



**2019**

**DESIGN GUIDELINES AND**

**COMMUNITY-WIDE STANDARDS**

***FOR THE GATED VILLAGE OF ALEXANDRIA***

***OF EAST PARK***

**East Park Community Association**

**Marietta, Georgia**

***Effective September 2019***



## Contents

Preamble .....	3
I. INTRODUCTION.....	3
1.1 Purpose of Design Guidelines and Community-Wide Standards .....	3
1.2 Governmental Regulations .....	4
1.3 Preparer.....	4
1.4 Enforcement.....	4
II. ARCHITECTURAL REVIEW AND APPROVAL PROCEDURES .....	5
2.1 Architectural Review Committee .....	5
2.2 Owner Application for Architectural Review and Approval .....	5
2.3 Plans to be Reviewed.....	6
2.4 Application Review Criteria.....	6
2.5 Application Review Period and Decision.....	7
2.6 Resubmittal of Disapproved Application.....	7
2.7 Appeal for Review of ARC Decision.....	7
2.8 Compliance with the City of Marietta or Other Governmental Authorities .....	7
2.9 Changes after Approval .....	7
2.10 Implementation of Approved Application .....	8
2.11 ARC Inspections and Standards for Construction .....	9
III. GUIDELINES AND STANDARDS.....	10
3.1 Accessory Buildings: Sheds and Playhouses .....	10
3.2 Additions and Expansions.....	10
3.3 Air Conditioning Equipment.....	10
3.4 Awnings (Retractable) .....	10
3.5 Courtyards.....	11
3.6 Debris Removal.....	12
3.7 Doors.....	12
3.8 Drainage .....	13
3.9 Driveways.....	14
3.10 Dumpsters, Portable Toilets, and Storage Pods .....	14
3.11 Exterior Lighting and Security Devices.....	15
3.12 Fences, Gates, and Walls.....	16
3.13 Flagpoles .....	17

3.14	Garage Doors .....	17
3.15	Gazebos, Greenhouses, and Pergolas .....	18
3.16	Holiday Displays.....	18
3.17	Hot Tubs.....	18
3.18	Landscaping Beds and Plant Containers .....	19
3.19	Mailboxes, Posts, and House Numbers.....	20
3.20	Paint .....	21
3.21	Pet Houses .....	22
3.22	Porticos (Entryway).....	22
3.23	Recreational Equipment.....	22
3.24	Retaining Walls .....	23
3.25	Roof Equipment: Gutters, Downspouts, Flashing, Skylights, and Vents.....	23
3.26	Roofing .....	24
3.27	Satellite Dishes and Antennas.....	25
3.28	Shutters.....	25
3.29	Siding, Brick, and Stone .....	26
3.30	Signs .....	26
3.31	Statues and Yard Art .....	27
3.32	Trash, Recycling, and Yard Waste Containers .....	27
3.33	Trees.....	28
3.34	Trim.....	28
3.35	Walkways (Front & Rear) and Sidewalks .....	29
3.36	Windows, Screens, and Solar Film.....	30
IV.	GLOSSARY .....	31
V.	CHANGES AND AMENDMENTS .....	32
VI.	APPROVAL .....	32
VII.	ATTACHMENTS .....	33

## Preamble

To ensure the continued benefits of a well-planned, enhanced, and maintained community, it is necessary from time to time for the Villages of East Park to examine its strengths, address challenges, and anticipate emerging or future issues. The document serves to provide guidelines and standards in furtherance of our keystone documents, the Declaration of Covenants, Conditions, and Restrictions for the Villages of East Park (Declaration) and the Supplemental Declaration of Covenants, Conditions, and Restrictions for the Alexandria Neighborhood at East Park (Supplemental).

## I. INTRODUCTION

### 1.1 Purpose of Design Guidelines and Community-Wide Standards

The purpose of the Design Guidelines and Community-Wide Standards for the Village of Alexandria at East Park is to preserve and enhance the overall aesthetics of the East Park community by providing:

1. A set of standards and procedures for Owners to follow when making changes to the exterior of their Units (Guidelines). The guidelines set forth color, style, size, materials, and location criteria for construction, installations, or modifications of structures, landscaping, and lighting changes. In addition, the guidelines establish a process to review and approve these proposed changes to Units. The guidelines are under the purview of the Architectural Review Committee (ARC).
2. A set of standards for Unit maintenance (Standards), the standards ensure all Units within East Park are maintained with the consistency, quality and beauty that has long attracted residents to this community. Owners are expected to maintain all external features (except Association Maintained Landscaping) of their unit in good condition and working order. The standards are under the purview of the Board of Directors of the East Park Community Association, Inc. (Board).

The Design Guidelines and Community-Wide Standards for the Village of Alexandria at East Park will **hereafter be referred to as Guidelines & Standards Alexandria (G&S-A)**. The G&S-A are not all-inclusive. Issues and concerns not listed in this document might still be subject to ARC review and/or oversight by the Board as provided by the Declaration.

Capitalized terms in the G&S-A are used as defined in the Glossary (*see section IV*).

## 1.2 Governmental Regulations

Whenever the Declaration, the Supplemental, the Georgia Environmental Protection Division, Cobb County, the City of Marietta, or other applicable governmental regulations are not equally restrictive, the most restrictive applicable standard will apply.

According to Georgia law, all East Park Village of Alexandria owners became subject to, and agreed to abide by, the terms of the Declaration, the Supplemental, By-Laws, and all rules and regulations promulgated by the Board (including the G&S-A) by purchasing property within East Park (*Georgia Property Owners Association Act and OCGA 44-3-223*).

## 1.3 Preparer

The **Guidelines** have been prepared by the ARC (with input from the Alexandria Neighborhood Committee) and approved by the Board. The guidelines may be changed and amended to serve the needs of an evolving neighborhood in accordance with procedures set forth in the Declaration (*Declaration Article IX, 9.3*).

The **Standards** of conduct, maintenance, or other activity generally prevailing throughout the Community after first being established by the developer in 1999, are now determined by the Board (*Declaration Article I, 1.10*).

## 1.4 Enforcement

In the event of any violation of the G&S-A, the Board may take any action set forth in the By-Laws, the Declaration, or Supplemental, including the levy of a Specific Assessment. The Board may remedy the violation by seeking court action for injunctive relief, requiring the removal or remediation of the violation. In addition, the Board will be entitled to recover the costs incurred enforcing compliance and/or to impose a fine against the Unit upon which such violation exists.

## **II. ARCHITECTURAL REVIEW AND APPROVAL PROCEDURES**

### **2.1 Architectural Review Committee**

The Architectural Review Committee (ARC) is responsible for ensuring the guidelines are met by reviewing and approving proposed changes to the exterior of Units in the Villages of East Park (*Declaration, Article IX*). The ARC is the decisive interpreter of the guidelines.

Members of the ARC are neighborhood volunteers appointed by the Board. Their job is to help Owners meet the aesthetic standards set forth in the G&S-A when making exterior changes to their Units. Members of ARC shall not bear any responsibility for ensuring the structural integrity or soundness of approved construction or modifications; nor for ensuring compliance with building codes and other governmental requirements; nor for ensuring the appropriateness of soils, drainage, and general site work. Neither the Association, the Board, any committee, or member of any of the foregoing shall be held liable for any injury, damages, or loss arising out of the manner or quality of approved construction on or modifications to any Unit (*Declaration, Article IX*).

