

# **The Overlook**

at

*Marietta Country Club*

Design Guidelines Review Procedures for Modifications

Architectural Guidelines and Standards

THE OVERLOOK AT MARIETTA COUNTRY CLUB

Summer 2004

*The Overlook at Marietta Country Club Homeowners Association, Inc.*

## **1.0 INTRODUCTION**

Fundamental to the concept of development at **The Overlook at Marietta Country Club** is quality in planning and design. The following guidelines provide the basis for a common understanding of the design objectives and standards by all those involved in creating this community and most importantly by the present and the future residents. These Procedures will be used by the Modifications Committee of The Overlook at Marietta Country Club Homeowners Association, Inc. to review plans and specifications pursuant to the provisions of the applicable Declaration of Covenants, Conditions, Restrictions and the modifications Architectural Guidelines and Standards (Exhibit A) of **The Overlook at Marietta Country Club** community. The Modifications Committee intends to be fair and objective in the design review process and impartial and understanding of individual goals.

### **1.1 Definition of Modifications**

A modification is defined as an alteration, addition or deletion to the following:

- Structures
- Exterior Doors
- Exterior materials (i.e., paint, etc.)
- Fences, decks, terraces, walls; drives, turn arounds and walks
- Exterior lighting
- Play equipment
- Landscaping
- Mailboxes
- Swimming and decorative pools and fountains
- Landscape structures
- Sports equipment
- Birdhouses, feeders and baths
- Animal houses
- Vegetable gardens

And other exterior items related to, but not specifically mentioned on this list.

After a new house has been completed according to the approved plans, the Modifications Committee becomes responsible for reviewing all changes to the exterior of the structure and site. The Modifications Committee consists of members appointed by the Board of Directors of the Association, at least one of whom is a registered design professional.

### **1.2 Who is subject to the approval process?**

All property owners are responsible for obtaining the necessary review and approvals to comply with the terms of the Covenants, Conditions, and Restrictions. The builder will be responsible for new construction and homeowners will be responsible for anything that is a modification or deviation from the original house and/or landscape plans. There are no exemptions or automatic approvals. Each application is reviewed on an individual basis.

### **1.3 Who administers the approval process?**

The final authority for administration of the approval process lies with the Modifications Committee. However, the Committee may delegate the responsibility for administering these procedures or parts thereof to a representative.

The selection of the Modifications Committee representative is based on professional qualifications and an ability to understand the overall, as well as specific, development objectives.

#### **1.4 Application for Review**

Applications for modifications must be made on a form identical to the one included as Appendix A. Submit all modification requests to:

**The Overlook at Marietta Country Club Homeowners Association, Inc.  
2187 Tayside Crossing  
Kennesaw, GA 30152  
ATTN: ARCHITECTURAL CONTROL COMMITTEE**

Applications accompanying architectural and/or landscape submittals must be received no later than 5p.m. on a Monday prior to the scheduled Committee meeting and must be submitted with a check. Failure to meet this deadline will postpone the review process until the next scheduled meeting. A written decision of the Modifications Committee usually will be rendered and mailed no later than 30 days after the Committee meeting in which it was discussed. The Committee's decision may be:

Approval  
Conditional approval with stipulations  
Disapproval  
Deferral pending submission of more information or deferral to a specific date pending on-site review by the Modifications Committee.

Within 14 days after a decision has been rendered, the Applicant or affected parties may file a written appeal with the Modifications Committee.

#### **2.0 Design Review Procedures**

##### **2.1 Modifications Review**

All applications for modifications must be submitted to the Modifications Committee in accordance with the procedures outlined below prior to making any modification.

##### **STEP 1**

The Applicant must submit an application and 2 sets of plans drawn to scale indicating extent of proposed improvement in sufficient detail to allow review. This must include drawings of exterior building elevation changes, material, finish and color schedules and construction details. A landscape plan must show placement, number, species and size of proposed landscape additions. Any modification other than a color change requires a site plan (1" = 20') showing the following:

Property lines  
Setback and easements  
Footprint of house and driveway, sidewalks, decks, patio retaining walls, etc.  
Existing trees and landscaping  
All proposed improvements dimensioned to properly locate them from the house or property line.

