

SPARTAN MANOR

# SPARTAN MANOR

LUXURY SUBDIVISION AND COMMUNITY

OCONEE COUNTY, GEORGIA

SPARTAN MANOR  
HOMEOWNER ASSOCIATION, INC.

June 2023

# SPARTAN MANOR

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# SPARTAN MANOR

## COMMITMENT

Fundamental to creating and enhancing a holistic and inclusive aesthetic and character for Spartan Manor is the commitment from all those involved.

When one purchases a home in a covenanted community such as Spartan Manor, one makes the commitment to abide by all the rules and regulations put in place by both the community and the ruling jurisdictions. This commitment not only includes good faith intent but also obtaining all approvals and permits required by the community and the local jurisdiction before starting any work on the property. To that end, the homeowner is responsible for submitting the required documentation to the Administrator.

The Administrator will then disperse the required documentation to the Spartan Manor Architectural Review Committee (ARC), which is tasked with reviewing each submittal on a case-by-case basis. This process relies on complete documentation by the owners and an informed and professional review committee. The Guidelines will be administered, enforced, and may be amended from time to time, by Spartan Manor Homeowner Association, Inc. (HOA), in accordance with the procedures set forth in the Guidelines. The goal of all parties should be to preserve the intended character and aesthetic of the community.

# SPARTAN MANOR

## Preface

These Design Guidelines (Guidelines) are intended to provide guidance for site and landscape improvements on the private residential lots of Spartan Manor. It is the homeowner's responsibility to be sure that they have the current Guidelines and have carefully reviewed all applicable sections prior to submitting for construction and/or improvement approvals.

### DESIGN PHILOSOPHY

The Design Philosophy behind Spartan Manor is grounded in the principles of good design with the goal of establishing the architectural character of a traditionally designed neighborhood in a way that ensures a high standard of living while promoting and enhancing property values and aesthetics. While the intent is to direct the overall character of the community, this philosophy is meant to allow for unique and creative designs that aid in establishing Spartan Manor as a renowned neighborhood that preludes to the most desired homes in the Athens-Clarke County area. At the same time, the Guidelines are established with every effort to respect the individual owners' vested property rights and values while also being sensitive and aware of the neighboring owners' property rights and values. The aesthetic objective of the community's Design Philosophy is to create a character that will preserve and enhance private property values, positively impact community pride, and enhance the overall quality of life for the neighborhood.

### GUIDELINES

The purpose of the Guidelines is to provide direction for fulfilling the Design Philosophy of Spartan Manor. The Guidelines are not intended to be subjective value judgements of a given design solution but rather are intended to provide a base line for the expected quality, character, and detail of any given property within Spartan Manor. The standards set forth in the Guidelines are supplemental to design references and practices in applicable architectural field guides and historic pattern books that relate to the Spartan Manor aesthetic and character. Together, this information will assist homeowners, their designers, and their builders in understanding appropriate project solutions.

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# Site & Landscape Summary

## Quick Reference Guide

### SETBACK REQUIREMENTS

*Residence.....	Front Yard – 60'
Rear Yard - 40'	
Side Yard - 10'	
Gazebo .....	Rear & Side Yard – 10'
Trellis .....	Rear Yard – 5'
Side Yard - 3'	
Deck.....	Rear Yard – 20'
Side Yard - 10'	
Play Structures <sup>1</sup> .....	Rear & Side Yard – 10'
Spas/Pools .....	Rear & Side Yard – 10'
Water Features <sup>2</sup> .....	Rear & Side Yard – 10'
Fire Structures <sup>3</sup> .....	Rear & Side Yard – 10'
Walls & Fencing <sup>4</sup> .....	Rear & Side Yard – 5'

<sup>1</sup>Play Structures are to include playgrounds, climbing walls, play equipment, etc.

<sup>2</sup>Water Feature are to include fountains, waterfalls, small ponds, etc.

<sup>3</sup>Fire Structures are to include firepits, fireplaces, barbeques, etc.

<sup>4</sup>Front Yard walls shall be a minimum 36" offset from Right-of-Way. ONLY Privacy Fencing allowed along adjoining Property Lines - All other fencing requires 5' Setback. Privacy Fencing along adjoining Property Lines shall be setback a minimum 30' from Right-of-Way. Privacy Fencing is prohibited in Front Yards

\*No structure shall be constructed within sixty feet (60') of the Street on which it fronts. Minimum side and rear setback liens for Structures shall be shown on the Subdivision Plat and strictly enforced. The ARC reserves the right to grant a variance on the front setback (up to 30'), and/or to require more than the minimum side and/or rear setback lines for Structures, in its sole discretion and based on the unique characteristics of each lot and to protect the intended character of the community.

# Site & Landscape Summary

## Quick Reference Guide Continued

### MAXIMUM HEIGHT RESTRICTIONS

Fencing & Walls.....	Rear and Side Yard – 6’
Front & Side Front Yard – 3’	
Front Yard Arbors .....	Maximum 8’ at Entryways
Shed and Accessory Structure.....	Not to Exceed Height of Side or Rear Yard Privacy Fence <sup>1</sup>
Gazebos, Playhouse, and Play Structures.....	Not to Exceed Height of 13’

### PLANTING REQUIREMENTS

Turf/Lawn.....	Not to exceed 50% of Front Yard <sup>2</sup>
Trees.....	All proposed trees shall be setback a minimum 36” from Property Lines and Fencing
Street Trees .....	One Street Tree for every 50 Linear Feet of Property Frontage <sup>3</sup>

### PAVING REQUIREMENTS

Front Yard (to include Driveways and all Walkways).....	Not to exceed 50% of Front Yard <sup>4</sup>
Property Frontage .....	5’ Concrete Sidewalk along Property Frontage <sup>5</sup>

### FENCE COLORS

For Front Yard and Front Side Yard Fence Applications.....	White and Neutral Colors Only <sup>6</sup>
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<sup>1</sup>Unless adjoined to Primary Structure or screened from view by landscape or structure.

<sup>2</sup>Turf/Lawn Requirement. Front yard measured as ALL LANDSCAPED area between face of Primary Structure and Right-of-Way Line.

<sup>3</sup>Street Tree Requirement. Measurements based on existing tree locations and must be shown on plans. Street trees shall be selected from Approved Plants List and shall correspond with the existing trees located along Right-of-Ways of adjacent properties.

<sup>4</sup>Paving Requirement. Front Yard measured as TOTAL area between face of Primary Structure and Right-of-Way line. Paving coverage is to include Driveways and all Walkways.

<sup>5</sup>Sidewalk proposed along Right-of-Way shall be of same texture and detail as corresponding properties. Offset sidewalk 4’ from street curb-and-gutter.

<sup>6</sup>Exceptions and color variations are allowed but all proposed colors must compliment and correspond with tones on proposed residence. All colors must be approved by the ARC.

# Introduction

## Spartan Manor Design Guidelines

The Architectural Review Committee (ARC) reviews all applications and design documents for all new construction and all alterations, modifications, or changes to existing properties, including landscaping. The following Guidelines for Spartan Manor, together with the Declaration of Covenants and Restrictions, will provide the basis for a common understanding of the design objectives and standards by all of those involved in the completion of this community. All proposed work must be submitted to the Administrator for approval by the ARC. The following are guidelines and should not be interpreted as approved solutions. Each project is reviewed on its own merits and the conditions that affect it.

Requested exceptions to these guidelines shall be considered on a case-by-case basis and will be allowed only in those cases that demonstrate a unique hardship.

It is the Applicant's responsibility to refer to the attached ARC Review and Approval Process to ensure compliance.

# 1. Site & Landscape

## 1.1 SITE AND LANDSCAPE DESIGN OBJECTIVES & IMPLEMENTATION

The following sections provide guidance for the homeowners and their designers and builders for all work relating to the private lots regarding grading and drainage, hardscape materials, fencing, landscape structures, irrigation, and planting design and layout.

The main objectives of these guidelines are as follows:

- To provide and promote smooth transitions from property to property creating one cohesive and holistic community.
- To ensure a high level of quality craftsmanship and consistency in construction materials, methods, and practices.
- To regulate and coordinate a cohesive aesthetic that supports the community vision.
- To create a landscape that supplements and compliments the local climate and ecosystem.
- To create and utilize an efficient and aesthetic plant palette that is contiguous throughout the development with a focused respect to design interpretation.

### 1.1.1 SETBACKS AND HEIGHT RESTRICTIONS

#### Guidelines

- It shall be the responsibility of every builder or applicable property owner to adhere to the Setback Requirements and Maximum Height Restrictions as set forth above in the Site & Landscape Summary Quick Reference Guide. The ARC reserves the right to grant a variance in its sole discretion and based on the unique characteristics of each lot and to protect the intended character of the community.

