

MEMORANDUM

TO: Milford Woods Homeowners

FROM: Lonnie Wicks, Chairman, Architectural Review Committee
Diane Kennedy, Co-Chairman, Architectural Review Committee

RE: Milford Woods Architectural Review Standards, Lawn Maintenance, and Solicitations

DATE: March 6, 2003

Hello everyone! Diane and I are your new Chairman and Co-Chairman of the Milford Woods Architectural Review Committee ("ARC"). We are pleased to be able to serve you and the Milford Woods community. At this time, we are enclosing a copy of the Milford Woods Architectural Review Standards ("Standards") that was originally mailed to each homeowner on April 28, 2001. We are at this time adding the following standards for lawn maintenance and solicitations. Please keep these Standards and this Memorandum in your permanent records. Please note that we have made a change to General Standard (3) that addresses landscape changes.

Lawn Maintenance

1. Mowing. Lawns should be mowed weekly.
2. Edging. Curbs, driveways, walks, and the edges of beds should be edged every other week. Do not allow grass to grow over the curb or into beds.
3. Weed Prevention. Apply on a regular basis the appropriate weed prevention product made especially for lawns and landscaped areas.
4. Yard Waste. Remove all yard waste and debris by placing it in the appropriate yard waste bags. The bags should be out of sight until garbage day. Do not blow yard waste into the street or the neighbor's yard.
5. Pine Straw. Pine straw should be added to beds twice a year. Do not let bare dirt show in beds. A thick layer of pine straw in beds will help prevent weeds. You may use another type of cover in your beds such as bark nuggets and shredded bark. You may use rock that blends in with the type of home you own. White rock is not allowed.

Solicitations

If solicitations and/or papers are delivered to your property, please pick them up and do not allow them to accumulate at the bottom of your driveway or at your mailbox. This not only makes your property look bad, it also reflects on the neighborhood in general. If you notice that your neighbor is out of town or a property is up for sale and vacant, please pick up the solicitations and/or papers and place them in a neat pile next to the front door. The homeowner and/or real estate agent can take care of them upon returning to the home.

General Standard (3) Amendment

If you are **replacing** trees, plants and/or shrubs in an **existing** bed, you do not need prior written approval of the ARC. **NOTE: You must replace with trees, plants and/or shrubs that are comparable to the ones being removed.**

This Memorandum and the Standards are meant to be a quick reference for you. These documents do not take the place of the Declaration of Protective Covenants for Milford Woods. If you have any questions, please give us a call. I can be reached at 770-384-1105 and Diane can be reached at 770-432-6849. Please do not call us after 8:00 p.m. If we are unavailable, you can leave a message and we will get back to you within 24 hours. Thank you.

MILFORD WOODS ARCHITECTURAL REVIEW STANDARDS

General Standard --

No home exterior (including landscape) may be altered or modified in any manner without prior approval of the Milford Woods Architectural Review Committee ("ARC").

The term "alteration" includes, but is not limited to: (1) all items discussed in these standards below; (2) any change to the original elevation or color scheme of the home; (3) any change to the original lawn ground cover, including type of grass, trees, shrubs; and (4) any change to original mailboxes and mailbox posts. General maintenance and upkeep of the original exterior is not considered an alteration.

For information on how to submit an architectural review request, see the Milford Woods Architectural Review Committee Guidelines for Operation. Copies of these standards and the ARC guidelines may be obtained from the ARC or the Homeowners Association Board.

Exterior Lighting

All lighting (including landscape lighting) and light fixtures added to a home's exterior are subject to this standard. All lights added, attached or unattached to the main structure, must have no more lighting capacity than one 100 watt halogen bulb. Lighting must be situated as to not constitute a nuisance to neighbors. Landscape lighting (malabu lights, etc) may be situated only along walkways and in or around flower beds. Landscape lighting is not permitted to run alongside driveways.

Flags and Banners --

The American Flag, holiday and seasonal flags are the only types of flags permitted to be displayed on the exterior of any home. Only one flag per home may be displayed at any given time.

1 These standards have been adopted by the Milford Woods Architectural Review Committee, with approval of the Homeowner's Board, only as a quick reference tool to be used by homeowners and ARC members in answering the most common architectural review inquiries. Although these standards are based on and are intended to be in compliance with the Declaration of Protective Covenants For Milford Woods on file at the Cobb Superior Court Clerk's Office, no portion thereof should be construed as superceding the official covenants. To the extent any portion of these standards are inconsistent with the official covenants, the covenants shall take precedent. The ARC reserves the right to modify these standards at any time, with or without notice to homeowners.

