

MADDEX FARM ARCHITECTURAL GUIDELINES
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Maddex Farm Architectural Design Guidelines and Application Procedures Revision History			
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04/24/2010	1.3	Minor Spelling Corrections. Updated Contact Information	ARC
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Table of Contents

I. INTRODUCTION	6
II. ARCHITECTURAL DESIGN REVIEW PROCEDURES	6
A. DEFINITIONS	6
B. GENERAL	7
C. CONSIDERATION FOR SPECIAL CIRCUMSTANCES.	7
D. THE REVIEW PROCESS	7
E. APPROVALS	8
F. APPEALS	9
G. MODIFICATIONS AFTER APPROVAL	9
H. INSPECTION AND COMPLIANCE	9
I. APPLICATION REQUIREMENTS	9
J. APPLICATION PROCEDURES	10
III. GUIDELINES FOR SPECIFIC IMPROVEMENTS	10
A. GENERAL CONSIDERATIONS:	10
B. SPECIFIC GUIDELINES	11
1. ADDITIONS/MAJOR ALTERATIONS	11
2. AIR CONDITIONERS AND HEATING	12
3. ANTENNAS / SATELLITE DISHES	13
4. ARTWORK	14
5. ATTIC VENTILATORS / VENTS	15
6. AWNINGS	16
7. BASKETBALL BACKBOARDS	17
8. CHIMNEYS/FLUES	18
9. COLOR / MATERIAL CHANGES	19
10. COMPOST BINS	20
11. CURBSIDE EASEMENT ALTERATIONS	21
12. DECKS	22
13. DOGHOUSES, RUNNERS, TETHERS, AND KENNELS	23
14. DOORS	24
15. DRIVEWAYS AND PARKING EXTENSIONS	25
16. FENCES.	26
17. FLAGS AND FLAGPOLES.	27
18. FUEL TANKS	28
19. GUTTERS AND DOWNSPOUTS	29
20. HOUSE NUMBERS	30
21. LANDSCAPING (PLANTINGS AND RELATED ELEMENTS)	31
22. SIDEWALKS	32
23. LIGHTING	33
24. MAILBOXES	34
25. PATIOS	35

Architectural Applications Procedures and Design Guidelines (v1.8.1)

26. PET DOORS	36
27. PLAY EQUIPMENT	37
28. PORCHES	38
29. RESIDENTIAL RAILINGS (FRONT STOOPS AND SIDEWALKS)	39
30. RETAINING WALLS.	40
31. ROOFING	41
32. SECURITY DEVICES	42
33. SHUTTERS	43
34. SIDING	44
35. SKYLIGHTS	45
36. SOLAR COLLECTORS	46
37. SPAS/HOT TUBS	47
38. STORAGE SHEDS	48
39. SWIMMING POOLS	49
40. TRELLISES / ARBORS / PERGOLAS	50
41. WINDOWS	51

I. INTRODUCTION

All residential properties within the Maddex Farm Homeowners Association (“**Association**”) are subject to the architectural review and approval provisions set forth in Articles V through VIII, inclusive, of the Declaration of Covenants, as recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 983, at Page 565, et seq.

These Architectural Design Guidelines are intended to implement the architectural controls set forth in the Declaration of Covenants, Conditions and Restrictions (“**Declaration**”), and shall in no event be deemed to limit, modify or amend any specific provision of the Declaration. In the event of any conflicting language between the Declaration and these Architectural Design Guidelines, the terms and provisions of the Declaration shall be followed.

The Architectural Design Guidelines and Application Procedures (“**Guidelines**”) are intended for use by: (1) Lot Owners to assist in the submission of applications for architectural review under the Declaration, and (2) the Architectural Review Entity, as defined herein below, to provide objective standards to review applications for architectural changes to ensure any such changes would be harmonious with the surrounding structures and the nature and character of the community.

These Architectural Design Guidelines have been prepared to guide the construction and/or installation of Improvements within the Association, consistent with the following objectives:

- To provide a framework for maintaining harmony in architectural and external design quality and location in relation to surrounding structures and topography.
- To promote respect and sensitivity for the environment, neighbors, and the community; and
- To encourage consistency, continuity and conformity of design concepts for the property while allowing flexibility for achieving creative design solutions.