### **2.2 Owner Application for Architectural Review and Approval**

Unless otherwise specifically stated in the G&S-A, all plans and materials for new construction, installations, modifications, or improvements (including landscaping beyond normal maintenance) to the exterior of a Unit require an Owner Application for Architectural Review and Approval be submitted to the Association's management company. Further, the ARC may require the submission of some or all of the plans and specifications listed on the application. Large-scale projects might require a separate application for each component (e.g., one for landscape, one for paint, one for roofing).

Any Owner who fails to submit an Owner Application for Architectural Review and Approval before making a change will be considered noncompliant and deemed in violation of the Declaration and the G&S-A and subject to a lump sum fine of up to \$500, plus fines for each day that the property remains in violation.

The ARC will review and approve, approve with stipulations, or disapprove applications within 30 days from the time a completed application is received by the management company as prescribed in the Declaration. The application must be reviewed and approved in writing by the ARC before any change or any work on the change can be started. If work begins prior to approval, the Owner may receive a "Cease and Desist" order and be subject to fines levied by the Board (which may include a lump-sum fine of up to \$500 plus additional daily fines) and may be required to return the property to its former condition at the Owner's expense. If the G&S-A specifically allow an Owner to proceed with no approval required, such allowance will only be effective if the Owner complies with the requirements of the stated guidelines.

## 2.3 Plans to be Reviewed

Depending on scope of project, the ARC may require additional information as part of an Owner Application for Architectural Review and Approval.

Site plan (a bird's-eye view drawing, *see figure 1 where grey area denotes Owner maintained property*) **may need to:**

- show the boundaries of the Unit;
- show footprint of the house/driveway/walkways/sidewalks;
- show important elements that may be impacted (e.g., fences, courtyards (with easement), landscape beds, trees);
- show placement and footprint of proposed new or modified elements;
- show structural changes in scale of minimum ¼ inch =1 foot; and
- show drainage patterns and irrigation systems.

Elevation Plan (front or side view) **may need to:**

- show elevation with heights and slopes; and
- show roof pitches and mounted structures (e.g., gables).

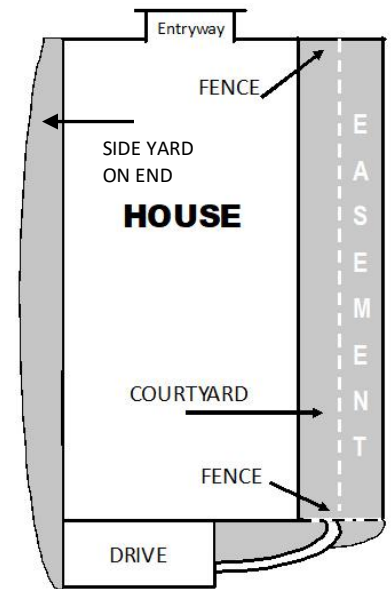


Figure 1

## 2.4 Application Review Criteria

The guidelines provide a framework for making changes to the exterior of a Unit, but the guidelines are not all-inclusive. When deciding if the proposed change conforms to the aesthetics of the Village of Alexandria as originally established by the developer and supported by the G&S-A, the ARC (or the Board in its sole discretion) considers among other things:

- the guidelines as stated in the G&S-A;
- the harmony with existing structures and landscape;
- the location in relation to surrounding structures, the topography, and plantings;
- the visibility and impact on neighbors and community; and
- the color, style, size, materials, and quality of workmanship.

**Variance:** The ARC will not grant approval for proposed changes that are inconsistent with the G&S-A, unless the ARC grants a variance. Variances may be granted in unique circumstances (including, but not limited to, topography, natural obstructions, hardship, or aesthetic and/or environmental considerations). Failure to obtain a Permit or financing does not constitute a hardship. The ARC will have the power to grant a variance from strict compliance in such circumstances so long as the variance does not result in a material violation of the Declaration and is consistent with the purposes of the Declaration and duly adopted rules and regulations, all as determined by the ARC and/or Board in its sole discretion (*Declaration, Article IX, 9.5*). Variances will be granted in writing and signed by the ARC chairperson with the approval of a majority vote of the ARC members. A variance does not constitute a precedent for future deviations from the G&S-A.



## **2.5 Application Review Period and Decision**

Each submitted Owners Application for Review and Approval will be reviewed and decided upon by the ARC within 30 days of the Association's management company's receiving a completed application. Application approval requires a majority vote of all ARC members. Each application receives one of these three designations:

**Approved:** The entire application as submitted is approved.

**Approved with Stipulations:** The application is approved if the ARC's conditions for correcting all objectionable elements are met. The Owner must agree in writing to the ARC's stipulations or the application will be denied.

**Disapproved:** The entire application as submitted is rejected. The ARC may provide comments but is not required to do so.

**Note:** All approvals are conditional upon Owners completing all elements of their project as stated in their approved application.

## **2.6 Resubmittal of Disapproved Application**

A resubmittal to the ARC after disapproval will only be considered if the Owner has modified the proposed plan or has new information which could, in the judgment of the ARC, warrant reconsideration. In such a case, the ARC will have 30 days from the date the resubmittal is received by the Association's management company to approve, approve with stipulations, or disapprove.

## **2.7 Appeal for Review of ARC Decision**

Owners may ask the Board to review an ARC decision by submitting information and documents along with the request to the Association's management company. If the Owner fails to make an appeal for review of an ARC decision within 30 days, the ARC's decision is final.

## **2.8 Compliance with the City of Marietta or Other Governmental Authorities**

The review and approval of plans and specifications by the ARC will not be a substitute for compliance with the permitting and approval requirements of the City of Marietta, the Georgia Environmental Protection Division, or other governmental authorities. If Permits are applicable, they are required for ARC approval and are the Owner's responsibility to obtain.

## **2.9 Changes after Approval**

Any variation from an approved application must be resubmitted for approval. Close cooperation and coordination between the Owner and the ARC will ensure that changes are reviewed in a timely manner. If the City of Marietta or any other governmental authority having jurisdiction over such changes requires that changes be made to an approved application, the Owner must notify the ARC of the required changes and receive concurrent approval from the ARC prior to implementing the changes.

## 2.10 Implementation of Approved Application

All work must conform to the approved plan, and any work that does not conform constitutes a violation of the Declaration, the Supplemental, and the G&S-A. If the ARC determines that work in-progress or completed is noncompliant, the Owner may be notified by the Board in writing, specifying details of the noncompliance and requiring the Owner to provide full remedy. If the Owner fails to work diligently toward achieving compliance within the time allowed, the Owner will be subject to enforcement action by the Board including, but not limited to, fines and/or the cost of a court action for injunctive relief and remediation of non-compliant changes to the Unit.

### **Time to Commence**

If work does not commence on an approved application within 120 days, the approved application will be considered withdrawn; and, it will be necessary for the Owner to resubmit the application to the ARC if the Owner wishes to proceed.

### **Time to Complete**

The ARC will specify a completion date on each application for all approved work. The Owner may request an extension *no fewer than 3 days* prior to the last date of approved work, and the ARC may approve or disapprove the request. If work is not completed on time or within an ARC approved extension, the approval will be considered withdrawn, and the incomplete project will be in violation of the Declaration, Supplemental, and the G&S-A.

