

Architectural Review Guidelines



Greenwood Fields Homeowners Association

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Introduction to the Architectural Review Committee

Greenwood Fields Homeowners Association (GWF HOA), Architecture Review Committee (ARC) is responsible for maintaining the Arts and Craftsman style architectural details and features of the homes in our neighborhood. As the GWF neighborhood grows and prospers and homeowners come and go, there will continue to be requests from homeowners to make changes, additions and renovations to their property.

ARC's goal is to provide homeowners with guidelines and support for making changes, additions, renovations, etc. to their homes. Our guidelines provide homeowners with a detailed step by step process to follow. ARC also provides support for homeowners by reviewing each homeowner's request for change and assisting them with their project. In the event a homeowner is seeking licensed contractors, ARC maintains a list of qualified contractors. A resource list of building and trades contractors and other service providers is available on the portal.

What approvals are required for my project?

PROJECT	Architectural Review Committee	Board of Homeowners Association	Town of Woodfin Permit	Buncombe County Permit
Exterior Paint	√	√		
Fence	√	√		
Deck (New, Extended, Covered, Not Covered)	√	√		√
Patio	√	√		
Building Addition	√	√	√	√
Accessory Building	√	√	√	√
Driveway	√	√	√	√
Retaining Wall (not part of foundation)	√	√		√
Landscaping, including parking extensions	√	√		
Hot Tub	√	√		√
Satellite Dish and Antennas	√	√		

What are the minimum architectural specifications for my project?

Minimum specifications are found in the Greenwood Fields Homeowners Association (GWF HOA) Covenants, Conditions and Restrictions, and in the ordinances of the Town of Woodfin and Buncombe County.

Exterior Paint¹

- Color is in harmony with existing structures

Fence²

- External design is in harmony with existing structures
- Will not obstruct vision of road and driveways and endanger safety of pedestrians or drivers
- May not be closer to the road than the front building setback (15 ft.)
- Must be constructed of wood, vinyl, or ornamental metal (no chain link, barbed, chicken wire, or similar)
- Shall not exceed 5 feet in height unless approved by the ARC
- Must have 3 horizontal cross pieces per section on a 5 foot or higher fence
- Located at rear and sides of dwelling; may not extend beyond the midpoint of either side of the dwelling towards front facing wall without GWF HOA Board approval
- Erected and maintained in a safe, sound and upright condition, and presents a uniform appearance
- All supporting members of the fence are located on the inside of the fence; finished side of fences and walls shall face adjacent properties

Deck (New, Extended, Covered, and Not Covered)³

- External design is in harmony with existing structures
- Any wood used must be decay resistant
- Picket spacing is maximum 4 inches
- Rail height is minimum 36 inches
- No aluminum flashing
- Lateral bracing is required on deck posts higher than 4 feet
- Zoning Compliance Permit is required from the Town of Woodfin
- Building Permit is required from Buncombe County

Patio⁴

- Design is in harmony with existing structures
- Plan includes location with respect to topography and final grade elevation

Building Addition⁵

- External design is in harmony with existing structures
- Zoning Compliance Permit is required from the Town of Woodfin
- Building Permit is required from Buncombe County

Accessory Building⁶

- External design is in harmony with existing structures
- Plan includes location with respect to topography and final grade elevation
- Only one accessory building per lot
- Shall have same style and color of roof shingle and same color, style, and material for exterior siding as main dwelling
- Siding shall be cement wood or wood product
- Exposed foundations and chimneys shall be veneered with brick stone or stucco
- In compliance with minimum yard setbacks (15' from lot line on street side; 5' on side; 10' in rear)
- Non-garage accessory buildings shall not exceed 100 square feet in size and the roof shall not project more than 2 feet beyond the line of any side wall
- Zoning Compliance Permit is required from the Town of Woodfin
- Building Permit is required from Buncombe County

Driveway⁷

- External design is in harmony with existing structures
- Plan includes location with respect to topography and final grade elevation
- All driveways shall be constructed of concrete, unless prior written approval of the GWF HOA is obtained
- Driveways requiring culverts and the intersection to street shall be installed to the specification of the North Carolina Department of Transportation and to the grade of the drainage ditch
- Permit is required by the Town of Woodfin to construct, reconstruct, repair, alter, or grade any driveway

Retaining Wall⁸

- External design is in harmony with existing structures
- Plan includes location with respect to topography and final grade elevation
- Permit is required by Buncombe County for retaining walls in excess of four feet.

