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# WESTBROOK

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## Residential Standards & Guidelines and Community-Wide Landscape Standards

Westbrook, a deed-restricted community. It is governed by Covenants, By-Laws, Modification Guidelines, Architectural Standards and Residential Guidelines along with Community-Wide Landscape Standards.

This document is intended to be used as helpful information for all homeowners. It must also be used by any renters who shall be provided a copy by the titled owner of the home.

This document immediately sets forth updated Residential Standards & Guidelines plus Community-Wide Landscape Standards for all homeowners in Westbrook. It elaborates and clarifies the information found in the Covenants of Westbrook. It does not replace the Covenants of Westbrook. We strongly recommend being familiar with both the Covenants and these Standards & Guidelines which may be subject to change at the discretion of the declarant (Windsong Properties, LLC). Be advised that as deed-restricted community residents must comply with the Standards & Guidelines of the community.

The declarant has the right to and will enforce these Standards & Guidelines. Modifications, unless otherwise stated, require prior written approval. Modifications without prior written approval may be subject to a fine. Non-approved modifications may be subject to additional fines until corrected or removed. (If a written modification is required that procedure is fully explained in this document, see page 16). The declarant does not desire to impose fines or require removal, so please submit your Modification Request Form before any changes occur and allow time for the approval process (most take 45 days or less).

All residents are required to support these Standards & Guidelines in order that your community remain an attractive, harmonious place to live. Adherence by all homeowners will protect property values by maintaining the upscale, cohesive look and feel of Windsong.

In Westbrook, Courtyards will be defined as the area bounded by fences enclosing a portion of a lot for the private use of an owner. The Courtyard shall be for the use of the Owner which has access to the Courtyard from the Owner's home, regardless of whether a portion of the Courtyard lies on the adjacent Owner's Lot subject to the covenants, conditions and easements. No area comprising a Courtyard shall be subject to the maintenance responsibilities of the Association.



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**NOTE: The existing Homeowners Association (HOA) is managed by the Declarant. All references to "HOA" are synonymous with Windsong Properties, LLC (declarant) at this time.**

## Westbrook Residential Standards & Guidelines

### Address Numbers

- Are to be maintained by the homeowner to be visible and the same style as installed in the neighborhood.

### Air Conditioner Units - **APPROVAL REQUIRED\***

- Window air conditioner units and window fans are not allowed, except in an Emergency and when approved by the declarant for a temporary period of time.

### Entry and Storm Doors - **APPROVAL REQUIRED\***

- Any change or modification, including replacement or change of color of an Entry Door requires a Request for Modification Form and approval.
- Storm doors fully visible from the street or courtyard **do not** require a Modification Request Form and approval prior to installation if the following approved styles below are used.
- Storm Doors must be metal/vinyl clad, full view clear glass and must be the same color as the surface to which attached (trim, entry door color or complementary earth tone color that is used throughout the Westbrook community). No frosted or stained glass is to be used.

### Exterior Changes - **APPROVAL REQUIRED\***

- No changes may be made to the exterior of any residential structure including the attachment of any decorative items such as, hanging plaques, artwork, or awnings, etc.
- No exterior changes to any hard surface areas (concrete staining, painting, etc.) are permitted without prior approval, or when installed at contract as a builder option.
  - An exception is garage floor finishing. This is allowed without a modification request as long as it does not extend beyond the garage door apron.
  - Examples of such modifications are changing exterior paint colors, room additions, adding sun tunnels, roof wind turbines, etc., or any modifications to the home's structure.

### Exterior Curtains

- Exterior curtains are allowed to be installed on Covered or screened in courtyard patios as well as rear living patios.
- Curtain material should be made of a mildew resistant and water repellant material.
- Curtain colors will need to be neutral in color or match the color scheme of the home.
- All hardware is to match the door and/or the lighting finishes on the home. The hardware will also be allowed to match the trim color in which it will be fastened to if it cannot match the lighting or door hardware.
- All curtains are to be maintained to be clean and not faded in color.

