



Design Guidelines Review Procedures for Modifications

Architectural Guidelines and Standards

The Overlook at Marietta Country Club

July 13, 2020



ACC GUIDELINES AND STANDARDS

1.0 INTRODUCTION:

Fundamental to maintaining the high standards used to develop **The Overlook at Marietta Country Club** is the establishment of high standards for ongoing maintenance, modification, enhancement, and expansion of the existing properties in our neighborhood. 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 Review Committee (MRC) 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
- Other exterior items related to, but not specifically mentioned on this list.

Once 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.

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 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 OAMCC Homeowners Association
PO Box 2750
Loganville, GA 30052
ATTN: Modification Review Committee**

The Board of Directors may designate alternative methods for submitting Modification Application requests at their sole discretion. Verify the current submission process on the OAMCC Website.

Applications accompanying architectural and/or landscape submittals may be submitted at any time. A written decision of the Modifications Committee usually will be rendered and mailed no later than 30 days after submission. 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 may appeal with the Modifications Committee.

2.0 MODIFICATION 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

For any and all projects requiring a building permit from Cobb County, 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.

Any and all 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.
- All Existing proposed trees improvements and landscaping dimensioned to properly locate them from the house or property line.



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

There shall be no Processing Fee for submitting and application review.

Fees may apply to certain project applications if the size, complexity or scope of the project is determined by the Modifications Committee to require the expertise of outside consultants. Those fees would be based on the fee structure of the consultants needed to evaluate the technical elements of the applied-for project.

Checks should be made payable to The Overlook at Marietta Country Club Homeowners Assn.

2.3 Regulatory Compliance

Plans submitted for Modifications Committee review must comply with all applicable building codes, zoning regulations and the requirements of all agencies having jurisdiction over the project, as a minimum.

By design, Design Standards established for The Overlook at Marietta Country Club **often exceed** the minimal requirements of Cobb County and the State of Georgia. Accordingly, approvals given by County, State or other applicable Regulatory Authorities **DO NOT** preclude the authority and responsibility of the Modifications Committee for design review and compliance with the Standards of The Overlook at Marietta Country Club Homeowners Association.

It is the responsibility of the Applicant to obtain all necessary permits, inspections and final Certificate of Occupancy.

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 Modifications Committee for reconsideration within 14 days after a decision has been rendered.

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.



MODIFICATIONS REVIEW CRITERIA



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Clearing and Grading:

No tree more than 25 feet from the existing home footprint and larger than 5" in diameter at 4'6" above the ground, shall be removed without Modification Committee approval.

Requests for clearing and/or grading shall be subject to the jurisdiction of the Modifications Review Committee and considered individually for each project. A grading plan must be provided with any Modification Application which involves changes to the existing grade.

Approval must be obtained from the Modifications Review Committee prior to moving any dirt on the site of an existing home. No grading will be permitted without first obtaining authorization. "Forced Grading" to make a design work will not be permitted.

Drainage:

Drainage consideration of each individual home site plays an important role in the community. Water run-off for each home site must maintain adequate sloping so that the run-off is directed to the natural drainage areas or storm drainage facilities. Water run-off and control is the responsibility of the homeowner. Projects on Golf course home sites must ensure that water run-off is not "dumped" onto the golf course.

If the Modification Review Committee deems it necessary to properly evaluate a Modification Application involving grading, a grading plan may be required.

Basement:

Basements must be of poured concrete with a minimum wall height 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.

Framing:

There shall be a Minimum of 10' ceilings on the first floor, and 9' ceilings on the second floor.

Garages:

Garage doors must be a minimum of 8' in height.

Front entrances allowed by Modifications Review Committee approval only. In such cases, 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 landscaping, a wall, or a combination of these components. Garage structure may be 2 or 3 cars in mass or as may be approved by the Modifications Review Committee. 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. Corner lot home sites must have rear loading or side loading garages.

Natural wood finished garage doors are not allowed.



MODIFICATIONS REVIEW CRITERIA

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Doors:

All exterior doors must be a minimum of 6'-8" or as approved by the Modifications Review Committee. A minimum muntin 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.

Stained glass or leaded glass doors are **NOT** allowed unless appropriate to style and approved by the Modifications Review Committee.

Storm doors or screen doors may **NOT** be visible from street. Any screen door must be appropriate to the style of the house.

Sliding glass may **NOT** 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 appropriate to the style of the house.

Roofing:

Shingle color and make to be approved by the Modifications 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 Modifications Review Committee approval.

- Power vents (black only) can only appear on the rear elevation.
- Ridge Vents are the preferred method of attic ventilation. Homeowners are encouraged to have Ridge Vents installed at the time of roof replacement, and to remove existing ventilators.

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. In such cases Gable returns must be copper as well.

- *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 and any Ancillary structures. The veneer or stucco can only be stepped down at corners with Modifications Review Committee approval.

Stucco:

House shall be stucco on four (4) sides.



MODIFICATIONS REVIEW CRITERIA

Continued

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 Modifications Review Committee due to visibility from thoroughfares, lake, and/or amenities.

Brick homes may use Parging or Limewash (similar to Whitewash) to modify their appearance. Parging would normally be done to match the existing brick mortar color. 'Limewash' would be tinted with a color approved by the Modification Review Committee.

In either Parging or Limewashing, a hint of original brick color and texture should be visible. The painting of brick homes is **NOT** allowed.

