

Parkway Unit Owners Association, Inc.

Amesbury
Avalon
Arlington Ridge
Benwick
Bond Pointe
Camelot
Canterbury
Carrington
Charleston Woods
Excalibur
Fairfax
Gleneagles
Gralyn
Huntsmoor
Kenilworth
MacArthur Park
Muir Woods
Providence Commons
Saratoga Park
Shenandoah
Sherborne
Southwick

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Parkway Unit Owners Association, Inc.

Dear Homeowners and Prospective Buyers:

Covenants and Architectural Standards were recently reviewed and approved. Each property owner is required to adhere to the stipulations and guidelines contained in the documents. The primary purpose of the covenants and standards is to maintain and enhance the appearance of our community by assuring that any basic changes to the property structure are evaluated and approved in accordance with the covenants and standards by their attorney at the closing of their home.

This booklet should be your first reference when you need information pertaining to architectural changes. If you need to know something that is not in this guide, please contact the management company. The management company for the Parkway Unit Owners Association, Inc. is Talis Management Group. They can be reached by phone at (919) 319-3450 or in writing at 570 New Waverly Place, Suite 240, Cary, NC 27511. The office hours for Talis Management Group are 8:30 AM to 5:00 PM Monday through Thursday and from 8:30 AM to 1:00 PM on Fridays. Voice mail is also available by phone outside of normal business hours. The voice mail directions include the procedure for reporting emergencies.

Our primary goal has been to develop standards that will help to ensure a high quality of life and maintain property value without being unnecessarily restrictive. We hope you enjoy your new home.

Sincerely,
Board of Directors,
Parkway Unit Owners Association

Architectural Review Committee

Mission Statement

The primary purpose of the Architectural Review Committee (ARC) is to preserve the integrity of the community, by keeping the community aesthetically pleasing and functionally convenient.

Goal

To maintain a consistent Architectural Policy in keeping with the covenants, and to establish and amend from time to time objective standards and guidelines, including, but not limited to, Architectural Standards and Construction Specifications, Uniform Sign Regulations, Uniform Mailbox Regulations, Landscape Guidelines, and Environmental Rules and Regulations, which will be binding on all Property Owners within Parkway Unit Owners Association.

Objective

To insure that the homeowners adhere to the architectural, regulations and guidelines established for and by the association. V

Action

* To review Architectural Request forms submitted by the homeowners and to evaluate them for compliance with the existing architectural guidelines.

** Conduct a site visit prior to the scheduled architectural meeting.

** Make specific recommendations for approval or disapproval to the Board of Directors based on the site visit and review.

* Be familiar with the community and report any Architectural Policy violations to the management company, providing address and specific descriptions.

* To review and update procedures annually.

Submittal and Approval Process

Each homeowner has the responsibility to complete an Architectural Request Form (page 31) prior to making any change, additions or deletions to the exterior of their home or property.

The process will be the same for all submittals with the required details varying depending upon the type of change.

Items to be submitted:

- * Architectural Request Form completed in its entirety.
- * Plot plan outlining the position or placement of the change or addition.
- * Drawing/plans showing the construction of the change or addition.
- * Samples of paint, siding, or any other item that may be helpful in making a decision.
- * Neighbor signatures as noted on the application.

Submit your completed Architectural Request Form to the management company for initial review for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner.

All completed submittals will be forwarded to the Architectural Review Committee or subdivision representative, prior to their next scheduled meeting for a review and a site visit.

A homeowner wishing to meet with the Architectural Review Committee should contact the management company to be placed on the agenda for the next scheduled meeting.

The management company will complete a standard response letter indicating the final decision. Approval of any submittal or portion thereof does not ensure approval of any similar submittal, as each submittal will be considered on its own merits. Any alterations/deviations may require a resubmittal. Please contact the management company for more information.

Reminders

- * No construction shall begin without written approval.
- * Town (City) Building permits may need to be obtained and will be the responsibility of each homeowner.
- * Allow enough time for processing and approval in planning for construction.

Appeals

To appeal a disapproved submittal, the homeowner must submit a written response to the Board of Directors, including specific detailed information that clarifies why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to further discuss the submittal. Please contact the management company to be placed on the agenda for the next Board of Directors meeting.