### 1.1.2 TREE PRESERVATION

#### Objectives

- To promote and enhance the existing canopy while safeguarding mature vegetation.
- To protect the natural habitat of animal and plant life relative to the surrounding area.
- To limit unnecessary disturbance to existing site features that benefit the surrounding properties, communities, and ecosystems.

#### Guidelines

- It shall be the responsibility of every builder or applicable property owner to provide normal care for all trees to remain on the property. Builders or property owners shall not:

- Attach any sign, notice, or other object to any tree or fasten any wires, cables, nails, or screws to any tree in a manner that is detrimental to the health of the tree, except as necessary in conjunction with activities in the public interest.
- Impact an existing tree dripline in any way that is detrimental to the health of the tree.
- Create or encourage any unnecessary fire or burning near or around any tree.
- Construct a concrete, asphalt, brick, or gravel sidewalk; significantly compact the soil; place fill material; or create other impervious or semi-impervious surfaces around any tree that is detrimental to the health of the tree's roots system.
- Drive or park vehicles or construction equipment within a preserved trees critical root zone or within the drip line of the existing tree's canopy. Trees that qualify for special consideration for preservation due to their size, type, condition, location, or historical significance may be designated by the ARC as Specimen Trees. Builders or property owners will be required to protect Specimen Trees with tree protection fence. The primary type of tree protection fence shall be orange laminated plastic safety netting or an approved equivalent. Alternate types that shall be allowed are wooden post and rail fencing, chain link or other restraining material that provides adequate barrier protection. The minimum fence height shall be 4' supported by 2" x 4" wood or metal post. Tree protection fences shall encompass the periphery of the critical root zone of trees designated as specimen or identified for preservation. The critical root zone shall encompass an area equal to the diameter of the canopy of the tree. Tree protection devices shall be maintained for proper functions and shall not be removed until all construction activities or other operations are complete that would damage the tree or the tree's root system.
- No tree of 6" shall be cleared unless within 20-feet of the house structure, in the driveway, or specifically approved by the ARC.
- Trees may be cleared within the area designed to be a pool and/or pool deck but shall be limited to its area of disturbance.
- All trees 6" or greater shall be located and illustrated on required site plan(s).

### 1.1.3 GRADING & DRAINAGE

#### Objectives

- Seamlessly blend new landscapes and improvements with adjacent lots.
- Ensure drainage and house placement is compatible and sufficient for the safety and well-being of the homeowner and the community.
- Ensure drainage systems and applications conform to local and regional stormwater pollution prevention plans; existing and proposed.

#### Guidelines

- House Location. House placement shall be sensitive to all adjacent properties and natural features. Structure placement and the corresponding grading shall respect the views from the adjacent properties.

- Proposed grading and drainage shall follow recorded drainage easements, directed to streets or drainage structures, or continue as existing (if volume is not increased or concentrated or otherwise causes erosion or damage to adjoining properties).
- Front porches, stoops, and steps must be designed and detailed with materials to be compatible with the house and must be a minimum of 21 inches above finished grade.
- First floor finished elevation shall be at least 24 inches above finished grade.
- Dumping or piping-of water onto a neighboring property is not acceptable.
- No curb cuts shall be allowed for drainage pipes.
- Any additional on-site grading required after the installation of the building foundation shall cause no disturbance off-site regarding erosion, stormwater, and any impact there related.
- Temporary vegetation shall be used to protect exposed areas such as slopes, stream banks, etc. Use of protection barriers must be in place to control surface water runoff prior to beginning construction.
- Grading at the outer edges of individual lots shall not result in abrupt transitions to the neighboring property or street. Slopes shall not exceed 2:1. When 2:1 slopes are used, jute netting or an approved equal shall be applied and slopes shall be oriented to minimize visibility from neighboring properties or Right-of-Ways.
- Grading of a property shall generally be balanced (limiting soil brought to and taken off site).

#### 1.1.4 DRIVEWAYS

##### Objectives

- To ensure and encourage proper and contiguous use of materials that complement the overall aesthetic and architectural style of the residence and the community.

##### Guidelines

- Shall be concrete and installed with a curvilinear shape with slopes not exceeding 14%.
- Changes in driveway material may be allowed but homeowners are required to submit plans to the ARC for review and approval.
- Driveways should be no more than 14 feet wide at the street property line and curb cuts must be sawed and no more than 20 feet wide with an approved brick apron.
- A maximum of two driveway materials shall be allowed but must be approved.
- Side-entry garages and courtyard entries should be at least 27 feet and no more than 30 feet wide with a 5-foot-wide landscape buffer between the drive and the property line.
- If possible, houses shall be placed on corner lots so that the driveway curb-cut is at the property line away from the corner.

#### 1.1.5 BEAUTY STRIP

##### Guidelines

- For the purpose of a cohesive sidewalk throughout the Development, it shall be the responsibility of Owner to cause to be installed a 5 foot (5') wide concrete sidewalk within a

four foot (4') sod border across the width of the Lot facing any Street (the "Beauty Strip") within twelve (12) months of the purchase of an unimproved Lot. It shall also be the responsibility of owner to install street trees , of a caliper, quantity, and type determined by the ARC and described in these Guidelines, inside the Beauty Strip, within twelve (12) months of the purchase of an unimproved lot.

### 1.1.6 PAVING AND STAIRS

#### Objectives

- To utilize materials that complement the architectural styles and materials of the proposed residence in an effort to reinforce an architectural and aesthetic theme throughout the development.
- To provide a cohesive sidewalk that connects all neighboring properties throughout the development.

#### Guidelines

- Sidewalks to the house may be concrete, brick, or stone.
- Secondary walks are encouraged to be natural materials or stepping-stones. Stone, tile, and/or decomposed granite are encouraged materials.
- Secondary walks should be no wider than 3 feet unless approved by the ARC.
- Cart paths should be limited to side and rear yards and be no more than 6 feet wide.
- Paving and hardscape materials may not exceed more than 50% coverage of the total front yard area, including the driveway and entry pathways.
- Exterior stair tread to riser ratio shall range between 24-26. Riser to Tread Ratio equation is  $2 \times R + T$  where "R" represents the riser and "T" represents a tread.

### 1.1.7 WALLS, FENCES, AND GATES

#### Objectives

- To construct walls that provide a cohesive and holistic architectural style that compliments and borrows from the architectural themes and archetypes of the proposed structure and the Spartan Manor community.
- To provide walls, fences, and gates that mimic and/or compliment the proposed residence.
- To achieve privacy through low walls and creative building and planting design in an effort to restrict the need for higher privacy walls and fences.

#### Guidelines

- Front porches, stoops, and steps must be designed and detailed with materials to be compatible with the house and must be a minimum of 21 inches above finished grade. "Usable" porches must be at least 8 feet deep.
- First floor finished elevation shall be at least 24 inches above finished grade.

- Retaining walls attached to a residence should utilize the same materials as the wall they adjoin.
- Any proposed wall or fence shall be submitted to and approved by the ARC.
- Front and side yard retaining walls shall be brick or stone.
- Exposed concrete finish or concrete block retaining walls and freestanding walls are unacceptable.
- Inter-locking concrete block, stained crosstie and landscape timber walls are only allowed in rear yards (not visible from the Right-of-Way) and must be set apart from the residence.
- All proposed wooden walls shall be stained as directed and approved by the ARC.
- All proposed retaining walls must be approved by the ARC.
- Retaining walls should not cross easements and must not interfere with the flow of storm water.
- Spartan Manor fence standard is a 5'-0" high black metal, 3-rail fence with square pinched-topped pickets.
- Vinyl fencing, dog pens, and dog runs are prohibited.
- Double fencing is not permitted.
- Typically, standard fencing is allowed only in rear yards. Fences may be allowed to be extended forward to enclose a basement door. Fences on corner lots may be no closer to the side street than that side building lot line but in no case closer to the street than the line of the front of an existing adjacent house.
- Standard fencing must be located directly behind the house or at the property lines in a manner that allows adjacent fencing to tie into it.
- Fencing may be required to be landscaped in order to soften the visual impact and fencing along common areas may be required to be set back. Front yard fencing is typically prohibited.
- Location of non-standard design fences is reviewed and approved on a case-by-case basis. In general, these fences are required to be directly behind the house, within the rear building line but no further than 30 feet from the rear of the house and must aesthetically tie into the design of the house. Designs will be considered with respect to the specific site, house design and proposed fence location.

