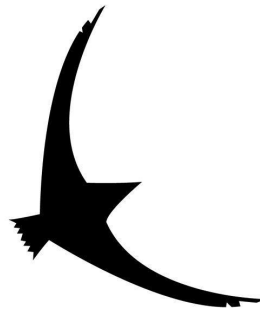


# ARCHITECTURAL DESIGN & CONSTRUCTION GUIDELINES



E C H E L O N

Updated July 20th, 2021

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## **Section I**

### **Welcome to Echelon**

Echelon is nestled within the tranquil setting of the rolling hills and plush foliage of Cherokee County, Georgia. An exquisite community located within 40 miles of downtown Atlanta, this scenic and relaxing context serves as an ideal environment for those in search of an exceptional lifestyle of comfort, sophistication and leisure. The centerpiece of this distinctive community is the Echelon Golf Club, which offers a first-rate golf experience in Rees Jones' signature 18-hole course.

A designated Conservation Community, Echelon is dedicated to offering an exceptional and unique lifestyle of comfort, sophistication, and natural beauty. The spacious and secluded nature of the wooded and rolling home sites allow for each residence to be established with a distinctive character. The Architectural Design Guidelines enable Georgia builders and design professionals to create a unique home. Your own builder is welcome to sit down with the ARC Committee to discuss your vision.

## **Section II**

### **The Architectural Review Committee**

#### **A. Introduction**

The Architectural Review Committee (ARC) reports to the Echelon Homeowner's Association Board of Directors. The ARC is responsible for effectively communicating and implementing the design parameters set forth within these Guidelines. The ARC consists of individuals with varied yet applicable professional experiences, which allow for objective and comprehensive critique of each design submission. The ARC uses a professional Architect to review and comment on all plans. The ARC is focused on all aesthetic aspects of the design. However, it is neither responsible nor obligated to provide comments regarding techniques of construction, engineering systems, accuracy of the construction documents or compliance with building code requirements. Submissions may be disapproved solely for aesthetic reasons deemed contrary to the goals and objectives of these Guidelines and the ARC. The ARC, in its review process, shall not dictate any particular architectural style or hinder personal design preferences while at the same time, striving to facilitate a cohesive character within Echelon.

#### **B. ARC Review Meetings**

ARC Review Meetings are held on an as needed basis depending on the volume of construction activity. Each design will be required to go through two review processes, a Preliminary Review and a Final Review, the requirements of which are expounded upon in Section III.

#### **C. Variances**

A variance from these guidelines shall only be considered if it is dictated by unique circumstances, such as but not limited to, topography, natural obstructions, aesthetic considerations or environmental considerations.

## **Section III**

### **The ARC Review Process**

#### **A. Introduction**

The ARC Review Process is the decisive juncture to ensure that the standards established within these Guidelines are adhered to and the overall design integrity of the community is apparent in each Single Family Residence. It is the desire of the ARC to institute a positive approach and establish an amicable relationship with the Owner, Architect, Landscape Architect and Builder throughout the Review Process. *The Echelon ARC shall be the final arbiter of all aesthetic issues.*

#### **B. Application Requirements**

All proposed residential construction requires submission of an Application for Residential Construction and an Application for Landscape Installation. Separate Applications should be submitted for modifications to existing residences and existing landscape installations. *Plans will not be reviewed without the completed Application and delivery of the applicable Review Fee and/or Deposit.*

#### **C. Stages of Design Review**

##### **1. Preliminary Design Review**

The Review Process new residential construction will consist of two stages, a Preliminary Design Review and a Final Design Review. The Preliminary Design Review is intended to ensure that the proposed conceptual design possesses the potential for an aesthetically pleasing residence and appears to be commensurate with the Guidelines as determined by the ARC. This intermediate procedure shall serve as a safeguard measure to identify any issues that may delay the granting of "Echelon ARC Final Approval" and the subsequent issuance of the building permit and beginning of construction. Preliminary approvals are valid for one hundred eighty (180) days from issuance of the approval by the ARC. In a case where the Final Design Review does not occur within one-hundred eighty (180) days of the Preliminary Approval, said Approval will be considered as having expired and another Preliminary Review will be required.

## 2. Final Design Review

This review is based on the premise that the design has been submitted for Preliminary Review and approved by the ARC; and that any ARC constructive comments have been incorporated into the documents submitted for the Final Design Review. In the Final Review, a professional architect will review the submitted plans. The architect will ensure the submitted plans comply with all Architectural Design and Construction Guidelines and also give any needed comments on aesthetics. The architect will also give his opinion on the submitted plans ability to cohesively fit in Echelon. Depending upon the nature and magnitude of new comments resulting from the Final Review, a revised set of Design Documents may be requested for further review prior to the commencement of the Lot Stake-Out Review. Otherwise, an “Approval to Proceed” will be granted either fully or with conditions to be addressed during the construction process. The Final Approval is valid for twelve (12) months from issuance of the approval by the ARC. ***If a Cherokee County Certificate of Occupancy has not been received within 12 months of the commencement of construction, a new Application for Residential Construction must be submitted along with the applicable design review fee.*** The following items are necessary for submission in order for the Final Design Review to take place:

- a. The completed Residential Construction Application;
- b. The payment of the applicable ARC Review Fee;
- c. The required Design Documents (see following Submission Requirements).

All comments resulting from the Preliminary and Final Reviews will be issued in writing within five (5) business days of the review date. In order to resolve any potentially contentious issues in an amicable manner, it is encouraged that a follow-up meeting take place at the earliest convenience of the Owner, Architect and/or Builder and a member of the ARC.

