

DESIGN STANDARDS

(Pursuant to section 5.05 of the Declaration of Covenants, Easements and Restrictions)

ARCHITECTURAL & LANDSCAPE GUIDELINES

Paulling Saddlebrook Farms Homeowners' Association, Inc.

BOARD OF DIRECTORS & ARCHITECTURAL CONTROL COMMITTEE (ACC)

Effective January 2011 (v. 3)

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DEFINITIONS

The Protective Covenants are Article VI of the *Declaration of Covenants, Restrictions and Easements*. Article VI contains a brief standards review and broad, general objectives of the community association to protect our property values and the integrity of the subdivision. The Design Standards, hereinafter referred to as *Guidelines*, which may be modified from time to time, have been developed to supplement and amplify the Protective Covenants. These Guidelines, in addition to the purposes spelled out in the

Declaration of Covenants, Restrictions and Easements, serve two purposes:

1. To assist the homeowner, both in designing the proposed improvement, and also in determining how to apply for approval.
2. To provide criteria for consistent decisions by the current and future Architectural Control Committee.

OVERALL GOAL

The overall goal of the Protective Covenants and Design Guidelines is to keep the Paulding Saddlebrook Farms community an attractive and desirable place in which to live.

ARCHITECTURAL CONTROL COMMITTEE (ACC)

The Architectural Control Committee (ACC) is appointed by the Board of Directors and reports directly to the Board of Directors. The Committee is to provide assistance in establishing and enforcing community standards in the realm of the association's architectural scheme. ([Article V of the Covenants](#))

Purpose – The purpose of the ACC is to keep the community attractive and enjoyable for all and keep our home values up. The ACC has the responsibility to establish, approve and enforce all architectural standards per the Declaration of Covenants, Conditions and Restrictions. In accordance with this understanding the committee will address issues in a non-bias way using Lot Numbers and/or Addresses. This is a very difficult responsibility and our goal is not to offend or insult our neighbors. Your help, support and understanding are greatly appreciated. We will always be open to suggestions to make this an outstanding community we can all be proud of.

Goals – The goal of the Committee is to preserve and enhance the established aesthetic qualities of the community and the quality of living within the community.

Organization – The Committee Chair will be appointed by the Board of Directors. The Committee shall nominate from its membership a secretary. The secretary, or acting secretary, shall record the minutes of all Architectural Control Committee meetings.

Responsibilities –

- A. Be cognizant of the overall architectural plan of the community.
- B. Protect community standards through architectural control as directed by the Covenants. Constantly review design standards and guidelines for adequacy and application.
- C. Monitor member compliance with standards and guidelines and provide enforcement procedure recommendations to the Board of Directors.
- D. Be alert to architectural problems and covenant violations reported by members and seek a solution to these problems.
- E. Review all plans for improvement on the common area and elements with respect to their impact on the aesthetic quality of the community.
- F. Review all member ACC modification plans. Make recommendations to the Board of Directors for approval or denial of modification requests **that are outside of the architectural standards and guidelines**, with respect to their impact on the aesthetic quality of the community.

- G. Provide recommendations to the Board of Directors to improve the ACC's modification process.
- H. Maintain Association property listing.
- I. Maintain a membership roster and minutes.
- J. Follow and enforce the Design Standards as required in [Article V, Article VI, & the Covenants](#) .
- K. Keeping the Board of Directors abreast to the issues surrounding all aspects of the ACC.

APPLICATION INFORMATION

1. Most exterior additions, improvements or modifications do not require a Change Request Form to be submitted, provided certain conditions are met. These guidelines will assist in the planning for the exterior project, as well as indicating if a submission to the ACC is required. **Notice:** *If you r specific project is not addressed within this document, you must submit a Change Request Form to the ACC for prior approval.*
2. A completed form must be submitted through the Architectural Control Committee for all other types of modifications. The verbal approval of any sales agent, developer, builder, or association representative is NOT sufficient. All approvals must be in writing to the Association. When plans are required, they must be submitted with the form. A form is attached to these guidelines. Additional forms are available from the Architectural Control Committee and will be added on the <http://www.psfhoa.com> web site.
3. The ACC ordinarily meets once a month and not less than every three months, except when a holiday postpones a meeting. Owners generally will receive a response to their request within five days after the meeting at which the request is scheduled. However, Article 5.09 allows for up to 30 days for the ACC to act. All applications MUST be approved before work is started. Do not assume that it has been approved until a approved application has been received from the ACC.
4. Decisions of the ACC can be appealed to the Board within ten days of receipt of notice of any decision by the ACC. Appeals must be written.
5. Home owner is responsible for keeping up with approved applications and pass documentation to next buyer if home is sold.

