



**AVOCET**  
HOMEOWNERS  
ASSOCIATION

**ARCHITECTURE  
CHANGE COMMITTEE**  
PROCESS AND GUIDELINES

[WWW.AVOCET-HOA.ORG](http://WWW.AVOCET-HOA.ORG)

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Last Revision: 02.19.2019

## Why the Architecture Change Committee Exists

The Architecture Change Committee (ACC) exists as a representative body of the Avocet Homeowner's Association with the sole charter of ensuring consistency in the look and feel of the homes within the neighborhood. The ACC operates with the powers of the HOA and will work diligently to provide expedient responses to homeowners who follow the process outlined below. When approval is not obtained prior to work being completed, the ACC has the power to have the homeowner reverse the work, at the homeowner's expense. When necessary, legal action may be taken against homeowners as well. It is the intention of the ACC to ensure changes made to any home within the neighborhood take into consideration the impact on neighbors and the community overall.

As stated in the bylaws, Article IX establishes the Architecture Change Committee.

"Avocet shall appoint an Architectural Control Committee, as provided in the Declaration, and a Nominating Committee, as provided in these By-Laws. Notwithstanding the foregoing, until the sooner to occur of (i) all of the Lots comprising the Property having been sold by the Developer (as defined in the Declaration) of the Property, or (ii) such time as the Developer in Developer's sole and absolute discretion relinquishes the control and right to plan approval set forth in Section 26 (a) of the Declaration, the Architectural Control Committee shall solely govern the approval of additions or changes to existing structures located on the Property. The Developer shall retain the right to approve the plans for any new structure to be constructed on any lot sold by the Developer until the occurrence of one of the conditions set forth in clause (i) or (ii) above, whereupon the obligation and right to approve all plans, for new construction or otherwise, shall become that of the Architectural Control Committee. In addition to the foregoing, the Board of Directors shall appoint other committees as deemed appropriate in carrying out its purpose."

## General Information

The Architecture Change Committee will use the process and guidelines provided below when considering a homeowner's change request. Following the guidelines does not guarantee approval; likewise, a change may be approved that does not meet all of the guidelines.

ACC approval does not represent permission by any government body to implement a change. Approval also does not guarantee compliance with any federal or local ordinances, laws, or regulations. Homeowners are responsible for seeking approval from the Avocet Homeowner's Association through the ACC and, where applicable, from the appropriate government body. Where the government body waives a requirement, the ACC will waive that requirement as well.

Peachtree Corners City Ordinances are a minimum requirement for Avocet residents. The Peachtree Corners City homepage can be found online [here](#) and city ordinances can be easily located using the Ordinances section of the website [here](#) (valid as of 10/2018).

Please review the process and guidelines documented below. If you have any questions, please contact the ACC at [architecture@avocet-hoa.org](mailto:architecture@avocet-hoa.org).

## Architecture Change Committee Process

The best time to engage with the ACC about an upcoming project is before or during the planning phase. The goal of the ACC is to make the process as user-friendly as possible. By involving the ACC early on, assistance can be provided to ensure the project meets the guidelines specified in this document and that the approval is processed in a timely fashion.

The ACC can be contacted with questions about a project before a request is submitted. To submit a request, download the [Avocet Architectural Change Request form](#) from the HOA website. The form may also be sent via United States Postal Service by contacting Tammy Foley of Community Management Associates at 404.835.9208 or [tfoley@cmacommunities.com](mailto:tfoley@cmacommunities.com). The completed form, with any necessary documentation attached, should be placed in the ACC mailbox at the corner of Avocet Drive and the road to the amenities area. Notify the ACC the request has been submitted and a representative of the ACC will begin the approval process at which time notification will be sent via e-mail (or by phone, if preferred) within 24-48 hours of submission.

Should any additional information be needed by the ACC, notification will be provided via e-mail or phone. If it is necessary for the ACC to visit the home, the homeowner will be contacted to schedule a time for the visit. If any changes involving additions, sheds, retaining walls, or other permanent structures are requested, a brief walk through is required to ensure that neighbors will not be negatively impacted by the structure is properly sited.

Once the request has been approved, notification will be provided via e-mail or phone. The hard copy of the signed approval will be returned via the homeowner's mailbox, unless other arrangements are made to pick it up in person. At least two (2) authorized Architecture Change Committee member signatures are required. Once the work is complete, the ACC must be notified. In some cases, a final walk through may be required. If the project is not completed as defined by the approved ACC request, approval may be revoked, and the homeowner may need to submit a new request for approval of the actual work completed.

# ACC Guidelines and Documentation Requirements

Any change to the exterior of the home must be reviewed and approved by the ACC prior to work beginning. Below are common requests submitted to the ACC along with requirements for each.