## 3. Modification to Existing Residences or Existing Landscaping Design Review

This review will be completed when an Architectural Modification Request Form has been submitted for an existing residence, existing landscaping, or during the process of constructing a new residence. The ARC will conduct these reviews and will ensure the submitted plans comply with all Architectural Design and Construction Guidelines and also give any needed comments on aesthetics. Depending on the magnitude of the modification requested, an additional fee may be required to also have the external architect review and give his opinion on the submitted plans ability to cohesively fit in Echelon. The use of the external architect for additional review and guidance will be at the sole discretion of the ARC. Please refer to the Architectural Modification Fee/Deposit Schedule for guidance on any applicable review fee for the project you are submitting for review. Approvals for modifications to existing residences or existing landscaping will be valid for twelve (12) months from issuance of the approval by the ARC. ***If the project has not been completed within 12 months of approval from the ARC, a new Architectural Modification Request Form and updated plans must be submitted along with the applicable design review fee.*** The following items are necessary for submission in order for the Final Design Review to take place:

- a. The completed Architectural Modification Request Form;
- b. The payment of the applicable ARC Review Fee;
- c. Supporting plans or drawings of proposed modification.

## D. Design Review Submission Requirements

The submission of a comprehensive and professionally presented set of the Design Documents is essential to provide a systematic and uniform review of proposed residential construction. For both the Preliminary and Final Reviews, three (3) bound sets of Design Documents at a sheet size of 24" x 36" or 30" x 42" will be required. *Incomplete submissions, which do not fulfill each of the following criteria, will not be reviewed until all required items of information are submitted.*

| <b>Preliminary Design Review</b>  |
|---|
| <p><b>Site Plan: 1" = 20'</b></p> <ul style="list-style-type: none"> <li>● Property Lines and Building Setback Lines (County &amp; Echelon)</li> <li>● House Footprint with Finished Floor Elevations</li> <li>● Delineation of Drives, Walks, Patios, etc.</li> <li>● Proposed Grading and Drainage Plan (showing existing and indicating proposed contours at 2' intervals indicating pattern/flow lines)</li> <li>● Tree Survey:               <ul style="list-style-type: none"> <li>○ Understory Trees (4" diameter and up) such as Dogwood, Sourwood, Redbud, etc.</li> <li>○ Overstory Trees (18" diameter and up) such as Oak, Maple, Elm, Hickory, etc.</li> </ul> </li> <li>● Landscaping Walls, etc.</li> <li>● Limits of Clearing and Silt Fence Locations</li> </ul> |
| <p><b>Foundation/Basement Plan: 1/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● Overall Dimensions</li> <li>● Windows &amp; Exterior Doors Coordinated with Elevations</li> <li>● Patios, Porches, Deck Supports, Loggias, Light Wells</li> <li>● Unfinished Areas, Crawl Spaces, Unexcavated Areas</li> <li>● Square Footage Calculation of Conditioned Area</li> </ul>  |
| <p><b>Floor Plans: 1/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● Overall Dimensions</li> <li>● Windows &amp; Exterior Doors Coordinated with Elevations</li> <li>● Patios, Porches, Decks, Loggias</li> <li>● Square Footage Calculation of Conditioned Area</li> </ul>   |

| <b>Final Design Review</b>  |
|---|
| <p><b>Site Plan: 1" = 20' or Scale of Choice</b></p> <ul style="list-style-type: none"> <li>● Registered Site Survey or Plot Plan</li> <li>● Property Lines, Building Setback Lines, Easements</li> <li>● House Footprint with Finished Floor Elevations</li> <li>● Drives, Walks, Patios with Finish Materials</li> <li>● Courtyard Walls, Drainage Ditches, Retaining Walls, etc.</li> <li>● Elevations of Finished Grades at Footprint, Drive, Curb, etc.</li> <li>● Final Grading and Drainage Plan</li> <li>● A/C Compressors, Utility Entries, Service Yards, Retaining Walls</li> <li>● Tree Survey with Proposed Tree Removal (4" diameter and up)</li> </ul> |
| <p><b>Foundation/Basement Plan: 1/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● All Notes and Dimensions Necessary for Construction</li> <li>● Sizes of Windows and Doors Noted or Drawn Accurately</li> <li>● Interior Structural Columns and Load Bearing Walls</li> <li>● Footer and Thickened Slab Locations</li> <li>● Unfinished Areas, Crawl Spaces, Unexcavated Areas</li> <li>● Patios, Porches, Deck Structures, Light Wells</li> <li>● Retaining Walls Attached to Foundation</li> <li>● Square Footage Calculation of Conditioned Area</li> </ul>   |
| <p><b>Floor Plans: 1/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● All Notes and Dimensions Necessary for Construction</li> <li>● Sizes of Windows and Doors Noted or Drawn Accurately</li> <li>● Ceiling design, heights and depiction of vaulted areas</li> <li>● Mechanical Chases, Attics, Roofs below</li> <li>● Patios, Porches, Loggias, Decks, Porte Cocheres, Pergolas</li> <li>● Square Footage Calculation of Conditioned Area</li> </ul>  |

