

GARAGES/ CARPORTS

(See **ADDITIONS/ ALTERATIONS - MAJOR**)

GAZEBOS

General Considerations

The size and location of a proposed gazebo or similar structure and its relation to surrounding houses, properties, and open space will be taken into consideration when reviewed by the ARB.

Specific Guidelines

- These structures must be located in the rear yard. Their design including details, colors and materials must relate visually to the house.
- A gazebo should be integrated into its location by means of grading and landscaping as appropriate. If located on a deck, the size and design of the gazebo should be harmonious with that of the deck.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any accessory structures, patio/deck, fencing, and the proposed location of the gazebo, including any trees to be removed.
- Elevation drawings or manufacturer's illustration of the gazebo showing the dimensions, materials, and color.
- Photographs or illustrations of any exterior lighting.
- Where applicable, a planting plan indicating the proposed type and location of landscaping.

GUTTERS/ DOWNSPOUTS

General Considerations

No Application is required for replacement gutters and downspouts provided they match the color and design of the existing approved gutters and downspouts.

Specific Guidelines

- Gutters and downspouts shall match the color of the surface to which they are attached or the existing trim color of the house.
- Downspouts must be installed to grade. Extensions, including underground drain pipes, must be located so they do not adversely affect drainage onto any adjacent property.

Submission Requirements

- Drawings or photographs of the house marked to show the locations of the proposed gutters and downspouts.
- Catalogue photographs or manufacturer's illustrations showing the profile, dimensions and color of the gutters and downspouts.

HOT TUBS/ SPAS

General Considerations

Exterior hot tubs should be located so as to limit any adverse visual or acoustical impact on neighboring properties.

Hot tubs located on townhouse property will be reviewed on a case by case basis.

Specific Guidelines

- Hot tubs must be located in the rear yard, behind the house, and not more than 20 feet from the back of the house.
- Generally, hot tubs shall not protrude more than 3 feet above the adjacent ground or deck level.
- The exterior finish of an elevated hot tub should blend in with the exterior finish of the home, deck or patio to which it is attached.
- Screening with landscape material such as evergreen shrubs may be required to reduce the impact on adjacent property owners.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any fencing, patio/deck, and the proposed location of the hot tub including any vegetation to be removed.
- A manufacturer's illustration or photograph of the unit showing the dimensions, materials and color.
- Where applicable, a plan indicating the proposed type and location of fencing and/or vegetation for screening.

HOUSE NUMBERS

General Considerations

No Application is required for house numbers that meet the following specific guidelines. All other conditions must be submitted for review and approval.

The installation of numbers in attached housing (townhouses) and multifamily housing (apartments or condominiums) shall be in accordance with the approved project standards established by the builder.

Specific Guidelines

- House numbers should be Arabic numerals, located adjacent to the front door or garage, near or under a light for night time visibility.
- Numbers should be 3" to 6" in height and black in order to contrast with the light color of their background.
- Numbers must be clearly visible and must face the street named in the address.

Submission Requirements

- A drawing or photograph of the house numbers, including dimensions, material and color.
- A drawing or photograph showing the location of the numbers on the house.

LANDSCAPING (Plantings, Retaining Walls and Related Items)

General Considerations

Landscaping is an integral part of the overall image and character of the community, and should enhance the architecture of the house, the natural environment and general quality of the neighborhood. Landscaping is also the preferred means for providing visual privacy.

Approval is required for trees or shrubs planted in a row to create a barrier along a property line. Approval is also required for grading or significant structural elements such as retaining walls, landscape timbers, steps, paved walkways, etc.

Approval is not required for items such as planters no higher than 18 inches, vegetable gardens in the rear or side yard (except when facing a street) and individual trees or shrubs provided that such individual plantings do not create a barrier.

Approval is not required for small landscape-related elements such as bird feeders, bird baths, garden ornaments, statuary, etc. provided that such ornamentation is placed in the rear yard.