### Exterior Lighting – Floodlights & Motion Lights - **APPROVAL REQUIRED\***

- Builder installed exterior lights attached to the resident's structure are the responsibility of the homeowner.
- All exterior lights shall be replaced with the same color and style as the original lighting.
- Exterior floodlights and/or motion lights (permanently attached to the home) are subject to specific mounting locations on the exterior of the home. Floodlight fixture approval requests must contain all the specifications for that fixture, including:
  - The specific type, style, color & model. Specification sheet and/or a photograph is preferred.

- Bulb type (incandescent, LED, halogen, fluorescent) and bulb wattage.
- Mounting location (placement) planned.
- Floodlight fixture should not contain more than two floodlight bulbs per fixture. The number of actual Floodlight Fixtures may be restricted, based on location.
- Floodlight fixtures, if approved, must be mounted under the eaves of the home (structure) in order to have minimal visual impact when not lit.
- All floodlight fixture wiring and conduit must be installed as to not be visible on any exterior portion of the home.
- All reasonable floodlight fixture requests will be considered, specifically where there may be a safety concern.
- Light resulting from any approved floodlight fixture must be focused within the homeowner's yard or courtyard and may not disturb adjacent neighbors.
- It is required that any exterior lighting be installed properly and according to local building and electrical codes.

#### Exterior Lighting - Landscape & Solar Lighting - **APPROVAL REQUIRED\***

- Plans for any landscape lighting (anywhere outside your courtyard) must be presented for approval before installation. Any landscape lighting installation request must contain all the specifications for the lighting fixtures, including:
  - The specific type, style, quantity, color and model name and or number. Specification sheet and a photograph is preferred.
  - Illustration of planned mounting locations or placement.
- Only black, bronze or oil rubbed bronze colored fixtures will be considered.
- Bulb type (incandescent, LED, halogen, fluorescent) and bulb wattage.
- Color changing bulb styles are not permitted.
- All bulbs must be white/clear.
- Solar Light fixtures are only permitted in the front of homes and in courtyards.
- Fixtures must not be located along the driveway.
- All fixtures or any wiring may not disturb, damage or interfere with any existing plants, trees, shrubs or irrigation components.
- Any disturbed mulch material must be replaced and returned to the original condition by the homeowner.
- Landscape lighting controls, transformers and timers must be securely mounted and not be visible from the street.
- Homeowner must maintain all fixtures in full working order at all times.
- Homeowner assumes full liability for any damage to any fixture or any associated wiring as a result of landscape maintenance, termite trap servicing or mulch installation.
- Any damage to HOA property or infrastructure becomes the liability of the homeowner.
- In the process of refreshing or installing mulch, the installer may remove and re-install landscape lighting. Upon notification of an upcoming mulch install the homeowner is encouraged to remove fixtures before any install. The HOA assumes no liability for damage to any fixture.

## Fences

- All Fences are the responsibility of the homeowner. Damaged fences shall be replaced with the same color and style as the original fence installed by the builder or as approved in the modification request.
- The fence line as installed by the builder shall not be moved or relocated.
- Fencing of any kind is not permitted to be installed by the homeowner anywhere outside of the courtyard area as defined.
- No owner shall construct or install any fence or wall in the front of the residence unless installed during the construction of the home for safety compliance.
- **APPROVAL NOT REQUIRED\***
  - For homeowners who wish to attach temporary screening to their courtyard fence, where applicable, for the purpose of animal control or containment, only two specific models of plastic mesh materials are permitted:
    - Tenax Corporation 3' by 15' Black Hardware Net, Model Number 751397
    - Tenax Corporation 3' by 15' Black Poultry Fence, Model Number 206866
  - Both of these products are available locally.
  - Both of these materials can be cut in half resulting in an 18" height which should be adequate for most installations.
  - Either of these materials must be installed **only on the inside** (homeowner's side) of the courtyard fence as defined, no exceptions, since these materials are for the benefit of the homeowner.
  - Black plastic cable ties are the only materials permitted for the installation of either of these plastic mesh materials to the courtyard fence.
  - This plastic mesh fencing must be installed carefully and neatly as to not significantly alter the appearance of the existing courtyard fence as constructed.
  - Plastic mesh fencing must be properly maintained and repaired or replaced if damaged.

