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Design Guidelines

Article VI Section 6.1 of the Declaration requires the prior written approval of the Architectural Review Committee before any improvements, exterior alterations of existing homes and lots or landscaping can be commenced. Article VI Section 6.2 authorizes the Board to adopt written design guidelines to assist owners in planning changes.

1	Exterior: Doors – Property owner must obtain prior ARC approval to replace all exterior doors. Exterior doors may be solid, or have glass windows built in them that is clear, decorative, or etched. Side-lights (the windows built in conjunction with the door frame) for the door may have grids or no grids.
2	Exterior: Storm Doors - All storm doors must be full view and made of clear glass. The trim color must be the same as the accent color on the home.
3	Exterior: Garage Doors - All garage doors must be painted an approved shade of white. Windows are not permitted in garage doors. All decorative hardware must be approved by the ARC. The doors may be constructed of wood or metal, but must be window-less and include a 16-panel design. Replacement of garage doors requires ARC approval for materials, style, hardware, and color.
4	Exterior: Windows - Replacement Window frames and sashes may be made of vinyl, metal, wood, or other materials. Replacement windows must be constructed of materials of equal or better quality to the original windows, and may be made from metal, wood, or vinyl materials. The window style installed may be with or without grids, provided that the home's windows uniformly include or exclude grids. All replacement windows require ARC approval.
5	Exterior: Siding, Soffits, Fascia, and Frieze Materials - Siding shall be made of Masonite and textured with a wood-grain appearance unless otherwise approved by the ARC. Siding shall be installed horizontally (parallel to the ground.) These materials must have an approved ARC request to be installed.
6	Exterior: Crown Molding, Bed Molding and other Decorative Exterior Trim – Decorative trim molding may be constructed of Masonite, wood, or PVC. All decorative trim molding must be approved by the ARC prior to installation.
7	Exterior: Shingles - Shingles must be black, brown, or gray, or other color deemed by the ARC as an aesthetic fit with the color scheme of the doors, shutters, siding, and trim. Shingles must have an approved ARC request prior to installation.
8	Exterior: Additions of Sheds, Sunrooms, Gazebos, and Other Attached / Detached Structures - Construction design must include whether the structure be constructed on a concrete slab (or other masonry surface.) The siding, roof, and shutters must match the existing home. All sheds/ancillary structures and their location must be approved by the ARC. The plans must include accommodation for appropriate drainage and runoff management of rain-water. If the ARC approves the design for the structure, the homeowner must obtain appropriate building permits for these structures prior to construction and submit these (or evidence no permit is required) using a second ARC Request. Both the project plan/design and the construction permits require ARC approval before construction of these structures may occur. These structures are subject to post construction inspection by the ARC and/or Board members to validate the structure conforms to the approved ARC Request.
9	Exterior: Vegetable & Other Gardens – The size and location of a vegetable, spice, or other type of garden must be approved in advance by the ARC. In general, these types of produce-related gardens are limited to the back yard and/or where they are not visible from any street.
10	Exterior: Recreation Equipment - All recreation and playground equipment (except for a portable basketball goal) including, but not limited to, jungle gyms, swing sets, trampolines, and volleyball nets, must be in the back yard of the property. The playground equipment must not be visible from the front of the property. A portable basketball goal is the only piece of playground equipment that is permitted in the front of the property. Only one (1) portable basketball goal is permitted on the driveway. Basketball goals are not permitted in the street. All playground equipment types, materials, and placement must be approved by the ARC. No playground equipment that is in violation of these provisions will be deemed a "grandfathered" fixture that may pass from one property owner to another without prior consent of the ARC Review process.
11	Exterior: Flags and Banners - The American Flag is the only flag permitted to be permanently displayed on the exterior of the property at any time. Holiday and seasonal flags and banners are permitted to be displayed on the exterior of any property during the appropriate season for that flag, but may not exceed ninety (90) days. Flags must be on a pole. Only one flag is permitted on the property at any time.
12	Entry Features and Boundary Fences: Owners shall not alter, remove or add improvements to any entry features or boundary fence constructed by the Declarant on any Lot, or any part of an Association Landscape Easement without the prior written consent of the ARC or the Board.
13	Swimming Pools. No swimming pool shall be constructed, erected or maintained upon any Lot. Hot tubs and portable spas shall not be permitted without the prior written consent of the Architectural Review Committee and then only if enclosed by an approved fence.
14	Utility Lines: Utility lines/cables that enter or attach to the house or other structure must be professionally installed and/or be permitted and inspected by the appropriate authority for the utilities installed. Any wires, cables, pipes, conduits, etc., must be installed inconspicuously and painted to match the siding or façade so that they are not visible from the street.

