

Avondale Estates Condominium Association

Architectural Standards & Guidelines

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Avondale Estates Condominium Association

Architectural Standards & Guidelines

Function of the Architectural Control Committee (Architectural Standards Committee)

Pursuant to the governing documents for the Condominium of Avondale Estates, Section 12, Architectural Controls, no Owner, Occupant, or any other person may, without first obtaining written approval of the ACC:

- I. make any encroachment onto the Common Elements or Limited Common Elements;
- II. make any exterior change, alteration, or construction (including painting and landscaping); and
- III. erect, place or post any object, sign, clothesline, speaker, playground equipment, light, storm door or window, fountain, flag, antenna, satellite dish or thing on the exterior of roof(s) of the building(s), in any windows (other than appropriate window treatments as provided herein), on any Limited Common Elements, or on any other Common Elements.

The AECA Architectural Control Committee is commonly referred to as the Architectural Standards Committee. This committee accepts and reviews homeowner requests to make architectural modifications and periodically reviews and submits proposed revisions of the Architectural Standards to the AECA Board of Directors.

Homeowners are urged to thoroughly review both Section 12 (Architectural Controls) of the AECA Declaration of Condominium and the Standards & Guidelines provided in this document prior to planning any architectural modifications.

Warranty Repairs/Warranty Replacements of Windows and Doors

Owners are not required to submit requests for approval of warranty repairs or identical warranty replacements of all or portions of windows and doors that have been previously approved or otherwise conform to current architectural standards. However, the Architectural Standards Committee encourages owners to notify the committee when such repairs or replacements will be made as a matter of courtesy.

Non-warranty replacements of windows and doors require approval from the Architectural Standards Committee.

Architectural Modification Request Procedure

- A. Homeowners must submit requests for architectural modifications as ARC Requests through the Heritage Property Management Vantaca homeowner portal. Instructions for creating a homeowner account in Vantaca and completing the ARC request are available from the Architectural Standards Committee at architecture@avondaleestatescondos.com.
- B. The Architectural Standards Committee reviews each request and votes as to whether the request should be approved, denied, or approved with stipulations. After the Committee votes, the following procedures will apply:

1. If the Committee votes to deny a request, the denial is recorded in Vantaca, a communication is sent to the homeowner, and the process is complete. The homeowner may appeal the denial as provided for in section 12. (e) of the Declaration.
2. If the Committee votes to approve a request and the request clearly conforms to current Architectural Standards and does not involve an encroachment onto limited common elements, the approval is recorded in Vantaca, a communication is sent to the homeowner, and the process is complete except for review of the completed work to ensure that it meets the requirements of the approval.
3. If the Architectural Standards Committee votes to approve a request that does not clearly conform to current Architectural Standards, the request is forwarded to the AECA Board of Directors for approval or denial of the variance from Standards. The approval or denial is then recorded in Vantaca and the homeowner is notified of the Board's decision. A denial may be appealed as provided for in section 12. (e) of the Declaration.
4. If the Architectural Standards Committee votes to approve a request that involves encroachment onto a limited common element, the request is forwarded to the AECA Board of Directors for approval or denial of the specified use of the limited common element. The approval or denial is then recorded in Vantaca and the homeowner is notified of the Board's decision. A denial may be appealed as provided for in section 12. (e) of the Declaration.

