

BridgeMill Community Association, Inc.

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BridgeMill Community-Wide Design Standards

Third Edition,

January 2019

As authorized under the DECLARATION OF PROTECTIVE COVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS FOR BRIDGEMILL, recorded in Georgia, Cherokee County Bk. 2918, pg. 244 et. seq. ("Declaration")

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C. Overview Of The Request For Modification Process

The request for modification process consists of an application that BridgeMill homeowners must complete and submit for approval to the ARC. This form must be completed and submitted before start of any changes to exterior of the lot or house. Homeowners should provide as much detail as possible when submitting a Request for Modification form to the ARC. This will eliminate confusion and reduce the time required to respond to the homeowner. Plans should be specific in nature and include such items as types of materials to be used, planned start/completion dates, types of plants, size of plants, and actual photographs or drawings of items/structures to be added, when applicable. Projects must be started and completed within 12 months of the ARC approval date. After a homeowner files the necessary forms they should receive an email confirmation within 10 days. Each Request for Modification submitted will receive a written response within 30 days, or earlier, from the date all required documents are submitted to the Association. Approved projects will receive a "golden ticket" for homeowner to display in a location that may be seen from the street during the project work. This *golden ticket* approval form must be signed and returned to the Association when the work is complete.

D. Information Required

Complete the Request for Modification form. Submit the form and supporting documentation for approval to the ARC **before** making any change to the exterior of lot or house. It is the homeowner's responsibility to obtain any permit necessary or required by local or county ordinance. On major modifications, such as swimming pools or home additions, the ARC may stipulate approval based on submitting a copy of the permit given by Cherokee County Building Department, and/or the Cherokee County Water & Sewer Authority in addition to ARC stipulations for the project. Neither the Association nor the ARC are responsible for identifying any easement held by other agencies or organizations (such as utility companies) or any restrictions placed upon those easements. Property owners should consult the property deed and site plan for easements which might affect a planned addition or alteration. Owners are encouraged to seek the advice of a professional if they are unsure as to what laws, ordinances, rules, regulations, and approvals apply to their proposed project.

Any property contiguous with Golf Course property or within the line of site of Golf Course property will be required to obtain Golf Course approval. The BridgeMill property manager will forward the homeowner ARC Form for modification request to the agent of the golf course for review. This Golf Course approval step may increase the response time for review.

Specific information for modification request is detailed on the ARC forms. Be sure to read and complete the necessary BMCA ARC forms. Necessary information may include:

- A detailed written description of the proposed exterior modification or addition.
- Color samples - (this will be required) no bigger than 5 inches by 7 inches must be provided for approval. Manufacturer sample/paint "chips" are preferred. The paint samples or documentation must specify manufacturer, color name, and color number if applicable (i.e. Sherwin-Williams or Benjamin Moore - Toasted Almond HS 1018.)

F. The Review Process

The ARC meets on the 1st and 3rd Monday of each month. Please note that the ARC is not obligated to provide interim or final approval of any request in less than the indicated thirty (30) day interval so please apply timely when considering your proposed start date. All requests received will be referred to the ARC for consideration at the next scheduled meeting.

For any request that is approved with conditions, it is the homeowner responsibility to contact the Property Manager, within seven days (7) of completion, to schedule an on-site review for verification as may be necessary. Homeowners may also provide photographs of completed work and sign and return the "golden ticket" to the Association office upon project completion.

On-site inspections by the ARC and property manager may be necessary in the review process to assess the impact the request may have on neighboring properties. The ARC may, at its sole discretion, inspect the state of the approved project anytime until it has been signed off.

How will I know if my project is approved? The Standards require all modification requests to be reviewed and a written response be delivered to the homeowner within 30 days. The Property Manager has the responsibility of conveying the decision made by the ARC. After the ARC reviews the modification request, the ARC will respond in writing to the homeowner with one of four decisions:

1. **Approved - Accepted.** The request was accepted as documented and the homeowner may begin the requested changes upon receipt of the *golden ticket*.
2. **Approved with conditions.** The request was accepted but with specific conditions provided. The homeowner should review the conditions and if in agreement, may begin the requested changes. If the homeowner is not in agreement with the conditions required by the ARC, the owner may re-submit revised plans or appeal.
3. **Deferred for supplemental information.** The request was deferred pending additional information from the homeowner.
4. **Declined – Denied.** The request was denied, and an explanation will be provided. In many cases, the ARC will recommend one or more alternative solutions. If the homeowner is receptive to one of these solutions, they simply need to submit a letter detailing what they are going to do to resolve the issue. The ARC must approve the homeowner's plan before the homeowner may proceed with the request.

After the homeowner's request is formally approved by the ARC, the homeowner will receive a "golden ticket" and then may begin working on the improvements or alterations. All work must be done in accordance with the plans as approved by the ARC. Plans should also be limited in size to work that can be completed in a 12-month period. Any project must be started within 12 months of approval and if not completed within the 12-month period, must be re-submitted for approval.

