

ADDITIONS AND OUTBUILDINGS POLICY GUIDELINES

These Policy Guidelines apply to 1) Additions to existing structure, 2) Construction of free-standing structures where permitted by the covenants, and 3) Alterations to a currently existing structure where the external appearance of the structure is changed in any way.

Definitions

A. **Structure** For purpose of the Greenbrier covenants and variances therefrom, a structure is defined as any element of construction – not excluding major landscaping – that by reason of its size, placement on the property, components, use and/ or appearance, a reasonable Greenbrier property owner knows, or ought to know, would materially alter the character of appearance of their property, its compatibility with the neighborhood, and/ or the use and enjoyment of nearby properties. This definition applies to buildings, equipment, landscaping objects whether imported or built on site, whether erected or assembled, and whether intended to be temporary or permanent. All structures shall meet current building codes and hurricane standards.

B. **Addition** An addition is defined as any change that extends the foundation, exterior walls or roof line of an existing building. Examples: new room, porch, garage or deck, or the addition or modification of dormers, doors, or windows.

C. **Outbuildings** An outbuilding is defined as any structure not directly attached to the house; it is free-standing. Examples of outbuildings include a storage building, workshop, or lawn/ utility shed (see Shed Policy). This would also include landscape structures if as defined above.

D. **Conversion** A conversion is defined as changes to an existing structure that affect the external appearance of the structure such as converting a screened porch to an enclosed room. It should be noted that the covenants restrict the conversion of a garage to other uses.

Guidelines

A. **Foundations** All additions must be constructed with foundations that have brick facing identical to that on the existing structure. Outbuilding structures must be constructed on permanent foundations, as defined by the building codes and the foundation must have brick facing matching the house. Floors should be concrete or equal material.

B. **Materials** Brick, siding, roofing, trim, soffits, windows, doors, gutters, downspout, and other exterior materials shall be an extension of the same materials, design, type, and color as the house. The brand, color and composition of the existing materials and the materials for the proposed structure shall be specified on the Application. Substitutes, if necessary, must match existing materials.

C. **Architecture** The architecture of the proposed structure must be in harmony with the general architecture of the house. Roof lines shall be at or close to those of the house. Flat, gambrel, or pent roofs, or roofs less than 6/12 pitch are NOT permitted. Siding alignment shall be horizontal unless house alignment is vertical. Otherwise, it shall be brick to match house. Storage structures, lawn/ utility sheds, or workshops shall not exceed one story in height.

D. **Site Plan** A site plan shall be submitted showing all setbacks, conservation areas, easements, and locations of present and proposed structure. The location of the proposed structure shall consider the

topography, trees, and impacts on neighboring properties, such as view, harmony, drainage, etc. An outbuilding shall be sited to minimize its visibility from the street and its effects on neighbors. The location of the proposed structure shall be staked, and the trees to be removed marked. Easements and setbacks must adhere to provisions set forth in the covenants and deed to the property.

E. Building Standards

1. Builder and Property Owner must have an approved Site Plan and Building Permit (as applicable) before commencing clearing or construction activity on the subject property.
2. Access to the lot for any clearing/ construction activity must not interfere with road drainage or contaminate the roadbed. Any damage to the curb or street is the responsibility of the Builder and Property Owner.
3. Trees larger than six (6) inches in diameter at height of twelve (12) inches above the ground require prior approval before removal.
4. All debris from any lot clearing/ construction activity must be hauled away. Burying of debris is unacceptable.
5. Approved building materials are brick, solid wood, Hardie Plank, or vinyl. Plywood siding or equivalent panel products are unacceptable.
6. Decorative ornamentation on roofs, such as weathervanes or scalloped eaves, is not acceptable.
7. All signs including, but not limited to Builder, Contractor, Realtor, Realty Financing, etc. must meet the Sign Guidelines.
8. All reasonable efforts shall be made to locate exhaust vents and vent pipes on the backside of the roof of the structure.

F. Lot Preparation The clearing of all building lots in Greenbrier must be reviewed and approved by the Architectural and Covenant Committee (ACC) and the Greenbrier Property Owners Association (GPOA) prior to any tree removal or other construction activity. The following guidelines are intended to help the contractor in the preparation of the lot for inspection by the ACC or the GPOA which will lead to approval and authorization to begin lot clearing and construction:

1. Clear all lot lines of undergrowth (do not cut trees) and mark all corners of the lot with surveyor's stakes and flags. The lot lines should be clear enough to walk the line unimpeded, and the surveyor's pipes marking corners should be exposed to view.
2. Locate the position of the proposed structure on the lot and mark each corner with a stake and orange flagging tape. Clear brush from the footprint as necessary (do not cut trees).
3. If driveway extension is planned, locate its position and mark it with stakes and orange tape. Clear brush from the footprint as necessary (do not cut trees).
4. If a drain field is required on the lot, mark its location with stakes and orange tape. Clear brush from the drain field footprint, as necessary.
5. If there are any other stand-alone features on the lot, mark them in the same manner as above.
6. Place orange flagging tape around every tree to be removed. Trees larger than six (6) inches in diameter at height of twelve (12) inches above the ground require prior approval of ACC and/ or GPOA for cutting. Trees six (6) inches in diameter and smaller may be removed at the discretion of the Building Contractor and the Property Owner.

7. It is the contractor's responsibility to tell the logger that he may cut only those trees wrapped with orange tape and trees smaller than six (6) inches in diameter. Any trees cut that are not marked and approved by the GPOA are subject to replacement.
8. Document the number of trees larger than six inches in diameter that will remain on the lot after clearing is completed. Show general location of these trees on plat copy.