II. ARCHITECTURAL DESIGN REVIEW PROCEDURES

Please note that where the terms “**shall**” or “**must**” are used, the statement constitutes a mandatory requirement. Where the terms “**preferred**” or “**should**” are used, the statement constitutes a suggested guideline provided for the guidance and convenience of Applicants but does not necessarily require the ARC to approve the architectural design elements referenced therein.

A. Definitions

- **Guidelines are defined** as the “Architectural Design Guidelines and Application Procedures.”
- **Association** is defined as the “Maddex Farm Homeowners Association.”

- **Declaration** is defined as the “Declaration of Covenants, Conditions and Restrictions”, or “Covenants” for Maddex Farm, and any subsequent amendments or modifications therein.
- **ARC** is defined as the “Architectural Review Committee.”
- **Verified Receipt** is defined as email or mailed receipt from the management agent.

B. General

Under the Declaration applicable to the lots in Maddex Farm no structure may be commenced, erected or maintained and no exterior addition, or change or alteration is permitted without prior submission to the Board of Directors or its Architectural Review Committee and approval of the same. Accordingly, no improvement, including, but not limited to those specified herein, shall be commenced, erected or maintained upon the Property until complete plans and specifications showing the nature, kind, shape, height, materials, colors and location of the same have been submitted to and approved in writing by the ARC in accordance with Article V of the Declaration. The Owner/Applicant is responsible for complying with the provisions of these Guidelines, initiating the reviews, and obtaining the required approvals. Unless otherwise stated herein, there are no exemptions to the review process, and each application will be reviewed on an individual basis.

C. Consideration for Special Circumstances.

A few homeowners may desire their projects to vary from the guidelines listed below. By indicating in your ARC proposal that you have special circumstances in your home (details not required), the ARC may give your proposal special consideration. If approved, the proposed project must conform to all conditions, including, but not limited to: the project will be disassembled and removed from the property as soon as the special circumstance(s) have been resolved or the property is listed for sale or sold, whichever occurs first. In addition, the homeowner will be responsible to repair any damage to the property resulting from the project.

D. The Review Process

- The Chairperson of the ARC and/or management agent, if applicable, will review the application and accompanying information for completeness.
- If the project involves no changes in size, composition, color, materials, or other aesthetic concerns, and are of no impact of the owner's or neighboring properties do not require an ARC application (see, also, the individual guidelines). In these cases, an email should be sent to the ARC Committee indicating the scope, purpose, and date of the work.
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- Approval by the entire ARC committee will be required for other projects. In this case, proposals received from the management agent and/or by the Chairperson will be forwarded to the other members of the ARC. Upon receipt of

comments, questions, or votes from these members, the Chairperson shall forward the decision of the ARC to the management company. .

- Applications will be reviewed within 30 days of Verified Receipt from the management agent. Applicants will be notified in writing of the ARC decision at the mailing address or email address supplied on the application.
- If the Owner/Applicant does not receive a confirmation within 5 days, they should contact the management agent.
- Incomplete applications will be rejected and returned to the applicant with an explanation. Applications rejected as incomplete are deemed disapproved under these rules. However, applicants are encouraged to resubmit applications with all required documentation.
- The ARC may require the Owner to formally present the design in person and provide more information as necessary in the event of a complex or major project.
- The ARC's decision becomes final when written notice of the decision is given to the applicant at the mailing or email address supplied in the application.
- The ARC will consider any and all exterior elements of a project's design including size, orientation, architectural style, details, colors, materials, harmony of design, and all other factors that, in the opinion of the ARC, affect the appearance and suitability of the project.

E. Approvals

The ARC's approval of any proposed Improvement is within its sole discretion. The Association's Board of Directors may enforce or modify in whole or in part, any or all of these Architectural Design Guidelines. No work may commence on the proposed Improvement until an approval for the application has been received by the Applicant from the ARC.

Approval by the ARC does not relieve the Owner of the responsibility of obtaining all other necessary approvals and permits required by Jefferson County, the State of West Virginia and/or other agencies having jurisdiction over the project or improvement. The Applicant should contact Jefferson County before beginning any work to verify any additional approvals or permits that may be required.

Acceptance of the ARC's final approval constitutes an agreement by the Applicant not to deviate from the approved plan(s).

The ARC may, at its discretion during the review process, suggest alternative design solutions. However, such suggestions shall not constitute an approved design solution and the ARC shall not have any responsibility for ensuring or making any determination regarding compliance of such suggested design solutions with applicable governmental regulations or other applicable requirements.