Additions and Structural Changes

Items not requiring Architectural approval:

Normal maintenance to preserve the structure in its original state does not require Architectural Review Committee approval.

* Properly installed storm doors that are full height glass without cross members, white or color consistent with the house trim and with narrow stiles. Other colors or style doors require submission of an architectural request for approval.

Items requiring Architectural approval:

All external additions or structural changes to homes, townhouses, or condominiums must have Architectural Review Committee approval before construction begins. This includes, but not limited to, new rooms, porches, garages, carports or attached structures of any kind. Also, any changes to windows, doors or chimneys/fireplaces require approval.

Information Required in Submittal:

* Plot plan showing the location of the structure and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.

* Elevation showing the planned appearance of the structure.

* Description of materials to be used including siding, paint colors and shingle samples if applicable.

Guidelines:

* No addition shall encroach upon the setbacks for the lot as listed in the covenants.

* Additions should match the house color and style as much as possible.

* City of Cary Permits may need to be obtained and will be the responsibility of each homeowner.

Antennas (Radio and TV)/Satellite Dishes

Purpose and Intent: To minimize any health and safety hazards created by mounting satellite dishes on residential buildings; to control the location and screening of satellite dishes to lessen any impact on surrounding properties; to preserve the image and character of the Parkway Unit Owners Association.

Procedure: All exterior satellite dish installations must receive prior approval of the Parkway Unit Owners Architectural Review Committee.

Each request will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.

A satellite dish which meets size requirements may be located on any lot zoned for residential use in the Parkway Unit Owners Association provided that it meets the following requirements:

- * Satellite dishes shall be less than or equal to thirty-nine inches in diameter.
- * Satellite dishes shall not be located within ten (10) feet of side or rear property lines, front yard, any required yard setbacks or in any required buffer, whichever is greater.
- * No dish shall be located closer than thirty (30) feet to a street right-of-way.
- * Satellite dishes installed at ground level must be screened so the dish is not visible from any street or neighboring property as viewed from ground level. The screen shall consist of live evergreen screening. Any tree removal required must adhere to tree removal restrictions set forth by the town of Cary. All wiring shall be properly buried.
- * Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof. The dish must be painted to match the color of the shingles on the roof.
- * Satellite dishes may be mounted on the back or on the side of the homeowners building but shall not be mounted on the front. If mounted on the side of the building, dishes cannot be placed within ten (10) feet of the front of the dwelling. The dish must be painted to match the primary color of the building.

In no way shall these guidelines waive be more stringent than the Town of Cary requirements, nor waive the necessity of any required Town of Cary permit(s).

Awnings

Items requiring Architectural approval:

All awnings require Architectural Review Committee approval.

Information Required in Submittal:

- * Plot plan showing location of awning.
- * Elevation showing location of awning.
- * Description and sample of material(s) to be used.

Guidelines:

- * Fabric to blend with color of house.
- * The awning material shall be fabric only.
- * Can be either retractable or stationary.
- * Any wood structure must be same color as house or deck.
- * It is expected, that upon deterioration, the awning will be repaired within a reasonable time.
- * Must be attached to house, not free standing.

Basketball Goals

Items requiring Architectural approval:

- * Basketball goals mounted on poles or on the house require Architectural Review Committee approval.
- * Portable basketball goals must be stored, when not in use.

Information Required in Submittal:

- * Plot plan showing location of basketball goals.
 - * Picture or description of item.
 - * Description and placement of screening.
- Permanent and portable basketball goals are not allowed along the street right-of-way.

Clotheslines

Permanent exterior clotheslines are prohibited.

Decks, Patios, Arbors, and Screens

Items requiring Architectural approval:

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures including associated landscaping require Architectural Review Committee approval. Any appearance change or addition requires architectural approval.

Deck Materials

- * Deck materials are generally pressure treated wood and must be weather resistant.
- * The type and treatment of wood shall be like that of fences.
- * Posts may be made of bricks, pressure treated wood or other suitable material.
- * Include any landscaping plan and screening of the area underneath the deck.
- * Vinyl lattice for screening purposes is acceptable.

Patio Materials

- * Concrete slabs, smooth finish.
- * Brick, with sand fill or grout.
- * Stone, with a sand fill or grout.
- * Include any landscape plan with your request for the area around the perimeter of the patio.

