

Windward Community Services Association, Inc. Design Standards

These Design Standards, including each Section thereof, have been duly adopted by the Windward Community Services Association, Inc. (“WCSA”) as of the date shown below in the footer. They apply to all Property within Windward (excluding the Common Area) and all Windward Owners, occupants, and their respective guests, invitees and licensees.

Each Section of these Design Standards can be found under the “Design Standards” tab at the Windward Community Website located at www.windwardcommunity.org. For your convenience, links to each Section of the WCSA Design Standards have been provided within the attached Index. The Application for Modification Review is available upon request, online at the Windward Community Website and at the following link. (Link). Thank you for your anticipated cooperation in adhering to these Design Standards.



Questions and/or concerns concerning these Design Standards can be addressed to the WCSA’s Management Company, Access Management Group, at 770.802.8360 or windward@accessmgt.com.

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B. Neighborhood Guidelines: (Apply to All Homes in Each Respective Windward Neighborhood)

IMPORTANT: The Neighborhood Guidelines supplement the Community-Wide Guidelines. They are in addition to, and not in lieu of, the Community-Wide Guidelines. Please note that Standards vary by Neighborhood. Therefore, it is important that you review the Neighborhood Guidelines applicable to your respective Windward Neighborhood.

<u>Windward Neighborhood</u>	<u>Link to Applicable Neighborhood Guidelines</u>
1. <u>Admiral Ridge</u>	
2. <u>Ardsley Park</u>	
3. <u>Bay Pointe</u>	
4. <u>Beacon Hill</u>	
5. <u>Bent Creek</u>	
6. <u>Bluffs</u>	
7. <u>Broadlands</u>	
8. <u>Chasewood</u>	
9. <u>Clipper Bay</u>	
10. <u>Clipper Cove</u>	
11. <u>Compass Point</u>	
12. <u>Creek Ridge</u>	
13. <u>Creekside Place</u>	
14. <u>Enclave</u>	
15. <u>Fairways</u>	
16. <u>Fieldstone</u>	
17. <u>GlenEagles</u>	
18. <u>Graystone</u>	
19. <u>Greatwood</u>	
20. <u>Greatwood Glen</u>	
21. <u>Hamptons</u>	
22. <u>Harbour Ridge</u>	
23. <u>Harbour Walk</u>	
24. <u>Hillcrest</u>	
25. <u>Lakeshore</u>	
26. <u>Landings</u>	
27. <u>Lighthouse Pointe</u>	
28. <u>Linkside</u>	
29. <u>Longcreek</u>	
30. <u>Mariners Ridge</u>	
31. <u>Meridian Pointe</u>	
32. <u>Newport Bay</u>	
33. <u>Northshore</u>	
34. <u>Oak Tree</u>	
35. <u>Peninsula</u>	
36. <u>Shirley Estates</u>	
37. <u>Signal Point</u>	
38. <u>Southlake Woods</u>	
39. <u>Southpointe</u>	
40. <u>Spinnakers</u>	
41. <u>Tidewater</u>	
42. <u>Walnut Creek</u>	
43. <u>Windward Cove</u>	
44. <u>Wynridge</u>	

WINDWARD DESIGN STANDARDS OVERVIEW AND GENERAL INFORMATION

WINDWARD DESIGN STANDARDS - OVERVIEW:

Windward is a master-planned community of roughly 2435 homes located in 44 separate neighborhoods (“Neighborhoods”). All Residential Units (“Lots”) are subject to the Declaration of Covenants, Conditions, and Restrictions for Windward Community Services Association recorded on May 6, 1983 in Deed Book 8468, Page 205, as amended (“Declaration”) and all Lot Owners belong to the Windward Community Services Association, Inc. (“WCSA”). The mission of the WCSA is to (1) maintain, preserve, protect and enhance the value of the Windward Community, (2) recognize and ensure that each of the Neighborhoods within the Windward Community maintains its distinctive and consistent characteristics, and (3) maintain and safeguard the high quality of design, standards and environment of Windward which requires that all property within Windward be subject to architectural and environmental review.

The Windward Design Standards (“Standards”) are comprised of the (A) Community-Wide Guidelines and (B) Neighborhood Guidelines. The Standards set forth in the Community-Wide Guidelines are supplemented by each of the forty-four (44) sets of Neighborhood Guidelines. The Neighborhood Guidelines are in addition to, and not in lieu of, the Community-Wide Guidelines. Please note that Standards vary by Neighborhood. Therefore, it is important that you review the Neighborhood Guidelines applicable to your respective Windward Neighborhood.

The purpose of the Standards is to provide direction for fulfilling the Windward Design Philosophy. The Standards are not intended to be subjective value judgements of a given design but rather to provide a base line for the expected design quality, character, and detail to be achieved. The Standards apply to all Property within Windward (excluding the Common Area) and all Windward Owners, occupants, and their respective guests, invitees and licensees. These Standards are adopted in accordance with Articles VIII and X of the Declaration and each Owner is required to strictly comply with same.

The WCSA Board of Directors supervises and directs the efforts of numerous volunteer committees (“Committee” or Committees”) including, but not limited to, the New Construction Committee (“Construction Committee” or “CC”) and the Modifications Committee (“MC”). Both the CC and the MC (1) will consider each Application on a case-by-case basis, (2) will consider the effect that all proposed work may have on each neighbor’s View Cone, as defined herein below and, (3) are permitted to refer to independent consultants and to consider additional criteria set forth within the Windward Design Review Manual (available upon request) and other sources. Together this information will assist homeowners, their designers, and their builders in understanding appropriate project solutions for all improvements within the Windward Community.

Questions and/or concerns concerning these Design Standards can be addressed to the WCSA’s Management Company, Access Management Group, at 770.802.8360 or windward@accessmgt.com.

WINDWARD DESIGN STANDARDS OVERVIEW AND GENERAL INFORMATION

WINDWARD DESIGN STANDARDS – GENERAL INFORMATION

A. The Process

In general, any exterior work (other than routine maintenance) requires that an Application for Modification Review (“Application”) be completed by an Owner and submitted to WCSA’s management company for approval by the Association or its respective Committee (CC or MC). The management company will confirm that all required information has been submitted and, once the application is deemed complete, will distribute the Application to either the CC (New Construction and Major Projects) or the MC (All Other Projects) depending on the scope of work set forth within the Application and each Committee’s area of responsibility and practice. The written approval by WCSA’s assigned Committee is required prior to commencing any work. It is essential that all Owners comply with the process as the failure of an Owner to submit an Application will lead to sanctions imposed by the Association. The Application is available upon request or online at WCSA’s website (www.windwardcommunity.org) (Link to Application).

All modifications submitted for review and approval must comply with all applicable building codes, zoning regulations and the requirements of all federal, state, and local agencies having jurisdiction over the project and Owners are required to obtain all requisite approvals and permits required by the WCSA, the City of Alpharetta or any other applicable jurisdiction before starting any work on their property. Regulatory approvals do not preclude or limit the authority and responsibility of the WCSA or its Committee for design review and approval nor preclude or eliminate an Owner from his or her responsibility to obtain any necessary regulatory approvals. Owners are encouraged to seek the advice of a professional if they are unsure as to what laws, ordinances, rules, regulations, and approvals apply to their proposed project.

One consideration in the review process will be the impact of proposed work on the views of the subject house, its adjacent homes, and from the Lake and Golf Course. As a standard, extend an imaginary “view line” at a 45-degree angle from the rear corner of each of the proposed or existing homes (decks not included); the arc formed by each home’s two view lines is termed the “View Cone”. All proposed work within a Lot’s respective View Cone will be considered in relation to the Windward Design Philosophy.

Any exceptions/variances from the Design Standards may be granted on a case-by-case basis (at the sole discretion of the WCSA or its’ Committees) for a specific Lot, house design or proposed alteration or modification as may be dictated by the specific and unique circumstances. No variance shall (1) be effective unless approved in writing, (2) be inconsistent with the overall scheme of the Windward Community and/or its Design Standards, or (3) prohibit the WCSA or any Committee from denying a variance in other similar circumstances. Decisions made by WCSA’s review Committees are final, subject only to the appeal provisions set forth below within these Standards.

WINDWARD DESIGN STANDARDS OVERVIEW AND GENERAL INFORMATION

The requirements of these Standards shall be in addition to and not in lieu of the requirements and provisions of the Declaration. In the case of an express conflict between the Declaration and these Standards, the Declaration shall control. In the case of a conflict between these Standards and any of the provisions within the applicable Neighborhood Guidelines, the more restrictive provision shall control. Neither the WCSA, the CC, the MC nor their agents, representatives or employees shall (1) be liable for failure to follow these Design Standards or (2) assume any responsibility with regard to design or construction standards, including, without limitation, the civil, structural, mechanical, plumbing or electrical design, methods of construction or technical suitability of materials, or the consequences of any approved or unapproved Application. These Standards confer no third party benefit or rights upon any person.

B. Appeals

All decisions of the CC and MC are subject to appeal. In the event an Application is approved with conditions or disapproved by the CC or the MC, an Owner may appeal by requesting, in writing, a hearing before such applicable Committee and such request shall include a detailed explanation of the basis of the appeal (“Initial Appeal”). The CC or MC shall evaluate the Initial Appeal and determine if there is sufficient reason for a hearing. If a hearing is to take place, it will be held on a date, time and place set by the CC or the MC. The Committee’s final decision will be forwarded to the Owner in writing. In the event that a Hearing is not held or that an Owner is not satisfied with the results of the Initial Appeal, the Owner may appeal to the WCSA Board of Directors using the same written procedure as above (“Final Appeal”). The Board shall be required to hear the Owner’s Final Appeal, and may consult with the CC or MC prior to making its decision. The Board’s decision will be forwarded to the Owner in writing and shall be final and binding on all parties. **During any appeal, no work may be commenced on the project.**

C. Enforcement

These Standards may be enforced by the WCSA and its Board of Directors to the fullest extent permitted under the Declaration, Bylaws, these Standards and Georgia law. In the event an Owner does not comply with the Declaration or these Standards, the Board may impose sanctions which may include, but not be limited to, suspension of voting rights and the right to use the Common Area, monetary fines, legal actions to recover sums due and/or injunctive relief and/or perform self-help at the sole cost and expense of the violating Owner. The failure of an Owner to file an Application and receive approval as required under the Declaration and these Standards will result in an automatic minimum fine of \$300, but certain unapproved work (i.e. lake-related items, roofing, signage, trees, and windows) may result in significantly higher fines as may be determined in the sole discretion of the Board of Directors. Lastly, the failure of an Owner to adhere to the work approved in an Application may also result in sanctions imposed by the Association. Thus, if any changes are to be made to a previously approved project, you are urged to immediately notify the Association.

**WINDWARD DESIGN STANDARDS
APPLICATION FOR MODIFICATION REVIEW**

APPLICATION FOR MODIFICATION REVIEW

NOTE: Any work started without the prior written approval of WCSA will be assessed a \$300.00 non-waivable fine, and additional sanctions and/or fines may apply. Please see the attached Supplemental Application for all New Construction and Major Projects. If only painting or replacing windows, please use the separate applicable Application for same.

Name: _____ (“Applicant”) Submission Date: _____

Address: _____ Email address: _____

Windward Neighborhood: _____

Contact Phone: _____ Daytime Phone: _____

Estimated start Date: _____ Estimated Completion Date: _____

Response Method: () Email () US Mail _____

Did you take advantage of utilizing either one of our professionals for a consultation prior to your submission

(NOTE: This service is free to residents)? No / Yes Name: _____

1. Description of request in detail including type and location of proposed work:

2. Using the Attached Matrix, Please check the columns that apply and attach all items required as indicated.

By signing this Application, Applicant agrees to the following:

- The Applicant agrees (1) to abide by and be bound by all provisions of the Windward governing documents including, but not limited to, the Windward Design Standards, (2) that a WCSA Modification Sign may be placed in the front yard and (3) to allow the sign to remain in place until all work is complete and accepted by WCSA.
- Permission is hereby granted for members of the Board of Directors and/or Committees or Consultants of WCSA to make a reasonable inspection of any authorized work and its location. For Ardsley Park, The Enclave and Spinnakers permission is also granted to their respective Architectural Review Committees’ representatives. Notification of the inspection will be provided to the Applicant prior to the inspection commencing.
- The Applicant agrees that all work will comply with applicable Federal, State and local building codes, zoning regulations, and the requirements of all agencies having jurisdiction over the project, and that Applicant is responsible for obtaining all necessary permits and inspections.
- Additional hourly charges (\$150 per hour) may be assessed for applications requiring more than two reviews due to time spent going over revisions made by the Applicant, or work not completed as approved.

NOTE: THIS IS NOT CONSIDERED A SUBMISSION AS DESCRIBED IN THE DECLARATION UNTIL AN ACKNOWLEDGEMENT LETTER HAS BEEN ISSUED BY THE MANAGING AGENT.