15	<p>Fences: With the exception of fence posts, all visible wood materials for the fence must be made of cedar wood, including the pickets, rails, and door components. The fence posts may be made from pre-treated pine.</p> <p>In addition, to erect a fence along any property line, a lot survey (with the property flagged and/or marked) is required to be included in the fence plan. (This provision is to prevent encroachment of the fence onto another owner's property or onto the Common Grounds.)</p> <p>If the fence is to be stained, the stain shall be limited by the ARC to a cedar wood hue that mimics a natural weathered appearance.</p>
16	<p>Exterior: Painting –</p> <ul style="list-style-type: none"> A. Each house shall have three paint colors required for approval. These are the primary color for the siding, the accent color for the doors, and other accent items, and the tri color which must be painted an approved shade of white. B. Doors and shutters be painted the same accent color. C. All trim (e.g., window frames, trim around all doors soffits, fascia, frieze, and gable vents) must be painted an approved shade of white. D. Garage doors must be painted an approved shade of white. E. All gutters must be white from the factory or painted an approved shade of white. F. When submitting an ARC request for painting, the property owner must provide the following for <u>each color</u>: G. Paint manufacturer's name H. Paint manufacturer's code for the paint color I. Name of the paint color.
17	<p>Exterior: Variance Administration - If any formerly approved ARC Request allowed for a property to make a change inconsistent with these Architectural Standards, that change is approved only until the next relevant ARC Request is submitted for maintenance or replacement. In other words, the variance to the ARC standard is only valid until the item with the variance is being replaced. All new work must be completed in compliance with the changes provided in these Architectural Standards and Use Rules. In addition, prior approved ARC Requests are not considered as grandfathered-in for a property when there is a change of owner due to sale or foreclosure. All covenants must be followed by the new owner.</p>
18	<p>Lawn Maintenance</p> <ul style="list-style-type: none"> A. Grass Type - Bermuda sod is the standard lawn grass for the community for the front and side yards. With prior ARC approval, Fescue or Zoysia may be installed on the property. (Side yard is defined as set-back from the street even with the front of the home to the rear of the home and running to the property lines adjacent to other parcels next to the property. Rear yard is defined as setback from the rear of the home to the rear property line and running the breadth of the property to the adjacent parcels.) B. Mowing and Edging – All lawns must be mowed and edged at a minimum of every other week during the growing season. Peak growing season may require more frequent cutting. Edging includes sidewalks, driveways, and curbs. The maximum acceptable grass height should be 4.5 inches unless drought conditions occur. At no time should grass height be permitted to be over six inches. C. Weed Prevention – Weed prevention products and/or physical weeding must be applied/completed on a regular schedule for lawns and flower beds. D. Yard Waste – Yard waste and debris must be placed in the appropriate waste bags and/or bundled appropriately for pick-up and hauling. The bags must be stored out of sight until garbage pick-up day. Do not blow yard waste and debris into the street, neighbor's yard, or any retention pond or drainage area on or near your property. Fallen leaves and other debris should be managed (raked and bagged or composted) throughout the Fall season. Yard waste may not be gathered and burned, nor may ground vegetation be burned in place. Composting is allowed, providing that the compost area is not visible from the street and is properly shielded from visibility. E. Islands and Flower Beds – No bare dirt is allowed. Pine straw and mulch must be replaced annually. Rocks must be replaced at the first sign of fading. No WHITE rocks are allowed. F. Groundcover, Shrubs and Trees. Shrubs and trees must be maintained on a regular basis to prevent overgrowth. All seasonal groundcover and flowers must be removed at the end of the season. Dead shrubs must be replaced within ninety (90) days.
19	<p>Tree Removal: Reconditioning Disturbed Property - Once a tree is cut, the property owner is required to remove the trunk, branches, and foliage from the property unless the wood is kept for firewood and is stored out of sight from the street.</p> <p>In addition, if the tree is removed from the front yard, or either side yard of the property, the owner is required to remove the stump and the roots within sixty (60) days of the tree being cut. This yard waste must be removed from the property. After the stump and roots are removed, the property must be reconditioned by either being re-sodded with grass or by adding a new/expanding an existing natural area with mulch and approved foliage.</p> <p>Tree stumps in the back yard (further back from the street than the rear exterior wall of the house) that are not visible from the street may be cut to ground level and left in place if they are in a natural area (not in a grassy area,)</p>