| <b>Preliminary Design Review</b>  |
|---|
| <p><b>Roof Plan: 1/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● Drawn Accurately in Accordance with Elevations</li> <li>● Roof Pitches</li> <li>● Chimneys, Dormers, Cupolas, Widow's Walks, etc.</li> </ul>             |
| <p><b>Exterior Elevations: 1/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● All Four (4) Primary Elevations</li> <li>● Roof Pitches</li> <li>● Exterior Finish Materials</li> <li>● Primary Vertical Dimensions</li> </ul> |
|   |
|   |

| <b>Final Design Review</b>   |
|--|
| <p><b>Roof Plan: 1/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● Drawn Accurately in Accordance with Elevations</li> <li>● Roof Pitches, Typical Overhang Dimension</li> <li>● Chimneys, Dormers, Cupolas, Widow's Walks, etc.</li> <li>● Mechanical Vents, Roof Vents</li> <li>● Floor Plan Superimposed (preferred but not required)</li> </ul>  |
| <p><b>Exterior Elevations: 1/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● All Four (4) Primary Elevations</li> <li>● Hidden Elevations Behind Garages, Covered Porches, etc.</li> <li>● Roof Pitches</li> <li>● Exterior Finish Materials Drawn as Accurately as Possible</li> <li>● Garage Door Design Accurately Depicted</li> <li>● Floor, Sill, Head, Roof Plate, &amp; Ridge Heights</li> <li>● Accurate Depiction of Finished Grade Line</li> <li>● Seat Walls, Structural Planters, Retaining Walls, Fences, etc.</li> </ul>   |
| <p><b>Exterior Details: 3/4" = 1'-0"</b></p> <ul style="list-style-type: none"> <li>● Rakes, Soffits, Porches, Decks, Bays, Dormers, Cupolas, etc.</li> <li>● Front Door, Window Head &amp; Sill Details</li> </ul>  |
| <p><b>Exterior Finish Sample Board – Acceptable Photographs May Be Submitted in Lieu of Exterior Finish Sample Board</b></p> <ul style="list-style-type: none"> <li>● Roof Material Sample or Palette (indicate weight and color)</li> <li>● Masonry Selection and/or Sample(s). Finish Sample Boards or Photographs Must Indicate What Finish Material is Represented, the Name, Color and Manufacturer/Supplier of the Material and the Location of the Material.</li> <li>● Grout Color Selection</li> <li>● Window Color Selection</li> <li>● Paint Colors for Fascia, Trim, Handrails, Decks, Pergolas, etc.</li> <li>● Stain Colors for Doors, Handrails, Decks, etc.</li> <li>● Supplemental Photographs of Installations are Encouraged</li> <li>● Driveway Apron Materials &amp; Color</li> </ul> |



| Preliminary Design Review |
|---------------------------|
|                           |
|                           |
|                           |

| Final Design Review   |
|---|
| <p><b>Landscape Plan: 1" = 10'</b></p> <ul style="list-style-type: none"> <li>● Property Lines, Building Setback Lines, Easements</li> <li>● House Footprint with Finished Floor Elevations</li> <li>● Existing Trees at Least 8" Diameter Depicting Saved &amp; Removed</li> <li>● Size, Spacing and Quantities of Plants Shown to Scale</li> <li>● Decks, Patios, Porches Coordinated with Floor Plans</li> <li>● Light Wells, Retaining Walls, and Planters with Heights</li> <li>● Drives, Parking Areas &amp; Walks with Materials Noted</li> <li>● A/C Compressors, Utility Meters, Service Yards, etc.</li> <li>● Courtyard Walls, Fences, Sight Screens</li> <li>● Irrigation Layout</li> <li>● Exterior Lighting Layout</li> <li>● Pool &amp; Deck Areas (if applicable)</li> <li>● Owner May Post a Deposit to Delay Submittal Until Sheetrock Installation Begins</li> </ul> |
| <p><b>Landscape Details: Scale of Choice</b></p> <ul style="list-style-type: none"> <li>● Light Wells, Retaining Walls, Structured Planters</li> <li>● Seat Walls, Fences, Sight Screens</li> </ul>   |
| <p><b>Plant Schedule: Grid Format</b></p> <ul style="list-style-type: none"> <li>● Common and Scientific Names</li> <li>● Quantities and Sizes at the Time of Installation</li> <li>● Special or Notable Characteristics</li> </ul>   |

**E. Lot Stake-Out Review**

After all conditions following the Final Design Review have been met as determined by the ARC, and before any site disturbance can commence, a series of stakes connected by ribbon demarcating all proposed construction including: Building Foundation, Porches, Patios, Decks, Terraces, Drives, and if applicable, Pools, etc. must be installed for review by an ARC representative. All trees proposed to be removed are also to be flagged by red ribbon. ***In no case shall any tree removal or site clearing commence without "Echelon ARC Final Approval" authorization.***

**F. Construction Deposit**

A single Construction Deposit is required before beginning construction. This Construction Deposit has three purposes. First, this deposit will be used to cover any damage or clean up to Echelon roads, curbing, signage, structures, fences, gates, or common area caused by construction vehicles or construction activity by the owner or representatives thereof. Second, the deposit will be used to cover any fees as a result of non-compliance with page 23 section D, Maintenance of Construction Sites. Third, the deposit can be used to rectify any non-compliant or non-approved issues with the residence or landscaping.

This deposit will be returned upon the approved completion of building construction as determined by the ARC. If the cost of any repairs or fees exhausts this deposit, a second deposit will be required.

