**Lakeside Village Parcel Owners Association, Inc.**

**Architectural and Community Standards Guidelines**

The following architectural guidelines have been approved by The Board of Directors (The Board) of the Lakeside Village Parcel Owners Association (The Association). The guidelines are protective rather than restrictive. They are designed to enhance the quality of life for individuals living within The Association by protecting your property values and personal safety.

These guidelines address a broad range of modifications/improvements to Parcels for which the Parcel Owner must submit an application to the Architectural and Community Standards Committee (ACSC) for Board concurrence/approval. It is not intended to create, nor should it be construed to constitute, a contract between The Association and the Parcel Owner. The policies and procedures apply to all Parcel Owners and any cohabitants. Applicable Federal, State, and County law or ordinances will prevail where it conflicts with any provision of these guidelines.

If you have any questions about planned work on your Parcel, please contact the ACSC at [acsc@homelakeside.com](mailto:acsc@homelakeside.com) **before** proceeding further.

The ACSC are required to perform the following responsibilities:

* Review Improvement Request Forms and supporting documentation submitted by Parcel Owners for work to their parcels.
* Inform The Board of the ACSC determination on requests. The Board will review the determination and may return to the ACSC for further action.
* As an agent of The Board, conduct periodic inspections to determine compliance with the architectural and community standards.
* Update architectural and community standards guidelines, subject to confirmation by The Board.
* Adopt procedures for the exercise of its duties.
* Maintain complete and accurate records of all actions taken.

Parcel Owner Procedures:

Parcel Owners should first consult the Permanent Declaration of Covenants, Conditions and Restrictions of the Lakeside Village Parcel Owners Association before requesting improvements or changes. Parcel Owners must submit an “Improvement Request Form” prior to any work commencing on their lot. The request must state the details of the intended change, improvement, or addition. Attach plans, diagrams, samples, and pictures to more clearly describe the project. If a variance may be required, ensure that this is clearly stated in the application. No work may begin until the Parcel Owner receives written approval from The Board.

Liability: The Parcel Owner is solely responsible for the validity and accuracy of the plans submitted for review by the ACSC. The ACSC is not responsible for errors or omissions in the plans and specifications reviewed or approved. The Association is not an architect, contractor, or engineer, and makes no warranties, expressed or implied, regarding the accuracy, completeness, fitness for a particular purpose, reliability or suitability of this data. Furthermore, the Association disclaims any liability associated with the use or misuse of these plans and specifications. In utilizing and/or relying on these plans and specifications, the Parcel Owner fully assumes any and all risks associated with this information. Parcel Owners should engage such architects, contractors and/or engineers as may be necessary to review and confirm that plans and specifications are satisfactory, suitable for the Parcel and in compliance with all applicable laws and engineering standards. Georgia and Union County minimum code standards must always be met. <https://www.unioncountyga.gov/building-development/building-inspection/>

Typical, but not limited to, projects requiring a written application include:

Anything requiring a Building Permit from the Union County Building & Development Department. <https://www.unioncountyga.gov/building-development/building-permits/> .

Anything which is inconsistent with the existing design features of the village.

Any work protruding into the ten (10) foot parcel setback.

Any parcel work which affects stormwater retention or runoff including tree removal.

Fences or boundary hardscapes.

Any outbuilding, yard feature, fire pit, or corridor.

Substantive changes to exterior roofing or siding material.

Deck, porch, sun porch and/or sun room, and gazebos.

Enclosure/modification/removal of existing structures.

Any work, addressed in The Association legal documents, requiring approval.

Request Flow: Parcel Owner submits completed Improvement Request Form to ACSC electronically at [acsc@homelakeside.com](mailto:acsc@homelakeside.com) → ACSC reviews the request (ASCS may contact Parcel Owner as needed) → ACSC forwards request to The Board with ACSC decision → The Board reviews the ACSC decision → The Board either affirms the ACSC decision or returns to ACSC for additional action → Board decision will be completed and sent to Parcel Owner.

NOTE: If any change, improvement, or action in variance from these guidelines is taken prior to written approval by The Board, the Board has the right to require the Parcel Owner to restore the Parcel to the condition prior to the unauthorized alteration. This restoration and all associated costs will be directly assessed to the Parcel.

Considerations:

Plans for all structures must be submitted to the ACSC for review.

If required, the Parcel Owner must post their building permit from Union County.

The creation of harmful noise (in excess of 80 dB) is limited to the hours between 09:00 and 18:00.

Once ground is broken on any project, said project should be completed within six (6) months.

All work is to be done in a professional manner and the site cleaned up after each day's work. Waste generated from the project cannot be placed out with regular household waste for collection.

One (1) approved outbuilding may be erected upon a Parcel in the approved location for storage, utility, or garage purposes. These structures are non-habitable space.

All improvements shall be permanent in nature and all materials shall be comparable to and compatible with the finished exterior building materials used in construction of the main dwelling.

All dwellings, related improvements, and appurtenances shall be fully finished on the exterior, with no exposed or unpainted foundation, concrete blocks, siding or other unfinished building materials.

Any ground disturbance requires a Parcel Owner to first have all underground utilities identified & marked by contacting <https://www.georgia811.com/> to generate a service ticket. The Parcel Owner shall be responsible for any required repairs as a result of any ground disturbance/activity.