Specific Guidelines

- Trees and shrubs must be located so as not to obstruct significant views from neighboring residences or restrict sight lines for vehicular traffic.
- Plant materials shall be appropriate in character, habitat, species, eventual size, number, and arrangement.
- The planting of bamboo, kudzu or other invasive plants is prohibited since these plants can spread onto adjoining properties.
- Monolithic paving of yards, or covering yards with pebbles, stones or gravel as a primary design element is prohibited.
- Retaining walls should be as unobtrusive as possible and built to the minimum height needed.
- Retaining walls should be made of durable materials that are compatible in color and appearance with their environment. Depending upon the location, brick, pressure treated wood landscape timbers, pre-cast concrete blocks or natural stone may be appropriate. The top of the wall should be flat and level, and stepped to accommodate any grade change.
- Retaining walls must not create any adverse drainage problems.

LANDSCAPING (Plantings, Retaining Walls, etc.) - cont.

- Depending on their size, material and location, retaining walls may require landscaping to soften the visual impact of the wall.
- Landscape ponds must not exceed 18" in depth and must be located in the rear yard.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any accessory structures, fencing, patio/deck, and the proposed landscape area.
- A landscape plan identifying plant materials and sizes.
- For re-grading, retaining walls or terracing, show the existing and proposed grading.
- For retaining walls submit a description of materials and colors.
- Where structural elements are proposed, include drawings showing the design and details.

LIGHTING

General Considerations

An Application must be submitted for all changes to exterior light fixtures and for additional lights including security lights. No Application is required for the replacement of an approved light fixture with one that is substantially the same in type, size, appearance and lamp wattage.

Lighting for attached housing (townhouses) and multifamily housing (apartments or condominiums) shall be in accordance with approved project standards established by the builder and approved by the ARB.

Temporary lighting such as seasonal holiday lighting does not require an Application; however, such lighting should not be installed more than 30 days before the holiday and must be removed promptly at the end of the season.

Specific Guidelines

- The style and location of light fixtures must be compatible with the architecture of the house.
- Lighting must be a "white" color such as incandescent, metal halide, etc. High pressure sodium vapor (yellow-orange) lights are specifically prohibited due to their glare and poor color rendition.
- Generally, only one post light of 8 feet or less in height will be approved for each property. Post lights operated by photo cells are preferred.
- Security lights such as spotlights or floodlights should be selected and located so as to minimize their impact on neighboring properties and streets. Fixtures should be shielded (instead of a bare bulb) and mounted under roof eaves. Security light fixtures (floodlights) will not be approved as replacements for decorative post lamps or fixtures at entry doors.
- Wall packs or other high intensity fixtures are prohibited.
- Ground or tree mounted floodlights must have deep shields to effectively screen the light source from view and they should be carefully directed so that glare does not impact adjacent properties.
- Exterior fixtures should be "hard wired" so that there is no visible wiring or conduit.

LIGHTING – cont.**Submission Requirements**

- For site lighting, an existing site plan (minimum scale of 1"=30') showing the house, property lines, any accessory structures, driveway, sidewalk, fencing, significant vegetation, easements and the location of the existing and proposed (new or replacement) lighting.
- Photographs showing the house marked with the locations of all proposed lighting.
- Catalogue photographs or manufacturer's illustrations of light fixtures, including dimensions, wattage, type of lamp, finish and color.

MAILBOXES

General Considerations

Cluster mailboxes of a standard design will be provided by the developer if permitted by the Postal Department. If individual mailboxes are required, the specific guidelines below shall apply.

No Application is required for the replacement of an existing, approved mailbox or support post.

Specific Guidelines

- For single family detached houses, mailboxes shall be located at the curb immediately adjacent to the driveway. Curbside mailboxes should be black or dark brown on a single 4" x 4" wood post.
- Newspaper delivery boxes, where desired, shall be incorporated into the design of the overall mailbox support post. Where grouping of mailboxes is practical and desirable, such as at shared driveways, a suitable design shall be developed.
- Within attached (townhouse) and multifamily housing (apartments or condominiums), clustered mailboxes shall be simple in design visually unobtrusive, a single neutral color, and conveniently accessible to both residents and mail carriers.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, driveway, property lines and the proposed location of the mailbox.
- A photograph or drawing of the mailbox and post including dimensions, materials and colors.

PAINTING, STAINING and RE-SIDING

(See **COLOR CHANGES**)

PATIOS

General Considerations

The design, location and size of a patio shall be harmonious with the design and scale of the house and shall be appropriate for the size of the area in which it is to be located.

