



# Greystone HOA

## POLICY #2

### DESIGN GUIDELINES / Handbook of the Architectural Review Committee (ARC)

Welcome to your Greystone HOA! The purpose of this document is to help you better understand your responsibilities as a member of this growing community.

1. **AUTHORITY:** Declaration of Covenants.
2. **MASTER DOCUMENT:** Shall reflect Architectural Review Committee (ARC) and Board of Directors (Board) approved updates and clarifications to-date. Master Document is kept with records of GREYSTONE by Chairman, ARC.
3. **REVIEWS, RULINGS, JUDGEMENTS:** Reviews, rulings, and judgments shall be made against the Master Design Guidelines Document, posted to the Master Document.
4. **BASE DOCUMENT & APPROVAL DATE:** On May 1, 2018 the Base Document was approved by unanimous vote of Board. Base Document is kept with permanent records of GREYSTONE by the Board.
5. **LATEST CHANGES & ADDITIONS DATE:** Any changes and additions to the Master Document are denoted by date and change bar. Changes and additions are initiated by the Board. Changes and additions are recorded in Board minutes.
6. **CLARIFICATIONS vs. CHANGES/ADDITIONS:** Any material change to Design Guidelines affecting exterior architectural form, fit or function - requires majority passage vote by ARC and by Board. However, on occasion, clarifications must be made to enhance definition within the master document. A clarification will not materially change or add-to exterior form, fit or function within Design Guidelines. Board must preapprove any clarifications to the master document. A clarification does not require a vote by ARC and Board, but must have already been discussed, approved and recorded in minutes of a regularly scheduled meeting of the Board wherein ARC Chairperson or Acting ARC Chairperson was present. Clarifications will not be denoted by italics or identified with a date of change in the Master Document.
7. **DISTRIBUTION:** On May 1, 2018, a copy of the Design Guidelines was uploaded to the Greystone website. New owners receive Design Guidelines at time of escrow closing and cost will be incurred by the HOA. Current Design Guidelines, including most recent updates, is also posted on HOA web page.
8. **PURPOSE:** The purpose of architectural design guidelines and standards is to document, measure, preserve, and maintain architectural and environmental standards of the community and ensure that its residents continue to enjoy an attractive and appealing living area.
  - The design guidelines are not a replacement for the Covenants Conditions & Restrictions (CC&Rs). The role of this document is to implement the CC&Rs.
9. **The INTENT:** ARC intends to maintain the entire development in harmony with the original developer and

home builders design plan, while still allowing opportunity for individual expression and general community improvement. Compliance with these guidelines will also protect, preserve, and enhance property values.

- The Design Guidelines do not address every conceivable property improvement. If a proposed change to your property is not addressed in this document, it does not exempt you or other Homeowners from seeking the ARC approval.

**10. SCOPE OF REVIEW: All exterior Property Improvement projects require ARC approval before work begins.**

Exterior Property Improvements consist of any alterations of exterior appearance of a property. They include, but are not limited to:

Construction or Alteration of Fences	Walls	Your Home	Garages	Hot Tubs	Sheds
Major Landscaping	Signage	Grading	Storm Drainage	Patios	Decks
Retaining Walls	Children’s Play Structures	Walkways	Sport Courts	Hedges	Gazebos
Awnings	Satellite Dishes	Air Conditioners	Generators	Ramps	Water Features
Trees	Storm Doors	Painting	Staining	Change of Siding or Trim	Installation of Shutters
Dormers	Driveway Modifications				

**11. CRITERIA, ROLE & RESPONSIBILITIES OF THE ARC:** The Architectural Review Committee is appointed by the Board of Directors to assist them in maintaining uniform high aesthetic and design standards of your Community. It is the ARC’s responsibility to review all applications for changes, additions or modifications to the exterior of any home. The Board retains certain rights and discretions granted to it by the Covenants, which it may delegate to the ARC:

- a. The authority and obligation to manage and administer the review of plans, specifications, construction drawings and such other submissions.
- b. The right to deny an Application for any reason, aesthetic or otherwise, which the Board or the ARC in its sole discretion, deems sufficient.
- c. The right to deny an Application based on:
  - i. The suitability of the proposed Property Improvement materials, size and color scheme.
  - ii. The harmony of the proposed Property Improvement with surrounding properties and your property.
  - iii. Non-conformance with the community CC&Rs and Community Rules and Covenant Enforcement Policy.
  - iv. The durability and permanence of proposed Property improvements.
  - v. All other facts that the ARC considers not desirable for the consistent design standards of the community.
  - vi. The right to grant a variance based on:
    1. Unique lot characteristics and/or constraints.
- d. The ARC shall consider the following criteria in reviewing an Application for any exterior Property Improvement:

- i. The exterior design, scale and color of the proposed improvement in relation to surrounding structures, vegetation, topography, Community feel and line-of-sight of neighboring properties.
  - ii. The surrounding site characteristics, including slopes, existing vegetation, roads, services and Easements, neighbors and existing buildings.
  - iii. The quality and character of the exterior materials.
  - iv. The quality of workmanship or performance warranties for proposed improvement elements.
  - v. The scale and location of proposed landscape improvements.
  - vi. The compliance of proposed improvement with general and community-specific Property Improvement Design Guidelines, Easements, Building Setbacks, plat limitations and Impervious Surface restrictions that affect the Property.
  - vii. The provisions for surface water drainage, light and sight buffers and the consideration of other aspects of design, which may have substantial negative effects on neighboring properties.
- e. The ARC will not review municipal, local and county codes or building permit requirements of the local authorities with jurisdiction. Compliance with local laws and codes is the sole responsibility of the Homeowners.

