



# Architectural Guidelines

Windcrest Community Association  
Holly Springs, North Carolina  
Guidelines effective December 2024  
Supersedes all previous editions

# Architectural Guidelines

## Windcrest Community Association

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## Welcome to Windcrest

Whether you are an original owner of a home in Windcrest or you are a second or subsequent owner, welcome to the community!

Windcrest is an exciting and vibrant place to live and the people here wish to make it an even better place to call home through their continuing efforts to protect, maintain, and enhance their property values.

Windcrest is a planned community, meaning that the original tract of property was site-planned, designed, and approved as a self-contained, deed restricted community which has its own homeowners association and set of protective covenants that each property owner must abide by (see the community's protective covenants).

The conditions and restrictions were set so aesthetics, appearance, and safety would be defined and the homeowners could live in harmony and have some assurance that the actions of other property owners in the community would not adversely impact the quiet enjoyment of their homes or their property values (for example: painting one's home bright purple, placing aluminum foil in the windows, abandoning cars in the street, having unkept yards, or keeping/breeding of vicious or dangerous animals). Therefore, as a homeowner, please help maintain property values by reporting violations to the Windcrest management company:

Grandchester Meadows Inc

<https://www.grandchestermeadows.com/windcrest/>

[manager@grandchestermeadows.com](mailto:manager@grandchestermeadows.com)

919-757-1718

This document outlines the guidelines and procedures for making an application for changes to the exterior of your home or yard. ***All exterior changes must be submitted in writing to the Architectural Review Committee (ARC) for approval prior to beginning any work, including any exterior changes that are not covered in these guidelines.***

These guidelines may be amended from time to time and if a topic is not covered in these guidelines, or if you have any questions, please contact Windcrest's community management company.

## Join the Architectural Review Committee

The Architectural Review Committee is comprised of volunteers who are homeowners in the Windcrest community. If you are interested in helping to maintain, protect and improve the value of the homes in our community, please let our community manager know that you wish to participate on the Architectural Review Committee. Please contact our manager via email or phone if you are interested.

## Procedure for requesting architectural approval

***Prior to beginning any alteration, addition, or improvement to the exterior of a home or the property, the homeowner must first seek approval from the Architectural Review Committee (ARC) by completing and submitting an Architectural Request Form. Neglect to do so may result in delays and/or fine for the homeowner.***

This request form can be submitted from the Windcrest website:  
[https:// www.grandchestermeadows.com/windcrest/](https://www.grandchestermeadows.com/windcrest/)

Be sure to complete the Architectural Request Form and attach any required supporting documents and/or samples before submitting your request for approval. Incomplete forms may cause delays in the review of your request. The Management Company will contact you within 30 days of receipt with a written response. This allows the ARC time to review and consider all requests.

The ARC may approve a request, conditionally approve a request with specifically stated conditions for approval, deny an application, or return a request for additional information. Any homeowner that is not satisfied with the decision of the ARC may submit a different Architectural Request Form to begin the process again or appeal the decision.

In order to appeal the decision of the ARC, the homeowner has 30 days from receipt of the response to submit a written appeal to the Management Company that sets forth the basis for the appeal and copy of the Architectural Request Form. The homeowner may also meet with the HOA Board at its regularly scheduled meeting. Please call our management company if you wish to attend the next monthly meeting.

In event of a conflict between these Architectural Guidelines and the Declaration of Protective Covenants, the Declaration shall prevail and take precedence.

## Prior Approval is Required

If any exterior changes are made without first obtaining approval from the ARC, the homeowner may be required to remove or modify the change **at their expense** to come into compliance with the Architectural Guidelines. **Please save time, effort and cost by first obtaining the necessary approvals.**

For more information about additional architectural guidelines, please review the restrictive covenants of Windcrest. If you need an additional copy of the restrictive covenants, please call our community management company at (919) 757-1718.

## General Landscaping

Landscaping around the home can add a personal touch and increase the value of one's home. It is encouraged that homeowners seek professional assistance when planning extensive landscaping plantings or structures. Several commonly requested landscape elements which need prior approval before building/installing on the property include, but are not limited to, the following:

- Tree planting or removal
- Patios
- Walkways
- Gardens (water or vegetable)
- Gazebos
- Planters
- Retaining walls
- Exterior lighting
- Large and/or excessive Statuary (bird baths, fountains, figures, etc.)
- Ground cover (Please note: ground cover other than natural grass is not allowed)
- Changing landscape bed material

Trees that are not expected to grow over six (6) feet do not require approval. Submittal is not required for removal of dead or diseased trees. Dead or diseased street trees must be replaced with similar species of trees found in the community, such as pin oaks, willow oaks, or maples. It is the homeowner's responsibility to check for easements, setback restrictions, or regulations that may affect the project. Any permits or inspections that the city or county may require are also the homeowner's responsibility.