Signed: _____ Date: _____

**WINDWARD DESIGN STANDARDS
APPLICATION FOR MODIFICATION REVIEW**

**Exhibit A: Matrix showing type of work applied for –
Please be sure to attach the required items noted under the description section to the application form***

Type of Work	Required Code(s)
Basketball Goal	C1, S
Deck (same footprint, no change in style)	X
Deck/rail (change in footprint or style)	C2, C3, F1, P, S, X
Dock	C2 if new or changed, P, S, X
Door (same)	X
Driveway replacement (change in material, shape)	C2, C3, C4, C5, L, S
Driveway replacement (no changes)	C1, L, S
Expansion of home footprint (home addition, garage)	F2, M
Exterior Lighting	C1, S
Fence	C2, C3, C4, C5, L, S
Fire Pit / Outdoor Kitchen	C1, S
Front Elevation / Façade of Home	C2, C3, F1, P, R, S, X
Garage Doors	P, S
Grading that requires City Permit	F2, M
Hardscape	C2, C3, C4, C5, L, S
Landscape, major (grading, drainage)	C2, C3, C4, C5, L, S
Landscape, minor (no hardscape or grading)	L, C1
Painting	P
Play Equipment	C1, S
Rebuilds within existing footprint	F2 or F3, M
Retaining wall (4' or lower)	C2, C3, C4, C5, L, S
Retaining wall (higher than 4')	F2, M
Roof Style change of more than 10%	F2, M
Roofing	R
Satellite Dish	C1, S
Screen Porch	C2, C3, F1, P, R, S, X
Seawall	C2 if new or changed, P, S, X
Swimming Pool (not requiring grading permit)	A, C1, C2, C3, C4, C5, F1, L, S, T
Trash Receptacle Screen	C2, C3, P, S, X
Tree Removal (alive)	A, L, T
Tree Removal (dead)	D, L, T
Walkway, Stoop, Steps	C1, S
Windows	W

*See code chart on following page

**WINDWARD DESIGN STANDARDS
APPLICATION FOR MODIFICATION REVIEW**

Codes	Description
A	Before removing trees, written approval is required from both the City and from WCSA. Attach copy of City of Alpharetta Tree Permit or application and indicate if "no replacement desired" or "replanting - plant list included"
C1	2 copies & PDF of Site Plan to scale showing property lines and location of intended improvement - describe in detail.
C2	2 copies & PDF of Survey showing exact location of the modification being requested in relation to the property lines, existing fences, decks, walkways, driveways, easements, setbacks & restricted zones); For fencing, highlight the fence and gates on survey.
C3	2 copies & PDF of 1/4" scale drawings of any construction including elevations.
C4	2 copies & PDF of 1:20 Grading Plan including cleaning limits, 2' contour lines, spot elevations for all structures, all proposed drainage.
C5	2 copies & PDF of Site Lighting including location & product information on all fixtures.
D	Per the City, dead trees do not require permits, but it must be reported via their email treepermits@alpharetta.ga.us along with a photo and property address. A written approval on a WCSA application is still required before removing the tree. Indicate if "no replacement desired" or "replanting –
F1	Fee Amount - \$150 - check to be included with application
F2	Fee Amount - \$500 - check to be included with application
F3	Fee Amount - \$1,000 - check to be included with application
L	Replacement or relandscape: Landscape plan to include plant list (type, size, location & quantity)
M	Use Major Project Application form
P	Paint - submit paint manufacturer, name, number & color chip / swatch & identify what to be painted
R	Roof Shingles - Verify neighborhood guidelines and submit manufacturer, shingle name, shingle color (sample brochure). Architectural Shingle is required.
S	Pictures & catalog cuts: photographs, catalog cuts and samples of ANY other manufactured items, photos
T	Show approximate tree(s) location on site plan or on Attachment "E" (tree diagram). Tag all trees at chest height with ribbon or paint an "X" at eye level for easy identification.
W	Use Window Replacement Application form
X	Photos of existing deck or dock, plan for replacement including materials, shingles (if any), paint/stain color: Paint Sample Brand: XYZ & Swatch #. Be specific.

WINDWARD DESIGN STANDARDS APPLICATION FOR MODIFICATION REVIEW

TREE LOCATION MAP



Attachment E

BACK**HOUSE**Front

STREET

NAME: _____
ADDRESS: _____

Please be sure that trees are clearly
tagged with ribbon or tape

**WINDWARD DESIGN STANDARDS
APPLICATION FOR MODIFICATION REVIEW**

**SUPPLEMENTAL APPLICATION FOR
NEW CONSTRUCTION AND MAJOR PROJECT REVIEW**

Applicant's Name & Contact Information (phone & email): _____

Neighborhood _____ Street Address _____

1) Required initial submission: (Must be received before Review will begin)

Required Items:	Included	Check if Previously Delivered
Submission/Review fee: Complete House-\$1,000; all others - \$500	<input type="checkbox"/>	<input type="checkbox"/>
Property Survey	<input type="checkbox"/>	<input type="checkbox"/>
Site plan - 1:20 scale (2 copies)	<input type="checkbox"/>	<input type="checkbox"/>
Floor plans - 1/4" scale (2 copies)	<input type="checkbox"/>	<input type="checkbox"/>
Exterior elevations - 1/4" scale (2 copies)	<input type="checkbox"/>	<input type="checkbox"/>
PDF copy of all plans	<input type="checkbox"/>	<input type="checkbox"/>
Additional if revising existing house or garage		
As-built plans (floor plan & elevations (2 copies & PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan 1:20 scale (2 copies & PDF)	<input type="checkbox"/>	<input type="checkbox"/>

2) Supplemental Submission:

New home on vacant lot or complete rebuild: Landscape Plan 1:20 scale (2 copies plus PDF) to be submitted at conclusion of installation of exterior siding.

3) Exterior Materials & Colors:

Manufacturer, name, number & color

Req'd Sample?

Roof Shingles:		<input type="checkbox"/>
Front elevation:	Foundation material	<input type="checkbox"/>
	Siding material	<input type="checkbox"/>
	Trim	<input type="checkbox"/>
Side elevations:	Foundation material	<input type="checkbox"/>
	Siding material	<input type="checkbox"/>
	Trim	<input type="checkbox"/>
Rear elevation:	Foundation material	<input type="checkbox"/>
	Siding material	<input type="checkbox"/>
	Trim	<input type="checkbox"/>
Front Door:		<input type="checkbox"/>
Windows:		<input type="checkbox"/>
Shutters:		<input type="checkbox"/>
Other:		<input type="checkbox"/>

I certify that this submittal meets the Neighborhood Design Guidelines for this specific Windward Neighborhood and approval for any changes or exceptions are or will be requested in writing. I will submit the Landscape Plan in a timely manner as indicated.

APPLICANT'S SIGNATURE: _____ ACCEPTED BY: _____

DATE: _____ DATE: _____

**WINDWARD DESIGN STANDARDS
APPLICATION FOR WINDOW REPLACEMENT**

Application for Window Replacement

NOTE: If you are only replacing windows (no other work being done), no other forms are necessary. However, if you are doing other work in addition to window replacement, then this form must be submitted along with the standard Application for Modification Review available on the Windward website (<http://www.windwardcommunity.org/>).

Please provide all information required below which we must have in order to proceed with your Application:

1) Contact Information: Owner Name: _____

Address: _____ Phone: _____

Email Address: _____

2) Manufacturer and Model: For example, Pella is one of many window manufacturers and one of their models is the Proline 450 Series. The specification sheet should be available from the manufacturer sales representative that you are working with on your window purchase.

Window Manufacturer: _____

Window Model: _____

Is Specification Sheet Attached: Yes No

3) Window Glass Manufacturer and Glass Package: Why is this important? Window glass in the market today has a wide range of color shades depending upon the manufacturing process. Relative to our community standards, there are two key considerations for window glass color:

- a) **Low E Coatings:** Most glass manufacturers apply Low Emissivity coatings to their glass (sometimes referred to as silver coatings). This is done to improve energy efficiency. In our neighborhood, the current window standards allow for no more than 2 Low E coatings. When 3 Low E coatings are applied, the color of the glass tends to produce a green, gray or bronze tint and can look more reflective or “mirror like” than those windows with only 2 Low E coatings.
- b) **VT Rating:** This is the number that measures the amount of light that transmits through the glass. While VT ratings range from 0 and 1, a piece of single pane clear glass would theoretically be 1 but in reality most values among residential glass today ranges between .30 and .70. The higher the VT, the more light is through the glass and the clearer the appearance of the glass. The reason that the VT is an important part of our window standards is because application of Low E coatings will generally lower the VT which has an effect on the color of the glass. All of the approved window packages mentioned below have a center of pane VT rating of .70 or greater.

WINDWARD DESIGN STANDARDS APPLICATION FOR WINDOW REPLACEMENT

The three prominent glass manufacturers who supply glass for windows are Cardinal, Guardian & PPG. Though each manufacturer has dozens of glass packages, only the following glass packages meet our Windward design standards. In order to be approved, your chosen window must have one of these glass packages:

- Clear Glass (any manufacturer)
- Cardinal LoE 270
- PPG Solarban 60

Your window sales representative should be able to provide you with this information. Please check above which glass package will be in your windows.

Glass Area: This is the glass surface as a percentage of the entire window and the Modifications Committee has a formula to use in making this determination. Why is this important? Because some non-wood windows must add structure for strength, the width of glass is reduced, creating a “closed in” appearance. Some might refer to this as a “jailhouse window” appearance which can dramatically affect the architectural character of a home.

In order for us to calculate glass surface, please provide the window “reveal” measurement. This is measured from the inside edge of the exterior trim to where the glass begins (see Figure 1 and 2 below for an illustration of the needed measurement). The reveal can be measured from the left or right side of the window. Any window which measures 2.5 inches or less will meet the glass area requirement. Windows measuring more than 2.5 may meet the criteria for larger size windows but not for some narrower windows.

Reveal Measurement: _____

Figure 1: Reveal measurement is indicated by tape in the following photo (inside edge of exterior trim to the point where the glass surface begins).



Figure 2: This reveal measures 2.5”



**WINDWARD DESIGN STANDARDS
APPLICATION FOR WINDOW REPLACEMENT**

4) Window Measurements: Please provide the dimensions of all windows. Also, indicate the window locations when viewed from the front street (front of home, left side, right side and rear).

Note: In many cases, the window manufacturer sales representative will provide you with a proposal that indicates how many windows are being installed and the sizes. Attaching a copy to this application will suffice; simply indicate the window locations.

Are you attaching a proposal from the window manufacturer providing measurements of the windows to be installed? Yes No

If proposal is attached, have you identified the location of each window when viewed from the front street (front of home, left side, right side and rear)? Yes No

If yes has been checked on both of the above questions, it is not necessary to complete the following section (move to section 5).

If you are **not** attaching a manufacturer proposal indicating window sizes, please provide the window measurements (e.g. – 30 x 52) and indicate the window locations when viewed from the front street (front of home, left side, right side or rear):

Windows on front of home: _____

Windows on left side of home: _____

Windows on right side of home: _____

**WINDWARD DESIGN STANDARDS
APPLICATION FOR WINDOW REPLACEMENT**

Windows on rear of home: _____

5) **Window Grids / Muntins:** Some Architectural styles typically have grids in windows and some Windward neighborhoods require grids on all windows visible from any street unless an exception is specifically approved by the Modifications Committee. The various neighborhood guidelines can be viewed on our website at www.windwardcommunity.org.

Will your replacement windows have grids? Yes No
Does this comply with your neighborhood guidelines? Yes No

6) **Window Painting:**

Do you intend to paint your windows? Yes No

If yes, please provide:

Paint Manufacturer: _____

Paint Color: _____

Paint Number: _____

There are only three options relative to the painting of windows:

- a. Window must match existing trim color
- b. Window must be painted to match existing trim color
- c. Trim color must be changed to match the window.

Thank you for supplying all of the required information which we must have in order to proceed with our review of your Application.

(Continued on Next Page)

**WINDWARD DESIGN STANDARDS
APPLICATION FOR WINDOW REPLACEMENT**

By signing this Application, Applicant agrees to the following:

- The Applicant agrees (1) to abide by and be bound by all provisions of the Windward governing documents including, but not limited to, the Windward Design Standards, (2) that a WCSA Modification Sign may be placed in the front yard and (3) to allow the sign to remain in place until all work is complete and accepted by WCSA.
- Permission is hereby granted for members of the Board of Directors and/or Committees or Consultants of WCSA to make a reasonable inspection of any authorized work and its location. For Ardsley Park, The Enclave and Spinnakers permission is also granted to their respective Architectural Review Committees' representatives. Notification of the inspection will be provided to the Applicant prior to the inspection commencing.
- The Applicant agrees that all work will comply with applicable Federal, State and local building codes, zoning regulations, and the requirements of all agencies having jurisdiction over the project, and that Applicant is responsible for obtaining all necessary permits and inspections.
- Additional hourly charges (\$150 per hour) may be assessed for applications requiring more than two reviews due to time spent going over revisions made by the Applicant, or work not completed as approved.