ARCHITECTURAL CONTROL COMMITTEE ENFORCEMENT PROCEDURES

1. Apparent covenant violations – as reported by any source – must be submitted in writing to the ACC to be referred for appropriate action.
2. Pursuant to the covenants, the Association may levy fines for any violation of the Declaration, Bylaws, Rules, Regulations, or Design Standards, which shall be collected as provided for the collection of assessments. ***The amount of said fines shall be \$25.00 per day, per violation.***
3. The Association shall not impose a fine (a late charge shall not constitute a fine) unless and until the following procedure is followed: Written demand to cease and desist from an alleged violation shall be mailed to the alleged violator specifying:
 - (i) The alleged violation;
 - (ii) The action required to abate the violation;
 - (iii) A time period, not less than ten (10) days (for the first occurrence) or 5 days (for each occurrence thereafter), during which the violation may be corrected without further sanction. ***The Board or its designee may demand immediate abatement in such circumstances which, in the Board's determination, pose a danger to safety or property;***

- (iv) That the alleged violator may, within ten (10) days from the date of the notice, send a written appeal to the Board (or request for extension of time) via certified mail;
 - (v) The mailing address to which the appeal may be sent;
 - (vi) That all rights to have the fine reconsidered are waived if a hearing is not requested within ten (10) days of the date of the notice, and that fines shall not accrue during the appeal period.
4. If necessary, follow-up action may be taken. Possible sanctions include:
- (i) Suspension of the right to vote;
 - (ii) Suspension of the right to use the recreational facilities and common areas;
 - (iii) Correction of the violation by the association with all costs charged to the violator (abatement Article 8.02);
 - (iv) Filing a lien for all fines, attorney's fees, and costs to correct the violation.

TIMELINESS OF WORK

All work approved by the ACC shall be completed within three months of the approval date, unless otherwise approved. Members should submit a time-line of the work scheduled.

ALL REQUIRED PERMITS

1. All homeowner Modification Request Forms that involve construction or alteration of a structure that requires a building permit from Paulding County will be reviewed for compliance with the design guidelines by the ACC based only on the Architectural Control Committee Design Guidelines, not the permitting requirements of Paulding County and any State or Federal governing agency.
2. It is the responsibility of the homeowner to confirm if a building permit is required by Paulding County for the requested structure. The ACC and the Board of Directors do not have the authority or the ability to inform homeowners if Paulding County requires a building permit.
3. The homeowner is fully responsible for obtaining the necessary permits as required by the governmental agencies having jurisdiction over the proposed improvement. The homeowner is solely responsible for compliance with the codes and ordinances of the governmental agencies having jurisdiction over the construction.
4. The ACC and the Board of Directors shall not be held responsible for any modification or alteration constructed by or on the behalf of homeowners who do not obtain the proper permits. This is regardless of whether the structure is approved by the ACC, as the Committee makes decisions based solely on the Design Guidelines.

GUIDELINE NUMBER 1: PATIOS AND WALKWAYS

1. Submission of a form for a patio is not required if:
 - (i) The patio does not extend beyond the sidelines of the house and does not extend to within ten (10) feet of the side property lines; and
 - (ii) The patio is not visible from the front of the home.
 - (iii) The patio does not exceed six (6) inches above ground level at any point; and
 - (iv) The existing drainage patterns are not altered in a manner that adversely impacts any adjacent properties and the drainage of the patio is directed to the homeowner's own property and properly

dispersed.

2. Submission of a form for a walkway is not required if the walkway is located in the **rear yard** and:
 - (i) Is no closer than ten (10) feet from the side property lines; and
 - (ii) The walkway does not exceed four (4) inches above ground level at any point; and
 - (iii) If the existing drainage patterns are not altered in a manner that adversely impacts any adjacent properties and the drainage of the sidewalk is directed to the homeowner's own property and properly dispersed; and
 - (iv) If the width of the sidewalk does not exceed 4'-0".
3. All sidewalks and walkways to be installed in the front of the home must be approved by the ACC prior to beginning construction of such.

GUIDELINE NUMBER 2: EXTERIOR APPEARANCE, DECORATIVE OBJECTS, FRONT PORCH FLOWER POTS, LIGHTING, HOUSE NUMBERS, ETC.