## I. FENCES

### Standards

- A. Proposed fence location must be marked with stakes, tape, or similar material for the approval walk through meeting
- B. Height and location must adhere to the guidelines established in [Exhibit A, Section 1](#)
  - a. Entire fence must be within property boundaries
  - b. Consideration will be given to how the fence may impact neighbors
  - c. It is recommended to speak with your neighbor prior to submitting the request
- C. Materials and design options
  - a. Fences must be all wood and either left natural, stained, or painted a solid color. If painting a solid color, or changing the color for an existing fence, ACC approval is required
  - b. Chain link and woven wire fences are not permitted
  - c. Finished side of fence must be facing outwards
- D. Aluminum and composite material fences will be considered as follows:
  - a. Fences must be a neutral color, or black, in the case of aluminum fences
  - b. Aluminum fences must have small pickets, rails, and posts, and topped with a plain rail without finials or other accents
  - c. Fences must be well set back from the road, typically at or near the back of the house, and be minimally visible either having a short span or being obscured by landscaping
  - d. Such fences are never deemed acceptable in the front yard (corner lots having two front yards)

### Required Documentation

- A. Site plan showing property boundaries and fence location
- B. Specifications for fence materials and design (hard or soft copy permitted)

### City Ordinances

- A. Please see [Section 700](#) of the Peachtree Corners, Georgia Code of Ordinances

## II. PAINT

### Standards

- A. Changing the exterior color of the home, regardless of color, requires ACC approval
- B. Changing the color of the door, trim, and/or shutters to a different color requires ACC approval
  - a. Approval is not required if painting the door, trim, and/or shutters the existing color
- C. Color choices must be approved by ACC prior to beginning to paint
- D. Brick surfaces may be painted, if specifically approved by the ACC
  - a. Special paint is required for this type of color change

### Required Documentation

- A. Paint samples showing the colors for the proposed changes outlined by change, or
- B. Website of the manufacturer if color samples are available online with both color names and codes
- C. In some cases, ACC may require a 3-foot by 3-foot (3' x 3') sample to be painted and approved by an authorized ACC member

### City Ordinances

- A. None

## III. MAILBOXES

### Standards

- A. ACC approval is not required for natural wood post mailboxes
- B. Brick or wrought iron posts are not permitted
- C. Physical mailbox must be a basic, black mailbox
- D. Adherence to basic standards set forth in the United States Postal Service Mailbox Guidelines

### Required Documentation

- A. None

### City Ordinances

- A. [United States Postal Service Mailbox Guidelines](http://www.usps.com/mailbox-guidelines)

#### **IV. SCREENED-IN PORCHES, DECKS, AND OTHER EXTERNAL MODIFICATIONS**

##### **Standards**

- A. Design of the modification must match existing style of house
- B. Shutters may not be removed without approval from the ACC
- C. Roofing material, if required, must match the existing roof of house
- D. Siding material, if required, must be the same style and color of house
- E. Storm doors may be added to any street-facing door to the house if the trim of the storm door matches the existing trim on the house
- F. Security systems are permitted to be installed on any house to the specification of the homeowner
  - a. Any outdoor lights must cause a disturbance to neighbors
  - b. The use of strobe, or excessively flashing lights is prohibited
- G. Decks must be natural wood
  - a. ACC approval is required to stain or paint deck a solid color
- H. Removal of any deck or sunroom requires ACC approval

##### **Required Documentation**

- A. Porches and external modifications
  - a. Building addition location plan submitted to Peachtree Corners
  - b. Elevation renderings
  - c. Permit from Peachtree Corners City
  - d. Certificate of Occupancy once construction is complete, if adding a room
- B. Significant deck modifications
  - a. Building addition location plan submitted to Peachtree Corners
  - b. Specifications showing style and color of deck
  - c. Permit from Peachtree Corners City
  - d. Certificate of Completion

##### **City Ordinances**

- A. [Building Guides for Homeowners – Additions to Single Family Dwellings](#)
- B. [Building Guides for Homeowners – Uncovered Decks and Porches](#)
- C. [Residential Permit Application](#)



## V. PERMANENT OUTDOOR STRUCTURES

### Standards

- A. Playground equipment
  - a. Any playground equipment installed on the property must adhere to the guidelines established in [Exhibit A, Section 2](#)
- B. Sheds or storage buildings
  - a. Sheds and storage buildings must have siding, roofing, and painted in a way that matches the house
  - b. Sheds and storage buildings must be reasonably screened from the view of the street
- C. Retaining walls, hardscapes, and dry creek beds
  - a. Installation of any exterior feature must receive ACC approval
- D. Permanent basketball goals and/or hoops are not permitted
  - a. Basketball goals and/or hoops must be movable
  - b. When not in use, basketball goals and/or hoops must be stationed at the top of the driveway by the garage
- E. Concrete pads and flagstone patios
  - a. Installation of any exterior feature must receive ACC approval