## Flags / Banners

- The United States flag may be displayed at any time. That flag must be mounted on a pole attached to the home with the appropriate bracket. It is recommended that the flag bracket be painted to match the trim color of the home.
- No permanent vertical flag poles attached to the ground are allowed.
- School banners and flags may be displayed on game days only.
- Aesthetically pleasing small seasonal garden flags may be displayed (freestanding) in the front planting bed only.
- Garden Flags utilized (stated above) should be the approximate standard size of 14" wide by 18" long.
- Small "Stick in" Flags are permitted only for one week before and one week after a nationally recognized patriotic holiday.

## Front Porch Fans - **APPROVAL REQUIRED\***

- The installation of any front porch fan requires a Modification Request Form. The specification for front porch fans is as follows:

- The front fan should be simple in style and should match the finish of the existing exterior front porch light fixtures.
- Front Porch Outdoor Fans must be installed with the proper mounting kit to ensure proper structural support and that electrical installation is completed according to local code.
- The Front Porch Fan is to be installed with the shortest possible down rod (3" to 6") in order to minimize the view of the fan from the street.
- If an Owner wishes to add an additional fan, at a different time, the two fans must be the same model and color. The addition of a second fan requires that a new Modification Request Form be submitted.

### Holiday Decorations

- Winter seasonal decorations may be displayed from the Saturday prior to Thanksgiving to January 10th of each year.
- Holiday decorations are also permitted on mailboxes under the same guidelines and criteria as winter seasonal decorations.
- Any other holiday decorations may be displayed 7 days prior to the holiday and must be removed 7 days after the holiday.
- Door wreaths are permitted to be hung on the front door.

### Mailboxes

- Mailboxes per the USPS regulations and guidelines for the Atlanta region as set forth by the Post Office require that mail be delivered to cluster box units. These units will be permanently installed at the USPS approved location.

### Outside Storage

- Outdoor visible storage of any material or devices or any such structure designed to store any materials or items of any kind are not permitted anywhere on the entire lot outside the courtyard as defined.

### Vehicles / Parking

- Automobiles, passenger vans, motorcycles and pickup trucks are permitted.
- Parking of vehicles used for commercial purposes including those with commercial lettering, logos or equipment, buses, golf carts, boats and other watercraft, boat trailers, stored, inoperable or unlicensed vehicles in places other than enclosed garages is prohibited.
- Personal recreational vehicles (RV's) may be parked in the driveway to allow for loading or unloading, preparation or cleaning ONLY. RV's should be off of the property (driveway) within 24 hours unless extraordinary weather conditions interfere. No storage or occupancy of any RV or is permitted in driveways.
- Garages and driveways are for parking of vehicles of the occupants and visitors to a residence.
- Any parking of a vehicle shall not obstruct the sidewalk. Parking on sidewalks or turf is not permitted.
- Vehicles shall not be parked on the street and is prohibited by Westbrook covenants.
- Vehicles in driveways may not be covered with a tarp or other material.
- No vehicle repairs or maintenance shall be performed in any driveway except for emergencies. Maintenance, if any, must be done in the resident's garage.

- Garage doors should remain closed unless the garage is in use. During summer months the garage door may have an adequate crack at the bottom to help with ventilation.