Standards will result in an automatic fine. Lastly, the failure of an Owner to adhere to the work approved in an Application may also result in sanctions imposed by the Association. Thus, if any changes are to be made to a previously approved project, you are urged to immediately notify the Association.

J. Helpful Hints

It's always a good idea to inform or discuss your intentions with your neighbors, whether they will see the results of your project or not.

Homeowners submitting requests to install fencing, plant materials which may eventually encroach upon property lines, modifications on or close to the property line, or any modification which may impact your neighbor in some way, should be discussed with your neighbor prior to signing and submitting your request forms to the ARC. This could alleviate any potential friction with your neighbors and ensure that your project isn't delayed later by a neighbor's objections. If there are plans to connect to an existing fence on an adjoining lot, written permission from that lot owner is required.

K. Disclaimers

The Standards set forth in this document have not been reviewed for engineering or structural design or quality of materials. Standards have been adopted solely on the basis of aesthetic considerations. Therefore, no one should use or rely upon these Standards as standard for structural integrity or soundness of design for any construction or modification of a structure or for ensuring compliance of any activity or construction with building codes, zoning regulations and other governmental requirements. By approving such plans and specifications, neither the ARC, any of its members, management or the Association assume liability or responsibility for any defect in any structure constructed from any plans and/or specifications.

Neither the Association, nor its Board of Directors, officers, management, employees, ARC or other volunteers, and agents of any, shall be liable in damages of any kind, to any homeowner or anyone submitting plans and specifications for approval, or to any owner of property affected by the Declaration by reason of mistake in judgment, negligence, or nonfeasance arising out of, or in connection with, the approval or disapproval, or failure to approve or disapprove any such plans or specifications.

It is the sole responsibility of the homeowner to ensure that structures and or any modifications are safe. Approval of any type of structure, including children's play sets, by the ARC in no way guarantees the safety of individuals.

E. Decks/Patios/Lattice

New composite materials or low maintenance decking such as TREX, must be submitted for approval before installation. Vinyl decking and railing products are not approved materials. All decks must be natural wood color or stained in a natural wood color. Decks may be painted the color of the trim on the house if first approved by the ARC. All plans to build new or expand existing decks, patios, and lattice work must be submitted to the ARC for approval. Homeowners must also submit a landscaping plan to address areas under and around the deck at the same time the deck request is submitted.

F. Satellite Dishes & Antennas

The installation of antennas, satellite dishes and other similar or related equipment or apparatus for the transmission and/or reception of television or radio or other signals shall be subject to these Standards and the FCC Rule entitled "Over-the Air-Reception Devices Rule, 47 C.F.R. Section 1.4000 ("FCC Antenna Rules"), as they may be hereinafter amended from time to time. In the event of any inconsistency between these Standards and the FCC Antenna Rules, the FCC Antenna Rules shall prevail and govern. Antennas, other than satellite dishes for television reception, are not permitted. Satellite dishes, to the extent possible, should be located in as inconspicuous a location as possible consistent with proper operation.

G. Air Conditioning Unit

No window units are permitted.

H. Screened Porches/Sunrooms/Room Additions

Detailed plans including, but not limited to, elevations, a list of all materials, windows, roofing, siding (if any), decking, color selections, must be submitted when applying for new sunrooms, screened or unscreened porches, and other room additions to the home. Materials must be consistent with those on the existing home and painted or stained to match.

I. Stoops/Porches/Steps

The ARC must approve all additions and changes.

J. Awnings

Awnings must have ARC approval. Awnings should be consistent with the visual scale of the home. Color of awning must blend with existing color scheme for the house.

K. Chimneys

Chimneys framed to receive prefabricated fireplaces and flues must be finished in appropriate materials and colors to blend with the primary house decor. Chimney caps must be fabricated metal, painted where necessary an approved color. Exterior of chimneys including but not limited to the siding, brick, or other appropriate materials must be properly maintained.

on a temporary basis during daytime business hours or during emergencies for the purpose of serving a Lot.