#### **G. Echelon ARC Final Approval**

"Echelon ARC Final Approval" shall be granted in writing once the Final Design Review conditions have been met, the Lot Stake-Out Review has been approved and all Fees and Deposits have been paid. Only after the Echelon ARC Final Approval is granted and all local ordinances and governmental permits have been addressed and issued, may any site disturbance commence.

#### **H. Construction Progress Inspections**

The ARC shall have the right, but not the obligation, to monitor the construction progress to ensure that ongoing construction is compliant with the ARC approved Design Documents.

#### **I. Request for Inspection**

A request for inspection of any type can be arranged by contacting the ARC.

#### **J. Limiting Conditions of the Guidelines**

These Guidelines establish the design standards for the Single Family Residences at Echelon. They do not supersede (except where more restrictive) the Declaration of Covenants, Conditions and Restrictions, municipal, county, state, or federal regulations, or other legally binding agreements.

#### **K. Disclaimer of Liability**

Neither the ARC, nor any of its representatives, successors or assigns may be liable for damages to anyone submitting plans for approval, or to any Owner, Builder, Contractor, Visitor or Occupant of any of the property in Echelon by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval of any plans or the failure to approve any plans. No ARC approval as provided herein shall be deemed to represent or imply that the proposed improvement, if constructed in accordance with the approved plans and specifications, will result in properly designed and constructed improvement or that it will meet all applicable building codes, governmental or agency requirements. The issuance of Echelon ARC Final Approval does not take the place of other governmental approvals and permits. All such approvals and permits are the responsibility of each Owner.

## **Section IV**

### **Architectural Design Guidelines**

#### **A. Conceptual Approach**

The Architectural Design Guidelines have been composed with the principal objective of establishing an exemplary community in which the homeowner is pleased with the aesthetic quality of the residences and the community is recognized as an exceptionally attractive place in which to live. The design parameters set forth within these Guidelines are intended to promote design fostering an enduring community of timeless architecture.

## B. Site & Building Design Parameters

### 1. Building Setback Requirements

|                                |         |
|--------------------------------|---------|
| Front Setback                  | 35 Feet |
| Rear Setback – Off Golf Course | 40 Feet |
| Rear Setback – On Golf Course  | 50 Feet |
| Side Setback                   | 15 Feet |

**2. Dwelling Size** - The square footage requirements set forth below apply to conditioned floor areas and are exclusive of portions of basements, terrace levels, vaulted ceiling and unfinished attic spaces, open, covered and screened-in porches, decks and patios, porte-cocheres and garages.

| <b>Residence</b> | <b>Minimum<br/>Main Level Conditioned Area</b> |
|------------------|--|
| One Story        | 4,500 Square Feet                              |
| 1-1/2 Story      | 4,000 Square Feet                              |
| 2 Story          | 3,500 Square Feet                              |

In the case where there is restrictive topography, lot dimensions or unusual site conditions, a variance of no more than ten percent (10%) of such minimum square footage requirements can be considered and granted by the ARC.

### 3. Minimum Ceiling Heights

- a. Basement: Ten (10) feet
- b. Main Floor: Ten (10) feet
- c. Second Floor (if applicable): Ten (10) feet

#### **4. Maximum Height Limitation**

- a. The maximum number of stories permitted above grade level at the front of the residence is two (2).
- b. The maximum height limitation from the Main Level finished floor elevation to the top of the cornice (as it relates to the roof over the main body of the residence) is twenty-six (26) feet.

#### **5. Finished Floor Elevation**

- a. The ARC encourages a prominent or elevated appearance of the residence as it relates to the site. Consequently, it shall be required that there be no less than two (2) feet of veneered foundation from finished grade to the Main Level finished floor elevation.

#### **6. Minimum Roof Pitch**

- a. Primary roof areas shall have a minimum slope of ten (10) feet vertical to twelve (12) feet horizontal or 10:12.
- b. Secondary roof masses over porches, loggias, bays, etc. are permitted to be less than 10:12 (but not less than 4:12) as long as aesthetically suitable proportions have been preserved.

#### **7. Garage Orientation**

- a. Each residence shall have a minimum of three (3) single door garages. It is recommended that at least one (1) garage bay shall be no less than twenty four (24) feet in depth to accommodate large SUVs or trucks and to permit loading/unloading with the garage door in a closed position.
- b. Single garage doors are required and must be at least nine (9) feet and no more than twelve (12) feet in width and at least eight (8) feet and not more than ten (10) feet in height. Double width doors are strictly prohibited.
- c. All garage doors shall be detailed and finished in a style consistent with the style of the residence.
- d. Front entry garages are prohibited unless the ARC grants an approval due to limited lot size, shape, extreme topographical changes, or unusual site conditions. Secondary front facing garage(s) are permitted. In the case a front entry garage is approved, the garage door(s) shall be recessed into the facade.
- e. In the case where a corner residence has a side entry garage which faces the street to which it is directly adjacent, the garage doors shall be recessed into the façade with the use of a roof overhang supported by brackets, columns or piers.

## **8. Pools, Spas and Recreational Equipment**

- a. All pools, spas and recreational equipment are to be located between the residence and the Rear Building Setback Line and not within view from the street.
- b. Pool equipment enclosures must also be located within the Setback and no closer than twenty-five (25) feet to the nearest Side Property Line. They shall be architecturally consistent with the residence and treated with similar massing, materials and details.
- c. Retaining walls to support pools or pool deck areas are preferred to extend no higher than five (5) feet above the natural grade line. In the case taller walls are necessary due to topographical demands, such walls shall be veneered with masonry and/or heavily landscaped to improve the aesthetic appeal.
- d. One (1) outdoor play structure is permitted per residence and it must be located within the Rear Building Setback Line and not visible from the street. In the case of on-golf course lots, such play structures must be screened from view from the golf course and located within the Building Setback Line but no closer than seventy-five (75) feet from the Rear Property Line.