Fees List and Fines Schedule for Violations to the Declaration of Protective Covenants and Amendments for the Milford Woods Community Association, Inc.

#	Provenance	Fee Description	Fee Amount	Due Date	Late After Date
1	Article IV, Sections 4.1., 4.3., and 4.7	Annual POA Assessment Fee (Annual Dues): The POA annual assessment dues amount is determined once the Board presents the Association's Operating Budget at the Annual Homeowners' meeting, and the Board subsequently revises and/or adopts the Budget per that meeting.	Per Budget	January 1*	April 30**
2	Article VII, Section 7.21.1; Article VII, Section 7.5.10	Security Gate Replacement Key Fee: Replacement of amenity security gate key/card.	\$30	Upon Request	20 business days

* For the year 2022, the Due Date is April 1. All subsequent years, the Due Date is January 1 of that calendar year.

** For the year 2022, the Late After Date is April 30. In subsequent years, the due date will be communicated when the Annual Assessment Statement is sent to the property owners.

Fine Schedule

Article XII Section 12.1 of the Declaration authorizes the Board of Directors to impose monthly fines for violations of the Association documents. The following is the schedule of fines.

#	Fine Description	# of Violations for Fine to be Assessed	Base Fine Amount**	Per Diem Fine Amount	# Days to Activate from letter date*
1	Signs: Fine for erecting unauthorized signage on the property.	2	\$100	\$25	15
2	Vehicles: Fine for maintaining a vehicle in violation of the rule in excess of the allowed time limits. <ul style="list-style-type: none"> Trailers, campers, boats, commercial / recreational vehicles not housed inside of garage for more than 24-hours per 30-day period. Inoperable vehicles not housed in the garage for more than five (5) days. 	2	\$500	\$25	15
3	Animals and Pets: Maintaining of unauthorized animals on the property.	2	\$250	\$25	15
4	Animals and Pets: Pet Walking Courtesy – Failure to adequately manage pets and/or clean up after pets when the animal(s) are off of your property.	3	\$250	\$10	15
5	Nuisance: Frequent / Repeated or ongoing incidences of unclean, unhealthy, unsightly, or unkempt condition on the property. In addition, any property owner who receives four (4) notices for the same violation is subject to an additional general nuisance violation fine.	3 3	\$250 \$250	\$25 \$25	15 15
6	Garbage and Recyclable Waste Control – Frequent / Repeated or ongoing incidences of receptacles, loose trash, etc. left in sight from the street.	4	\$250	\$25	15
7	Fireworks: - Use of illegal fireworks, use of fireworks outside of acceptable time limitations, or leaving trash from fireworks on the ground.	2	\$250	\$25	15
8	Lawn Maintenance –				
	A. Ongoing problems with lawn quality that are not addressed with lawn care and/or replacement of turf with an approved grass.	2	\$250	\$25	15
	B. Incomplete / inconsistent mowing and edging of grass.	2	\$250	\$25	15
	C. Inadequate / ineffective weed control in grass.	2	\$250	\$25	15
	D. Inadequate / inconsistent removal of yard waste.	2	\$250	\$25	15
	E. Inadequate / ineffective weed control in natural areas.	2	\$250	\$25	15
	F. Unhealthy / inadequate ground cover, trees, and/or shrubs.	2	\$250	\$25	15
9	Unsightly or Unkempt Conditions: Ongoing project related unkempt conditions (such as the disassembly of an engine in the driveway) where the materials are left in sight of the street.	2	\$300	\$25	15
10	Antennas: Installation / presence of an unapproved satellite dish or other form of external antenna on the property.	1	\$250	\$25	15
11	Tree Removal: Unauthorized, improper, or incomplete removal of a tree, stump, or roots.	1	\$250	\$25	60
12	Air Conditioning Units: Unapproved installation of a window air conditioning unit on the property.	1	\$250	\$25	15