3. Boats, recreational vehicles, motorhomes, trailers, motorcycles, mini bikes, scooters, go-karts, golf carts, campers or mobile homes must be parked in the garage with the garage door closed. However, such vehicles may be parked for such temporary periods as loading and unloading in the Community, on a temporary basis not to exceed 24 consecutive hours. For the purpose of this provision, "temporary" shall mean no more than twice a year for a period not to exceed 24 consecutive hours.
4. Disabled and stored vehicles are prohibited from being parked in the Community, except in garages with the garage doors closed. A vehicle shall be considered "disabled" if it does not have a current license tag or is inoperable as provided in Article VIII, Section 8.4 of the Declaration. A vehicle shall be considered "stored" if it remains in the Community other than in a garage for a period of 14 consecutive days or longer without being driven or moved from within the community.
5. Garages are intended for vehicles and not intended for property storage. Residents are encouraged to park the maximum number of vehicles for which the garage is designed in the garage.
6. Vehicles may not be parked on any grass or landscaped areas on Lots.
7. If any vehicle is parked in the Community and in violation of the Declaration or these rules and regulations, the Board or agent of the Association may tow or boot the vehicle after 24 hours written notice, in accordance with Article XVI, Section 16.2 of the Declaration. Such notice shall: (1) be placed on the vehicle; (2) specify the nature of the violation; (3) warn of possible towing or booting; and (4) state the name and telephone number of a person to contact regarding the violation. If 24 hours after such notice is placed on the vehicle the violation continues or thereafter occurs again within six months of such notice, the Board or agent of the Association may have the vehicle towed or booted in accordance with the original notice and without further notice. If a vehicle is parked in a fire lane, is blocking another vehicle or access to another Owner's or Occupant's Lot or dwelling, is obstructing the flow of traffic, is illegally or improperly parked on any Common Property, or otherwise creates a hazardous condition, no notice shall be required, and the vehicle may be towed or booted immediately from or on any Lot or the Community Property.
8. The Association's right to tow or boot is in addition to, and not in limitation of all other rights of the Association, including the right to assess fines for violations of the foregoing rules and regulations and the terms of the Declaration.
9. No on-street parking is permitted, other than in connection with special events as approved by the Board of Directors. Article VIII, Section 8.4.

6. Political signs for local, state and national elections as administered by the Board of Elections for Cherokee County are approved. Political signs may not appear in the yard more than 30 days prior to the election and must be removed one day after the election. Only one sign per candidate is permitted, per lot.
7. Small home security signs are permitted. One sign per lot.
8. Signage for home improvement projects done by commercial companies is permitted only while the work is in progress. All signage must be removed upon completion of the project. The Association office should be notified.

F. Retaining Walls

Retaining walls are a modification that require ARC approval. Retaining walls shall be constructed in strict compliance approved plans and specifications and any required permits or laws. Exposed concrete block or poured concrete foundations and site retaining walls must be covered with stone, brick, or stucco to compliment the house materials. Retaining walls that attach to the residence should utilize the same materials as the wall that they adjoin.

G. Yard Statuary/Structures/Ornamentals/Lawn/Outdoor Furniture

1. All yard statuary, lawn ornamentation, and structures including, but not limited to, bird baths, bird houses, bird feeders, statues, figurines, or similar types of accessories, should be located in the backyard.
2. Modestly sized and tasteful yard statuary should be site appropriate. Flower pots, figurines, urns, animals, or human figures may be placed at the front entry, front steps, or in the front landscape beds.
3. Larger statuary and ornaments must be submitted to the ARC for review. Approval of statuary requests is solely at the discretion and aesthetic judgment of the ARC.
4. All statuary and ornaments must be made of wood, concrete, rock or metal and finished in traditional earth tone colors such as bronze, verdigris, black or natural-colored cement.
5. Brightly-colored items are not permitted.
6. Fountains require ARC approval and will be considered on a case by case basis, based upon design and consistency with surrounding landscaping and residences.
7. Lawn or Outdoor Furniture: Any lawn or outdoor furniture, including benches, to be placed in the front of residences, in front yards or any location where it will be visible from the street, must be submitted for review prior to placement. Lawn furniture as defined here, does not include outdoor furniture such as wicker/rattan/wood/bronze chairs, rocking chairs, benches, or occasional tables located on a front porch, provided they are tasteful and conform to the community wide aesthetic standards. Beach chairs, umbrellas, plastic furniture and/or brightly colored items are not permitted.

M. Unsightly Or Unkempt Conditions/Hobbies/Activities

The pursuit of hobbies or other activities, including specifically, but not limited to, the assembly and disassembly of motor vehicles and other mechanical devices, or structures, or pursuits which might tend to cause disorderly, unsightly, or unkempt conditions, shall not be pursued or undertaken in any part of the Community. No hobby or other such activity should create foul or offensive odors or noise that will or might disturb the peace, quiet, safety, comfort, or serenity of the occupants of nearby properties, or otherwise have any adverse impact on neighboring properties.

N. Subdivision Of Lots

No Lot may be subdivided or have its boundary lines changed without the consent of the BridgeMill Community Association and its Board of Directors. Furthermore, such division boundary line change or re-platting, if approved by the Board, shall NOT be in violation of applicable subdivision and/or zoning regulations.

