

**WALNEY ROAD  
HOMEOWNERS  
ASSOCIATION**

**DESIGN GUIDELINES**

Effective 1 October 2007

A HANDBOOK FOR  
WALNEY ROAD HOMEOWNERS

**WALNEY ROAD HOMEOWNERS ASSOCIATION**

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## **PURPOSE OF THE HANDBOOK**

The primary purpose of this handbook is to familiarize homeowners at Walney Road with the objectives, scope and application of design standards and guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Walney Road community.

The handbook enumerates specific design standards and guidelines which have been adopted by the Board of Directors of the Walney Road Homeowners Association. It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which are subject to approval by the Association.

This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Board. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

## **BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS**

The legal documents for the Walney Road Homeowners Association contain covenants, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community;
- Promote harmonious architectural and environmental design qualities and features;
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners who reside in association communities which enforce design covenants are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

## **ROLE OF THE ARCHITECTURAL REVIEW BOARD**

All homeowners at Walney Road are automatically members of the Walney Road Homeowners Association. The Association is a non-stock corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to property owners, including design standards and restrictions. The Declaration of Covenants, Conditions and Restrictions for the Walney Road Homeowners Association (Article VI) provides that responsibility for the enforcement of design standards shall be exercised through an Architectural Review Board, the members of which shall be appointed by the Board of Directors of the Association. (Throughout this Handbook, the term Architectural Review Board refers to the Modification and Change Panel of the Architectural Review Board. The Declaration also provides for a New Construction Panel comprised of persons appointed by the Developer who will have jurisdiction over all initial construction.)

The Architectural Review Board is to consist of three or more persons appointed by the Board of Directors. Since the Association's legal documents provide that the Developer may maintain control of the Board of Directors during most of the development phase of the community, there may initially be overlapping membership for the Board of Directors and the Architectural Review Board.

The Architectural Review Board shall be responsible for enforcing the Association's Design Guidelines with respect to exterior modifications to homes and lots proposed by lot owners. The Review Board does not have approval authority over initial construction by the Developer or any Participating Builder. The Review Board shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The review process shall be governed by the Design Guidelines promulgated by the Association's Board of Directors.

As part of its responsibilities, the Architectural Review Board will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the Board. The Architectural Review Board will also be responsible for reviewing possible violations of the Association's Design Guidelines.

**ALTERATIONS REQUIRING REVIEW AND APPROVAL**  
**BY THE ARCHITECTURAL REVIEW BOARD**

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Review Board. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Building exteriors may be repainted or restained provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Architectural Review Board before proceeding with the improvement.

## APPLICATION AND REVIEW PROCEDURES

Application and review procedures which will be used by the Architectural Review Board are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the application form authorized by the Architectural Review Board. A copy of this form is included as an exhibit to this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review.

**Homeowners should mail applications to the address provided on the walneyoaks.org website.**

(rev. 10/1/07)

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Architectural Review Board, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.
3. Time Frame for Completion of the Review. The Architectural Review Board is required to approve or disapprove any proposed improvement within forty-five (45) days after the receipt of a properly completed application. However, the forty-five (45) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Board.
5. Appeals Procedure. Homeowners who have submitted design review applications may appeal decisions of the Architectural Review Board to the Board of Directors.

A homeowner may appeal a decision of the Architectural Review Board by submitting a written request to the Board of Directors within ten (10) days after the date of an action by the Architectural Review Board. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within sixty (60) days from the date of receipt of an appeal.