12. **REVIEW PROCESS:** A complete Application for approval of an exterior Property Improvement must be submitted to the ARC at least thirty (30) days before the scheduled start of work.

- a. It is recommended to NOT incur expenses for a building permit from Authorities with Jurisdiction, until after a ARC approval is granted.
- b. You, the Applicant, have the sole responsibility for ensuring full compliance with setbacks, easements, permits, fees, ordinances and restrictions associated with the modification of your property. Your purchase and sale agreement and associated documents, the local Building Department, and a design professional are additional resources for information to meet this responsibility.
- c. A complete set of documents required for Property Improvement Application Submittal shall include the following:
  - i. A completed Application form. Please, see a blank Application form included with this document, on the website, or contact your HOA Property Management company.
  - ii. Detailed written explanation of proposed improvement.
  - iii. A Site Plan showing the location and size of proposed Property Improvement. Site plan for your lot may be included with your purchase materials provided by the builder. Revisions and updates to your site plan including your completed improvements are not a responsibility of your Developer/Builder.
  - iv. A description of proposed materials and colors (including roof materials, if needed). Please, refer to the Application Requirements described in the Property Improvement Memos (PIM).
  - v. Catalog photos, photos or illustration of proposed improvement. Please, refer to the Application Requirements described in the PIM.
- d. Upon receiving a complete Application, the ARC will review the request and apply the Covenants and Design Guidelines to arrive at its decision to “Approve”, “Partially Approve”, “Approve with Comments” or “Deny” the Application.
- e. The ARC may visit the site of the proposed Property Improvement and any surrounding Property to better understand how the proposal affects its surroundings.
- f. The ARC may request the attendance of the Applicant and his neighbors at a meeting at which the ARC considers the Application.
- g. The ARC may contact the local jurisdiction to inquire about specific restriction regarding the Community, City or County.
- h. Application should be submitted to your ARC ([arc@mygreystonehoa.org](mailto:arc@mygreystonehoa.org)).
- i. Incomplete Applications may be returned “Denied” or “Not Reviewed”.

- j. The ARC will review your Property Improvement Application and make a written recommendation to the Association. You will be advised of that recommendation in a final Response Letter issued within thirty (30) days of receiving your Application. If an Application is incomplete, it may be returned to you, the Applicant, to supply the missing items. The 30-day response period will not begin until the Application is complete. Please, keep your Response Letter as a proof of the Association's decision. A copy of the letter also goes in your file at the ARC.
  - k. The ARC may choose to retain services of a professional consultant reviewer. In this case an impartial review of your application will be collaboration between the ARC members and the reviewer.
  - l. An Applicant or other affected Homeowners may appeal the ARC decision by submitting a written request to the Board President of the Association within fourteen (14) calendar days from the date ARC rendered its decision letter.
  - m. The Association will respond to the Applicants appeal within thirty (30) days from the Presidents receipt of the written request.
  - n. Ultimate responsibility for complying with the Covenants, Property Improvement Design Guidelines and government regulations rests with you, the Homeowner and Applicant.
  - o. The ARC, Board, and HOA Property Management company may inspect the completed exterior Property Improvement to determine whether it conforms to the terms and conditions of the ARCs written decision. The Association maintains the right to impose fines or remove the structure if construction does not meet the community wide standard.
  - p. The ARC may request the attendance of the Applicant and his neighbors at a meeting at which the ARC considers the Application.
  - q. The ARC may contact the local jurisdiction to inquire about specific restriction regarding the Community, City or County.
  - r. The ARC shall maintain copies and keep track of all Applications, all written decisions of the ARC, and of all written decisions of the Association in response to the appeals.
13. **PROTECTION OF ARC/Board:** The Bylaws provide that the Board can designate committees and an ARC. The Covenants state that persons exercising authority of the ARC are not liable for any action or inaction done in good faith.
14. **COMPLETION OF WORK:** Completion of all approved Property Improvements is required to be completed within six (6) months from the date construction started. Construction must be started within forty-five (45) days of ARC approval. Fines may be levied for improvements/construction not completed in the specified time period.
- a. All temporary piles of dirt, rocks or other construction material must be covered with tarps within one (1) day of delivery.
  - b. All temporary piles of dirt, rocks or other construction material must be removed within two weeks of delivery or construction completion, whichever comes first.
  - c. All construction requiring building permit must be completed in the time frame required by local jurisdiction.
  - d. Silt fencing must be maintained at all times. Street drains will be protected from runoff sediment. Steets will be kept clean of all construction debris and runoff sediment.
  - e. Construction Time. No builder or subcontractor shall commence construction work on a weekday before 7:00 a.m. or continue construction after 7:00 p.m. No builder shall commence construction work on a weekend day before 9:00 a.m. or continue construction after 6:00 p.m.
  - f. For a complete list of provisions regarding builders, refer to CC&Rs, Article XII.