### 1.1.8 LANDSCAPE & ACCESSORY STRUCTURES

#### Objectives

- To allow the development and personal design of private space for homeowners in a way that does not negatively affect the neighboring properties.
- To design landscape structures that correlate and correspond to the proposed residence and that appear as extensions and components of the proposed residence.

#### Guidelines

- Outdoor entertainment spaces are encouraged to be specifically related to interior spaces. The creation of "Garden Rooms" by means of evergreen landscaping, masonry walls, and picket-fences with evergreen landscape is encouraged and must be approved by the ARC.
- Outdoor kitchens, barbeques, and fireplaces shall be setback from property lines and fences a minimum of ten feet. Maximum height shall not exceed 13 feet.

- Landscape structures such as arbors, porches, and/or decks must complement the architectural style of the residence and be built within the setback requirements.
- Front yard arbors may not exceed eight feet at front entries only.
- Gazebos, Playhouses, and Play Structures shall not exceed a height of 13' and shall adhere to applicable building setback lines.
- No accessory structure shall be allowed within the front yard.
- All accessory structures and additions, attached and detached, shall be consistent and compatible with the existing and/or proposed materials used on the primary residence.
- Gazebos shall be made of compatible materials and colors used on the residence and the roof material, if solid, shall match existing residence material and color.
- Playhouse and play structures shall be made of wood, plastic, or metal and shall be stained, painted, or sealed in such a way as to complement the existing and/or proposed residence. Typical approved colors shall be a dark green or a dark brown.
- Playhouse and play structures shall be behind the line of the back of the house, at least inside the sideline setbacks and within a cone established by 45-degree lines taken off the back corners of the adjacent houses. Additional screening is encouraged and may be required in select areas. On corner lots, play structures will typically be required to be on the side away from the street.
- Patio covers and trellises should be constructed of cedar, redwood, or pressure treated pine and should be finished to match the house and deck and should be detailed to be compatible with the design of the house.
- Decks must be to the rear of the house unless specifically approved by the ARC.
- Deck materials must be cedar, redwood, pressure treated pine or an approved synthetic material. Decks must have all vertical surfaces painted or stained to be compatible with the house.
- Decks and patios covered with a roof are considered an extension of the house and should be detailed and finished in a manner to match the house.
- Deck supports should be a minimum 6"x6". Where deck columns are metal, such columns shall be boxed with wood.
- Deck designs that face streets or amenity areas should include a minimum 8"x8" wood column with base and cap details, or appropriately scaled masonry columns.

### 1.1.9 POOLS, SPAS, AND WATER FEATURES

#### Objectives

- To locate pools and spas where they are out of public view and cause no negative impacts, visually or audibly, to the surrounding properties.
- To design water features that reflect the natural environment and accent the architectural style of the main residence.
- To screen views by means of residence and/or planting, low walls, and fences.
- To promote the safety and well-being of all residents and their guests.

#### Guidelines

- All pools and spas shall be fenced/gated in accordance with applicable codes and ordinances.
- All pools and spas shall be located to provide minimal visual impact to adjacent lots and streets. Where possible, pools and spas shall be located directly behind the house but in no case shall the pool deck or the edge of the water be closer to the property lines than 20 feet. On corner lots, pools and spas should be placed in the rear yard to the side, away from the street, but in no case closer to the street than the building setback line.
- Spas shall be screened from all adjacent properties and streets.
- All mechanical structures and equipment shall be hidden and/or screened from public view and from neighboring properties and shall be setback a minimum of 20 feet from property lines. Equipment that produces noise shall be effectively screened and contained behind walls. Solid noise absorbing covers for the equipment may be required if deemed necessary due to excessive noise heard from adjacent properties.
- Above ground pools in excess of twelve inches in depth are strictly prohibited.
- Inflatable bubbles are prohibited.
- Water features are limited to a maximum height of eight feet unless specifically requested and approved by the Architectural Review Committee.
- Water features must be designed and installed with similar materials and similar tones as reflected in the materials used for the construction of the main residence.

#### 1.1.10 RESIDENTIAL PLANTING

##### Objectives

- To soften building exteriors and provide softscape material that aids in defining outdoor rooms, promoting views, and creating privacy and focal points for residents.
- To provide and promote the use of plant materials that are sensitive to the demands and restrictions of the local climate.
- To utilize appropriate plant materials and design techniques that do not negatively impact the views of adjacent properties.
- To ensure that the disturbed area and the corresponding landscape are treated appropriately and in such a manner that promotes site stability and an aesthetic appeal that corresponds with the surrounding community.

##### Guidelines

- All planting plans and submittals must be designed by a design professional and submitted for approval by the ARC before beginning work.
- Landscaping must conform to the existing terrain and natural features of the lot and utilize plant materials proven hardy to the climate of Georgia as well as plant material consistent with the growing standards of the "American Standards for Nursery Stock – ANSI" (most current edition).
- Planting plan shall adhere to the approved and prohibited plants list included in Section 4.
- Proposed plants that are not on the approved plant list shall be considered but must be approved by the ARC.
- Installation details such as proper planting depth, staking, trenching, mulching, and landscape material conditions will all be reviewed and subject to replacement or amendment by the ARC.

- Landscape must not interfere with drainage or safety and sight lines at intersections and driveways.
- Plants must be sized and spaced to give a mature appearance after one growing season.
- Blank walls must be landscaped with shrubs, small trees, or hardscapes of at least 4 feet in height.
- Side-loaded garages shall be screened with shrubs of at least 4 feet in height.
- All islands in the front yard shall be landscaped.
- The preferred landscape bed edging is a neat 3"-5" trench. In no case shall edging material be visible above grade. Landscape curbing is not allowed.
- All mulched landscape beds should be covered with pine straw, chopped pine bark mulch or pine nuggets. No colored gravel, lava rocks, or other artificial mulch will be allowed. Large areas of bare earth or rocks are prohibited.
- Front yards, side yards, and rear yards within 30 feet of the house shall be sodded with Bermuda or Zoysia grass.
- All yards shall be irrigated. Exceptions may be allowed where deemed appropriate by the ARC.
- Artificial turf and vegetation are not allowed.
- Native and drought tolerant planting is strongly encouraged.
- All trees must be setback a minimum of three feet from property lines, fences, and hardscapes. Additional setbacks may be required by the ARC based upon root system of tree proposed.
- All yards shall be maintained in a neat and orderly manner, which shall include removal of leaves, broken limbs, dead trees, bushes, and other debris as necessary.
- Front yards, side yards, and rear yards within 30 feet of the house shall be sodded with Bermuda or Zoysia grass.
- All lawns must be regularly cut (general grass height may not exceed four inches and be maintained with no noticeable weed problem) and all planting beds must be weed free and regularly covered with pine straw, mulch, or other approved landscaping material in accordance with these Guidelines.

### 1.1.11 IRRIGATION

#### Objectives

- To minimize the amount of irrigation required throughout the community by using plants that are drought tolerant and adaptable to the local climate.
- To utilize irrigation systems that provide efficient water coverage and minimize water usage and runoff.

#### Guidelines

- All landscape area within the lot must be irrigated. The use of drought tolerant plants combined with minimal irrigation must be the basis of all landscape submittals.
- The irrigation system must be installed and designed in a way that prevents and discourages overspray or runoff into adjacent properties and hardscapes.

### 1.1.12 EXTERIOR SERVICE AREAS

#### Objectives

- To screen views of service areas from the public and from adjacent properties.
- To ensure that any noise and sound pollution generated by service and utility equipment is contained within the service areas and within the resident property.

#### Guidelines

- Equipment such as, but not limited to meters, air conditioning units, pool and spa equipment, and any other similar equipment must be installed in a location which will not cause a nuisance and must be screened from all views. Screening with evergreen landscaping is mandatory.
- Trash containers must be stored in garages or trash enclosures. If stored in trash enclosures, they must be approved by the ARC and may be required to be screened with landscaping.

### 1.1.13 EXTERIOR LIGHTING

#### Objectives

- To limit nighttime pollution and to promote and preserve the nighttime sky for residents and for the native wildlife.
- To utilize light fixtures that complement the architecture and enhance the landscape.

#### Guidelines

- Utility/security lighting will normally be approved if installed in the soffit and 3 feet to the rear of the front outside corners of the house or garage.
- Lighting must be directed away from the street and adjoining properties.
- Carriage type pole lights may be approved within the building lines.
- Landscape lighting should be kept to a minimum, a low voltage, low level, non-glare type and cause minimal impact on adjacent properties and streets.
- Path lighting should be kept close to the ground, normally on the house-side of the walk, provide a warm light and be kept to a minimum with spacing no closer than 8 feet on center.
- Sports court lighting and pole lighting is generally prohibited but may be considered on a case-by-case basis.
- All other types of lighting may be considered but should have minimal impact on adjacent properties and streets.