#### Front Porch/Open Rear Patios/Facade/Planters

- Folding chairs such as those typically referred to as lawn chairs, collapsible “bag chairs” or card table chairs are not allowed unless for one day use.
- Furniture intended for interior use (i.e. upholstered) is not to be used on front porches or open rear patios.
- It is suggested that all front porches and rear exposed patio areas be kept clean and free of clutter.
- **APPROVAL REQUIRED\*** - No surface, such as the concrete on the front porch, adjacent walkways or driveways may be altered in any way (paint, staining, deck coating, etc.) without prior written approval or unless the home was built with those surfaces treated or designed or as a contract option.
- Flower pots or planters with live, well-maintained, healthy plants are permitted on the front porch or the adjacent hard surface area.
  - A maximum of three (3) planters are permitted across the facade of the home on the hard surface area.
  - Maximum height of any planter must not exceed 48” including the height of the plant.
- A container or pot that is aesthetically pleasing, well-maintained and coordinates with the color scheme of the house may be placed by garage door(s) where space permits.
  - This would count as one of the three planters permitted across the facade of the home.
  - These items should be placed so as not to obstruct driveways, walkways, or sidewalks.
  - Artificial plants or flowers, plastic, silk or other material are not permitted anywhere on the property, on fences or attached to the structure (facade) or in HOA maintained planting area.
  - Artificial turf or putting greens in courtyards **need approval through a Modification Request prior to being installed.**
- A maximum of 3 hanging planters with living plants are allowed, attached to the structure of the front porch, not the house or columns, and must remain within the outline of the porch. Hanging planters on free-standing shepherds’ hooks, are not permitted anywhere in the common HOA maintained mulched planting bed areas. These may be utilized in your courtyard only (where applicable), if so desired.
- Artificial flowers in the planting areas are prohibited.
- The maximum combined number of planters and hanging baskets allowed is 5 in total.
- Only one aesthetically pleasing yard ornament, statue or small fountain, is permitted on the front porch or rear open patio. Small “garden flags”, not to exceed 14” x 18”, are permitted in planting bed in front of the porch.
- **APPROVAL NOT REQUIRED**
  - Stepping stones from the front porch area to the side courtyard gate (where applicable) are permitted and must be earth tone in color. Only allowed in the pinestraw beds and not to interfere with drainage.
  - No planters or hanging baskets are permitted in any HOA maintained mulched planting bed.
  - Wind Chimes are permitted and should be installed in a discreet location where the sound would not be intrusive to a neighbor.



### Signage - Garage, Yard, Real Estate, Political, Private Residence

- No signs shall be installed, altered or maintained on any lot or on any portion of the structure except as stated in the Covenants or these Standards & Guidelines.
- Signage and advertising for garage sales is prohibited except when the Association holds such events as a community-wide function. Exceptions are estate or moving sales.
- Residents are allowed one (1) political sign during elections no larger than 2' by 3' (6 square feet).
  - Political signs may be displayed 2 weeks prior to an election.
  - Political signs must be removed within 24 hours of the election.
- One real estate sign (same dimensions) as above is permitted.
- One (1) free-standing sign issued by a home security companies is allowed and should be placed close to the home or front entrance to the home.

### Solar Panels

- Solar Panels of any type are strictly prohibited

### Pools/Hot Tubs - **APPROVAL REQUIRED\***

- Above Ground Pools are not permitted in any courtyard per Westbrook Covenants & Governing Documents.
- **APPROVAL REQUIRED\*** - Prior approval is required for any In-Ground Swimming Pool. This may also require an Engineering study due to the topography of the communities and must comply with all local county ordinances.
- In-Ground Pools, hot tubs, spas of any type, style, size or format, shall be located in the private courtyard area as defined only, within all building setback lines, **and are subject to prior Modification Approval.**
- All related equipment, (pumps, etc.), **upon written Modification Approval**, must not to be visible from the street and located within the defined courtyard.

### Satellite Dishes

- Satellite dishes, no larger than 3' diameter, must be located for the least visual impact from the street or common area.
- **APPROVAL REQUIRED\*** - Satellite dishes may not be mounted on a front facing roof unless specifically approved, in writing by submitting a Request for Modification Form. The rear roof is the preferred location for mounting.
- Satellite dishes must be contained within the homeowners (subscribers) courtyard as defined and applicable without exception if roof attachment is not viable. Satellite dishes cannot be located in any HOA maintained area.

## Other Provisions & Guidelines

### Noise

- Do not create or permit any noise that interferes with the rights, comforts or convenience of other residents.
- Excessive noise, which tends to disturb the peace or is an unreasonable annoyance to others, as determined by the declarant or Master Association, is prohibited.

- Examples are, barking dogs, large birds, stereos and musical instruments, and vehicle exhausts.
- Residents must comply with county ordinances.

#### Miscellaneous

- Swings, swing sets, laundry poles, picnic tables, basketball hoops of any kind, goal nets and recreational equipment are strictly prohibited outside the courtyard.

#### Pets

- No pets may be bred or maintained for commercial purposes.
- As defined by County ordinances, animals, when outdoors, shall be leashed. No pet shall be tethered outside in the lawn or common area, nor shall any pet be tied to any fence.
- No animal may become a nuisance in the community.
- The owner of the pet is to clean up all animal waste immediately.