## **9. Fences & Walls**

- a. Fences and walls shall be aesthetically consistent with the architectural design and utilized to transition the massing of the residence to the natural topography of the site.
- b. Privacy fences that enclose a portion of the property shall be prohibited. There shall be special consideration given to the impact fences or walls may have on neighboring residences. Such structures are meant to provide a certain level of security and define spaces such as courtyards, pools, play areas, etc. but are not meant to be used as privacy walls.
- c. Walls shall be constructed of masonry, limestone or natural stone.
- d. Fences shall be wrought iron or similar black metal material.
- e. Chain link and welded wire fencing are strictly prohibited.
- f. All fence and wall designs are required to be submitted with the Landscape Drawings for Final Design Review.
- g. All fences and gates shall be constructed to terminate at the rear corners of the home unless topographically prohibitive.

## **10. Mail & Newspaper Boxes and Street Number Signage**

- a. In order to achieve continuity and design cohesiveness in the residential community, all mail boxes shall be installed by the ARC's approved vendor.
- b. The standardized mailbox shall be acquired through the Echelon Homeowners Association, Inc. at the Owner's expense. Please see the Echelon ARC Fee/Deposit Schedule for the current cost of a mailbox. Any modification of this mailbox is strictly prohibited.

## **11. Exterior Lighting**

- a. Exterior lighting shall be designed and installed to enhance the architectural and landscape features of the residence. The quantity and location of lighting shall be sensitively planned to preserve the privacy of neighboring residences. As a serene evening environment is desired throughout the community, light pollution shall be avoided. The Echelon ARC shall be the final arbiter of all aesthetic issues.
- b. Exposed flood lights are prohibited, however flush mounted can lights in the soffits are acceptable.
- c. The exterior lighting plan shall be submitted with the Landscape Installation Application.

## **C. Quality of Design Standards**

### **1. General Approach**

- a. The residence shall be located sensitively on the lot so that the natural topography, vegetation and unique site features are to be minimally disrupted. Consideration should also be given to the spatial relationship to existing or future residences on adjacent lots.
- b. All aspects of design, including site planning, architecture and landscape improvements shall be consistent in quality and aesthetic presence.
- c. The architectural style of the residence shall be well developed and sensitively detailed in accordance with a high degree of historic authenticity and in keeping with traditional regional architectural elements. The thoughtful application of scale, proportion and material selection as demonstrated in the Echelon Pattern Book are integral to the success of an aesthetically pleasing residence.
- d. A floor plan design may not be repeated within five (5) lots on either side of a street. A repeated floor plan may not have its exterior elevation materials and colors repeated anywhere in the community.

### **2. Exterior Finishes**

- a. Brick or natural stone shall be the only finishes permitted from the finished grade line to the Main Level floor line. A masonry veneer of either brick or natural stone shall be utilized as the primary exterior finish material. Natural or hard coat stucco and wood or cementitious siding in the form of clapboard, board & batten, shake shingles, etc. are acceptable as an accent finish material. Strand board, vinyl and aluminum siding are strictly prohibited.

- b. The application of exterior wall materials shall be continuous around corners and be proportionately represented in all elevations of the residence. Changes in material shall occur in logical locations typically at interior corners where one building mass meets another. In order to avoid the appearance of a false facade, a change of materials on external corners is strictly prohibited.
- c. Exterior colors shall be selected in accordance with traditional palettes, the range of which is to be used with restraint. In order to preserve a unique presence of each residence, color selections shall be distinctive and cohesive with the neighborhood and community as a whole.

### **3. Roof Treatment**

- a. Roof materials, shapes and pitches shall be compatible with the architectural style of the residence. Roof configurations shall be planned thoughtfully to avoid awkward shapes and unusual intersections. Ancillary roof elements such as dormers and cupolas shall be detailed consistent to the remainder of the residence. Dormers shall be functional and provide natural light to interior rooms or spaces. If a dormer is used on an unfinished area, the window must be blacked out from the inside.
- b. Acceptable roof materials are fireproof wood shake shingles, natural or synthetic slate, flat clay or concrete tile, dimensional shingles (minimum 30-year and 280 lbs.) and copper or factory painted seamed aluminum (only on ancillary roofs).
- c. Attic vents and plumbing vents shall be constructed as unobtrusively as possible, located on the rear roof plane, and treated or painted to blend with the roof color.
- d. Roof eaves and rakes shall be accented with multiple fascia boards, cove and crown moldings, and frieze boards and trim.
- e. Gutters and downspouts shall be utilized at all roof eaves with the exception of small ancillary elements such as dormers and cupolas. All gutters and downspouts shall be copper, or factory finished aluminum. Round downspouts are required, and all locations are to be sensitively planned in accordance with the aesthetics of the elevations.
- f. Solar panels may not be used on roof surfaces that can be seen from a street. The ARC will consider solar panels elsewhere with significant consideration given to aesthetics.