When planning any of the projects listed above, be sure to include as much information on your Architectural Review Form as possible, including material specifications and intended location on your plot plan.

Flower gardens in existing flower beds or around trees are highly encouraged and do not require ARC approval. Patios, deck, and sheds should be accented with flowers or shrubs to soften the view and blend the structure into the landscaping.

Grass should be mowed on a regular basis and not allowed to grow over five (5) inches tall. Trimming around the sides of the house, mailbox, and landscaping should also be done regularly. Edging along the driveway and any sidewalks should be done at least once a month during the growing season. Any contiguous area exceeding one (1) square foot composed of weeds or bare spots should be treated and reseeded or patched with sod.

If your property is adjacent to a sidewalk, the homeowner is responsible for maintenance of the landscaping—grass, trees, and shrubs—between the sidewalk and the street curb, unless that area is a designated common area. Common areas are maintained by the HOA’s landscaping company.

## Fences

Homeowners are required to submit an Architectural Request Form *prior* to purchasing materials or services and beginning construction of a fence. If a fence is installed without first obtaining approval from the ARC, the homeowner may be required to remove, relocate or otherwise modify the appearance of the fence *at their expense* to come into compliance with the Architectural Guidelines.

## Location

The fence must be placed on the property line unless there is an easement; fences should be placed outside of any easements. Neighbors must be able to tie into the fence. Fences must follow the contour of the landscape and should not adjust or interfere with the lot’s water drainage pattern.

No fence shall extend closer to the front of the home than midway between the front and back corners of the dwelling unless the home has a side access garage door. Then the fence, on the same side as the door, may connect as far forward as to enclose the side garage access door, as long as the side garage access door is located towards the rear of the garage.

## Setbacks

The Town of Holly Springs Unified Development Ordinance (UDO) specifies that any lot line that touches private or public right-of-way is a *front yard*. If your side yard faces the street (i.e. a corner lot) or even if your rear yard faces the street, it is technically considered a *front yard* and your fence must be located a certain distance from the street right-of-way.

If your side yard faces the street, your fence must be located no closer than ten (10) feet or twenty (20) feet, as specified by the UDO to the street right-of-way. If your rear yard faces the street, your fence must be located no closer than eight (8) feet to the street right-of-way.

For corner lots that have sight distance triangles, no structures greater than twelve (12) inches in width are allowed, unless specifically allowed by the Town of Holly Springs Director of Engineering.

If you have questions about the required setback for your proposed fence, please contact the Planning Technician with the Town of Holly Springs Department of Planning & Zoning at (919) 557-3908 or by e-mail at [HSPlanning@hollyspringsnc.us](mailto:HSPlanning@hollyspringsnc.us).

## Height

In April 2006, KB Homes successfully petitioned the Town of Holly Springs for a variance of the UDO which allows the Windcrest community to have fences with a height of at least four (4) feet and not greater than six (6) feet.

***Fences in the Windcrest community must be six (6) feet high.***

## Styles

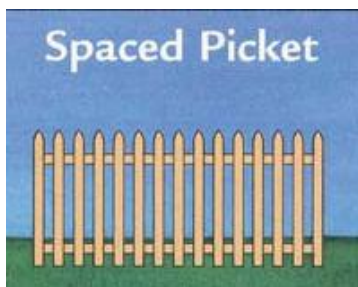
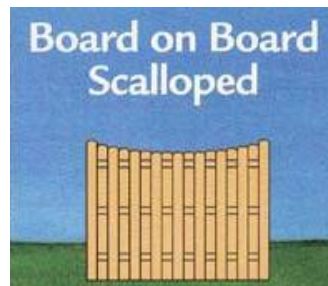
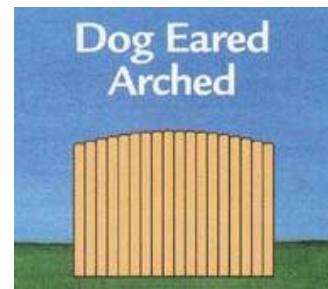
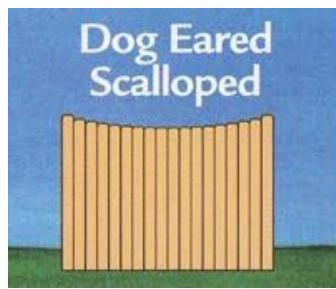
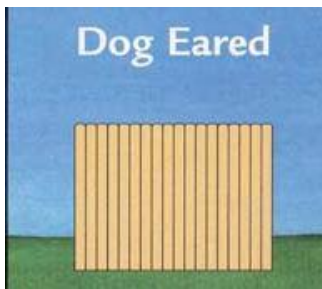
Fences are to be made of **treated natural wood, white or tan vinyl, or wood-like composite**. Chain-link, barbed wire and wrought iron fences are not allowed.