Height of deck, arbors and screens

- * Decks should be of a reasonable height for their intended purpose.
- * Arbors should be no higher than eight feet above the deck surface.
- * Free standing deck screens (e.g., lattice) shall not exceed five feet in height.
- * Vinyl lattice is acceptable.
- * Screens as part of an arbor may extend to the arbor.

Location and Restrictions

- * Patios should be located behind the house, but may not extend around corners, or be freestanding in other areas of a backyard.
- * Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
- * The construction of decks or patios within a buffer area will not be allowed.
- * Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
- * All permits and building code must be in compliance with the Town Regulations.

Information Required in Submittal:

- * Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.
- * Elevation drawing(s) showing style of deck and patio, including railing, steps, etc.
- * Description of materials used, including samples of stain if applicable.

Detached Structures

Items requiring Architectural approval:

All detached structures require Architectural Review Committee approval prior to construction. Example included, but not limited to, storage sheds, greenhouses, garages, and carports. A detached structure must be placed on a foundation.

Information Required in Submittal:

Architectural Review Committee approval must be received prior to any construction. A request for approval shall include:

- * Official plot or survey showing lot boundaries and existing building with the proposed structure.
- * Two elevations of the proposed construction showing the proximity to the residence.
- * Description of materials to be used including color samples.
- * Description and location of any trees to be removed.

Guidelines:

Permanent structures must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than ten (10) feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on it's own merit.

Structures should match the house in color and style as much as possible.

No Metal sheds are allowed.

No structure shall infringe upon the setbacks for the lot as listed in the covenants.

All structures must be properly maintained.

The Board of Directors may restrict the placement of detached structures along lake/ponds and greenways.

Driveways and Parking Pads

Items requiring Architectural approval:

Any parking pads or changes to driveways require Architectural Review Committee approval.

Location and Restrictions:

- * Parking and storage of motor vehicles, trailers, camping trailers, boats and recreational vehicles on soft surfaces are prohibited.
- * Driveways and vehicle parking pads shall be concrete only. Any other type of pad (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. should comply with good construction practices.
- * Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, association owned common property and neighboring lots.

Information Required in Submittal:

- * Plot plan showing location of driveway or parking pad
- * Elevation drawing(s) showing the measurement of the parking pad such as length, height and width as well as any landscaping that will be added along the perimeter.

Guidelines for the Construction of Fences **(Revised 2/22/07)**

General

It is the intention of these guidelines to allow fencing, so a homeowner has the option of creating an enclosed backyard. Fencing may have a visual and physical impact on an adjoining property and the open character of the community. It is important to consider this when choosing to install a fence. If possible, alternatives to hard fencing are recommended, such as landscaping or "invisible" electronic fencing.

If the individual neighborhood covenants are more restrictive, they will have precedence over these fence guidelines.

Each installation must be examined on its own merit. No previously approved installation will constitute establishing a precedent for approval. Fences proposed for construction, adjacent to existing fences, are preferred to be of the same style, material and finish as the existing fences. This may be an absolute requirement in some buffer areas that have been designated by the Town of Cary.

The installation of parallel fences on adjacent lots is discouraged. In these cases, single fences are preferred.

Approval of a fence does not constitute approval for any additional improvements (such as play equipment, swings, playhouses or basketball equipment). These items must either be detailed on the fence application or on a separate application that is submitted for approval.

No fence will be allowed to encroach upon common areas or designated walking trails.

Property owners are cautioned that building a fence that infringes on easements or access of right-of-ways may result in damage, destruction, or removal of the fence. Such building is done entirely at the risk and removal and the expense of the property owner.

Application

* The application must include a top-down map or plot plan indicating: fence and gate locations in relation to the house and property lines with all dimensions.

* Notation with style, height and location of any adjacent properties fences.

* Location of trees requiring removal for fence installation.

- * Elevation (side view) showing style and height of fence.
- * Landscape plan for portions of fence that require live evergreen screening as noted in the requirement section.

Materials & Style

- * #2 or better pressure treated pine, redwood or cedar is recommended.
- * Fences shall remain natural in color. A clear water repellent sealant is highly recommended to protect the condition and appearance of the wood.
- * Painting, staining or tinting of any color is not permitted.
- * In order to maintain a uniform style of fencing throughout the community, the association recommends three types of fences:

| <u>Style</u> | <u>Max Height</u> |
|-------------------------|--------------------------|
| A. Dog Ear Stockade | 6ft |
| B. Vertical Shadow Line | 6 ft |
| C. Picket | 4ft |

For style A, slats must have a maximum 1 inch gap between slats.