Satellite Dishes --

Satellite dishes are permitted. ARC suggests that dishes be situated as to not be a nuisance to neighbors.

Garbage Cans and Woodpiles --

All garbage cans and woodpiles must be screened from public view. This includes the view of neighbors. Under no circumstances, should garbage cans be situated as to be readily viewed from any street.

Signs --

Only "For Sale" signs are permitted on any property without prior approval of the ARC.

Home Business --

Business use of any home is generally discouraged. However, the Board reserves the right to make exception for a home business that will not be a disturbance to neighbors or the community as a whole.

Vegetable Gardens

Vegetable gardens are considered a landscape alteration. See General Standard section, above. Note: Vegetable Gardens will be permitted in back yards only, situated as not to be readily viewed from any street.

Statuary and Birdbaths -- Statutes and birdbaths are considered landscape alterations.

See General Standard section, above.

Mailboxes

Any replacement mailbox must conform in style, size, and material to the mailbox originally installed.

Shed -- Concrete foundation or slab, siding and roof to match existing home. If a window is added to the shed, shutters must be the same color as the house shutters. Before construction on any shed, there has to be an approval of the site from the ARC committee.

Milford Woods

Architectural Review Committee Guidelines for Operation

Membership

The Architectural Review Committee(ARC) will strive to have 13-15 members, so that there is a greater probability that at least 9 members will attend any given meeting. This will ensure enough members in attendance to be able to make timely decisions.

Qualification for Membership: Homeowner residing in Milford Woods Subdivision

Deadlines for Requests from Homeowners

Request must be postmarked by the 15th of the month for consideration in that month's meeting.

Meetings

To be held on the 4th Saturday of each month. Additional meetings will be held, as needed, depending on the volume of requests. At least one Board member should be in attendance at each meeting.

Review of Requests

- 1) An advocate will be assigned to each request. A copy of the request should be forwarded to the advocate as soon as possible by either of the chairpersons of the ARC. A board member will follow up with each advocate on the Wednesday or Thursday prior to the ARC meeting to ensure that the request was received. This gives the ARC (advocate and/or chairperson) the opportunity to contact Community Club Management (CCM or the Board should a request somehow get lost in the mail, etc.
- 2) A request by a homeowner that is considered a "standard request" (based on the list of standards published by the ARC and approved by the Board) can be approved by CCM at the direction of the Board. Copies of approved "standard requests", however, will still be forwarded to the ARC and the Board for record-keeping purposes. As the list of standards is modified by the ARC and the Board, a copy will be forwarded to CCM.
- 3) Any request which may require expertise in order to make a decision should be brought to the attention of the Board so that an outside expert can be brought in, if needed.
- 4) Reviewed requests should be returned to CCM within 3 (three) business days by the ARC. Only the chairperson(s) are authorized to sign off on a request.

Swing Sets --

Swing sets must be situated in backyards only as not to be readily seen from the vantage point of someone standing in the street directly in front of the subject home. Swing sets must be made primarily of wood (as opposed to metal other material), however, a one time exception will be made for each household. Homeowners are required to properly maintain swing sets. Whether sets are properly maintained is solely within the discretion of the ARC subject to review by the Board.

Playground Equipment --

All playground equipment (including, but not limited to, volleyball nets, trampolines, jungle gyms, etc.), must be situated in backyards only as to not be readily viewed from the street directly in front of the subject home. Basketball goals are the only playground equipment permitted in the front of a home, and they must be portable. No permanent basketball goals will be approved. Only one basketball goal per house will be permitted.

Storm Doors

Storm doors to be installed in the front of any home must be full view and made of glass. The trim color must be the same as the original accent color on the home or white.

Vehicles --

All vehicles (motorized or towed) parked in the subdivision on a regular basis must be parked in a designated parking space. The term "designated parking space" as used herein is defined as a garage, or driveway. The street is not a designated parking space. The term "regular basis" as used herein is defined as more than two (2) consecutive days or more than seven (7) total days per month.

Boats, trailers, R.V.'s and campers are not permitted to be parked on the street at any time. Boats, trailers, R.V.'s and campers are not permitted to be parked on a regular basis in a driveway or other designated parking space open to plain view.

Fences --

All fencing (including patio fencing) must be constructed of six feet tall, dog eared, shadowbox, un-painted cedar.

Animals --

Animals and pets must be restrained at all times. Pets are not permitted on the property of others at any time without property owner's consent. Pet owners are required to clean-up after their pets (pooper scoopers work nicely). Remember dog barking can be a nuisance to neighbors. Please be considerate.