## **ENFORCEMENT PROCEDURES**

The Declaration and Bylaws of the Association empower the Architectural Review Board and the Board of Directors to enforce compliance with the Association's Design Guidelines. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Architectural Review Board by a member of the Review Board, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Associations or managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Architectural Review Board or the managing agent.
3. The Architectural Review Board will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.
4. If the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Architectural Review Board a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen day period).
5. If the violation is not abated within fifteen (15) days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Architectural Review Board) the Review Board will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by the Architectural Review Board.
6. The Architectural Review Board shall refer the violation to the Board of Directors for enforcement of the Association's Design Guidelines in accordance with the provisions of The Association's legal documents and/or policies approved by the Board. If, as a result of the hearing, the Review Board determines that the violation has either not been abated or that the resident is not making a good faith effort to abate the violation in a timely manner.
7. The above procedures do not preclude the Architectural Review Board or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's legal documents. Likewise, the Architectural Review Board or the Board of Directors may establish shorter notification periods for the correction of violations of the Design

Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

8. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris, as required by Article VI of the Declaration. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board of Directors may, after thirty (30) days written notice to the owner (or such shorter notice period as determined by the Board), authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the owner. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their lot, (other than neatly stored construction materials for an approved improvement of the lot or home) the notice period shall be ten (10) days.

#### Property Maintenance Standards

- A. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Review Board). No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).
- B. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.
- C. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be immediately removed.
- D. Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turfed area.
- E. No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.
- F. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
- G. The exterior of a home must be maintained in an attractive manner. **In addition, all decks, patios, and fencing structures must be maintained in an attractive manner.** No significant blistering or peeling of exterior painted surfaces is permitted. (rev. 8/8/02)

Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors, **patios, fences, and decks**), which are missing, broken or otherwise in a state of disrepair, must be repaired as quickly as possible. (rev. 8/8/02)

## DESIGN GUIDELINES

The specific Design Guidelines detailed below have been adopted by the Board of Directors.

AIR CONDITIONING UNITS/HEAT PUMPS - The Review Board will not approve applications for the installation of window, wall, or roof top air conditioning units or fans. The relocation of exterior central air conditioning units and heat pumps require approval and will be considered if there is no adverse visual or noise impact upon adjoining properties. Application and approval are not required to replace a heat pump or air conditioning unit in the original location. (rev. 8/8/02)

ANTENNAS AND SATELLITE DISHES. Satellite dishes which are larger than one meter in diameter are prohibited. Satellite dishes which are one meter in diameter or less, television antennas and MMDS (multichannel, multipoint distribution) antennas are permitted. Antennas and satellite dishes are subject to the guidelines below and do not require prior approval from the Architectural Review Board.

- ◆ Location. Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. Whenever possible, the devices should be located in the rear yard. If they must be installed at roof level, then they should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home.
- ◆ Screening. To the extent possible, dishes and antennas should be screened so that they are not visible either from the street or to other lot owners.

ATTIC VENTILATORS. Attic ventilators and turbines should be mounted on the rear side of the roof ridge line so as to minimize their visibility.

**AWNINGS. All awnings shall be installed on the rear side of the lot. Awning material shall be of canvas or canvas-like material. A sample of the awning material showing color and pattern must be submitted with the application. All awnings must be approved by the Architectural Review Board prior to installation.** (rev. 8/8/02)

BASKETBALL GOALS. Moveable basketball goals must be removed from streets and sidewalks each evening. Basketball goals affixed/mounted to garages or houses are strictly prohibited. Permanent basketball goals may be installed on a resident's driveway with the written approval of all adjacent neighbors and the Architectural Review Board.

CARPETING. Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, decks, patios, etc.) are prohibited and will not be approved.

CLOTHES LINES. Clotheslines or similar apparatus for the exterior drying of clothes are prohibited.

DECKS. ALL decks must be approved by the Architectural Review Board. Homeowners are advised to consider the following:

Elevated and ground level decks are an extension of the house which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done, but they must be to scale and show dimensions. Refer to the checklist for other information to be submitted with an application for a deck.

