



Ashbury Commons: Residential Standards & Guidelines and Community-Wide Landscape Standards

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

This document immediately sets forth updated Residential Standards & Guidelines, plus Community-Wide Landscape Standards for all homeowners in Ashbury Commons. It elaborates and clarifies the information found in the Covenants of Ashbury Commons; however, it does not replace the Covenants of Ashbury Commons. 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). Please be advised that as a 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 may require removal. If a written modification is required, the procedure is fully explained in this document. The declarant does not desire to impose fines or require removal; please submit your Modification Request Form before any changes occur and allow time for the approval process. The maximum time allotted for the approval of a modification is 45 days.

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

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.

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Ashbury Commons 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 prohibited, 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.
- All exterior storm doors are prohibited.

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 if 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 are prohibited.

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, and 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) 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 must be presented for approval prior to 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 or number. Specification sheet and a photograph is preferred.
 - Illustration of planned mounting locations or placement.
- Bulb type (incandescent, LED, halogen, fluorescent) and bulb wattage.
- Color changing bulb styles are not permitted.
- All bulbs must be white, clear, or a variation of a white hue.
- Solar Light fixtures are only permitted in the front of homes and in courtyards.
- Fixtures are not permitted 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 ground cover 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 always maintain all fixtures in full working order.
- 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 installation, the homeowner is encouraged to remove fixtures before any installation. 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.
- 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 REQUIRED* Please see addendum for approved fence styles.
- All fences must be attached near the rear corners of each home and not extend past the side or rear property lines.
- Gray steel welded wire with mesh size 2" x 4" is permitted for necessity of

keeping pets contained. It must be installed on the inside (homeowner's side) of the fence.

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 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") 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.
- Any other holiday decorations may be displayed seven (7) days prior to the holiday and must be removed seven (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.

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. RVs should be off the property (driveway) within 24 hours unless extraordinary weather conditions interfere. No storage or occupancy of any RV 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.
- Parking is allowed only in designated areas as per the recorded plat for the community.
- 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.
- Flowerpots or planters with live, well-maintained, healthy plants are permitted on the front porch or the adjacent hard surface area.
 - A maximum of four (4) 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 four 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, attached to the structure (facade), or in HOA maintained planting area.

- Artificial turf or putting greens **need approval through a Modification Request prior to being installed.**
- A maximum of three (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.
- The maximum combined number of planters and hanging baskets allowed is four (4) in total.
- No planters or hanging baskets are permitted in any HOA maintained area.
- 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:**
 - Wind Chimes are permitted and should be installed in a discreet area 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 (1) real estate sign (same dimensions) as above is permitted.
- One (1) free-standing sign issued by a home security company 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.
- 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 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 are prohibited.

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 also comply with County ordinances.

Miscellaneous

Playground and Sports Equipment

- All affixed playground or sports equipment (including, but not limited to, in-ground basketball goals, large play sets, etc.) require prior approval. Any non-affixed equipment that can be moved into a basement or garage area prior to or after activity does not require approval.

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 damage 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 Ashbury Commons Property Manager for further details.
- All residents must 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 Ashbury Commons 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 cleaning 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

General Provisions

- All planting beds should be weed controlled on a regular basis
- All debris created by the maintenance of lawns, trees, shrubs, plants, etc. will be disposed of properly as the county requires.
- Shrubbery that has died should be replaced with the same plant originally installed or similar in height & appearance. This does not apply to any annuals or additional plantings added by the homeowner with written approval.
- 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.
- 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).
- Replacement plants should be near the same size as any plants being replaced unless the area is overgrown. Overplanted areas can weaken existing plantings and make them subject to disease.

Pruning

- Shrubs and trees outside of homes are to be pruned regularly into a natural shape only.

Flowers & Plants

- All annuals 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.
- Dead annuals & perennials planted by the homeowner must be removed.

Trees

- No additional trees shall be planted anywhere in the front of the property.
- Any replacement trees require prior written approval, which takes into consideration mature tree width, height, root growth, disease resistance, and leaf drop.
- 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.

Mulching and/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 are aesthetically pleasing. It also provides erosion control, suppresses weeds and breaks down as nutrients for plants.
- All mulch materials should be uniform in type, style, and color in all maintained planting beds and should be replaced on a regular basis or when bare. Approved mulch colors are black and brown.

Sculptures, Fountains, Birdfeeders, Bird Houses, Bird Baths, Artifacts

- Any exterior fountains, bird baths, steppingstones, lawn ornaments, outdoor decor, yard art, or any other similar exterior items are not to be seen from the street.
- No ornamentation shall be attached to any fence, gate, or structure facing the exterior or interior whereby it is visible from the street or the rear yard.
- No Statues of any kind are permitted in any planting bed, front or back.
- Birdfeeders and bird houses are permitted ONLY in rear yards, in non-turf areas.
- A maximum combination of three birdfeeders and/or birdhouses are permitted (in the rear yards only).
- 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.
- Three bird food varieties are recommended to 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.

Modification Request Procedure

- The process begins by obtaining the Modification Request Form from the Ashbury Commons Property Manager. You will need to use the “Ashbury Commons 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 "Ashbury Commons Modification Request" form.
 - Deliver the completed form, with payment, to the Ashbury Commons Property Manager or via the homeowner portal.
 - The modification request form will provide you with instructions on how to complete it.
 - 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 and has not received written approval must immediately complete and submit the “Ashbury Commons 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 Ashbury Commons 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, is subject to changes, revisions, and amendments at any time as deemed necessary by the declarant, Windsong Properties, LLC.

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