



**Regent Park Community Owners' Association,  
Inc.**

**&**

**Regent Park Architectural Review Board**

**Architectural Review Board Guide**

**Neighborhood Standards  
Supplement**

**New Construction Guide**

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# 1. INTRODUCTION

## 1.1. Purpose and Applicability

This Guide to Exterior Modifications and Additions ("Guide") is adopted pursuant to Article III of the Restated and Amended Declaration of Covenants, Restrictions and Limitations and Provisions for Membership in Regent Park Community Owner's Association, Inc. (the "Declaration"). It is intended to provide guidance to owners of real estate property ("Owner") within Regent Park (the "Community") regarding requirements for additions and modifications to property in the Community and matters of particular concern to the Regent Park Architectural Review Board ("RPARB") in considering applications for approval of such additions and modifications. The RPARB will act as an approval clearinghouse for ARB applications and will forward any appeal submissions to the Regent Park Board of Directors ("RPBOD") for disposition. In addition, the RPARB will assist the RPBOD in setting forth various restrictions on other matters relating to the overall appearance of property in the Community.

Compliance with the guidelines and requirements of this Guide is required, but does not constitute the sole basis for review of applications for approval under Article III of the Declaration, nor does it guarantee approval of any Application for Approval of Exterior Modification ("Application"). **In reviewing each submission, the RPARB may consider any factors it deems relevant. Decisions may be based on purely aesthetic considerations. Each Owner acknowledges that determinations as to such matters are purely subjective and opinions may vary as to the desirability and/or attractiveness of a proposed addition or modification.**

This document is not intended to replace the Declaration, but rather to clarify and to simplify the process by which homeowners may customize and modify the exterior presentation of their homes and lots.

## 1.2. Authority

The RPBOD has final authority over all matters relating to construction, architecture and landscaping of new construction and modifications of the Properties as set forth in the Declaration. While this Guide is intended to provide a framework for construction and modifications, this Guide is not all-inclusive. The Declaration must also be consulted for conditions or requirements that may apply. In its review process, the RPARB may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. The RPARB reserves the right to reject any submittal, and may disapprove plans, specifications or other materials, for any reason, including purely aesthetic reasons, which in the sole discretion of the RPARB shall be deemed sufficient.

## 1.3. Individual Neighborhood Covenants

Certain neighborhoods have additional requirements as stated in their individual covenants that may not apply to the Community as a whole. The RPARB will faithfully apply these requirements of these individual covenants where applicable. Individual covenants may be further detailed in a respective section, eg. exterior materials, fencing, sheds, etc. It is the

Owner's responsibility to refer to their individual neighborhood covenants for complete details. These neighborhood covenants can be found on the RPCOA website.

#### **1.4. Governmental Permits**

**It shall be the Applicants responsibility to obtain all necessary governmental permits and approvals prior to beginning construction.** To the extent that the South Carolina State Building Code, York County Ordinances, or any other government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the Declaration, the government standards shall prevail. To the extent that any government standard is less restrictive, the Declaration and this Guide (in that order) shall prevail.

#### **1.5 Responsibility for Compliance**

**It is the responsibility of the Owner to ensure that all applications for Architectural Review and subsequent construction are in accordance with the applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions.** The RPARB and the RPBOD do not review submittals for compliance with such requirements. Approval of plans and specifications by the RPARB and the RPBOD shall not be deemed or construed to mean that improvements constructed in accordance with such plans will comply with applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions, as to the structural soundness, quality, durability, suitability, fitness or proper functioning of such improvements, and any responsibility or liability therefore is hereby expressly disclaimed by the RPARB and the RPBOD. Owners are further responsible for ensuring compliance with all standards and procedures within this Guide, and all applicable requirements and restrictions set forth in the Declaration, any applicable Supplemental Declaration, and any other applicable architectural and landscape guidelines which address restricted and prohibited conduct and activities within the community.

