



Architectural Guidelines

2021-2022

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I. GENERAL CONSIDERATIONS & REQUIREMENTS

A. **Architectural Guidelines**

The Highwoods Architectural Guidelines (“Guidelines”) have been prepared by the Highwoods Architectural Review Committee (“ARC”), in compliance with the Declaration of Covenants, Conditions and Restrictions for Highwoods of Madison (“Covenants”), in order to provide Highwoods property owners with a guideline for development, upkeep, and maintenance of their property. These Guidelines will ensure architectural compatibility and continuity while allowing for personal diversity within the framework of rules.

B. **ARC Approval**

i. Pursuant to Art. VIII, § 1(a) of the Covenants, “[n]o building, fence, wall or other structure shall be commenced, erected, placed, altered or maintained upon the Property, nor shall any exterior addition to or change or alteration therein be made until the proposed plans and specifications” have been approved by the ARC.

ii. Any property owner seeking approval of the ARC shall submit to the ARC detailed plans and specifications for the work to be performed showing the nature, kind, shape, height, materials, exterior color or finish, (plot plan showing the proposed location of such building or structure, drives and parking areas), landscape plan prepared by a Landscape Architect or a person trained in landscaping, who has been approved by the ARC prior to preparing the proposed landscaping plans, and a construction schedule. Any plans and specifications submitted to the ARC shall be in compliance with the rules, regulations, and building criteria adopted herein, the Covenants, and/or any applicable state / municipal ordinances or regulations.

iii. Property owners may submit the foregoing plans and specifications to the ARC as follows:

a. **Via Email**

highwoodsmadison@gmail.com

Subject Line: “ARC Approval for [address]”

OR

b. **Via U.S. Mail**

Highwoods of Madison – ARC
P.O. Box 2364
Madison, Mississippi 39130

iv. The ARC shall review the proposed plans and specifications for work to be performed and provide a written response, either via U.S. Mail, hand-delivery, or email, to the property owner within fifteen (15) days of receipt of the plans and specifications. The ARC may request additional time to respond, depending on the request. Any requests to expediate the review / response must be made by the property owner with the original submission.

The ARC’s written response shall consist of a copy of the plans and specifications being marked “Approved” or “Denied”. Approval shall be dated and shall not be effective for any work commenced more than six (6) months after such approval date. It is the Property Owners responsibility to keep and possess any “Approved” plans and specification. “Denied” plans and related data shall be accompanied by a reasonable statement of items found unacceptable.

v. If a property owner is not satisfied with the ARC’s decision, that property owner must appeal the ARC’s decision to the Highwoods Board of Directors within five (5) days of the ARC’s decision, with appeals being delivered as follows:

a. **Via Email**

highwoodsmadison@gmail.com

Subject Line: “Appeal of ARC Decision for [address]”

OR

b. **Via U.S. Mail**

Highwoods of Madison – Board of Directors
P.O. Box 2364
Madison, Mississippi 39130

vi. The Highwoods Board of Directors shall make a formal decision on the property owner's appeal within ten (10) days of receipt of the appeal. The decision of the Highwoods Board of Directors on the appeal is final.

vii. Denial of plans and specifications may be based upon any ground, including purely aesthetic considerations, so long as they are not arbitrary and capricious. Neither the Board of Directors nor the ARC shall be liable to a property owner or any other person on account of any claim, liability, or expense suffered or incurred by or threatened against a property owner or such other person arising out of or in any way relating to the subject matter of any reviews, acceptances, inspections, permissions, consents, or required approvals which must be obtained from the ARC or public authorities whether given, granted, or withheld.

II. GENERAL RESOLUTIONS

- A. **Landscaping Requirements:** All residences shall have landscaping appropriate to the lot.
- B. **Tree Survey:** Plans and specifications must include identification of those trees on the property that are to be removed due to proposed work.
- C. **Excavation & Fill:** Plans and specifications must indicate all changes in all original elevation contours as a result of the proposed work.
- D. **Service Yards:** Each property owner must provide receptacles for garbage in an approved landscaped or fenced-screened area which is not visible from the street or roadway.
- E. **Mechanical Equipment:** No mechanical equipment such as filter systems for a swimming pool, compressor units, heat pumps, or other similar type equipment shall be located in such a way as to be visible from the facing or front street, or from public view or from the property owners.
- F. **Design Duplication:** A property owner shall not substantially duplicate the exterior elevation, in design, or architecture of any other dwelling existing on the same street in the subdivision.