General Rules for Architectural Modifications

- A. All proposed work must be requested in writing as an ARC via the Heritage Vantaca portal and all approvals must be in writing. Approval/denial emails may be sent, but formal approval/denial letters will be generated through the Vantaca ARC approval process.
- B. Once installation has begun, any project must be completed within 90 days. However, the Architectural Standards Committee may specify a shorter completion time based on the specific project. (Window installation must be completed within 2 days; DBS dishes must be installed within 2 weeks.)
- C. All construction debris must be removed at the owner's expense on a weekly basis.
- D. Construction materials may not be stored on the common property of the Association.
- E. All costs involved in patio enclosure or the installation of new windows, doors, etc., and the upkeep and maintenance thereof, are the responsibility of the unit owner and not that of the Condominium Association.
- F. Any damage which may occur to the replacement windows and/or doors, etc., shall be solely the responsibility of the unit owner to correct.
- G. Repairs to correct any damage incurred to the building due to the project will be paid for by the unit owner. A special assessment may be levied if necessary.
- H. If a unit owner sells or leaves, any added windows or doors become an integral part of the building structure and convey to the new buyer. Many have warranties that are transferable to the new owners.
- I. The Association is not liable for any damage incurred to materials used within the proposed project. Changes to the building structures, including enclosures and new windows, may not be removed or altered without the Association's approval in writing.
- J. Interior remodeling involving common element pipes or conduits or affecting load-bearing portions of a unit require AECA approval and County permits where applicable. Other interior modifications (flooring, painting, counters, moldings, etc.) do not need AECA approvals.

Standards & Guidelines - Windows

1. All replacement windows should be double or triple paned and fit exactly the size of the existing opening, which should be measured by the professional installer.
2. All new windows must raise and lower on a vertical plane.
3. Replacement windows may be installed with or without mullions (i.e., grids); however, all of a unit's windows which are on the same side of the building must be consistent with regard to mullions.
4. No windows may be added in places where there are not currently any window openings, except in the case of approved porch/patio enclosures. Any deviations will initiate legal action.
5. Windows installed as part of a patio enclosure must be large enough to match or otherwise complement existing adjacent windows. These window additions should occupy approximately the top 2/3 of the enclosure wall.
6. The outside of window frames must be white and vinyl clad.
7. Windows must be all glass.
8. The standard at present is for 1/2 screens, but full screens are permitted.
9. Decorative windows are not permitted.

Standards & Guidelines – Doors

1. **Front doors** are steel and painted red. (Touch-up paint is available from Maintenance.)
2. **Screen doors** on the front of a unit or, if there is an enclosed patio, on the rear of a unit: (a) must have frames that are white, (b) may have one divider but no more, and (c) may not have grills. Screen doors which exit to the common area from an enclosed patio may be sized based on what is aesthetically appropriate for the width of the enclosure.
3. **Storm doors** on the front of a unit or, if there is an enclosed patio, on the rear of a unit: (a) must have frames that are white, (b) may have one divider but no more, (c) may have glass or screening, or a combination, (d) may have retractable screens so long as the mechanism is not visible from the outside, (e) may not have grills. Storm doors which exit to the common area from an enclosed patio may be sized based on what is aesthetically appropriate for the width of the enclosure.
4. **Sliding-glass doors** must be steel/fiberglass/aluminum or vinyl and glass (not wood, due to rot) and must be white to the exterior.
5. **French doors** must be steel/fiberglass/aluminum or vinyl and glass (not wood, due to rot) and must be white to the exterior. French doors may have a rectangular transom.
6. **Replacement guidelines:**
 - a. Sliding glass doors may be replaced with same-size white French doors.
 - b. Replacement sliding glass doors or French doors and panes must be white to the exterior.
 - c. Replacement rear doors must fill the entire width and height of the opening created by the removal of the sliding glass doors. If two French doors will not completely fill the opening, then a third panel that matches the two French doors exactly must be installed to completely fill the opening. In other words, the opening cannot be made smaller or larger than the current size, and plain wood cannot be used to fill the opening (making it smaller).
7. **All doors must have security locks.**

Standards & Guidelines

Patio/Porch Enclosures – Ground Level

1. General Requirements
 - a. Patio enclosure must be centered under any existing balcony/patio (i.e., not extended beyond the horizontal plane of the upper unit) and must maintain size and shape of entire building.
 - b. A door must be installed on ground level enclosures.
 - c. Patio floors may be carpeted, tiled, hardwood or painted with porch paint on the top surface only (not to extend past the porch into the common area). Flooring for screened porches must be specified as appropriate for outdoor use.
 - d. Any enclosure with a raised floor (to make it level with inside of building) must have professional engineering, with plans submitted to the ASC before proceeding.
 - e. Any wall or post removal (such as outdoor shed) must also be engineered to prevent structural impact to other units or the building as a whole, with plans submitted to the ASC before proceeding.
 - f. Once enclosed, the status of a unit's patio/porch/veranda changes from a "limited access" to a "closed access" status and the Association has no responsibility for the area.