#### **1.6 No Liability for Design Defect**

Plans and specifications are not approved for engineering or structural design or quality or durability of selected materials, and by approving of such plans and specifications neither the RPARB, the Regent Park Community Owners' Association, Inc. ("RPCOA"), the RPBOD, RPARB or the members of any of them, assumes any liability or responsibility therefore, for any defect in structure constructed from such plans and specifications.

#### **1.7 No Liability for Approvals**

Neither the RPARB, the RPCOA, RPBOD nor the members of any of them shall be liable in damages or otherwise to any Owner by reason of mistake of judgment, negligence or nonfeasance arising out of or in connection with any submittal for approval or disapproval or failure to approve or disapprove any plans and specifications. Every person who submits plans or specifications and every Owner of any property agrees that he will not bring any action of suit against the RPARB, the RPCOA, or its officers, directors, members, employees or agents of any of them, to recover any such damages and hereby releases, remises and quitclaims all claims, demands and causes of action arising out of or in connection with any judgment, negligence or nonfeasance and hereby waives the provisions of any law which

provides that a general release does not extend to claims, demands and causes of action not known at the time the release is given.

## **2. APPLICATION AND REVIEW PROCEDURES**

### **2.1. Pre-Existing Conditions**

Any permanent structure (fence, outbuilding, addition, etc.) or landscaping, having previously received approval from the RPARB or its predecessor, and in existence prior to the effective date of this Guide, shall be considered "grandfathered-in" and shall not be required to be modified to meet the requirements of this Guide. However, any and all modifications to "grandfathered-in" structures shall be subject to the requirements of this Guide.

### **2.2. Approval/Denial**

Approval or denial is a result of a simple majority of the members of the RPARB. **Written approval of an Application for Exterior Modification is required prior to commencement of any construction or implementation.**RPCOA dues must be current and all other fees must be paid before the RPARB will consider an Application.

Denial of the Application shall also be in writing. An Owner who has submitted an Application ("Applicant") and who has had their submission denied and who disagrees with the decision may appeal the decision to the RPBOD with such appeal being filed with the RPBOD within fifteen (15) days of the denial. The Applicant and the RPARB shall both have reasonable opportunity, at one or more meetings, to present evidence and arguments as to why the denial should be affirmed or overruled. Following the last such meeting the RPBOD, by majority vote, either shall affirm or overrule, in whole or in part, a decision and shall notify both the Applicant and the RPARB, in writing, within twenty (20) days of the final decision.

### **2.3. Required Submittals**

**All Applications are to be made at least thirty (30) days in advance of the anticipated construction commencement date in order to allow time for review.**

Note that in some instances, more time may be required for review if additional information is required of the Applicant. The Applicant should submit earlier than thirty (30) days in advance of construction when possible.

The following items must be submitted to the RPARB for approval:

- a. A completed RPARB Application for Exterior Modification. Applications are available from the RPCOA website or Wm Douglas Mgt.
- b. A copy of the home's survey illustrating proposed location of home or modification or addition in relation to lot lines, set backs, existing structures and road right-of-ways.
- c. A set of site plans, specifications, written descriptions, elevation drawings, sample photos, color chips and/or material samples as applicable to appropriately describe the proposed modification(s) or addition(s).

The RPARB reserves the right to require the submittal of other information, data, drawings and proposed construction material samples as deemed necessary. **The Applicant is urged to supply as much information as possible with the initial Application to decrease the chance of the RPARB requiring additional submittals.**

Submit all items required to:

RPCOA  
c/o William Douglas Management  
4523 Park Road, Suite 201  
Charlotte, NC 28209

Or via email to:

smyrick@wmdouglas.com

## **2.4 Review Period**

Properly completed Applications, including all required submittals, fees, bonds, and dues, will be reviewed and a written response issued, within thirty (30) calendar days of receipt. A letter from the RPCOA or its agent will be sent to the Applicant stating the submittal status as one of the following:

**"Approved as Submitted"** - The entire Application is approved as submitted.

**"Approved with Conditions"** - The Application is not approved as submitted, but approved with the RPARB suggestions for curing objectionable features or segments noted. The Applicant must correct the plan's objectionable features or segments, and the Applicant may be required to resubmit in order to receive approval prior to commencing the construction or alteration.