**Note:** On applications for review and approval submitted to the ARC to resolve a compliance violation, the dates to commence and complete in order to prevent additional fines and/or further enforcement action will be set by the Board.

## **2.11 ARC Inspections and Standards for Construction**

### **Inspections**

The ARC may perform periodic, informal inspections to ensure that work is progressing in conformance with the approved application. The Owner must coordinate a final inspection of the completed work by the ARC to verify compliance with the approved application. All inspections are observations only and will not relieve the Owner of an obligation to obtain inspection approvals from the City of Marietta and other governmental authorities.

### **Damages to Common Areas**

If the Owner's project requires access through Common Areas, the Owner must apply for permission for access from the Board in writing and submit the request along with a current certificate of insurance held by the contractor. Any damage to Common Area facilities and/or grounds caused by the Owner, their contractors, sub-contractors, agents, or employees must be brought to the attention of the Board immediately and, if so requested by the Board, repaired to the satisfaction of the Board within the time frame specified by the Board. If the Association repairs any such damage, it shall assess the costs of repair to the Owner.

### **Contractor Conduct**

The Owner must ensure that all contractors and sub-contractors control the conduct of their employees while working in the Village of Alexandria at East Park. Loud music, profanity, and other behavior which is unbecoming of a reputable company is not tolerated. Workers violating this policy will be asked to leave the premises and will be denied access to the project. Work done by the dominant house in the courtyard easement should be done during daylight hours, in a prompt, efficient, good and workmanlike manner.

**Reminder (Owners and Contractors):** The City of Marietta noise ordinance limits construction noise to the hours of 7 a.m. to 7 p.m. Mondays through Saturdays and no activity on Sunday.

### **Work Site Cleanliness**

Sites must be maintained in a clean and orderly manner. Construction materials must be stored neatly on-site. All project debris must be cleared at the end of each working day or kept on the Owner's property. Dumping construction debris in East Park Common Areas is prohibited. If project requires an off-site staging area, the Owner must apply to the Board for permission to use common property. Request and approval must be in writing.

### III. GUIDELINES AND STANDARDS

#### 3.1 Accessory Buildings: Sheds and Playhouses

Accessory buildings and/or structures (including sheds, playhouses, canopies and camping tents) are prohibited, whether permanent or temporary.

#### 3.2 Additions and Expansions

Additions or expansions to a house are prohibited. Expansion of living space into a garage is prohibited.

#### 3.3 Air Conditioning Equipment

**ARC approval is not required** to replace or install ground-mounted air conditioning equipment in original location (otherwise an application is required). Window A/C units are prohibited.

**Standard:** The Owner is required to maintain air conditioners in good condition.

#### 3.4 Awnings (Retractable)

**ARC approval is required** to construct, install, or modify retractable awnings in the courtyard area. Applications may require: a color and material sample and an image showing proposed style. They must be generally recognized as complementary to the house in color, style, size and material. If permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.

## 3.5 Courtyards

**ARC approval is required** to construct, install, remove or modify anything in a courtyard that is a fixture or otherwise of a permanent nature (not easily removed e.g., heavy objects, poured concrete). Applications may require: a site plan and description of building materials.

**ARC approval is required** to plant/remove shrubs within the Easement area (*see attachment A*), and trees anywhere within a courtyard, and/or to make changes to an established drainage pattern. Applications may require: a site plan (*see section 2.3*) and list of plant materials. *Also see Drainage 3.8, Landscaping 3.18, and Trees 3.33.*

**ARC approval is not required** to construct, install, remove or modify anything in a courtyard that is not a fixture or otherwise of a permanent nature (easily removed), and to plant annuals, perennials, and ground cover. Planting/removing shrubs that are not in the Easement area (*see attachment A*) do not need approval.

### Standard:

- The Owner is required to maintain the courtyard (including easement area) in good condition.
- Ground cover and vines must not climb onto the side of houses and must not grow on, over, or under any fence or wall.
- Trees and shrubs located in courtyard must be trimmed no less than 3 inches from houses.
- Dominant house must be granted their “right of entry” to courtyard Easement area of servient house when requested. Except in an emergency, entry should be made after reasonable notice. \*
- Work done by the dominant house in the courtyard easement should be done during daylight hours in a prompt, efficient, good, and workmanlike manner. \*
- When work in the easement area is completed by the dominant house, the area must be restored to its prior condition, if appropriate. \*
- The courtyard easement area must remain free of obstacles that would prevent the dominant house neighbor their right of entry and easement. Servient house must remove obstacles as needed. \*
- Nothing must be done in the courtyard easement area to deface the dominant house. \*

**\*Note:** The dominant house has a legal “right of entry” to the courtyard Easement area of the servient house as allowed by the Supplemental, Article II (*see attachment A for illustration of servient and dominant houses and location of Easement area*).

## 3.6 Debris Removal

### Standards:

- The Owner is required to maintain their Unit free of debris, rubbish and yard waste.
- Removing items in poor condition, as well as any containers, stored materials, and equipment visible from the street or alleyway is required.
- Dumping in any East Park Common Area is prohibited.

## 3.7 Doors

**ARC approval is required** to install a house/storm door that is new/different in color, style, size, or material, or to modify an existing door (including changing stain color). Application may require: stain color, a description of material, manufacturer information, size and an image showing proposed style and size. Also see Garage Door (*section 3.14*).

### Guidelines:

- If Permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.
- Front door modifications or new installations must be aesthetically compatible with the Village of Alexandria, as determined by the ARC.
- Front doors must be stained a dark natural wood color (*see attachment B*).
- Mullions and/or trim on front door sidelights and/or transoms must be painted trim color.
- Storm doors must be clear glass, “full-view” type only, and match the trim color or the stain color of the door (*see attachment C*). Screen inserts are allowed in courtyard storm doors; however, they are prohibited in front storm doors.
- Painting front door is prohibited.

**ARC approval is not required** for the following, if in accordance with the guidelines below:

- Refinishing front doors in same finish (brand, name, number) as existing;
- painting side doors existing trim color;
- replacing door if the color, style, size and material is same as existing;
- installing retractable style screens on courtyard door;
- installing a dog door if not visible from street or alleyway; and
- replacing door hardware and/or installing a kick plate in a complementary tone to door hardware.

**Standard:** The Owner is required to maintain doors and hardware in good condition. Owners must refinish front door when it becomes faded, worn, or cracked.

### 3.8 Drainage

**ARC approval is required** to make changes to an established drainage pattern anywhere on the Unit. Application may require: a property survey and site plan (*see section 2.3*).

**Guidelines:**

- If Permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.
- Modifications (including to gutters and downspouts) must not cause adverse drainage conditions on adjoining properties or Common Areas.
- Water must drain away from the foundation of the house.
- Water must flow fully over walkways, sidewalks, or driveways into the street and/or alleyway.
- Sump and/or condensation pump drainage must be absorbed within the Unit.
- Regrading must follow the natural contours.

**ARC approval is not required** to make minor drainage modifications to Units that do not alter the established drainage pattern, if the above guidelines are met.

**Standard:** The Owner is required to maintain drainage pattern in good condition and working order.

### 3.9 Driveways

**ARC approval is required** to replace or modify existing driveways. Applications may require: a site plan (*see section 2.3*) and list of construction materials.