Modifications to existing patios must incorporate the same materials and detailing as the approved existing patio.

Specific Guidelines

- Patios shall be located in the rear or on the side of the house. Front or street-facing side yard patios are not permitted.
- Patios shall be designed as an integral part of the house and property and location should minimize any tree removal.
- Acceptable materials are concrete or concrete pavers, brick or flagstone.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- The location should provide reasonable visual and acoustical privacy for neighbors. Landscaping is recommended for screening.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, easements, any accessory structures, fencing, deck, and the location of the proposed patio.
- A plan to scale, showing the house and the proposed patio, dimensions, and an indication of materials.
- Detailed construction drawings of railings, steps, benches, etc.
- A landscape plan identifying plant materials and sizes.

PLAY EQUIPMENT (Swing Sets, Play Houses, etc.)

General Considerations

Permanent play equipment should be selected and located so as to minimize its visual and acoustical impact on adjacent properties. Design and location should take advantage of screening provided by existing vegetation.

An Application is **not** required for swing sets and play equipment **if**:

- Total height is **8** feet or less and length or width is **12** feet or less.
- Located at the rear of the house and within the lines defined by the sides of the house extended to the rear.
- At least **10** feet away from the rear or side property lines.
- Made of natural wood.

Specific Guidelines

- Play equipment must be located in the rear yard or the side yard where it will not be readily visible from the street. Play equipment is prohibited in front yards or in side yards that face onto a street.
- Equipment shall be no closer than 10 feet from a rear or side property line.
- Equipment shall be constructed of durable materials. Wood is recommended; metal or plastic equipment may be installed if finished in a solid color, preferably an earth tone color such as brown, green, gray, etc.
- If located in a visible location, play equipment may need to be screened by evergreen trees or shrubs to reduce the visual impact upon neighboring properties.
- Play houses/ structures must be no larger than 40 square feet and no taller than 8 feet. Colors and materials used should allow the structure to blend in with its surroundings. Landscaping may required to help screen the structure.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, easements, any fencing, patio/deck, trees, and the proposed play equipment.
- Photographs or illustrations including dimensions, materials, and colors.
- If equipment is to be constructed, provide a plan and elevation drawing, to scale, showing dimensions, materials, and colors.
- Where applicable, provide a planting plan with the proposed type and location of vegetation.

POOLS

General Considerations

The Applicant must demonstrate that their lot is suitable for a swimming pool. Some lots may be deemed unsuitable for a pool due to their size, shape, slope or location.

A pool's location must minimize its visual and acoustical impact on adjacent properties.

Specific Guidelines

- Swimming pools shall be located in rear yards as far away from adjacent residences as possible. Permanent pools may not be located in a front or side yard.
- Any permanent or semi-permanent pools must be in-ground facilities. Above ground pools except for children's small wading pools are not permitted.
- Mechanical equipment and other utility accessories must be located so as not to adversely impact adjacent neighbors.
- Fencing shall be limited to the immediate pool area and must comply with applicable guidelines for privacy fencing. Solid wood fences or metal picket fences, built to the minimum height required by code but no taller than 6 feet, may be permitted around swimming pools in rear yards for privacy or security. Such metal picket fences must have standard, straight, black or dark green pickets, 5/8" or 1" square, without ornamentation (see POOLS).
- Landscape screening may be required to reduce visibility from adjacent properties.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, easements, any patio/deck, fencing, significant vegetation, and the proposed location of the swimming pool.
- Detailed drawings of the pool to scale, including location of associated equipment, fencing and any lighting.
- Photographs or drawings of the proposed pool fence including dimensions, material and color.
- A landscape plan showing the location, type and size of proposed landscaping.

PORCHES

(See **ADDITIONS/ ALTERATIONS - MAJOR**)

RADON EQUIPMENT

General Considerations

Any radon exhaust piping, fans and related equipment should be located as discreetly as possible so as to minimize their visibility from the street.

Specific Guidelines

- Any above ground exhaust piping must be located on the rear or the side of the house, preferably next to a downspout and painted the color of the downspout, or placed vertically on the side of the house and painted to match the siding color.
- Any above ground equipment may need to be screened with plant material depending upon its visibility.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house and the location of any above ground equipment.
- A manufacturer's illustration or photograph of the equipment indicating its dimensions, color and material.