NOTE: THIS IS NOT CONSIDERED A SUBMISSION AS DESCRIBED IN THE DECLARATION UNTIL AN ACKNOWLEDGEMENT LETTER HAS BEEN ISSUED BY THE MANAGING AGENT.

Signed: _____ **Date:** _____

Print Name: _____

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Decks (including Insect Screens), Porches, Patios, Pergolas & Trellises**

1. **Guidelines:**

a. Decks

Deck construction or replacement requires a permit from the City of Alpharetta. It is the Owner's responsibility to obtain necessary permits and adhere to existing Construction and other Code Requirements.

Decks must be to the rear of the house. Deck materials, including stairs and flooring, must be cedar, redwood, pressure treated pine, or an approved synthetic material such as Traditional Trex or an equivalent synthetic material. Deck fascia must be a solid material (no lattice). Generally, wood deck supports must be no less than 6"x6", pressure treated on a concrete foundation, as defined in the Uniform Code for Residential Deck Construction. Where decks are supported by metal columns, such columns shall be boxed with wood. Deck designs visible from the street should include minimum 8 x 8 wood columns with base and cap details or 16 x 16 masonry columns.

Any removal of an existing deck must be approved through the MC, with specific plans and timelines to reconstruct another deck, subject to other Neighborhood Guidelines. Removing a deck without replacing it with another approved deck is prohibited.

Deck Railings & Pickets shall be consistent with the architecture of the home, and each respective Neighborhood's Guidelines. Changes in design, material or color require an Architectural & Landscape Review Application.

Deck Maintenance: Homeowners are responsible to maintain all decks free from observable mold/mildew and to paint and/or stain their decks periodically – a regular schedule of 4 years is recommended under normal circumstances.

Deck Insect Screens: If screening is added to an existing covered deck, it shall be black or dark grey, and installed on the inside of the existing railing with attachment points not visible from outside the house.

Under Deck Storage: Storage will be permitted under the first floor deck as long as it is shielded from view by sturdy lattice constructed of cedar, redwood, paintable synthetic material or pressure treated pine. All lattice must be painted to match the siding of the house except where used as the "end cap" privacy screen of a deck or

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Decks (including Insect Screens), Porches, Patios, Pergolas & Trellises**

where 90% or more is covered with evergreen plant material and shall be detailed to be compatible with the design of the house. All lattice shall be detailed to be compatible with the design of the house and shall be maintained so as to show no signs of separation or deterioration. Tall evergreen (non-deciduous) landscaping or other MC approved screen planting is required in front of the screen (Landscape plan must be submitted with deck Review application).

- b. Porches, Patios, Pergolas & Trellises** will be reviewed on a case by case basis and must be compatible with the architectural style of the Community and the respective Neighborhood.

WINDWARD COMMUNITY-WIDE GUIDELINES for DOCKS AND SEA WALLS

In May 2018, WCSA's Property Manager conducted a photographic survey of all docks, shorelines, and sea walls at Lake Windward. Subsequent photographic surveys will be conducted annually.

All new dock and sea wall installations and/or modifications must be submitted to and approved by both the WCSA Lake and Modifications Committees. The following are only guidelines and should not be interpreted as approved solutions. Each modification is approved on its own merits and the conditions that affect it. Requested exceptions shall be considered on a case by case basis and will be allowed only in those cases that demonstrate a unique hardship.

1. STANDARD DOCK DESIGNS:

Objective: Have well maintained, reasonably uniform color docks that create consistency with the natural look of the docks and sea walls; while minimizing environmental impact on the Lake.

Location: Docks must be at least 10 feet off the side property lines.

Design: There are **three** approved designs for Lake Windward, drawings for which are available through the WCSA's management company. Existing dock structures as of June 2018 are grandfathered in. The approved designs are as follows:

"T" Dock (with or without triangular filler)

"L" Dock

"I" Dock

Size: Overall square footage of docks shall be equal to or less than 180 square feet.

Materials: Pressure-treated wood or Trex in the Woodland Brown color.

Colors: Wood docks are required to be semi-solid stained, semi-transparent stained, or painted with colors that are consistent with medium to dark "woody" gray or medium to dark earth tone brown.

WINDWARD COMMUNITY-WIDE GUIDELINES for DOCKS AND SEA WALLS

The following colors do NOT require a WCSA Review Application; nor Approval by the WCSA Modifications Committee:

Semi-solid stain: Behr SC-111 Wood Chip (or equivalent)

Semi-transparent: Behr ST-103 Coffee (or equivalent)

Paint: Benjamin Moore AF-175 Barista (or equivalent)

Other than with one of the three pre-approved colors above, all wood docks when first re-painted or re-stained for regular maintenance require an Application and Approval WCSA Modification Committee. Approval or disapproval of such color is at the sole discretion of the WCSA Modification Committee (subject to Appeals as provided in the WCSA Covenants). All wood docks are required to be stained or painted with a WCSA Approved color by June 1, 2021.

New dock installations of Trex, or a WCSA approved synthetic product, require a Review Application and are subject to approval by the WCSA. Existing Trex and other synthetic docks are accepted until such time that they are replaced or significantly repaired; at which time a Review Application is required and is subject to approval by the WCSA.

Dock colors which have been approved by the WCSA subsequent to July 2018 are allowed to be re-stained or re-painted in subsequent years, using the same color stain/paint that was approved by the WCSA, without submitting a new Review Application.

Lighting: Lighting will be considered on a case by case basis provided the proposed lighting is from low voltage; deck-washing fixtures (see Section 2. below).

Dock Identification: Each dock (or sea wall) shall be identified with the numbers of the street address. These should be 4" numbers, visible and readable from the water when a boat is secured at the dock.

Built-in's: Items such as benches and low storage boxes require a WCSA Review Application and WCSA Approval prior to installation, and will be considered on a case by case basis.

Furniture: No standard is established, and no review is required at this time.

Railings: The Windward standard railing design is attached. Application must be made to the Modification Committee to show the location of the railing on the dock. Railings can be attached on up to three sides of the dock and both sides of the walkway. All material must be pressure treated pine and screwed, not nailed, to

WINDWARD COMMUNITY-WIDE GUIDELINES for DOCKS AND SEA WALLS

insure maximum strength and safety. Railings must be stained or painted the approved colors for docks as shown above.

Irrigation Pumps: Pumps installed for the purpose of irrigation must be located beneath the dock structure or encased as a part of the structure, or shoreline pumps must be screened from view with landscaping or a WCSA approved structure. The pump encasement, and any visible PVC (or equivalent) conduit and/or piping for the irrigation pumps are to be painted black or dark brown. Additionally, any electrical or other conduit on docks (or in close vicinity of the Lake), are required to be painted black or dark brown. Other dark colors may be considered but require a WCSA Review Application and Approval by the WCSA Modification Committee prior to commencing work.

2. LANDSCAPING VISIBLE FROM THE LAKE:

- Any change(s) to landscaping, hardscaping (including pathways) and/or lighting in the rear or side yards is considered a modification to Landscaping and must be submitted for approval by the Modifications Committee to be reviewed in accordance with the standards established for WCSA and each respective neighborhood.

3. LAKE SEA WALLS:

3.1. SEA WALL OBJECTIVE/VISION

- The objective is to have well maintained, reasonably uniform, natural looking sea walls from property to property; while minimizing environmental impact on the Lake.

3.2 MATERIAL GUIDELINES

- New or replacement sea walls should be constructed to a target height of 1,027.6 MSL (i.e., 18 inches above normal pool lake level; which is 1,026.1 MSL). However, lot elevations, contours, and topography of Lake Frontage may warrant adjustment to this target height. Some lot topography may warrant varying sea wall heights along the Lake Frontage.
- Sea walls shall be constructed of horizontal landscape timbers, or dry-stacked Tennessee fieldstone.
- There are several different types of wood pressure treatment available, but Southern Yellow Pine (minimum grade #2 & better) is the only recommended timber species. Timber sizes used must be either 6" X 6", 6" X 8", or 8" X 8" with a square edge, and lengths best suited for the construction of an interlocking sea wall held in place with deadmen timbers buried in the bank/ground behind the sea wall. For best longevity, sea wall timbers should be pressure treated to the AWPA (American Wood Protection Association) "UC4B" or equivalent standard for "Heavy Duty" ground contact, which is defined for use as follows:

WINDWARD COMMUNITY-WIDE GUIDELINES for DOCKS AND SEA WALLS

Service Conditions: Ground contact, or fresh water critical components, or difficult replacement.

Use Environment: Exposed to all weather cycles, including continuous or prolonged wetting, and with high decay potential.

Typical Applications: Permanent wood foundations, sawn and round building poles, and retaining walls.

- Weathered finishes are preferred. Therefore, Natural (unstained) timbers are encouraged and preferred as they will fade and blend with existing railroad tie and other natural timber sea walls, and minimize impact on the Lake water.
- While not preferred or encouraged, if timber sea walls are to be stained or re-stained, they require WCSA Modification Committee Approval. Stain color must roughly match the color of existing Lake Windward railroad ties, and/or weathered natural timber, sea walls. Stains are to be non-toxic, environmentally friendly.
 - Sea wall maintenance is best performed when the Lake is at lower levels; typically during the summer months.
 - Cleaning of staining brushes and/or staining equipment in the Lake, or in areas that will drain to the Lake, is strictly prohibited and will result in significant fines.
- Painting timber sea walls is prohibited.
- Dry-stacked Tennessee fieldstone is to be medium to dark gray or medium to dark earth tone brown in color.
- Rip rap or “piled” stone of any kind is not allowed above normal pool lake level. Stone or rock of medium to dark gray or medium to dark earth tone brown in color may be placed along the base of the sea wall for erosion protection as long as it is below normal pool lake level.
- Railroad ties are not permitted for new sea walls (per Federal EPA Regulations), or major repair (i.e., over 10%) of existing sea walls.
- Sea Walls shall tie into existing adjacent sea walls, or return at a 45 degree angle where no sea wall exists. If there is an adjacent sea wall, the top of the new construction must be connected and match the existing height.
- Sea walls in place as of July 2018, which do not have an outstanding sea wall maintenance Letter, are grandfathered until major repair or replacement is required.
- Lake Frontage lots that have no sea wall and have noticeable eroding exposed dirt shoreline are required to be maintained to prevent further erosion, and provide for a natural looking transition from the Lake to the shoreline. A WCSA Modification Committee Review Application and Approval is required prior to commencing an erosion mitigation plan.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
DOCKS AND SEA WALLS**

3.3 EXISTING SEA WALL MAINTENANCE

- Railroad ties are only permitted on minor repairs (i.e., less than 10% of the sea wall) on existing Railroad tie sea walls.

The preference is to not re-stain but rather let the existing stain weather and blend with the majority of sea walls on the Lake. However, sea walls which have been approved by the WCSA subsequent to July 2018 are allowed to be re-stained in subsequent years, using the same color stain that was approved by the WCSA, without submitting a new Review Application.

3.4 EXISTING SEA WALL REPLACEMENT OR MODIFICATION REQUIREMENTS

- To replace or modify (excluding minor maintenance) an existing sea wall in the same exact location and height requires.
 - An ENG permit from the City of Alpharetta.
 - Contact the City of Alpharetta for further information (contact info below).
 - Proper Modification Application to WCSA Modification Committee must be submitted.
 - WCSA Approval is required prior to commencing work.

3.5 NEW SEA WALL REQUIREMENTS (no existing structure)

- To construct a new sea wall requires:
 - An ENG permit from the City of Alpharetta.
 - Possible permitting from GA EPD and USACE if the wall is to extend into the water.
 - Contact the City of Alpharetta for further information (contact info below).
 - Proper Modification Application to WCSA Modification Committee must be submitted.
 - WCSA Approval is required prior to commencing work.