The modification submittal must be received at least one week prior to the Committee meeting in order to be placed on the agenda. Submissions are to be made to:

THE OVERLOOK AT MARIETTA COUNTRY CLUB HOMEOWNERS ASSOCIATION, INC.  
2187 Tayside Crossing  
Kennesaw, GA 30152  
ATTN: ARCHITECTURAL CONTROL COMMITTEE

## **STEP 2**

Within 7 days of completion, the Property Manager should be contacted to schedule an on-site review to verify conformance with the approved submittals. Notifying the Property Manager as to completion and scheduling the time of review will be the responsibility of the applicant.

### **2.2 Processing Fee**

A processing fee will be charged with each submittal for reimbursement to the architectural consultants. Applications will not be accepted without the processing fee and in the event the Modifications Committee denies the modification request, the fee is non-refundable. If an on-site appointment is requested, an hourly fee \$100 is required. If less than one hour is required, the rate will be \$25 per quarter hour. Checks should be made payable to (name of association).

#### **Fee Structure:**

- \$100: Room addition, swimming pool
- \$75: Retaining walls, gazebo, spa, outdoor lighting, and exterior lighting (floodlights and landscape lighting)
- \$50: Exterior painting, landscaping, ponds, trellis, decks, porches, fencing and all permanent structures.
- \$25: Swingsets, basketball goals, recreation equipment, window tinting, awnings, and satellite dishes.

### **2.3 Regulatory Compliance**

Plans submitted for Modifications review must comply with all applicable building codes, zoning regulations and the requirements of all agencies having jurisdiction over the project. It is the responsibility of the Applicant to obtain all necessary permits, inspections and final Certificate of Occupancy. Regulatory approvals do not preclude the authority and responsibility of the Modifications Committee for design review and vice versa.

### **2.4 Final Review**

The Committee's final approval constitutes a binding agreement between the applicant and the Association. Any deviation from the approved plans must be resubmitted to the Committee for approval.

A Committee decision is based on a simple majority and shall not be arbitrary or capricious. The Committee may, at its discretion, assist the Applicant by suggesting alternative design solutions.

### **2.5 Appeals**

Any decision reached by the Modifications Committee may be appealed back to the Committee for reconsideration. Technical design information supporting the appeal request must be included with the request. All appeals will be reviewed on a case-by-case basis, and the granting of an appeal for one residence for a particular situation does not imply or warrant that a similar appeal would be granted on another residence. Each case will be reviewed on its own design merits and in keeping with the overall objectives of the Design Guidelines.

### **3.0 MISCELLANEOUS**

#### **3.1 Enforcement**

The provisions for enforcement of the Declaration of Covenants Conditions and Restrictions shall apply to the enforcement of these Design Review Procedures and Guidelines in addition to any other available remedies.

#### **3.2 Waiver, Amendment and Third Party Benefit**

The Modifications Committee maintains the right from time to time at their sole discretion, to waive, amend or modify these Procedures and Guidelines. Neither the Modifications Committee nor its agents, representatives or employees shall be liable for failure to follow these Procedures and Guidelines as herein defined. These Procedures and Guidelines confer to no third party benefit or rights upon any entity, person or applicant.

#### **3.3 Non-Liability of the Modifications Committee**

Neither the Modifications Committee nor its respective members, Secretary, successors, assigns, agents representatives or employees shall be liable for damages or otherwise to anyone submitting plans to it for approval, or to any Applicant by reason of mistake in judgment, negligence of non-feasance, arising out of any action of the Modifications Committee with respect to any submission, or for failure to follow these procedures or Guidelines. The role of the Modifications Committee is directed toward review and approval of site planning, appearance, architectural vocabulary and aesthetics. The Modifications Committee assumes no responsibility with regard to design or construction, including without limitation, the civil, structural, mechanical, plumbing or electrical design, methods of constructions, or technical suitability of materials.

#### **3.4 Accuracy of Information**

Any person submitting plans to the Modifications Committee shall be responsible for verification and accuracy of all components of such submission, including, without limitation, all site dimensions, setbacks, easements, grades, elevations, utility locations and other pertinent features of the site or plans.

#### **3.5 Applicant Representation**

The Applicant represents by the act of entering into the review process with the Modifications Committee that all representatives of Applicant, including, but not limited to, Applicants architect, engineer, contractors, subcontractors, and their agents and employees shall be made aware by the Applicant of all applicable requirements of the Modifications Committee and shall abide by these Procedures, the Guidelines and the Covenants, Conditions and Restrictions with respect to approval of development plans and specifications.

