

Hopewell Plantation  
ACC Guidelines & Architectural  
Standards

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## **PURPOSE**

The Declaration of Protective Covenants establishes the basic authority for maintaining the quality of design within the Community. The guidelines allow the Architectural Control Committee (also known as the ACC) to adopt architectural control standards subject to the confirmation of the Board. The covenants define the general scope and nature of the ACC's responsibility in dealing with specific situations and requests. The function of the ACC is to review (approve or disapprove) plans for any proposed construction or alteration within Hopewell Plantation. The Covenants have granted the ACC discretionary powers and enforcement regarding the aesthetic impact of design, materials, landscaping, overall impact on surrounding property, and other aesthetic matters. It shall not be the intent of the ACC to impose a uniform appearance within Hopewell Plantation, nor to discourage creativity. Its intent is to promote and assure that all improvements are aesthetically compatible with each other; incorporate a unique yet pleasing discriminating character; and, are constructed to reflect the quality and permanence of timeless residential architecture. Each owner acknowledges that opinions on aesthetic matters are subjective and may vary over time.

The accompanying guidelines have been adopted by the Board as of the date above to assist homeowners in submitting their application, requesting any exterior alterations, additions or improvements to their home and property. It is the intent of this manual to assure each Owner that Hopewell Plantation will be a community of quality homes that have tasteful and aesthetically pleasing architectural design; long lasting materials and high construction standards; that are harmonious with surrounding structures and topography; and, that have landscaping and other site improvements consistent with the aesthetic quality of Hopewell Plantation as a whole.

## **FUNCTION**

Architectural Control Committee (ACC). The ACC performs its task of ensuring and maintaining aesthetic quality of the exterior appearance of properties by establishing and monitoring the architectural review process, and conducting periodic inspections of properties. The ACC ensures that proposed exterior alterations adhere to the objectives set forth in the Covenants and these Architectural Standards and Guidelines. This involves regular systematic review of all applications for exterior alterations submitted by residents.

## **ITEMS REQUIRING APPROVAL**

- A. All exterior alterations, additions or improvements, require prior submission of an ACC Modification Request Form and written approval of the ACC, and full compliance with guidelines and permitting. Landscaping improvements, hardscaping, and fencing also require submission of an ACC Modification Request Form and written approval of the ACC. All applications are reviewed on an individual basis.
- B. Rear-yard exception: If an item is located in the rear yard, and is not visible from the street, or from an adjacent neighbor, then approval from the ACC is not required. If it is visible from an adjacent neighbor, and the neighbor consents in writing to the installation, then approval from the ACC is not required. NOTE: All additions and landscape grading projects affecting drainage require ACC approval, even if solely in the rear yard.
- C. Grandfathered items exception: Existing homes and plans approved by the ACC prior to the adoption of these ACC Guidelines and Architectural Standards, are hereby grandfathered as existing exceptions. However, proper maintenance and repair is required of items that may be grandfathered. If items are not properly maintained, then the ACC may determine that items previously grandfathered no longer qualify for this exemption, and ACC approval for replacement may be required.

## **MODIFICATION REQUEST FORM**

- A. **General.** Unless otherwise stated in these Guidelines, an application must be submitted for every exterior change, using the ACC Modification Request Form that can be obtained from the Association Manager, or on the HOA website: [hopewellplantationHOA.com](http://hopewellplantationHOA.com). The form must include estimated start and completion dates; and details such as dimensions, color, and material of all associated exterior alterations. A drawing of the exterior alterations should be attached to the ACC Modification Request Form. The ACC may require a drawing to be done by a certified Architect. A plat showing the location of your modification must be included for all fences, sheds, etc. Color samples should be attached for all exterior painting projects.
- B. **Site Plan.** A Site Plan (Plat) is a scale drawing of the Lot which shows the exact dimensions of the property, adjacent properties if applicable and all proposed improvements on the Lot described in the application.
- C. **Elevation View.** An elevation view is a drawing of the structure as seen from the front of the structure. (Pictures of similar structures or a brochure may be substituted for certain structures, i.e. fences, doors, decks, basketball goals.)