Any adverse drainage requirements which might result from the construction of a deck, patio, or screened porch should be considered and remedied. Approval will be denied if the Architectural Review Board determines that adjoining properties are adversely affected by changes in drainage. The use of a partially porous surface or the installation of mulch beds adjacent to a deck, patio, or porch are ways to offset drainage concerns. The following factors will be considered in the review of applications:

1. Location. Deck, patios, and screened porches should generally be located in rear yards. Side yard locations will generally not be approved, but may be evaluated on their individual merit. The privacy of adjacent homes will be considered in evaluating the location.
2. Scale and Style: Decks, patios, and screened porches, particularly elevated decks, should be of a scale **and style using typical construction material** which is compatible with the home to which attached, adjacent homes and the environmental surroundings. (rev. 8/8/02)
3. Materials: Wood decks and screened porches should be constructed of high quality pressure-treated wood (#2 southern grade yellow pine or better), cedar, **or composite material intended for decking (such as Trex™) which remains stable in exterior applications. The use of plastic, vinyl, or any other synthetic material on decks or screened porches is prohibited.** (rev. 10/1/07)
4. Color: Decks **shall** be left to age naturally, treated with a transparent preservative stain or stained with a color approved by the Architectural Review Board. Applicants who want to stain a deck or screened porch must submit a sample as an exhibit to the design review application. (rev. 8/8/02)
5. Underdeck Screening and Ground Covering: Elevated decks have an underdeck area which can have a negative visual impact on adjoining neighbors, particularly when used as in informal storage space for items such as lawn equipment, firewood, and similar items. The use of lattice screening or landscaping the perimeter of this area is required if the underdeck area is to be used for such storage. Lattice or vertical screening to be installed under an elevated deck will be reviewed on an individual basis. It is suggested that the area under an elevated deck where ground cover cannot be maintained should be covered with pea gravel or similar landscaping material (describe in application), or a patio should be installed.
6. Landscaping: Landscaping around decks, patios, and screened porches is strongly encouraged to soften corners and views from adjacent lots.

DOG HOUSES AND DOG RUNS. Doghouses and dog runs are prohibited.

EXTERIOR DECORATIVE OBJECTS. Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures, fountains, free standing poles of all types, house address numerals, and any items attached to approved structures.

These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on the neighborhood and the surrounding area. Sculpture, garden statues, bird baths, bird houses and similar items are restricted to rear yard locations and should not be visible from the front yard or a street. Decorative flags may be displayed and do not require approval if the flagpole complies with the Design Guidelines.

EXTERIOR LIGHTING. Lighting which is part of the original structure may not be altered without prior approval of the Architectural Review Board. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

EXTERIOR PAINTING. An application is not required in order to repaint or restain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

FENCES. General guidelines for the construction and approval of fences are provided below.

1. Chain-Link, Barbed Wire, Metal, and Vinyl Fences. Chain link, barbed wire, **metal, and vinyl** fences will not be approved under any circumstances. Chain link, barbed wire, **metal, or vinyl** fencing material will not be permitted for any use. (rev. 8/2/02, 10/1/07)
2. Rear Lot-Line Fences for Townhomes: Rear yards may be enclosed with a six foot high alternating board-on-board fence. The fence support posts must be pressure treated wood and the boards must be either cedar or high quality pressure treated wood (#2 southern yellow pine or better).

In the case of end units, fences may not extend forward of the rear plane of the home, but may be extended to the side yard boundary. **Fences shall be left to age naturally, may be treated with a clear preservative stain or may be stained a color which has been approved by the Architectural Review Board.** (rev. 8/8/02)

3. Rear Lot-Line Fences for Single-Family Detached Homes – Fences **shall** not exceed 48 inches in height in order to maintain a sense of “openness” in the community. **The base of the fence shall not be higher than three (3) inches above the ground. All cross rails**

**must be installed on the interior side of the fence.** Solid wood privacy fences are discouraged, but may be approved on a case-by-case where there is no adverse visual impact on adjacent homes. Privacy fences shall not exceed 48 inches in height. Alternating board-on-board fences are encouraged, but other fence styles will be considered. This fence style is illustrated in Appendix III. (rev. 8/8/02)

In no case may a fence extend forward of the rear plane of a home more than one-half of the depth of the home. Any fence which extends beyond the rear plane of the home must be screened with landscape material approved by the Architectural Review Board. The fence support posts must be pressure treated wood and the boards must be cedar or high quality pressure treated wood. **Fences shall be left to age naturally, may be treated with a clear preservative stain or may be stained a color which has been approved by the Architectural Review Board.** (rev. 8/8/02)

**FIREWOOD.** Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Screening may be required in certain cases.

Firewood should be stacked in piles which do not exceed eight feet in length and four feet in height for both aesthetic and safety considerations.

Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

**FLAGPOLES.** Permanent, freestanding flagpoles are prohibited. Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require approval by the Architectural Review Board.

**GREENHOUSES.** Greenhouses of all types are strictly prohibited.

**GUTTERS AND DOWNSPOUTS.** All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout requires approval. Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties. Black tubing used for additional drainage purposes must be buried underground and directed away from adjacent properties. Splash blocks should be black or green plastic, or unpainted concrete.

**HOT TUBS/SPAS/POOLS.** Exterior hot tubs or spas must be located on the ground level of the rear yard adjacent to the dwelling unit and require approval. The incorporation of hot tubs as a design feature of a deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. Hot tubs or spas which are recessed into decks are preferred over those which are free standing. If free standing, a hot tub or spa should be screened with landscaping or privacy screening in order to minimize its visibility. All permanent pools, including in-ground and above-ground, must be approved by the Architectural Review Board and will be approved on a strict case-by-case basis.

LANDSCAPING. Application and review is not required for the following modifications:

1. Planting of annuals or perennials in existing beds.
2. Installation of new beds less than four feet wide around the perimeter of the house foundation (and deck, patio, or fence if present) and perimeter of the rear of the lot, provided that plants installed have a mature height of less than eight feet.
3. Installation of new beds less than three feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three feet.
4. Installation of new beds less than two feet wide around a mailbox post, and around transformer/utility boxes, provided that plants have a mature height of less than three feet.
5. Installation of black plastic edging or green metal edging around existing or approved beds, provided that it is installed to be below the height of the top of the grass.
6. The installation of individual trees or shrubs on the lot, provided that such plantings at maturity are in scale with the home and lot.

Any other landscaping modifications, including, **but not limited to** the following, require application and review by the Architectural Review Board. (rev. 8/8/02)

1. Removal of grass and replacement with mulch, gravel or some other type of ground cover, except in the case of the pre-approved locations above. (this will be considered for limited areas; on steep slopes, for example.)
2. Any installation of landscape timbers. Timbers should not define the individual front yards or walkways, and cannot be used on property lines. Timbers may be used in rear yards to line flowerbeds, or to aid in preventing soil erosion. Any use of landscape timbers above one timber in height must receive prior approval by the Architectural Review Board. These timbers must be natural in color, not stained.
3. Stone or masonry landscape walls. Walls intended as a landscape feature should not exceed two feet in height. The use of natural stone is preferred. However, brick or artificial materials (i.e. - keystone) may be approved if consistent with design characteristics of the home and adjoining properties.
4. Any modifications that require construction (including retaining walls or garden structures, such as trellises, gazebos, etc.) or result in a grade change.
5. Approval is required for any shrubs or trees which are intended to form a hedge or natural screen which will be more than three feet in height. Landscape screens or barriers may be approvable in order to define private space or block undesirable views. However, the Review Board will consider any adverse impacts on adjoining lots, including the disruption

of sight lines for adjoining properties. Landscape screens or barriers are not permitted on front yard lot lines.

6. Any proposed improvement which is of such a scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes and the surrounding area.

**MAILBOXES. Mailboxes must be constructed of aluminum, steel, or heavy duty plastic and must be black.**

**Mailbox posts must be:**

- **Made of wood and left unpainted or painted or stained either brown or black, or**
- **Made of heavy duty black plastic**

**Other colors and materials for mailboxes and mailbox posts are prohibited.** (rev. 10/1/07)

**PATIOS.** All patios require approval. Patios must be located in rear yards. Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied.