### Required Documentation

- A. Playground equipment
  - a. Photos or link to the website where the equipment will be purchased
  - b. Proposed site plan
- B. Sheds and storage buildings
  - a. Under 32 square feet and will not contain any electrical, mechanical, or plumbing system
    - i. Site plan showing location of building drawn to scale, preferably on the plat showing relationship to property lines
    - ii. Elevations, sketches or pictures showing shed specifications
  - b. Over 32 square feet or will contain electrical, mechanical, or plumbing system
    - i. Accessory building location plan
    - ii. Elevations, sketches, or pictures showing shed specifications
    - iii. A to-scale drawing must be provided showing the proposed shed in relationship to the house and property lines. A copy of the loan survey with the proposed building or structure drawn upon it is recommended
    - iv. City permit
    - v. Certificate of Occupancy, upon completion

- C. Retaining walls and hardscapes
  - a. Walls four (4) feet tall or less with backfill less than one (1) foot in rise and three (3) feet in length
    - i. Landscape plans or sketches drawn to scale
  - b. Walls greater than four (4) feet and less than or equal to six (6) feet tall
    - i. Landscape plans or sketches drawn to scale
    - ii. City permit
    - iii. Certificate of Completion
  - c. Walls greater than six (6) feet tall
    - i. A design drawing by a registered Georgia Professional Engineer
    - ii. City permit
    - iii. Certificate of Completion
  - d. Hardscapes
    - i. Landscape plan or sketch drawn to scale
    - ii. Description of grading changes and impact on neighbors
- D. Basketball goals and/or hoops
  - a. Picture or link to website where the goal will be purchased
- E. Concrete pad or patio
  - a. Site plan showing location and size of pad

### **City Ordinances**

- A. Playground equipment - None
- B. [Sheds and storage buildings](#)
- C. [Retaining walls and hardscapes](#)
- D. Basketball goals and/or hoops – None
- E. Concrete pad or patio - None

## **VI. REPLACEMENT SIDING, DOORS, GARAGE DOORS, ROOFING, WINDOWS AND AWNINGS**

### **Standards**

- A. Replacement siding
  - a. Vinyl siding is not permitted
  - b. Siding must match appearance of existing siding
  - c. Hardiplank or other cement siding is permitted with ACC approval
  - d. Any change to exterior materials (removing brick or stucco, changing from brick to stucco, changing from stucco to brick, etc.) requires ACC approval and a description of new materials is also required
  - e. Any external material change must be coordinated with the ACC
- B. Replacement windows
  - a. Must match current windows and be painted to match current trim
  - b. Any variation from existing style or color requires ACC approval
- C. Replacement roofing
  - a. Must match current roofing materials in appearance
  - b. Color can be changed to match current color of the house
  - c. Architectural shingles are permitted
- D. Awnings
  - a. Must be solid color
- E. Solar Panels
  - a. Addition of solar panels must be approved by ACC prior to installation
  - b. Panels must not be visible from the street

### **Required Documentation**

- A. Replacement siding – specifications showing style and color
- B. Replacement windows – specifications showing style and color
- C. Replacement roofing – specifications showing style and color, with link to manufacturer's website
- D. Awnings – sample of material to be provided to the ACC
- E. Solar Panels – photos or link to manufacturer's website providing visible indication of future installation aesthetic

### **City Ordinances**

- A. None for any item above

## VII. LANDSCAPE

### Standards

- A. Change grade of land or runoff onto other's property
- B. Use substantial mechanical assistance
- C. Complete any major restructuring to landscape
- D. Retaining walls or hardscape – See V. Permanent Outdoor Structures

### Required Documentation

- A. Landscape plans drawn to scale with grading noted

### City Ordinances

- A. [Site Grading](#)

## VIII. POOLS, HOT TUBS, AND EXTERNAL WATER FEATURES

### Standards

- A. Must be sited in the same manner as sheds and storage buildings – see V. Permanent Outdoor Structures
- B. Pools must be fenced with the pool pump located inside the fenced area. The fence must be six (6) feet tall with no spaces between slats

### Required Documentation

- A. Pools
  - a. Sketch drawn to scale showing location plan
  - b. City Permit
  - c. Site plan showing fence location and design, if one is added or replaced to be in compliance
  - d. Certificate of Occupancy, once complete
- B. Hot tubs
  - a. Picture with specifications and site plan if two (2) feet deep or less; if more, see requirements for Pools

### City Ordinances

- A. [Building Guides for Homeowners – Swimming Pools](#)
- B. [City Ordinance for Pools](#)
- C. [City Permit](#)