## **APPLICATION REVIEW PROCEDURES**

- A. **Filing.** The ACC Modification Request Form, pictures to support the request, description of materials to be used, drawings or site plan and a copy of permit applications, if applicable, must be submitted to the Association Manager at [hopewellplantation@gmail.com](mailto:hopewellplantation@gmail.com), for review and approval or denial by the ACC.
- B. **Review Process.** After receiving an application, the Association Manager will submit the application to the ACC. The ACC will attempt to review the request within 14 days. If the ACC is unable to review the request within 14 days, then the Board shall actively review and vote to approve or deny the request, as additional voting members. The Association Manager will then obtain a final decision from the ACC. The Association Manager will then issue a notice to the applicant indicating the approval, approval with specific conditions, or denial with explanation of the application. Please note that an onsite visit may be needed. The purpose of the onsite review is for the ACC members to assess the impact the request may have to neighbors and the general quality of the Community. A homeowner may be asked to be present for questions regarding complex plans, and the ACC may request outside expert review. If a homeowner has not received a response within 60 days, then the approval will be deemed received.
- C. The approved project must be completed within ninety (90) days upon commencement. If an approved project has not commenced within 6 (six) months after approval and/or estimated start date, the approval will be null and void and a new application will have to be submitted. If an approved project is not completed by the estimated completion date, a homeowner should submit the revised completion date in writing to the Association Manager. The ACC reserves the right to inspect the finished project to ensure that it conforms with the request submitted.
- D. Although many decisions are rendered soon after all information is received, applicants must allow 60 days for the ACC to review and render a decision regarding any Modification Request. The ACC will attempt to meet with any owner who requests an in-person meeting to discuss a pending application.

## **APPEALS PROCEDURES**

- A. If an application is denied, the homeowner may request an appeal of the decision to the Board in writing within 15 (fifteen) business days of receipt of the denial. If an appeal is not received within 15 days by certified mail, the decision of the ACC shall become final and all rights to appeal shall terminate and thereafter be void. The Board shall rule on the appeal within 45 (forty-five) days following the request for an appeal. The Board's decision will be final.

## **ACC REVIEW CRITERIA**

- A. The ACC evaluates all submissions on the individual merits of the application for conformity with the ACC Guidelines that are established herein.
- B. The following criteria represent the general standards:
  1. Design Compatibility. The proposed improvements should be compatible with the architectural characteristics of the applicant's house, adjacent houses, and the neighborhood setting. Compatibility is defined as, but not limited to, similarity in architectural style, quality of workmanship, similar use of materials, color and construction details or in compliance with the community-wide standard. The ACC can consider current architectural trends and new building materials, even though they may not be present in the current homes in the community.
  2. Location and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure of the community and following the overall architectural guidelines of the community.
  3. Scale. The size (in the three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings.
  4. Color. Selections should be made which blend with the housing type within the community.
  5. Materials. The same compatible materials as were used in the original house including, retention of architectural style; and continuation of color/trim combinations should be reflected in an addition.
  6. Workmanship. The quality of work should be equal to or better than that of the surrounding area.

## **ARCHITECTURAL STANDARDS AND GUIDELINES**

### **ADDITIONS**

- A. Applications must include the following information:
  - 1. A plan or drawing of the structure from two different views;
  - 2. List and specifications of construction materials;
  - 3. Finish type and color;
  - 4. Estimated start and completion dates;
  - 5. A plat showing the exact location of the addition;
  - 6. Any additional information as may be required or requested by the ACC.
- B. All additions must be consistent to design, materials and color with the home.

### **ANTENNAS**

- A. No antenna shall be placed, allowed or maintained, if such antenna is visible from any street within the community or from any street providing access to or running along the boundary of the community, without written approval from the ACC. Antennas or satellite dishes for reception should be mounted in the least conspicuous location available on the Lot which permits reception of an acceptable signal. The rear of the home is encouraged.

### **BARBEQUE GRILLS (PERMANENT)**

- A. Permanent grills may be installed at the rear of the house and not be located within fifteen (15') feet of the side and rear property lines. You must receive approval prior to construction.
- B. Rear-yard exception: If an item is located in the rear yard, and is not visible from the street, or from an adjacent neighbor, then approval from the ACC is not required. If it is visible from an adjacent neighbor, and the neighbor consents in writing to the installation, then approval from the ACC is not required.  
NOTE: All additions and landscape grading projects affecting drainage require ACC approval, even if solely in the rear yard.

### **BASKETBALL GOALS**

- A. Permanent sport courts must be approved by the ACC, and should be located in the rear yard with proper screening.
- B. Basketball goals must be located at the rear of the driveway or out of view. They are not allowed to be left at the street. Any damaged or broken basketball goal must be removed or repaired in a timely manner. Nets must be maintained.