For style B, slats must have a minimum 1/2 inch overlap between vertical slats on opposing sides.

For style C, the spacing between vertical slats should be one board-width.

Requirements

- * Existing trees shall not be removed to place the fence without prior approval from the Architectural Committee. The Landscaping section of the guidelines provides requirements for tree removal.
- * Fences must be built on-site, are allowed for back or side yards only, and shall follow the natural topography of the land. All posts must be located on the inside of the fence.
- * For fences that fully enclose a yard, a minimum of one walk through gate, at least three feet wide, for access is required.
- * The “good side” of the fence must face outward.

* The setback from the homeowner's property line shall be one inch. Any corner lot will generally be required to have a fence setback of ten feet from the curb line on the side of the lot facing the street.

In accordance with the Restrictive Covenants for Providence Commons the side lot fence setback from the curb, of a corner lot is sixteen feet for the following lots:

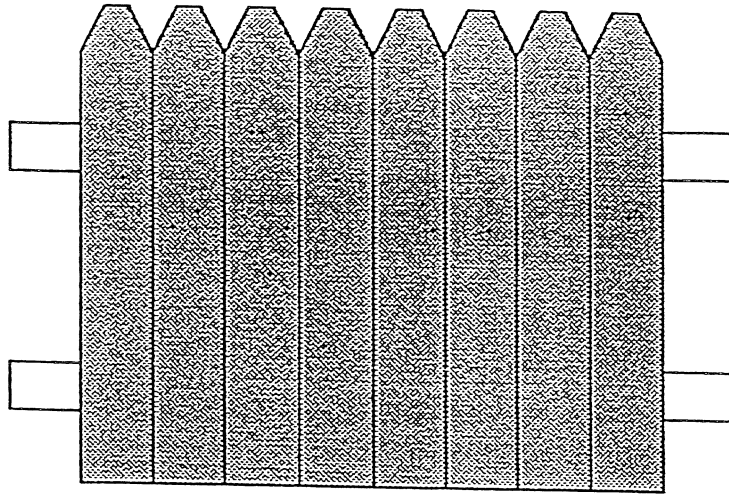
- | | |
|----------------------|----------------------|
| 100 Bridlebit Court | 101 Bridlebit Court |
| 110 Cedarpost Drive | 200 Cedarpost Drive |
| 100 Chaps Court | 101 Chaps Court |
| 100 Equestrian Court | |
| 415 Legualt Drive | 501 Legualt Drive |
| 224 Stablegate Drive | 225 Stablegate Drive |
| 300 Stablegate Drive | 301 Stablegate Drive |

The fence shall not extend more than 1/3 of the distance from the rear corners of the house in a direction toward the front street. Exceptions may be made on an individual basis to accommodate for HVAC systems that are outside of this limit.

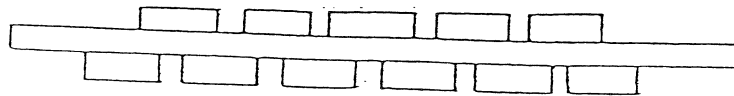
These exceptions must be approved in advance by the Architectural Review Committee, which will determine the final placement of the fence based on aesthetics and street appearance. In accordance with the Restrictive Covenants for Amesbury and Excalibur, fences may not extend forward to the street, past the back of the rear corner of the house.

Fences sides facing a neighborhood street must have live evergreen screening planted along the exterior of the fence. A setback to allow for live evergreen screening is required at fence sides adjacent to buffer or common areas, especially along roads. A three foot setback is recommended. Additional setback requirements may also be required for the sake of landscaping.

