

# Architectural Guidelines for Foxcroft Subdivision

Foxcroft is a friendly neighborhood built with distinctive architectural features and a unique blend of aesthetics and facilities. The first residents established a tradition of friendliness, helpfulness, and a way of life that continues as a distinctive feature of living in Foxcroft.

This sense of place and friendly atmosphere makes Foxcroft a sought after neighborhood. To continue these "traditions" the Foxcroft Homeowners Association (through the Architectural Committee) has created this set of Guidelines to help keep the appearance of the neighborhood consistent and provide guidance to the Committee. In addition, these Guidelines serve as a tool to foster open communication and greater cooperation between residents as property improvements are planned.

It is a tribute to Foxcroft residents to recognize the Covenants and these Guidelines as being in the best interest of the entire neighborhood.

In keeping with the tradition of Foxcroft's unique sense of place and friendly, neighborly atmosphere, the Foxcroft Homeowners Association and the Architectural Committee have adopted the following Architectural Guidelines for Foxcroft.

1. **Purpose** - To set a minimum standard for the appearance and maintenance of property in the Foxcroft Subdivision.
2. **Authority** - The Restrictive and Protective Covenants for the Foxcroft Subdivision, as recorded in the RMC Office for Greenville County, SC, in Plat Book 4F, pages 2 thru 4 and in Plat Book 4N, pages 36 thru 37 describe specific activities and standards that must be followed by owners of property in Foxcroft. These Covenants and the Foxcroft Homes Association, Inc Bylaws vest the Association through the Committee and Board with the responsibility to enforce the Covenants and Guidelines.

## 3. House Guidelines

- 3.1 The following require Committee approval:
  - 3.1.1 Expansion or modifying the building
  - 3.1.2 Enclosing a porch or deck
  - 3.1.3 Changing the exterior "look" (i.e. material, windows, roofline, driveways etc.)
  - 3.1.4 Adding on to the building in any manner

- 3.1.5 Freestanding structures and outbuildings
- 3.2 When undertaking any of the above activities, the Committee will consider the following standards to determine if a proposed use complies with the Covenants.
  - 3.2.1 Architecture - all work attached to the house should be the same or similar design, materials, color, and scale as the existing house.
  - 3.2.2 Workmanship should be of at least a similar quality and finish as the existing house.
  - 3.2.3 If the exterior is to have a new finish, the new exterior should be predominantly of brick, stone, smooth stucco, or clapboard siding (preferably wood, vinyl or a product that successfully mimics wood at the discretion of the Committee).
  - 3.2.4 All shutters, window designs, window trim, doorways, porches, dormers, and other dominant architectural features must conform in mass, scale, and design with the existing architectural features of the house.
  - 3.2.5 All outbuildings and structures shall have final design and locations approved by the Committee to avoid interference with easements and mitigate impact on neighbors, and should be built of wood and stained or treated to match the color of exterior deck, house or house trim. Unless such building is built of the same material and in the same architectural style as the house. In which case it will also comply with standards 3.2.1 through 3.2.4 above.

## 4. Yard Guidelines

- 4.1 The following require Committee approval:
  - 4.1.1 Changing the impervious surface of the lot (will also need County approval)
  - 4.1.2 Adding landscape features such as gazebos, pergolas, playhouses, tree houses gardening sheds, or other structures. play gyms and swing sets see 4.2.4
  - 4.1.3 Alteration of the surface of the yard such that it changes the storm water runoff

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from the lot or alters the common storm water easement of the lot.

- 4.1.4 Adding fences to the property.
- 4.2 When undertaking any of the above activities, the Committee will consider the following standards to determine if a proposed use complies with the Covenants.
  - 4.2.1 All storm water runoff will have a "zero" effect on adjoining property owners.
  - 4.2.2 All landscape structures will be made of materials that are the same as the house or dwelling and shall be constructed of wood, brick stone, smooth stucco, or clapboard siding (preferable wood, vinyl, or a product that successfully mimics wood at the discretion of the Committee).
  - 4.2.3 Fences shall be no higher than six feet though four feet is preferable and made of materials that are compatible with the house and neighborhood. Wood fences should be of pressure treated wood, built with the smooth side facing toward the outer boundary of the property, and located three to six inches inside the property line, at a minimum.
  - 4.2.4 All play gyms or outdoor equipment shall be placed in back yard. Additionally, they should be placed so as to have minimal impact on views from neighboring houses, and not interfere with common easements.

## 5. Use Guidelines

- 5.1 The following require Committee approval:
  - 5.1.1 Parking of trailers, boats See 5.2.1
  - 5.1.2 Satellite dishes, large antennas, radio communication structures.
  - 5.1.3 Recreational equipment storage in the driveway or the construction of semi-permanent structures in a driveway (i.e. skate board ramps, play gyms, boats) that cannot be stored in a garage when not in use. see 5.2.4
- 5.2 When undertaking any of the above activities, the Committee will consider the following standards to determine if a

proposed use complies with the Covenants.