#### Property Damage

- Any owner, occupant, guest or invitee of that owner or renter, who commits any damages to the property of the Association or of any residence or violates any rule of the Association, the owner(s) of the residence shall be responsible for all costs associated with the damages.

#### Renting / Leasing

- Owners who wish to rent or lease their residence must request approval prior to leasing or renting and must register the person or family with the declarant after leasing approval is received. Contact the declarant and/or the Westbrook Property Manager for further details.
- All resident owners must at all times provide the HOA's management company with their current mailing address and contact information.
- All Governing Documents as addressed in these Standards and Guidelines must be conveyed to the renter/lessor.
- All Governing Documents will be made available to any new owner or renter. These documents must be provided by the seller, the declarant, the Westbrook Property Manager.

#### Maintenance

- Each owner shall maintain his or her Unit, including the dwelling and other improvements in a manner consistent with the Governing Documents, the Community-Wide Standards, and all applicable Covenants.
- Owners shall not permit any structure, equipment or other items on the exterior portions of a Unit to become rusty, dilapidated or to otherwise fall into disrepair.

#### Trash

- Trash collection regulations require that trash and recycle containers be set out no earlier than 5pm on the day before collection and the containers must be picked up and put away by 9pm on the day of collection.
- All trash not in containers for collection must be set out next to the curb at the end of the driveway as neatly as possible.
- Trash and recycle containers, when not set out for collection, must be stored, preferably in the homeowner's garage, and out-of-sight. Residents will be responsible for clean-up of trash spillage from the containers.

## Window Treatments

- Windows of units may be covered from the inside with drapes, blinds, shades or shutters. Window coverings must be lined with a neutral color if visible from the exterior.
- No sheets, paper or foil products are permitted as coverings.

## Landscape Modifications

**Courtyard Modifications** (where applicable as defined – see page 1 for more details)

- **APPROVAL REQUIRED\*** - Any permanent “structure” i.e. awning, pergola, gazebo, arbor, large fireplace, waterfall, patio, pavers, patio enclosure, play structure, deck, fence screening, or similar structure either attached to your home/fence in the courtyard as defined, requires written approval by submitting a Modification Request Form.
- Most landscaping, yard decor and small fountains located within the courtyard fenced area (where applicable) do not need approval. The height of yard decor, small fountains and similar free-standing items must not exceed the top of any courtyard fence line.
- **If you have a question whether something needs formal written approval or not, contact the property manager before beginning the Modification Request process.**

**Landscape Modifications Outside of the Courtyard**

- **There will be a moratorium on planting outside the courtyard while Windsong is the Declarant.**
- **PLEASE NOTE:** The HOA maintained areas are any location outside of the courtyard as defined (see page 1 for more details).
- **The addition of any landscape plants, shrubs, perennials or trees** (other than those installed by the builder) **severely impacts the cost of Landscape Maintenance for the HOA, the entire community and each and every homeowner.** Adding plant materials increases costs for irrigation, mulch, feeding, insecticide/fungicide treatments, trimming and long-term disposition as such items mature. Therefore, requests for additional plant materials of any type (other than annuals) are strongly discouraged. Careful consideration will be given each circumstance as they are presented but as a general rule there is no additional planting permitted outside of your own courtyard (where applicable). Plants, trees or shrubs that may require replacement will be at the discretion of the HOA.

## Windsong Properties - Community-Wide Landscape Standards

**The Windsong Landscape Maintenance contract, with our maintenance provider, has been carefully drafted to provide necessary weekly maintenance during the growing season months of March through October and on a bi-monthly schedule beyond October 31st through March 31st.**

**General Provisions**

- All homes receive turf maintenance to front areas. Most also receive maintenance in the rear, and some side areas of their lot (outside the courtyard where applicable). This includes irrigation of turf and planting beds (where needed). Many established shrubs do not require supplemental irrigation via the irrigation system.
- Homes do not receive any maintenance to any homeowner installed annual plant(s).
- Knock Out Roses and other flowering shrubbery, installed by the builder (Windsong), are not considered flowering perennials or annuals. They are defined as shrubbery as they have a woody stem.