**"Disapproved"** - The Application is rejected. The RPARB may provide comments, but is not required to do so.

**"Request for More Information"** - The Application remains under review pending the submission of additional information in order to complete the review. Note that in this event the review period time is reset from the date at which the additional information is submitted.

## **2.5. Failure of the RPARB to Act**

It is the goal of the RPARB and the RPBOD to review all Applications within thirty (30) calendar days of submission; however, the lack of a timely review does not imply approval by the RPARB. The Applicant must receive a letter from the RPCOA or its agent stating the Application is approved before work may begin.

## **2.6. Submittals Retained**

One copy of approved Applications and submittal items will be retained by the RPARB for inspection and record purposes.

## 2.7. Variances

Variances may be granted in some circumstances including, but not limited to, odd shaped lots or parcels, topography, natural obstructions, hardship, or environmental considerations. All variance requests must be submitted in writing to the RPARB, stating the reason for the request and proposed mitigation of the variance. The RPARB will review the variance request and determine approval status. If the RPARB is unable to come to a consensus, the RPARB will forward the request to the RPBOD for final disposition. The RPARB or RPBOD shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration or governmental regulations. No variance shall be effective unless in writing and signed by a representative of the RPARB or RPBOD. The granting of variances to one Owner does not invalidate this Guide and need not be considered in deliberations on the exterior modifications of other Owners within the community.

## 2.8. Implementation of Approved Plans

**All work must conform to approved plans.** If it is determined by the RPARB or the RPBOD that work completed or in progress on any site is not in compliance with this Guide or any approval issued by the RPARB; the RPARB shall notify the RPBOD, who in turn will notify the Owner in writing of such noncompliance, specifying in reasonable detail the particulars of noncompliance, and shall require the Owner/Builder to remedy the same at the Owner's expense. If the Owner fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be in violation of the Declaration and this Guide.

**By submitting an Application, the Applicant grants to the members of the RPARB and the RPBOD permission to access the property for an inspection of the proposed project as well as the work itself, either during the progress of the work and or upon conclusion of the work, in order to ascertain that the work performed is as approved and in compliance with this Guide and the approved Application.** Access to the property shall be limited to the exterior of the residence. This inspection is NOT for the purposes of determining the quality of the workmanship, adherence to building and zoning regulations, or compliance with any governmental body, board or agency, etc., on behalf of the Applicant, any contractor or any government agency,. If a RPARB or RPBOD representative suspects that there may be work performed which is non-compliant to building and or zoning regulations, the representative may report the concern to the applicable unit of government for verification.

## 2.9. Time to Complete

The RPARB may stipulate a time limit for the completion of the construction. The time limit shall be reasonable and appropriate to the work. **If no maximum time period is specified in the approval or in any other agreement, construction shall be completed within 120 days, beginning with the date of the approval.** The Applicant may request an extension of such maximum time period not less than thirty (30)



days prior to the expiration of the maximum time period, which the RPARB may approve or disapprove, in its sole discretion.

If construction is to be halted for a period of (30) thirty days or longer, then written notice shall be given to the RPARB. The RPARB may then require certain measures to be taken.

If construction is not completed on a project within the period set forth in the approval or within 120 days, if no period is set forth, or within any extension approved by the RPARB, the approval shall be deemed withdrawn, and the incomplete construction shall be deemed to be in violation of the Declarations and this Guide.

## **2.10. Change After Approval**

All proposed changes to structures, including changes that affect the exterior of any building, colors, windows, doors, grading, paving, utilities, landscaping, or signage, made after the final approval of plans must be submitted to and approved in writing by the RPARB prior to implementation. Close cooperation and coordination between the Applicant and the RPARB will ensure that changes are approved in a timely manner. If York County or any other authority having jurisdiction requires that changes be made to final construction plans previously approved by the RPARB, the Applicant must notify the RPARB of such changes and receive approval from the RPARB prior to implementing such changes.