**RECREATION AND PLAY EQUIPMENT. Homeowners often express interest in swing sets, playhouses, etc. Most equipment of this sort is commercially available but is often less than pleasing in appearance. Creatively designed equipment is encouraged, the guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Portable equipment brought street side shall be stored out of sight when not in use.**

**In general, all exterior play equipment must be placed in rear yards and shall minimize negative visual and physical impact to the community and be well maintained. Exterior play equipment shall be constructed primarily of wood or wood look materials, which minimize maintenance requirements. Consideration must be given to lot size, equipment design and size, amount of visual screening, etc. All play equipment not within a fenced yard or extending above the height of a fence must be approved by the Architectural Review Board.** (rev. 8/8/02)

**SECURITY BARS.** In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

**SIGNS.**

Security signs and **“invisible fence” dog control signs**, described below, are permitted on lots or common areas without the prior approval of the Architectural Review Board. Real estate sign offering a property for sale or rent is permitted, provided that the sign does not exceed six square feet in area. Such signs must be removed within the weeks following the sale or rental of the home. **All other signs are prohibited without ARB prior approval.** (rev. 10/1/07)

**Security Signs.** Two security signs **and two “invisible fence” signs**, each not exceeding a total of sixty-four (64) square inches may be posted on the property. Only one **of each** sign

may be posted forward of the front plane of the home. The approved location shall be at the front door **or on the mailbox post**. A second **of each** sign may be posted in the rear yard. (rev. 10/1/07)

**SKYLIGHTS**. Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Skylights are not permitted on the front side of the roof ridge line. Skylights which are constructed flush with the roof line are preferred.

**SOLAR PANELS**. Solar panels and solar collectors are prohibited.

**STORAGE SHEDS**. Storage sheds of any type or size are strictly prohibited.

**STORM/SCREEN DOORS**. Only full view storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. Provided that this criterion is met, there is latitude for a number of door styles. Approved door styles are illustrated in Appendix IV. Doors with other decorative treatment, such as grills, are not permitted. Doors must be white or painted the same color as the unit entry door. Storm doors which conform to the above guidelines do not require approval.

**TRASH CANS**. **Containers shall not be placed for pick up before 7:00PM on the evening prior to pick up and removed promptly after collection. Trash must be in appropriate trash receptacles. Securely tied plastic bags not containing food items can be placed at curbside. At all other times trash containers are to be kept out of sight and as inconspicuous as possible.** (rev. 8/8/02)

**TREE REMOVAL**. No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similarly measured, no live vegetation on slopes of more than 20 percent gradient or marked “no cut” areas on approved plans, may be cut without the prior approval of the Architectural Review Board.

**WALKWAYS**. Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, or poured concrete). Long stretches of poured concrete should be avoided, and walkways of wood decking will generally not be approved.

**WINDOWS**. Approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must match the existing windows. Approval is not required to replace existing windows provided that replacement windows are identical to the original windows. Application and approval is required for replacement windows which are not identical to the original windows.

**WINDOW DIVIDERS**. Window dividers installed in original windows must be retained and replaced with a comparable divider if damaged or missing.

**APPENDIX I**

**DESIGN REVIEW APPLICATION**

**DO NOT INCLUDE THIS  
OPTION**

**APPENDIX II - A**

**STANDARD FOUR-BOARD PADDOCK FENCE DETAIL**

**DO NOT INCLUDE THIS  
OPTION!**

**APPENDIX II - B**

**STANDARD FIVE-BOARD ESTATE FENCE DETAIL**

**APPENDIX II**

**STANDARD SPACED PICKET FENCE DETAIL**

**APPENDIX III**

**STANDARD ALTERNATING  
BOARD-ON-BOARD FENCE DETAIL**

**APPENDIX IV**  
**APPROVED STORM DOORS STYLES**