- No courtyard landscape maintenance (where applicable) is provided to any homeowner by the HOA
- unless separately contracted with a landscape maintenance company.
- If owners choose to plant trees within their courtyard space (as defined), consideration should be
- given to tree height and width and root footprint at maturity, to avoid damage to the concrete pads of their home and neighboring homes. It is highly recommended that any elaborate courtyard landscape modification plan be approved prior to installation.
- All trees, turf, plants and shrubbery, in all common and builder installed planting areas, plus those modified by a homeowner who received written approval will be maintained by the HOA unless otherwise stipulated in the approval letter.
- Those areas approved to be maintained by the homeowners must be in a manner consistent with the Governing Documents, the Community-Wide Standards, and all applicable Covenants.
- **Homeowners are requested to not communicate with the landscape maintenance crew regarding HOA provided services.** All requests must be directed by the homeowner to the HOA designated landscape liaison or Windsong management (for any homeowner warranty issues, including landscape that may still be under warranty, one year or less).
  - All HOA maintained planting beds will be weed controlled on a weekly basis or as needed.
  - All debris created by the maintaining of lawns, trees, shrubs, plants, etc. will be disposed of by the landscape contractor.

#### Turf

- All residential lots will have Bermuda turf in the designated turf areas outside the courtyard area as defined. This turf is maintained by the HOA as described below.
  - Turf Maintenance (mowing) is scheduled to be completed once every seven days from April 1st through October 31st.
  - Beyond October 31st mowing will be performed on a bi-monthly schedule.
  - Turf will be "scalped" in late winter/early spring and grass clippings caught and removed from the premises.
  - All curbs and concrete areas will be blown off at each visit whether or not mowing is needed.
  - Turf height will be adjusted from time to time during the growing season to keep turf healthy, with consideration given to weather conditions. Grass clippings will be collected when necessary.
- Owners agree to hand water added or replacement turf or shrubs on their lot as needed, until established.

#### Lawn Treatment Program

- Fertilization program to be administered per the landscape maintenance contract for the community.

#### Shrubbery

- In order to provide uniform shrubbery maintenance and appearance in the most efficient and cost-effective approach, the HOA will maintain all shrubbery species originally installed or replaced by the developer and plants **for which the homeowner has received written approval** for replacement or exchange of HOA planted items. This does not apply to any annuals or additional plantings added by the homeowner with written approval.

- All shrubbery is scheduled to be fertilized two times per year. This is an approved inventory of plantings (as of this writing) in Westbrook maintained by the HOA:

Anise	Holly, Japanese	Magnolia, Little Gem
Arborvitae	Holly, Pencil	Nandina
Azalea	Holly, Small (Needlepoint)	Privet
Camellia	Holly Tree, Large	Rhododendron
Chinese Holly	Indian Hawthorn (variety of colors)	Tea Olive
Cleyera	Japanese Maple	Tree, Cherry
Crepe Myrtle	Juniper - Spreading	Tree, Maple
Day Lily	Knock Out Rose	Tree, OakGold Mop
Euonymus	Ligustrum	Tree, Red Bud
Gardenia, Dwarf	Liriope	Wax Myrtle
Gold Mop Cypress	Loropetalum	

- All shrubbery directly in front of the porch will not exceed a height of thirty inches, with consideration given to the topography of the property.
- Shrubbery located outside courtyard fences shall not exceed the top height of the fence.
- Owners should contact Windsong New Home Warranty Department directly for any builder installed shrubbery requiring attention or replacement, if under warranty (1 year or less from closing).
- Original or approved plantings will be considered for replacement, dependent upon the density of the remaining existing plantings.
- Replacement plants should be near the same size as any plants being replaced unless the area is overgrown. Evaluation of the area will be done on an as needed basis before replacing any plants. Over-planted areas can weaken existing plantings and make them subject to disease.

### Insecticide and Disease Inspection

- Disease inspection is part of the routine maintenance provided by the landscape contractor.
- Insecticides are applied on an “As Needed” basis for Disease Treatment.
- Contact the designated Landscape Liaison if you see any disease or infestation in plants, trees or shrubs in the HOA maintained areas.