## **2.11. Failure to Comply**

Exterior modifications that are not listed in this Guide as pre-approved cannot be made without the prior approval of the RPARB or the RPBOD. In the event such unapproved modifications are made, the Owner may be required to return the property to its former condition at his or her expense, and may be subject to the following fines:

- a. Any unapproved modification may be subject to a fine of not less than 30% of the annual RPCOA dues in place at the time the modification is brought to the attention of the RPARB or the RPBOD. This fine may be levied even if the Owner is not required to remove or otherwise alter the unapproved modification.
- b. If the Owner is required to remove or alter the unapproved modification, the Owner shall have ten (10) calendar days in which to comply. In the event the Owner does not comply to the satisfaction of the RPBOD within the ten (10) day time period, a fine of not less than 10% of the annual RPCOA dues in place at the time may be levied for each day the unapproved modification is deemed to be out of compliance.

The RPBOD shall be the sole authority in determining compliance.

# **3. ADDITIONS AND MODIFICATIONS**

## **3.1. Antennas and Satellite Dishes (DBS, MDS, DSS)**

Antennas require RPARB approval.

Satellite dishes of one (1) meter or less in diameter are pre-approved when installed in compliance with FCC Telecommunication Act of 1996 Section 207. All reasonable effort should be made by installer to avoid direct and unaesthetic view of the satellite dish.

### **3.2. Arbors and Gazebos**

The construction or modification of arbors and gazebos require RPARB approval.

### **3.3. Backyard Play Equipment and Basketball Goals**

Wooden, stained (natural wood play equipment and trampolines installed in rear yards at least six (6) feet inside property lines are pre-approved. All other large play equipment (eg: playhouses, large sandpits, etc.) require RPARB approval.

**Play structures of any type are not permitted in the front or side yards.** In the case of a corner lot, any play equipment or structure shall be installed in the rear yard as far as possible from the abutting street.

Freestanding basketball goals mounted on black poles are pre-approved provided that the backboard is installed perpendicular to the street. The goal must be mounted on the lot a minimum of eleven (11) feet from the back of curb and set at least 6 feet inside the property line(s). **Backboards or rims may not be attached directly to the house or garage.** Portable basketball goals are not permitted within the road or community right-of-way and must be maintained in a presentable manner.

### **3.4. Composting Bins**

One (1) composting bin measuring not more than thirty-six (36) cubic feet in volume and four(4) feet in height may be permitted in the rear yard if located a minimum of six (6) feet from all property lines and adequately screened by approved landscaping or other materials so as to be concealed from view of neighboring property and the street. In the case of a corner lot, any composting bin shall be installed in the rear yard as far as possible from the abutting street. Composting bins must be maintained to minimize odors and avoid attracting animals and insects.

### **3.5. Clotheslines**

Outdoor clotheslines of any description or type and the drying of any clothes outdoors are prohibited in the Community.

### **3.6. Decks, Porches, Patios, Driveways and Carports**

Modifications to decks, porches, patios include, but are not limited to:

- constructing
- enclosing
- extending

Deck and patio modifications at the same level as the existing deck or patio are pre-approved provided the materials and colors used are compatible with the existing deck or patio and the total deck or patio size after such modification does not exceed 300 square feet. All other deck and patio modifications require RPARB approval.

All driveway construction and modifications require RPARB approval. Driveways shall be constructed of concrete and/or concrete pavers. Asphalt, gravel, woodchips, grass or other materials are not suitable for driveways.

Carports are not permitted.

### **3.7. Dog Pens, Runs and Houses.**

Dog Pens of chain link construction are not allowed. Dog Runs must meet local and state laws for canine safety and are only allowed in side or rear yards screened from street view. Doghouses are pre-approved provided they are of quality construction and finish and are located a minimum of ten (10) feet inside property lines behind the house (screened from street view by the house). In the case of a corner lot, doghouses shall be installed in the rear yard as far as possible from the abutting street.

### **3.8. Exterior House Colors, Roofing and Solar Devices**

House exterior repainting of the existing color is pre-approved.