[Article VI, Section 6.22, the Covenants](#)

Exterior Appearance

General

The exterior appearance of your property is the primary purpose of the Design Guidelines. In making your selections, please consider the following:

1. A form must be submitted if you are repainting and considering any color change. Please review the other houses around you and select colors different from the house next door or across the street. See Guideline Number 11.
2. Housing exteriors must remain clean and may not appear to be unkempt at any time (mold, faded paint, dirt, etc.).
3. Screens on windows must ALL be installed or ALL removed
4. Window treatments that are visible from the street should be made to blend with the exterior by using a white or off-white liner or blinds so that the vibrant colors or patterns you select for the interior don't clash with your exterior colors. The color (white or off white) used must be the same for all windows that are visible from the street.
5. A form must be submitted for all exterior DECORATIVE objects; both natural and manmade (live plants and live flowers in pots excluded). Exterior artificial vegetation is prohibited. Exterior DECORATIVE objects include items such as bird baths, birdhouses, wagon wheels, sculptures, statues, fountains, pools, antennas, free-standing poles of all types, flag poles, gazing balls and yard art, and items attached to approved structures and visible from any street. (Generally, exterior decorative objects will be limited to three (3) per yard. Please get prior ACC approval.)
6. Except as provided below, a form must be submitted for all exterior lights or light fixtures not included as part of the original structure. However, a form is not required for landscape lights that meet the following criteria:
 - (i) Light fixture does not exceed twelve (12) inches in height; and
 - (ii) The number of light fixtures does not exceed ten (10); and
 - (iii) All fixtures do not exceed 20 watts rating (low voltage lighting), should be white or clear, non-glare, and shall be directed towards the homeowner's house and landscaping only.
7. A form is not required to be submitted for a single flag pole staff attached to the portion of a house to display the **official** state flag of Georgia or the official flag of any nation. Such flags may not exceed 3 x 5 FT in size. Flags must be maintained in good condition. These poles may also be used for the

temporary display of flags relating to schools, colleges, universities, or flags such as might be used for holiday seasons. Seasonal flags need to be changed with the seasons (no summer flags in the winter, etc)

8. Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the house. Live plants and live flowers in pots must always be neat and healthy. Exterior artificial vegetation is prohibited. Neatly maintained front porch flower pots that match color-containing evergreens/flowers do not require submission of a form.
9. Objects will be evaluated on criteria such as location, proportions, color and appropriateness to the surrounding environment.
10. House numbers **must** be displayed on the mailbox. Additionally, numbers may be displayed on the curb (White Background & Black Stenciling only).
11. Trash cans shall not be stored on the front side of the home or the side of the home that faces a street if a corner lot. If stored on the side of the home the can should be within 1-1/2 feet of the exterior wall, and no less than 1-1/2 feet from the front line of the home or side line that faces a street.
12. Front and side lawns and driveways must be kept free of toys and equipment that's not being used.

GUIDELINE NUMBER 3: GARDEN PLOTS

1. A form must be submitted for garden plots unless all of the following conditions are met:
 - (i) The plot is located behind the rear line of the house and ten (10) feet from the side property line; and
 - (ii) The plantings are in keeping with the general horticultural appearance of the community; and
 - (iii) The plot must be properly maintained per the community standards; and
 - (iv) The plot does not alter the existing drainage patterns in a manner that adversely impacts any adjoining property.
2. All garden plots must be located behind the rear line of the house. All other proposed locations will be considered on an individual basis when a form is submitted.
3. Garden plots are planting areas or beds that contain anything other than ornamental plants, such as vegetables, herbs, peanuts, watermelons and the like. Seasonal plants to heights of six (6) feet or more in growth need a form submitted.

GUIDELINE NUMBER 4: PLAY EQUIPMENT, PLAY HOUSES, AND TREE HOUSES

Article VI, Section 6.24, the Covenants

1. A form is not required to be submitted for play equipment if the play equipment is located:
 - (i) In the **rear yard**; and
 - (ii) Within the extended sidelines of the house, with the placement in the middle 1/3 of rear; and
 - (iii) Within the screened fenced area of the house, if yard is fenced; and
 - (iv) Outside of the view of streets and sidewalks.
 - (v) Such that it will have a minimum visual impact on adjacent properties; and
 - (vi) The play equipment does not alter the existing drainage patterns in a manner that adversely impacts any adjoining property.
2. Metal play equipment, other than trampolines, is permitted, so long as the equipment appears to be maintained and used regularly. Any equipment appearing to be unkempt and unsightly must be removed immediately upon the request of the ACC or HOA Board (Rust, broken chains, missing swings, broken

- equipment, faded paint, etc.).
3. A baseball backstop or similar item is not play equipment and must comply with the fence guidelines.
 4. A form must be submitted for all playhouses and tree houses.
 5. Playhouses and tree houses must be located where they will have a minimum visual impact on adjacent properties. In most cases, material used must match existing materials of the house and the playhouse or tree house is not to exceed sixty four (64) square feet.
 6. Appropriate evergreen landscaping should be used to screen around the playhouse.
 7. Playhouses and tree houses will not be permitted in common areas.