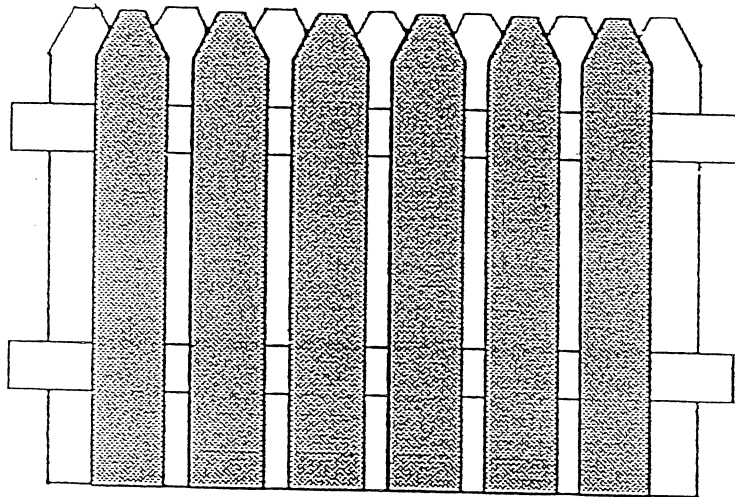
Required live evergreen screening must obscure the fence within a 3 year time span and must be maintained by the homeowner. The live screening must be planted within 60 days of fence installation.



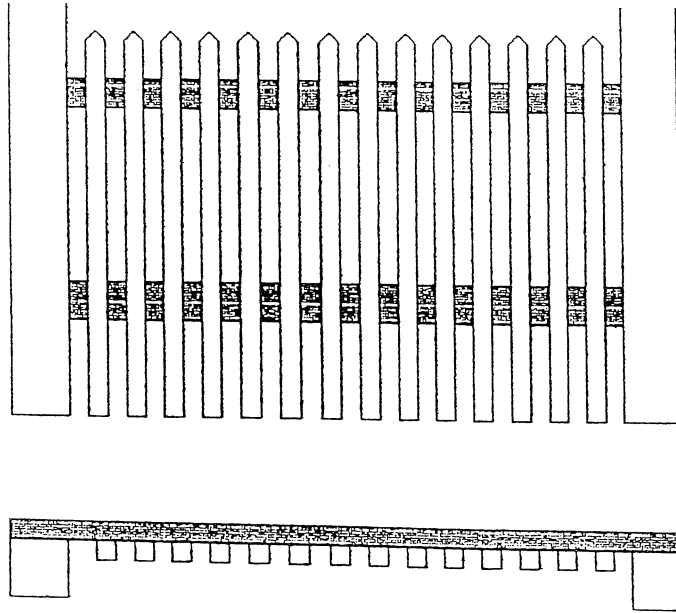
"Finished side out" - Viewed from outside
Drawing # 1 - Dog Ear Stockade (Style A)



TOP VIEW



"Finished side out" - Viewed from outside
Drawing # 2 - Vertical Shadow Line (Style B)



"Finished side out" - Viewed from outside
Drawing #3 - Picket (Style C)

Landscaping

Items requiring Architectural approval:

Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers need not be submitted for approval, provided it does not encroach upon neighboring properties.

After initial construction, no tree having a trunk diameter exceeding six (6) inches at a height of four feet above ground level, shall be removed without the Architectural Review Committee's, the Board of Director's, and the town of Cary's prior express written approval, unless the tree is dead or diseased or poses an imminent threat or danger to person or property.

Other types of landscaping changes that are structural, change the contour of the land, adjacent to a property line, or obstruct a neighbor's view, will require Architectural Review Committee approval.

Information Required in Submittal:

- * Plot plan showing quantity and location of plants
- * Description of plants
- * Details of any landscape plan that may change the flow of any drainage/runoff shall be submitted with details, including a plot plan, drawing showing the present drainage/run off and the proposed drawing showing the change in the drainage flow as a result of this change. Such changes may also require the approval of the Cary Town Engineer.

Guidelines: Hedges and Screen Planting

- * No hedge or screen planting shall be erected on any lot beyond the front of the house.
- * Hedge or screen planting which form a barrier between properties should have the following
 - ** Agreement for maintenance access.
 - ** Setbacks to allow for parent growth.

No changes or modifications can be made to Common Property by individual homeowners, without prior Board of Director's written approval.

Lawn Decorations, Lighting, and Signs

Items requiring Architectural approval:

Lawn ornaments, free standing flagpoles and lantern poles, flood light and security lights, and fish ponds.

Items not requiring Architectural approval:

Decorations including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, and for sale, for rent, garage sale, yard sale, political campaign signs. Signs will not be placed on common property.