### Pruning

- Shrubs and trees outside of homes and courtyards are not to be pruned by residents unless approved as part of a modification request.
  - Deadheading by residents (removal of dead flowers and blossoms) on flowering plants, bushes or shrubs is permitted. Please know your plant!
- All shrubs will be pruned by the landscape contractor to recommended landscape standards as
- needed throughout the year, with no exceptions. Standard shrub pruning will be once in fall and again in spring.

### Flowers & Plants

- Annual flowers, planted outside the courtyard, may be planted only in the existing HOA planting areas of the property. No new planting beds are to be created.

- Annuals are the responsibility of the homeowner to maintain and remove at the end of the planting season. Only plants that will not exceed the height of the surrounding bushes shall be used.
  - Annuals installed must not interfere in any way with weekly Landscape Maintenance, Irrigation coverage, or other infrastructure.
  - Homeowners are fully responsible for the replacement of any disturbed mulch materials.
- Neither the landscape maintenance provider nor the HOA is responsible for any owner- installed annuals.
- All annuals outside the courtyard areas shall be planted "in ground" in an existing planting bed and should be fully removed from their container(s). No planters are permitted in planting beds.

### Flowers & Plants

- Dead annuals & perennials planted by the homeowner must be removed. Vegetables, fruit bearing trees, shrubs or vines are not permitted to be planted or grown anywhere outside of the courtyard as defined.

### Trees

- No additional trees shall be planted anywhere in the rear or side(s) of properties or in front of the courtyard fence or in any planting bed.
- Any **replacement** trees will be of an approved species, which takes into consideration mature tree width, height, root growth, disease resistance and leaf drop and **require prior written approval**.
- Pruning may be provided once annually to builder planted trees, if relevant to the tree species.
- All fallen leaves will be removed as needed or seasonally.
- Owners agree to hand water **replacement** trees or shrubs on their property, as needed, until newly planted plants, shrubs or trees are established.

### Mulching or Pine Straw in Planting & Transition Beds

- Mulch retains moisture, vital during hot Georgia summers and inconsistent rainfall. Mulching inhibits soil-born foliar diseases. It insulates root systems, keeping soil temperature cooler in summer and warmer in winter. Mulch products provide a buffer between ornamentals and turf and is aesthetically pleasing. It provides erosion control, suppresses weeds and breaks down as nutrients for plants.
- Owners shall not remove from or add any existing mulch materials or pine straw (in buffer areas) or from any planting area, common area, border, hillside or transition area(s) that are maintained by the HOA.
- All mulch materials should be uniform in type, style and color in all HOA maintained planting beds and can only be removed replaced or refreshed by the HOA.
- Pinestraw mulch is provided and is a budgeted expense incurred by the HOA. There is a scheduled, replenishment or renewal provision at this time and is based upon need, cost and recommendation.

### Irrigation

- Irrigation will be provided to turf and shrubbery as dictated by weather conditions and within governing rules established by the state and county. No courtyard irrigation, where applicable, is provided by the HOA.
- Owners shall not adjust, damage or make additions or deletions to the HOA provided irrigation systems.

- Irrigation deficiencies should be reported to the landscape liaison for review and resolution. Irrigation systems will operate May through September and periodically after September, depending upon weather conditions.
- Irrigation monitoring includes yearly start-up and shut down/winterization. Periodic adjustments may be made to watering cycles and times with consideration for newly installed landscaping (a new home), drought conditions and existing state-mandated water restrictions.

#### Courtyards (Where applicable)

- All courtyards must be weed-free and maintained, to be visually appealing whether they are landscaped or not. Westbrook has a fence design that requires the necessity of maintenance of all property that can be viewed from outside.
- Courtyards left unsightly in any manner may constitute a non-compliance issue or violation notification.
- Mulch and/or pine straw are part of the maintenance of the courtyard and must be maintained or refreshed at least once per year by the homeowner.
- Lawn/turf areas inside courtyards must be maintained, by the homeowner, including mowing during the growing season.
- Grass clippings may not be dumped in any common HOA maintained area, wooded area or any area outside of the homeowners courtyard. Please dispose of all grass clippings properly.