**15. NON-COMPLIANCE NOTIFICATION PROCESS:** The Association retains the right to inspect the Property Improvement to ascertain that it was built according to the requirements of the Response Letter. The Association has the right to require a Homeowner to remove or make changes at the Homeowner's expense to the Improvement if it is not in conformance with the ARC decision. See the Community Rules, Covenant Enforcement Policy and the CC&Rs.

**DEFINITIONS:**

**ARC** - Architectural Review Committee. The ARC must approve all changes to the outside of any home or property. During the ARC review, an independent Design Consultant may be consulted by the ARC.

**Applicant** - You, the Homeowner, applying for a Property Improvement (ARC Application)

**Application** - A request by you, a Homeowner, to add or amend an improvement on your Property.

**Architectural Review Committee Application** - See Application in "Documents" section.

**Authorities with Jurisdiction** - Local code, fire and building officials that have authority in the Community and which may require permits, reviews and inspections for Property Improvements.

**Back Yard** - The portion of the Property behind your house.

**Building Setback** - Allowed distance of any permanent structure from your Property lines.

**Construction Recommendations** - During the development phase, your builder may choose to impose the Construction Recommendations in addition to Construction Requirements.

**Construction Requirements** - Rules guiding the construction of particular property improvement.

**CC&Rs** - Covenants, Conditions and Restrictions also known as "Legal Documents" or "Declaration."

**Easement** - A section of a lot dedicated to a specific limited use, such as utilities, fire department access, etc. that limits what can be installed/built in that area.

**Front Yard** - The area forward of the front of the house and the fences that separate the front portion of the Property from the rear portion of the Property. If no fence is present, the Front Yard is defined as all visible Property in the front of the house and back to 7 feet from the street face of the house.

**Impervious Surface** - The surface of a structure, deck, patio, walkway, made of permanent materials which does not allow the storm water/rain to pass through to the ground below; such as solid asphalt/concrete and even your house.

**Local Jurisdiction** - Your local Building Department, Fire Department, Planning and Land Use Dept., etc.

**Lot Coverage** - The percentage of a lot that is covered with primary and accessory structures.

**Permeable Surface** - The surface of a structure, deck, patio, walkway, made of permeable materials which allows storm water/rain to pass through to the ground below; such as grass, a wood deck, pavers, etc.

**Property** - Your home, your lot, and all structures.

**Property Improvement** - Any exterior modification and/or addition to your Property, which changes the appearance of the house or the lot within the Community.

**Property Improvement Memos (PIM)** - Memos in the Property Improvement Handbook provided to assist you and other Homeowners in preparing Applications.

**Response Letter** - The letter returned to you, after an Application is filed, indicating approval or denial of the proposed Property Improvement by the Architectural Review Committee and Home Owner's Association.

**Site Plan** - A site plan is an accurate drawing of your property showing its size, shape and precise location of man-made and natural features (your house, garage, driveway, setbacks, easements, etc). Submitted site plan must show both what currently exists on your property and what improvements you wish to make.

**Side Yard Easement** - A section of your side yard within your property boundaries dedicated to access for certain utilities, storm drain, etc. that limits what can be installed/built in that area.

**Submittal** - A set of documents submitted by you, a Homeowner to the ARC.

**Screened from Public View** - Using shrubs, trees or an approved fence to prevent an object from being seen by your neighbors and the public.



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**IMPORTANT NOTE:** You may be required to provide additional information, including a professional survey, to meet specific requirements of the Architectural Review Committee. Construction shall not begin until you receive all of the appropriate approvals.

You, the applicant, have the sole responsibility for ensuring full compliance with setbacks, easements, permits, fees, ordinances and restrictions associated with the modification of your property.

Tn law requires you to “Call Before You Dig”, prior to any digging or excavation to protect you and underground utilities 811, [www.tenn811.com](http://www.tenn811.com))

Approval by Architectural Review Committee does not constitute approval by any other jurisdiction, regulation or restriction.

