. Application Procedures for Request for Improvement Review

1. Fill out proposal form with as much detail as possible. Please submit photos, videos, plats, drawings, plans, materials to be used description and copies of contracts and any narrative descriptions that you may feel would assist the ACC (your fellow homeowners) in understanding your request. *Remember a picture is worth a thousand words ...*
2. For exterior painting, a prior written approval from the ACC is required *before* you paint your house.
3. Submit the form and supporting documents to the Association email (admin@autumnlakehoa.com) and/or the Association's Agent, Heritage Property Management Services, Inc. at their address below.
4. The ACC will consider all applications within 30 calendar days from receipt of your proposal form as provided by in the Association documents. An email submission expedites the process.
5. ***Commencement of any work is strictly prohibited prior to approval from the ACC. Please do not purchase materials, schedule contractors or in any way begin work until you receive your HOA approval in writing.***
6. If you have any questions about whether or not you need to submit a Request, please contact any member of the ACC or the Association's Agent for clarification. Or, just simply complete the Request just to be certain that you are in compliance.

Thank you for your cooperation!

**The Architectural Control Committee of
Autumn Lake Homeowners Association, Inc.**

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