GUIDELINE NUMBER 5: BASKETBALL GOALS

1. In-ground basketball goals are permitted on a conditional basis. A form must be submitted and will be considered if all of the following requirements are met:
 - (i) The post is painted black;
 - (ii) A drawing accompanies the form showing the proposed location.
2. Owner must maintain the appearance of the pole and goal at all times.
3. If freestanding or portable goals are not used for long periods of time, it must be stored in the garage or behind the rear side line of the house when not in use. When in use must remain in the upright position.
4. Free standing or portable goals are designed with a base that is to be filled with water or sand (or equivalent) to maintain stability. The use of anything other than factory design is prohibited.
5. If freestanding or portable, one rectangular guideline on the backboard is permissible. Basketball backboards shall not exhibit any other image than the target box and/or graphics printed from the factory.
6. Freestanding or portable goals are not permitted on or near any street except during active usage of the equipment. The goal should be removed and stored immediately after use.
7. No goals may be attached to the exterior of the house, deck, etc.

GUIDELINE NUMBER 6: PRIVATE POOLS and LANDSCAPE PONDS

1. A form is not required to be submitted for children's portable wading pools (those that can be emptied at night) that do not exceed eighteen (18) inches in depth and whose surface area does not exceed thirty-six (36) square feet.
2. **A form must be submitted for ALL in-ground or above ground pools and ponds:**
 - (i) All forms for a pool addition shall be submitted with a drawing of the property that accurately depicts the location of the house, property lines, building setbacks, decks, easements and any other elements that may restrict the location of the proposed pool. The drawing shall be prepared to a scale of 1"= 10'. The drawing shall dimensionally depict the proposed location of the pool and pool deck, pool equipment and any other related improvements. The proposed drainage plan shall be clearly indicated including all existing drainage conditions. All proposed materials and colors should be indicated on the drawing. The drawing shall indicate the location and type of silt fence to be installed and maintained during construction. Existing trees and other landscaping that are to be removed to accommodate the proposed pool improvements shall be marked with ribbon for review by the ACC prior to removal.
 - (ii) The appearance and detailing of all retaining walls must be consistent with the architectural

character of the house. Retaining walls shall not exceed 4'-0" in height. All retaining walls shall be located a minimum of 3'-0" clear of any property line to allow for drainage and the maintenance of the wall. Some terracing may be acceptable.

- (iii) Changes to existing retaining walls must be approved by the ACC. A form outlining changes must be submitted prior to the beginning of any construction.
 - (iv) Privacy fencing for lots with pools and spas must comply with the fence guidelines. Above ground pools MUST be surrounded by a privacy fence and completely out of view from any street or sidewalk.
 - (v) Maximum pool area is eight hundred (800) square feet.
 - (vi) Glaring light sources, which can be seen from neighboring lots, shall not be used.
 - (vii) The pool area shall be enhanced with landscaping and all pool equipment shall be screened with evergreen landscaping.
 - (viii) Pool equipment shall be located a minimum of 15'-0" from any adjacent property and shall be behind the rear plane of the house.
 - (ix) Dirt excavated shall not be stored on the lot longer than one week. All stored excavated dirt shall be immediately covered with straw to prevent erosion.
 - (x) A construction timetable is required, including a completion date.
 - (xi) Water flow or drainage resulting from the backwashing or building of pools must not interfere with any other property or roadway within the subdivision.
 - (xii) All pools must be maintained using the proper chemicals to prevent discoloring of the water and possible insect infestation. Additionally, chemical treatment of pools shall include oxygenation.
 - (xiii) All pools must be covered during the fall and winter, when not in use. Additionally, pools should be covered during any extended period of non-use any time of year.
3. **A form must be submitted for exterior hot tubs, and hot tubs must be screened from adjacent properties.**
4. **A form must be submitted for proposed ponds. Ponds shall comply with the following:**
- (i) All submittals for proposed ponds shall include a drawing, including all related improvements, clearly indicating the location of the pond with respect to the main house and all property lines and proposed grading if applicable.
 - (ii) The recommended location shall be in the middle third of the rear yard. Ponds shall not be located in the front or side yards.
 - (iii) Pond designs are restricted to natural settings and are required to blend with the natural features of the land. Ponds shall not be higher than the adjacent land other than natural border stones. Monumental and decorative ponds are not permitted.
 - (iv) The total area of ponds including all water surfaces shall not exceed 80 square feet.
 - (v) All ponds and pools shall include the oxygenation of water and water movement to prevent the growth of mosquitoes. Ponds shall be maintained and shall not consist of any areas of stagnant water.