Information Required in Submittal:

- * Plot plan showing location of item.
- * Picture or description of item.

Guidelines:

Every effort should be made not to disturb or adversely affect neighbors especially with the installation of floor lights and security lights. On the items which don't require approval, the Architectural Review Committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain and if, upon inspection, the Architectural Review Committee considers the item unsightly or a nuisance.

Commercial advertising signs are prohibited.

Mailboxes

All new mailboxes or replacements of deteriorating installations shall conform to the mailbox style approved for each section/subdivision.

Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

Maintenance

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall beauty of the community. It is hoped that each and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties.

Following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair:

- * Shrubbery, Trees, and Lawns
- * Driveways and Sidewalks
- * Decks
- * Fences
- * Play Equipment
- * Roofing
- * Wood
- * Paint and Stain
- * Garbage Can Storage
- * Deterioration

If at any time the Board of Directors is made aware of a property that has deterioration to the point that it is affecting the aesthetics of the Community, the management company will make a site inspection.

Based on the severity of the deterioration, the homeowner will be given a specified length of time to make the necessary repairs. If after that time, the repairs have still not been made, the Board of Directors may be forced to take more strenuous action.

Painting

Items requiring Architectural approval:

* Color changes made to the existing colors must have Architectural approval (submit color samples to the Architectural Review Committee).

Items not requiring Architectural approval:

* Periodic repainting and retaining with the existing color for maintenance does not require approval.

* Brick will remain unpainted except to match the existing painted brick house color.

Parking

No industrial or commercial type trucks, tractors, and/or inoperable vehicles may be regularly parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as written in the Declaration of Covenants.

No travel trailers, recreational vehicles and boats shall be stored on any lot.
Garaged vehicles, trailers, boats, etc are permitted.

Pets

No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that:

Dogs, cats or other household pets may be kept, provided that they are not bred or maintained for commercial purposes.

Guidelines for the Housing of Animals:

- * Pet pens must be at least 10 feet from any property line.
- * They must be located in the back or side yard (whichever is least conspicuous).
- * Screening should be provided as much as is reasonably possible.
- * No chain link or metal fencing is allowed, the fencing must be one of the approved fence styles.

Information Required in Submittal:

- * Plot plan showing the location of the proposed structure.
- * Description of the materials to be used in construction.
- * Description of the type, size and number of animal(s) to be enclosed there in.
- * Description of the plantings to be provided for screening.

Retaining Walls

Items requiring Architectural approval:

Any retaining wall must be submitted for Architectural Review Committee approval.

Information Required in Submittal:

- * Plot plan
- * Elevation
- * Description of materials to be used

Guidelines:

Approved materials include, but not limited to, brick, stone, railroad ties, wood or architectural block.

Skylights and Attic Fans

Items requiring Architectural approval:

The addition of a skylight or attic fan, that changes the exterior of the roof must be approved by the Architectural Review Committee.

Information Required in Submittal:

- * Plot plan showing the location of the addition.
- * Description of the style, size and materials to be used.

Solar Collectors

Items requiring Architectural approval:

All solar collectors require Architectural Review Committee approval

Information Required in Submittal:

- * Drawing showing the location of the unit on the roof.
- * Plot plan showing visibility from streets and neighboring lots.

Guidelines:

- * Solar collectors must be installed to be as inconspicuous as possible
- * Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
- * Collectors should be attached only to the roof, not free standing or ground mounted.
- * Every effort must be taken to camouflage the plumbing and supports for the collectors. This may require completely encasing the collectors. All metal parts will be painted to match roof coloring. There should be a minimum exposure of piping with no piping running down the side of the dwelling.
- * The ideal installation is one that is laid flat on the roof.
- * Any tree removal required to permit increased solar exposure to the collectors, must adhere to the tree removal guidelines.
- * No topping or removal of trees on association common areas and/or green ways shall be allowed.

Storage

No trade materials or inventories may be stored upon residential lots.

Temporary storage of material for modification projects should be discreetly placed and maintained in an orderly manner

Swimming Pools and Hot Tubs

Items requiring Architectural approval:

In ground and above ground pools are allowed. All swimming pools require architectural approval. Hot tubs which are to be a permanent part of the deck and/or patio must also be approved. Appropriate building permits from the Town of Cary, Wake County, etc are the responsibility of the homeowner.