#	Fine Description	# of Violations for Fine to be Assessed	Base Fine Amount**	Per Diem Fine Amount	# Days to Activate from letter date*
13	Lighting: Unapproved use of exterior lighting on the property.	1	\$250	\$25	15
14	Artificial Vegetation, Exterior Sculpture, and Similar Items: Unapproved use of artificial vegetation, sculptures, stones, or other decorative materials.	1	\$250	\$25	15
15	Energy Conservation Equipment: Unapproved installation of energy conservation equipment or fixtures.	1	\$250	\$25	15
16	Clotheslines: Unapproved use or installation of a clothesline.	2	\$100	\$25	15
17	Exterior Security Devices: Unauthorized / unapproved installation of any external security device.	1	\$250	\$25	15
18	Utility Lines: Unauthorized / improper installation of a utility line where the cable, pipe, or other conduit is not effectively secured, painted, etc., to keep it from being visible from the street.	2	\$250	\$25	15
19	Drainage: Unauthorized disturbance, re-channeling, or blocking of a water runoff or drainage swale, storm sewer, storm drain, etc.	1	\$500	\$25	30
20	Sight Distance at Intersections: Failure to take an appropriate action to correct a situation where something on your property within your control interrupts or impedes the line-of-sight distance at an intersection.	2	\$250	\$25	30
21	Garbage Cans, Wood Piles, etc. – Failure to keep garbage receptacles, wood piles, etc., out of sight from the street.	3	\$250	\$25	15
22	Subdivision of Lot: No subdivision of the lot for sale or lease is allowed without prior approval from the Board.	1	\$1,000	\$50	15
23	Firearms and Weapons: Unlawful, or covenant prohibited use or discharge of a firearm or weapon.	1	\$500	\$100	15
24	Fences: Unauthorized installation of a fence or construction of a fence with unapproved materials.	1	\$500	\$25	15
25	Mailboxes: Installation of a mailbox with unapproved materials or inappropriate repair of a mailbox.	1	\$250	\$25	15
26	Exterior: Painting – Unapproved or improper painting by using an unapproved color, using an approved color on an incorrect surface being painted, quality or workmanship, etc.	1	\$500	\$25	30
27	Exterior: Doors – Using unapproved materials or changing a door without prior approval.	1	\$250	\$25	15
28	Exterior: Storm Doors – Using unapproved materials or changing a door without prior approval.	1	\$250	\$25	15
29	Exterior: Garage Doors – Using unapproved materials or changing a door without prior approval.	1	\$250	\$25	30
30	Exterior: Windows – Using unapproved materials or changing a window without prior approval.	1	\$250	\$25	60
31	Exterior: Siding, Soffits, Fascia, and Frieze Materials – Using unapproved materials or changing siding, soffits, fascia, or frieze without prior approval.	1	\$250	\$25	60
32	Exterior: Crown Molding, Bed Molding and other Decorative Exterior Trim – Using unapproved materials or installing materials without an approved ARC request.	1	\$250	\$25	30