- 5.2.1 Temporary parking of boat trailers and RV's (no more than two weeks) is permitted. Otherwise all trailers (boat, utility, camping, etc.) must be parked in rear of property. Such equipment shall at all times be neatly stored and positioned to be inconspicuous.
- 5.2.2 Licensed vehicles may only be parked in driveways and are not permitted in any yard area. Vehicles, even licensed, that are non-operable or appear to be under constant repair, or cannot be driven because of being repaired for more than two weeks, will be considered in violation and must be removed.
- 5.2.3 Satellite dishes shall be no more than 21 inches in diameter and location must be screened from view with plantings and/or landscape features so that it is not visible.
- 5.2.4 Semi-permanent structures in a driveway or yard may not be stored in view from the street or from a neighboring yard.
- 5.3 Commercial activity or using a residence as a place of business is strictly prohibited although action will not be taken for the unobtrusive use of a home office by the occupant.

## 6. Maintenance Guidelines

- 6.1 Restrictions and Minimum Maintenance Standards:
  - 6.1.1 All mailboxes must be regularly painted and maintained.
  - 6.1.2 Homeowners should keep the yard free of waste, debris, etc. and be mowed to avoid the attraction of rodents, etc. and in keeping with community standards.
  - 6.1.3 All structures, including house and landscape features, shall be kept in good repair.
  - 6.1.4 No common areas shall be used for refuse or mulch piles.
  - 6.1.5 All trees, including those with limbs hanging over other properties, shall be kept pruned of potentially harmful dead

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wood and all dead trees shall be removed.

- 6.1.6 The burning of leaves as means of waste disposal is strictly prohibited.

## 7. Committee Approval Process

- 7.1 Speak to neighbor(s) impacted by the proposed improvement or project to explain the plans and solicit their input so that potential negative impact can be identified.
- 7.2 Submit plan to the Committee for the proposed project containing the following items (include only those items that apply to the proposed project or improvement) to the Committee.
  - 7.2.1 Site plan showing the proposed changes
  - 7.2.2 Architectural plans and elevations
  - 7.2.3 Landscaping plans
  - 7.2.4 Design specifications or manufacturer's specification if a manufactured item
  - 7.2.5 Documentation of discussion with neighbors
- 7.3 The Committee will review the plan, (within 30 days from date of submittal) and approve, conditionally approve, or deny the plan according to the Covenants and these Guidelines. In considering the application, either the applicant or the Committee may request a site visit.
- 7.4 The Committee will render its decision in writing and send it to the applicant.
- 7.5 Any decision of the Committee may be appealed to the Board of the Foxcroft Homeowner Association.
- 7.6 The approval is contingent upon work completion within six months of approval. One six month extension may be requested in writing to the Committee.
- 7.7 Items not specifically covered in these Guidelines are subject to review and approval by the Committee.
- 7.8 The project is considered denied if a plan is not submitted and subsequently approved.

## 8. Enforcement

- 8.1 The Committee may determine violations based on these Guidelines and notify the violator as follows:
  - 8.1.1 Letter notification of the violation with a request to correct the violation and a deadline to have it completed.
  - 8.1.2 Letter notification of the violation, a description of the penalties associated with the violation, notification of missed deadlines, and date upon which penalties take effect if the violation is not corrected by a specific date.
  - 8.1.3 Imposition of a penalty with notice to violator that the penalty has gone into effect.
  - 8.1.4 At the Homeowners Annual Meeting, conversion of outstanding fines, if any, to special assessments which are lienable.
- 8.2 Penalties available to committee:
  - 8.2.1 Publication of the violation in the Newsletter.
  - 8.2.2 Denial of the use of neighborhood facilities.
  - 8.2.3 Correction of the violation by the Association if the violation may incur a liability to the Association (i.e. dead tree limbs or limbs hanging over the common areas) and assessing the violator for the cost of the correction.
  - 8.2.4 Levy a fine for the correction of the infraction. The Committee will present a report and make a motion to levy a financial penalty on the violator that is based on the cost to correct the violation and a definitive statement as to the harm to the neighborhood created by the violation. Harm can include a diminution of property values based on a nuisance, or risk of life/health/safety of the residents of Foxcroft.
  - 8.2.5 Convert the fine to a special assessment with vote of the membership at the annual meeting.
  - 8.2.6 Continued non-payment is converted to a lien on the property.

## 9. Appeals Procedure

- 9.1 The following steps must be followed to appeal a decision of the Committee.

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- 9.1.1 Send a written request to the President of the Board (with a copy to the chair of the Committee) within thirty days of issuance of a decision.
- 9.1.2 The chair of the Committee notifies the members of the Committee.
- 9.1.3 The appealing homeowner notifies the neighbors impacted by the project that an appeal has been made and invites them to attend the Board meeting at which the appeal will be heard.
- 9.1.4 The appealing homeowner provides the names and signatures (indicating that they were notified) of the impacted neighbors to the Board President before the appeal can be heard.
- 9.1.5 A discussion of the all present will follow the presentation of the appealing homeowner.
- 9.1.6 A written ballot of the board members will follow the discussion.
- 9.1.7 The finding of the Board is communicated to the appealing homeowner and recorded in the meeting minutes.

**Approved by:**

Foxcroft Architecture Committee  
Foxcroft Board of Directors  
Foxcroft Homeowners Association  
January 15, 2012