GUIDELINE NUMBER 7: FENCES

[Article VI, Section 6.07, 6.12, the Covenants](#)

1. The original design concept of the Saddlebrook Farms Community promotes a feeling of open space; therefore fencing is not generally encouraged. **A form must be submitted for ALL fence construction or modifications.**

2. Chain link fences are prohibited. No wire fences, chicken wire, or welded wire fences are permitted.
3. No double fencing is permitted.
4. All forms must include the following information:
 - (i) Picture or drawing of fence type. Permissible fence types are privacy fence picket style with boards touching, inclusive of privacy shadow – box styles, picket, metal iron (no scallops), vinyl, split rail where the split rail matches the rail fence at the entrance, when used exclusively for decoration (on approval) with no wire attached and of the size and color listed below.
 - (ii) Dimensions:
 - (a) The height shall not exceed six (6) feet, with the exception that fencing around the perimeter of the Saddlebrook Farms property shall not exceed eight (8) feet. Perimeter fencing shall match any pre-existing perimeter fencing in color, design, height, and materials.
 - (b) The maximum span between posts shall be ten (10) feet. Fences are permitted to have spires as part of the wood post.
 - (c) The minimum post size shall be 4”x 4”.
 - (d) Crossbeams shall consist of either two 2”x 6” rails or three 2”x 4” rails per section as a minimum; two 2”x 8” rails or three 2”x 6” rails are also acceptable. Crossbeam structure must face inside towards the yard.
 - (iii) Color: The color shall be natural or stained a natural wood color. Painting of wooden fences is not permitted.
 - (iv) Site Plan: A site plan drawing denoting the location of the fence must accompany the form. Fences shall not be located closer to any street than the rear edge of the home except for the following conditions that will be considered on a case by case basis:
 - (a) On corner lots, the fence shall not be closer to any street than the building line of the adjacent lot(s).
 - (b) If the “rear” door of a house (basement, crawl space, or main level) or the air conditioner unit(s) is on the side of the house within six (6) feet of the “rear” of the house, fence construction will be allowed to begin at the door or the air conditioner unit(s) so that the door or air conditioner unit(s) is within the fenced-in area.
5. Dog Runs are not permitted.
6. Each homeowner must maintain the fences located on his/her respective property regardless of origin of construction or location. Double fencing is not permitted.
7. Illustrations of the approved fencing are available from the ACC. Before selecting the desired fence style refer to these guidelines. If the adjacent properties have installed fencing then the fence design shall match the existing fence design of the adjacent properties.

GUIDELINE NUMBER 8: EXTERIOR LANDSCAPING AND MAINTENANCE
[Article VI, Section 6.22, the Covenants](#)

1. A form is not required to be submitted for ornamental trees and shrubbery provided that all of the following guidelines are met.
 - (i) Tree plantings (row or cluster styles) are not permitted from the front line of the house to the street. In the case of corner lots, trees (row or cluster style) are not permitted from the front corner of the house on the adjacent lot(s) to the street.
 - (ii) However, row or cluster tree plantings are permitted from the front corner of the house to the rear corner of the property line. Staggered tree planting is preferred over rows. Hardwood trees should be

located a minimum of ten (10) feet from property lines. Evergreen trees shall be located a minimum of five (5) feet from adjacent property lines.