### 1.1.14 MISCELLANEOUS

#### Guidelines

- Basketball goals must be mounted on a clear backboard with black trim and attached to an in-ground black metal pole. The location will usually be approved along the driveway and behind the line of the front of the house and behind the front line of the adjacent house. Additional screening is encouraged and may be required in select areas.
- Tennis courts are discouraged but may be considered on a case-by-case basis.
- Mailboxes. Per USPS requirements, a mail kiosk will be maintained at the entrance of the neighborhood. Owners are also required to install the mailbox referenced in Exhibit "A", attached hereto, before obtaining a certificate of occupancy. While USPS and other carriers will likely utilize the kiosk, the purpose of this requirement is to create a cohesive system for posting address numbers throughout the neighborhood.
- Address Marker. Address markers, other than those on the Mailbox, are prohibited.
- Satellite Dish/Antenna. Satellite dishes shall be approved to be no larger than 1 meter in diameter and located for the least visual impact. Dishes shall not be mounted on fencing. A completed notification form for the installation of DBS or MMDS Satellite Dish or Antenna shall be completed and submitted to the ARC for review before beginning installation.
- Exterior sculptures, garden ornamentation, flagpoles, fountains, birdbaths, or any other similar exterior item must be approved by the ARC and may be required to be screened with landscaping.
- Flags. House mounted flags (poles not exceeding six feet and a flag not exceeding 3' x 6') not to exceed one in number are acceptable and do not require ARC approval. Flags shall not contain any commercial content or objectionable message and must be maintained in good repair, at all times. Any display of the American Flag shall be pursuant to all requirements listed in the Federal Flag Code.
- Flagpoles. Free standing flagpoles are prohibited.
- Exterior furniture must be submitted for approval unless it is kept on a patio and/or deck and is not visible from the Right-of-Way.
- Woodpiles and garbage cans must be at the rear of a house and/or screened from view from all adjacent properties and streets.
- Signage required by legal proceedings, standard community signage, and "For Sale" signs are the only signs permitted.
- Clotheslines of any type are prohibited.
- Prefab structures such as playhouses, storage sheds, garden sheds, tree houses, above ground swimming pools (traditional), floodlighted recreational areas, freestanding flagpoles, and window air conditioning units are typically not acceptable.

## 2. Architectural Design

### 2.1 ARCHITECTURAL DESIGN OBJECTIVES & IMPLEMENTATION

The following sections provide guidance for the homeowners and their designers and builders for all work relating to the architectural design of their residences regarding architectural styles, required size, required orientation, building materials and design, and accessory requirements and regulations regarding service areas, garages, and utilities.

Objectives:

The main objectives of these guidelines are as follows:

- To provide and promote a cohesive and complimentary archetype for the community.
- To ensure a high level of quality craftsmanship and consistency in construction materials and methods.
- To regulate and coordinate a cohesive aesthetic that supports the community vision.
- To create an architectural theme that elevates Spartan Manor as a luxury destination for living and lifestyle.

#### 2.1.1 ARCHITECTURAL STYLES

Guidelines

- Varied styles are encouraged but should be compatible with the Spartan Manor Design Philosophy.
- Good references such as [A Field Guide to American Houses](#) by Virginia and Lee McAlester and [Get Your House Right](#) by Marianne Cusato (& others) are strongly recommended and may be referenced by the ARC.

#### 2.1.2 SIZE AND ORIENTATION

Guidelines

- All one (1) story residences must contain a minimum of 3,200 heated interior square feet.
- All two (2) story residences must contain a minimum of 3,800 heated interior square feet.
- The ARC shall have the right to grant a variance as to this requirement at its discretion for good cause if it determines that any such variance does not materially interfere with the harmony or quality of said improvements as same relates to the community and standards set forth herein.

### 2.1.3 EXTERIOR COLORS

#### Guidelines

- Exterior colors should normally be reserved and compatible with a traditional/historic palette.
- All exterior color choices must be submitted to and approved by the ARC.

### 2.1.4 EXTERIOR WALLS, SIDING, & FRONT ENTRY

#### Guidelines

- Foundations shall be brick, hard-coat stucco, or stone. All foundations and foundation walls shall be installed with a water-table feature.
- Exposed concrete or concrete blocks are not acceptable.
- Foundation material shall be consistent on all four elevations.
- All elevations shall be the same material or the same combination of materials; brick veneer, stone veneer, hard-coat stucco, horizontal siding, board and batten or cedar shakes. If visible from the street, some rear elevation on corner lots may require the same materials as the side elevation.
- Change of materials must occur at an appropriate inside corner. (An inside corner is the 90-degree angle resulting from the intersection of two walls. An outside corner is the 270-degree angle resulting from the intersection of two walls.)
- Horizontal siding must be trimmed at the corners with 5/4 corner boards, both ways and at the bottoms with an appropriate skirt board and drip cap. Alternate siding and trim design such as mitred corners will be considered on a case by case basis.
- Openings in brick and stone walls facing a street shall be detailed with appropriate header detailing or wood pediments at the head.
- Openings in stucco walls facing a street shall be detailed with appropriate header detailing or wood pediments at the head.
- EIFS (synthetic stucco), aluminum siding, vinyl siding, and cultured stone are not allowed as exterior materials.
- Openings in horizontal siding walls facing a street shall be detailed with a minimum of 1x4 w/back-band at the jambs and 1x6 w/back-band at the heads. In some cases, wood pediments may be required.
- Shutters must be ½ the window width and mounted with hinges and shutter dogs. Shutters are not allowed on mulled windows unless they are the full width of the window on which they are mounted.
- Bays and projections over 12 inches should normally continue to grade. If not taken to grade, bays must be bracketed and detailed with an approved trim.
- Chimneys on all elevations shall be brick, stucco, or stone to match the foundation. Cantilevered chimneys are not allowed, all chimneys shall be taken to grade. Chimneys surrounded by roof should normally be to the rear half of the house and may be stucco. A painted metal shroud shall be installed on all chimneys. Direct vent fireplaces will not be allowed on the front or side elevations and when used, must not be boxed.

- Wall trim at roof should be compatible with the overall design. In most case the following minimums should be acceptable:
  - Fascia boards should normally be a minimum of 1x8.
  - Frieze boards should normally be a minimum of 1x10, or a dropped 1x8 with 4-inch bed mold.
  - Rake boards should normally be a minimum of 1x8 with 1-1/2"x3-1/2" rake molding.
- Wall vents and meters shall be painted to match the color of the wall on which, or in front of which, they are mounted.
- Front porches, stoops, and steps must be designed and detailed with materials to be compatible with the house and must be a minimum of 21 inches above finished grade. "Usable" porches must be at least 8 feet deep.

### 2.1.5 ROOFS

#### Guidelines

- Roof pitches must be appropriate to the house style.
- Roofing may be cedar shake, tile, slate, standing seam copper, pre-finished metal, dimensional fiberglass or simulated slate shingles. Three-tab shingles will not be approved. Colors are encouraged to be black, gray, weathered wood, driftwood or other similar colors and blends.
- All metal roofing shall match and shall be standing seam copper or standing-seam pre-finished metal of a color similar to that of the main roof.
- Bay tops shall be standing seam copper or standing-seam pre-finished metal similar to the color of the main roof.
- Full cornice returns and broken cornice/Queen Anne returns shall be closed with copper or pre-finished metal flashing similar to the color of the main roof, at a maximum slope of 3:12. Other cornice styles may be considered on a case-by-case basis and if of an appropriate design.
- Dormers shall be correctly proportioned and detailed with special attention given to materials and roof overhangs. Siding should not be used on dormer fronts. (See recommended reference books)
- Roof projections and vents shall be located so as to not be visible from the street and shall be painted to be compatible with the roof color.
- Metal flashing shall be copper, or metal painted to match the adjacent materials.
- Gutters may be half-round or ogee 6-inch design and shall be either copper, paint finished paint-grip galvanized, or painted metal. Downspouts shall be round with a matching finish.

### 2.1.6 WINDOWS & DOORS

#### Guidelines

- Windows should be double hung or casement.
- Where appropriate, transoms are encouraged. Transom glass shall be at least 12 inches high.
- Window profiles are required to be similar to that of a traditional wood window.

- Windows in masonry veneer must have a header detail, unless specifically approved by ARC.
- Windows with divided lights, if used and unless specifically approved otherwise by the ARC are required in all windows exposed to a street and shall be either true divided lights or simulated divided lights with grids the same color as the window sashes.
- Exterior window finishes may be either painted or vinyl clad.
- Storm windows and screen frames must be finished the same color as the windows and if allowed shall cover the entire window and be placed on every window on a given elevation. Screening shall be fiberglass and a color that is compatible with the sashes.
  