## **Window and Door Treatment**

- g. Skylights may not be used on roof surfaces that can be seen from a street. The ARC will consider skylights elsewhere with significant consideration given to aesthetics. Preference will be given to roof elements that allow for natural lighting by the use of clerestory windows within dormers or cupolas.
- h. The Main Entry shall be sheltered, and the front door(s) shall be either double doors no less than eight (8) feet tall or a single door sized at a minimum three (3) feet wide by eight (8) feet tall with sidelights.
- i. All elevations shall be articulated with a consistency of detailing. Varying window and door types are to be used with restraint. All openings are to be accented with projected lintel and sill details. The use of shutters shall require an accompaniment of shutter hardware including hinges and holdback.
- j. Shutters shall be sensitively shaped and sized in accordance with its respective window.
- k. All bay windows shall be either continuous to grade or visually supported by properly scaled corbels or brackets. Bays that are located on the Front Elevation and at the Main Level are preferred to be continuous to the grade line and supported by a foundation. In the case of two (2) story bays, expanses of wall areas between glazed sections shall be articulated with detailing in order to prevent ill-proportioned verticality.
- l. In order to depict glazed openings in a historically correct manner, all windows and glazed doors on the front and sides of the residence shall be articulated with grilles. True divided light or simulated divided light assemblies are required. Snap-in or internal grilles shall not be permitted. The use of other types of window grilles shall be subject to approval by the ARC.
- m. In order to accent the windows, all windows shall be framed with 1x4 trim with back band.

## **4. Chimney Assemblies**

- a. Each residence must have at least one chimney.
- b. Acceptable constructions for chimneys are brick, stone or stucco. No siding material shall be permitted.
- c. Cantilevered chimneys are prohibited. Chimneys located on exterior walls must be continuous to the grade line or substantial structure i.e. deck, structured planter, porch or patio slab, etc.
- d. Chimney shrouds shall be required where there is a prefabricated metal flue. Standard shrouds or hoods shall not be permitted.
- e. Direct vent fireplaces shall be permitted as long as vents are located on the rear of the residence.

## **5. Elevated Decks and Handrails**

- a. All elevated decks shall be treated as an extension of the home. As such, the primary exterior finish brick or stone must be used to veneer all exterior deck surfaces. Wood or composite shall not be used on exterior deck surfaces.
- b. Deck columns or piers are to be constructed of brick, stone.
- c. Arches are highly encouraged between deck columns.
- d. All deck surfaces shall be a solid surface such as brick, stone, or tile.
- e. Deck handrails shall be constructed of metal such as steel, aluminum, or iron.
- f. All deck and patio staircases shall be constructed of a solid surface. Wood, Trex or other composite materials are prohibited
- g. Underdecking is required for all extended patios

## **6. Foundations**

- a. In the case there is not a full height Basement underneath conditioned living space, a crawl space at a minimum height of three (3) feet shall be required. Slab-on-grade foundations will not be permitted.
- b. All foundation walls exposed above the finished grade line shall be clad with masonry veneer to at least the Main Level floor line.

## **7. Utility Connections**

- a. All exterior utility connections shall be located inconspicuously and away from public view and in strict adherence to ARC Final Approval. Landscape plantings and/or built partition screening are recommended methods of view obstruction.
- b. Exposed electrical equipment, vents, stub outs, drain lines, pipes, etc. must be painted to match the backdrop color of the residence.

## **8. Attached Satellite Dishes**

- a. Satellite dishes attached to the residence shall be permissible if sized no greater than twenty-four (24) inches in diameter.
- b. All satellite dishes shall be screened preferably by landscaping so that visibility from the street, other residences, and if applicable, the golf course is completely obstructed. Satellite dishes shall be painted to blend with the residence.

## **SECTION V**

### **Landscape Design Standards**

#### **A. Introduction**

The rolling hills and thick growth of mature trees that compose the tranquil ambience of Echelon serve as an extraordinary setting. As all residences shall be designed in sensitive response to the beauty of the site, the landscape design will play a significant role toward unifying the residence with the terrain. The preservation of existing vegetation and installation of a variety of layered plantings strategically designed in harmony with the architectural backdrop shall soften the transition of site to structure and result in an unobtrusive addition to the natural environment. As Echelon is a Conservation Community, extra care should be taken to preserve as many of the existing mature trees as possible. The specific objective of the Landscape Design Standards is to establish minimum requirements for the design and installation of site improvements in order to ensure that the quality level is commensurate with that of the architecture.

#### **B. Construction Deposit (Landscape Requirements)**

All proposed landscape improvements require the submission of a completed Application for Landscape Installation. Additionally, a Construction Deposit shall be paid by each Owner. This Deposit shall be returned upon the approved completion of all landscape installation and building construction as determined by the ARC. The ARC reserves the right to withhold a portion or the entirety of the Deposit for any of the following reasons:

1. The restoration or replacement of existing vegetation, grades or other natural features that have not been specifically approved for removal or alteration by the ARC during the Review Process;
2. The cleaning of atypical amounts of dirt, debris or building materials left by the Owner or representative thereof;
3. The completion of landscape improvements which vary from the design submission granted with a Final Approval;
4. Incomplete landscape installations one (1) month after the issuance of the Cherokee County Certificate of Occupancy.
5. In the case any of these circumstances apply, the ARC shall notify the Owner of any such deficiency. The Owner must remedy such deficiency at the Owner's expense and within the timeframe as granted by the ARC. If this timeframe expires and the matter has not been resolved, the ARC shall make a deduction(s) against the Construction Deposit to rectify the issue.