3.6 REFERENCES

- City of Alpharetta Contact, Community Development Civil Engineer, 678-297-6218
- GAEPD: GA Environmental Protection Department
- USACE: US Army Corps of Engineers

WINDWARD COMMUNITY-WIDE GUIDELINES for DOCKS AND SEA WALLS

All material pressure treated pine

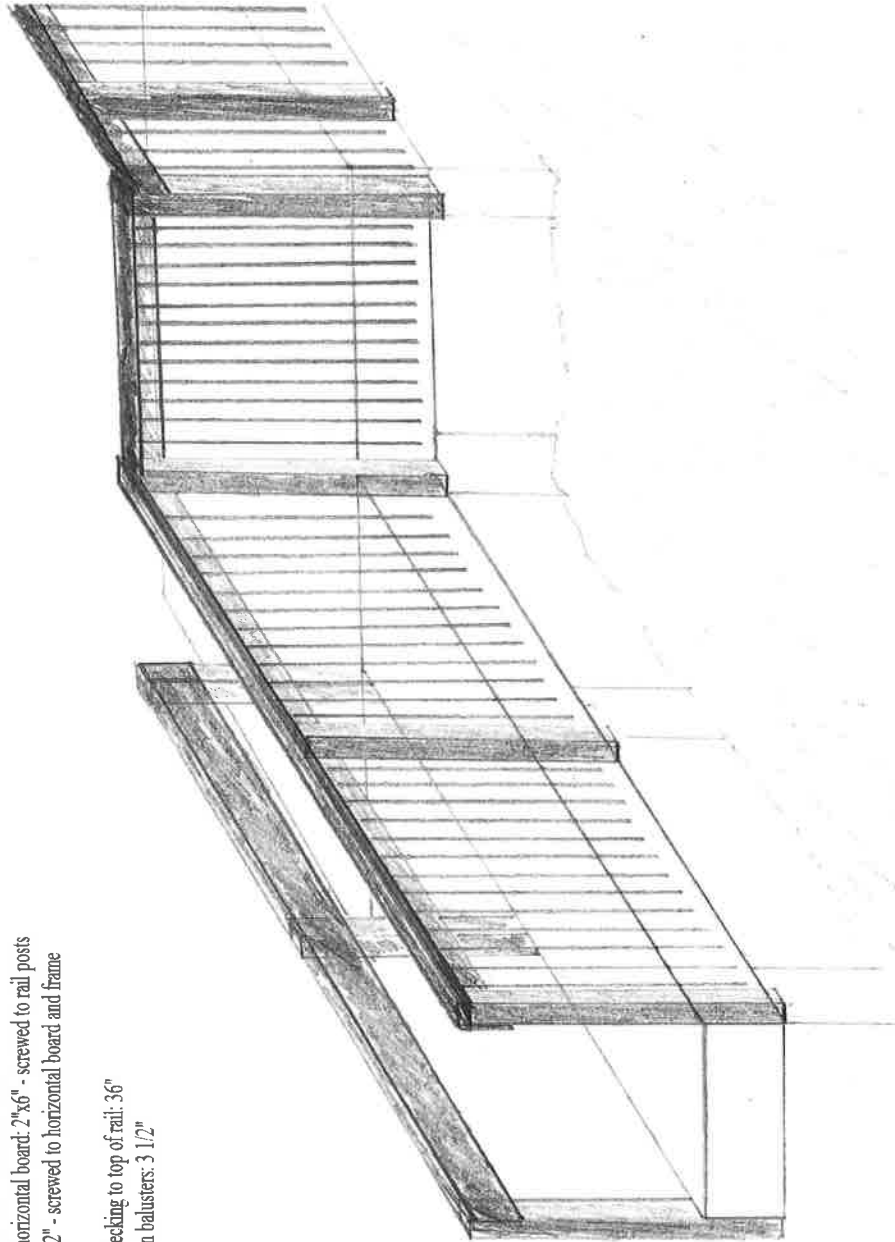
Rail posts: 4"x4"x48" - bolted to frame

Top cap and horizontal board: 2"x6" - screwed to rail posts

Balusters: 2"x2" - screwed to horizontal board and frame

Height from decking to top of rail: 36"

Space between balusters: 3 1/2"



**WINDWARD COMMUNITY-WIDE GUIDELINES for
Equipment (Air Conditioners, Pool Pumps, Irrigation Pumps, Etc.)**

1. General Rule:

Although preferred to be located in the rear of the house, air conditioning units are often installed on the side of a house. In such cases, they shall be screened from all views with evergreen landscape material. Other equipment such as, but not limited to, pool and spa or any other similar equipment should, if possible, be located to the rear of the house in a location which will not cause a nuisance and must be screened from all views. The installation of such equipment may be approved on the side of the house provided its location will not cause a nuisance and the equipment is screened from all views with evergreen landscape material.

Irrigation Pumps located near the lake must be camouflaged with an approved pump cover or approved evergreen landscape screening.

All visible conduit and pipes must be camouflaged by painting black, dark green or brown (as determined by applicable surroundings).

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Exterior Lighting (House, Yard & Other)**

1. **General Rule:**

The installation of all exterior lighting will require the submission of an Application and Approval. Exterior lighting is generally acceptable as follows: Utility/security lighting will normally be approved if installed in the soffit and 3 feet to the rear of the front outside corners of the house and directed away from the street and adjoining properties. Carriage type pole lights may be approved within the building lines. Landscape lighting should be kept to a minimum, a low level, non-glare type and cause minimal impact on adjacent properties and streets. Minimal “Moon lighting” and architectural lighting may be considered but should also have minimal impact on adjacent properties and streets. Path lighting should be kept close to the ground, provide a warm light and be kept to a minimum with spacing no closer than 10 feet on center. All other types of lighting may be considered but should have minimal impact on adjacent properties and streets.

It has always been the intention that exterior lighting at Windward be used discreetly. It should usually serve as low-level illumination, providing an understated lighting pattern. Path and garden lighting should be hard-wired, low-wattage units, normally 12 to 20 inches high and spaced according to manufactures' recommendations. In no case should fixtures be less than 10 feet apart. In street-facing yards, lights should be limited to the main sidewalk leading to the front door and should not line the driveway. In those situations where the edge of a driveway is hidden, similar low-level lighting will be considered, but in no case will it be permitted within the street right-of-way. At this time, solar lights will be considered but are discouraged because the quality of light is usually not acceptable and the limited illumination requires a nearly continuous string of lights.

2. **Additional Guidelines:**

- a. All exterior lighting must to be turned off between 12AM and 7AM unless it is part of Life-Safety program or is unobtrusive tree “moon lighting” or architectural lighting;
- b. No colored lighting shall be permitted (except permitted seasonal holiday lights as governed by the Rules & Regulations);
- c. Subtle Landscape lighting is encouraged. Nuisance lighting and glare that impacts neighboring properties or interferes with the night sky view is discouraged. All exterior lighting will be carefully reviewed by WCSA’s reviewing Committee.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
New Home Construction and Major Projects**

1. **GENERAL RULE:** New Home Construction and Major Projects are subject to the Windward Community-Wide Guidelines & the Neighborhood Guidelines as well as the additional Guidelines delineated below. These projects will be reviewed by the CC.

In summary, the CC is responsible for two types of projects as follows:

New Construction defined as:

- a. New Construction of a previously vacant lot; or
- b. Rebuilding a home with the original footprint of an existing home.

Major Projects defined as any project meeting any one of the following criteria:

- c. Project adds space to house or garage (other than partial enclosure of exiting deck);
- d. Projects involves grading which requires a permit from the City of Alpharetta;
- e. Project involves a retaining wall(s) higher than four feet;
- f. Project involves changes to more than 10% of existing roof structure.

Note: Renovation projects not meeting these criteria require a standard Windward Review Application which will be reviewed by the Modification Committee

2. **REVIEW APPLICATION REQUIREMENTS:**

a. Complementary Pre-Design Consultation

Windward offers a no- cost, non-binding pre-design consultation as a preliminary service and we strongly encourage the use of the service; final approval of plans however will always be subject to WCSA's Construction Committee (CC) review.

b. Application required

New Construction on unimproved Lots, replacement of housing on existing improved Lots and/or Major Projects will be reviewed by WCSA's CC for consistency with the Community-Wide Guidelines, applicable Neighborhood Guidelines, Windward Declaration, and Use Restrictions. **All New Construction on unimproved Lots, replacement of housing on existing improved Lots and/or Major Projects will require the submission of the following: Application for Modification Review, and Supplemental Application for New Construction and Major Project Review.**

c. Samples required

- For modifications to, or expansions of existing homes, physical samples showing all materials, textures, and colors must be provided for Committee review.
- For new & replacement housing, an on-site "sample mock-up" showing all materials, textures and colors must be provided for Committee review.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
New Home Construction and Major Projects**

3. GUIDELINES:

a. Size & Massing:

While the setbacks established by City code are definitive, building mass and roof designs may be required to be adjusted to maintain a compatible sense of scale. For instance, where the preponderance of Neighborhood houses are ranch style single level homes, a two-story house may be deemed inappropriate. Some Windward Neighborhoods have smaller Lot sizes and distinctive architectural style and scale. As such, in these Neighborhoods, great discretion may be granted to the Committee to determine compatibility and appropriateness of style and scale of any proposed changes or replacements.

It is also recognized that, in view of the variety of Lots sizes and topographical conditions, square footages of compatibly styled homes may vary widely; for this reason, square footage is not the sole determinative criteria for judging compatibility. As an example, a home built on a steep Lot may, because of the topography, require additional levels creating far greater square footage than a home built on a level Lot.

b. Roof Heights:

Within Windward, roof heights are generally limited to 35 feet as measured from the lower of existing first floor elevation or the average grade at the forward-most point of existing home (measured from existing side property line to side property line). Where no house or house slab exists, the judgment of the WCSA reviewing Committee will determine the baseline for the 35-foot height restriction.

c. Architectural Style:

Architectural style of housing is ever evolving as tastes change and new building products become available. While it is not our desire to stifle creativity, the architectural style must be compatible with existing homes in the Community. Most houses within Windward have traditional lines, and such things as flat roofs for the main body of the house, shiny metal exterior treatments and tinted glass windows are not usually considered compatible with established architectural styles in Windward. (for Windows, see Window & Window Replacement Guidelines)

d. Architectural Details:

Although design solutions are considered on a case by case basis, there are some standard requirements such as, but not limited to:

- Grids are required on street facing windows (except where otherwise indicated in Neighborhood Guidelines)
- Mansard roofs are not permitted;
- Architectural roof shingles, or better, are required.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
New Home Construction and Major Projects**

e. Colors and Materials:

Some Neighborhood Guidelines have specific color palettes and material specifications; where Neighborhood Guidelines are not specific on these issues, the CC will determine compatibility of requested colors and materials.

f. Retaining Walls: (*refer to Community-Wide Guidelines*)

g. Pools: (*refer to Community-Wide Guidelines*)

Pools will be required to be set back at least 35 feet from the rear property line on lake and golf course Lots.

h. The View Cone:

View Cone: Particularly with respect to structures, Windward encourages the preservation of a 45-degree view cone/corridor on Lots (see example sketch below). One consideration in the review process will be the impact of proposed work on the views of and from the subject house, its adjacent homes, the Lake and the Golf Course. As a standard, extend an imaginary “view line” at a 45-degree angle from the rear corner of each of the proposed or existing homes (decks not included); the arc formed by each home’s two view lines is termed the “View Cone”. However, each Application and proposed improvement will be considered on a case-by-case basis.

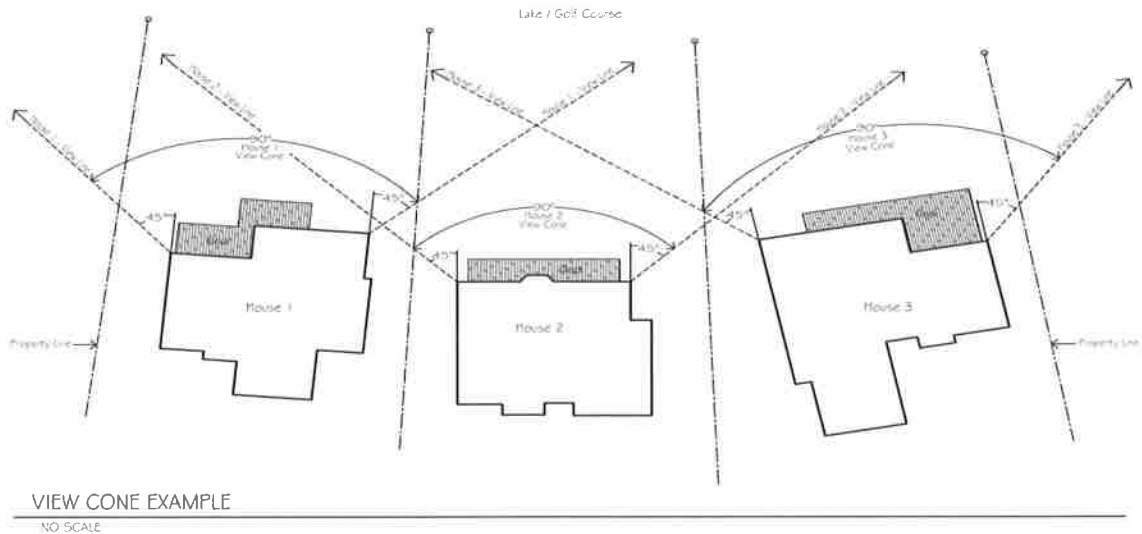
The View Cone has both a horizontal and vertical element. Shrubs, trees, structures or other items which might be deemed by WCSA’s Committee to obstruct (or grow to obstruct) the view from the living area of a neighboring home (within the neighbor’s View Cone) will be considered by the Committee as a part of its overall site-planning and landscape review. Flush patios and low-level fire pits (which otherwise meet the applicable Guidelines and fire code requirements) may be permitted.