Landscaping⁹

- Plan includes location with respect to topography and final grade elevation
- A fence, hedge, or wall shall not interfere with the vision of road and driveways and endanger the safety of pedestrians or drivers of vehicles

Landscaping (Parking Extension)¹⁰

- The pad design is integrated as landscaping into the homeowner's yard.
- Wood mulch is the **only** material that may be used for the pad. No rubber mulch, gravel, or stone may be used.
- Parking extension design and construction must include a border (i.e., treated lumber; landscaping rocks; plants).
- Parking pads along the street may not obstruct neighbor's driveway across the street.
- Homeowners are responsible for maintaining the parking pad as landscaping: no ruts, no weeds, no mulch in the streets, etc.
- Homeowners acknowledge that the Town of Woodfin will not be responsible for any damage by public utilities done to surfaces constructed in town easements by GWF homeowners.

Exception. Residents along Green Creek Loop may create parking pads across the street from their property under the following conditions:

- Homeowner requests permission from the board for a waiver to use the space.
- Homeowner agrees to the requirements for parking extension construction and maintenance.
- Homeowner acknowledges that the HOA will rescind permission if area is not maintained.

Hot Tub¹¹

- External design is in harmony with existing structures
- Electrical Permit is required from Buncombe County

Satellite Dish and Antennas¹²

- Allowable size is one meter (39.37”) or less
- Restricted to rear yard in compliance with setback requirements
- An antenna may not exceed the roofline of the dwelling

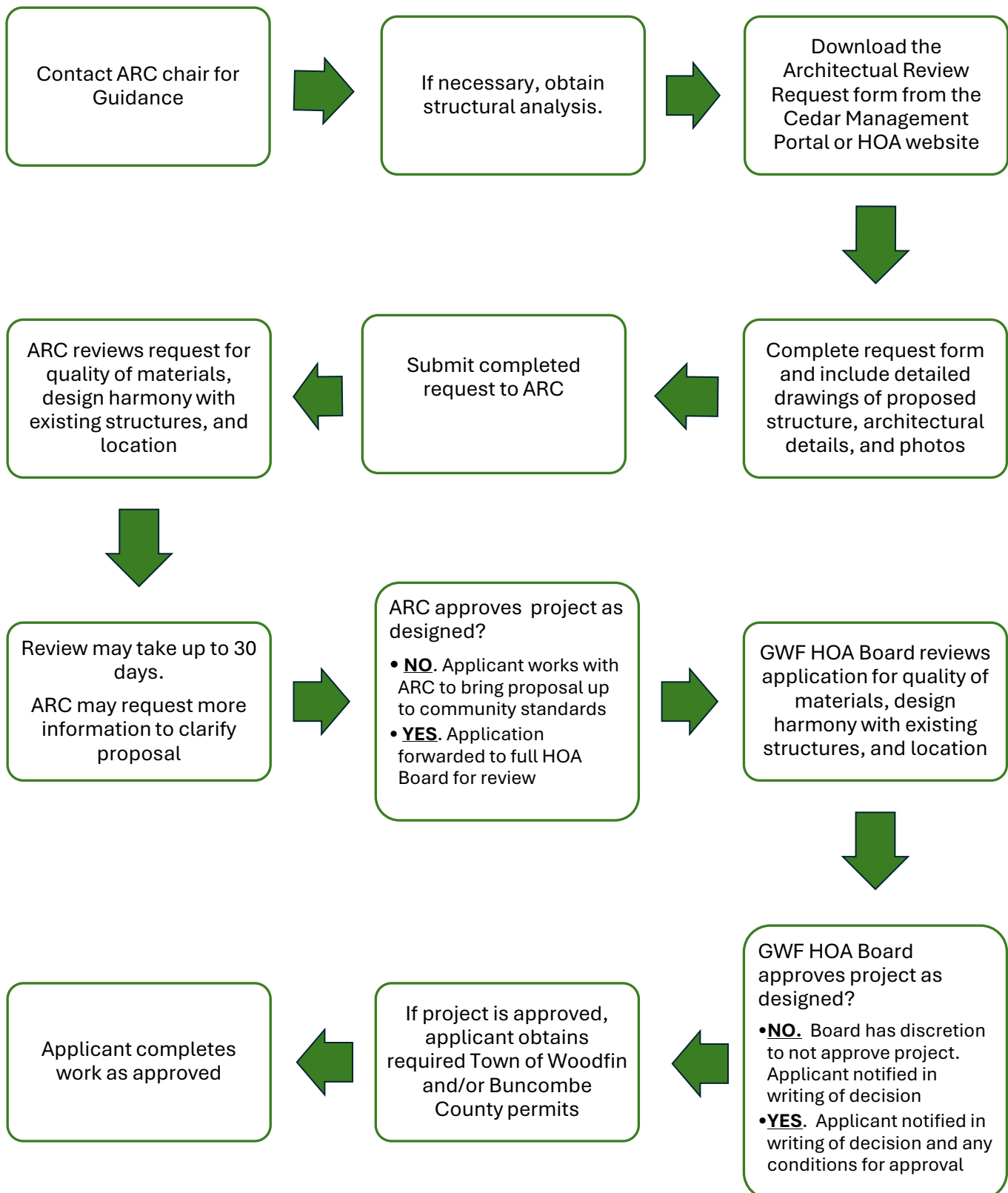
What is the Architectural Review Approval Process?

