

**WINSHIP FARMS HOMEOWNER ASSOCIATION**  
**ARCHITECTURAL CONTROL COMMITTEE**  
**PROCESS MANUAL**

**April 2024**



## **For the Homeowner**

The Winship Farms Subdivision is a covenant-controlled community. Being a covenant-controlled community, means that as a homeowner in Winship Farms, you and your neighbors have agreed, through the purchase of your home, that any changes, repairs, and maintenance to its exterior, will be governed by the Declaration of Covenants, Conditions, Restrictions, and Easements for the Winship Farms Subdivision (Declaration), as filed with the Cobb County Superior Court.

The Winship Farms HomeOwners Association is governed by a Board of Directors, consisting of subdivision homeowners who have volunteered to serve on the Board. The Board has a standing committee, the Architectural Control Committee (ACC) that is charged by the Board and by the Declaration to oversee the covenants. The Association also employs a property manager, Douglas Property Management, who assists the Board with covenant oversight. The Board is always seeking volunteers who may wish to serve on the Board or its various committees including the ACC. Please contact any Board member.

The Declaration provides that for additions and changes to the exterior of the home and lot, a homeowner will need to request approval for the modifications from the Architectural Control Committee (ACC) of the Association. The Declaration also has a Community Standard provision that requires that the homeowner will provide for the maintenance and repair of the exterior of their home and the lot including landscaping. The Declaration and Bylaws of the Association are posted on the Winship Farms and Douglas Property Management websites.

[www.winshipfarms.com](http://www.winshipfarms.com)

[www.dpm-re.com](http://www.dpm-re.com)

### **Making changes or additions to the exterior of the home or lot**

A homeowner will need to request approval from the ACC if they wish to make changes to the exterior of the house or the lot itself. Examples of the activities that require approval:

- Painting the exterior of the home including siding, brick, fascia, exterior doors, garage doors and shutters. The ACC may request the homeowner to provide samples of the requested paint color either separately or viewed on the house or structure itself.
- Replacing or repairing the roofing of the home. All roofs shall be black, charcoal blend or weathered grey wood fiberglass shingles.
- Changing or replacing entrance doors, garage doors, windows, adding or replacing screens and side window shutters.

- Maintenance and replacement of Mailboxes, of which the size, shape, post, and color is specified by the ACC. The Association has available to the homeowner the approved paint color if repair or painting of the post is needed.
- Removal of live trees over 6” in diameter, or redbud and dogwoods 2” in diameter requires approval of the ACC.
- All fences being installed, with respect to design and location, must be approved by the ACC. Modification or changes of existing fencing also requires approval.
- Recreational and playground equipment that may be visible from the street will require approval of the ACC. An exception is basketball goals.
- Landscaping changes to the existing terrain and natural features of the lot. Bermuda and zoysia grass are the type of grasses allowed.
- Driveway changes must be of concrete or other materials as approved by the ACC.

Approval or inquiry should be made to the ACC to determine if approval for the exterior change or repair is needed. The form for the ACC request is provided on the Association’s and property manager’s websites. The ACC has 15 days to approve or deny the request and may establish a time period by which the project must be completed.

### **Maintenance and repair**

Winship Farms has a Community Standard requirement under its covenants for a homeowner. This means that a homeowner is expected to maintain and repair the exterior of their home and structures, including landscaping, fencing, driveways, and the home itself. Examples of the maintenance and repair may include the following:

- Painting of siding, fascia, exterior doors as needed,
- Repair and replacement of windows, window screens and shutters,
- Roof replacement and repair for missing shingles,
- Removal of non-working antennas,
- Landscape maintenance including mowing, weeding, pruning of trees and bushes, mulching, the covering of bare spots and the removal of dead trees and shrubs.

If the property management company or ACC believes that you have an ACC violation you will receive a letter or email from the property management company or ACC requesting that you correct the violation. If you need time or have extenuating circumstances you may appeal to the ACC as a whole, or the Board of Directors at its monthly meeting with respect to the violation.