- Front entry doors must be 8 feet tall, painted or stained, paneled or  $\frac{3}{4}$  glass with panels below. Doors 6'-8" high may be considered with a minimum of 12-inch transoms and sidelights. Doors in masonry veneer must have a header detail, unless specifically approved by ARC.
- Basement doors must be to the rear or side of the house unless specifically approved by the ARC.
- Storm and Screen Doors and Frames must be finished the same color as the primary door frame. Screening shall be fiberglass and a color that is compatible with the frames.
- Garage doors must be at a minimum painted paneled doors, trimmed appropriately.. "Carriage-type" designed doors are encouraged. Front entry doors may be considered on a case by case basis.

### 2.1.7 GARAGES

#### Guidelines

- Garages must be designed and constructed to be compatible with the approved house.
- Normally, at a minimum a two-car garage is required but no more than three will be approved together; however, each submission will be considered on a case-by-case basis. For example, more than three garages might be approved around a motor court or, a one or two-car garage might be approved as part of a detached structure that might be physically connected with an arbor or visually with appropriate massing.

### 2.1.8 EXTERIOR SERVICE AREAS

#### Objectives

- To screen views of service areas from the public and from adjacent properties.
- To ensure that any noise and sound pollution generated by service and utility equipment is contained within the service areas and within the resident property.

#### Guidelines

- Equipment such as, but not limited to meters, air conditioning units, pool and spa equipment, and any other similar equipment must be installed in a location which will not cause a nuisance and must be screened from all views. Screening with evergreen landscaping is mandatory.
- Trash containers must be stored in garages or trash enclosures. If stored in trash enclosures, they must be approved by the ARC and may be required to be screened with landscaping.

### 2.1.9 EXTERIOR LIGHTING

#### Objectives

- To limit nighttime pollution and to promote and preserve the nighttime sky for residents and for the native wildlife.
- To utilize light fixtures that complement the architecture and enhance the landscape.

#### Guidelines

- Utility/security lighting will normally be approved if installed in the soffit and 3 feet to the rear of the front outside corners of the house or garage.
- Lighting must be directed away from the street and adjoining properties.
- Carriage type pole lights may be approved within the building lines.
- Landscape lighting should be kept to a minimum, a low voltage, low level, non-glare type and cause minimal impact on adjacent properties and streets.
- Path lighting should be kept close to the ground, normally on the house-side of the walk, provide a warm light and be kept to a minimum with spacing no closer than 8 feet on center.
- Sports court lighting and pole lighting is generally prohibited but may be considered on a case-by-case basis.
- All other types of lighting may be considered but should have minimal impact on adjacent properties and streets.

### 2.1.10 MISCELLANEOUS

#### Guidelines

- Skylights. Skylights shall be flat glass units, shall not be located on a front elevation roof, and shall be specifically approved by the ARC.
- Solar Heat Collectors. Solar heat collectors shall not be visible from the right-of-way and shall be specifically approved by the ARC.

## 3. Design Review Process

### 3.1 OVERVIEW OF DESIGN REVIEW PROCESS

The following sections guide the homeowner through the design review process for the Spartan Manor community. The Architectural Review Committee (ARC) is committed to assisting the homeowner through the process of applying for and approving construction documents. It is the purposed of the ARC to ensure that each house is compatible and consistent with the Covenants, Design Guidelines, and character of the Spartan Manor Community. The ARC will base its review and render decisions for each application on a case-by-case basis and shall base their determinations off regulations and restrictions set forth in the Design Guidelines and Declaration of Covenants and Restrictions for Spartan Manor.

Improvement and New Construction plans will be reviewed by the ARC to ensure that the proposed design is compatible with the design intent of Spartan Manor. The design review process must be followed for any of the following:

- New Home Construction
- Any architectural revision/changes to the exterior of the residence (includes paint colors, garage doors, windows, and door and screen modifications).
- Addition of any landscape or accessory structures seen from neighboring properties or right-of-way.
- Addition of any spa, pool, or water feature not previously approved by ARC.
- Any landscape or hardscape addition and/or revision that includes the addition of or alteration to existing/approved plant palettes, existing/approved hardscape layouts, or any combination thereof.

Before beginning any work on any lot, design review approvals must be obtained and approved by the ARC. The completeness and professional presentation of working drawings is essential. Incomplete or poorly executed drawings will be returned without being reviewed. Plans and other submittals should be submitted electronically to the Administrator (see Design Development Contacts).

### 3.1.1 DESIGN FEE AND SUBMITTAL REQUIREMENTS

New Construction Design review fees must be submitted to the Administrator with the Application for New Construction Review Form. No review will begin until the Design Review Fee is received. The standard sheet size for document submittal shall be no more than a 24"x36" sheet that includes a graphic scale, north arrow, and all warranted and requested proposed elements as shown in the Plan Submittal Requirements Section.

- A processing fee (currently \$2,000.00\*), payable to Compass Association Management, Inc. (includes fee for Architect and Landscape Architect Review).
- Homeowner reserves the right to hire and utilize the development's preferred Landscape Architect/Engineer and Architect for a discounted processing fee.
  - \*Less \$750.00 if using Preferred Landscape Architect/Engineer (See Design Development Contacts).
  - \*Less \$750.00 if using Preferred Architect (See Design Development Contacts).

Processing fee must accompany your initial application to build for each lot. The plans will not be reviewed prior to receipt of these fees. Re-inspection or additional review fees may be due if additional inspections and/or reviews are required due to failure to pass an inspection or failure to provide sufficient data or resolve certain issues as requested by the ARC. Where resubmittals are required, the applicant shall follow the same procedures as for original submittal. Additional fees may apply.

Renovations, revisions, and alterations to existing sites and properties previously approved shall be reviewed on a case-by-case basis. Fee requirements and review schedule will be determined by Administrator and shall be based on the size, scale, and austerity of the submitted plans. Certain projects may require review by a licensed professional which may be subject to additional review fees as determined by the Administrator. The property owner will receive notification of additional fees once an application has been submitted and all fees must be paid prior to starting the review process.

### 3.1.2 DESIGN SUBMITTAL AND APPROVAL PROCESS

New Construction Review. The approval process for New Construction within Spartan Manor is as follows:

1. Preliminary Document Submittals (Optional). See Plan Submittal Requirements.
2. Overall Grading and Site Plan submitted for approval. See Plan Submittal Requirements.
3. House plan submitted for ARC approval. See Plan Submittal Requirements.
4. Landscape plan submitted for ARC approval. See Plan Submittal Requirements.
5. Construction / Changes Reviews
6. Post-Construction Review
7. Final inspection for Certificate of Compliance

Common Modification Review. The approval process for Common Modifications\* within Spartan Manor is as follows:

1. Modification submittal. See Plan Submittal Requirements.
2. Administrative review and determination
3. Construction / Changes Reviews
4. Post-Construction Review
5. Final inspection for Certificate of Compliance

\*Common Modifications include painting or repainting exterior of home, installation of any franchise utility features or additions, roof replacement, landscape changes, tree removal / replacement, and any other modification described in these guidelines which shall include, but not be limited to the following: basketball goals, exterior lighting, fences, play structures, porches/decks, windows and doors, pool, spas, water features, and fire structures.

### 3.1.3 PLAN SUBMITTAL REQUIREMENTS

#### PRELIMINARY DOCUMENT SUBMITTALS

- The purpose of the Preliminary Document Submittal is to provide some level of comfort that a given site plan and house plan will be acceptable with the understanding that the final character, detail, and material and color selections will be compatible with the neighborhood standards. Preliminary document submittals will only be accepted and reviewed once; they are courtesy reviews for completion and consideration only.
- Preliminary document submittal does not require a processing fee. Submittal and review of preliminary documents does not guarantee approval by the ARC for Final Design Review.
- The following documents should be submitted with this request:
  - Preliminary To-Scale Site Plan (With Graphic Scale and North Arrow)
  - Floor Plans with Exterior Elevations and Materials Schedule

#### PHOTOGRAPHS OF EXISTING SITE CONDITIONS

- Front. A street view photograph must be taken from across the street. Google Streetview, or similar, will not be accepted.
- A minimum of two-photographs from all corners of the property lines. Photographs should show the relation between the two adjoining property lines and demarcate to the best of your ability the property line shown in photograph.

- Additional photographs may be needed and requested to explain any unusual circumstances.
- Neighboring Properties. Two photographs taken from the each lot corner along the front yard facing the street. If houses are built across the street from the proposed residence, take photos at each lot corner facing the street.