Fences are made of three components:

- Post** – the vertical supports
- Rails** – the horizontal supports
- Pickets** – the vertical slats of wood which make up most of the fence

Fences may be solid (privacy or stockade), board-on-board (shadowbox), or spaced, i.e. with openings between the pickets. Approved fence shapes are: convex (arched), concave (scalloped) and straight. Examples of some acceptable fence styles are illustrated below.

The top edge of the fence pickets may be dog-eared or straight. Gothic and other types of pointed pickets are not allowed. Decorative fence posts are allowed for all fence styles, but must not exceed the height of the infill.



**Spaced Arched Picket**

No image available

*\*Please note: the examples shown above are for illustrative purposes only and to assist homeowners in selecting an approved fence style. Pointed pickets are not allowed as shown in the example of the **Spaced Picket** and **Spaced Concave Picket** fence styles.*



## Installation

Fence posts must be anchored to the ground with concrete footings. If a solid (privacy) or spaced fence is installed, the finished side (front view) of the fence must face outward from the homeowner's property. Adjacent homeowners must be allowed to tie into the fencing.

## Color

Fences may be treated with a **clear** or **tinted** stain. A "clear" finish is colorless and allows the most wood grain to be seen. A "tinted" finish adds a sheer color, but still allows the wood grain to show through. **Paint, semi-transparent stains and solid stains are not allowed.**

The ARC suggests Thompson's® WaterSeal® Waterproof Plus Clear Wood Protector. This waterproofing product also comes with a tinted wood protector. Approved tinted finishes are **Sheer Natural Cedar** or **Sheer Honey Gold**.

### Natural Finish:

Clear



### Tinted Finishes:

Sheer Natural Cedar



Sheer Honey Gold



Alternative products may be used, but sample chips must be submitted with the Architectural Request Form before work begins. **Paint, semi-transparent stains and solid stains are not allowed.**

## Driveway Extensions

### Definition

A driveway extension is any alteration of the driveway that increases the surface area.

### Material

Material must be a finished concrete. Gravel or loose stone is not permitted.

The Town of Holly Springs recently adopted changes to their Unified Development Ordinances regarding driveway extensions and the use of poured concrete. Please contact the Planning Technician with the Town of Holly Springs Department of Planning & Zoning at (919) 557-3908 or by e-mail at [HSPlanning@hollyspringsnc.us](mailto:HSPlanning@hollyspringsnc.us) for the most current information. An ARC application must still be submitted for approval before any work is started. The homeowner is responsible for obtaining any town permits required.

Please see appendix attached.

### Installation

Pavers must be installed in such a way that there are not large gaps between the pavers and the edging material. Pavers must have edging installed on any side that does not abut a hard surface.



## Decks and Patios

When contemplating adding a wooden deck or concrete/brick paver patio to the rear of your home, it is important that you consider several factors:

1. Water or drainage pattern under or around the deck/patio. Improper final drainage can damage the house foundation. It can also create a breeding area for insects, such as mosquitoes.
2. Distances of deck/patio to property lines and easements. Ordinances may require that such structures not encroach into easements or to within certain distances from property lines
3. Any permits or inspections that the city or county may require are the homeowner's responsibility.

All requests for decks/patios will be reviewed by the ARC in context to the particular house and lot as well as surrounding lots and easements. Please be specific on the details of the size, location, and type of deck/patio on your Architectural Request form.

## Screen Porches and Deck Enclosures

All screened porches and enclosed decks must be located on the rear of the home, be of a permanent nature, and will be reviewed on a case by case basis. The screened porch or deck enclosure should match the color scheme of the home, preferably made from the same siding and roofing materials as the home.

It is the homeowner's responsibility to check for easements or setback restrictions that may affect placement of the porch or deck. Any permits or inspections that the city or county may require are also the homeowner's responsibility.

Please submit color chips, material samples, and a picture or brochure (if available) with your Architectural Request Form. **Please do not purchase materials or begin construction before receiving written approval from the ARC.**

## Awnings

Awnings must be located on the rear of the home and will be reviewed on a case by case basis. Please submit a picture of the awning when extended, material, color, and design with your Architectural Request Form. Please also note the intended location of the awning on your plot plan.

Retractable awnings are recommended. Awnings must be maintained and kept in good condition. Any faded, worn, or torn awnings will need to be removed or replaced.

## Storm and Screen Doors

Storm doors may be installed to protect your main entry door from the elements. Full panel and split panel styles are allowed. The color of the door frame should match the color of the main entry door or the house trim. Homeowners who installed a storm or screen door prior to June 2008 that does not conform to these guidelines should submit proof of prior approval from the ARC.