**FORM should be emailed/mailed to  
Douglas Property Management CO  
Winship Farms HOA  
Attn: Jay Brack  
Douglas Property Management  
120 Arnold Mill Park, Suite 400  
  
Woodstock, GA 30188  
770.926.3086 Office  
  
Email [ACC@DPM-RE.COM](mailto:ACC@DPM-RE.COM)  
  
[acc@winshipfarms.com](mailto:acc@winshipfarms.com)**

**WINSHIP FARMS**  
**REQUEST FOR ARCHITECTURAL REVIEW**

**Homeowner Name:**

**Winship Farm Address:**

**Mailing Address:**

**Phone:**

**Email:**

Pursuant to Winship Farms HOA Declaration of Covenants, Conditions, and Restrictions, Homeowner requests a review and approval to make certain changes to the Homeowners home/lot at the Winship Farms address referenced above.

Detail the changes, additions, or alterations that you are requesting. Include as necessary a detailed description, pictures, or drawings such that the Architectural Control Committee (ACC) of the HOA understands the changes you are proposing.

List the changes you are proposing, when the project is to commence, the timing to complete the project, and as necessary the materials, paint color or other modifications that are being proposed. Please be aware that the ACC may request samples of paint colors or materials being proposed.

**Changes, Additions, Alterations Being Proposed**  
**As needed, attach a separate sheet(s) describing the changes.**

**Signed**

**Date:**

**Note: Please do not commence any changes, additions, or alterations as proposed until you receive a response from the ACC or Property Manager for Winship Farms. Failure to adhere may result in monetary loss to you or a fine. The ACC makes no representations with regard to whether the submitted plans and specifications comply with the applicable zoning regulations, secure, and pay all permits, governmental fees, license, and inspections necessary for the proper completion for the work. Nor does the ACC give all notices and comply with all laws, ordinances, rules, regulations, and lawful order of the public authority bearing on the performance of the work.**

**Winship Farms Homeowner Association**

**Process Manual**

**Directions**

**For**

**The**

**Architectural Control Committee**

**(Edition 1 April 2024)**

**1.0 Introduction**

This document provides a summary of the key processes and procedures of the Winship Farms Architectural Control Committee (ACC). It is intended for use by the Winship Farms Homeowner Association Board (Board) and the ACC. The duties and responsibilities of the ACC are stated in the 1993

Winship Farms Declaration of Covenants, Conditions, Restrictions and Easements (CCRE) and subsequent amendments made in 1999 and 2011. Since September 30, 1999, the Board has utilized the First Amendment to the Declaration for the Winship Farms Subdivision as the primary source for its oversight of the covenants. It is through this amended CCRE, that Homeowners receive ACC approval to change the exterior of their home or be required to maintain landscaping and repair for the home/structures on the lots that they own. All members of the Winship Farms Homeowner Association and the ACC are volunteers. The ACC members and its chair are appointed by the Board.

Article II of the CCRE document states ***“The purpose of the ACC is to assure that the installation, construction, or alteration of any structure on any lot is in accordance with the standards determined by the Architectural Control Committee.”*** The ACC has the power and duty to approve or disapprove plans and specifications for any installation, construction, or alteration of any structure on any lot. Since 1999, and prior to that, the Board has delegated to the ACC the sending out of the initial notice of violations and a review of covenant compliance under Article VIII of the CCRE. The Homeowners’ Association, the ACC, or any homeowner shall have the right to enforce all restrictions, conditions, covenants, reservations, easements, liens, charges now or hereafter imposed by the provisions of the Winship Farms CCRE’s.