## SITE PLAN SUBMITTAL REQUIREMENTS

- Prior to land disturbance on any lot, a site plan must be submitted and approved. The site plan must be scaled and typically be at 1"=20'-0", unless a larger scale is warranted based on lot shape, size, and orientation. The site plan shall include the following:

### 1. EXISTING SITE CONDITIONS

- a. Vicinity map showing relation of lot to surrounding properties and location within development.
- b. Showing existing topography of property with neighboring property grades within setback lines of adjacent properties (minimum 2' contour interval, 1' contour interval preferred).
- c. Property lines with adjacent property information (parcel number, owner, status, size, etc.).
- d. All setbacks, easements (utility and drainage), buffers, riparian areas, floodplains, and any related or warranted setback/buffer
- e. Existing Street Tree locations (including DBH and species)
- f. Existing utilities (water, electricity, etc.)
- g. Existing Specimen Trees within and directly adjacent to disturbed areas (include DBH and species)

### 2. PROPOSED SITE INFORMATION

- a. House location with dimensions to nearest property line on all sides of the house.
- b. All proposed structures and hardscapes that include but are not limited to decks, patios, fences, walls, gazebos, pools, spas, etc.)
- c. All proposed grades with concurrent ties to existing contours.
- d. Proposed grade/elevations that include finished floor elevation for structure, basement, and garage as applicable to house layout.
- e. Proposed grade/elevation to include top and bottom of retaining walls, patio elevations, sidewalk/stair elevations, and elevations where driveway and sidewalk meet existing pavements.

- f. Proposed clearing limits showing any specimen tree to be saved or removed (include any required silt and tree protection fencing).
  - g. Locations of any proposed utilities (septic system, lighting, A.C. units, water meters, etc.) and all specifications and details as required and warranted for construction.
  - h. Name and color of proposed brick for driveway apron.
  - i. All material finishes, colors, spec sheets, and finishes as applicable and as warranted by these Design Guidelines (may be shown on landscape plan).
3. Any builder who begins clearing or grading prior to site plan approval will be fined \$500.00 per occurrence.

### HOUSE PLAN SUBMITTAL REQUIREMENTS

- Prior to house construction, a house plan must be submitted and approved. The house plan must be scaled and typically by shown at  $\frac{1}{4}''=1'0''$ . The submitted architectural plans shall include the following:
  1. Foundation Plans to include and depict any warranted foundation walls.
  2. All Floor Plans and Layout to include door and window schedule.
  3. Roof Plan to include material, finishes, and colors as warranted by these Guidelines.
  4. Exterior Elevations. Show all four exterior elevations that represent proposed finishes, colors, and textures. Elevations should consider and represent proposed grade lines, retaining walls, and decks as applicable to proposed site plan.
  5. Any builder who commences construction prior to house plan approval or implements colors or changes colors prior to approval will be fined \$500.00 per occurrence.

### LANDSCAPE PLAN SUBMITTAL REQUIREMENTS

- Prior to landscape installation, a landscape plan must be submitted and approved. The landscape plan must be scaled and typically drawn at  $1''=10'-0''$ , unless a smaller/larger scale is warranted to depict lesser or more detail on provided sheets. Landscape plan must be professionally designed and submitted for approval no later than the conclusion of exterior foundation and siding material work. The submitted landscape plan shall include the following:
  1. All proposed site structures including driveways, turnarounds, walks, patios, decks, fences, pools, spas, fountains, benches, exterior lighting

- fixtures, fences, and any other site features. (Include finish, materials, and specifications for proposed structures).
2. All proposed utilities including A.C. units, exterior lighting, septic drain fields, septic tanks, water lines, etc. shall be shown.
  3. Existing vegetation to remain must be specifically located and tree protection fencing provided and shown on plans.
  4. Proposed plant schedule indicating the size, container type, quantity, and spacing of proposed plantings. Schedule should also reference botanical and common names of all proposed plantings. Schedule shall also include any warranted or necessary planting instructions or special notes that may apply to proposed site.
  5. Calculations and specifications as warranted by the guidelines that refer to street trees, front yard planting, etc.)
  6. Any tree requiring to be removed outside the approved clearing limits requires ARC approval.
  7. Details and specifications warranted and required for contractor to install proposed elements. Details include but are not limited to retaining wall construction, patio design, hardscape design, groundcover spacing, tree planting, shrub planting, lawn installation, irrigation design and details, etc.
  8. Any builder who commences implementation of landscape prior to landscape plan approval will be fined \$500.00 per occurrence.

#### MATERIAL SAMPLES:

- Material samples should be high quality photographs or cut sheets as required by ARC.
- Material samples shall include all items that require color, finish, or material callouts which shall include walls, windows, patios, fences, paint colors, sidewalks, aprons, etc.

#### **3.1.4 DESIGN SUBMITTAL AND REVIEW**

The ARC initially reviews all the plans. The members of the ARC shall review the submittal packages for completeness and consistency with the design guidelines. The ARC is required to review each application within fifteen (15) days after the application and all information the ARC may reasonably require has been submitted.

The ARC will either approve the application with or without conditions, approve/disapprove portions of the application, deny the application, or defer the application. Incomplete plans will not be reviewed until all required documents are received.

The ARCH will notify the applicant in writing of the final determination of any application within five (5) days after the decision has been made. In the case of denial, the ARC may,

but shall not be obligated to, specify the reasons for any objections and/or offer suggestion for curing the objections.

### **3.1.5 COMMENTS AND PLAN RESUBMITTAL**

In the event that at any step in the review process the ARC does not approve submittals, the applicant shall follow the same procedures for a resubmission as for the initial submission. Additional fees may apply.

### **3.1.6 SUBSEQUENT CHANGES**

Subsequent changes, landscaping, alterations, additions, or other changes in the intended improvements that differ from the approved final design documents must be submitted in writing to the ARC for review and approval prior to making changes. Additional fees may apply.

It is the applicant's responsibility to conform to the Design Guidelines and documents approved by the ARC. Any variation must be specifically submitted for an Exception and Approval by the ARC.

### **3.1.7 PROGRESS OBSERVATION AND NOTICE TO COMPLY**

In an attempt to identify discrepancies early on, the applicant must submit the following at the end of framing:

- A minimum of two photographs from all four corners showing all structures and site conditions, including property lines.

The ARC should be contacted by phone or email to discuss any questions that the contractor may have regarding anticipated, warranted, or unforeseen changes.

The ARC may, from time to time, visit and review construction for compliance with approved construction documents. If changes or alterations have been found that have not been approved, the ARC will issue a Notice to Comply. The ARC will describe the instances of non-compliance and will require the builder to comply or resolve the discrepancies. Additional fees/fines may apply as a result.

### **3.1.8 COMPLETION AND USE OF MODIFICATION**

All approved modifications shall commence within six (6) months of approval unless otherwise specified in writing by the ARC. Once commenced, all modifications must be

completed within one-hundred twenty (120) days, unless otherwise specified in writing by the ARC.

Any and all new home construction shall be completed within one (1) year from the date approval was granted, unless otherwise specified in writing by the ARC.

If approved work is not completed within the required time, it shall be considered nonconforming and shall be subject to penalty by the Association.

### **3.1.9 APPEALS AND EXCEPTIONS**

The ARC may grant exceptions only if the request meets all of the following:

- There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, topography, or location.
- The application of the Spartan Manor Guidelines or local ordinances to the particular piece of property would create an unnecessary hardship.
- Such conditions are peculiar to the particular piece of property involved.
- Relief, if granted, would not cause detriment to neighboring properties, nor would it be in conflict with the design intent of the Spartan Manor community.

### **3.1.10 POST-CONSTRUCTION REVIEW**

No later than two weeks from completion of the house, the applicant shall submit photographs for a final review together with a completed ARC Final Check List.

Although inconsistencies at this point are rare, this will not relieve the applicant from their responsibility to make any and all corrections that might be identified by the ARC.

# Violations

If any Structure shall be erected, placed, maintained or altered upon any Lot, otherwise than in accordance with the plans and specifications approved by the ARC pursuant to the provisions of these Design Guidelines, such erection, placement, maintenance or alteration shall be deemed to have been undertaken in violation of these Design Guidelines and without the approval required herein. If the ARC determines in its reasonable discretion that such a violation has occurred, the ARC shall notify the Association. If the Board agrees with the determination of the ARC with respect to the violation, then the Board shall provide written notice to the Owner by hand delivery, overnight courier, or certified mail, setting forth in reasonable detail the nature of the violation and the specific action or actions required to remedy the violation. If the Owner has not taken reasonable steps toward the required remedial action within thirty (30) days after the mailing of the aforesaid notice of violation, then the Association shall have the Right of Abatement as provided in Section 8.02 of the Declaration of Covenants, Conditions and Restrictions for Spartan Manor.