You, the applicant, have the responsibility to submit for ARC approval even if your proposed improvement follows the requirements described in this Design Guideline Document

### **PIM 01 - FENCES & GATES**

Application Requirements:

- Completed Application Form
- Site Plan - See definition if you are unclear

Please add to the Site Plan:

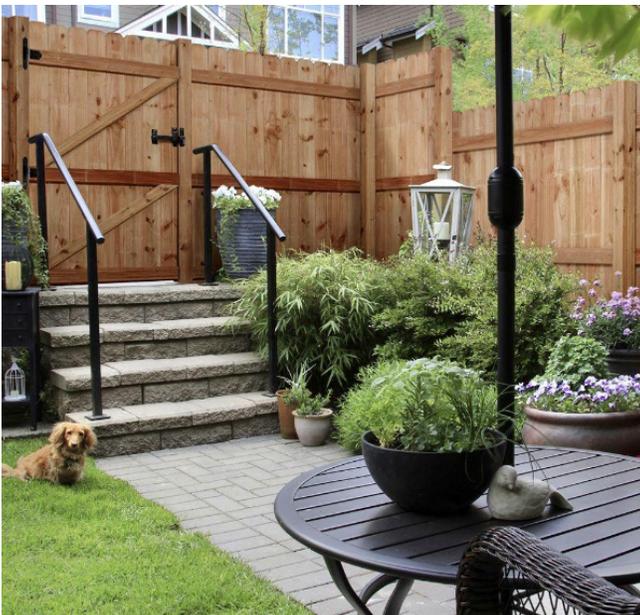
- Drawing of proposed location of new fence and gates
- Dimensions from front corners of your house to gate/fence

Construction Requirements:

- All fences must be installed within 6 months from approval of the application.
- Wood Fences must comply with standard fence details. (See PIM 01 - Image 01 and PIM 01 - Image 02).
- Wood Fences must have the finished side to the outside. (Where neighbors can see the finished side

and the finished side is seen from the street).

- Wood Fences must be a clear protective finish (subject to ARC approval) or Sherwin-Williams special R156, semi-transparent, Woodridge SW3504, two coats. Deviations from this prescribed finish require ARC approval.
- Fences must be set back from the front corner of the house by no less than seven feet on both sides.
- Fences must be made of wood, brick, metal, or wrought iron.
- Fences may not extend beyond property lines.
- Fences built on top of retaining walls must be built inside the property lines.
- On corner lots, fences must be set back from the street curb no less than ten feet, regardless of the property line location.
- Corner lot properties should follow restrictions for corner fences set by your local jurisdiction. Traffic and pedestrian sight lines must be maintained.
- Fences shorter than 6 feet may be allowed subject to ARC review and approval.
- All gates require ARC approval.



PIM 01 - Image 01



PIM 01 - Image 02

## PIM 02 - SHEDS & STORAGE UNITS

Application Requirements:

- Completed Application Form
- Site Plan

Please add to the Site Plan:

- Drawing of proposed location of new shed or storage
- Indication of setbacks and shed dimensions
- Dimensions from edges of shed or storage to property line
- Photograph or drawing of the type of proposed shed or storage to be built

Construction Requirements:

- Sheds and storage units must be constructed of wood or other material consistent with the character of the residence.
- Prefabricated metal or glass sheds are allowed only upon review and approval by the Architectural Re-

view Committee.

- Plastic or glass green houses are allowed only upon review and approval by the Architectural Review Committee.
- The plan dimensions of the shed or storage unit must not exceed 120 square feet.
- Sheds or storage may not exceed 9 feet in height from grade to peak of roof.
- Sheds must be installed after property is fully fenced.
- Sheds or storage shall be maintained in a clean, neat and orderly condition at all times
- Sheds or storage units must not violate any building setbacks, impervious restrictions or other requirements of the local jurisdiction.
- Sheds or storage units cannot be placed over infiltration trenches.
- Sheds or storage units should have siding that matches the color and look of siding of your residence and must not detract from the uniform quality and appearance of your neighborhood.
- Roofing materials and colors should match your home and must not detract from the uniform quality and appearance of your neighborhood.
- Sheds or storage should be located on the interior side or rear of property.
- Sheds or storage units may not be directly adjacent to your residence.

### **PIM 03 - PLAY STRUCTURES & SPORTS EQUIPMENT**

#### Application Requirements

- Completed Application Form
- Site Plan

Please add to the Site Plan:

- Drawing of proposed location of new play structure
- Setbacks and play structure height and dimensions
- Dimensions from edge of play structure to property line
- Material used for the area directly under the play structure
- Drawing or manufacturer's photograph/sketch of the actual play structure proposed

Construction Requirements:

- Only natural or stained wood play sets are allowed. Composite wood may be allowed subject to ARC approval. Metal or plastic play sets are discouraged.
- Wood frame swing sets and play structures shall be commercially manufactured unless detailed plans for homemade swing sets or play structures are reviewed and approved by the ARC. ARC review of such items focuses on mainly aesthetic considerations and shall not be understood, characterized or treated as certification as to the safety of any play structures.
- Maximum height is 12 feet to the highest point of structure.
- Commercial size play sets are not allowed.
- Children's play areas and play structures shall be maintained in a clean, well painted or stained and orderly condition at all times.
- Children's play areas and play structures shall be located in the rear yard unless otherwise approved by the ARC.
- Size of play set should correspond with the scale of the size of the lot.
- Consideration should be given to minimizing the view of the play structure from deck, patios and primary windows of the adjacent lots.
- The roof of the playhouse should be natural wood or dark green. Rainbow and other vivid colors are discouraged.