#### Sculptures, Fountains, Bird-feeders, Bird Houses, Bird Baths, Artifacts

- Any exterior sculptures, fountains, bird baths, stepping stones, lawn ornaments, outdoor decor, yard art, object d'art or any other similar exterior items must be located ONLY within the courtyard fenced area (as defined). See Porch section for guidelines.
- No ornamentation shall be attached to any courtyard fence, gate, or structure facing the exterior or interior whereby it is visible from the street or the rear yard.
- No Statuary of any kind is permitted in any planting bed outside the courtyard, front or back.
- **NOTE: Windsong's Governing Documents under "Sculptures, Fountains, Bird Baths," are more restrictive than the covenants. Those items are not allowed outside the courtyard per the Westbrook Community- Wide Landscape Standards & Residential Guidelines.**
- Bird-feeders and bird houses are permitted ONLY in rear yards, (outside of the courtyard as defined) **in non-turf areas.**
  - A maximum combination of three bird-feeders and/or birdhouses are permitted (in the rear yards only). This does not pertain to or include items inside the courtyard.
- Bird feeders and birdhouses should be free-standing, not permanently installed, nor attached to any permanent structure, such as buildings, fences, porch columns, etc.
- Bird feeders and birdhouses are not permitted in any turf area. The seed droppings and debris germinate weeds, etc. **Those droppings can also attract unwanted pests and wildlife.**
- The surrounding areas of these items must be maintained and kept clean by the homeowner.
  - All weeds growing from birdseed in the surrounding area(s) must be eliminated by the homeowner.
- The use of three bird food varieties is recommended that will keep the birds coming and discourage critters like rodents and other wildlife, which in turn draws predators such as snakes and coyotes. They are "Hot Meats™" "Blazing Hot Blend™" and "Cajun Blend™" from a company named COLE'S and are available locally or online at <http://coleswildbird.com/coles-products/hot-products/>.

## Modification Request Procedure

- The process begins by obtaining the Modification Request Form from the Westbrook Property Manager. You will need to utilize the “Westbrook Modification Request Form.”
- Modification requests must be submitted in writing and need to be as detailed as possible. This process is as follows:
  - Submit a completed " Westbrook Modification Request" form, with payment made out to Westbrook HOA.
  - Deliver the completed form, with payment, to the Westbrook Property Manager.
  - The modification request form will provide you with instructions on how to complete it and a flow chart that shows the flow of the paperwork.
  - If all required information is not included in your Modification Request, it will delay any action.
- **PLEASE BE ADVISED:**
  - Any homeowner who has completed landscape modifications or installations, outside the courtyard, and has not received written approval from Windsong Properties HOA's must immediately complete and submit the “Westbrook Modification Request Form” as described above.
  - All past and future written approvals and forms received should be kept on file by the homeowner.
  - Modifications that are not approved and stated in writing (by Windsong Management) must be removed at the homeowner's expense.
  - Items cited that are Violations (expressly not permitted under Covenants, Community-Wide Landscape Standards and Residential Guidelines) must be removed immediately upon written notification.
  - If there is no corrective action taken by a resident after the receipt of any Violation, Non-Compliance or Advisement letter then **further action will be taken** by the declarant and/or Westbrook property management. This may include, but is not limited to, a second letter of advisement. No response or action to correct the issue, by the homeowner, may result in a \$25/day fine until there is a response from the homeowner and the cited issue is corrected or reviewed by both parties. Legal actions will follow if there is no resolution of the issue by the homeowner.
  - There is no prior implied or verbal approval and there is no grandfather clause that would exempt any prior modification. For any implied or verbal approval that does not have accompanying written documentation you must submit the necessary paperwork (Request for Modification) as previously described.

**THIS DOCUMENT, INCLUDING ALL STATED GUIDELINES AND STANDARDS, ARE SUBJECT TO CHANGES, REVISIONS AND AMENDMENTS AT ANY TIME AS DEEMED NECESSARY BY WINDSONG PROPERTIES, LLC (declarant).**

**DOCUMENT DATE:** 03/04/2020

**REVISION DATE:** N/A

**THIS DOCUMENT SUPERSEDES ANY PRIOR VERSION**