2. All landscaping beds must be covered with a suitable covering such as natural pine straw, chopped pine bark mulch, or wood shavings of natural or red earth tones. Rock is only permitted in natural colors of tan, beige, red, and gray. White rock is not permitted.
3. Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials in keeping with the horticultural appearance of the community. Approved grass types for front lawns are warm seasonal grasses, such as Bermuda or Zoysia only. The amount and character of the landscaping must conform to the precedent set forth in the Saddlebrook Farms Community. The use of artificial vegetation is prohibited.
4. All planting areas should be properly maintained at all times, and, after the first frost, all affected material should be removed. At the end of the growing season, all dead plants should be removed. Bare earth must be covered with natural pine straw or earth tone mulch to prevent soil erosion.
5. Landscape bed edging must not exceed more than four (4) inches above the ground; and must be of uniform type. Permanent masonry must be approved. Standard bed edging: black polypropylene, brick edging that matches the brick of the house, stone, or concrete. Wood or decorative plastic must be approved by the ACC prior to installation. All other edging, if used, must be flush with the ground and be of a uniform type.
6. Each homeowner shall keep his/her lot and all improvements thereon in good order and repair including, but not limited to, seeding, watering, mowing, edging, the pruning and cutting of all trees, shrubbery and weed control; homeowners should also maintain the painting or other appropriate external care of all structures and removal of dead trees and improvements. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set forth in the Saddlebrook Farms Community.
7. Lawns adjoining sidewalks, curbs and driveways shall be kept neatly edged.
8. All debris, clippings, etc. must be properly removed from lawns, driveways, sidewalks, streets, etc. Hosing, raking or blowing materials into the streets and into the storm water management system is not permitted. Any waste material in the storm system in Saddlebrook Farms Community contributes to pollution in our community.
9. Each owner is responsible for removal of debris, clippings, etc. from the property line to the center of the street.
10. Outdoor storage of garden tools and hoses must be screened from view and be kept behind shrubs. Any tools or items stored under a back deck or porch must also be screened from view.

GUIDELINE NUMBER 9: FIREWOOD

[Article ??, Section ?.??, the Covenants](#)

1. Firewood piles must be maintained in good order and must generally be located within the sidelines of the house and in the rear yard in order to preserve the open space vistas.
2. Firewood pile coverings are allowed only if the cover is an earth tone color and the firewood pile is screened from the view of the street. For example, a tarp-covered firewood pile may be located under a deck and have shrubs planted around it.

GUIDELINE NUMBER: 10: DECKS

1. **A form must be submitted for ALL new, changes, or additions regarding decks.**
2. The form must include the following:
 - (i) A site plan denoting location, dimensions, materials and color.
 - (ii) The deck may not protrude past the sides of the house and must be located in the rear of the house.
 - (iii) Materials must be cedar, cypress, or Number 2 grade or better pressure treated pine (other material will be considered).
 - (iv) The deck must be natural or stained a natural wood color or trim color of the house.
3. A rail design shall be submitted with the site plan and form indicating the picket and rail materials and design. A brochure may indicate the design if a prefabricated design is used; otherwise, the design should be drawn to scale to indicate the design.
4. The following, without limitation, will be reviewed: location, size conformity with design of the house, relationship to neighboring dwellings, and proposed use.
5. Homeowners are advised that Paulding County may require a building permit for construction of a deck.

GUIDELINE NUMBER 11: EXTERIOR BUILDING ALTERATIONS AND ADDITIONS

Article VI, Section 6.13, 6.23, the Covenants

1. **A form must be submitted for all exterior building alterations and additions. Building alterations include, but are not limited to, storm doors and windows, construction of driveways, garages, porches and room additions to the house.** Repainting requires prior written approval only if the color is changed from the original color of the house.
2. The original architectural character or theme of any house must be consistent for all proposed additions and alterations to the structure. Once the character is established, whether it is traditional, contemporary, etc, no change may alter that character.
3. A form requesting a paint color change requires the following information:
 - (i) Paint sample color used in or approved for the Saddlebrook Farms Community; and
 - (ii) Area of house to be repainted; and
 - (iii) Photograph of the house to be painted and the houses on both sides.
4. Storm doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the house. Storm door windows must be of solid glass with no decorative or protective metal workings. The form must be submitted and contain the following information:
 - (i) Picture or drawing of the door on which storm door will be installed; and
 - (ii) Picture depicting style of storm door to be installed; and
 - (iii) Color.
5. Storm windows must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors of the house. Storm windows must be of solid glass with no decorative or protective metal workings. The form must be submitted and contain the following information:
 - (i) Storm windows must comply with window to be covered; and
 - (ii) Picture or drawing of the window; and
 - (iii) Picture depicting style of storm window to be installed; and
 - (iv) Color.
6. Decorative Windows such as stained glass, decorative glass, etched glass, or leaded glass must be