IV. RECREATIONAL ITEMS

A. Swimming Pools/In-ground Spas/Whirlpools

1. All swimming pools, in-ground spas and whirlpools, must fit naturally into the topography of the proposed lot and be located to provide minimal visual impact to surrounding properties and streets. All pump, filters, and equipment must be screened from view.
2. The ARC must approve all in-ground pools, spas and/or whirlpools. Homeowners must submit a detailed site plan with the request for modification including the following:
 - a. Pool location, size and shape.
 - b. Hardscape locations (decks, walls etc.)
 - c. Equipment location and landscaping plan to conceal it from the view of the street and neighboring properties.
 - d. Overall landscaping plan.
 - e. Description of all materials to be used for construction of the above items.
3. Above-ground pools of any type are not permitted.
4. Wading pools, less than 12" in height, are permitted in the rear yard and must be emptied and stored at the end of the day. Wading pools must be stored out of view from the street every night.

B. Hot Tubs & Spas Above-Ground

The ARC must approve above ground hot tubs, spas and any other similar structures. Homeowners must submit a detailed plan showing the following:

1. The proposed location of the hot tub relative to the house, deck and property lines.
2. The position of the heater and other equipment.

B. Plant Material

Front yards must be sodded or seeded with Bermuda or Zoysia grass. Any planting must have approval, except for annual color or replacement of shrubbery with like kind and scale.

C. Outdoor storage

Garden tools, ladders, hoses, and other utilitarian items and materials must be completely screened from street view and neighboring lots. Preferably, these items should be stored inside the garage or basement. Covered pots or containers in front yards to hide a hose when not in use are permitted given that they comply with Section III, Exterior Lot Standards.

D. Garbage/Trash Cans/Recycle Bins/Wood Piles/Etc.

All garbage/trash cans, recycle bins, wood piles, garden hoses, ladders, wheelbarrows, and/or any other similar utilitarian items, must be located or screened so as to be concealed from view of any neighboring lot and/or from the street. The use of shrubbery or appropriate painted/stained lattice or wood/wood look panels may be used for screening garbage/trash/recycle cans/bins. Storage in garage is preferred. Garbage/trash cans, recycle bins and any garden waste may not be placed on the curbside earlier than 4:00 p.m. the night before collection. All such items must be positioned completely off the street surface. All items should be placed in such a manner that it does not create an obstruction for any oncoming traffic. All garbage/trash cans, recycle bins, and other such items are to be removed the same day as collection.

E. Yard Maintenance

All yards shall be maintained to community standards.

1. Lawns - front, side and rear - should be regularly fertilized, edged and mowed to maintain a manicured appearance. Weeds must be controlled. Invasive insects such as The Red Imported Fire Ant must be controlled.
2. Beds and other such areas shall be mulched and free of weeds so as to have a manicured appearance.
3. Lawn clippings and edging debris should be removed from the sidewalks, curbs and driveways by collecting for proper disposal or by sweeping or blowing back onto the lawn. Blowing or sweeping lawn clippings or debris into the street is not permitted. Dumping of yard waste into drains and creek areas is prohibited by Cherokee County ordinance.
4. Pruning of trees, shrubs, hedges and other vegetation must be maintained so that the Lot presents a healthy and manicured appearance and the visibility for motorists and pedestrians is not obstructed.
5. Trees may not be removed without ARC approval, unless the tree is dead or clearly diseased. Please note that removal of a tree shall not be permitted within the 25-foot tree protection zone adjacent to the Golf Club without the express consent of the Golf Club.
6. All trees and shrubs that border community sidewalks must be pruned to not

be properly illuminated. The ARC must approve all such illumination prior to its installation.

12. Any landscape change to erect a flagpole, must have appropriate forms completed and submitted for approval by the ARC prior to the commencement of any work.
13. Temporary flag poles for display of the Flag of the United States may be erected for use to honor national flag holidays not more than one week prior and one week after the holiday.

C. Holiday Decorations

Exterior holiday and seasonal decorations may be displayed not more than four (4) weeks before a holiday or season. Christmas, winter and holiday decorations may be displayed starting the second (2nd) Saturday in November. All holiday decorations must be removed no later than two weeks after the holiday. Holiday decorations must not result in noise or excess light disturbances to neighboring lots.

D. Mailboxes

All mailboxes and posts must conform to the approved BridgeMill design standard. Only one (1) mailbox per Lot is permitted. Landscaping around mailboxes shall be limited to low plantings (mature plants less than 24" in height). Vines or other plant material which completely cover the mailbox and/or cover the residence number are not permitted. Mailboxes must be satisfactorily repaired or replaced when they are weathered, missing parts, dented or faded. Any home in The Manor shall replace the existing non-conforming mailbox to the BridgeMill Standard at the earliest convenient time, but not later than such time as any repair or replacement may be needed.

E. Fire Hydrants

Landscaping around fire hydrants is prohibited by the fire department. Low growing flowers are permitted, as long as they do not interfere with the tap or other hydrant mechanism.