Upon official approval of an application, the homeowner shall complete the project in question within six (6) months. Otherwise, a new application must be submitted.

Extenuating circumstances must be explained on a separate ARC application form and will be considered on a case-by-case basis. See also. Appeals, below.

F. Appeals

In the event that an application has been rejected, in whole or in part, the Applicant may request, **in writing**, an appeal to the Board of Directors. Any such appeal shall include a statement of the basis for such an appeal and the technical design information supporting it. The Board may require additional information from the ARC or the Applicant in connection with any appeal. The Applicant's appeal must indicate if the Applicant desires a hearing to personally address the Board at the next Meeting of the Board of Directors.

All appeals will be reviewed on a case-by-case basis, and the approval of one project does not imply or warrant that a similar appeal will be granted with respect to any other project. Each case will be reviewed on its own merits and in light of the overall objectives of these Guidelines.

Any appeal must be filed with the Board within 30 days of the date when notice of the action taken by the ARC is mailed or emailed to the applicant.

G. Modifications After Approval

If the Owner desires to make any changes to the approved plan(s) during construction, a revised application must be submitted to the ARC.

H. Inspection and Compliance

All alterations and additions, including those that do not require prior approval, must comply with these Guidelines. Periodically, the Board of Directors and/or the management agent may inspect Maddex Farm properties for compliance with the Declaration and these Guidelines.

I. Application Requirements

Since improvements may vary greatly in scope and complexity, application requirements will depend upon the specific Improvements being submitted for review.

In circumstances which involve replacement of existing items (without changes in size, location, color, or materials) many guidelines do not require a formal application. In these cases, please send a courtesy email to ARC@maddexfarm.org. describing the nature of the work to be done. **No approval is required. The email assists the Association and provides documentation in case of questions or complaints.**

All other improvements require submission of a completed **Architectural Project Request Form**. Copies can be obtained from the management agent or on the website: www.maddexfarm.org.

The guidelines for specific Improvements, set forth in Section III, herein, provide the best source of information for the specific items that must be included with the application. A complete application must include the following:

- A brief written description of the project.
- A copy of the guideline(s) relevant to your project to accompany the ARC form.
- Who is implementing the project (i.e., homeowner or contractor).
- A copy of the existing plat or site plan showing the house, property lines and easements, and any accessory structures, significant vegetation; and the location of the proposed addition/alteration, especially if the “footprint” will change.
- Drawings or photographs of the existing condition (where applicable).
- Any brochures, catalog photo, or manufacturer's information of what is proposed (if applicable).
- List of materials and colors to be used including samples (if applicable).

J. Application Procedures

- Read these Guidelines thoroughly to ensure proper compliance with the requirements of the proposed Improvements.
- Obtain an Architectural Project Request Form from the management agent or from the Maddex Farm website: www.maddexfarm.org
- Develop your plan. (Please consider the impact on your neighbors.)
- Complete the application as clearly and thoroughly as possible. Be sure to include all exhibits and other supporting information including those applicable to the specific Improvements, as set forth in Section III, below *and sign the application. All owners of record are required to sign the application but may designate a builder or other agent to complete the application process.*
- **Make a copy of the guideline relevant to your project and attach it to your application.**
- Submit your applications to the management agent, by:
 - Email to: ARC@maddexfarm.org
 - Or by mail:

Maddex Farm Homeowners Association
c/o Key Property Management
PO Box 107, Inwood, WV 25428

III. GUIDELINES FOR SPECIFIC IMPROVEMENTS

A. GENERAL CONSIDERATIONS:

These Architectural Design Guidelines have been prepared to assist the ARC and Applicants with the architectural design and review process, and contain both mandatory requirements and suggested guidelines. Notwithstanding the foregoing, the ARC may, in its sole discretion, waive or modify any mandatory and/or suggested requirements in appropriate circumstances (see section II. B and C above).

B. SPECIFIC GUIDELINES

1. Additions/Major Alterations

- These include, but are not limited to, structures such as garages, sunrooms, porches, and other house extensions.
- The addition/alteration should be visually integrated with the existing house through the consistent and complementary use of architectural elements, materials, colors and other details.
- In general, additions/alterations should be consistent with the materials and options used by the builder in initial construction.