**Guidelines:**

- If Permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.
- Driveways must remain unpainted/unstained concrete.
- Transparent sealer is allowed.
- Finish must be similar to existing (standardized, light-to-medium broom finish).
- Colored or stained finish is prohibited.

**Standards:** The Owner is required to maintain driveways in good condition. Driveways must be cleaned when dirty or mildewed. Driveways may be used for parking provided vehicles are parked entirely on driveway.

### 3.10 Dumpsters, Portable Toilets, and Storage Pods

**ARC approval is required** to install dumpsters, storage pods, and portable toilets to ensure the least impact to neighbors. Portable toilets must be on hardstand.

**Note:** If Owner is in need of an off-site staging area, the Owner must apply for permission to use common property from the Board. Request and approval must be in writing.

**Standard:** The Owner is required to ensure dumpsters, portable toilets, and storage pods are clean and do not emit odors or attract rodents.



### 3.11 Exterior Lighting and Security Devices

**ARC approval is required** to install, replace or modify security lights. Application may require an image and specifications of proposed fixture.

**Guidelines:**

- Security lights may be side or soffit mounted depending on location.
- Security lights may have motion sensor.
- Security lights must be conservative in design and as unobtrusive as practical.
- Security light illumination is limited to courtyards and driveways.
- Security lights must be LED, and not more than 1600 lumens (brightness).
- Security lights must be in a location that provides the least impact to neighbors.
- Changing builder installed exterior lighting into security lighting (e.g. increasing lumens and/or installing a motion sensing light socket) is prohibited.
- Replacing builder installed exterior lighting with security lighting is prohibited.

**ARC approval is not required** to install or replace existing exterior lighting if in accordance with the following guidelines (otherwise an application is required).

**Guidelines:**

- Exterior light fixture replacements must be the same color, style, size and material as existing.
- Gas lamp replacement must be the same color, style, size and material as existing.
- Landscape lighting must be located in Owner maintained landscaping, directed to provide the least impact to neighbors and not to interfere with the vision of drivers. They must be of appropriate number and size for location.
- Electronic security devices (e.g., cameras) must be conservative in design and as unobtrusive as practical.

**Standards:**

- The Owner is required to maintain all exterior lighting and security devices in good condition and working order.
- It is the responsibility of the Owner to keep gas lamp mantles maintained and lit. (*see attachment D*). When repainting gas lamp and/or post, use black, rust-inhibiting, semi-gloss, high heat spray paint.

### 3.12 Fences, Gates, and Walls

**ARC approval is required** to replace or modify fences, gates, or walls. Application may require: a site plan (*see section 2.3*), stain color (brand, name, and number), and description of construction materials, type and size (*also see Retaining Walls 3.24*).

**Guidelines:**

- Rear courtyard fence panels and gate must have a consistent top line height 72-75 inches (measured from the ground), made of wood, installed so the finish side of the fence faces outward from the Owner's Unit, the support structure side of the fence faces inward, and adheres to the style requirements (*see attachment E*).
- Gates on rear courtyard fences must be appropriately sized for the walkway they serve (*see attachment E*).
- Rear courtyard fencing made of cedar or pressure-treated wood must be stained a natural wood color. Opaque stains that match siding color are permitted. Paint is prohibited.
- Front courtyard fences must be five feet high, black metal, and adhere to the style requirements. If used on a side yard, black metal fencing must include brick pillars (*see attachment E*).
- Side yard walls must be pierced brick with brick pillars and adhere to the style requirements (*see attachment E*).
- Fences and walls must be installed wholly within the property lines of the Unit.
- Rear house numbers visible from alleyway are required. They must be between 3.5" and 5" in height and located on the back gate/fence or above the garage door.

**ARC approval is not required** to re-stain rear yard fences and/or gates in an approved Village of Alexandria fence stain standard (*see attachment F*).

**Standards:** The Owner is required to maintain fences in good condition.

- Bowing and/or splitting of individual members or leaning of fence panels require immediate repair/replacement.
- All fences (wood or black metal) must be maintained with the existing, approved color stain/paint.
- Ground cover and vines must not grow on, over, or under any fence or wall.
- House numbers must remain clearly visible and in good condition.

**Note:** House numbers visible from street and alleyway allow emergency vehicles and vendors to locate homes.

### 3.13 Flagpoles

**ARC approval is not required** to install one flagpole on a house if in accordance with the following guidelines.

**Guidelines:**

- Flagpole must be mounted to the house for flying the American flag or a decorative flag.
- Flags must be of an appropriate size for the pole and house.
- Displaying any flag, except the American flag, in a manner other than on a house mounted flagpole is prohibited.

**Standard:** The Owner is required to maintain all flags in un-faded and good condition.

### 3.14 Garage Doors

**ARC approval is required** to replace or modify a garage door. Application may require: paint color (brand, name, and number) and an image of replacement door.

**Guidelines:**

- If Permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.
- Replacement garage door must match existing. If a match is not available, door must be replaced with door that is aesthetically compatible to the Village of Alexandria.
- Garage door must be painted trim or siding color.
- Windows in garage door are prohibited.
- Garage door removal is prohibited.

**Standards:** The Owner is required to maintain garage door in good condition and working order. If dented, doors must be repaired or replaced.

### **3.15 Gazebos, Greenhouses, and Pergolas**

**ARC approval is required** to construct, install, or modify any permanent gazebo, greenhouse, or pergola. Application may require: a site and/or elevation plan and list of construction/plant materials.

**Guidelines:**

- Structures must be an integral part of the courtyard.
- Gazebos, greenhouses, and pergolas must be generally recognized as complementary to the house and surrounding landscape in color, style, size, and material.
- Placement must adhere to Easements and provide the least impact to neighbors.

**Standard:** The Owner is required to maintain gazebos, greenhouses, or pergolas in good condition.

### **3.16 Holiday Displays**

**Standards:**

- The Owner may display December holiday decorations no earlier than the weekend before Thanksgiving and remove them no later than January 15.
- Other holiday decorations should be displayed no earlier than 30 days before the holiday and taken down within 2 weeks of the holiday ending.
- Holiday displays which, in the sole discretion of the Board, create traffic congestion or become a nuisance to adjacent property owners will not be allowed.

### **3.17 Hot Tubs**

Hot tubs are prohibited.

### 3.18 Landscaping Beds and Plant Containers

**ARC approval is required** to install and/or remove landscaping beds and to plant and/or remove shrubs and trees located in rear and side areas maintained by Owner (see section 2.3).

#### **Guidelines:**

- Mulch in rear landscape beds must be pine straw, pine bark chips, shredded cypress or wood chips. The use of crushed rock, lava rock, pebbles, synthetic and rubber mulch, or grass clippings is prohibited. **Note:** Side landscape beds mulch is maintained by the Association.
- Edging material is optional, but if installed, must be made of brick, stone, metal, or durable plastic. Metal and plastic edging must not exceed 2 inches in height above ground level. Brick and stone edging must not exceed 6 inches in height, unless it contains raised beds.
- Trees and shrubs must be of appropriate size both at planting and maturity.
- Placement must adhere to all Easements and provide the least impact to neighbors.
- Changes to Association maintained landscaping by Owners are prohibited.

**ARC approval is not required** to install edging (guideline above) to existing beds, to plant and/or change annuals and perennials in established Owner maintained beds, or in decorative containers, if in accordance with the following guidelines.