The CCRE provide in its introductory paragraph a Community Standard Provision for the maintenance and improvements of all homes in the Winship Farms Subdivision:

“Whereas the Association desires to provide for the preservation and enhancement of the property values in Winship Farms and for the maintenance of property and improvements thereon, and to this end desires to subject the residential real property described in Exhibit “A” to the covenants, conditions, restrictions, easements, charges, and liens hereinafter set forth, each and all of which are for the benefit of said property and each owner thereof:”

Thus, under the CCRE, each homeowner shall maintain or repair the structures on their lot including roofs, brick, siding, paint, stucco, gutters, windows, windows screen and shutters, fascia, chimneys, chimney covers doors, entryway, fences driveways and walkways.

Each homeowner shall maintain the lot and all landscaping improvements thereon in a neat and orderly condition consistent with the Community Wide Standard. Such maintenance shall include, without limitation, the following: prompt removal of all litter, trash, refuse, and waste; lawn mowing of the yard on a regular basis; pruning of trees and shrubs, if any; watering landscaped areas; and keeping the yard and garden areas alive. Turf, landscaping, and planted areas should be kept to the extent possible weed free.

## 2.0 **Key Processes and Procedures of the Winship Farms Architectural Control Committee**

Listed below is a summary of the key processes and procedures of the Winship Farms ACC:

1. **ACC is a Committee of the Board.** The ACC is appointed by the Board and under the CCRE is responsible for the execution of the requirements of the CCRE for Architectural Review and compliance. The Board of Directors of the Winship Farms Homeowner's Association has the final authority under the CCRE for the actions of the ACC.
2. **Membership of the Committee.** The ACC will be set at a minimum of three members and no more than five members of which the majority (2 or 3) must be Board members. The Chair of the ACC is appointed by the Board and must be a Board member.
3. **Tenure of Chair.** No Board member may serve no more than three consecutive Board years as chair at any one time.
4. **ACC Process Manual.** The ACC with the Board's approval will maintain for the ACC, the Board and homeowner a process manual. The manual will at a minimum provide homeowners with the requirements of the ACC and how the ACC will implement the covenants of the Association. The manual will be reviewed for revisions, if any, at least every two years.
5. **Requests for Architectural Review:** The ACC will receive written Requests for Architectural Review (RFAR) as submitted by homeowners. Included in the Appendix is the RFAR form to be submitted by a homeowner for approval. RFARS must be submitted through the property manager that has been hired by the Association currently Douglas Property Management. The Web portal at Douglas property management or can be sent via U.S. Mail to Jay Brack at Douglas Property Management. Pursuant to Article IX of the CCREs, the ACC will have up to 15 days to give written approval or disapproval to a HOA member for a written Request for approval. Failure of the ACC to give written approval or disapproval within 15 days shall result in an automatic approval by the ACC of such written request. All homeowner requests will have a time frame for initiation and completion. The ACC will have the discretion to again review the request if initiation of the proposed change has not been started within 90 days of the initial request. Upon approval by the ACC the homeowner will be notified either in writing or by email that the request with any requested modification by the ACC has been approved.
6. **Plans. Structure and Paint Samples:** The ACC may request plans showing the changes to the outside structure and sample materials for fencing, fascia and siding, Paint samples may be requested on actual siding or fascia of home for viewing by the ACC prior to approval.
7. **Property Inspections:** The ACC or its property manager will conduct periodic (at least once a quarter) visual inspections of homes and properties in the Winship Farms subdivision to ensure compliance with the provisions of the CCRE's. By means of these periodic inspections the ACC will identify any violations of the provisions of the CCRE's and notify homeowners of any deficiencies. No violation will be cited without a reference to the specific CCRE violation. All violations will be in writing to the Homeowner by the ACC. Homeowners will have 20 days (from the date that the ACC provides notice of a violation to a homeowner) to remedy the violation or provide a repair plan. The repair plan must be completed within 90 days from the date when the repair plan was due to be submitted to the ACC. The ACC will consider granting time extensions for unusual or extenuating circumstances. It is the responsibility of the ACC to determine if a time extension shall be granted.
8. **Responding to Inquiries from HOA Members:** The ACC is frequently contacted by HOA members with questions about improvements or modifications to property and structures in the Winship Farms Subdivision. The ACC members will respond promptly to such ad hoc inquiries and provide information as needed to both the homeowner and the Board. The ACC members will work in a neighborly manner with the intent to provide good service to our neighbors.