## 4. Appendices and Submittal Forms

### OVERVIEW OF FOLLOWING FORMS AND APPENDICES

The following sections provide a homeowner and designer with the warranted information, forms, and applications that they will need in order to officially be approved for construction. It is the homeowner's responsibility to make sure all information is up-to-date.

## A. APPROVED PLANT LIST

The following list is not all inclusive, for species not included, please call management for verification. However, the list provided below have been approved and verified by professionals as being well-known, adaptable, and relatively good species for the local climate. ( <sup>1</sup> Preferred Species)

### Canopy / Street Trees

Botanical Name	Common Name	Drought Tolerant	Native
Acer rubrum	Red Maple (not street)		X
Acer saccharum	Sugar Maple		
Ginkgo biloba (Male)	Ginkgo	X	
<sup>1</sup> Liriodendron tulipifera	Tulip Poplar		X
<sup>1</sup> Nyssa sylvatica	Blackgum	X	X
Quercus alba	White Oak	X	X
Quercus bicolor	Swamp White Oak		X
Quercus coccinea	Scarlet Oak		X
Quercus falcata	Southern Red Oak	X	X
*Quercus hemisphaerica	Laurel Oak	X	
*Quercus lyrata	Overcup Oak		X
<b>*Quercus nuttalli</b>	<b>Nuttall Oak</b>		X
Quercus phellos	Willow Oak		X
*Quercus shumardii	Shumard Oak		X
<sup>1</sup> Ulmus americana	American Elm		X
<sup>1</sup> Ulmus parvifolia	Lacebark Elm	X	
Zelkova serrata	Japanese Zelkova	X	

\* Preferred Street Tree (bold=ideal)

### Evergreen / Screening Trees

Botanical Name	Common Name	Drought Tolerant	Native
Cedrus deodara	Deodar Cedar	X	
Cryptomeria japonica	Japanese Cryptomeria	X	
<sup>1</sup> Ilex x 'Fosteri'	Foster's Holly		X
<sup>1</sup> Ilex x 'Savannah'	Savannah Holly		X
Ilex opaca	American Holly		X
Juniperus virginiana	Eastern Redcedar	X	X
<sup>1</sup> Magnolia grandiflora	Southern Magnolia		X
<sup>1</sup> Magnolia virginiana	Sweetbay Magnolia		X
<sup>1</sup> Taxodium distichum	Baldcypress	X	X

## Understory Trees

Botanical Name	Common Name	Drought Tolerant	Native
<sup>1</sup> Acer buergeranum	Trident Maple	X	X
Acer palmatum	Japanese Maple		
<sup>1</sup> Amelanchier arborea	Serviceberry		X
Cercis canadensis	Eastern Redbud	X	X
<sup>1</sup> Chionanthus retusus	Chinese Fringetree	X	X
Cornus florida	Flowering Dogwood		X
<sup>1</sup> Cornus kousa	Korean Dogwood		
*Lagerstroemia species	Crapemyrtle	X	
Magnolia stellata	Star Magnolia		
<sup>1</sup> Magnolia soulangiana	Saucer Magnolia		
<sup>1</sup> Pistache chinensis	Chinese Pistache	X	
Vitex agnus-castus	Chaste Tree	X	

\*Pollarding (topping) not allowed within view of Right-of-Way

## Evergreen Shrubs

Botanical Name	Common Name	Drought Tolerant	Native
Abelia species	Abelia	X	
*Agarista populifolia	Leucothoe		X
*Agave americana	Century Plant	X	
*Berberis americana	Wintergreen Barberry	X	
Buxus microphylla	Japanese Boxwood		
Buxus sempervirens	English Boxwood		
<sup>1</sup> Camellia species	Camellia		
*Cephalotaxus harringtonia	Japanese Yew	X	
<sup>1</sup> Gardenia jasminoides	Gardenia	X	X
Ilex cornuta	Chinese Holly		
<sup>1</sup> Ilex glabra	Inkberry		X
*Ilex vomitoria	Yaupon Holly	X	X
<sup>1</sup> Illicium species	Anise Shrub		X
*Loropetalum chinensis	Loropetalum	X	
<sup>1</sup> *Myrica cerifera	Wax Myrtle	X	X
<sup>1</sup> Osmanthus fragrans	Tea Olive	X	
<sup>1</sup> Rhododendron species	Azalea		
*Rosmarinus officinalis	Rosemary	X	

\*Deer resistant

## Deciduous Shrubs and Grasses

Botanical Name	Common Name	Drought Tolerant	Native
<sup>1</sup> Aronia melanocarpa	Black Chokeberry		X
*Berberis thunbergii	Japanese Barberry	X	
*Buddleia davidii	Butterflybush		
*Calycanthus floridus	Sweetshrub		X
<sup>1</sup> *Callicarpa americana	American Beautyberry	X	X
*Chasmanthium latifolium	River Oats		X
<sup>1</sup> *Clethra alnifolia	Pepperbush		X
<sup>1</sup> *Deutzia gracilis	Deutzia		
Forsythia species	Forsythia	X	
<sup>1</sup> *Fothergilla gardenia	Fothergilla		X
<sup>1</sup> Hydrangea species	Hydrangea Species		
<sup>1</sup> Itea virginica	Virginia Sweetspire		X
*Jasminum nudiflorum	Winter Jasmine	X	
<sup>1</sup> Rhododendron species	Native Azalea		X
Rosa species	Rose Species		
Spiraea species	Spirea (Spring Flowering)	X	
*Miscanthus sinensis	Maiden Grass	X	
<sup>1</sup> *Muhlenbergia capillaris	Muhly Grass	X	X
<sup>1</sup> Nassella tenuissima	Mexican Feather Grass	X	X
<sup>1</sup> *Pennisetum alopecuroides	Fountain Grass	X	
Viburnum species	Viburnum		
<sup>1</sup> *Weigela florida	Weigela		

\*Deer resistant

## B. PROHIBITED PLANT LIST

The following list includes plants that are strictly prohibited on proposed plans. The following plants exhibit characteristics that are potentially destructive to native vegetation and have been deemed invasive or highly aggressive to the point of restricting the growth and development of local ecosystems. Under no circumstance shall these plants be planted within the Spartan Manor community unless given written approval by the ARC. **Bold names** are plants that are typically more common in the commercial sales industry that are considered invasive species.

### Trees, Shrubs, and Perennials

Botanical Name	Common Name	Botanical Name	Common Name
<i>Ailanthus altissima</i>	Tree-of-Heaven	<b>Lonicera japonica</b>	<b>Japanese Honeysuckle</b>
<i>Achyranthes aspera</i>	Devil's Horsewhip	<b>Lonicera maackii</b>	<b>Herder Amur Honeysuckle</b>
<i>Albizia julibrissin</i>	Mimosa	<i>Lygodium japonicum</i>	Japanese Climbing Fern
<i>Alternanthera philox.</i>	Alligator Weed	<i>Microstegium vimineum</i>	Nepalese Browntop
<i>Ampelopsis brevipedun.</i>	Porcelain Berry	<i>Murdannia keisak</i>	Marsh Dayflower
<i>Celastrus orbiculatus</i>	Oriental Bittersweet	<b>Nandina domestica</b>	<b>Heavenly Bamboo</b>
<i>Dioscorea oppositifolia</i>	Chinese Yam	<b>Pyrus calleryana</b>	<b>Bradford Pear</b>
<i>Eichhornia crassipes</i>	Water Hyacinth	<i>Tomentosa (Thunb.)</i>	Princesstree Paulownia
<i>Elaeagnus pungens</i>	Thorny Olive	<i>Phyllostachys aurea</i>	Golden Bamboo
<i>Elaeagnus umbellata</i>	Autumn-Olive	<i>Polygonum cuspidatum</i>	Japanese Knotweed
<i>Glechoma hederacea</i>	Ground Ivy	<i>Pueraria montana</i>	Kudzu
<i>Humulus japonicus</i>	Japanese Hops	<i>Rosa muliflora</i>	Multiflora Rose
<b>Hedera helix</b>	<b>English Ivy</b>	<i>Triadica sebifera</i>	Small Chinese Tallowtree
<i>Hydrilla verticillate</i>	Hydrilla	<b>*Vinca major</b>	<b>Big Periwinkle</b>
<i>Lespedeza bicolor</i>	Shrubby Lespedeza	<b>*Vinca minor</b>	<b>Common Periwinkle</b>
<i>Lespedeza cuneata</i>	Sericea Lespedeza	<b>Wisteria sinensis</b>	<b>Chinese Wisteria</b>
<b>Ligustrum sinense</b>	<b>Chinese Privet</b>		

\* ONLY allowed if restricted and confined by hardscape or containers

# NEW CONSTRUCTION REVIEW APPLICATION

## Architectural Review Committee

Lot #	Street Address
Applicant's Name	Applicant's Email
Builder	Applicant's Signature & Date

I CERTIFY THAT THIS SUBMITTAL MEETS ALL SPARTAN MANOR GUIDELINES. ARC APPROVAL FOR ANY EXCEPTION OF SUCH, IS OR WILL BE REQUESTED IN WRITING.