#### **Guidelines:**

- Plant containers must only be located on portico, driveway, wall, rear walkway, or in Owner maintained rear landscaping beds. They must be decorative (no nursery pots). The number and size of containers must be appropriate for location and not interfere with Association maintenance.

#### **Standards:**

- Owner maintained landscape beds in rear or side areas must be maintained in good condition. Plants in these areas must not grow over grass areas, walkways, or driveways.
- Owner maintained landscape beds must be kept free of weeds, grass, pests, invasive vines, tree shoots, dead leaves, dead flowers, dead plants and present a neat appearance.
- Decorative containers that are empty must not be visible from the street or alleyway.
- Owner maintained trees and shrubs must be pruned for neat appearance.
- Ground cover and vines must not climb onto the side of the servient or dominant house, and must not grow on, over, or under any fence or wall.
- Owners must not alter Association maintained landscaping (this includes perennial and annual flowers), the irrigation system, or interfere with Association landscaping activities. Failure to comply may result in fines.

**Note:** Association Maintained Landscaping for homes in Alexandria includes all trees, shrubbery and landscape beds in front yards, mulch only in side yards, and grass in all areas. This maintenance includes mowing, edging, pruning, weed control, fertilization, pest management, irrigation and mulch.

### 3.19 Mailboxes, Posts, and House Numbers

**ARC approval is not required** to replace mailboxes, posts, or house numbers, if in accordance with the following guidelines.

**Guidelines:**

- Mailbox, post, and house numbers must be same in color, style, size, and material as East Park Village of Alexandria Standard (*see attachment G*).
- Rear house numbers visible from alleyway are required. They must be between 3.5" and 5" in height and located on the back gate, fence, or above the garage door.

**Standards:**

- Mailboxes, posts, and house numbers (including rear fence) must be maintained in good condition.
- House numbers must remain clearly visible.
- When mailbox and post need repainting, use black, rust-inhibiting, semi-gloss spray paint.
- House numbers on the mailbox address plate must be painted with gold leaf paint or replaced with new East Park Village of Alexandria standard numbers when faded or missing (*see attachment G*).
- Number stickers are prohibited.
- Mailbox adornments such as magnetic decorations and wraps, except for holiday seasons, are prohibited.

**Note:** House numbers visible from street and alleyway allow emergency vehicles and vendors to locate homes.

## 3.20 Paint

**ARC approval is required** to paint siding, trim, shutters with a new color. Consideration is given to compatibility with brick or stone on the house and with the exterior finishes of the houses in the immediate vicinity. Slight variations from existing Village of Alexandria color schemes may be granted at the discretion of the ARC. Applications require: paint color (brand, name, number). To enable the review process, a sample siding color must be painted in a *discreet* area on the house covering two horizontal boards (3 feet long) with trim and shutter color painted next to it. A “cease and desist” order will be issued if house painting is observed without approval.

### **Guidelines:**

- Exterior house colors must match or be consistent with formerly approved colors already used in the Village of Alexandria.
- Color schemes consist of three paint colors (siding, trim, shutters).
- Siding must be painted lighter than shutters and darker than trim.
- Shutters must be painted darker than siding and brick.
- Trim must be painted lighter than siding and brick. Gutters and downspouts are considered trim (*see section 3.34*). All trim must be painted the same color.
- Garage doors must be painted trim or siding color.
- Side doors must be painted trim color.
- Painting brick and stone is prohibited.
- Painting front door is prohibited.
- Painting wood fencing is prohibited.

**Reminder:** The ARC is allowed up to 30 days to approve an application. Keep this in mind when scheduling the contractor.

**ARC approval is not required** if the Owner is repainting siding, trim, shutters, side doors or garage door with no changes in color (brand, name, number), but notice must be given to management company.

**ARC approval is not required** to touch-up any exterior paint in accordance with the existing paint scheme. Prior to painting, the Owner may replace wood trim that has deteriorated with wood, polymer materials or other composites, and replace compromised siding and/or other exterior elements if the final appearance is unchanged and can be painted to match existing color.

**Standards:** The Owner is required to maintain exterior paint in good condition. Repainting is necessary when paint shows unevenness in color, signs of oxidation (chalkiness), significant fading, chipping, or when wood/siding begins to show through.

### 3.21 Pet Houses

All outside structures for the care, housing, and/or confinement of any animal is prohibited.

### 3.22 Porticos (Entryway)

**ARC approval is required** to construct, replace, or modify porticos (including steps, railings, ramps, roofs, and columns). Applications may require: a site and/or elevation plan (*see section 2.3*), paint/stain color (brand, name, number), description of construction materials, and roofing specifications, if needed (*see section 3.26*). (*Also see exterior lighting 3.11.*)

**Guidelines:**

- If Permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.
- Portico railings, steps, and columns must be architecturally unified with similar design elements used on the house.
- Portico roofs must be the same as existing in color, style, and type, but the pitch may vary (*see section 3.26*).
- Railings must be black metal. (*see attachment E for style requirements*)
- Railings must be located along open-sided walking surfaces, including stairs, ramps, landings, or steps that are higher than 30 inches measured vertically to any surface below that is within 36 inches horizontally from the edge of the open side. Railings must be not less than 36 inches high measured vertically above the adjacent walking surface, adjacent fixed seating, or the line connecting the leading edges of the steps.
- Wheelchair ramps are allowed if American with Disabilities Act design requirements are used.

**Standard:** The Owner is required to keep porticos and portico steps in good condition and free of clutter.

### 3.23 Recreational Equipment

**Standard:** Recreational equipment must not be visible/Screened from street or alleyway. Basketball goals and playsets are prohibited.



### 3.24 Retaining Walls

**ARC approval is required** to construct, replace, remove, or modify retaining walls that are over 3 feet in height or visible from the street. Applications may require: a site plan (*see section 2.3*) and list of construction materials.

**Guidelines:**

- If Permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.
- Walls must be aesthetically compatible with the Village of Alexandria.
- Modifications must not cause adverse drainage conditions on adjoining properties, Easements, or Common Areas.

**Standard:** The Owner is required to actively monitor, maintain, and repair all retaining walls to ensure good condition and structural integrity.

### 3.25 Roof Equipment: Gutters, Downspouts, Flashing, Skylights, and Vents

**ARC approval is required** to install new rooftop equipment. Rooftop equipment and exposed flashing must blend with roof colors. Applications may require: an image of proposed equipment.

**ARC approval is required** to install skylights or solar panels. Applications may require: an elevation plan (*see section 2.3*) and an image of proposed equipment.

**ARC approval is not required** to replace or modify roof equipment if in accordance with the following guidelines.

- replace roof equipment if same as existing;
- replace existing gutters and downspouts, (must be painted trim color);
- increase the size of gutters to 6 inches; or
- modify gutters/downspouts that do not cause adverse drainage conditions on adjoining properties, Easements, and Common Areas.

**Standard:** The Owner is required to maintain roof equipment in good condition.

## 3.26 Roofing

**ARC approval is required** to replace a full roof. Applications may require: roof shingle color, brand, type, style, and shingle warranty.