The Horizontal Component of the View Cone:

Analysis of the horizontal component of the View Cone consists of identifying the appropriate 45-degree angle from each affected property.

WINDWARD COMMUNITY-WIDE GUIDELINES for New Home Construction and Major Projects

NOTE: For illustration purposes only:



When improvements such as a pool or extended patio are made to a Lot which potentially impacts the privacy or ambiance of an adjoining Lot, the NC, honoring the Neighborhood Guidelines, may use discretion in assessing what landscaping may be permitted or required as a screen.

The Vertical Component of the View Cone:

As a general rule, the Vertical Component of the View Cone will be measured from the closest view-oriented corner of the house to a spot which is 42" above the rear Lot line. Analysis of the vertical component of the View Cone requires both an objective and subjective judgement of WCSA's reviewing Committee and its consultants. Various practical factors will be considered. It is not the intention of this analysis to prohibit all trees which may be planted in the view cone, but rather to inform both owners and committee members the density of tree cover which can serve to block views will be a consideration in any plan review. Decisions are in the sole discretion of WCSA and the decisions of the WCSA's reviewing Committee will be final (subject to the appeal provisions set forth below).

In general, plantings on lake front Lots within 10' of the seawall (i.e. edge of lake) shall be maintained to a height of 42" or less and should not be planted as a solid hedge.

i. Exterior Lighting: (refer to Community-Wide Guidelines)

**WINDWARD COMMUNITY-WIDE GUIDELINES for
New Home Construction and Major Projects**

j. Other Miscellaneous Items:

- Automatically controlled irrigation is required in all front yards;
- Bricked, stone or permanently colored stamped driveway aprons are permitted in most Neighborhoods, and some Neighborhoods have specific requirements for driveway and apron treatments. Be sure to check the appropriate Neighborhood Guidelines.

k. Landscape Plan

A detailed plan must be presented for CC approval prior to start of construction.

l. Combining of Platted Lots

Combining of Platted Lots within Windward is inconsistent with Windward's Design Philosophy and will be opposed in every possible way by WCSA's Board of Directors.

4. PROCESS FOR NEW CONSTRUCTION AND MAJOR PROJECTS:

PURPOSE

As part of the Windward Community Service Association, the purpose of the Construction Committee, (CC), is to assure that each new home and major project is compatible and consistent with the covenants, design guidelines and character of the Windward Community and its respective Neighborhoods.

REQUIRED APPLICATION AND CONSTRUCTION COMMITTEE REVIEW

Any project meeting the criteria outlined above requires an Application for Modification Review AND the Supplemental Application for New Construction and Major Project Review. The associated fees differ between "New Construction" and "Major Projects."

VERY IMPORTANT: Construction Committee approval must be obtained before beginning any New Construction or Major Project.

- a. New Construction projects require the following be submitted:
 - i. Completed " Supplemental Application for New Construction and Major Project Review " including the "Material and Color Schedule"
 - ii. Two sets of Architectural Plans (including one PDF copy). Plans to include the foundation plan, all floor plans, and all four elevations showing proposed grade lines, retaining walls and decks. The minimum required scale for these drawings shall be 3/16"=1'-0". Additional plans and elevations are required for any site structures or fences.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
New Home Construction and Major Projects**

- iii. Site Plan at 1"=30'-0" showing, but not limited to the following information:
 - A. All building property lines, streets, curbs, set-back lines, easements, and buffers.
 - B. New and existing contours with finished floor elevations. Where little grading is required, spot elevations may suffice.
 - C. Limits of clearing showing any specimen trees to be saved or removed.
 - D. House location with dimensions to property lines.
 - E. Decks, patios, pools, spas, docks, hardscapes or any other site structure locations with material notations.
 - F. Sidewalk and driveway locations with material notations.
 - G. Retaining wall locations with height and materials noted.
 - H. Location of A.C. units.
 - I. Location of mail box
 - J. Location of all site lighting
 - K. Adjacent site conditions, if construction coordination is required. ie: connection to existing retaining walls, drainage or site grading.
 - iv. An application fee in the amount of \$1,000.
 - v. A Landscape Plan prepared by a competent professional which shall identify location, size and type of all materials is required, but need not be submitted until the roof is applied to the new structure.
- b. Major Projects require that the following be submitted:**
- i. Completed " Supplemental Application for New Construction and Major Project Review" including the "Material and Color Schedule"
 - ii. For changes or additions to structures, two sets of Architectural Plans (including one PDF copy). The minimum required scale for these drawings shall be 3/16"=1'-0".
 - iii. For retaining walls and or grading requiring a City permit:
 - A. Site Plan at 1"=30'-0" showing, but not limited to the following information:
 - (1) All building property lines, streets, curbs, set-back lines, easements, and buffers.
 - (2) New and existing contours with finished floor elevations. Where little grading is required, spot elevations may suffice.
 - (3) Limits of clearing showing any specimen trees to be saved or removed.
 - (4) House location with dimensions to property lines.
 - (5) Decks, patios, pools, spas, docks, hardscapes or any other site structure locations with material notations.
 - (6) Sidewalk and driveway locations with material notations (if affected by the proposed plan).
 - (7) Retaining wall locations with height and materials noted.
 - (8) Adjacent site conditions, if construction coordination is required. ie: connection to existing retaining walls, drainage or site grading.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
New Home Construction and Major Projects**

- iv. A Landscape Plan prepared by a competent professional shall be included.
- v. An Application Fee in the amount of \$500

Notes: It is the applicant's responsibility to conform to all Windward Community Wide and relevant Neighborhood Guidelines

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT WITH NO ACTION TAKEN BY THE CC

CONSTRUCTION COMMITTEE REVIEW

- 1. The CC will base its review and render decisions on each application based on the most current Windward and Neighborhood Guidelines for Residential Construction together with good design principals.
- 2. Before beginning work on any lot,
 - a. design review approvals must be obtained from the CC;
 - b. All fees must be paid; and
 - c. Any required Escrow Deposits must be established.

PERIODIC CONSTRUCTION FIELD REVIEWS

- 1. A CC Representative may visit each site during construction and notify the CC, and the Owner of any work not in accordance with the approved documents. All such work must be corrected as directed by the CC Representative. Although these visits are an attempt to identify discrepancies early on, they in no way are intended to relieve the applicant of the responsibility to conform to the approved documents.
- 2. During construction, any changes to the approved documents must be submitted to the CC Representative for approval. Properly documented changes shall be delivered to the CC to the attention of the representative in a timely manner.
- 3. A CC Representative is available by phone to discuss any questions that the contractor may have regarding anticipated changes.

POST CONSTRUCTION FIELD REVIEWS

No later than two weeks from completion of the house, the applicant shall submit a request for a final review. A completed CC Final Review form shall be submitted to the CC Representative. The CC Representatives will complete a final review as soon as practical following receipt. A report of that review will be given to the CC and the Applicant. It is the responsibility of the applicant to make all corrections required within 30 days and notify the CC Representative of such.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
New Home Construction and Major Projects**

ESCROW DEPOSIT AND COMPLETION ENFORCEMENT

Each New Construction and Major Project will have a specific completion time based on the scope of work involved and agreed to by the Applicant and the CC.

1. Completion Timeframe

a. Construction & Landscape Completion Escrow Deposit:

- i. A Construction & Landscape Construction Completion Escrow Deposit (or bond from a licensed and WCSA approved Bonding company) is required as follows:
 - A. For “New Construction”, the amount shall be \$10,000
 - B. For “Major Projects”, the amount of the Deposit shall be \$2,500;
- ii. The Completion Escrow Deposit shall be deposited in an escrow account and interest earned, if any, will accrue to the Owner. Escrow funds will be disbursed on demand by WCSA and may be used by WCSA for any of the following purposes:
 - A. To pay the cost to repair any damage to the roadways or Common Areas caused by the Owner or the Owner’s builder or subcontractors and not repaired by the responsible Owner or such Owner’s builder, subcontractors or suppliers;
 - B. To complete any landscape improvements shown on the approved final Landscape Plans and Specifications for the project if and to the extent such landscape improvements have not been completed within three (3) months after completion of the residence on the Lot (note: timeframe may vary depending on seasonal weather conditions at time of construction completion.)
 - C. To pay the cost of completing any improvements so that they are in accordance with the approved final Building Plans & Specifications in and to the extent the Owner fails so to complete such improvements consistent with approved plans;
 - D. To pay the cost of restoring or replacing any trees, other vegetation, grades or other natural features improperly removed, altered or destroyed by the Owner in violation of the Guidelines or approved plans. This shall include payment to professionals for reports.
 - E. To reimburse WCSA for street cleaning costs during construction if the Owner does not pay such amounts in a timely manner;
 - F. To reimburse WCSA for the cost of cleaning up any significant amount of dirt, cement or debris left by the Owners or by Owner’s builder or subcontractor on any street if, and to the extent such items are not immediately removed by Owner or Owner’s builder or subcontractors
 - G. To pay the cost of cleanup or repair of any damage to any adjacent property caused by Owner or Owner’s builder, subcontractors or suppliers;
 - H. To pay any other expenses incurred by the Association in enforcing any of Owner’s obligations under the Windward governing documents and/or approved plans, including, without limitation, reasonable attorneys’ fees.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
New Home Construction and Major Projects**

- iii. Except for the reimbursements described in items (e) and (f) above which may be disbursed immediately upon demand, WCSA shall give an Owner prior notice that WCSA intends to draw funds from the Escrow Deposit for one or more of the uses listed above. Such Owner shall have five (5) business days from the date of the notice to correct the issue set forth in the notice, or if performance cannot be completed within that time, to begin the correction and diligently pursue such performance to completion.
- iv. Upon the completion of all improvements, landscaping and the performance of all other obligations by an Owner pursuant to the terms of these Guidelines and approved plans, WCSA shall, within sixty (60) days, return to the Owner the unused portion (if any, including interest earned, if any) of the Owner's Escrow Deposit.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Painting – House & Deck Painting**

Painting - House & Deck:

1. **General Rule:** Exterior colors should be compatible with the established palette of the neighborhood, but is preferred not to be duplicated or of similar hue within four (4) houses in any/all directions. The use of updated colors is encouraged where compatible with the neighborhood style and palette. *(note: The Spinnakers Guidelines contain a list of approved paint colors)*

2. **Review Application Requirements:**

Repainting Same or New Colors: An Application is required for the repainting of all homes (except when repainting only the trim color or performing maintenance on an isolated area.

With the Application, resident should supply the following for quick approval:

- a. Color Photo of existing Home
- b. Color Chip and Paint Manufacturer paint #
- c. Indication that no similar hue is found within (4) houses in all directions

WINDWARD COMMUNITY-WIDE GUIDELINES for Solar Panels

The board adopts these guidelines to promote the use of solar energy and to ensure uniform installation and design of solar energy systems. Solar Systems are defined as any and all components used to create electricity or heat/steam for use by the homeowner for his home, pool or any other function and/or sale to a power company or other power user.

Homeowners should first consider all existing structures and landscaping before selecting a site for any proposed solar system and try to work within the existing conditions. Solar Systems may only be installed on property the applicant owns, may not encroach on neighboring property and are not allowed in the WCSA Common Areas. Installed systems may not substantially interfere with the use and enjoyment of the land or amenities by causing unreasonable discomfort or annoyance to adjoining property owners.

1. All plans must be *preapproved* by the Modifications Committee prior to the start of installation. Failure to get preapproval will result in fines and the order for immediate removal of the Solar System at the owner's expense.
2. As part of the placement considerations, please review:
 - a. Tree removals on the home owner's property required to facilitate solar systems will be treated as tree removals for any other landscape or home expansion project with possible replacements required to provide the appropriate on-going tree canopy within Windward (per the WCSA Tree Policy), except that the future tree height and placement will be adjusted to take into account impeding the sun.
 - b. Changes desired to neighboring properties landscaping to allow solar systems must be negotiated with the neighbors (including obtaining a legally binding solar easement regarding existing and future trees and landscaping that may impede access to the sun) and presented as part of the application for Solar installation. All landscaping changes require Modifications Committee approval. No right to the sun across property boundaries exists if the neighbors do not come to an agreement.
 - c. Changes will not be considered for WCSA common areas.
3. Unless otherwise approved, solar systems and solar panels are to be rear-facing, roof-mounted arrays causing minimum visual impact to the surrounding homes, the lake or the streets. Front yard, street facing and ground mounted systems are prohibited. Panels should be of the same size and shape and located together to avoid gaps between the panels. Depending on size and profile, the roof may be required to be revised up and around the Solar system to give the appearance it being part of the roof.
 - a. Flush-mounted (i.e. – the plane of the array is parallel to the roof) Solar Shingles like the “Dow Powerhouse 2.0 System” on a roof facing a street will be considered if

WINDWARD COMMUNITY-WIDE GUIDELINES for Solar Panels

documentation is provided from the solar contractor indicating this is the only feasible location for a solar array. (Note: All manufacturers' Solar shingle or flush-mounted system may not be appropriate for Windward's architectural consistency.)