- Children’s play areas and play structures shall be located in the rear yard unless otherwise approved by the ARC.
- Safety surface surrounding a play set may consist of wood chips or sand. Recycled rubber or similar synthetic material is not recommended. Impervious surface of any kind is discouraged.
- Trampolines are currently allowed on most non-corner lots; however they cannot be seen from streets or public areas. Property must be fully fenced prior to installation of trampoline
- Permanent basketball hoops are not allowed without prior ARC approval. No basketball hoops may be attached to the front of your house. Portable hoops must be removed when not in use. Portable hoops may not encroach into the Right of Way, or adjacent lot.
- Rear yard sports courts are subject to approval by the ARC.
- **All sports equipment, including portable basketball goals, soccer nets, baseball nets/cages, lacrosse equipment, etc., must be stored out of view from any street every night.**

#### **PIM 04 - PATIOS & WALKWAYS**

##### Application Requirements

- Completed Application Form
- Site Plan

Please add to the Site Plan:

- Drawing of proposed location of new patio or walkway
- Dimensions of the patio or walkway
- Indicate material used to build the patio or walkway

Construction Requirements:

- The work, either in process or completed, may not divert water from your lot onto adjacent property.
- Patios and walkways must not violate any building setbacks, impervious rules or other requirements of the local jurisdiction.
- Concrete patio or walkway is considered an impervious surface (see Definitions section).
- Flagstone or pavers used for the patio or walkway surface are considered a permeable surface (see Definitions section).
- Patios higher than 2’-6” (above finish grade) require railing and should be built according to local code allowances.
- Patios should be placed in a rear or side yard, with regard to privacy of neighboring buildings.
- Drainage: If changes in grade are anticipated, they should be indicated on the application. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage. Site inspections may be required.
- Surface of patio and walkway should always slope away from the house.
- Walkways should be 3-6 feet in width.
- Walkway surfaces made of plastics, Astroturf, rubber chips or other synthetic material are discouraged.

#### **PIM 05 - WOODEN DECKS**

##### Application Requirements

- Completed Application Form
- Site Plan

Please add to the Site Plan:

- Drawing of proposed location of new wood deck
- Dimensions of the deck, including height from grade
- Indicate material and color used to build the deck
- Description of the treatment to be applied to the materials (it is recommended that materials be left natural or stained). Decks that have railing need to be stained to match the standard fence.

**Construction Requirements:**

- The work, either in process or completed, may not divert water from your lot onto adjacent property.
- The deck must not violate any building setbacks, impervious rules or other requirements of the local jurisdiction. Homeowner should contact local jurisdiction for confirmation of deck location.
- Decks should be placed in a rear or side yard, with regard to privacy of neighboring lots.
- Decks should be maintained free of moss and in good repair.
- Decks higher than 2'-6" (above adjacent grade) require railing and shall be built according to local code allowances.
- Drainage: If changes in grade are anticipated, they should be indicated on the application. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage. Site inspections may be required.
- Decks should be constructed as permeable surface (wood decking must have slots with spaces in between for water to run through).
- Decks: Lot Coverage is added with impervious rules.
- Deck covers are allowed via ARC approval process, (see PIM-8 Awnings and Patio Covers)
- Decks should be compatible in materials and color with the applicants house.
- Decks should be built out of wood. Some composite materials may be allowed after review by the ARC.
- Modifications to existing decks should provide continuity in detailing such as material, color and design of railings and trim.

**PIM 06 - HOT TUBS, PONDS & POOLS**

**Application Requirements**

- Completed Application Form
- Site Plan

**Please add to the Site Plan:**

- Drawing of proposed location, size and shape of new pool, pond or hot tub
- Material, color and style of proposed pool or hot tub
- Photograph of the hot tub or pool surround
- Impervious surface calculations for covered elements

**Construction Requirements:**

- Pools and Hot tubs should be at the rear of a house, but the ARC may consider alternate locations.
- Pools and hot tubs shall be maintained in a clean, functioning and orderly condition at all times.
- Pools must be fenced according to local code requirements.
- Drainage of hot tubs and pools needs to be performed according to storm and/or septic regulations specific to your Community and jurisdiction.
- Above grade pools are not allowed with an exception of children's wading pools, which can be maximum 8 feet in diameter and must be put away if not in use.
- Installation of an in-ground swimming pool is a major undertaking. It is required to submit a ARC application for preliminary design approval.

- Temporary and portable pools and hot tubs are discouraged.
- Pools and hot tubs should be designed to minimize sight and sound impact upon adjoining properties.
- Pool heaters and pumps should be screened from view and sound insulated. Pool and mechanical equipment must comply with applicable codes regarding fencing.
- Materials should blend with the natural surroundings, or have screening installed and colored to match the surrounding structure.
- Hot tubs may have natural wood surround corresponding with adjacent deck or surround that matches the color of the house.
- Screening and landscaping to soften the look of the hot tub and pool is encouraged.
- Hot tubs, ponds and pools may only be installed in a fenced back yard.
- Special consideration should be given to avoid excessive hot tub noise, especially in the evening.
- Exterior pool, pond and hot tub lighting must be submitted for review and approval by the ARC