### **Guidelines:**

- If Permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.
- Shingles must be algae-resistant, three tabs or architectural (also called laminated), with a minimum 20 year warranty.
- Ridge vents are optional, but must be covered with shingles that match the roof if installed.
- Tile, slate, wood, metal, roll roofing or shingles that look like tile, slate, metal, or wood are prohibited.
- Roof designs that use more than one lot color/style shingle that are cut-in and installed to create a design in the roof are prohibited.
- Metal portico roofing can be replaced with approved comparable material.

**Note:** If requesting shingles not previously approved, the ARC will require a shingle sample that must be approved by a majority vote of ARC members.

**ARC approval is not required** to replace small damaged roof sections if the same lot color and style of existing shingles are used.

**ARC approval is not required** to replace metal portico roofing with material if same as existing.

**Standard:** The Owner is required to maintain roofs in good condition.

### 3.27 Satellite Dishes and Antennas

**ARC approval is required** to install a dish or antenna that does not receive television signals.

**ARC approval is not required** to install satellite dishes and antennas (1 meter or less in diameter) as allowed by the Federal Communications Commission to receive television signals. Please request the installer to follow the guidelines below to maintain the aesthetics of our neighborhood.

- Dishes should be installed in a location that is not visible from the street.
- Dishes installed through roof shingles should be discouraged as it may cause the roof to leak.
- Installing a second dish in a different location might be less offensive than stacking or locating it beside the first dish.
- Dish installation on any type of pole or structure (other than the house) is discouraged. If necessary, installations should not go above the lowest eave and not be visible from the street. These are undesirable locations and should be considered only when more acceptable solutions are not practical.
- Antennas should be installed in the least conspicuous location on the Unit (usually in the attic).

**Standard:** The Owner is required to maintain satellite dishes/antennas in good condition.

### 3.28 Shutters

**ARC approval is required** to add/remove shutters or to replace/modify existing shutters with ones of a different color, style, size, or material. Applications may require: paint color (brand, name, number) and an image if modifying existing style of shutter.

**Guidelines:**

- Shutters must be an appropriate size and architectural style for the window.
- Shutters must be painted darker than the body of the house.
- Shutters must match in style and size. If matching shutters are not available, all shutters must be replaced with shutters that are aesthetically compatible to the Village of Alexandria.

**ARC approval is not required** to replace/repair shutters if they are the same as existing in color (brand, name, number), style, size, and material.

**Standard:** The Owner is required to maintain shutters in good condition.

## 3.29 Siding, Brick, and Stone

### Siding

**ARC approval is required** to paint siding with a new color. Applications require: paint color (brand, name, number). To enable the review process, a sample siding color must be painted in a *discreet* area on the house covering two horizontal boards (3 feet long).

#### **Guidelines:**

- Siding must be painted lighter than shutters, and darker than trim.
- Aluminum and vinyl siding is prohibited.

**ARC approval is not required** to replace/repair siding as original (cement board) or to paint with same color (brand, name, number) as existing.

**Standards:** The Owner is required to maintain siding in good condition. Siding must be pressure-washed when dirty or mildewed.

### Brick and Stone

**ARC approval is required** to install, remove, or modify brick or stone, on a house, wall and/or walkway. Applications may require: site plan (*see section 2.3*) and list of construction materials. Painting brick or stone is prohibited.

**Standards:** The Owner is required to maintain brick and stone in good condition. Brick and stone must be patched or replaced when needed. Cracks must be caulked and mortar joints tuckpointed when necessary.

## 3.30 Signs

**ARC approval is not required** to install the following signs on a Unit (as allowed by the Declaration Exhibit "C" 10.4b):

- "For sale" signs that are 4 feet square or less and conservative in color and style;
- Permits required by legal proceedings or a governmental entity;
- Small home security notices posted near front door and rear gate;
- Contractor signs that are 4 feet square or less and conservative in color and style, posted ***only while work is in progress*** and removed upon completion.

**Note:** Rent, lease, and political signs are prohibited.

**Standard:** The Owner is required to maintain signs in good condition. Owners must remove signs promptly when no longer required. Installation of signs must not cause damage to irrigation system.

### 3.31 Statues and Yard Art

**ARC approval is not required** to install up to three statues or yard ornaments in Owner maintained rear landscape beds, and/or up to three statues or yard ornaments on front portico, if in accordance with the following guidelines.

**Guidelines:**

- Statues and/or yard ornaments must be located within the Owner maintained rear areas landscape beds, on rear fence, or on front portico.
- Statues and/or yard ornaments must be in harmony with existing structures and landscaping.
- Statues and/or yard ornaments must be of appropriate size for location.
- Statues and/or yard ornaments must not intrude into Association maintained landscaping.
- Decorative ornaments are allowed on back fencing but must be of appropriate size and number, and not interfere with visibility of address numbers.

**Standard:** The Owner is required to maintain statues and yard art in good condition.

### 3.32 Trash, Recycling, and Yard Waste Containers

**Standards:**

- Containers must be maintained in good condition.
- Containers must not be visible from alleyway except on pickup days.
- Containers, other than those approved by the City of Marietta, are prohibited.
- Trash bags must be placed in containers with tight-fitting lids, and only when containers are *full* may trash bags be placed on driveway near alleyway.
- Containers must not be placed on driveway near alleyway until after 7 p.m. the day before scheduled pickup, and empty containers must be removed by 7 p.m. on the pickup day.
- Trash, recycling, or yard waste not collected for any reason must remain in containers and not visible from the alleyway until the next pickup.

### 3.33 Trees

**ARC approval is required** to remove and/or plant trees in courtyards, and in rear and side areas maintained by Owners.

**Guidelines:**

- Trees that have grown too large for the courtyard, or rear and side areas maintained by Owners can be removed and/or replaced with a smaller tree.
- Trees that are diseased or dead (verified by a Certified Arborist) can be removed.
- Trees must be an appropriate size for location, both at planting and maturity.
- Changes to Association maintained trees by Owners are prohibited.

**Note:** If a tree becomes an **immediate safety hazard**, notification (phone or email), photos of the tree, and documentation of the immediate safety hazard must be given to a Board member as soon as possible.

**Standards:** Owner maintained trees must be kept in good condition by pruning, fertilizing, and applying pest control as needed.

### 3.34 Trim

**ARC approval is required** to install a new style of trim or to paint trim with new color. Trim must be painted lighter than siding and brick. All trim must be painted the same color. Applications may require: paint color (brand, name, number), and an image/sample if proposing a new style of trim.

**ARC approval is not required** to replace and/or paint trim if same as existing in color (brand, name, number), style, and size. Material can be wood or composite.

**Note:** Trim includes gutters, downspouts, corbels, corner trim, columns, louvers, fascia, soffits, portico ceilings, bargeboards, mullions, window sills, window frame, door sidelight windows, transoms, and any architectural elements other than siding and shutters.

**Standard:** The Owner is required to maintain trim in good condition.

### 3.35 Walkways (Front & Rear) and Sidewalks

**ARC approval is required** to replace or modify existing front and/or rear walkways, and sidewalks. Applications may require: a site plan (*see section 2.3*) and list of construction material.

**Standard:**

- The Owner is required to maintain front and rear walkways and sidewalks in good condition.
- Paved areas (including sidewalks) must be cleaned when dirty or mildewed.
- Front and/or rear walkways must be repaired or replaced if the walking surface is compromised.
- Brick and stone must be patched or replaced when needed. Cracks and mortar joints must be tuckpointed when necessary.