2. Screen Enclosure
 - a. Screen must be braced to ensure stability.
 - b. Exterior should be approximately 2/3s screen on top and 1/3 lattice, siding, or balusters on bottom.
 - c. Lattice or balusters used on the bottom must be white plastic or fiberboard, not wood. They may be installed on either the inside or the outside of the screen.
 - d. If siding is used on the bottom, it must match the color and style of the exterior siding of the building.
 - e. A screened door must be installed with the following specifications:
 - The frame must be white.
 - It may have one divider, but no more than one.
 - It may not have grills.
 - It may be sized based on what is aesthetically appropriate for the width of the enclosure.
 - It should be centered within the width of the porch OR centered within the left or right half of the porch depending on which option is more functional and aesthetically appropriate for the particular unit.

Screened Porch Examples



Screened Porch With Balusters



Screened Porch With Lattice



Screened Porch With Siding

3. Full Enclosure With Windows

- a. The exterior should be approximately 2/3s glass (windows) on top and 1/3 siding on bottom. Windows must be large enough to match or otherwise complement existing adjacent windows. Siding must match the color and style of the exterior siding of the building.
- b. **Short porches** should have 4 windows, with 2 windows installed symmetrically on either side of the door. **Long porches** should have 6 or 8 windows, with 3 or 4 windows installed symmetrically on either side of the door.
- c. Windows must meet all requirements of the Standards & Guidelines – Windows section of this document.
- d. A door must be installed with the following specifications:
 - It must be either all glass or solid with upper glass (to be specifically approved by the Architectural Standards Committee).
 - It must have frames that are white.
 - It may have one divider but no more.
 - It may have retractable screens so long as the mechanism is not visible from the outside.
 - It may not have grills.
 - It may be sized based on what is aesthetically appropriate for the width of the enclosure.
 - It must meet all the requirements of the Standards & Guidelines – Doors section of this document.
- e. A white exterior security light may be added to right or left of enclosure door and may not exceed 100 watts (no flood lights). (See townhomes with outdoor lights for examples.)

Full Enclosure Examples - Windows



Short Porch With 4 Windows



Long Porch With 6 Windows



Long Porch With 8 Windows

4. Full Enclosure With Sliding Glass or French Door
 - a. **Sliding-glass doors** must be steel/fiberglass/aluminum or vinyl and glass (not wood, due to rot) and must be white to the exterior.
 - b. **French doors** must be steel/fiberglass/aluminum or vinyl and glass (not wood, due to rot) and must be white to the exterior. French doors may have a rectangular transom.
 - c. Siding surrounding the doors must match the color and style of the exterior siding of the building.

Full Enclosure Example – Sliding Glass Doors



Standards & Guidelines

Enclosed Balconies – Upper Level

1. AECA Policy on Upper Level Enclosures (Structural Engineering Requirement)

The AECA Architectural Standards Committee has considered the issue of the moratorium on balcony enclosures that was put in place after an outside engineering firm's 2016 review of a sample of upper level porches. Their report indicated that the structural supports of upper level balconies from both phases of the original construction do not meet current codes, leading to concern that the additional weight of enclosing a balcony would compromise its structural integrity and create a safety issue for both the upper-level enclosure and the ground-level porch below it.

As a number of ground level porches have been modified with various types of enclosures, the support for upper level balconies varies, with some having adequate support for an enclosure and some needing additional structural support to ensure structural integrity.