REMOVAL OF STRUCTURES OR LANDSCAPING

General Considerations

The removal of any existing building, major addition, fence, wall, major landscaping or other natural or structural element that changes the exterior appearance of the property must be approved by the ARB.

Removal of minor, less substantial additions such as basketball backboards, hot tubs, play equipment, sheds, etc. or such elements which do not affect the appearance of the property do not require ARB approval as long as the area impacted is restored.

Specific Guidelines

None

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, easements and the item which is being removed.
- Provide a clear written description, photograph or drawing explaining what is to be removed.

ROOFING

General Considerations

Roof material and color shall either match the existing roof color or be compatible with the other exterior colors on the house.

No Application is required for the replacement of existing roofing with roofing that is similar in material and color.

For attached housing (townhouses) and multifamily housing (apartments or condominiums), replacement roofing must exactly match the material and color of the original roof.

Specific Guidelines

- When replacing roofing, the entire house should be re-roofed at one time in order to maintain a uniform appearance.
- Replacement material must be similar in appearance and quality to the existing approved roofing.

Submission Requirements

- Photographs of the house showing the existing roof, and a sample of the material.
- The manufacturer, specific color identification and sample of the proposed roofing material.

SECURITY DEVICES

General Considerations

Any exterior security devices including alarms and security grills shall be selected and located so as not to detract from the architecture and appearance of the house.

Specific Guidelines

- Installation of window bars and grill-type security doors should be limited in number.
- Window security bars/ grills shall be black or painted the color of the window frame or associated trim.
- Grill-type security doors should be black or painted the color of the door behind them.
- Cameras and housings, alarms, speaker boxes, conduit and related exterior elements should be unobtrusive and inconspicuous. Such devices should be located where not readily visible and should be a color that blends with or matches the surface to which they are attached.

Submission Requirements

- Drawings or photographs of the house showing proposed locations of security devices.
- Catalogue photographs or manufacturer's illustrations of proposed window bars, grill-type doors, alarm systems and accessories including dimensions, material and color. Drawings showing custom design and details where applicable.

SHEDS/ STORAGE FACILITIES

General Considerations

Storage sheds must be located to minimize their impact on neighboring properties and to take advantage of screening provided by vegetation. On highly visible lots or small lots sheds may not be appropriate and may be reviewed on a case-by-case basis at the discretion of the ARB.

The addition of storage sheds in townhouses shall be in accordance with the approved project standards established by the builder for location, screening, etc. In the absence of defined project standards the following guidelines shall apply.

Specific Guidelines

- Only one storage shed is permitted on any property.
- Location in front or side yards is not permitted. For single family detached lots the storage shed must be located in the rear yard at least 10 feet from the nearest property line. If a more desirable location is available, such as the back of the lot in wooded areas, the ARB may consider this as an alternative location. Size is limited to no larger than 80 square feet and no taller than 7 feet to the top of the roof.
- For townhouses or other type of attached housing, sheds must be located in the rear yard, either against the house or against the rear privacy fence. Size is limited to no larger than 50 square feet and no taller than 7 feet to the top of the roof if located against the house, and no taller than 6 feet to the top of the roof if located against the fence.
- Sheds located against the house wall must be visually integrated with the house by means of materials, colors and details.
- Free-standing sheds should be screened from neighboring properties by landscaping.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any patio/deck, fencing, trees, and the proposed location of the shed.
- If pre-constructed, provide a catalogue photograph or manufacturer's illustration of the shed, including dimensions, materials, and colors.
- If the shed is to be constructed, include plan and elevation drawings, to scale, with dimensions, and samples of materials and colors. If built against the rear wall of the house, also include the house elevation showing the proposed shed.

SHUTTERS

General Considerations

No Application is required for the replacement of existing approved shutters with shutters that are similar in style and color.

New or replacement shutters for single family detached houses should be harmonious with the architecture of the existing house with respect to style, size, material and color.

The installation of new or replacement shutters in attached housing (townhouses) and multifamily housing (apartments or condominiums) shall be in accordance with the approved project standards established by the builder for type, location, color, etc.

Specific Guidelines

- New shutters should be applied to all windows on an elevation, on both sides of a window, matching the size of the window.
- Removal of existing shutters must be submitted for review and approval.