Any modifications to the existing colors require RPARB approval. Color chips or siding samples are to be submitted with the application.

Roofing additions and modifications of similar color and design are pre-approved. Any other additions and modifications require RPARB approval.

Solar Shingles are pre-approved provided the color matches closely with the existing standard shingles. Any other solar modification requires RPARB approval.

### **3.9. Exterior Lighting**

Landscape and security exterior lights do not require RPARB approval, however, the RPARB may review the visibility, style and aesthetics of any exterior lighting fixture for acceptable appearance. Exterior lights shall be conservative in design and as small in size as practical. Lights should be directed toward the house or ground and limited in wattage to 2,000 lumens. Low voltage (12 volt) lighting is preferred.

Seasonal holiday decorative lighting is pre-approved; however, holiday lights are not permitted earlier than 30 days prior to the holiday and must be removed no later than 15 days after the holiday.

### **3.10. Fences**

All fencing requires RPARB approval. The application must include 1) a site drawing delineating property lines, residence, adjoining properties' fencing (as applicable) and location of proposed fencing/gates; 2) pictures or description of proposed fence style and materials.

Fencing is permitted in front yards as long as the fence is no closer to the street than the

front face of the residence. Fence lines should follow closely to owner's property boundaries preventing undesirable spaces between adjoining homeowners' fence/property boundaries; additionally, fences shall not be placed inside property boundaries unless existing trees or other obstacles require adjustment to the fence location; in these circumstances, the fence shall always be shifted inside the property boundary of the installing homeowner's lot. Fences shall not extend outside the property boundaries of the installing homeowner's lot.

A single fence shall be permitted between adjacent lots sharing a common side or rear property line unless a drainage swale straddles the property line. Fences shall be installed at the top of the slope adjacent to a drainage swale and one access gate must be installed. Each homeowner is responsible for mowing and maintaining their property in the drainage swale. Lawn clippings, leaves or other debris shall not be allowed to accumulate in drainage swales.

Fences installed within an easement area are subject to removal for maintenance within the easement. Owners bear the risk of re-installing any fencing that must be moved within an easement.

Gates, if installed, shall be designed to be compatible and complimentary to the fence design.

Fences on corner lots abutting a local residential street must be installed parallel to the side street. The fence must be installed a minimum of 15 feet from the back of the curb (to allow for the road right-of-way).

**Chain-link fences are not permitted on lots within the Community.**

Privacy fences may be used up to a maximum of six (6) feet in height.

All fences are to be compatible with the house and adjacent properties and must be "neighbor friendly" or installed with the finish side facing out.

Fences on a slope shall either stair step evenly with the grade or run parallel to the grade; however, in both situations the panels or pickets must be installed perpendicular to a horizontal reference line and not the existing grade.

**3.11. Flagpoles and Flags**

Flags visible from the exterior of a dwelling may be hung only on flagpoles meeting the following criteria and are pre-approved:

- a. One flagpole not to exceed four (4) inches in diameter or sixty (60) inches in length may be mounted on the front of the house. One freestanding flagpole not to exceed 20 feet in height may be placed in the homeowner's backyard provided that it is set back at least 6 feet from all property lines. Freestanding flagpoles are not permitted in front or side yards.
- b. Flags shall not exceed 4' x 6' in size. Only official flags of countries, seasonal decorative flags, and sports team flags may be displayed; flags that display

trademarks or advertising shall not be permitted. Flags shall be maintained in good condition. Holiday and other celebratory flags must not be in place more than 30 days prior to an event and must be removed no later than 15 days after the event.

### **3.12. Fire Pits, Outdoor Fireplaces and Kitchens**

The installation of fire pits, outdoor fireplaces and kitchens require RPARB approval. Refer to local county ordinances regarding residential outdoor burning practices.