The Architectural Standards Committee will consider requests from owners to enclose upper level balconies under the following conditions:

- The owner must submit a detailed description and associated drawing(s) that are prepared by a structural engineer or an engineering firm practicing in that field. The drawings shall also include information regarding, but not limited to, framing, exterior sheathing, siding/trim, windows, interior walls and ceiling, flooring and any other intended modifications to the existing area/enclosure. The drawing package can have two separate sets of architectural drawings and structural drawings or all of the information combined in one set, provided the drawings are signed and sealed by a professional engineer practicing in the structural engineering area.
- If any structural assessments or improvements will impact the unit immediately below the requested enclosure, the owner must provide a signed statement from the owner of that lower-level unit acknowledging and approving the changes to be made on the lower-level.

2. General Requirements

- a. Patio enclosure must not extend beyond the vertical plane of the current balcony railing/lattice and must maintain the size and shape of entire building.
- b. Patio flooring must be approved by a structural engineer as structurally sound given the modifications to be made. Structural improvements may need to be made to accommodate the weight of the flooring. (See Policy on Upper Level Enclosures in section 1. above.) Flooring for screened porches must be specified as appropriate for outdoor use.
- c. Any enclosure with a raised floor (to make it level with inside of building) must have professional engineering, with plans submitted to the ASC before proceeding.
- d. Any wall or post removal (such as outdoor shed) must also be engineered to prevent structural impact to other units or the building as a whole, with plans submitted to the ASC before proceeding.

- e. Once enclosed, the status of a unit's patio/porch/veranda changes from a "limited access" to a "closed access" status and the Association has no responsibility for the area.

3. Screen Enclosure

- a. Screen must be braced to ensure stability.
- b. Exterior should be approximately 2/3s screen on top and 1/3 lattice, siding, or balusters on bottom.
- c. Lattice or balusters used on the bottom must be white plastic or fiberboard, not wood. They may be installed on either the inside or the outside of the screen.
- d. If siding is used on the bottom, it must match the color and style of the exterior siding of the building.

4. Full Enclosure With Windows

- a. The exterior should be approximately 2/3s glass (windows) on top and 1/3 siding on bottom. Windows must be large enough to match or otherwise complement existing adjacent windows. Siding must match the color and style of the exterior siding of the building.
- b. The number and size of windows to be installed must be specified in the request for modification and should be aesthetically appropriate for the width of the balcony to be enclosed.
- c. Windows must meet the requirements of the Standards & Requirements – Windows section of this document.

Standards & Guidelines

Townhome Patio Enclosures

1. The townhome uncovered patios are defined in the AECA governing documents as limited common elements. Construction of an enclosed structure on a townhome patio is thus considered an encroachment on a limited common element. Such requests submitted to the Architectural Standards Committee should include detailed architectural plans and specifications for the proposed enclosure. If the Architectural Standards Committee votes to approve an encroachment on a limited common element, it will be submitted to the AECA Board of Directors for review and approval or denial. For approved requests involving modification to a townhome patio, a Limited Common Element Assignment document must be completed and filed with Dekalb County. There may be an assessment to the owner to cover the cost of this filing.
2. The following standards apply to townhome patio enclosures:
 - a. All exterior wood must be painted white to match existing building trim.
 - b. Roofing must match the existing roofing of the building.
 - c. No skylights or other objects may be installed in the roof.
 - d. Gutters should be installed when warranted by the width of the enclosure, and they should match the existing gutters of the building.
3. The structure may not deviate from that approved by the ACC/Architectural Standards Committee and Board of Directors.
4. Any future changes to the structure must be approved by the Architectural Standards Committee.
5. All construction and future maintenance of the structure and the limited common element must be paid for by the homeowner. The Association's roofing contractor will install new roofing on the enclosure when the rest of the building receives a new roof, and the Owner/Member will be assessed the roofing cost and any additional fees that are associated specifically with the roof of the enclosure.
6. As determined by the AECA Board of Directors, the structure and limited common element must be properly maintained for the usage approval to continue.
7. This approval of usage is transferable to future homeowners.