### **DECKS**

- A. Applications must include the following information:
  - 1. A plan or drawing of the structure from two different views;
  - 2. List and specifications of construction materials;
  - 3. Finish type and color;
  - 4. Estimated start and completion dates;
  - 5. A plat showing the exact location of the addition;
  - 6. Any additional information as may be required or requested by the ACC.
- B. Decks are allowed at the rear of the home only and should be in keeping with the exterior colors of the home, and not extend out past the sides of the house. Owners shall also submit a plan to address areas under and around the deck.
- C. All decks must be maintained in good condition with no significant warping, sagging or discoloration.

## **DETACHED STRUCTURES (Sheds, Doghouses, Arbors/Swings, etc.)**

- A. All storage sheds, detached structures, doghouses, gazebos, and the like must be approved by the ACC, unless the rear yard exception applies.
- B. Rear-yard exception: If an item is located in the rear yard, and is not visible from the street, or from an adjacent neighbor, then approval from the ACC is not required. If it is visible from an adjacent neighbor, and the neighbor consents in writing to the installation, then approval from the ACC is not required.  
NOTE: All additions and landscape grading projects affecting drainage require ACC approval, even if solely in the rear yard.
- C. Applications must include the following information:
  - 1. A plan or drawing of the structure from two different views;
  - 2. List and specifications of construction materials;
  - 3. Finish type and color;
  - 4. Estimated start and completion dates;
  - 5. A plat showing the exact location of the structure;
  - 6. Any additional information as may be required or requested by the ACC.
- D. Emphasis will be placed on the consideration of views from adjacent properties and the street. Exterior colors must relate to the exterior of the house or be of neutral colors.
- E. Storage Sheds may be allowed as follows with approval:
  - 1. Wood Sheds, professionally constructed, will be considered if painted and shingled the same as residence and positioned at rear of property. Applications for approval are required by the ACC and see above for required information, such as plat, etc.
- F. Doghouses will be permitted only in the rear yard and must be located close to the house to provide minimum visual impact.

## **DOORS**

- A. Replacing an entry door is permitted without ACC approval. A change in the type of door requires approval.
- B. Screen doors and glass storm doors are not permitted on the front or side of the house or where they may be visible from the street.

## **DRAINAGE**

- A. Catch basins, retention ponds, detention ponds and drainage areas are for the purpose of controlling the natural flow of water only. No Owner or Occupant may obstruct or re-channel the drainage flows after location and installation of catch basins, retention ponds, detention ponds, drainage swales, storm sewers or storm drains have been set.
- B. Special attention shall be given to proper site surface drainage, so that surface water will not interfere with surrounding home sites and natural drainage flows. Paved areas shall be designed to allow surface water to drain naturally and not to allow water to collect and stand. Fill shall not be deposited or removed without ACC approval.

## **DRIVEWAYS, HARDSCAPES, AND WALKWAYS**

- A. All driveways must be approved by the ACC.
- B. Driveways and walkways must be constructed with concrete, brick, exposed concrete aggregate or stamped concrete. Asphalt is not permitted. All driveways shall have a light broom finish unless a similar texture is provided by stamped or exposed aggregate concrete, and joints shall be provided to control surface cracking.
- C. Any modification of the existing driveway, walkway or patio must receive approval by the ACC.

## **EXTERIOR MATERIALS**

- A. All alternations to the exterior of the house, including, but not limited to doors, shutters, trim, brick and siding must be approved by the ACC.
- B. Exterior finishes shall be real stucco, brick/ masonry, or a combination of real stucco and stone.
- C. All exterior materials must not be sagging, significantly discolored or in disrepair.

## **FENCES**

- A. All fence, or fencing type barrier shall require ACC approval. In no circumstance will a chain-link or wire fence be approved by the ACC. Applications must include the following information:
  - 1. A plan or drawing of the structure from two different views;
  - 2. List and specifications of construction materials;
  - 3. Finish type and color;
  - 4. Estimated start and completion dates;
  - 5. A plat showing the exact location of the fence in relation to the property line;
  - 6. Any additional information as may be required or requested by the ACC.
- B. Height – fences shall be a maximum height of six (6) feet (except as provided herein) on rear and side yards. Fence posts, columns, or decorative elements may be up to twelve (12) inches higher than the maximum fence height.
- C. Fence posts, columns or decorative elements are preferred in the front.
- D. All fencing must be installed within the boundaries of Lots to conform with all governmental setback and other regulations, if any, as well as any requirements of the recorded Plats for the subdivision. Any boundary dispute shall be resolved between the disputing Owners, and shall not be the responsibility of the Declarant or Association. It is recommended that you utilize a setback of six (6) inches to one (1) foot from the property line. Variances may be granted with regards to location from the rear corner of the home, in the sole discretion of the ACC or association Board, to allow access to a side door, enclose an air conditioning condenser unit or similar items.
- E. Invisible fences for dogs are pre-approved. The Board may revoke privileges to use electronic invisible fencing as a means to confine a pet if the Board determines that the pet displays aggressive or dangerous tendencies, if the pet or pet owner violates any Association regulations for pets in the community, or if the Board determines that elimination of electronic invisible fencing as a means of confinement would benefit the community.