### **3.13. Landscaping**

The following landscaping modifications are pre-approved:

- a. Addition or removal of annual or perennial plants in existing landscaping beds
- b. Addition of planting beds adjacent to the house foundation
- c. Addition or modification of planting beds not adjacent to the house foundation in the rear or side yard
- d. Addition or replacement of mulch with similar materials in existing planting beds.
- e. Replacement of existing trees, shrubs or other plantings that are diseased, damaged or dead, provided replacement is of same or similar plant material.

**All other landscaping modifications shall require RPARB approval.**

**The planting of vegetables and vegetable gardens are prohibited from being planted in front lawn planting beds.**

Vegetable gardens are permitted on rear and sides of the property lot only if they are screened from public view and no garden vegetation exceeds 6 feet in height. Any garden area planted outside the property line (eg; in a common area) will be removed without notice at the owner's expense.

### **3.14. Lawn Ornaments and Garden Statuary**

Lawn ornaments and garden statuary considered not in good taste are prohibited in yards open to public view.

Decorations for holidays are allowed but must not be in place more than 30 days prior to an event and must be removed 15 days after the event.

### **3.15. Mail and Newspaper Boxes**

Traditional black or white mailboxes are preferred although personalized mailboxes that meet the specifications and requirements of the United States Postal Service are acceptable. Newspaper boxes shall be traditional as provided by specific newspaper suppliers.

### **3.16. Outdoor Furniture**

All outdoor furniture shall be limited to such types that are designed and intended for outdoor use. Furniture that is rusted, torn, faded or otherwise in disrepair shall not be displayed outdoors. Hammocks or similar outdoor furniture are not allowed in front or side yards.

### **3.17. Pools and Spas**

**Portable or permanent above ground type pools are prohibited.** In-ground pools and small above ground spas or hot tubs are permitted, provided above ground spas incorporate skirting and landscaping, and provided all appurtenances (i.e.: specialty features, sliding boards, skimmer nets and other long handled devices, pool chemicals, filters, pumps, heaters, plumbing etc.) are screened from public view. Pool fencing must meet ARB guidelines as outlined in section 3.10, as well as be in compliance with any neighborhood specific restrictions as outlined in the CC&Rs for a particular neighborhood. All pool fences must also meet all applicable York County safety standards for pool fences. Swimming pool appurtenances such as sliding boards must not be over six (6) feet in height. All pool and spa construction and installation require RPARB approval.

Optional privacy screens for pools or spas on lots abutting the golf course or common open space must be set back a minimum of thirty (30) feet from rear property lines and must not exceed six (6) feet above existing grade. Fencing material may be masonry wall (compatible with the residence), an ARB designed fence option, or other screening material approved by the ARB.

### **3.18. Retaining Walls**

Construction or modification of retaining walls requires RPARB approval. Such walls shall be properly anchored to withstand overturning forces and shall incorporate weep holes or other proper drainage to permit water trapped behind the wall to be released. Stone, natural or engineered, is the preferred material for the exposed face of retaining walls.

### **3.19. Screening**

Owners shall construct a screening fence or natural landscaped buffer to shield and hide from view any trash receptacles, electric and gas meters, air-conditioning and pool equipment or similar outside functions. Screening should consist of aesthetically constructed, permanent and finished materials or appropriate landscaping plants. Screening plans do not require RPARB approval unless the breadth of the screening is considered a project as delineated in the scope of these guidelines (eg. fencing, landscaping, etc.)

### **3.20. Storage Sheds and Outbuildings**

All shed construction requires RPARB approval.

One (1) storage shed or outbuilding may be permitted on a home site provided that:

- It is constructed on site and meets all applicable building codes;

- It is not located in front of the house (if located at the side of the house it must be screened from street view) and is set a minimum of five (5)feet inside all property lines or, in the case of a corner lot, it shall be installed in the rear yard as far as possible from the abutting street.
- It does not exceed a maximum of 12'-0" x 10'-0" in size nor have an eave height greater than 7 feet;
- The exterior surface is of a color which matches the majority of the facade of the dwelling on the lot;
- A poured concrete foundation is preferred. Concrete blocks may be acceptable if screened with lattice underpinning and landscaping.