## Entry Doors

Prior to replacing or modifying entry doors—front, garage, sliding, French, etc.—approval must be obtained from the Architectural Review Committee (see p.3). Any change or modification must conform to the original color scheme of the home as closely as possible. Submit a picture of the house, the door in question, and a color sample or picture of the proposed change.

## Storage Sheds

Sheds must be placed in the rear yard and be permanently affixed to the ground with a concrete slab floor or footings. Storage sheds must be of the same color scheme as the house and be built with similar materials. Peak of the roof shall not exceed nine (9) feet, including footings. Prefabricated or store-bought sheds will be reviewed by the ARC on a case by case basis. It is the homeowner's responsibility to check for easements or setback restrictions that may affect the placement of the shed. It is the homeowner's responsibility to obtain all permits required and to get approval from the Town of Holly Springs before starting construction.

Please submit color chips, material samples, and a picture or brochure (if available) with your Architectural Request Form. Please do not purchase materials or begin construction before receiving written approval from the ARC.

## Antennae and Satellite Dishes

Satellite dishes of one (1) meter or smaller in diameter for receiving direct broadcast video service or antennae designed and intended to receive customary television transmission or radio reception signals are allowed.

Homeowners must install any permitted antennae or satellite dish that is not larger than one (1) meter in diameter on the rear of the home or on a pole in the rear yard unless an acceptable quality signal cannot otherwise be obtained.

If a satellite dish is installed on a pole, it must be screened in such a way that it cannot be seen from the street or adjacent lots. On the site plan that must be included with your Architectural Request Form, please mark the intended location of your antennae or satellite dish and any screening landscaping.

No exterior antenna, receiving dish or similar apparatus of any kind for receiving or transmitting CB or Ham radio or video signals shall be allowed.

## **Playground Equipment, Hot Tubs and Pools**

Playground equipment, hot tubs and pools should be placed in the rear yard only and blend with the natural surroundings. Please submit detailed drawings, measurements, specifications, and color scheme to the ARC with your Architectural Request Form.

Landscaping or fencing may be required to prevent the play equipment, hot tub and/or pool from being visually obtrusive to neighbors. Under no circumstances will above-ground swimming pools be allowed.

Playground equipment may not be metal.

## **Basketball Goals**

Permanent basketball goals are not allowed due to lot sizes. Portable basketball goals are allowed, but must be stored laid on its side and at least ten (10) feet from public right of way when not in use. The basketball goal may not be placed where the street becomes the main surface of play.

## **Parking and Driveways**

Vehicles, including motorcycles, must be parked in the driveway or garage and not in the street or in the yard area. No vehicles shall be parked on front porches or walkways. Inoperable vehicles must be parked in the garage or in the driveway with a car cover. The driveway should be cleaned periodically to remove any oil stains. Also any grass that grows between the concrete sections of the driveway should be removed. Commercial or utility vehicles are prohibited anywhere within "the Properties".

Holly Springs Town Code prohibits parking vehicles within: fifteen (15) feet of an intersection; fifteen (15) feet in either direction of a fire hydrant; fifteen (15) feet in either direction of a mailbox between 9:00 AM and 5:00 PM, except Sundays and federal holidays; thirty (30) feet of a stop sign.

**Please call the Town of Holly Springs Police Department to report improperly parked vehicles.**

**Call (919) 552- 7110 during business hours and (919) 557-9111 during the evening and on weekends.**

## **Waste Receptacles**

Garbage cans and recycle bins may not be kept in the driveway and should not be visible from the street. These items should be kept either in the garage or the side yard, screened from view with fencing or landscaping plantings. Waste receptacles must be put away within 24 hours after Waste Management pickup service.

If you wish to build a garbage can corral (or fence screen), you must submit an Architectural Request Form with detailed information about materials and intended location for ARC approval. See approved Fence Styles (page 5) for guidance. To add visual interest, consider planting shrubs along the corral.

## **Mailboxes**

The mailbox must remain in its original color and design. No permanent physical alteration of the mailbox or post is allowed. As the paint on the mailbox and post fades, it should be repainted black to match the original color.

Plantings around the mailbox and non-permanent seasonal decorations are allowed. Any plantings and decorations must not obstruct the view of the address numbers.

Replacement mailboxes and posts may be ordered from Zaruba Landscaping at (919) 422-3290. When ordering, please let them know that you are in the Windcrest community.

## **Seasonal/Holiday Décor**

External temporary holiday decorations are allowed. They may not be operable sooner than thirty (30) days before the observed holiday and must be removed no later than thirty (30) days after the observed holiday. No Architectural Review Committee request is required for holiday décor.