- b. If panels are installed on a side or rear roof, the array may be tilted or raised if a variance is granted.
4. All components of the solar system should be integrated into the design of the home. The color of the solar system components should generally conform to the color of the roof shingles to the fullest extent practical.
5. The installation of all solar systems shall only be done by a licensed installer, preferably certified by the North American Board of Certified Energy Practitioners (NABCEP). Homeowners are urged to check with their home builder or insurance company prior to installation of devices for how such installation may impact their roof warranty or other aspects of their structure.
6. Applications submitted to the Modifications Committee must include the following:
 - a. A professional construction drawing(s), to scale, for the proposed installation created by the licensed contractor installing the system. The exact location and number of collectors, means of attachment to the roof structure and location of all exterior components must be shown in the drawings, as well as the Architectural Elevation showing the finished installation.
 - b. Documentation that the system meets the required technical guidelines for Alpharetta, Fulton County and the State of Georgia. Only commercially or professionally made and installed devices are allowed.
 - c. A site map, showing the orientation of the home and Solar System in relation to other properties. This site map can be created from web-based applications such as Google maps. This should include a description of the reflective impact on nearby properties.
 - d. Photos of the roof area where the array will be mounted with current roof material and color.
 - e. Verification of a minimum 10-year roof life. Any Roof replacement or modification that is recommended or required requires submission to the Modifications Committee with the name of the shingle manufacturer, color and product name.
 - f. Material to be used and/or manufacturer's description of the system, photos and/or pictures of the system and color of the system.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Solar Panels**

- g. Where possible, provide photos of similar existing systems as examples.
- 7. Piping and electrical connections must match the roof color, be located directly under and/or within the perimeter of the panels, when and to the maximum degree possible, and placed as inconspicuously as possible when viewed from all angles.
- 8. The highest point of a solar panel array will be lower than the ridge of the roof where it is attached.
- 9. All painted surfaces and system components must be kept in good condition or the system must be removed or replaced. Only one Solar System may be installed on the residence.

An exception to certain sections of these guidelines may be granted at the discretion of the Modifications Committee or Board of Directors following the normal appeals process. The Modifications Committee may require bids or estimates from a second contractor in order to make an informed decision.

The Modifications Committee expects the technology, look and efficiency of Solar Systems to improve. New model information may be presented to the Committee for evaluation prior to beginning the submission to see if the newer products address the needs of the Windward Community in balancing the energy benefits with the other community standards and concerns, but no approval is promised.

Neither the Modifications Committee nor the WCSA Board of Directors is liable to the property owners from roof damage or for effects to roof warranties. The Association and its Board has no expertise or special knowledge regarding such systems and therefore the Association's approval for installation of any such device(s) or system is not a representation that the system chosen by an Owner is safe to use or is compatible with Owner's roof or other structures on the Lot or the Lot involved, or its impact on neighboring properties, and Owner assumes and bears all risks regarding installation and use of such a system.

WINDWARD COMMUNITY-WIDE GUIDELINES for Window and Window Replacements

Replacement Windows represent a significant investment for any homeowner, and have great potential to affect a home's value and those around it (either positively or negatively). **Therefore, we have adopted a separate Application for Window Replacement which must be completed and approved prior to the commencement of any work. Please also refer to the Neighborhood Guidelines applicable to your respective Neighborhood.**

NOTE: It is strongly advised that you obtain approval before ordering any materials.

What can go wrong?

- 1) Some windows, though high in energy efficiency, have glass which appears to be heavily tinted, often green or grey. When a green window is matched with an uncoordinated stucco or siding color or with a clear glass window, the result can be extremely unattractive, affecting value.



- 2) Some non-wood windows, to add required strength, must increase the window structure (decreasing the amount of glass area). While perhaps not significant on wide windows, on narrow or doubled windows, the effect can be extremely unattractive, affecting value.



- 3) Replacement Windows may not fit the architectural style of the home.

Not all windows available in the marketplace will meet our Standards, so we encourage all owners to be sure to obtain from any potential supplier all the information that is requested in our Application for Window Replacement including:

- Window Manufacturer and Model
- Glass Manufacturer & Glass package - only three meet our criteria:
 - Clear Glass from any Manufacturer
 - Cardinal LoE 270
 - PPG Solarban 60

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Window and Window Replacements**

- Glass area (compared to your existing windows) – we show you how to measure in our Application for Window Replacement.
- All window sizes and locations for any front or side window visible from the street.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Fencing**

1. General Rule:

Fencing Guidelines vary by Neighborhood and are delineated below according to the following table:

"Avalon" Style Standard Currently		As of 2018, "Avalon" Style is Standard, and new installations of "Split Rail" will not be permitted.		"Avalon" or 4' "Split Rail" Permitted.	
Admiral Ridge	Longcreek	Beacon Hill	Harbour Walk	Compass Pointe	The Bluffs
Ardley Park	Newport Bay	Broadlands	Hillcrest	Fieldstone	Tidewater
Bay Pointe	Northshore	Chasewood	Linkside	Meridian Pointe	Wynridge
Bent Creek	Shirley Estates	Clipper Bay	Mariners Ridge	Oak Tree	
Creekside Place	The Enclave	Clipper Cove	Signal Pointe		
Greatwood	The Fairways	Creek Ridge	Southlake Woods		
Greatwood Glen	The Peninsula	Gleneagles	Southpointe		
Lake Shore	Walnut Creek	Graystone	The Hamptons		
Lighthouse Point	Windward Cove	Harbour Ridge	The Landings		
				Spinnakers - no fences	

2. Review Application Requirements:

Any change or new fence requires an Application for Modification Review. Fence submissions shall include a survey showing all property lines, setbacks and easements, buffers, footprint of the house, driveway, sidewalks, decks, patios, retaining walls or any other site structures, all existing fences, and existing trees and landscaping that may be affected. All corners are required to be staked. To this plan shall be added the proposed fence and gate locations, which shall be submitted together with drawings and specifications as needed to adequately explain the design, and material of the fence. **(Note: Where "Split-Rail" or "Spear-Top" fencing is already installed, repairs or replacement of up to 40% of the fence may be approved by Committee; however, more significant repair or replacement will require that the entire fence be updated to the Avalon Standard with a Flat Top)**

3. Additional Guidelines:

- a. **PERMITTED FENCE DESIGNS** (depending on Neighborhood as indicated above):
 - i. **"AVALON STYLE"** by Delguard/Jerith/Allied (or equivalent) with black finish and flat top acceptable (determined by fencing style on adjoining Lots, if any).



Flat Top

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Fencing**

- ii. **4' HIGH, THREE RAIL, SPLIT RAIL NATURAL CEDAR** fence (optionally with 2" x 4" welded wire fabric stretched and attached to the inside face).



- iii. **PRIVACY FENCES** (Cedar or otherwise) are **no longer permitted within Windward.**
- iv. **VINYL FENCING** is not permitted nor are dog pens or dog runs.

b. Location:

- i. Fencing in the front yard is not allowed. Typically, standard fences are approved only for the rear yards, but in some cases, fences may be allowed to be extended forward to enclose a side basement door.
- ii. Fences on corner lots may be no closer to the side street than that side building line or a line behind the front of an existing adjacent house.
- iii. Unless otherwise specified by a Neighborhood's Guidelines, at homes adjacent to a main thoroughfare (Southlake, Lake Windward, Windward Pkwy, and Clubhouse), fencing must be installed 30 feet off of the "street side" property line and landscape screening must be installed on the "street side" of the fence.
- iv. Fences surrounding Pools and/or Hot Tubs must comply with permitted designs. If approved by the Modifications Committee, Pool Fences may be located at the edge of the pool patio/deck, and Hot Tub Fences may be located within 5' of the hot tub. Pool or Hot Tub fences must be removed if the pool or hot tub is removed.
- v. All other fencing must be installed at the property lines and in a manner that allows adjacent fencing to tie into it.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
FIREPITS, EXTERIOR FIREPLACES, YARD ART, FURNITURE AND
OTHER YARD ITEMS**

1. General Rule:

- a. **Firepits & Fireplaces** must be submitted for approval and will be considered on a case by case basis.
- b. **Exterior furniture** must be submitted for approval unless it is kept on a patio or deck and is not visible from the street.
- c. **Fountains, Water Features, and Decorative Pools** should normally be installed at the rear of the house but may be considered for front yards if part of a well-planned front yard, close to the house, or part of a courtyard design, and must be approved by the Modification Committee.
- d. **Yard sculptures, Bird Baths, etc.,** should be well placed close to the house and appropriately designed for the house and the community. All such items should be kept to a minimum and must be approved by the Modification Committee.

2. Review Application Requirements:

Any yard structure requires the filing of an Application for Modification Review.

3. Additional Guidelines:

a. Issues to Be Considered:

- i. How will the proposed items fit into the street-scape?
- ii. Are the proposed items compatible with the neighborhood?
- iii. Do the proposed items duplicate an existing house along the same path of travel?
- iv. Are the proposed items too similar to the adjacent houses?
- v. Are the proposed items compatible with the existing house and materials that are to remain, such as brick or stone foundation materials?

b. Documentation That May Be Required:

- i. "Application for Modification" & appropriate fee
- ii. Site Survey at 1"=20'-0" or larger showing:
 1. All property lines, streets, curb and curb-cuts, set-back lines, and easements
 2. Existing structures
 3. Existing site improvements
- iii. Existing Site Plan at 1/8"=1'-0" or larger showing:
 1. Property lines, streets, set-back lines, and easements
 2. Existing structures, paving, and items

WINDWARD COMMUNITY-WIDE GUIDELINES for Flag Display

The display of the United States National Flag is a wonderful demonstration of patriotism and support for our Country and is encouraged provided the flag is displayed in a manner consistent with our Guidelines and is maintained in good order. These Guidelines have been developed in recognition of the Freedom to Display the American Flag Act of 2005, as amended.

- 1) **Size of Flag:** Suggested size: 3'x5'; maximum permitted size: 4'x6'
- 2) **Lighting:** Unobtrusive pole top or other flag lighting may be considered, but all must be submitted for approval prior to installation.
- 3) **Flag Mounting Methods:**

a) **On post mounted to side of structure (house):** The preferred mounting method for our Windward neighborhoods is on a post attached to the main residential structure. Flags mounted in this manner need not be pre-approved by the Modifications Committee.



b) **On free-standing flag pole:** Flagpoles are not encouraged given the density of our community and the substantial interest that the WSCA has in preserving the architectural integrity and the inherent value of our neighborhoods. However, a flagpole will be considered provided it is approved by the Modification Committee prior to installation and meets the following standards:

- 1) **Location:**
 - a. Pole may be located on a dock no closer than ten (10) feet from an imaginary extension into the lake of the side property line:
 - b. Pole may be located within the lot provided:
 - i. the pole does not encroach into the front, side or rear setback lines, easements or buffer zones as established by

Alpharetta City (for Lake lot homes per City of Alpharetta ordinances, for homes with a lake wall, the flag pole may be as close to the lake as desired behind the lake wall; for homes without a lake wall, the flag pole must be at least 25 feet from the lake), and

- ii. The pole is located at least 5 feet from any residential structure.
- 2) **Height:** Pole to be not less than 12 feet and not greater than 20 feet from ground to top of pole or the top of any ornament/topper (if used). Regrading to achieve greater pole height above existing grade is normally not permitted; if desired, regrading must be applied for as a part of an overall landscape plan.
- 3) **Material:** Pole must be one solid piece of anodized aluminum. Wood, PVC, fiberglass or coated steel are not permitted.
- 4) **Pole Color:** Silver Aluminum finish is preferred. Bronze or Black will also be permitted.
- 5) **Number of Free-Standing Flag Poles:** 1 per residential lot
- 6) **Installation Construction Method:**
 - a. If on the dock, the pole must be securely mounted so as to remain safe and secure even during periods of significant wind; or
 - b. If on the lot, the pole to be securely mounted in an approved, below-ground concrete footing/base. The flagpole manufacturer's cut-sheets and installation details must be submitted with the flagpole application. A pedestal base for the pole may be considered if architecturally compatible with the residence.
- 7) **Halyards:** Must be internal
- 8) **Ornaments/Toppers:** Limited to light, globe or American eagle.