## **FLAG POLES/FLAGS/SIGNS**

- A. A single flag displayed according to national standards is permitted without ACC approval, and must be maintained in good condition.
- B. No in-ground standalone flag poles are permitted.
- C. Signs are not permitted.

## **GARAGE AND GARAGE DOORS**

- A. Garage doors must be the same style as originally installed or an application must be submitted and approved by the ACC to change the style.
- B. Garage doors should maintain a level of detail consistent with the details and style of the home.
- C. Garage doors must be kept closed when not being used for ingress or egress.

## **GUTTERS AND DOWNSPOUTS**

- A. No application is needed.

- B. All house gutters and downspouts colors and styles must match those existing and must not adversely affect drainage on adjacent properties and must be maintained in a reasonable manner.

### **LANDSCAPING PLANS**

- A. Landscaping plans must be approved by the ACC. The landscape plan should be detailed and include such items as plant type, size, quantity, estimated time to complete project and the physical location of each plant. Mature plantings are required.
- B. Lawns shall be kept cut and neatly trimmed. Reasonable efforts shall be made to control weeds in landscaped areas, in the lawn, and in the beds. Dead, diseased, or damaged shrubbery and/or trees shall be removed or appropriately pruned, and shrubbery shall be neatly trimmed and maintained.
- C. No debris of any kind shall be blown or otherwise discarded into the street or onto neighboring property.
- D. An underground sprinkler system for irrigation purposes does not require ACC approval.
- E. Plastic edging is NOT allowed.
- F. Prior to any clearing, grading, excavation or any construction on a Lot, a landscape plan shall be submitted to the ACC for approval with a review form.

### **LAWN FURNISHINGS AND STRUCTURES**

- A. All lawn furnishings and structures, including, but not limited to, statues (including, frogs, bunnies, angels, etc.), lamp posts, fountains, bird baths, ponds, artificial plants, bird houses, or similar types of small accessories require the approval of the ACC if taller than 24 inches (2 feet).
- B. Rear-yard exception: If an item is located in the rear yard, and is not visible from the street, or from an adjacent neighbor, then approval from the ACC is not required. If it is visible from an adjacent neighbor, and the neighbor consents in writing to the installation, then approval from the ACC is not required. NOTE: All additions and landscape grading projects affecting drainage require ACC approval, even if solely in the rear yard.

### **MAILBOXES**

- A. Mailboxes can be constructed in the column style, consistent with the exterior of the home.
- B. Alternatively, black metal estate mailboxes can be selected to be consistent with the existing Imperial 631 mailboxes in the neighborhood: <https://www.mailboxworks.com/product/imperial-mailbox-systems-post-mount-631/>

### **PAINTING**

- A. An application is required before changing the exterior color of the home.
- B. Highly reflective and “neon” colors shall be avoided and the colors of adjacent homes shall not be the same.
- C. A minimum number of exterior colors shall be used. When more than one color is used, one shall be clearly dominant. The dominant color of the home should be neutral, subtle, and consistent with current paint trends in the local area. Secondary colors shall be:
  - 1. Compatible with the dominant colors;
  - 2. Limited to architectural details such as fascia frames, shutters and other building trim.
- D. High contrast colors, when used on structures, shall be limited to architectural elements such as entry doors.

### **PATIOS**

- A. Applications must include the following information:
  - 1. A plan or drawing of the structure from two different views;
  - 2. List and specifications of construction materials;
  - 3. Finish type and color;

4. Estimated start and completion dates;
5. A plat showing the exact location of the addition;
6. Any additional information as may be required or requested by the ACC.