1. Architectural Review Committee (ARC) approval is required for any external improvements or changes such as but not limited to alteration of external appearance, landscaping, additions, accessory buildings, driveways, satellite dishes and antennas, fences, and retaining walls.¹³ The review process is illustrated on page 9.
2. Contact ARC chair (greenwoodfieldshoa@gmail.com) for guidance prior to completing and submitting the Architectural Review Request.
3. Under certain circumstances, the ARC may require a mandatory professional engineering structural analysis to determine if the proposed structural elements can sustain environmental forces such as high winds or flooding without failure or degradation of its supporting elements.
4. Based upon the ARC guidance, download and complete the Architectural Review Request form, found on the Cedar Management Portal under “Governing Documents” in the Documents Folder.¹⁴ The form is also available on the HOA website: greenwoodfieldshoa.com under “Governing Documents.”
5. Ensure that the request includes detailed, comprehensive engineering drawings of how the structure is to be built, incorporating necessary elements such as a design consistent with the dimensions of existing structures and architectural details which include but are not limited to foundations, flooring systems, wall systems, roof systems, windows and doors, specific types of materials to be used, and attachment methods to connect to the existing structure.¹⁵
6. Submit Architectural Review Request form, complete with necessary photos, drawings, and detailed plans to the ARC at greenwoodfieldshoa@gmail.com.
7. The ARC will review the application for approval of the following: quality of materials; harmony of external design with existing structures; and location with respect to topography and finish grade elevations.¹⁶
8. Once the completed request form and all required documents are received, the ARC has 30 days to respond. The ARC reserves the right to request more information to clarify the application.
9. If the application is not approved, the applicant may work with the ARC to bring the proposal into compliance with community standards.
10. If the completed application is approved by the ARC, the ARC forwards the application to the Board of the Greenwood Fields Homeowners Association

(GWF HOA). Approval by the ARC does not guarantee approval by the Board, which may, at its discretion, either approve or not approve of any plans and specifications for any reason.¹⁷

11. GWF HOA Board approval of the project does not guarantee approval by the Town of Woodfin or Buncombe County for projects requiring permits, including but not limited to additions, deck modifications, retaining walls, and driveways.¹⁸ Obtaining the required permits after Board approval of the project is the responsibility of the applicant.
12. If approved, construction is to be completed in conformity with the approved plans and specifications. If not, the GWF HOA Board is entitled to stop any construction which is in violation of these restrictions.¹⁹