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# **THE OVERLOOK AT MARIETTA COUNTRY CLUB**

## **MINIMUM DESIGN CRITERIA**

### **Grading and Excavating:**

All clearing and grading reviews shall be subject to the jurisdiction of the Architectural Review Committee and considered individually for each home site. In order to ensure compliance with this goal a grading plan must be incorporated with the site plan. *Clearing and grading approval must be obtained from the Architectural Review Committee prior to moving or removing any dirt from the home site.* Absolutely no grading whatsoever will be permitted without first obtaining authorization. "Forced Grading" to make a design work will not be permitted.

### **Drainage:**

Drainage considerations for each individual home site plays an important role in the balance of the community. If the Architectural Review Committee deems it appropriate, a grading and soil erosion plan will be required. Water run-off for each home site must be handled by adequately sloping all areas so that the run-off can be directed to the natural drainage areas or storm drainage facilities. Water run-off and control is the responsibility of both builder and lot owner. Each golf course home site will be examined very closely to ensure that water run-off is not "dumped" onto the golf course, but must tie in with golf course drainage or community storm drainage. By creatively incorporating the drainage plan into the site plan and landscaping, a site problem has the possibility of becoming an amenity.

### **Square Footage:**

The mass of the building must compliment the character of the site and the following figures represent conditioned floor space (per zoning approval).

Pod A	2600
Pod C	2200
Pod D	2200
Pod E	2600
Pod F	2600
Pod G	2600
Pod H	2600

Basement: Poured concrete wall minimum of 9'.

Concrete Slab: The intended use of concrete slabs must be submitted for approval to the Design Review Committee prior to any foundation work as should all foundation work. When approved, slabs must be a minimum of 18" above grade. Each case will be judged on a case by case basis. **However, homes in Pod "C" will be required to maintain slab a minimum of 18" above grade on front only.**

Framing: Minimum of 10' ceilings on the first floor and 9' on the second. Houses located in Pod "C" may have 9' ceilings on the first floor with Architectural Review Committee approval.

Rafters should extend or knee wall provided so that bottom of soffit represents adjacent ceiling heights (See Addendum for Detail). This will allow the frieze board on the cornice to not encroach on the top of the windows below. **The minimum frieze board allowed shall not be less than 8".**

Garages: Front entrances allowed by Architectural Review Committee approval only; however, all doors must be designed to be recessed approximately 24" and must have overhanging Architectural elements such as loggias, pergolas, or trellis to dress up the garage, or must have landscape walls in front to hide them from street view. Side loading garages require adequate screening using either landscaping, a wall or a combination of these components. Garage doors must be single garage doors no wider than 10'-0" and a minimum of 8' in height. Garage structure may be 2 or 3 cars in mass or as may be approved by the ARC. The garage doors must appear to be out-swinging carriage house doors. Overhead doors are allowed trimmed to make them appear as out-swinging carriage house doors. Garage doors are to be kept closed when not in use.

Corner lot home sites must have rear loading or side loading garages.

Doors: All exterior doors must be a minimum of 6'-8" or as approved by the Architectural Review Committee.

A minimum mutton width of 1-1/4" is required on all doors.

Only true divided lights or simulated divided lights with shadow bars are acceptable in doors with glazing and windows facing street.

Doors and hardware should be appropriate to the style and scale of the house.



Transom lights must be equal size and proportioned to the lights of the door or window with which they are associated.

No stained glass or leaded glass doors are allowed unless appropriate to style and approved by the Architectural Review Committee.

*No storm doors or screen doors may be visible from street.* Any screen door must be appropriate to the style of the house.

*No sliding glass may be visible from the street.*

Front Entry: The front entry should be different from the remaining doors that face the street and should be clearly recognizable as the primary entrance.

Two story monumental entry door units are not acceptable.

Door must be wood and appropriate to the style of the house.

Roofing:

Shingle color and make to be approved by the Architectural Review Committee. Roof materials include cedar shingles, slate, standing seamed copper, and heavy composition asphalt dimensional shingles. Roof pitch must be 10/12 or higher. Lower pitches allowed in some cases with Architectural Review Committee approval.

Gable returns must be copper *not asphalt shingle*.

Power vents (black only) can only appear on the rear elevation.

*No ridge vents are allowed.*

Roofing on bay porches and stoops located on front of house or rear or side abutting the lake or golf course or rear or side of house on a corner lot must be copper.