Submission Requirements

- An elevation drawing or photographs of the house showing the proposed location of shutters.
- Catalogue photographs or manufacturer's illustrations of the shutters including dimensions, materials and samples of colors.
- Photographs of existing shutters on the house where applicable.

SIDEWALKS/ WALKWAYS

General Considerations

An Application is not required for the replacement of an existing, approved walk. Modifications or additions to existing sidewalks or walkways must use the same material, color and detailing as the original sidewalk.

In attached housing (townhouses) and multi-family housing (apartments or condominiums) the replacement or expansion of sidewalks shall be in accordance with the approved project standards established by the builder.

Specific Guidelines

- Sidewalks should generally be a minimum of 3 feet and a maximum of 5 feet wide.
- Location should minimize any removal of trees or other significant vegetation.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- Sidewalks shall be of masonry such as natural-colored concrete, aggregate, brick, stone, slate, flagstone or other approved paving. Painted concrete, asphalt or gravel lead walks are not appropriate.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, easements, any patio/deck, fencing, accessory structures, significant vegetation, driveways, and the proposed location of the walk.
- Photographs of the house showing the location of the proposed walk.
- Drawings of paving details, steps, railings and other features, identifying all materials and colors.
- A landscape plan and lighting plan as applicable.

SIDING

General Considerations

No Application is required for replacing siding with a style, color or material that is identical or similar to that which is being replaced.

In attached housing (townhouses) and multifamily housing (apartments or condominiums), colors and materials must exactly match those of the original.

Any color or material changes shall be appropriate in appearance and quality to the style and design of the house.

Specific Guidelines

- When replacing siding, all existing siding on the house should be replaced at one time.
- The proposed siding material and trim details should be similar in appearance and color to the existing approved siding.
- Any request for a different color must follow the guidelines for COLOR CHANGES.

Submission Requirements

- Photographs showing the house, existing siding and the proposed location of new and/or replacement siding.
- The manufacturer and specific color "name" of both the existing and proposed siding material and a sample color chip.

SIGNS

General Considerations

Signs should provide information while minimizing their visual impact on the neighborhood.

Specific Guidelines

- Standard "For Sale or "For Rent" signs do not require applications provided that the following guidelines are met:
 - Only one such temporary sign advertising the property for sale or rent is allowed.
 - Signs shall be no larger than 6 square feet.
 - Signs shall stand no higher than 3 feet above the ground.
- Signs shall be erected on posts of sufficient strength to avoid bending or warping;
- One political election sign is allowed and must be removed immediately after the election.
- Signs must not obstruct any traffic sight lines or interfere with pedestrian traffic.
- Signs must be neatly lettered, clean and maintained in good condition.
- One standard home security sign may be attached to the front of the house or in the front lawn.
- Garage sale signs are permitted up to 24 hours in advance of the sale and must be removed at the end of the sale day.
- Signs advertising contracted work on a property are permitted for up to 30 days or until completion of the project, whichever occurs first.
- No other signs shall be permitted on any lot without approval by the ARB.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, driveway, property lines and the proposed location of the sign.
- A photograph or drawing of the sign including dimensions, materials and colors.

SKYLIGHTS

General Considerations

No Application is required for the replacement of existing approved skylights of a similar size and appearance in the currently approved location. Any new skylights shall match existing skylights.

The installation of skylights in attached housing (townhouses) and multifamily housing (apartments or condominiums) shall be in accordance with the approved project standards established by the builder for type, location, color, etc. In the absence of defined project standards the following specific guidelines shall apply.

Specific Guidelines

- Skylights shall be visually integrated with the architecture of the house regarding style, location, size and color.
- Skylights shall have a low profile and shall be installed parallel with the roof ridge and edges.
- The frame color shall match or be compatible with the roof color.

Submission Requirements

- A drawing or photograph showing the proposed location of the skylight.
- Catalogue photographs or manufacturer's illustrations of the skylight and complete specifications including dimensions, colors, materials, etc.

SOLAR COLLECTORS

General Considerations

Solar collectors (panels) can have a significant visual impact on a house due to their size. Therefore, it is important to properly integrate collectors into the design of the house and to locate them where they have the minimal visual impact.