Flowchart: Architectural Review Approval Process



References

- ¹ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8).
- ² *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Section 6. Setback Requirements (Page 9); Section 9. Nuisances and other Prohibitions (Page 10); Section 12. Sight Disturbance at Intersections (Page 11); Section 19. Fences, Mailboxes and other Outdoor Appurtenances (Page 12); Town of Woodfin Code of Ordinances, [Chap. 54, Article XI, Sec. 54-317. - Fences, retaining walls.](#)
- ³ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Buncombe County Permits and Inspections Forms and Reports, Residential Spec Sheet.
https://www.buncombecounty.org/common/permits/BuildingSummaryForm_Residential.pdf;
https://www.woodfin-nc.gov/departments/planning_zoning/index.php; Buncombe County Permits and inspections Forms and Reports, Residential Deck Permit Application.
<https://www.buncombecounty.org/governing/depts/permits/forms-reports.aspx>
- ⁴ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8).
- ⁵ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); https://www.woodfin-nc.gov/departments/planning_zoning/index.php; Buncombe County Permits and inspections Forms and Reports, Residential Addition Application.
<https://www.buncombecounty.org/common/permits/doc-central/residential/residential-addition.pdf>
- ⁶ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Section 5. Accessory Buildings (Page 9); Section 5 (b). Accessory Buildings (Page 9); Section 6. Accessory Buildings (Page 9); https://www.woodfin-nc.gov/departments/planning_zoning/index.php; Buncombe County Permits and Inspections Forms and Reports, Residential Detached Accessory Permit Application.
<https://www.buncombecounty.org/governing/depts/permits/forms-reports.aspx>.
- ⁷ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Section 13. Driveways (Page 11); Town of Woodfin Code of Ordinances, [Chap. 54, Article II, Sec. 42-29. – Driveways.](#)
- ⁸ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Town of Woodfin Code of Ordinances, [Chap. 54, Article II, Sec. 42-29. – Driveways](#); Buncombe County Permits and Inspections Forms and Reports, Retaining Wall Permit Application. <https://www.buncombecounty.org/governing/depts/permits/forms-reports.aspx>.
- ⁹ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Section 9. Nuisances and other Prohibitions (Page 10); Section 12. Sight Disturbance at Intersections (Page 11).
- ¹⁰ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Section 12. Sight Disturbance at Intersections (Page 11).
- ¹¹ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Buncombe County Code of Ordinances, Section 10, Article III, Division 3, Section 10-86 (e) Electrical Permit.
- ¹² *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 17. Satellite Dish and Antennas (Page 12).
- ¹³ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); Section 4. Dwelling Size (Page 8); Section 5. Accessory

Building (Page 9); Section 13. Driveways (Page 11); Town of Woodfin Code of Ordinances, [Chap. 54, Article II, Sec. 42-29. – Driveways](#); Section 17. Satellite Dish and Antennas (Page 12); Section 19. Fences, Mailboxes, and other Outdoor Appurtenances (Page 12); Town of Woodfin Code of Ordinances, [Chap. 54, Article XI, Sec. 54-317. - Fences, retaining walls.](#)

¹⁴ *Request for Architectural Approval*, Web Portal, Cedar Management Group.

¹⁵ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8); *Residential Spec Sheet*, https://www.buncombecounty.org/common/permits/BuildingSummaryForm_Residential.pdf

¹⁶ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8).

¹⁷ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8).

¹⁸ Buncombe County Permit Application, Residential Addition:

<https://www.buncombecounty.org/common/permits/doc-central/residential/residential-addition.pdf>;

Buncombe County Permit Application, New Residential Deck:

<https://www.buncombecounty.org/common/permits/doc-central/residential/residential-deck.pdf>;

Buncombe County Permits and Inspections Forms and Reports,

<https://www.buncombecounty.org/governing/depts/permits/forms-reports.aspx>; Town of Woodfin Code of Ordinances, [Chap. 54, Article II, Sec. 42-29. – Driveways](#).

¹⁹ *Greenwood Fields Subdivision Declaration of Conditions, Covenants, and Restrictions*, Article IV, Section 2. Architectural Control (Page 8).