### **PIM 07 - LANDSCAPING**

#### Application Requirements:

- Completed Application Form
- Site Plan

#### Please add to the Site Plan:

- Drawing of proposed location, type and extent of new landscaping
- Indicate height of all proposed trees at maturity
- Description of natural and man-made materials used
- Picture and description of proposed free standing yard elements

#### General Requirements:

- Planting material may not encroach into the neighbor's property.
- All trees and shrubs should be trimmed to prevent overgrowth and obstruction.
- Planting of any tree, shrub, hedge or plant which may exceed a height of 6'-0" at maturity must go through the ARC approval process.
- All landscaping should be kept trimmed and well maintained.
- Extensive clearing and grading is not permitted. Side and rear yard drainage swales must be maintained.
- Verify with local jurisdiction and Covenants about restrictions for removing any existing trees on your property. Common area landscaping cannot be removed except by Board.
- Landscaping at street intersections and driveways shall permit safe lines of sight. Verify with local jurisdiction about sight distance requirements. No fence, shrub or hedge may be placed or permitted to remain where it would compromise traffic visibility and pedestrian safety.
- Additional paved driveway/parking surface may be added, subject to ARC review, as long as it does not exceed a significant portion of the front yard area and may not exceed the allowable lot coverage.
- Run off storm water from any additional paving must be disposed off within the boundaries of your own property.
- Minimal rear yard landscaping, grass & plants, must be installed within the time limits imposed by the CC&Rs/Policies.
- The Association encourages planting of trees. However, trees planted too close to property line can become a nuisance as well as block the light and ventilation.
- Trees that exceed the height of 20' at maturity may be planted elsewhere in the yard provided that each tree is far enough away from other tree that the branches will not touch at maturity. The space between the tree trunks will depend on the type of tree and the diameter of its canopy. Please, see National Ar-

bor Day Foundation size guide for estimates.

- Landscaping designs that use native and drought tolerant plants are strongly encouraged.
- Landscaping designs that use invasive plants are discouraged.
- Kennels, pool and hot tub equipment and air conditioning units should be screened with plant materials or fenced to minimize the views of those items from adjacent lots.
- The location of air conditioning unit is specific to your lot and your house type and configuration. Please, check with the ARC to learn what is the originally designed location for an outdoor unit.
- All garden and walkway lights should direct the light downward with a concealed light source. No spill-over of light can occur on neighboring lots and lighting must be shielded to prevent glare.
- Additional driveway surface should match the existing concrete in surface and color.
- Garden statues and/or yard art should be in good taste in regards to style, size and number and must be approved by the ARC. During the development period, garden statues are allowed only in fenced front and side yard. A height limit of 6'-0" is recommended.
- Excessive front yard ornamentation is discouraged. The aesthetics of such ornamentation is subjective and detracts from the uniform and upscale look of your Community.
- Large areas of sparsely planted beds covered with bark or similar materials are not encouraged in front yard.
- Be sensitive to your neighbor's views and privacy in placement and appearance of your landscaping, lighting, decorative elements, etc.

#### **PIM 08 - AWNINGS & PATIO COVERS**

Application Requirements:

- Completed Application Form
- Site Plan

Please add to the Site Plan:

- Drawing of proposed location of new awning or patio cover
- Setbacks and awning dimensions indicated
- Height and material of awning or patio cover and supports
- Elevations and plans for patio covers
- Photograph or drawings of the type of proposed awning or patio cover

Construction Requirements:

- All window and patio awnings require property improvement application and approval.
- Corrugated metal, plastic or vinyl awnings are not allowed.
- Patio covers and awnings must be professionally attached to the house and designed to withstand wind and other natural conditions.
- Permanent patio roofs should complement the scale of the house and not violate any setbacks or impervious rules.
- Patio roofs and covers must be built in compliance with local building code requirements.
- Depending on their size, permanent patio roofs should either shed water onto the property, or collect water into gutters and downspout connected to the property's storm drainage system.
- Awnings on the front or sides of the house are discouraged.
- Retractable fabric awnings should be of neutral colors corresponding with the color of siding or trim and appropriately sized for the window or door.
- Awnings should be maintained as to avoid a worn, torn or faded appearance.
- Use reputable manufacturers and installers of retractable fabric awnings. Minimum of 3 year warranty is

recommended.

- Roofs over patios must match the existing roof of your house. Different, accent material may be acceptable subject to review and approval by the ARC.
- Permanent roof over patio must complement your house in size, scale and design. The roof should look like an integral part of your home.
- Portable picnic area covers sold at home and garden stores can be used in the back yard only as long as they are aesthetically pleasing. They must be removed or disassembled at the end of the summer season. They are not acceptable as permanent patio or deck coverings.
- Should you have specific questions regarding the siding warranty for your home, please refer to the warranty you received at closing. Additional information about the recommended maintenance and care of your home is included in your homeowner's manual. If you have any additional questions or concerns regarding the warranty on the home, or need to obtain a copy of your siding manufacturer's warranty, please feel free to contact your builder.