9. **Reporting:** The ACC in conjunction with the property manager will maintain a Master worksheet (Excel) available to all ACC members and the HOA Board that tracks RFARs received, and action taken by the ACC on such RFARs. The ACC will also provide a report to the HOA Board of Directors each month on the key activities of the ACC relating to RFAR approvals or disapprovals, Covenant violations and Ad Hoc inquiries from homeowners.
10. **Application:** The ACC will implement the RFAR and compliance with the CCRE in a manner that reflects the intent and written application of the CCRE. All HOA members will be treated in a fair and equitable manner per the requirements of the CCRE. ACC decisions, denials, approvals, and compliance applications will be provided in a transparent manner to the homeowner and to the Board. The confidentiality of the homeowner will be respected by the ACC in its processes.
11. **Violation Notices:** The process for notification of a violation will be as follows for correction by the owner.
  - a. Checklist notification to the Homeowner of the violation
  - b. Letter sent by US mail to the Homeowner formally informing them of violation.
  - c. A follow-up letter by US mail to the Homeowner notifying them that the violation has not been corrected or repair plan has not been submitted to ACC.
  - d. A written notification to the Homeowner that unless the violation correction is made that the Board may implement a fine, litigation or use of abatement to correct the violation.
  - e. Board decision/approval on next steps for implementing the recommendation of the ACC with respect to the violation.
  - f. In all cases of notification, the homeowner will be informed of the time for correction or submittal of repair plan prior to the next step, with the initial notification being 20 days.
12. **Appeal to the Board:** Exceptions or clarifications of the application of the RFAR and compliance with the CCRE will be brought to the attention of the Board for their notice or decision. Where a homeowner disputes the decision or review of the ACC, the homeowner will be allowed to appeal or address the Board directly. Any fines, litigation, or use of abatement in implementing the ACC processes will only be done so by and with the approval of the Board.
13. **List of Covenant Violation Items:** The table on the following section provides a list of the items that constitute violations of the Winship Farms HOA Covenants. During the periodic drive-through or walk-through inspections of the neighborhood, the ACC or its property manager will use the items in this table to determine if a property in the Winship Farms subdivision is not in compliance with the Winship Farms Covenants. The ACC will update this table at least once every two years in conjunction with the process manual update. Items in the attached table have been approved by the Winship Farms HOA Board of Directors and are referenced to the corresponding section of the CCRE for the violation.



**ACC  
Homeowner Owner Check List  
Covenant Violations**

<b>YARD/BEDS</b>		
SEC. 1		Business activities apparent or detectable (visible from the road). All Lots shall be restricted exclusively to single-family residential use.
SEC. 3 (d)		Stumps, trees, compost, rocks, or trash visible from street (applies to construction AND improvements on lots)
SEC. 3 (d)		No lumber, bricks, stone, cinder blocks, scaffolding, mechanical devices, or any other materials or devices used for building purposes shall be stored on any lot
SEC. 15		Live tree > 6” in diameter; (live dogwood or redbud > 2” in diameter) removed without prior written consent of the ACC.
SEC. 16		Grass/plants/trees- all grass, plants and trees must be trimmed to maintain an acceptable appearance.
SEC. 16		Front and side yards <del>to</del> must be sodded with Bermuda or Zoysia grass
<b>HOUSE/STRUCTURE</b>		
SEC. 5		All homes and other structures on the lot must be repainted when necessary to keep them in an acceptable appearance.
SEC. 5		The existing siding shall not be altered without prior approval of the Architectural Control Committee (ACC). The ACC may require samples of proposed siding material prior to granting approval.
SEC. 3 (g)		All GARAGES must have doors, and each garage door must be coordinated in design and color with the dwelling; the converting of a garage to a living area is not permissible
SEC. 4		Roofs: All roofs shall be black or charcoal blend or weathered wood gray fiberglass materials. The existing roofs on structures shall not be altered without the prior approval of the Architectural Control Committee. The ACC may require samples of any proposed roofing material prior to granting such approval.
SEC. 10		Existing doors, louvers, shutters, and window screens shall not be altered without prior approval of the Architectural Control Committee. The ACC may require samples of any proposed materials prior to granting such approval.
SEC. 11		All gutters and downspouts must be painted in colors approved by the Architectural Control Committee.
SEC. 17		Driveways and parking areas shall not be altered without the approval of the Architectural Control Committee.
SEC. 19		All garbage cans and wood piles shall be screened and must not be visible from any street appurtenant to the front of any lot.
SEC. 20		All air conditioning compressor units visible from the street shall be screened by approved fencing or plantings of a density and height to effectively hide the unit.
<b>EXTERIOR LIGHTING</b>		
Sec. 14		Exterior lighting or alteration of exterior lighting must be approved by Architecture Control Committee (ACC).
<b>FENCE</b>		