### **3.21. Storm Doors and Windows**

Storm doors and windows must be full-view glass. Full panel combination Storm/Screen doors are permitted on the front of homes.

### **3.22. Tree Removal**

Except for the removal of dead trees,the removal oftrees measuring six (6) inches or more in diameter,measured from a distance of four (4) feet above ground level, require RPARBapproval.

### **3.23.Window Air Conditioners**

Window air-conditioning units or window fans are not allowed in the Community-

### **3.24.Woodpiles**

Woodpiles are permitted only in the rear yard of dwellings and shall be screened by adequate planting and/or fencing so as to be concealed from view of neighboring properties or streets.Please review screening requirements this section for further guidance.

### **3.25. Modifications not Named**

Any exterior modifications not specifically named should be verified with RPARBfor applicability prior to execution.



**Regent Park Architectural Review Board  
APPLICATION FOR EXTERIOR MODIFICATION**

Name of Owner(s): \_\_\_\_\_

Subdivision: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if Different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**MODIFICATION TYPE (check all that apply):**

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Antenna or Satellite Dish   | <input type="checkbox"/> Fence        | <input type="checkbox"/> Tree Removal       |
| <input type="checkbox"/> Arbor, Pergola or Gazebo    | <input type="checkbox"/> Landscaping  | <input type="checkbox"/> Driveway Extension |
| <input type="checkbox"/> Deck or Deck Modification   | <input type="checkbox"/> Pool/Spa     | <input type="checkbox"/>                    |
| <input type="checkbox"/> Exterior Colors             | <input type="checkbox"/> Storage Shed | <input type="checkbox"/>                    |
| <input type="checkbox"/> Porch or Porch Modification | <input type="checkbox"/> Parking      | <input type="checkbox"/>                    |
| <input type="checkbox"/> Other: _____                |                                       |   |

**SUBMITTED MATERIALS (check all that apply):**

- |                                     |   |   |
|-------------------------------------|---|---|
| <input type="checkbox"/> Survey     | <input type="checkbox"/> Specifications/Description             | <input type="checkbox"/> Drawings         |
| <input type="checkbox"/> Site Plans | <input type="checkbox"/> Color Chips                            | <input type="checkbox"/> Material Samples |
| <input type="checkbox"/> Photos     | <input type="checkbox"/> Building Permit or<br>Accessory Letter |   |



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Expected Startup Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

By submitting this Application, I acknowledge that I have read, understand and agree to comply with all applicable Regent Park governing CC&Rs and guidelines.

Owner's Signature(s): \_\_\_\_\_

Mail completed application and attachments to:

Regent Park Community Owner's Association, Inc., c/o William Douglas Management,  
4523 Park Road, Suite 201, Charlotte, NC 28209

Or

Email to Scott Myrick, RP Property Manager: [smyrick@wmdouglas.com](mailto:smyrick@wmdouglas.com)

## **4. Neighborhood Standards**

### **4.0 Introduction**

This section establishes Neighborhood Standards that will help to ensure a vibrant and aesthetically positive appearance within the Regent Park community. While these standards are highly recommended, they are all integral in maintaining a beautiful Regent Park; demonstrates homeowner pride and maintains a pleasant suburban living experience, while ultimately insuring future home values.

### **4.1 Garbage Cans/Recycling Bins**

Garbage cans and recycling bins are to be stored in one of the following locations (stated in order of preference):

1. Inside garage;
2. Behind the house or,
3. Alongside the house.

Aesthetically constructed screening is required to further screen garbage cans from neighbors and street view. Please review screening requirements previous section for further guidance.

Garbage cans and recycling bins shall not be placed on the road more than 24 hours prior to trash service and must be returned to their proper storage location within 24 hours of service completion.

### **4.2 Outdoor Toys and Equipment**

In order to assist in maintaining a safe and aesthetic neighborhood, children's toys and outdoor equipment (eg. garden tools, ladders, etc.) should be stored within the home, garage or storage shed. Sprinklers and hoses should be coiled and stored after each use.