- housed in wood frames and use muted colors. NO intense primary colors are to be used, and color must be compatible with the design of the house. All colors are subject to review of the ACC.
7. For any changes to the plans as approved by the ACC, the owner must submit such changes for approval prior to commencing construction.
 8. Tennis courts are prohibited (other than the community tennis courts).
 9. Storage structures shall be located in the rear yard of the property and no closer to a property line than the extended sidelines of the existing home and in no case closer than ten (10) feet.
 - (i) Storage structures shall be limited to 100 square feet.
 - (ii) Storage structures may not be used for workshops, or any other purpose that may be deemed by the ACC to cause disorderly, unsightly, or unkempt conditions.
 - (iii) Storage structures must be permanently secured to the ground. (concrete floor or wood flooring concreted into the ground)
 - (iv) Storage structures' exterior must be of matching color with the house and the shingles need to match the house shingles.
 - (v) No metal, aluminum, or plastic sheds will be approved or permitted
 - (vi) Carports (or open air covered structures used for the purpose of storing or parking cars, boats, RVs, etc.) are NOT permitted.
 10. Homeowners are advised that Paulding County may require a building permit for construction of any structure, attached or detached.
 11. All dog houses must be located where they will have minimum visual impact on adjacent properties, and shall not be located closer to any adjacent property line than ten (10) feet.

GUIDELINE NUMBER 12: VEHICLES AND PARKING

Article VI, Section 6.06, the Covenants

1. The recreational area parking lot is intended for the use of Saddlebrook Farms residents (in good standing) during their use of the recreational area, pool and tennis courts and clubhouse facilities.
2. No boat, trailer, camper, recreation or any other type vehicle may be parked or stored in open view on residential or common property without notification of approval by the Saddlebrook Farms Homeowners' Association for a temporary period of not to exceed 48 hours solely for the purpose of loading, unloading and cleaning .
3. All cars parked in open view must be operable, may not be unsightly, and must have current license plates and registration. Should a car be parked on a concrete parking pad that is located in the rear yard, that pad shall be completely screened from the view of the neighbors. Unsightly vehicles should be parked in the garage with the garage doors closed.
4. No vehicle may be parked on any yard or sidewalk.
5. Parking of vehicles on the street is prohibited. This is a violation of [Paulding County Code Ch. 62 Art. III Sec. 62-63](#). Violators risk being towed at owner/operators expense, issued a citation and/or fined \$25.00 per occurrence, per day. Each homeowner is responsible for any vehicle parked in front of their home. The Board of Directors may, at its discretion, grant prior approval, not to exceed 24 hours, on a case by case basis for parking in the street.
6. No vehicles with a carrying capacity exceeding one ton are permitted to be parked on neighborhood streets or driveways.
7. For more detailed information, see Article 6.06 of the Covenants or consult with a member of the ACC.

GUIDELINE NUMBER 13: SATELLITE DISHES/WINDOW AIR CONDITIONERS/WINDOW FANS

[Article VI, Section 6.16, the Covenants](#)

1. A form is required to be submitted for satellite dishes. All of the following requirements must be met:
 - (i) Satellite dishes must be no larger than one (1) meter in diameter
 - (ii) If ground mounted, satellite dishes must be screened from view by evergreen landscaping – not lattice. Any cable must be buried. A maximum of two satellite dishes per lot is allowed.
 - (iii) Satellite dishes mounted on the house wall or roofs shall be located in a manner that limits the visibility of the dish to the street. Every effort shall be made to locate the dish discretely and out of view.
 - (iv) Front yard mounting of satellite dishes is strongly discouraged due to the difficulty in properly screening the dish. However, if there is no other reasonable alternative location, all dishes located in the front shall be mounted on grade within five (5) feet of the house and screened with evergreen landscaping that will provide screening without blocking the signal.
 - (v) Rooftop mounting of satellite dishes on the rear of the house (out of public view) is preferred.
2. Colors of satellite dishes are subject to review. Colors shall be neutral and be compatible with the colors of the house.
3. Window air conditioners or window fans are prohibited from any window on the front side of the home. Any other type of appliance or device located in a window or wall where the device is visible on the exterior must be approved. **Note:** *During the selling phase of a home, window AC's or fans indicate to the buyer that the central cooling and heating system is inadequate. Please be aware that you may be sending the wrong message to your potential buyer if your central system is inadequate.*

GUIDELINE NUMBER 14: MAIL BOXES & POSTS

[Article VI, Section 6.08, the Covenants](#)