Solar collectors are prohibited in attached housing (townhouses) and multifamily housing (apartments or condominiums).

Specific Guidelines

- Solar collectors shall have a low profile and shall be mounted flat on the rear slope of the roof, parallel with the roof ridge and edges.
- The size and number of collectors should be in proportion to the area where they are to be installed but must not cover more than 30% of the roof surface area.
- All piping, wires and control devices must be concealed.
- Framing must be painted a dark color or the color of the roof.
- Free standing or ground-mounted solar collectors are not permitted.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, significant vegetation and the proposed location of the solar collectors.
- Elevations of the house showing the location and appearance of the collectors, any auxiliary equipment and details showing how the collector will be mounted or installed.
- A catalogue photograph of the collector and complete specifications including dimensions, colors, materials, etc.

SUNROOMS/ GREENHOUSES

(See **ADDITIONS/ ALTERATIONS – MAJOR**)

TREE REMOVAL

General Considerations

Trees are an important amenity of the community and mature, live trees may not be removed without specific approval of the ARB.

In general, a tree may be removed if it dead, if there is imminent danger to people or property, if removal is reasonably necessary for the construction of a deck, major addition or other approved lot improvement, or if other detrimental conditions exist. Such conditions may include intrusion by roots and branches on houses in a way that causes damage, excessive shade, or blocks critical sight lines.

Specific Guidelines

- Approval is required to remove:
 - Any large deciduous tree whose trunk measures larger than 4" in diameter measured at a height of approximately two feet above the ground.
 - Any evergreen tree taller than 7 feet.
 - Any live ornamental tree (dogwood, holly, cherry, etc.) larger than 2" in diameter.
- The installation of a similar replacement tree may be required as a condition for allowing removal of a tree.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, driveway, fencing and the location of tree(s) to be removed.
- Photographs showing the house and the tree(s) to be removed.
- A description of the tree(s) to be removed and the reason for removal.
- Information regarding any replacement plantings as required by the ARB.

TRELISES/ ARBORS

General Considerations

Trellises and arbors must be compatible with the existing house in style, character, scale, materials and colors.

The addition of a trellis/arbor in attached housing (townhouses) and multifamily housing (apartments or condominiums) shall be in accordance with the approved project standards established by the builder for location, size, etc. If there are no specific project standards, the following shall apply.

Specific Guidelines

- The preferred location should be integrated with any rear yard deck. A free-standing trellis or arbor should be located in the rear yard, no closer than 10 feet from a property line.
- The design, size, materials, detailing and colors should be harmonious with the architecture of the house.

Submission Requirements

- An existing site plan (minimum scale of 1"=30') showing the house, property lines, any deck/patio, fencing, accessory structures, significant vegetation, and the proposed location of the trellis or arbor.
- Photographs showing the house and the proposed location of the trellis or arbor.
- Drawings to scale, including plan and elevations, materials and colors.
- If a prefabricated trellis/arbor is proposed, include a catalogue photograph and/or manufacturer's illustration with dimensions, materials and colors.
- Where applicable, provide a planting plan indicating the type and location of proposed landscaping.

WINDOWS (Additions and Replacements)

General Considerations

No Application is required for the replacement of existing windows or the replacement of storm/ screen windows that are similar in type, style and color.

The addition/ replacement of windows including storm/ screen windows in attached housing (townhouses) and multifamily housing (apartments or condominiums) shall be in accordance with the project standards approved by the ARB. In the absence of such project standards the following specific guidelines shall apply.

Specific Guidelines

Window Additions/ Replacements

- Windows shall be of quality material and workmanship, and consistent in proportion, detailing and style.
- The type, style, material, color and detailing of a new or replacement window must be consistent with that of existing windows.
- Windows shall have clear glass. Highly reflective glass or tinting is not permitted.

Storm/ Screen Windows

- Storm/ screen windows must not substantially alter the appearance of the existing windows. The color of storm/ screen window frames must be harmonious with the exterior colors of the house.
- Additional storm/ screen windows must match the type, material, frame width, and color of the existing storm/ screen windows.
- Storm/ screen windows must be a plain, straightforward design, without bars, cross-hatching, filigree or decorative embellishments.