### **PIM 09 - GAZEBOS & ADD-ON STRUCTURES**

Application Requirements:

- Completed Application Form
- Site Plan

Please add to the Site Plan:

- Setbacks and structure dimensions indicated
- Location, size, materials and design of the structure
- Photographs and manufacturer information if pre-fabricated
- Architectural drawings if not prefabricated
- Elevations and plans of proposed structure

Construction Requirements:

- You must seek ARC approval for all add-on structures including, but not limited to, greenhouses, sun-rooms, gazebos, cabanas, trellises and screened porches.
- Roofing shall match or complement that of the residence.
- Maximum exterior height is 10 feet. Special request for taller structures may be submitted to for ARC review and approval.
- All exterior freestanding structures as well as trellises attached to the house shall maintain proper drainage on the site. Homeowner is required to provide detailed runoff and drainage patterns created as a result of the new structure.
- If electrical service to a gazebo or cabana is desired, it must be supplied underground. No overhead electric wires are permitted. Electrical service to exterior structure requires a permit from your local jurisdiction.
- Freestanding gazebos, trellises, cabanas and other similar enclosures should match the color of the residence or be constructed of natural wood - to be included in the approval process.
- Size of add-on structure should be appropriate for your lot and built in accordance with local codes and regulations.
- Trellis may be either freestanding or attached to the exterior of the house. The size and design of the trellis should complement the scale of the residence and its elements must correspond with elevation of the home.
- Consideration should be given to minimizing the views of gazebos, trellises and cabanas from decks, patios and windows of adjacent lots.

## **PIM 10 - RETAINING WALLS**

### Application Requirements:

- Completed Application Form
- Site Plan

### Please add to the Site Plan:

- Drawing of proposed location of retaining wall
- Setbacks and retaining wall dimensions indicated
- Height and material of retaining wall
- Photographs and manufacturer data on the materials being used including height data; engineer drawings, if needed

### Construction Requirements:

- Retaining walls 3'-0" in height and taller require an engineering design and a building permit.
- It is the homeowner's responsibility to check if the local municipality requires a building permit for your wall.
- If you purchased your property with rock (or concrete block) retaining walls in place, you may not remove or alter them without prior approval from the ARC. The rock (or concrete blocks) walls are designed to retain soil and prevent erosion while providing means for storm water to drain through the rocks. Retaining walls are integral part of the entire community grading and drainage system and cannot be disturbed.
- All retaining walls require property improvement application and approval.
- Retaining walls must not violate building setbacks or other requirements by the local jurisdiction.
- Applicants who propose to alter existing land forms with retaining wall must illustrate the drainage patterns resulting from this alteration.
- Dry stacking is preferable, to allow for water to pass through. Walls that are not dry stacked will require an engineer's approval and possibly a building permit.
- Materials for retaining walls must be of unpainted concrete blocks with a "natural" or chiseled surface, which are specifically constructed for retaining walls. If natural rocks are used, the average size must be at least 2'-6" in width, or the proper size to retain the height you seek.
- Railroad ties are not allowed.
- Retaining walls must be constructed so as not cause run-off and rain to drain into another homeowner's property.
- If viewable from neighbors, or from the street, color and design must complement the design of your home.
- Multiple levels of retaining walls constructed from different materials are discouraged.
- Final finish of concrete retaining walls should complement the exterior design of your house. Paint color and/or mortar-wash color must be approved by the ARC.

## **PIM 11 - SCREEN DOORS & STORM DOORS**

### Application Requirements:

- Completed Application Form
- Site Plan

### Please add to the Site Plan:

- Drawing of proposed location of new screen or storm door
- Material, color and style of proposed door
- Picture or rendering of the door if available

**Construction Requirements:**

- Screen or storm doors are permitted if they are in keeping with the home's architectural character. The doors shall not be:
  - Unpainted aluminum
  - Unpainted or unstained woods
  - Temporary in appearance.
- Screen doors and storm doors shall be maintained in a clean, neat and orderly condition at all time.
- Screen or storm doors on the front of the house should match the existing door or trim color.
- Screen or storm doors should be at least 1 1/2" thick, made of vinyl clad aluminum or polypropylene frame with closer.
- Screen or storm doors should have a standard 15-year warranty, which should ensure quality and appearance.
- Screen or storm doors and windows should not have multiple bars, cross-hatching or heavy filigree.
- Screen or storm doors with full-view glass (interchangeable screen is optional) or single horizontal bar are recommended,
- Screen doors should not contain a kick plate of more than 6" in height or any ornamental decorations.
- Replacement storm and screen windows and doors should match the original in color, size and style.
- Retractable or "invisible" coiling screen doors are allowed subject to ARC review.