*There shall be no painted galvanized roofing or flashing.*

Exterior finishes:

Acceptable materials include brick, stucco, lap siding (hardiplank), natural stone veneer and individual cedar shakes. *Artificial stone and synthetic stucco are unacceptable.*

All houses and ancillary structures (garages, garage sheds, green houses) must have masonry veneers on foundation walls, i.e. brick, stone or stucco,

up to the first floor line minimum and be on all sides of the house. The veneer or stucco can only be stepped down at corners with Architectural .

Stucco: House shall be stuccoed on four (4) sides.

Brick: Houses must be a minimum of three (3) sides brick with brick foundations on rear of house. All houses abutting the lake and golf course must be 4 sides brick; and 4 sides brick may be required by the Architectural Review Committee due to visibility from thoroughfares, lake, and/or amenities.

Siding: Houses with siding as the primary material shall provide watertables of brick or stone on the exposed foundation face (4 sides). Wood and hardiplank siding must have a maximum exposure of 5". A mixture of siding and shake is not acceptable. If shakes are used as an alternate to siding the house must be 4 sides shake.

Windows:

All windows to be constructed of wood sash and painted. Decorative surrounds, brick work, backbands, etc. will be required. When windows do not incorporate decorative surrounds, the minimum trim will consist of a 1 x 4 with backband along with true divided lights on all street, lake or golf elevations and all corner houses which are located within street corners (See Addendum for Detail).

A minimum mutton width of 1-1/4" is required on all windows.

Skylights are permitted only if they are flat, glazed and curbed and do not appear on the residence's front or side elevation and not visible from the street. The finish must match the roof color.

Bay windows:

Bay window caps must be copper. All bay window projections facing the street shall extend to grade. Cantilevered bays will be permitted subject to the final design treatment through the use of corbels, brackets, ledges or trim.

Front stoops and  
porches

Stoops and porches shall be finished with a material compatible to the finished materials on the house. Acceptable materials shall include face brick, stone, slate and ceramic tile or other materials approved by the Architectural Review Committee. *Exposed concrete and raised wood platforms and steps will not be permitted.*

- Chimneys: All chimneys shall extend to grade. On rear the chimney may terminate into a permanent deck. Chimneys shall be veneered to match with brick, stone or stucco and capped with metal shroud.
- Water tables: Water tables or a twelve inch horizontal high band at the first floor line will be required when the distance between the finished floor elevation and the finished grade exceeds 2'.
- Cornice Profile: All fascia boards shall be a 1 x 8 minimum. Rake boards shall also be a 1 x 8 minimum with rake molding. Frieze board depth shall be a minimum of 10" deep from the bottom of soffit with 5" minimum crown molding or as approved by the ARC. Dentil blocks are permitted, however, *dentil board is not*. Cornice returns are to be Queen Anne in style.
- Gutters: Five inch "ogee" aluminum gutters and down spouts shall be required on all houses at a minimum.
- Driveways and Sidewalks: Driveway design shall be curvilinear, a minimum of 12'-0" wide flaring out at the curb for a skirt and allowing for a turnaround at the garage. Acceptable finish materials for driveways include poured concrete, masonry pavers and stained concrete. Stone and or brick accent is encouraged. Apron must be stone or brick. *The use of gravel, asphalt or stamped concrete is not allowed.*
- Builders will be required to construct a 5.0' sidewalk along all roads per county specifications. The sidewalk from the drive way to the front door must be brick or stone pavers.
- Mailboxes: The Architectural Review Committee has approved a standard mailbox, which is the only style approved (See Addendum for detail).
- Ceilings: All sheetrock ceilings must be a smooth finish. *No blown or stippled allowed.*
- HVAC: Dual HVAC system is standard. Each house should also have power ventilators.
- Landscaping: Landscaping will be required for all houses. A landscape plan designed by our landscape architect will be required for each house. This plan must be submitted for approval to the ARC prior to beginning landscaping on the house. Each house will be required to install designated street tree(s) for each plan. All areas designated by landscape plan as grassed shall be sod. All houses will have sod front, side and rear yards. Fundamental to the design criteria is the need for landscape areas that harmonize with native

vegetation and terrain which ensures natural beauty throughout the community. Throughout the community fine native specimen trees exist. In order to take positive steps to maintain a natural habitat, Architectural Review Committee approval is required to remove any tree on any house site outside the approved clearing limits (in excess of 25 feet from the residence pad site).