<b>CONCEPTUAL DESIGN REVIEW</b> _____	<b>PRELIMINARY DESIGN REVIEW</b> _____
<b>FINAL DESIGN REVIEW</b> _____	<b>DESIGN REVISION REVIEW</b> _____

Spec. \_\_\_\_\_ Pre-Sale: \_\_\_\_\_ Previous lot(s) this plan is built on: \_\_\_\_\_

**Approximate Areas (in Square Feet)**

Conditioned Space:	1 <sup>st</sup> Floor _____	2 <sup>nd</sup> Floor _____	Other: _____
Total Conditioned Space	_____		Total Gross Square Footage: _____

**Required Submission**

Site Plan: \_\_\_\_\_ Foundation, Floor, & Roof Plans: \_\_\_\_\_ Exterior Elevations: \_\_\_\_\_

Exterior Materials & Colors	Materials	Colors	Sample (Y/N)
<u>Roofing Material:</u>	_____	_____	_____
<u>Front Elevation:</u>	_____	_____	_____
Foundation Material	_____	_____	_____
Siding Material	_____	_____	_____
Trim	_____	_____	_____
<u>Side Elevation:</u>	_____	_____	_____
Foundation Material	_____	_____	_____
Siding Material	_____	_____	_____
Trim	_____	_____	_____
<u>Rear Elevation:</u>	_____	_____	_____
Foundation Material	_____	_____	_____
Siding Material	_____	_____	_____
Trim	_____	_____	_____
<u>Front Door:</u>	_____	_____	_____
<u>Shutters:</u>	_____	_____	_____
<u>Decks:</u>	_____	_____	_____
<u>Other:</u>	_____	_____	_____

APPROVED BY: \_\_\_\_\_ Architectural Review Committee (ARC) \_\_\_\_\_ DATE \_\_\_\_\_

DESIGN CHANGE REQUEST FORM  
Architectural Review Committee

\_\_\_\_\_  
Lot #

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Email

\_\_\_\_\_  
Builder

\_\_\_\_\_  
Applicant's Signature & Date

THE FOLLOWING EXPLAINS THE REQUEST COMPLETELY AND INCLUDES ALL DETAILS TOGETHER WITH THE PROPOSED MATERIALS AND COLORS:

APPROVED BY:

\_\_\_\_\_  
Architectural Review Committee (ARC)

\_\_\_\_\_  
DATE



# DESIGN REVIEW FORM

## Architectural Review Committee

Lot #	Street Address
Applicant's Name	Applicant's Email
Reviewed By	Date

**CONCEPTUAL DESIGN REVIEW** \_\_\_\_\_

**FINAL DESIGN REVIEW** \_\_\_\_\_

**PRELIMINARY DESIGN REVIEW** \_\_\_\_\_

**DESIGN REVISION REVIEW** \_\_\_\_\_

**THE ARC APPROVED THE FOLLOWING ACTION ON YOUR SUBMISSION:**

	APPROVED	APPROVED (AS NOTED)	DISAPPROVED	DEFERRED	NOT SUBMITTED
SITE REVIEW	( )	( )	( )	( )	( )
SITE PLAN	( )	( )	( )	( )	( )
BLDG. ELEVATIONS	( )	( )	( )	( )	( )
EXTERIOR MATERIAL	( )	( )	( )	( )	( )
EXTERIOR COLORS	( )	( )	( )	( )	( )
OTHER _____	( )	( )	( )	( )	( )

CONDITIONS & COMMENTS

THIS REVIEW IS NOT MEANT TO BE A COMPREHENSIVE CHECK OF THE DOCUMENTS SUBMITTED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONFORM TO ALL STATE & LOCAL CODES, REQUIREMENTS, AND REGULATIONS AND THE DESIGN GUIDELINES AND RESTRICTIONS AS ESTABLISHED BY THE DEVELOPER. **ANY DEVIATION FROM THE GUIDELINES MUST BE SPECIFICALLY REQUESTED IN WRITING AND APPROVED BY THE ARC.**

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Architectural Review Committee (ARC)

# POST-CONSTRUCTION REVIEW FORM

## Architectural Review Committee

Lot #	Street Address
Applicant's Name	Date

<b>AP</b>	Approved & Completed as Required	<b>X</b>	Not Approved*	<b>NA</b>	Not Applicable
<b>AC</b>	Acceptably Completed	<b>INC</b>	Incomplete*		

- ( )                    **Landscaping.** Installation acceptably completed.
- ( )                    **Exterior A.C. Units** have been screened from view from the street and all adjacent properties
- ( )                    **Roof Penetrations,** vents, flashing, etc. have been painted to match the roof color.
- ( )                    **Wall Vents, Gas and Electric Meters** (should be) painted to match walls
- ( )                    **Door and Window Fenestration** acceptably completed.
- ( )                    **Exterior Materials** acceptably completed.
- ( )                    **Foundations** acceptably completed.
- ( )                    **Exterior Colors** acceptably completed.
- ( )                    **Deck Finishes** should be painted and stained acceptably.
- ( )                    **Retaining Walls and Fences** acceptably completed.
- ( )                    **Water Features** acceptably completed.
- ( )                    **Pools and spas** acceptably completed.
- ( )                    **Driveway Apron** acceptably completed.
- ( )                    **Beauty Strip** acceptably completed.
- ( )                    **Mailbox** acceptably installed.

\*Within 14 days, the Applicant shall supply the required information requested, make the noted completions or corrections, or provide an explanation for each non-conforming condition, and resubmit this form to the ARC for reassessment. Failure to resubmit and/or request for additional time shall deem request withdrawn.

COMMENTS

Although this review is a further attempt by the ARC to insure that home construction is acceptably completed, it in no way relieves the builder from conforming to all Design Guidelines and those provisions of the Declaration of Covenants, Conditions, and Restrictions for Spartan Manor and all State and Local Code requirements.

APPROVED or ACCEPTED ( )  
 NOT APPROVED ( )  
 DEFERRED ( )

Architectural Review Committee (ARC)	DATE
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# DESIGN DEVELOPMENT RESOURCES, REFERENCES, & CONTACTS

## January 2023

### SPARTAN MANOR LIST OF CONTACTS

ADMINISTRATOR | Compass Association Management, Inc.  
Angie Durham and Kellie Gluck  
Email: [angie@compassassocmgmt.com](mailto:angie@compassassocmgmt.com)  
Email: [kellie@compassassocmgmt.com](mailto:kellie@compassassocmgmt.com)  
Phone: 706.549.9600

### ARCHITECTURAL REVIEW COMMITTEE (ARC)

ARCHITECT | Frank Heery  
Email: [fheery@amtathens.com](mailto:fheery@amtathens.com)  
Phone: 706.614.4988

LANDSCAPE ARCHITECT | Jessie West, PLA  
Email: [jessie@carterengineering.com](mailto:jessie@carterengineering.com)  
Phone: 770.725.1200

### PREFERRED PROFESSIONALS

ARCHITECTURAL DESIGNER | Frank Heery with AMT – ATHENS  
LANDSCAPE ARCHITECT + ENGINEER | Jessie West with CARTER ENGINEERING

### USEFUL LINKS & RESOURCES

American Society of Landscape Architects <https://www.asla.org/> and <https://www.gaasla.org/>  
American Institute of Architects <https://www.aia.org/> and <https://aiaga.org/>  
State Licensing Board for Contractors <https://sos.ga.gov/state-licensing-board-residential-and-general-contractors>

## Exhibit A

### Mailbox Specifications

Tucker Iron Works (the "Provider") has a Spartan Manor Mailbox (the "Mailbox) on file. The Mailbox must be purchased from and installed by the Provider prior to Certificate of Occupancy. No variations of color, size, dimensions, shape, street number labeling, or otherwise are permitted. Contact information for the Provider is as follows:

Tucker Iron Works  
225 Hawthorne Ave  
Athens, GA 30606  
706.543.5632  
tuckerironworks@bellsouth.net