1. In accordance with Article 6.08 of the Covenants, all mailbox posts must be approved by the ACC. A Change Request Forms is required. This will be enforced in accordance with Article 6.26 of the Covenants.
2. Mailboxes must be approved by the ACC. A Change Request Forms is required. This will be enforced in accordance with Article 6.26 of the Covenants.
3. If the original mailbox as installed by the Builder is damaged, destroyed or becomes otherwise unusable, the homeowner must submit a plan to install a mailbox consistent with the mailbox approved by the ACC. [ACC Approved Mailbox](#)
4. If you are a homeowner prior to 2004 with an unapproved mailbox, it will need to be replaced when you sell or rent out your property or no later than December 2011.
5. If home ownership changes or home was built after 2004, the new owner must submit a plan to install a mailbox consistent with the mailbox approved by the ACC. [ACC Approved Mailbox](#)
6. No plants shall be planted in such a manner that such planting and their future growth obstruct delivery of mail.
7. No plants shall be planted in such a manner that such planting and their future growth obstruct the numerical address.
8. All landscaping beds surrounding the mailbox shall meet the standards set forth in Guideline Number 8,

Item 5.

GUIDELINE NUMBER 15: SIGNS IN YARDS

[Article VI, Section 6.05, the Covenants](#)

The ONLY sign allowed in the front or side yard for an unlimited period of time is one (1)

1. PROFESSIONAL REAL ESTATE SIGN or store purchased “For Sale, Rent or Lease by Owner”, in accordance with the Covenants (Article 6.05).
2. BOOSTER signs from schools or organizations are allowed to be visible for a period of two (2) consecutive weeks.
3. POLITICAL signs may be displayed two weeks prior to an election and removed the day after the election.(Must not exceed 2 x 3 feet in size.)
4. **Signs at community entrances:** The Paulding County Board of Commissioners has established limitations for road-side signs throughout the County. Roadside signs are generally not permitted to remain outside the periods of Thursday nights through Monday mornings.

GUIDELINE NUMBER 16: UNDEVELOPED LOTS

1. Undeveloped lots must appear undisturbed and in their original natural state.
2. Rock (Boulder) piles are strictly prohibited.
3. Burial of any unnatural or man-made materials is prohibited.
4. Undeveloped lots with sidewalks on adjacent properties must have sidewalks in place, unless a building permit has been issued and active construction is in progress.
5. Undeveloped lots which have been altered from the original natural state must be graded level, clean of any debris or rocks, seeded with warm season grass, and maintained.

GUIDELINE NUMBER 17: NUISANCES, LIVESTOCK AND POULTRY

[Article VI, Section 6.03, 6.04, the Covenants](#)

1. No obnoxious or offensive activity will be allowed at any lot or will be allowed to become an annoyance or nuisance to the neighborhood.
2. No animals, livestock, or poultry of any kind will be raised, bred or kept on any lot, except for dogs, cats and other household pets as long as they are not kept, bred, or maintained for commercial purposes. All animals will be restrained and inoculated with all applicable local, state, and federal ordinances and laws.
3. Paulding County Code: ([Animals](#), [Trash](#), [Noise](#), etc)

[PLEASE READ THE DECLARATION OF COVENANTS](#), CONDITIONS, RESTRICTIONS AND STANDARDS FOR PAULDING SADDLEBROOK FARMS SUBDIVISION.

Paulding Saddlebrook Farms Homeowners' Association
APPLICATION FOR MODIFICATIONS (Change Request Form)

Date: _____ Fee (if applicable): \$ _____

Applicant/Homeowner: _____

Property Address: _____

Phone Number: _____ Office Phone: _____

Email: _____

Note: Submit one (1) package including this form and any attachments.

Modification Request: (provide a brief description as to nature and location of modification. If applicable, attach drawings, pictures, catalogue cuts, samples, etc. Include a site plan showing dimensions and location of proposed construction.)

Location of similar approved modifications, if known: _____

Estimated Start Date: _____ Estimated Completion Date (90 days max): _____

.....
Permission is hereby granted for members of the Architectural Control Committee and appropriate Saddlebrook Farms representatives to enter the property to make reason able inspection of the modification and its proposed location.

Applicant's Signature: _____ **Date:** _____

Date Received by ACC _____ Initials _____

Decision Date _____ Approved / Disapproved (circle one) ***Comments on back*

ACC Signature: _____

ACC Signature: _____

Board Member's Signature: _____ **Date:** _____