Landscaping should continue to the curb including easements and rights of way. Evergreen landscape screening of the garage doors (with plant materials such as Cherry Laurel and Leland Cypress) is required along the driveway turnaround and must be at least five (5) feet high.

Shutters:

Shutters are to be appropriate to the style of the house, appear to be operable, hinged, and able to be secured in the open position with shutter dogs.

Decks and  
Terraces:

Covered porches are preferred to decks. Decks must compliment the style of the house and be designed by the Architect or residential designer of the house proper. The design must be submitted with the final plans for review and approval of the Architectural Review Committee.

*No exposed metal posts are allowed.* If necessary due to code requirements or site conditions they must be concealed by an Architectural column in keeping with the style of the house. These columns should be treated as any other column on the house.

Columns, newels and rails on decks must match those on porches in design and finish (See Addendum for detail).

All decks on golf course and lake lots must be scalloped and painted off white or as approved by the Architectural Review Committee. Cedar or equivalent railings only permitted.

Finish materials for terraces include, but are not limited to, brick, pavers, tile, and stone.

Fences and Walls:

Fences and walls must be designed to be compatible with the total surrounding area and not block views of natural and golf course areas. This is especially important on golf course and lake home sites. All fence and wall detail, materials, dimensions and locations must be approved by the Architectural Review Committee prior to installation and should be considered as design elements. It is recommended that walls be a maximum of 5'-0" in height, constructed of solid masonry or wrought iron with columns using the same material as found on the Architecture of the

residence. Retaining walls which attach to the residence should utilize the same materials as the walls which they adjoin. Cross-tie timber walls may only be used if they set apart more than 20 feet from the residence and only in the rear yard as approved by the Architectural Review Committee. Fences should be of less polished materials, i.e. wood pickets, aluminum or wrought iron and a maximum of 5'-0" in height. *No chain link or welded wire fencing will be permitted.*

Garbage/Trash  
Containers:

Outside garbage and trash containers must be stored in screened enclosures with screening compatible to the structure to which it is adjacent and located to the side or rear of the structure (See Addendum for detail).

Mechanical  
Equipment:

All electrical and mechanical equipment, including air conditioning compressors, electrical transformers and pool equipment, must be screened. Screening may include a fence, landscaping or wall.

Lighting:

All exterior lighting shall compliment the style of the structure upon which it is fixed and be unobtrusive to adjacent properties. Wiring for landscape lighting is to be placed underground.

Satellite dishes,  
antennas and solar  
equipment:

Satellite dishes (a maximum of one meter in diameter) must be mounted so as not to be visible from the street. Satellite dishes or antennas mounted on the ground must be screened by fencing, landscaping or wall.

*No solar equipment is permitted.*

*No kite antennas mounted in trees are permitted.*

Pools, spas and  
equipment:

A site plan showing the location of the pool, the house, ancillary structures, required fencing, screening and landscaping (including planting material) related to the pool must be submitted for approval of the Architectural Review Committee.

There will be no pools or spas allowed in the front or side yard. For corner lots, the side and rear yard will be determined individually based on lot configuration and ideal placement relative to the house, topography and relation to adjoining properties.

No pools are allowed within the building setback areas. Pool decks on non golf course home sites may encroach into the setback area if at or within 2 feet of grade and no closer than 10 feet to any property line. On golf course home sites, no encroachment is permitted into the building set-back or golf course easement areas by pools or pool decks.

Pool and equipment enclosures must be architecturally related to the residence and other structures in their placement, mass and detail as well as screening or treated so as not to distract adjoining property owners because of noise or view.

Basketball goals,  
play sets, signs and  
animal houses

The placement of all basketball goals, play sets and animal houses must be reviewed by the Architectural Review Committee prior to installation or construction.

Basketball goals must be located so as not to be visible from the street and must have a clear or gray background with a black pole or base.

Play sets must be located so as not to be visible from the street and must be manufactured of natural wood and all accessories of solid earth tone color.  
***Metal swing sets are not permitted.***

Site layout, material type, color and landscape plan must accompany animal house requests. The exterior color and materials must relate to the exterior of the house and be discreetly located.

Play sets, animal houses and basketball goals must be in good taste and should not detract from the views of the adjoining properties.

No permanent signs are allowed in the community other than street numbers attached to the face of the house or numbers and owner's name attached to the mailbox. Security company warning signs are permitted if displayed tastefully.