**C. Landscape Design Review Process**

The ARC is responsible for conducting the Landscape Design Review, which will take place during the Preliminary Review, Final Review, or Modification Review of the architectural design. It is important that the aesthetics of the landscape improvements be critiqued along with the architecture in order to ensure there is overall cohesiveness of design. The submission requirements for each of these Reviews are defined in these Guidelines. Once the Final Design Review takes place and "Echelon ARC Final Approval" is granted, the ARC requires that all construction strictly adhere to the approved design. However, unanticipated occurrences in the residential construction or newfound discoveries in the existing site conditions may necessitate revisions to the previously approved landscape design. In this case, a revised version of the Final Review drawing clearly depicting proposed modifications shall be prepared and presented to a member of the ARC in a pre-scheduled, on-site meeting.

**D. Minimum Planting Requirements**

The existing tree growth within the grounds of Echelon is abundant. At the same time, all residences shall be adequately enhanced by landscape improvements that complement the architecture. The following criteria are minimum planting requirements in order to provide for a visually pleasing transition from structure to site. The ARC shall reserve the right to require plantings in addition to the following minimums in the case such allocations are deemed inadequate for the scale of the residence, necessary number of view obstructions or any other aesthetically oriented reasons. Conversely, the ARC shall also have the right, but not be obligated to grant exceptions to the tree requirements in the case there is an abundance of existing trees preserved on the lot. There are four (4) categories of lots within Echelon: Off-Golf Interior & Off-Golf Corner Lots and On-Golf Interior & On-Golf Corner Lots.

|                       | <b>Off-Golf<br/>Interior Lot</b> | <b>Off-Golf<br/>Corner Lot</b> | <b>On-Golf<br/>Interior Lot</b> | <b>On-Golf<br/>Corner Lot</b> |                |
|-----------------------|----------------------------------|--------------------------------|---------------------------------|-------------------------------|----------------|
| <u>Plant Type</u>     | <u>Quantity</u>                  | <u>Quantity</u>                | <u>Quantity</u>                 | <u>Quantity</u>               | <u>Size</u>    |
| Street Tree           | 2                                | 4                              | 4                               | 4                             | 3"-3.5"        |
| Shade Tree            | 2                                | 3                              | 4                               | 4                             | 2.5"-3"        |
| Accent Tree           | 3                                | 5                              | 5                               | 5                             | 2"-2.5"        |
| Evergreen Tree        | 3                                | 5                              | 5                               | 5                             | 7'-8'ht.       |
| Lg. Evergreen Shrubs  | 12                               | 15                             | 20                              | 20                            | 7 gal.         |
| Med. Evergreen Shrubs | 15                               | 20                             | 30                              | 30                            | 5 gal.         |
| Sm. Evergreen Shrubs  | 25                               | 35                             | 45                              | 45                            | 3 gal.         |
| Annual Flower Beds    | 150sf                            | 150sf                          | 150sf                           | 150sf                         | 4" pots 8"o.c. |

Lawn Sod – Front, Side and Rear Yards Bermuda or Zoysia

Mulch & Pine Straw – All plant beds and natural areas (must be minimum 3" thick)

## **E. Quality of Design Standards**

1. A sensitive layering of various plant materials shall be required in order for the residence to achieve a visually gradual transition into the site.
2. The height of plant material immediately surrounding the periphery of the residence shall be proportionate with the vertical scale of its respective wall and roof planes within three (3) years of installation.
3. All landscaping and other site improvements shall be sensitively designed and installed in harmony with the existing vegetative growth.
4. All landscaping intended to be installed for view obstruction of unsightly manmade elements shall be of evergreen species and a minimum seven (7) gallon size.
5. All unsightly elements such as air conditioning compressors, utility meters, exhaust vents, plumbing hookups, pool equipment, satellite dishes, refuse containers, etc. shall be screened from view from all streets, neighboring residences and amenity areas.
6. Pertaining to on golf course lots, all mature plant material designed to be located at the far extents of rear yards shall be sensitively located to avoid the obstruction of golf course view corridors from neighboring residences.
7. Landscape hedges shall not be permitted outside of the Building Setback Line in order to avoid the obstruction of golf course view corridors from neighboring residences.
8. The location of driveways shall be a minimum of five (5) feet from the Side Property Lines. If existing vegetation does not adequately buffer the driveway from the adjacent lot landscape improvements additional to the plantings shall be required. Driveways to the rear of the residence must be located within the parameters of the Rear Building Setback Line.
9. Asphalt driveways shall be strictly prohibited. Driveway aprons no less than fourteen (14) feet back from the curb shall be of an accent material composed of either pavers; stamped concrete, or other finish as approved by the ARC.
10. In order to provide for a consistent amount, frequency and duration of landscape watering, automatic irrigation systems shall be required.
11. All exterior site lighting shall be sensitively designed to highlight specific landscape and architectural features in a tasteful manner and avoid polluting the evening ambience with general washes of illumination. Areas outside of the lot parameters that receive direct light, especially neighboring residences, shall be strictly prohibited.
12. Native and naturalized plant material is encouraged for each design.
13. Flagpoles shall be permitted in appropriate scale to the residence and sensitively located on the lot as approved by the ARC.

## **F. Tree Protection and Preservation Procedures**

During the construction process it shall be important to protect all existing trees from harmful construction practices. All trees to be saved (as indicated on the approved ARC tree survey) shall be surrounded by a highly visible temporary fencing installed outside of the "drip line" of the tree. A minimum thickness of three (3) inches of mulch must be spread from the trunk to the extents of the fenced area. In the case a tree is damaged by an accidental construction occurrence, the Owner's representative for necessary reparation procedures shall retain a qualified arborist. Any cost incurred shall be at the Owner's expense. Loose limbs and branches damaged by construction shall be cleared and removed from the site.