Exterior Paint:

Painting of home exteriors to colors other than the original, or approved current color, requires Modifications Committee review and approval. In planning your paint scheme, the following are suggestions:

- Avoid the use of bright white finishes; use off-whites, antique white, and warm white.
- Provide contrast within painting schemes.
- Avoid matching trim color to brick mortar color.
- Make sure there is discernible contrast between brick color and trim colors
- Black is acceptable color for shutters
- Garage doors to be painted trim color; no natural wood garage doors.

Siding:

Houses with siding as the primary material shall provide water tables 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:

Window minimum trim will consist of 1 x 4 backhand. Windows must have true divided lights on all street, lake or golf elevations and all corner houses which are located within street corners.

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

Natural Aluminum finish windows are prohibited as either primary windows or external 'storm' windows.

Aluminum "clad" windows with factory finishes are acceptable upon Modification Committee Approval.

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 or shall match the primary roofing brand and color of the residence. All bay window projections facing the street shall extend to grade.



MODIFICATIONS REVIEW CRITERIA

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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 Modifications 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 ft.

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 MRC. Dentil blocks are permitted; however, *detail 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 for driveways is not allowed.

The sidewalk from the driveway to the front door must be brick or stone pavers.

Additionally, walkways of pea gravel or stone are allowed on sides and rear of homes. They must remain behind the front line of the primary home. All such walkways shall be bordered on all sides by stone, brick or metal to clearly define the walkway and to provide a physical barrier to prevent scattering of gravel or stones.

Mailboxes:

The Modifications Review Committee has approved a standard mailbox which is the only style approved.

Landscaping:

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.



MODIFICATIONS REVIEW CRITERIA

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In order to take positive steps to maintain a natural habitat, Modifications 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.

Trees:

Removal of any tree outside the approved clearing limits (in excess of 25 feet from the residence footprint), is prohibited without approval in advance by the Modifications Committee review.

A 'Tree' is defined for this purpose as being larger than 5" caliper at a height of 4' 6" from the ground.

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.

Bahamian Style shutters will only be allowed on the rear of homes subject to Modification Committee review.

Decks and Terraces:

Decks must compliment the style of the house. The design must be submitted with the final plans for review and approval of the Modifications Review Committee.

Exposed metal posts are prohibited. 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. All decks on golf course and lake lots must be scalloped and painted off white or as approved by the Modifications Review Committee.

All decks on golf course and lake lots must be finished in a way consistent with the design of the home and as approved by the Modifications Review Committee.

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 Modifications Review Committee prior to installation.

Fences are prohibited forward of the most forward wall of the residence. On corner lots, side- yard fences must be no closer than ten (10) feet to the nearest sidewalk or curb, whichever is closer.

Fences should be of less polished materials, i.e. aluminum or wrought iron and a maximum of 5'-0" in height; they shall be black in color. If fences incorporate masonry columns, those columns shall use the same material as found on the residence.

No chain link or welded wire fencing, nor wooden "stockade" fencing will be permitted.



MODIFICATIONS REVIEW CRITERIA

Continued

Walls may be a maximum of 5'0" in height, constructed of solid masonry. Walls which attach to the residence must utilize the same materials as the walls which they adjoin.

Cross-tie timber walls may only be used if they set apart more than 25 feet from the residence and only in the rear yard as approved by the Modifications Review Committee. Their height shall not exceed three (3) feet.

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, except that corner lots must be to the rear of the structure.

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.

Antennas or satellite dishes mounted in trees are NOT permitted.

Solar Equipment:

Photovoltaic Solar tiles may be approved for installation on the rear of a residence, not visible from the street, subject to Modifications Review Committee approval.

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 Modifications 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.



MODIFICATIONS REVIEW CRITERIA

Continued

Outdoor Sports, Recreational Equipment, Playhouses, Animal Houses And Signs:

The placement of all outdoor sports, recreational equipment, playhouses, animal houses and other outdoor equipment must be reviewed by the Modifications Review Committee prior to installation or construction.

All outdoor items must be in good taste, and maintained in good condition, and should not detract from the views of the adjoining properties.

Portable outdoor sports and recreational equipment, including portable basketball goals, trampolines, and other, should be kept in the rear yards behind the residence so as not to be visible from the street, and should not detract from the views of the adjoining properties.

Permanent basketball goals may be allowed ten (10') feet behind a line extending from the most forward portion of the home, and must have a clear background, with a black pole and base. The addition of backstop netting, lights, and other accessories will not be allowed.

Prior to installation of a permanent basketball goal sufficient landscape screening shall be installed as a visual buffer between the basketball goal and the street.

Play sets must be located so as not to be visible from the street and must be manufactured or natural wood and all accessories of solid earth tone color. (Green or Brown. **NOT** Yellow, Blue, or Red).

Metal swing sets are not permitted.

Animal houses requests must include site layout, material type, color, and landscape plan. The exterior color and materials must relate to the exterior of the house and be discreetly located.

Signs:

Permanent signs are **NOT** allowed in the community other than street numbers attached to the face of the house; street numbers and owner's name attached to the mailbox; and Security company warning signs, if displayed tastefully.

Temporary Signs no larger than 18" X 24" and standing no taller than three (3) feet, may be displayed, for various scheduled and limited times, according to the following guidelines:

- Birthday or Event - From the day prior to the day after but not more than 3 days
- Graduation - From May 1st through May 30th, and not longer than 30 days
- Achievement - School Academic or Athletic Award - Not longer than 14 days
- College & Pro Team Sport Displays - Game Days only

Temporary signs in front of the residence shall be set back not less than 10' from the curb or sidewalk.

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