#	Fine Description	# of Violations for Fine to be Assessed	Base Fine Amount**	Per Diem Fine Amount	# Days to Activate from letter date*
33	Exterior: Shingles - Installing unapproved materials or installing without a prior approved ARC request.	1	\$500	\$25	30
34	Exterior: Additions of Sheds, Sunrooms, Gazebos, and Other Attached / Detached Structures - Installing unapproved materials or installing without a prior approved ARC request.	1	\$1,000	\$25	30
35	Exterior: Vegetable & Other Gardens - Installing an unapproved vegetable or other garden or installing it in an unapproved location or in an unapproved manner.	2	\$250	\$25	30
36	Exterior: Recreation Equipment - Using unapproved recreation or playground equipment or installing the materials in the wrong location or installing the equipment without an approved ARC request.	1	\$500	\$25	30
37	Exterior: Flags and Banners - Installing or displaying an unauthorized (out of its season for display) or displaying a flag for longer than the ninety (90) day maximum or otherwise violating the flags and banners rule.	2	\$100	\$25	15
38	Entry Features and Boundary Fences: Altering, removing, or adding to the entry-way monument, common ground fences, and other common ground amenities without express prior approval.	1	\$500	\$25	15
39	Swimming Pools: Constructing or attempting to construct a swimming pool, hot tub, exterior exercise pool, etc., without prior ARC approval.	1	\$500	\$25	30
40	Access to Common Grounds: Providing Unauthorized Access to Common Grounds: - Providing amenity access to another property owner or renter who is not authorized to access the amenities.	1	\$500	\$25	15
41	Access to Common Grounds: Intentionally Damaging or Accessing Common Grounds Without Authorization: A fine is assessed immediately for a property owner/resident or their guest who improperly accesses or misuses the Association's amenities or common areas. A fine is assessed immediately for a property owner/resident or their guest who vandalizes or intentionally damages the Association's amenities or common areas.	1	\$1000	\$25	15
		1	\$1000	\$25	15
42	Late payment of Assessed Fees shall be fined at ten percent (10%) or \$50, whichever is greater. (A payment is late the day following the late as-of date, i.e., the end of the grace period.)	1	10% of Principal amount		

Most violations are triggered when a visual inspection of a property occurs by the community manager on behalf of the Association when this person drives through the neighborhood. A violation may also be reported to the Board by a Board member, a member of the ARC, or a property owner. In general, the violation is observable from the street, common ground, or some other public space when it is visually identified. Some other violations may be observed audibly or by detecting an odor. Neither the Board nor the property management company are allowed to access a property without the consent of the property owner.

* # Days to Activate a Per Diem Fine: The value in the table is the number of days that can elapse before the per diem fine will result in a per diem fine charge to the property owner's account. A per diem fine begins to accrue once the number of days to activate from the date of the fine letter is reached. Also, per the Bylaws, the per diem fine activation date is fifteen (15) days or more from the date of the violation letter.

Per diem fines are designed to encourage the homeowner to perform the actions communicated in the

fine letter that must be accomplished before the activation date. This time period (from the violation letter date to the activation date, called the performance period) is provided to reduce the chance that a per diem fine will be charged. However, the actions that the property owner is required to complete must be completed in that time period or the per diem fine will be charged. It is imperative that the homeowner communicate with the Board, the ARC, and the community manager when they complete the actions required to stop the per diem fine from being activated. Generally, the property owner must provide pictures of receipts or work that has been completed. The homeowner will be instructed in the fine letter how to provide this evidence and the proper recipients of the email.

Per the Bylaws, the property owner may appeal a fine, but must do so in writing to the Board at board@milfordwoods.com email address within ten (10) days of the date of the fine letter. The Board will determine the appropriate action to take with respect to per diem fines and the property owner's request for a hearing.

** Base Fine Amount – A base fine amount is the published fine for a particular violation. However, the Board, at its sole discretion, but with the consent of the homeowner, may enter into an agreement where the homeowner is offered the ability to take a different action (based on specific terms) rather than pay a fine, when the Board determines that there is a mutual benefit to the homeowner and the association. (One example of this type of arrangement is for the homeowner to purchase a pre-paid contract for weed treatment rather than simply pay a fine for a violation. The property owner gets to use the fine money toward the payment of the weed treatment contract and the Association reaps a mutual benefit that the property's weed issues are being addressed.)

APPROVED BY THE BOARD OF DIRECTORS/OFFICERS OF MILFORD WOODS

Mary Ruderman, Secretary Mary Ruderman Date: 20-May 2022

Matthew Adam, Treasurer Matthew Adam Date: May 20th 2022

Kevin Osoinach, President [Signature] Date: 2022-0520



[Signature]
5-20-2022