### **4.3 Parking and Vehicles, RVs and Boat and Trailer Storage**

All vehicles must be parked in a garage, driveway or on the street parallel to the curb. Vehicles are not to be parked on any portion of lawn or other area not designated for vehicle parking. Non-operational or unregistered vehicles are to be stored completely within a garage with the garage door closed so that the vehicle cannot be viewed from the exterior of the residence. Commercial or "work" vehicles with permanent equipment or signage are not to be parked overnight within the community.

RVs, boats or trailers are not allowed to be stored within the community unless stored completely within a garage with the garage door closed so that the vehicle cannot be viewed from the exterior of the residence. The temporary storage of described vehicles is allowed for up to 24 hours for immediate maintenance and use. Residents are strongly encouraged to advise William Douglas Management in advance if they plan to have such vehicles at their residence to prevent violation notices from being issued.

## 4.4 Signs

No commercial signs shall be erected or maintained on any property within the Community by anyone, including, but not limited to, the Owner, a real estate agent or contractor unless listed in the following Pre-Approved Sign or Temporary Sign lists or with the written permission of the RPARB.

Signage containing offensive language or inappropriate content will be removed and destroyed immediately.

### a. **No Posting Areas**

With regard to signage restrictions, the Community will be defined as: Any of the roads within the borders of Regent Park between Highway 21 and the railroad tracks, Heritage Boulevard between Business 21 and Regent Parkway, Heritage Parkway from Bennett Road to Heritage Boulevard, and Pikeview at Bamborough, as well as all roads within Madison Green. With the exception of temporary signs as listed below, no signs may be placed in the common area of the Community without written permission of the RPARB. Civic signs for the good of the Community posted by the RPCOA are exempt. No signs may be posted on private property without the prior consent of the Owner; this includes corner lots or those located in a prominent focal area.

### b. **Pre-Approved Signs**

The following signs are pre-approved and may be posted upon an Owner's property only without additional written approval from the RPARB:

One (1) commercially printed "For Sale" or "For Lease/Rent" sign not to exceed four (4) square feet in area per side and standing no higher than four (4) feet off the ground. The RPARB may impose additional size, shape and color restrictions on these signs.

One (1) commercially printed security sign not to exceed two (2) square feet in area and standing no more than three (3) feet off the ground provided it is located in the front yard within three (3) feet of the front plane of the house. The RPARB may impose additional size, shape and color restrictions on security signs.

One (1) commercially printed political election sign not to exceed four (4) square feet in area per side and standing no more than four (4) feet off the ground provided it is put in place no sooner than thirty (30) days prior to the pertaining election and is removed no later than five (5) days after said election. The RPARB may impose additional size, shape and color restrictions on political election signs.

### c. **Temporary Signs Allowed**

The following are designated as temporary signs and may be posted without additional written approval from the RPARB:

Commercially printed "Open House" signs that promote a new or used home sales special event not to exceed four (4) square feet in area per side and standing no higher than four (4) feet off the ground. The RPARB may impose additional size, shape and color restrictions on these signs.

Commercially printed or hand-crafted "Yard Sale" or "Garage Sale" that promotes individual or neighborhood sales not to exceed four (4) square feet in area per side and standing no higher than four (4) feet off the ground. The RPARB may impose additional size, shape and color restrictions on these signs.

Commercially printed or hand-crafted "Civic signs" that promote homeowner events such as block parties, birthday parties, etc., not to exceed four (4) square feet in area per side and standing no higher than four (4) feet off the ground. The RPARB may impose additional size, shape and color restrictions on these signs.

All temporary signs may be posted no more than three (3) days prior to the event and must be removed no later than three (3) hours after the event ends.

Temporary signs may be posted in the common areas.

## **5. New Construction Guidelines**

### **5.0 Introduction**

This section references the established new home construction guidelines as set forth by the document titled Regent Park Design Guidelines dated July 1996. This section is reserved for future use in incorporating the Design Guidelines within the contents of this document. The Design Guidelines are currently available on the RPCOA website or via William Douglas Management.