Specific Guidelines

- The size and location of the addition should be proportionate to the existing house and space available on the property and should be shown in detailed drawings to scale.
- The addition should minimize any tree removal.
- The design and location should consider any adverse impact on neighboring properties that may result through the elimination of privacy or the removal of existing views.
- Changes in grade or drainage patterns must not adversely affect adjacent properties.
- New windows and doors should be the same type, material and color as in the existing house.

Submission Requirements

- Submit a completed **Architectural Project Request Form**.
- See general Submission Requirements in Section II. I and J on page 9 and 10 above.

2. Air Conditioners and Heating

General Considerations

Utilities and related mechanical and electrical equipment such as air conditioners, heat pumps, condensers, meters, etc. shall be located so as to minimize their visual and acoustical impact on neighboring properties.

No application is required for the replacement of existing approved equipment of similar physical size and appearance in the currently approved location.

Specific Guidelines

- The size and appearance of the proposed air conditioner/heat pump unit should be appropriate for its residential setting.
- Through the wall and window mounted units are generally not acceptable because they are not visually compatible with the appearance and design of the community.

Submission Requirements

- Applications are not required for replacement items unless plans deviate from the above Considerations and Guidelines (see also section II. Part I. on p. 9).
- If the plans depart from these Considerations and Guidelines specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

3. Antennas / Satellite Dishes

General Considerations

Antennas and Satellite Dishes are to be placed on the roof. (If the signal is not accessible please refer to the prioritized placement list below.) Notwithstanding the above, exterior wiring must be secured to the structure and only one penetration into the home's shell is allowed, preferably through the builder installed exterior connection. Further, all antennas/satellite dishes shall be those provided by area service providers. Placement, color, and landscaping should be utilized to reduce visual impact to the maximum extent possible.

Prioritized Placement List:

1. Rear of structure roof
2. Front of structure roof
3. Rear of structure on pole

Submission Requirements

- Applications are not required for replacement items unless plans deviate from the above Considerations and Guidelines (see also section II. Part I. on p. 9).
- If the plans depart from these Considerations and Guidelines specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

4. Artwork

General Considerations

Artwork includes but is not limited to fountains, sculptures/statuaries, etc. When considering the type and location of art, the size of the property and proximity to adjacent residences are important factors.

In general, artwork shall not be intrusive and must be appropriate to its surroundings. If visible from neighboring properties, artwork may be required to be screened by natural vegetation and/or landscaping.

Specific Guidelines

- The preferred location is in the rear yard; artwork is generally not permitted in front yards or in side yards that face onto a street.
- Generally, no more than one large piece of art will be permitted on any property.
- Artwork will be considered on a case-by-case basis, if necessary.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

5. Attic Ventilators / Vents

General Considerations

Attic ventilating equipment shall be selected, located and installed so as to minimize its appearance on the house and visibility from neighboring properties and the street.

Specific Guidelines

- The size and appearance of proposed attic ventilators should be appropriate for their residential setting.
- Attic ventilators shall not extend more than 12" above the roof surface.
- Attic ventilators shall be painted a flat black or a flat finish paint to match the roof color.
- Although discouraged, wall units may be approved provided they are located on side or rear walls and do not adversely impact neighboring properties.
- Attic ventilators shall be located to the rear of the roof ridge line and/or gable and shall not extend above the highest point of the roof.
- Rotating or wind-powered turbine ventilators will generally not be approved because of their size and movement.
- Gable vents will be considered. They shall be painted the color of the siding in which installed.
- Ridge vents will be considered. They shall be finished in the same color as the roof.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9)
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

6. Awnings

General Considerations

In general, sun control achieved through interior window treatments and/or landscaping is preferred to the installation of individual awnings on windows.

Awnings should be harmonious with and enhance the architecture of the house. The style, size, material and color of the awning must be compatible with the architecture of the house.

Awnings must be maintained, which includes the correction of rips, tears, extreme fading and discoloration.

Specific Guidelines

- Individual awnings are prohibited on front elevations.
- Fabric is the preferred material. Other material that is in harmony with the house exterior will be considered on a case-by-case basis.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 &10.

7. Basketball Backboards

General Considerations

Basketball backboards are not permitted to be affixed to structures on any Lot. Portable basketball backboards are not permitted on any common areas, including, but not limited to, the roads and road shoulders. It is recommended that portable basketball backboards are stored out of sight when not in use.