Important Note: Free-standing flagpoles are for the display of the National United States flag, not flags from other countries, states, institutions or decorative banners. Armed Services banners are acceptable if flown below the National Flag at the residence of a serving or former member of the US armed services (maximum of two flags on the pole).

- 9) **View Cone:** Flags are discouraged to be within a View Cone and will be considered on a case-by-case basis.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Landscaping (Excluding Trees)**

1. General Rule:

Landscaping should conform to the existing terrain and natural features of the lot and utilize plant materials native to or naturalizing in the Southeastern United States. A properly designed landscape plan must be submitted and approved by the Modifications Committee before beginning work. All proposed changes must be in keeping with the original intent for landscaping in this neighborhood. Although originally a specific number of trees were required for each lot, alterations may be considered on a case-by case basis. Landscape must not interfere with drainage affecting neighboring lots, safety and/or sight lines at intersections and driveways. Dry creek beds, if visible from the street, must have evergreen groundcover and shrubs must be added to screen or buffer views. Plants must be sized and spaced so as to give a full and mature appearance after one growing season. Artificial vegetation of any type is prohibited. **(see specific Guidelines below)**

WCSA offers a complimentary Landscape Consult for your larger landscape projects. Please contact the management company to arrange.

2. Review Application Requirements:

a. What does not require an Application:

- Removal & replacement (or substitution) of annual flowers in an existing flower bed;
- Subject to Section b below, the removal & replacement (or substitution) of shrubs which, at natural maturity, will be less than six (6) feet tall provided they are not located within ten (10) feet of property line or recorded buffer, or less than forty-two (42) inches if within ten (10) feet of the seawall (edge of lake).

b. What does require an Application:

- Planting or removal of any tree (see “Tree Guidelines” in separate topic)
- New or Expansion of existing planting beds
- Expansion or Reduction of existing grass/sod areas (except when extending mulch to “drip line” of established trees)
- Any change in grading or landscaping requiring “heavy machinery” (e.g. – bobcat, bulldozer et al)
- Any Retaining Walls or “Hardscape” (i.e. stone work, patios, pavers, bed liners)
- The redesign or a material change in design of landscaping.
- Plantings within the View Cone of other Lots.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Landscaping (Excluding Trees)**

3. Specific Guidelines:

- a. **Grass:** Front and side yards shall be sodded with Bermuda or Zoysia grass except that Fescue sod may be used in heavily shaded areas. Lake and Golf course lots shall be sodded all sides with Bermuda or Zoysia grass; other rear yards may be seeded, sodded, maintained in a natural wooded state, or maintained with pine straw, ground cover or other similar material to cover bare dirt. A minimum three (3) foot strip planted with grass or ground cover must be maintained along the entire edge of the lake.

Where the tree canopy prevents the growth of grass, mulch or other ground cover should be extended to the drip-line of the tree.

- b. **Edging:** The preferred landscape bed edging is a neat 3"-5" trench. Metal and/or synthetic edging may be used provided:
- i. dark brown or black edging color is chosen to match the mulch as nearly as practical,
 - ii. no more than 1" of the edging is visible above ground,
 - iii. the edging material is maintained so as to retain a uniform, finished appearance.

The following types of edging material are specifically prohibited in areas visible from the street: brick, pavers, cinder blocks, allan blocks, rocks, pebbles or small stones, pressure treated lumber, concrete, railroad ties, and any material with a scalloped top. Visible edging close to the street and/or around the mailbox is not permitted.

- c. **Borders:** Stone or Rock landscaping borders are not usually allowed, but may be considered by the Modification Committee if required for special circumstances and constructed of materials consistent with the architecture of the home. The following types of borders and/or curbing material are specifically prohibited in areas visible from the street: brick, pavers, cinder blocks, allan blocks, rocks, pebbles or small stones, pressure treated lumber, concrete, railroad tie, and any material with a scalloped top. Stacked stone must be mortared with a stone cap – 18" height minimum. Loosely stacked stones are not allowed.
- d. **Mulch:** Although in recent years, some residents have expressed a preference for colored or dyed mulch, Windward ***strongly*** encourages the un-dyed mulch. Please consider the following discussion:

WINDWARD COMMUNITY-WIDE GUIDELINES for Landscaping (Excluding Trees)

Origin of Dyed Mulch

Dyed mulches (black, red, green and other colors) are usually (with few exceptions) made up of recycled wood waste. This trash wood can come from old hardwood pallets, old decking, demolished buildings or worse yet pressure treated CCA lumber. CCA stands for Chromium, Copper and Arsenic; chemicals used to preserve wood. This ground up trash wood is then sprayed with a tinted to cover up inconsistencies in the wood and give it a uniform color.

Effect of Dyed Mulch

This dyed wood mulch does not break down to enrich the soil as good mulch should. Instead it leaches the dye along with the possible contaminants (chromium, copper, arsenic and others) into the soil harming or even killing beneficial soil bacteria, insects, earthworms and sometimes the plants themselves. These wood mulches actually rob the soil of nitrogen by out-competing the plants for the nitrogen they need for their own growth. Dr. Harry Hoitink, Professor Emeritus at Ohio State University, warns that dyed mulches are especially deadly when used around young plants and in newer landscapes

All landscape beds should be covered with an “Approved Mulch” material and be maintained at the Industry standard (2”-3”). Although Windward’s strong preference is for un-dyed mulch, the following are the approved mulch standards: pine straw, chopped pine bark, pine bark nuggets, hardwood brown mulch, and dark brown or black dyed mulch. Other mulch materials such as, but not limited to, red dyed mulch, red Cedar mulch, Cyprus mulch, gravel, lava rocks, or rubber mulch are not permitted. Where landscape beds extend across property lines, neighbors are strongly encouraged to work together on the selection of a mulch that can be used in the entire bed in order to maintain a uniform appearance.

e. Buffers recorded on Plats

When the golf courses and adjoining lots were developed, deed restrictions in the form of undisturbed buffers were placed on many of the lots. These buffers, which were recorded on the subdivision plats along the rear property lines, range from 35’ to 50’ onto the individual lots.

The City’s Unified Development Code, Article 1, Section 1.4 defines “undisturbed buffer” as follows:

“Buffer, Undisturbed. An area of land...that exists in its natural state without intrusion or alteration. The addition of landscaping into areas of sparse vegetation within undisturbed buffers does not constitute intrusion or alteration.”

The City has further clarified that “alteration” includes pruning or removal of anything besides invasive weeds.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Landscaping (Excluding Trees)**

Since the recorded buffers are located within the lots covered by Windward's Covenants, enforcement of these buffers falls both to Windward and the City of Alpharetta. Anyone wishing any alteration within an undisturbed buffer must first seek approval from your Neighborhood Association (if any), Windward (WCSA) and the City.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Mailboxes**

1. **General Rule:**
 - a. Mailbox Design shall be the standard established for each Neighborhood (see below)
 - b. Landscaping around mailboxes is restricted to low growing plants with a mature height no greater than 2 feet. Vines and other plant material are not allowed to cover the entire mailbox.
 - c. Maintenance of Mailboxes is governed by the Rules & Regulations
 - d. One approved Black Paint is Sherwin Williams Exterior Semi-gloss oil-based black

2. **Approved parts and service may be obtained at Mailbox Project. The website is www.MailboxProject.net – the email address is info@mailboxproject.net and the phone is 770-535-0036 While you are welcome to contact other vendors, this vendor is better at being able to conduct repairs, rather than forcing the homeowner to purchase a replacement, and is also good at matching up missing numbers.**

3. **Approved Mailboxes by Neighborhood:**

Neighborhood	Box Design
Admiral Ridge	Charleston Fluted Estate w/ Mailbox
Ardsley Park	Williamsburg Model 311
Bay Pointe	Custom
Beacon Hill	Jefferson Fluted Estate w/ Mailbox
Bent Creek	Lakeside Estate w/ Mailbox
The Bluffs	Charleston Large w/ Newspaper Box
Broadlands	Charleston Large w/ Newspaper Box
Chasewood	Charleston Fluted Estate w/ Mailbox
Clipper Bay	Charleston Large w/ Newspaper Box
Clipper Cove	Charleston Large w/ Newspaper Box
Compass Pointe	Jefferson Fluted Estate w/ Mailbox
Creek Ridge	Charleston Large w/ Newspaper Box
Creekside Place	Williamsburg Model 288

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Mailboxes**

The Enclave	Georgetown Mailbox System
The Fairways	Avenues Mailbox System
Fieldstone	Jefferson Fluted Estate w/ Mailbox
Gleneagles	Custom
Graystone	Jefferson Fluted Estate w/ Mailbox
Greatwood Glen	Jefferson Fluted Estate
Greatwood	Lakeside Estate w/ Mailbox
The Hamptons	Charleston Large w/ Newspaper Box
Harbour Ridge	Charleston Large w/ Newspaper Box
Harbour Walk	Charleston Large w/ Newspaper Box
Hillcrest	Charleston Fluted Estate w/ Mailbox
Lakeshore	Lakeside Estate w/ Mailbox
The Landings	Charleston Large w/ Newspaper Box
Lighthouse Pointe	Williamsburg 611 w/ Newspaper
Linkside	Charleston Large w/ Newspaper Box
Longcreek	Jefferson Fluted Estate w/ Mailbox
Mariners Ridge	Jefferson Fluted Estate w/ Mailbox
Meridian Pointe	Jefferson Fluted Estate w/ Mailbox
Newport Bay	Lakeside Estate w/ Mailbox
Northshore	Williamsburg Model 288
Oak Tree	Charleston Large w/ Newspaper Box
Peninsula	Williamsburg Model 511
Signal Pointe	Lakeside Estate w/ Mailbox
Southlake Woods	Charleston Large w/ Newspaper Box
Southpointe	Charleston Large w/ Newspaper Box
Spinnakers	Custom

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Mailboxes**

Tidewater	Jefferson Fluted Estate w/ Mailbox
Walnut Creek	Charleston Fluted Estate w/ Mailbox
Windward Cove	Jefferson Fluted Estate w/ Mailbox
Wynridge	Charleston Fluted Estate w/ Mailbox

**WINDWARD COMMUNITY-WIDE GUIDELINES for
Play Equipment (Excluding Playhouses)**

1. **General Rule:**

Where possible, all play equipment shall be located directly behind the house and inside the extended sidelines of the home and have minimal impact on adjacent properties and streets. If this is not possible, the play equipment must be at least 10 feet off the side property lines, within the rear building line and screened as may be required by the MC. On corner lots, play equipment may be no closer to the street than the building set back line and placed to the rear of the house on the side away from the adjacent street. Play equipment will not be approved for front or side yards.

2. **Review Application Requirements:**

Except for portable Basketball Goals and portable Soccer Nets which comply with Windward's Rules & Regulations, all play equipment shall require an Application.

3. **Additional Guidelines:**

- a. **Portable Play Equipment** (i.e. not attached to the ground or house) will be considered on a case-by-case basis.
- b. **Trampolines** should be black or green (blue is NOT preferred), including all attachments. In no case should a trampoline be placed closer than 10 feet to the property line.
- c. **Non-moveable Play Equipment** should, where possible, be placed directly behind the house within the extended sidelines of the house. In no case may play equipment be placed closer than 10 feet to the side property line or 35 feet to rear property line, nor should it be set within the view corridors of adjacent lake or golf course lots.
- d. **Basketball Goals:** Except for portable basketball goals, all backboards shall be perpendicular to the Lot's primary street and shall be clear, white, beige or light gray, although clear is preferred. The post should be black. If mounted to a home, the bracket may be black or the color of the home.

WINDWARD COMMUNITY-WIDE GUIDELINES for Playhouses & Other Detached Structures

1. General Rule:

Building set-back lines define the limits within which structures may be built. In some cases Windward requires certain items, such as pools, patios, and play equipment, to be set further from the property line than the building set-back lines.

2. Review Application Requirements:

Requires Application.

3. Additional Guidelines:

a. **PLAY-HOUSES** and other detached structures will be considered for approval on a case-by-case basis but must conform to the following guidelines for location and design.

i. **Location:** Any such structure must have minimal impact on adjacent properties and must be located behind the house (preferably inside the extended sidelines of the house) in a fitting manner within an area determined as follows:

1. Sideline setbacks shall be determined by the distance of the house from the side property lines but in no case less than ten feet.
2. On corner lots, structures shall be placed to the rear of the house on the side away from the adjacent street.
3. In some cases it may be determined by the MC that the above location may still require landscape screening.

ii. **Design:** Any such structure must be designed so as to be compatible with the main structure on the lot and finished in a reserved manner and color and must be scaled and proportioned to the size of younger children.