Standards & Guidelines - Satellite Dishes

The Federal Communications Commission (FCC) issued a rule (207) pursuant to the Telecommunications Act of 1996 allowing property owners and renters to install home satellite dishes and antennas designed to receive Direct Broadcast Satellite (DBS) signals within areas over which the resident has **exclusive control and use**.

The FCC is also allowing the condominium homeowners associations, apartment management companies, etc., to establish reasonable guidelines and restrictions regarding these installations as it relates to size, location and various liability concerns.

The following policy is adopted by the Board of Directors of the Avondale Estates Condominium Association, Inc., with the full intent to comply with the FCC ruling:

1. **Notification:** Prior to installation, the resident will notify the Board of Directors or its delegate in writing of their intent to install a satellite dish and/or component. No fixtures may be installed without prior approval from ACC.
2. **Permitting:** Residents may install a DBS dish not to exceed one meter in diameter. The Association requests installation of a white or gray dish to aesthetically complement the property. The DBS dish may only be attached or installed in areas under the exclusive use and control of the resident such as balconies, balcony railing, patios, rear exteriors of units, or storage sheds as well as inside units. The DBS dish may NOT be attached to common property such as siding or roof. Options for connecting the dish include flat cable link under sliding door or suction cup devices which transmit signal through glass. Clamps are recommended for attachment as opposed to screws or bolts, but are not required.
3. **Accountability:** The resident is solely responsible for all costs incurred. A liability clause needs to be added to the resident's personal property casualty insurance policy (homeowners or renter's policy). The clause adds coverage in the event of damage or injury caused by the device. Residents will be required to sign a release holding the Association harmless and the resident responsible for any personal or physical damage or injury caused by the DBS device. If the unit is sold, the satellite dish may remain if buyer agrees; otherwise, it must be removed and the building repaired to its original condition (filling holes and repainting any portion disturbed by the installation).
4. **Note:** Not all units can physically receive signals from the sending satellite. A Southeast orientation is a prerequisite.

Standards & Guidelines

Security Lights and Cameras

1. Notification: Prior to installation the owner will notify the Architectural Standards Committee in writing of their intent to attach lights and/or cameras to the unit. The equipment may not be installed until permission is granted. The Architectural Controls Committee retains the right to request information about the type of equipment to be installed.
2. Only white lights and cameras are allowed.
3. Solar or hard-wired equipment may be installed; however, hard wired equipment must be installed by a licensed electrician.
4. Motion lights should be considered since they are more energy efficient.
5. Lights and cameras may NOT be attached to the siding or roof of buildings.
6. The lights may not be placed where they shine into the windows of another unit.

Standards & Guidelines - Other Exterior Additions

1. **Retractable Canvas Awnings:** Requests will be considered for 2-story town homes only. If unit is sold, the awning may remain if buyer agrees; otherwise, it must be removed and the building repaired to its original condition (filling holes and repainting any portion disturbed by the installation).
2. **Pavers at back-door entrances:** Paver installation plans must be approved by the Architectural Standards Committee and the installation must not be a permanent installation with poured concrete or permanent grout (i.e., it must be removable and restorable to its original condition).

Standards & Guidelines – Handicap Ramps and Walkways

The AECA recognizes that residents will sometimes require modifications related to mobility or other health issues. Owners who wish to construct handicap ramps or walkways to provide accessibility for unit residents must first obtain approval from the AECA Architectural Standards Committee and the AECA Board of Directors. Approval will be granted to reasonable modification requests that meet the following criteria.

- The unit owner must provide evidence of need of the proposed modification(s).
- All costs of construction and maintenance related to modifications of common elements or limited common elements will be the responsibility of the unit owner.
- A licensed contractor must be used to construct any ramp or walkway or to modify any existing common hardscape elements, and proof of licensing must be submitted for final approval.
- The Owner is responsible for complying with governmental codes and regulations related to this modification and Board approval does not constitute waivers or approval to lessen those requirements.
- Ramps and walkways must be designed for appropriate drainage to prevent water from pooling or flowing toward any condo structure.
- The contractor should review the AECA Contractor Guidelines and sign to acknowledge acceptance of the guidelines.