Specific Guidelines

- No more than one basketball backboard will be permitted on any lot.
- When locating basketball backboards, they should not promote playing on the community roads.
- The preferred location is over a driveway, a minimum of 10' from the nearest property line shared with a residential lot.
-

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 &10.

8. Chimneys/Flues

General Considerations

Chimney and metal flue additions should be planned and designed with the same care as initial construction and should be visually integrated with the architecture of the house. The design and location must be compatible with the house in style, scale, materials, and colors.

Metal flues should be selected, located, and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street. The installation of a chimney/flue should be consistent with the materials and options used by the applicable builder in constructing the initial house construction.

Specific Guidelines

- An exterior masonry chimney should be constructed to grade and must not appear to be suspended above the ground.
- Chimneys should be constructed of materials and colors that match, or are harmonious with, the materials and color scheme of the house.
- A masonry chimney should be constructed to match stone, brick and/or other masonry materials used elsewhere on the house.
- A rooftop metal flue should be on the side least visible from neighboring properties (usually the rear sloping roof) and be no higher than the minimum required by the County's building code.
- Enclosures of flues should be constructed of similar or matching materials to the house, trim and color, and a list of **all materials and proposed** colors is required.
- Generally, through-the-wall (direct-vent) metal flues will not be approved on an elevation that is visible from the street unless screened from view by vegetation or partition constructed of materials and color to match the house.

Submission Requirements

- Submit a completed **Architectural Project Request Form**.
- See general Submission Requirements in Section II. I and J on page 9 & 10 above.

9. Color / Material Changes

General Considerations

Color and material changes should be appropriate in appearance and quality to the style and design of the house. Exterior colors should be selected to enhance the appearance of the house as well as its relationship with surrounding properties and the environment.

Specific Guidelines

- Proposed colors and materials must be compatible with other existing or proposed exterior colors and materials on the house, such as roofing, siding, etc.
- Wood siding should be protected with stain or paint to prevent an uneven weathered appearance.

Submission Requirements

- Submit a completed **Architectural Project Request Form**.
- See general Submission Requirements in Section II. I and J on page 9 and 10 above and shall include:
- Drawings or photographs showing the house with annotations to indicate the proposed location of replacement siding, if applicable, and all elements proposed for color changes.
- Where a change in material is proposed, such as the addition of siding or brick, include elevation drawings, to scale, or photographs showing the location of all areas proposed to be changed.
- Identify the manufacturer, material and specific color "name"; and provide chips of all proposed paints or stains keyed to the elements to be finished.

10. Compost Bins

General Considerations

Compost bins should be selected and located so as to minimize their impact on adjacent neighbors. The location should be as far as possible from neighboring properties and streets.

Specific Guidelines

- The preferred location is in the backyard; compost bins in front yards will not be approved.
- The size of a compact compost bin is generally limited to approximately 3' in height and 3' x 6' in dimension.
- The bin should be self-contained, sturdily constructed of durable wood or plastic and finished in a way that is harmonious with its surroundings.
- If visible from neighboring properties, the bin should be screened by fencing or vegetation.
- The compost bin must be constructed and maintained so that it does not create a visual, pest, or environmental nuisance, and shall be screened from neighboring properties and streets by existing or proposed structures or vegetation.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

11. Curbside Easement Alterations

General Considerations

Homeowners are required to maintain the roadside easement areas adjacent to their lot. While curbside improvements and landscaping by lot owners are allowed, they must not pose a hazard to vehicles or pedestrians. It should enhance the community, the natural beauty of the environment and the overall quality of the neighborhood. Any roadside alterations are done at Lot owner's risk as these areas are rights-of-way for utilities, plowing, and road maintenance. Accordingly, any approval granted by the ARC for any modifications within the easement areas will not constitute permanent approval. Lot owners who place structures in the easement areas that reduce site distance for vehicular traffic and lot owners who permit vegetation to impede site distance for vehicular traffic may be liable for personal injury or property damages resulting therefrom.

Specific Guidelines

- Sharp rocks, sharp plants, or other potentially harmful structures adjacent to the road are not permitted.
- In an emergency, vehicles and/or pedestrians must be able to enter roadside easement without any obstructions.
- Under no circumstances may landscaping, plantings or other alterations block lines of sight.
- Roadways and adjacent easements must be kept as open and safe as possible.
- Must not create any adverse draining problems.
- Must not compromise road surface or subsurface integrity.
- Easement alterations will be considered on a case-by-case basis.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 &10.
- For grading changes, retaining walls or terracing, submit photographs or drawings (to scale) showing the existing and proposed grading.
- Applications shall include information about materials and colors.