**Note:** If a sidewalk is damaged, the Association will repair. If an Owner caused the damage the Association will ask for reimbursement for cost of repair.

### 3.36 Windows, Screens, and Solar Film

**ARC approval is required** to install or modify windows if different in color, style, size, or material from existing. Applications may require: paint color (brand, name, number), size, manufacturer specifications, and an image of proposed window.

**Guidelines:**

- If Permits are applicable, they are required for ARC approval and are the responsibility of the Owner to obtain.
- Standard includes double-pane windows.
- Full-view storm windows may be installed. The frame must be painted trim color.
- Trim on new windows must be painted existing trim color.
- Composites that cannot be painted will not be approved nor will unpainted aluminum or other metal frames.
- Colored glass, decorative decals, colored film, and paper window treatments on street side windows are prohibited.
- Window treatments/blinds visible from street must appear either white or off-white.

**ARC approval is not required** to replace, repair, or modify windows, or window trim due to material deterioration (including breakage) or to upgrade for energy efficiency if in accordance with the following guidelines.

**Guidelines:**

- Replacement windows must be same as existing in color, style, size, and material.
- Replacement trim must be same as existing in color, style, size. Material can be wood or composite.
- Solar film that blocks ultraviolet rays (with light transmission of not more than 20 percent) may be applied to windows. All front windows must be treated uniformly. Palladian, sidelights, and transoms can be treated individually.
- Mullions (grids) and/or screens on windows, can be removed or installed, but must be done uniformly on similar front facing windows.
- Palladian windows must have mullions.

**Standards:**

- Windows must be maintained in good condition.
- When windows or the material around them deteriorates, they must be repaired or replaced with new material and color consistent with the specifications in the G&S-A.
- Broken or missing mullions (grids) on similar front facing windows must all be replaced, or all removed. If they break on/in a Palladian window they must be replaced.
- Windows with solar film must remain clear. If film deteriorates or changes in color or tint, the film must be replaced.



## IV. GLOSSARY

**Alexandria Neighborhood Committee:** Elected by the Village of Alexandria, this committee may advise the East Park Board of Directors on issues relating to the neighborhood.

**Association:** East Park Community Association, Inc., a Georgia non-profit corporation, its successors or assigns.

**Association Maintained Landscaping:** Includes all trees, shrubbery and landscape beds in front yards, mulch only in side yards, and grass in all areas for homes in Alexandria.

**Board:** The body responsible for administration of the Association, selected as provided in the By-Laws and generally serving the same role as the board of directors under Georgia corporate law.

**By-Laws:** The By-Laws of East Park Community Association, Inc.

**Certified Arborist:** An individual trained in the art and science of planting, caring for, and maintaining individual trees. Arborist must hold current International Association of Arboriculture certification.

**Common Area:** All real and personal property, including Easements, which the Association owns, leases, or otherwise holds possessory or use rights in for the common use and enjoyment of the Owners.

**Cultivar:** The last three classifiers of botanical taxonomy are genus, species and cultivar. The cultivar name is always in single quotations, e.g., purple coneflower or *Echinacea purpurea* 'Magnus,' Magnus is the cultivar name.

**Declaration:** Declaration of Covenants, Conditions, and Restrictions for East Park recorded in Cobb County Deed Book 12472, Page 141, et seq. (as amended).

**Easement:** The right to enter and use someone else's land for a specified purpose. See attachment A.

**Noncompliant:** Failing to comply with the Design Guidelines and Community-Wide Standards, the Declaration, or Supplemental.

**Alexandria Village of East Park:** The gated village of the East Park Community.

**Owner:** One or more persons who hold the recorded title to any Unit.

**Permit:** An official document giving authorization and consent from governmental bodies.

**Specific Assessment:** The Association has the power to levy Specific Assessments against a Unit to cover costs associated with achieving compliance.

**Supplemental:** Supplemental Declaration of Covenants, Conditions, and Restrictions for the Alexandria Neighborhood at East Park recorded in Deed Book 12472, Page 129, et seq. (as amended).

**Unit:** Each numbered lot shown on the Villages of East Park subdivision plat, filed in the Public Records with respect to any portion of the Community, together with the structures constructed thereon (does not include Common Areas or property dedicated to the public).

## V. CHANGES AND AMENDMENTS

The 2019 Design Guidelines and Community-Wide Standards for the Village of Alexandria at East Park (2019 G&S-A) may be amended upon the affirmative vote of two-thirds (2/3) of the members of the ARC and the consent of the Board.

Such amendment will be published and/or promptly posted on the East Park website and a copy of the amended document will be provided to all Owners.

All amendments will become effective upon adoption by the Board. Such amendments shall not be retroactively applied to previously approved work or approved work-in-progress.

In no way will any amendment to the 2019 G&S-A change, alter, or modify a provision of the Declaration or any Supplemental Declaration unless the amendment is identified as a change in Use, Restrictions, and Rules and adopted by the Board as provided in Article X of the Declaration. The current amendment does not include such a change.

## VI. APPROVAL

This edition of the Design Guidelines and Community-Wide Standards for the Village of Alexandria has been prepared and approved by the East Park Community Association Architectural Review Committee, has been approved by the East Park Community Association Board of Directors, and is hereby adopted on this 24 day of August 2019. This edition supersedes all previous versions of Design Guidelines and Community-Wide Standards for the Village of Alexandria at East Park.