SEC. 18	All new fencing or alterations to fencing must be approved by the Architectural Control Committee regarding design and location. Fences shall be a minimum of four (4) feet and a maximum of six (6) feet in height; No chain link or cyclone fences may be placed on a property.
	showing; Fencing must be approved by ACC regarding design and location; No changes or modification to existing fence without prior ACC approval.
	Other:
<b>DRIVEWAY</b>	
SEC. 17	All driveways and parking areas must be paved with concrete or other materials approved by ACC. Driveways and parking areas shall not be altered without approval of the ACC.
<b>MAILBOX / POST / NUMBERS</b>	
SEC. 3 (c)	Mailbox / Post / Numbers - needs replaced (standard USPS approved mailbox)
SEC. 3 (c)	Mailbox / Post / Numbers - Installation per USPS guidelines
SEC. 3 (c)	Mailbox / Post / Numbers - needs cleaning / paint refresh
SEC. 3 (c)	Mailbox / Post / Numbers - paint not in compliance (paint per WF approved paint code)
SEC. 3 (c)	Post not in compliance (basic pressure treated wood post, must be plumb and level)
SEC. 3 (c)	Numbers not in compliance (2 sets of 4" black numbers, one set on each side of mailbox post)
SEC. 3 (c)	Plants not in compliance (plants, flowers, vines, or bushes cannot cover house numbers or be taller than 21")
	Other:
<b>VEHICLES</b>	
SEC. 27	Vehicle w/commercial writing on exterior visible from street or other lots
SEC. 27	Truck (w/more than four wheels), trailer, trailer house, boat, or RV visible from street or other lots without prior approval of the ACC
SEC. 3(f)	PARKING – vehicles may not be parked on a street or common parking lot for more than two consecutive periods (days or nights) without prior ACC approval.
	Other:
<b>TRASH CANS AND DEBRIS</b>	
Sec. 23	No rubbish or debris (of any kind) may be dumped, placed, or permitted to accumulated on any portion of an owner’s lot so as to render the same unsanitary, unsightly, or offensive.
SEC. 19	Trash receptacles/recycle bins not screened or visible from street view on non-collection days
	Other:

<b>MICELLANEOUS</b>	
SEC. 25	TEMPORARY SIGNS - unauthorized sign present on lot.
SEC. 30	Owners are required to abide by Cobb County leash law.
SEC. 33	Proposed and/or executed lease (with lessee names and phone numbers) not provided to Winship Farms HOA Board
Request for Architectural Review (RFAR)	Unapproved change, addition, or alteration without (1) submission of written Request for Architectural Review (RFAR) and (2) written confirmation of ACC review and approval; Please DO NOT begin work until you receive written confirmation that your project has been reviewed and approved; ACC has fifteen (15) days to review and provide disposition of a submitted request. All projects reviewed by the ACC <i>after completion</i> to ensure compliance with the submitted request
	Other:

(ACC Form for Requested Change to Exterior of Home)