## **G. Installation Requirements and Field Verification Meeting**

All site improvements, including landscape plantings, shall be completed within one (1) month of the issuance of the Cherokee County Certificate of Occupancy. In the case extreme seasonal conditions deem it necessary to delay the installation of specific plant materials, the ARC shall reserve the right, but not be obligated, to grant an extension to this timeframe. Following the completion of all site improvements, the Owner's representative shall contact the ARC in order to schedule a Field Verification Meeting. The final installation shall be evaluated for strict compliance with the approved design depicted in either the Final Design Review drawings or supplemental revision drawing presented and approved by the ARC. In the case the Field Verification Meeting is not requested by the Owner's representative and does not take place within one (1) month of the issuance of the Cherokee County Certificate of Occupancy, the HOA shall deduct an amount equal to \$75 per day from the construction deposit until a Verification Meeting has been conducted and the property is found in compliance. In the event the construction deposit is exhausted without a Verification Meeting, a \$75 fee per day shall be imposed on the property until the meeting is conducted and the property is found in compliance.

## Section VI Construction Rules & Regulations

### A. Introduction

While the construction of residences within Echelon is ongoing, it is important to emphasize that the manner about which construction sites are maintained shall exemplify the high standards which establish Echelon as an exceptional community. First and foremost, no construction activity including site clearing shall be permitted until the "Echelon ARC Final Approval" has been granted. These Rules and Regulations are not intended to restrict, penalize or impede construction activity, rather, they shall be enforced fairly to achieve the objectives enumerated below and to facilitate orderly and controlled construction activity thereby preserving the overall quality of Echelon.

### B. Construction Schedule

A Cherokee County Certificate of Occupancy shall be required within twelve (12) months of the commencement of construction. ***If a Cherokee County Certificate of Occupancy has not been received within 12 months of the commencement of construction, a new Application for Residential Construction must be submitted along with the applicable design review fee.*** The landscape installation must be completed within one (1) month of the issuance of the Cherokee County Certificate of Occupancy. Additional time may be granted for portions of the landscape installation at the discretion of the ARC.

### C. Hours of Construction

All deliveries and construction shall occur between the hours of 7:00 am and 7:00 pm Monday through Saturday. No deliveries or construction activities shall be permitted to take place during the following holidays: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

#### **D. Maintenance of Construction Sites**

1. All residential construction sites are required to be provided with a construction Dumpster. At the end of each day of work, all lightweight construction debris shall be placed in the Dumpster while more substantial construction scraps shall be placed in the Dumpster at the end of each Friday. All Dumpsters are required to be taken away and emptied at least monthly. Dumpsters must be placed on the Owner's property in a location that does not obstruct a driver's view of oncoming traffic. Dumpsters are not permitted to be placed on a street.
2. An enclosed portable chemical toilet to be serviced weekly shall be provided for each residential construction site. All toilets shall be located in an inconspicuous location on the lot and no closer than ten (10) feet from any storm structures. It shall be sensitively positioned with the door opening away from the street and existing residences.
3. No burning or burial of construction debris or vegetation shall be permitted.
4. All construction materials or equipment shall be stored within the confines of the respective lot parameters and away from adjacent lots, sidewalks and streets.
5. Construction office trailers or storage trailers shall not be permitted at the construction site.
6. The only sign or documentation permitted to be displayed on the construction site is the Building Permit. Business signs or other forms of advertisement are prohibited.
7. Silt fences or other sedimentation control devices shall be installed where necessary in accordance with Cherokee County, NPDES and other governing standards.
8. Non-compliance with any of the above requirements will result in a fee being deducted from the Construction Deposit in accordance with the ARC Fee and Deposit Schedule.



## **E. Miscellaneous Items**

1. During construction hours, vehicles shall be parked on one side of the street only so as to minimize obstruction of normal traffic flow. Special consideration shall be given where lots are located on hills or curves. No parking shall take place along the curb in front of an existing residence. There shall be no damage to existing vegetation on adjacent lots. Vehicles shall not be permitted to be left in the community overnight. Washing or maintenance of vehicles is prohibited.
2. The maximum speed limit permitted within Echelon is twenty-five (25) miles per hour, which shall be adhered to by all homeowners, guests and construction personnel.
3. Loud music or other disturbing noise shall not be permitted within the community.
4. All amenity areas shall be off limits to residential construction personnel.
5. In case any utility equipment or lines are damaged by construction activity, such incidents shall be reported to the appropriate utility company immediately.
6. The cost to repair damage or destruction to streets, curbs, mailboxes, light fixtures, walls, fences, signs, common area, etc. shall be charged against the Construction Deposit. If the cost of repairs exhausts the Construction Deposit, a second Construction Deposit will be required.

## **F. Conclusion**

The success of Echelon as one of Atlanta's finest residential communities is entirely dependent upon the respectful and serious treatment of these Architectural Design & Construction Guidelines by all individuals associated with the development including: homeowners, operations personnel, construction teams, etc. All entities engaged in construction or allied activities shall be in total compliance with these expectations. Violations shall result in assessments levied against the Owner and repeated disregard for these expectations shall be cause for denial of access to the community. The ARC reserves the right to make amendments however and whenever it deems appropriate in order to facilitate the expectations established herein.