1. The total area, including stoops and porches must be no more than 80 square feet.
2. The finished floor must be no more than 12" above grade at the entry.
3. Maximum wall heights at corners shall be no more than 4'-6" above the finished floor.
4. The roof design must be either gabled or hipped with the highest point being no more than 6'-6" above the finished floor. Roofing must be either shingle with an approximate 4" exposure, or wood.
5. Siding must be a material allowed for or compatible with the main house but must be appropriate and scaled for the play-house.
6. Correctly proportioned details such as, but not limited to corner boards, skirt- boards, freeze and rake trim, fascia boards and window & door trim will be required as determined by the MC.

WINDWARD COMMUNITY-WIDE GUIDELINES for Playhouses & Other Detached Structures

7. Windows and doors must be properly scaled and made of wood or wood-looking materials.
 8. Colors must be compatible with the main house but must also blend into the landscaping.
 9. Decorative details such as window boxes, rafter tails and finials will be considered if appropriate.
 10. Electricity and/or plumbing is not allowed.
 11. Play houses may be considered either as a subordinate part of a swing set or as a free standing structure.
- b. **STORAGE AND GARDEN SHEDS** may be allowed if consistent with the house design and attached to the house.; all must be approved by the MC.
- c. **GAZEBOS** may be allowed but must be specifically approved by the MC for site compatibility and must be placed within the building setback lines.

WINDWARD COMMUNITY-WIDE GUIDELINES

Pools & Hot Tubs

1. **General Rule:**

Swimming pools & hot tubs shall be located to provide minimal visual impact to adjacent lots and streets. Where possible pools and hot tubs shall be located directly behind the house with the edge of the water no closer to the side property lines than 20 feet. The edge of the pool deck shall be no closer to the side property lines than 10 feet. The finished floor elevation of the pool deck shall be at least one foot above the 100-year flood plain of 1030.0 MSL. Swimming pools on golf course & Lake lots shall be a minimum of 35 feet from the rear property line measured along a straight line following the surface of the ground. Pools shall have a maximum area no greater than 1,000 square feet. Normally trees may be cleared only from the deck and pool area. All equipment must be to the rear of the house, normally within the fence, a minimum of 10 feet off the property lines and located so as to not be a nuisance and screened from all directions. Above ground pools and inflatable bubbles are prohibited.

Also see Guidelines for "Equipment"

2. **Review Application Requirements:**

All require an Application.

3. **Additional Guidelines:**

Many Golf Course lots have a recorded undisturbed buffer. No encroachment is permitted in the buffer without a formal Variance approved by the City of Alpharetta. The recommended procedure is to apply for Golf Course approval, and file an Application with Windward prior to seeking the variance from the City (the City will require input from both Windward and the Golf Club when hearing the Variance request.

**WINDWARD COMMUNITY-WIDE GUIDELINES for
SITEWORK (including Setbacks, Retaining Walls et al)**

1. General Rule:

Setbacks: A 35' set back (measured along a straight line following the ground) is established as a setback from the lake for hardscape, swimming pools, play equipment and other structures (not including retaining walls which are treated separately below). Flat hardscape (such as patios & sunken fire pits) may be considered within the 35' set back on a case by case basis (refer to Guidelines for "Fire Pits, Exterior Fireplaces, Yard Furniture & Other Yard Items"). Structures and hardscape existing as of 2007 may be repaired or replaced in their current location, but not expanded or improved in any way without additional Modification Committee approval of an updated Architectural & Landscape Review Application.

Drainage shall follow recorded drainage easements, be directed to the street or drainage structures or may continue as existing, if volume is not increased or concentrated or otherwise causes erosion or damage to adjoining properties.

2. Review Application Requirements:

Any and all alterations to the property (other than minor landscaping projects as defined in the "Landscaping" Guidelines) require an Application.

3. Additional Guidelines:

a. Walkways may be concrete, brick or stone. Front entrance walkways should be a solid walkway 3 feet wide (not independent stepping stones); secondary walks are encouraged to be natural materials or stepping-stones and normally should be no wider than 3 feet.

b. **Retaining walls**

i. **Retaining Walls** should be used to transition grade levels in situations where too little horizontal distance is available for a graded solution. Walls will also be a preferred solution where a banked area is to be leveled for better use. Normally, walls should be no more than 40 inches tall without a significant visual break. In those cases where walls must be higher, a break can be obtained by plantings of at least 36 inches high. Front yard walls should always be of a masonry material that is compatible with the foundation of the house; if attached to the house, the material should match the foundation. The use of wood walls should be limited and, where allowed, should be screened with landscaping.

ii. **Attached to a home** - these should utilize the same materials as the wall they adjoin. Front and side yard retaining walls shall be brick, stone or stucco-finished poured concrete.

iii. **Free-Standing:** No unfinished and/or unpainted concrete walls are permitted. Concrete Walls must either have stone, brick or stucco veneer. Stained cross-tie and landscape timber walls may be used if to the rear of the house and not visible from the street lake or golf course. Wood walls shall be stained as directed by the MC. Retaining walls within 5 feet of the property line and

**WINDWARD COMMUNITY-WIDE GUIDELINES for
SITEWORK (including Setbacks, Retaining Walls et al)**

facing the adjacent property or street shall be brick, stone or stucco or adequately stained and screened as determined by the MC. It is recommended that retaining walls not cross easements, but in no case shall walls interfere with the flow of storm water in easements. Retaining Walls in rear yards adjoining the Lake or Golf Course will be subject to height limitations and landscape screening requirements and may be required to be tiered; each will be considered on its own merits, but in no event will a retaining wall be permitted closer than six (6) feet from the edge of the lake or rear property line.

c. **Additional Requirements:**

i. **Materials:**

Since new wall products are occasionally introduced, rather than specify materials, we chose to indicate unacceptable materials as follows:

1. No unfinished and/or unpainted concrete walls are permitted. Concrete Walls must either have stone, brick or stucco veneer.
2. No timber walls visible from street, Lake or Golf Course.

ii. **Location of Retaining Walls:**

1. Front Yards – Because of topographic and other site-specific conditions, significant discretion is granted to the reviewing Committee regarding the location of and materials approved for front yard retaining walls.
2. Side Yards – set back 5 feet from property line (3 feet may be considered as an exception when required for side-entry garages on narrow Lots). Landscape screening may be required.
3. Rear Yards –
 - a. Visible height of each wall will be limited to 12 feet;
 - b. Tiered walls are encouraged and may be required;
 - c. Walls must be setback at least 6 feet from rear property line with landscape screening on the outfacing side when visible from street, lake, golf course or other home.

iii. **Screening:**

Landscape material of some variety may be required to screen or soften all visible retaining walls.

WINDWARD COMMUNITY-WIDE GUIDELINES for Trash Container Screening

Windward Use Restrictions, Section 7-Trash, Recycle Material & Yard Waste

Owners and occupants shall regularly remove all rubbish, trash, garbage, and other landscape materials (i.e. limbs, stumps, bushes, grass clippings) from the Residential Unit and shall not be allowed to accumulate. No garbage, trash, or other landscape materials shall be placed on the Common Areas or buffers, temporarily or otherwise. No rubbish, trash, garbage or grass clippings or other landscape materials shall be disposed of in the storm drains or in Lake Windward. Rubbish, trash, and garbage shall be disposed of in appropriate City approved trash/recycle containers. At all times except on the day before and the day of collection, trash, recycle and yard waste containers must be stored so as not to be visible from any street, lake, golf course or neighboring home. Trash cans and landscape material may be placed at curbside on the day before collection day and must be removed from curbside by the end of the day of collection. Any proposed screening for containers stored outside the home must be approved.

Screening Design Guidelines:

Trash Containers should be stored within the garage. However, in some instances, a screened trash area may be permitted so long as it meets the following criteria:

- A Review Application is submitted and approved by the Modification Committee;
- Each Review Application shall include the proposed design, color, location and landscaping of the screened trash area, all of which must be compatible with the architectural style of the house;
- Any screened area must completely block visibility of the trash containers from any street, the lake and golf course, all homes, and screened on all four (4) sides;
- Area to be used for Trash Containers must abut the house;
- Landscaping outside the screen should be evergreen, and should not focus attention on the enclosure, but rather should integrate into the adjacent landscape.
- Materials must be of a high quality and appropriate for the intended use;
- Maintenance of the screened area to continually meet community standards.
- Except for evergreen landscaping, screens will typically be limited to 5' in height.

Materials & Designs:

Though it is the owner's responsibility to maintain any approved screened areas, the following materials and/or pictures suggest screens that might be approved if deemed appropriate by the Modification Committee for the specific Review Application being considered.

WINDWARD COMMUNITY-WIDE GUIDELINES for Trash Container Screening

1. **Wood**

- a. **Untreated:** Western red cedar and cypress are good choices due to availability and economical price. These woods are naturally resistant to rot and decay, as well as termites and other insects. However, sections of these woods placed below grade must be treated.
- b. **Treated:** The most common wood used outdoors in our area is treated yellow pine, primarily due to its lower cost. However, for projects of this scope, the treated wood should be dry (KDAT) or Yella Wood, which is dimensionally stable. While more costly, the end result is measurably better and indicative of a quality project.

(All pictures are for illustrative purposes for screening only – each Review Application will be considered on its own merits)

Example A



Example B



Example C



2. **Other Products: Brick, Stucco or Stone**

Brick, stucco and stone also make fine enclosures if they are closely tied into the architecture of the house. These products, over longer periods may require less maintenance.

(All pictures are for illustrative purposes for screening only – each Review Application will be considered on its own merits)

Stucco Example



Brick Example



WINDWARD COMMUNITY-WIDE GUIDELINES for Trash Container Screening

3. Composites & PVC (only in rear yards or when not visible from any street)

We often think of composites that are commonly known as “Trex,” but there are comparable products. Contractor grade composites and PVC products are rot and insect proof, long lasting, paintable with special primers and paints, and available in many patterns. Any vinyl panels must be securely anchored with stout posts together with top and bottom rails.

These composite products may only be approved when in rear yards, or when not visible from any street.

(All pictures are for illustrative purposes for screening only – each Review Application will be considered on its own merits.)



(Note: Pots not permitted)

4. Evergreen Landscape Screening

In some instances, mature evergreen shrubs already exist close to the house which can provide sufficient screening so that containers cannot be viewed from any street or other home. Such existing material may provide sufficient screening, but owners should be aware that the containers must not be visible from any perspective, at any time.

Paint Colors & Stains:

Stain and Paint colors will be considered for each Review Application and must be compatible with the color and style of the home.

WINDWARD COMMUNITY-WIDE GUIDELINES for TREES

General: These Standards apply to every tree on a Lot, dead or alive, (“Tree”), regardless of size.

- **REMOVAL**

No Tree may be removed without the prior written approval of the Modification Committee (MC). A homeowner desiring to remove a Tree must submit an **Application** The Application for the removal of a Tree must be accompanied with the written approval of the City of Alpharetta and **no Application for removal will be processed if it is not accompanied with that approval.** The MC shall review the Application and decide if it will allow the Tree to be removed. In making its decision, the MC shall not be bound by the decision of the City of Alpharetta and may consider the effect which the removal of the Tree will have on the street scape and neighboring properties.

- **STUMP REMOVAL**

Any and all stumps which are visible from the street or the lake must either be ground down to below grade or removed.

- **PRUNING**

A Tree may be pruned without prior written approval only if the pruning is performed in accordance with the standard set forth by the International Society of Arboriculture (ISA) Pruning Best Management Practices (BMP). A Person desiring to prune a Tree in a manner other than according to the ISA standard must submit an Application. A copy of the ISA standards is available for viewing online at Windwardcommunity.org.

- **TREE TOPPING and VISTA PRUNNING**

The practice of removing whole tops of trees or large branches and/or trunks from the tops of trees, commonly known as Tree Topping (also known as heading, rounding over and tipping) and selectively pruning a window of view in a Tree (a/k/a Vista Pruning) are prohibited.

- **PENALTIES**

Any Tree removed or pruned in violation of this Standard will subject the homeowner to a fine of of \$1,000 per tree and the replacement of the tree with the same species, as deemed appropriate by the Modifications Committee.

- **EMERGENCY TREE REMOVALS (Both Alpharetta City and WCSA)**

Emergency tree removals will be handled on a case by case basis by both the City of Alpharetta and WCSA.

WINDWARD COMMUNITY-WIDE GUIDELINES for TREES

- a. For WCSA: Take pictures to document the emergency and the needed removal and immediately notify the property management company at (770) 802-8360 by telephone or email within 48 hours. Provide photos to the property management company and any other requested supporting documentation within 1 week of the occurrence. Depending on the location and type of tree removed, the WCSA Modification Committee may require that a replacement tree be planted.
 - b. For the City: During normal business hours call the City Arborist at (678) 297-6229 or treepermits@alpharetta.ga.us prior to any emergency removals. If an emergency removal must occur during non-business hours provide the City Arborist with a voice message, fax, or email as soon as possible.
- **STREET TREES**
Some Neighborhoods require a specific Street Tree. (refer to Neighborhood Guidelines for your neighborhood requirements).