12. Decks

General Considerations

A deck should be an appropriate size for the area in which it is to be located, with consideration for its physical and visual impact on adjacent properties. It should be harmonious in configuration, detail, materials, and colors with the architecture of the house.

Modifications or additions to an existing deck must incorporate the same materials, colors and detailing as were used in constructing any existing deck.

Specific Guidelines

- Changes in grade or drainage pattern must not adversely affect any adjacent property.
- Decks are to be generally located at the rear of the house.
- Upper-level decks should be attached directly to the house. Only ground level decks may be approved as freestanding decks.
- A solid trim board should be provided on any open side of the deck to conceal the joists and cut ends of the decking.
- Decks should be constructed of: (1) pressure-treated wood, redwood, or cedar, left to weather naturally or painted/stained in a muted color that is harmonious with the colors of the house; (2) Trex; or (3) a comparable synthetic material which is an acceptable material for deck construction. "Comparable" is defined herein as meaning comparable durability and structural integrity.
- Privacy screens should be properly constructed, framed, and installed directly on top of the railing. The total height of the railing and screen should not exceed 6'0" above the deck floor.
- No structure (privacy screen, arbor, trellis, gazebo, screen porch, etc.) may be located on a deck so that it projects beyond the side of the house.
- Any trellises, arbors, etc., should be designed as a part of the deck.
-

Submission Requirements

- Submit photographs and/or drawings (to scale) showing the house, property lines, significant vegetation, existing patios and decks, fencing, accessory structures, and the location of the proposed deck.
- Photographs or drawings (to scale) shall include dimensions of the proposed deck including any accessory structures such as built-in benches, privacy screens, etc.
- Indicate color(s) for the proposed deck and accessory structures (which must match or complement the house).
- In addition, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

13. Doghouses, Runners, Tethers, and Kennels

General Considerations

Generally, the neighborhood is intended for house pets only. Dog runners, tethers, and kennels will generally not be considered to avoid unattended pet (nuisances) and cruelty to animals.

Doghouses must be located so as to minimize their impact on neighboring properties. The location should take advantage of screening provided by existing or proposed structures, fences and/or vegetation. Doghouses in front yards will not be considered. Whenever possible, doghouses should be visually integrated with the existing house through the complementary use of materials, colors and details.

Specific Guidelines

- No more than one doghouse will be permitted on any property.
- Doghouses must be on ground-level only. No raised structures will be considered.
- Doghouses should not exceed the following dimensions: 48" x 48" x 48".
- Doghouses shall be located in rear yards only. Location in front yards and side yards will not be approved.
- Doghouses should be either finished to match the house or be painted in a color that blends with the immediate surroundings.
- Doghouses in a visible location may require screening by fencing and/or landscaping to effectively reduce the visual impact from neighboring properties.
- Location of the doghouse should not alter the existing drainage flow.
- Any fencing must conform to the guidelines found in Section III. Fences.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

14. Doors

General Considerations

Doors shall be compatible in style with the architecture of the house. Storm/screen doors must not detract from or alter the appearance of the house. Front storm doors shall be full view as defined by the manufacturers.

The addition/replacement of doors, including storm/screen doors, shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Specific Guidelines

Door Additions/Replacements

- Doors and door frames should be clad or painted with a color consistent with other doors, windows and house colors. **Color shall comply with the guidelines for Color Changes.**
- Wood doors, if allowed, must be protected with stain or paint to prevent a weathered appearance.

Storm/Screen Doors

- Storm/screen doors that are appropriate to the architecture of the house may be approved on a case-by-case basis in the sole discretion of the ARC as may be appropriate.
- Storm doors may be finished in the same color as the door they enclose or in a color complementary with the house colors.
- Front storm doors must be full view as defined by the manufacturers.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.
- Where a new door is proposed, photographs shall be supplied, showing the existing house and the proposed location of the doors.
- Catalog photographs or manufacturer's "cut sheets" identifying door type and style, including the specific 'name' of the door, if applicable, and dimensions, materials and colors.
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15. Driveways and Parking Extensions

General Considerations

Alterations to driveways should be consistent with the harmony and architectural characteristics of the neighborhood.