Rear-yard exception: If an item is located in the rear yard, and is not visible from the street, or from an adjacent neighbor, then approval from the ACC is not required. If it is visible from an adjacent neighbor, and the neighbor consents in writing to the installation, then approval from the ACC is not required. NOTE: All additions and landscape grading projects affecting drainage require ACC approval, even if solely in the rear yard

### **PORCHES**

- A. An application must be submitted for any alteration or addition of a porch. Modifications of existing porches and similar portions of a structure visible from outside the Lot shall be subject to approval and require an application. If there is an alteration to an existing porch in the rear yard, then no approval is required.

### **RECREATION AND PLAY EQUIPMENT**

- A. An application is required for permanently installed playground equipment and playhouses.
- B. All playground equipment shall be placed to the rear of the residence within the rear sightlines where they are least conspicuous when not in use. Play equipment is not allowed to be left in the front yard or driveway when not in use. Recreation and play equipment includes, but is not limited to swing sets, play sets, trampolines, and soccer and baseball nets, etc.
- C. Rear-yard exception: If an item is located in the rear yard, and is not visible from the street, or from an adjacent neighbor, then approval from the ACC is not required. If it is visible from an adjacent neighbor, and the neighbor consents in writing to the installation, then approval from the ACC is not required. NOTE: All additions and landscape grading projects affecting drainage require ACC approval, even if solely in the rear yard.
- D. All play equipment must be maintained in good condition.

### **ROOFING**

- A. Replacing shingles of the same type and color as originally installed does not require an application. All other shingle changes must be approved by the ACC.
- B. Colors – Roof material colors shall be of dark brown, black, charcoal and similar hues. Any changes from the original installed must be approved.
- C. Roof Accessories:
  1. Stack Vents, etc – All stack vents, attic ventilators, and similar roof penetrations shall be located on the rear slope of the roof in such a manner so that they cannot be viewed from the street on which the main residential dwelling fronts.
  2. Roof Accessories – All exposed roof accessories including, without limitation, stack vents, roof flashings, attic ventilators, metal chimney caps, and skylight curbs shall match the color of the roofing material or shall be of a compatible color.

### **SIDEWALKS AND PATHWAYS**

- A. An application is necessary and requires the following information:
  1. Site Plan showing location and relation to the adjacent property lines, the applicant's house and adjacent houses;
  2. Dimensions of proposed improvements;
  3. Materials and finishes to be used, including color
  4. Estimated start and completion dates are required.
  5. Plat showing the location of the additional sidewalk or pathway.

## **SKYLIGHTS**

- A. Skylights may be installed at the rear of the home only.

## **SWIMMING POOLS, SPAS, WHIRLPOOLS AND POOL HOUSES**

- A. A completed application to be submitted to ACC requires the following information:
  - 1. A Site Plan showing location and dimensions of the pool, other mechanical equipment, etc., in relation to the applicant's house, property lines and adjacent dwellings;
  - 2. Detailed dimension and plans of the pool, and pertinent information concerning water supply system, drainage and water disposal system;
  - 3. Estimated start and completion dates are required;
  - 4. A plat showing the exact location of the pool; and
  - 6. Any additional information as may be required or requested by the ACC.
- B. Pools must be located at the rear of the house. All in-ground pools, spas and whirlpools must fit naturally into the topography of the proposed Lot. It must also be located to provide minimum visual impact to the surrounding properties and streets.
- C. All pump, filter, etc., equipment must be screened from view with landscaping.
- D. Permanent above ground pools are NOT allowed.

## **TREE REMOVAL**

- A. All dead trees must be removed. Tree stumps should be cut to grade or grinded.
- B. Tree removal is subject to compliance with the Code of Ordinances of the City of Milton and the evidence of such approval must be forwarded to the ACC and can be emailed to [hopewellplantation@gmail.com](mailto:hopewellplantation@gmail.com). Refer to the City of Milton for Tree Removal Permit.

## **TREE HOUSES**

- A. Tree houses or platforms of a like kind shall not be constructed unless approved by the ACC.
- B. An application must be submitted detailing the size, materials, etc.
- C. Tree houses are not to be in view from the street.
- D. Rear-yard exception: If an item is located in the rear yard, and is not visible from the street, or from an adjacent neighbor, then approval from the ACC is not required. If it is visible from an adjacent neighbor, and the neighbor consents in writing to the installation, then approval from the ACC is not required.  
NOTE: All additions and landscape grading projects affecting drainage require ACC approval, even if solely in the rear yard.

## **WINDOWS**

- A. Windows shall be consistent with existing windows, and ACC approval is not required for replacement windows.
- B. Window trim and all exterior trim is to be painted and maintained in good condition.