### East Park Architectural Review Committee

Signed: John J. Fittipaldi  
John J. Fittipaldi, Chairperson

Date: August 24, 2019

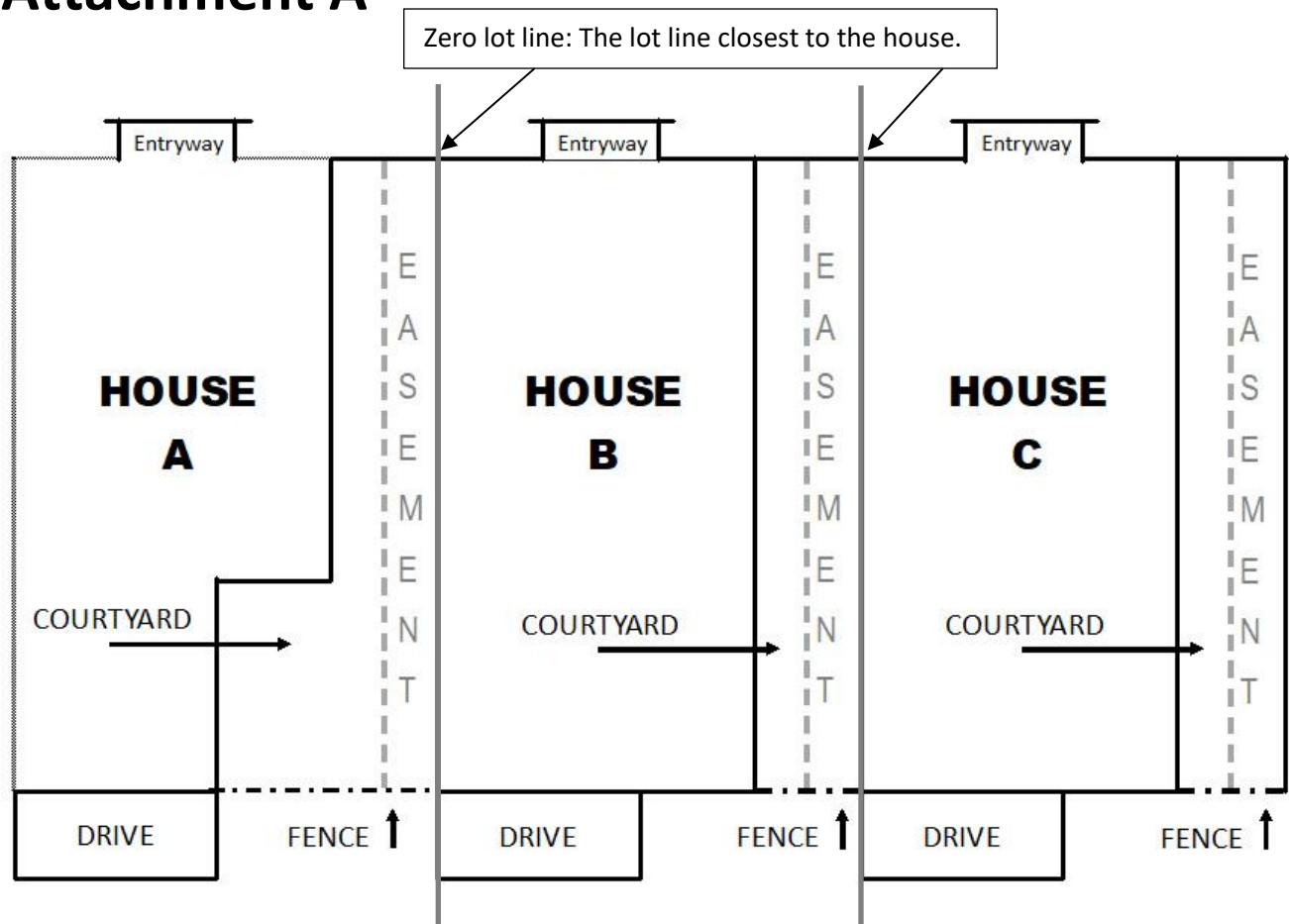
### East Park Board of Directors

Signed: Ronald A. Bohlander  
Ronald A. Bohlander, President

Date: August 24, 2019

## VII. ATTACHMENTS

### Attachment A



**Servient:** Between two houses, the house for which the common boundary is not the zero lot line is the servient house. The servient house has a courtyard easement area that extends 5 feet out in a horizontal direction from the dominant house and in a vertical direction to the top of the house. Owners of the servient house must give right of entry to this easement area to the owners of the dominant house.

**Dominant:** Between two houses, the house with the zero lot line is the dominant house. The dominant house has an easement (within the servient house courtyard) and a right of entry. After giving reasonable notice, owners of dominant house must be allowed access to the easement area of the servient house.

- Between house A and house B, house B has a zero lot line, therefore house B is dominant and house A is servient.
- Between house B and house C, house C has a zero lot line, therefore house C is dominant and house B is servient.

**Supplemental Declaration Article 2 Easement and Right of Entry for Benefit of Dominant Estate States:**

"The Owner and occupants of each Dominant Estate shall have a perpetual non-exclusive easement on, over, and across the Easement Area of the adjoining Servient Estate..."

## **Attachment B**

### **Village of Alexandria Front Door Stain Standard**

#### **Transparent stains:**

Minwax “Special Walnut” (original Alexandria stain standard)

Minwax “Dark Walnut” (original Alexandria stain standard)

#### ***Suggested Source:***

*Home Depot*

*Lowes*

# Attachment C

## Village of Alexandria, Storm Door Style Requirements

Clear glass (no etching), full view, no V-groove in glass. Screen inserts are prohibited on front doors, allowed on courtyard doors.

**\*NOTE: THE COLOR OF THE DOOR MUST MATCH YOUR TRIM PAINT. ARC Approval is required.**



### ***Suggested Source:***

*Home Depot*

*Lowes*

# Attachment D

## Replacing Gaslight Mantle

(179B / #2) Soft Mantle on Ceramic Ring

Instructions:

1. Always replace both mantles for best results.
2. Turn off the gas supply to the lamp and allow lamp to cool.
3. Remove all the glass panes from the lamp and clean.
4. Remove and discard thoughtfully the old mantle rings and all broken mantle ash from the lamp.
5. Install two new mantles on the burner nozzle.
6. Pull the mantle fabric gently down to give the mantle a good and uniform bulb like shape.
7. Replace all but one of the glass panes back on the lamp.
8. Ignite both the mantles at the bottom end and allow to burn off completely with the gas supply off.
9. Turn on the gas supply and ignite both the mantles again.
10. Replace the remaining glass pane back on the lamp.

### ***Suggested Source:***

*Ace Hardware*

*Fireplace Store*

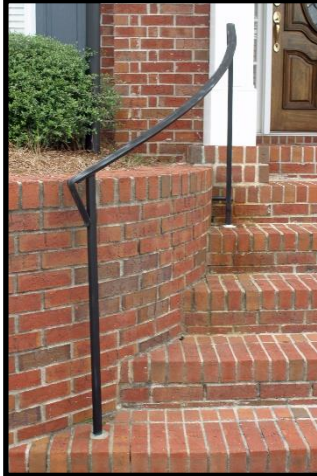
*Amazon*

## Attachment E

### Village of Alexandria Fence, Wall, and Railing Style Requirements.



Front fences must be black metal with pressed spears pickets and ball cap posts.



Front railings must be black metal style.



Side yard walls and fences can be either pierced brick or black metal pressed spears sections between brick pillars.



Back fence must be wood with French provincial posts, and straight cap line on top.



# Attachment F

## Village of Alexandria Fence Stain Standard

### **Transparent stains:**

TWP 205 “California Cedar” transparent stain

Behr DP 351 “California Rustic” transparent stain

Sherwin Williams 3511 “Cedar Bark”

Sherwin Williams 3512 “Cider Mill”

Behr 501 Natural Cedar (original Alexandria standard)

### **Opaque stains:**

Behr Premium #SC-130 “California Rustic”

Sherwin Williams 3029 “Ember”

Owners siding color can be used to create opaque stain color

### **Suggested Source:**

*Sherwin Williams*

*Home Depot*



# Attachment G

## Village of Alexandria Mailbox Standard

If repairing, use original parts from Addresses of Distinction. Order over the phone using the subdivision name “East Park Village-Hamilton Corners.” Then give “Alexandria at East Park” as the village name. If the entire mailbox system needs to be replaced, the East Park Village of Alexandria standard is Williamsburg 111 with knob and with 2" Williamsburg brass numbers.

### East Park Standard for Village of Alexandria Williamsburg Model 111 with knob

#### PARTS AVAILABLE TO ORDER:

- 2" Williamsburg Brass numbers
- Williamsburg Mailbox
- Williamsburg – Flag, Door Brass Pull, Flag Brass Pull, Door Hinge, S Scroll and Bracket
- Williamsburg Post
- Williamsburg number plate



#### Suggested Source:

*Addresses of Distinction*

2115 Hills Avenue Northwest

Atlanta, GA 30318

Online: [addressesofdistinction.com](http://addressesofdistinction.com)

Phone: 770-436-6198

Email: [supportdesk@aodmailboxes.com](mailto:supportdesk@aodmailboxes.com)