- G. **Garage:** Each single-family dwelling shall have an attached garage accommodating not less than two (2) automobiles. All garages shall be finished inside and shall be equipped with automatic overhead doors.
- H. **Accessory Buildings:** Portable Buildings or similar structures are prohibited from any residential lot. Gazebos, pool houses, or similar structures may be constructed with approval from the ARC and are not considered to be accessory buildings.
- I. **Temporary Structures:** No structure of a temporary nature, tent, basement, shack, mobile home, garage, barn, or other out-buildings shall be permitted.
- J. **Maintenance:** Each occupant will maintain the appearance of his residential lot in a high-quality condition. Grass, weeds, and vegetation on each residential lot shall be kept mowed and trimmed at regular intervals by the property owner. Trees, shrubs, and plants which die or become severely diseased shall be removed promptly from all residential lots.
- K. **Landscaping:** The removal of any trees or the altering of the natural features of landscape, terrain, and view on residential lots or within any setback area is prohibited unless previously approved by the ARC.
- L. **Clotheslines:** No clotheslines shall be erected or maintained on any residential lot.
- M. **Motor Vehicle Repair:** No motor vehicle may be repaired (except for emergency repairs) on any lot, street, or Common Parcel within the subdivision. Emergency repairs shall not exceed three (3) days without ARC approval.
- N. **Common Parcels:** The Common Parcels shall be kept free and clear of all garbage, rubbish, debris, and other unsightly material. The placement of such material by owners of residential lots on the Common Parcels is strictly prohibited.

III. COMMUNITY ELEMENTS - GUIDELINES & STANDARDS

The intent of the following standards is to ensure a continuity of specific elements at the streetscape. These guidelines and standards are derived from the Covenants, prior Architectural Guidelines, and upon due consideration and analysis by the ARC.

- A. **Setbacks:**
 - Side 10' Side 30' Adjacent to Street
 - Front 40' House to Property Line
 - Rear 25' House to Property Line

- B. **Minimum Square Footage Requirements:** The minimum interior, heated, and finished floor area is 2,000 square feet for a one-story dwelling, no less than 1,400 square feet for the first floor for 1 ½ to 2 stories. The second floor of a two-story residence must have bathing and bedroom accommodations. The second floor shall be a minimum of 600 square feet so that in no case the total living area or dwelling be less than 2,000 square feet. Porches, decks, open areas, and garages are excluded from the 2,000 square feet.

- C. **Exterior Walls of Residence:** Exterior wall surfaces of each Residence are limited to the following materials: (1) brick, (2) stone, (3) stucco, and (4) wood siding.
 - a. Plans and specifications related to exterior wall surfaces that request use of vinyl siding will be denied.

 - b. Brick should be selected from one of the following five choices:
 - (1) common red brick may be used only when the surface is to be painted or peeled, (2) Old Carolina, (3) St. Joe, (4) Bickerstaff, and (5) any brick, including old brick, approved by the ARC.

- D. **Doorways & Exterior Entrances:** All exterior doors shall be either solid wood paneled or steel paneled insulated doors (painted). Sidelights and/or transoms are suggested at the front entrance doors. Storm doors are not allowed on the front entrance doors.

- E. **Paint:** Exterior paint colors shall be subject to approval of the ARC.

- F. **Chimneys:** All chimneys shall be of masonry or manufactured prefab metal construction. No exterior wood clad or metal stocks are allowed. The exterior portion of the stack may be treated in any of the following ways: (1) painted brick, (2) natural brick, (3) stone veneer, or (4) stucco clad.
- G. **Windows:** All windows shall be no less than double-pane insulated wood or aluminum. No horizontal windows will be allowed. The intent of this requirement is to create a more traditional design.
- H. **Roof Shingles:** Roof shingles shall be a minimum of 30-year architectural shingles, with the design and color to be approved by ARC.
- I. **Gutters / Downspouts:** The color, design, and location of gutters and/or downspouts from same shall be subject to approval of the ARC.
- J. **Drainage & Runoff:** All runoff of storm water from the roof of each residence shall be directed to the front and/or rear of the property. In situations where the roof pitch forces water in the direction of adjacent property, drainage swales or drainage pipe must be utilized to ensure runoff is directed to the front and rear of property. Gutters should be used to minimize roof water runoff in such instances.
- K. **Garage Doors:** Garage doors may be either steel or wood construction. The door shall be panel design. The color and design of garage doors is subject to ARC approval.
- L. **Antennas:** No television antenna, satellite dish, radio receiver, or similar device shall be attached to or installed on any portion of the Property, unless contained entirely within the interior of a building or other structure, nor shall radio or television signals nor any other form of electromagnetic radiation be permitted to originate from any Lot which may unreasonably interfere with reception or other signals within the Property; provided however, that should adequate television reception not be otherwise available, then an owner may make written application to the ARC for permission to install a television antenna.
- M. **Lights:** The design and location of landscape lighting fixtures shall be subject to the approval of the ARC. Neither these nor any other

illumination devices, including but not limited to Christmas ornaments, shall be located anywhere on the structure or grounds of any Lot in such a manner as to adversely illuminate or affect the nighttime environment of any adjoining Property.