Small Kiddie type pools do not require Architectural Review Committee approval. Safety considerations and rules of location are still the responsibility of the homeowner. Violation of safety/location rules may result in homeowner receiving a letter from the management office.

Information Required in Submittal:

- * Plans and specifications showing the type, shape, height, materials, and location must be submitted.
- * Plot plan showing the location of the pool or hot tub.
- * Plan for screening (fencing or live screening).

Guidelines:

- * Any wood support structure must be the same color as the house or deck.
- * Pool or hot tub cannot be located within a buffer or easement.
- * All Town of Cary and Wake County Health Department regulations must be met.
- * Pool or hot tub must be screened from view from any street.

Swing Sets, Play Houses, and Jungle Gyms

Items Requiring Architectural Approval:

All permanent play equipment must be approved by the Architectural Review Committee prior to placement.

Information Required in Submittal:

- * Plot plan showing location of play equipment and distance from the property lines.
- * Drawing or picture of play equipment to be placed.

Guidelines

- * Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than ten (10) feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
- * The Architectural Review Committee reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain about disrepair (disrepair constitutes noticeable missing and/or broken parts, rust and/or peeling paint). A site inspection will be conducted by the management company to verify if the complaints are valid and if action needs to be taken.
- * Screening may be required along the property lines in order to block the view and/or noise from neighboring lots. Landscaping plans should accompany the submittal.
- * Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

Vegetable Garden Plots

Items Requiring Architectural Approval:

Vegetable garden plots will not require prior approval of the Architectural Review Committee if they are wholly located in the rear portion of the lot and a minimum of ten (10) feet from the side and rear lot lines. Any tree removal required to provide space for the garden plot must adhere to the tree removal guidelines.

Architectural Review Committee approval is required for any vegetable garden plot location other than described above, or any deviation from the above guidelines.

Compost piles are allowed within the homeowner's property lines. An Architectural Request Form must be submitted for approval concerning the location.

Guidelines:

Maintenance of the garden plot is required. Excess debris will be removed at the end of the gardening season and the plot returned to a natural state. This would include stakes and any other structural additions required for harvesting the garden.

PARKWAY UNIT OWNERS ASSOCIATION ARCHITECTURAL REQUEST FORM

Submit to: Talis Management Group, 570 New Waverly Place, Ste. 240, Cary, NC 27518 (919) 319-3450. For additional information, visit our web sites at: www.puoa.org and www.talismgmt.net

| | | |
|------------------|--------------|----------------|
| Owners Name | Phone Number | e-Mail Address |
| Property Address | Subdivision | Lot # |

This Form is the first page of your Request and must be completed in accordance with the instructions contained in the Architectural Standards Guide. **Please make sure you are using the updated Architectural Standards Guide.** Please note that this request must be submitted to Talis, 10 calendar days prior to the next ARC meeting. The ARC meetings are held the last Thursday of each month. If you would like to attend the ARC Meeting, please notify Talis.

1. Provide a complete description of the project, either below or on an attached sheet:

2. Attach your plot plan, with the project fully described/illustrated on it.

3. Attach the additional materials that the instructions require for this type of project.

4. Determine **all** neighbors in 'line-of-site' view of this project who would normally see it from their home. Make sufficient copies of this Form (only) to be able to give a copy to each of them. Visit with them, explain your project, show them your supporting materials, answer their questions, give them a copy of the Form and ask them to sign below.

[To the participating neighbors: Your signature only indicates that this has been explained to you, not that you are approving it. You have a right to comment and present views about requested improvements. If submitted in writing to the Association right away, they will be considered.]

| Signature | Name | Property Address | Lot # |
|-----------|------|------------------|-------|
| | | | |
| | | | |
| | | | |

5. I confirm that I have reviewed the Association requirements contained in **the updated Architectural Standards Guide** and have submitted this **Architectural Request** in accordance with them.

| | |
|------|-------------------|
| Date | Owner's Signature |
|------|-------------------|

| |
|---|
| Office Use Only: Request # _____ Date Received _____ AIC# _____ |
|---|

APPLICATION WILL NOT BE REVIEWED OR CONSIDERED IF YOUR HOMEOWNER ACCOUNT IS PAST DUE.