**PIM 12 - SHUTTERS, AIR CONDITIONING UNITS & WHOLE HOUSE GENERATORS**

**Application Requirements:**

- Completed Application Form
- Site Plan

**Please add to the Site Plan:**

- Drawing of proposed location of window shutters, A/C Units, & Generators
- Style, material and color of new shutters, A/C Units, & Generators
- Photographs and manufacturer data on the shutters, A/C Units, & Generators
- Location and size of new A/C Units, & Generators

**Construction Requirements:**

- Shutters should be the same type and style all around the house.
- Shutters should be in proportion to the size and shape of window and door.
- Shutters may be of vinyl, wood or other materials approved by ARC.
- Screw or bolt attachment of the shutters should be hidden, or have caps.
- Shutters, A/C Units, & Generators should be well maintained and kept in good repair at all times
- Shutters should be the same height as the window that they will compliment. The width and shape of shutters should be integrated with the windows.
- Whole house air conditioners should be located in the original spot designated by the ARC. The location is lot specific.
- Whole house air conditioners should be of similar size to the one prescribed by the ARC at the time of your house's purchase
- Window air conditioners, additional A/C Units and generators are not allowed, unless approved by the



ARC and Board.

- Special consideration should be given to avoid excessive A/C Unit and generator noise, by making use of noise reducing walls and/or landscaping.

### **PIM 13 - SIGNAGE**

Application Requirements:

If your signage is going to stay on your property for more than 60 days, please, provide the following:

- Completed Application Form
- Site Plan

Please add to the Site Plan:

- Indicate location of signage

Construction Requirements:

- The Architectural Review Committee reserves the right to limit the time, or request a review of the signage, on a case by case basis.
- The HOA Management Company may remove any sign that violates these rules or other rules of the local jurisdiction.
- Permanent signs or religious banners are not allowed on your property.
- Commercial signs and/or advertising a service are not allowed.
- Signs advertising a home business are not allowed.
- No business signs or window signs may be posted in your yard or visible from the street, unless approved in advance by the Architectural Review Committee.
- Obscene or illegal text/graphics are not allowed.
- Signs may not block streets or sidewalks or be posted in planting strips along the side of the street.
- No signs may be posted in any common areas unless approved by the Association Manager.
- Hand-painted signs or plastic signs with hand written words or numbers are not permitted (except for Garage Sales).
- No signs may be posted on mailboxes.
- Political Signs are allowed (a maximum of three) up to 30 days before an election, until 5 days after. The maximum size is 24"x24".
- Garage Sale signs shall be removed within 1 day after the garage sale has been completed. Community Wide Garage Sales promoted by the Association are the only Garage Sales allowed.
- Signage lighting is not allowed.
- The sign shall not exceed 24"x24".
- The sign mast must not be more than 4' high.
- Signage (including horizontal elements) shall not protrude into the sidewalk or street.
- No more than one sign shall be erected on the same property. Multiple temporary political signs may be placed on the same property during election periods.
- One "Open House" directional sign is permitted off-site (i.e. on a common area) and only during the Open House day. ARC approval is required for placing any signs in common areas. The directional sign shall not be mounted on any other property or fixed to a public sign. The maximum size is 24"x24".

### **PIM 14 - SOLAR ENERGY PANELS**

Application Requirements:

- Completed Application Form

- Site Plan

Please add to the Site Plan:

- Drawing of proposed location of solar energy panels
  - Height, material, and color of solar energy panels and supports
  - Photograph and manufacture data of proposed solar energy panels
1. If used to heat water: Certification by a recognized solar rating agency for both water heating solar energy panels and installation of the same must be provided to the HOA prior to and after the installation occurs.
  2. If used to produce electricity: Provide proof that solar energy panels meet all applicable safety and performance standards established by the national electric code, the institute of electrical and electronics engineers, accredited testing laboratories, such as underwriters laboratories, and, where applicable, rules of the utilities and transportation commission regarding safety and reliability.
  3. The solar panels need to maximize the solar output of one roof line before any panels are placed on another roof line. Secondary roof lines, such as those covering porches, fireplaces, sheds, other customary appurtenant structures, etc. should not be counted when determining the total roof line. Non-street view roof lines should be utilized first.
  4. A street facing roof line may be permitted for solar panel use if the panels conform to the slope of the roof; and the top edge of the solar energy panel is parallel to the roof ridge and not above the roof line.
  5. The solar panels used must match the color of the roof as best as possible. For example, black roofs should use black panels; gray roofs should use gray panels, etc. No brass, silver, or white panels will be allowed.
  6. A solar energy panel frame, a support bracket, or any visible piping or wiring to be painted to coordinate with the roofing material.
  7. An owner or resident is required to shield a ground-mounted solar energy panel if shielding the panel does not prohibit economic installation of the solar energy panel or degrade the operational performance quality of the solar energy panel by more than ten percent.
  8. The solar panels must have sufficient glare resistance as to not cause a discomfort to other homeowners (specifications from manufacturer must be provided).
  9. The solar panels must be square to the roof lines(s) where the panels are to be installed and may not be tilted in one direction more than 2 degrees.
  10. Owners or residents who install solar energy panels to indemnify or reimburse the association or its members for loss or damage caused by the installation, maintenance, or use of a solar energy panel.
  11. The resident requiring installation of solar panels must receive HOA approval letter and obtain the necessary building permits from the local jurisdiction.

Note: The installation of solar panels may require your homeowner's insurance policy to carry an additional rider specific to the solar panels.