- N. **Public Sidewalks:** Sidewalks located in the street right-of-way (R.O.W.) shall be two (2) feet behind curbs and constructed of four-inch (4") thick 3000 psi concrete, forty-eight inches (48") wide, with a washed aggregate concrete finish. Doweled expansion joints shall occur at intervals not exceeding twenty feet (20'). Provide contraction joints at five-foot (5') intervals.
- O. **Mailboxes:** Mailboxes shall be located in the right-of-way (R.O.W.), shall be purchased, installed, and maintained by the property owner of each lot upon receiving final approval of plans from the ARC. The mailbox shall be placed no more than ten feet (10') off the main entrance drive. The type and design of the mailbox must match the existing mailboxes in the subdivision.
- P. **Driveways:** All driveways shall be washed aggregate concrete. All parking areas outside of the garage and within the driveway shall provide, in addition to parking spaces, adequate space for the movement of vehicles.
- Q. **Vehicles / Parking:**
 - 1. No mobile home in excess of ten feet (10') in height, tractor, truck (other than pickup trucks), or commercial vehicles of any type shall be placed, stored, maintained or operated upon on any Lot or any other area of the Property at any time, either temporarily or permanently.
 - 2. Each Owner shall provide for parking for at least two automobiles for each Lot owned.
 - 3. All automobiles owned or used by owners or occupancies other than temporary guests and visitors, shall, as far as possible, be parked in enclosures which screen the automobile from street view.

4. Overnight parking or storage of recreational vehicles (including campers, boats, watercraft, ATVs, motorcycles, bicycles, go-carts, or any other related forms of transportation devices), trailers, and sports equipment shall be in garages or appropriately screened enclosures designed for such parking in order to conceal them from view from the road and adjacent properties. Each Property Owner shall provide an enclosed garage or screened area to serve as a storage area for any such items and any plans for such storage areas (including size, design, texture, appearance, and location) must be approved by the ARC prior to construction.

- R. **Walkways:** Walkways should be constructed in a manner similar to that selected for the patios or driveways to ensure continuity.

- S. **Walls & Fences:** The Homeowner's Association has constructed portions of the fence along Rice Road, none of which is to be altered or removed. Fencing of any material in all areas will be subject to approval of the ARC. All walls or fences shall follow the criteria as shown with a minimum / maximum height of the fences to be six feet (6') respectively. The columns (posts) shall be a minimum of six inches by six inches (6" x 6") in diameter. Fences may be used in interior portions of the Property subject to ARC approval. All wood fence material shall be treated cedar, "good neighbor" type.

- T. **Retaining Walls:** If a retaining wall is used, it must be faced with one of the following materials: (1) stone, (2) brick, (3) landscape timber, or (4) crossties.

- U. **Fencing Swimming Pools:** All private residential swimming pools shall be screened from the street and constructed in the rear yard. The actual pool (not surrounding patio or deck) may not be built closer than fifteen feet (15') from either side yard lot line or fifteen feet (15') from the rear property line. A secure fence no less than six feet (6') high shall enclose the pool area. Spa units shall be screened from street view and constructed in the rear yard.

- V. **Patios:** Patios should be constructed of brick pavers, flagstone, slate, tile, washed aggregate-concrete, or other hard or natural surface and installed on firm subbase.

- W. **Decks:** Decks are recommended to be of all treated wood construction using non-corrosive nails or screws.
- X. **Trash Container:** Each property owner shall purchase and use trash containers. When not at the street on trash pick-up days, trash containers shall be fully concealed by either a fence or in the garage.
- Y. **Signs:** Except for uniform mailboxes and house numbers approved by the ARC and such signs as may be required by legal proceedings, no signs or advertising of any kind shall be maintained or permitted within any windows, on the exterior of any windows located within the development or elsewhere or any portion of the Property by anyone, including, but not limited to, the Property Owner, a Realtor, contractor, or sub-contractor.
- Z. **Pets:** No animals, livestock, or poultry of any kind shall be raised, bred, kept, staked, or pastured in or on any Residence, Property, Lot, or Common Area. Dogs, cats, birds, or other household pets are excluded from this section, except that these animals shall be kept and maintained in accordance with the rules and regulations adopted from time to time by the Board of Directors.