Submission Requirements

- Photographs showing the house, existing windows and doors and the proposed location of new and/or replacement windows.
- Where new windows are proposed, elevation drawings to scale, showing the existing house and the proposed location of the windows.
- Catalogue photographs or manufacturer's illustrations showing window type, style, dimensions, materials and colors.

OTHER ALTERATIONS

It is impossible to write design guidelines necessary for all exterior changes. When a guideline is not available for the project being proposing, a complete Application is required. Emphasis should be placed on proper scale, materials, color and impact on neighboring properties. Homeowners must submit an Application prior to starting any project for which review and approval is required. Approval or disapproval of any proposed exterior change is entirely within the discretion of the ARB.

III. MISCELLANEOUS PROVISIONS

Accuracy of Information

Any Applicant submitting plans to the ARB shall be responsible for verification and accuracy of all components of such submission including without limitation, all dimensions, grades, elevations, utility locations and other pertinent features of the construction or improvements.

Amendments

All Design Guidelines shall be subject to modification and amendment from time to time in the sole discretion of the ARB in accordance with Section 7.11(b) of the Community Constitution.

Applicant's Representation

The Applicant represents by entering into the design review process with the ARB, that Applicant's representatives, including but not limited to the architect, engineer and contractor shall be made aware by the Applicant of all applicable requirements and shall abide by the Guidelines, the Governing Documents and review process with respect to approval of all construction or improvements.

Conflicts with the Community Constitution

In the event of a conflict between these Guidelines and the Community Constitution, the Community Constitution shall prevail and any matters not expressly included in these Guidelines shall be governed by the Community Constitution.

Enforcement

ARB decisions shall be enforced by means as provided in Section 7.16 of the Community Constitution.

Non-Liability

Neither the Community Founder, the Association, the Board of Directors, the ARB nor their respective members, successors, agents or representatives shall be liable for damages or otherwise to any Applicant or to anyone submitting plans for approval by reason of mistake in judgement, or negligence arising out of any action of the ARB with respect to any submission, or for failure to otherwise follow these Guidelines. The role of the ARB is limited to the review and approval of site planning, architectural design and aesthetics. The ARB may, in its sole discretion, suggest alternative design solutions in connection with any Application. Such suggestions shall not be construed as an approved design solution. Neither the Community Founder, the Association, the Board of Directors, nor the ARB shall bear any responsibility or liability with regard to design or construction, including without limitation, the structural, mechanical or electrical design, methods of construction, or technical suitability of materials. Review comments or

suggestions made by the ARB are made without warranty or representation of compliance with applicable governmental regulations, codes or other requirements.

Regulatory Compliance

Plans submitted for review by the ARB must comply with all applicable State, Federal, and County laws, ordinances, regulations and building codes, and the requirements of all agencies having jurisdiction over the improvement. It is the responsibility of the Applicant to obtain all necessary permits and to comply with all such codes, regulations and requirements. It is not the responsibility of the ARB to review submissions for compliance with applicable governmental regulations. However, regulatory approvals do not preclude or supersede the authority and responsibility of the ARB for design review and approval.

Certificates of Compliance

A Certificate of Compliance is issued to an owner upon satisfactory completion of construction. The Certificate of Compliance confirms that design objectives have been met and that the building and any other improvements have been built according to plans approved by the ARB.

At the time an owner desires a Certification of Compliance inspection, they shall complete a checklist (see next page) and forward it to the ARB no later than one (1) year after the completion of the improvements. This should be at the same time that application is made for a Use and Occupancy Permit from the County. The completed checklist, signed by the owner, will indicate compliance with the major items listed below, pursuant to the plans approved by the ARB. Where items (usually related to landscaping) cannot be installed before occupancy, the checklist shall specify a completion date. For landscape issues, one full planting season shall be the maximum time permitted.

Final on site inspections will be made by the ARB after all items have been completed. A Certificate of Compliance will be issued after final inspection and approval.

CERTIFICATE OF COMPLIANCE CHECKLIST**DATE:** _____**TO:** THE ARCHITECTURAL REVIEW BOARD**FROM:** _____**RE:** CERTIFICATE OF COMPLIANCE FOR:

NAME OF PROJECT _____

ADDRESS _____

ITEMCOMPLETENOT COMPLETE
(Show completion date
if not complete)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Owner's Name: _____

Signature: _____