An additional parking area may be constructed. Great care must be exercised to avoid affecting buried sewer, power or other utility lines.

Specific Guidelines

- Changes shall not affect grade or drainage patterns, although extensions of culvert pipes to permit expansion may be considered with proof that the flow of stormwater will not be adversely affected.
- Driveways and extensions must be constructed of asphalt, concrete, or pavers. Loose gravel, "grasscrete," plastic rings, and unpaved driveways will not be approved.
- Extensions to widen the driveway or to provide an additional parking space must connect with the driveway and be of the same materials and color unless otherwise approved.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

16. Fences.

Specific Requirements and Guidelines.

- Fences must be located as close to the property lines as possible, to avoid gaps or alleyways between fences.
- All fences should have finished fence post tops or caps.
- Finished side of the fence should face out. Fence should not be less than three feet (3'- 0") or exceed six feet (6'- 0") in height.
- Fences located on slopes 10% or less may either run with the slope or be stepped with the slope. For slopes exceeding 10%, fences should be stepped with the slope.
- Stepped fences should be stepped in equal increments along consistent slopes.
- Fences shall be constructed of metal (**no chain link**), pressure-treated wood, redwood, cedar, Trex, or comparable synthetic material, which is an acceptable material for fence construction. Thin gauge wire (e.g., chicken wire) is not acceptable: thicker black or green PVC coated wire (12-14 g) may be used on certain fences (e.g., paddock or estate fences) to control animal access.
- No fencing may extend beyond the front edges of the house.
- Gates may be single or double and should match the design and height of the fence.
- Unusual fence configurations may be desired for some lots. These lots will be evaluated on an individual basis.
- Wood fences may be painted or stained with a finish that is complementary to the style and design of the house.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.
- For new fences, drawings or photographs of property including dimensions, vegetation (existing and proposed), and property lines are required.

17. Flags and Flagpoles.

General considerations

The Declaration of Covenants applicable to all units within the development prohibits signs and billboards, except for certain signs advertising the sale of the unit. Flags and banners may not be utilized as a means of circumventing the objective and intent of the prohibition against signs contained within the Declaration.

Furthermore, flags and banners should be located and designed so as to minimize any negative and/or offensive impact on neighboring properties and/or on the community as a whole.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10, and the location for a proposed free-standing flagpole must be included in a drawing or photograph.

18. Fuel Tanks

Specific Guidelines

- Fuel Tanks must be buried or screened from view by solid fencing. The solid fencing must be approved prior to installation.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

19. Gutters and Downspouts

General Considerations

The design, color, and location of gutters and downspouts must be compatible with the architecture and colors of the house.

The installation of gutters and downspouts shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Specific Guidelines

- Gutters and downspouts shall be painted to match existing gutters and downspouts or may be painted the color of the surface to which they are attached, or the existing trim color.
- Downspouts must be brought to grade.
- Downspout extensions, including underground drainpipe, must not detrimentally impact any adjacent property.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size ,or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

20. House Numbers

General Considerations

House numbers should complement the architectural style of the house. House numbers within a neighborhood or street should be compatible in design and located to be clearly visible.

The installation of house/unit numbers shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Specific Guidelines

- House/unit numbers should be located near the front entrance or door. Numbers should also be placed on a curbside mailbox, where applicable.
- House numbers must be legible, Arabic numerals, 3" to 6" tall and should contrast with the color of the background to which they are attached.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size ,or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

21. Landscaping (Plantings and Related Elements)

General Considerations

- Landscaping includes the addition of plant materials which are important in the screening of items such pools, decks, patios, fencing, parking areas, and utility equipment. Landscaping is also the preferred means of providing visual privacy and enhancing the beauty of the properties.
- In general, well maintained turf, low ground cover, flower beds, evergreens, small flowering trees and the use of native materials are encouraged. Care should be taken to avoid invasive species such as bamboo and certain vines.
- Installation of landscaping must not alter the existing drainage pattern.

Specific Guidelines

- Trees and shrubs must be located so as not to obstruct significant views from neighboring residences, interfere with utilities, or restrict sight lines from vehicular traffic.
- Shrubs in front beds should be properly maintained and not cover windows or doors.
- Stone used as accent elements, ground cover, or paving material, should be chosen so that its color, size, and installation complement the architecture of the house. Use of gravel will not be permitted
- Paving of yards or covering yards with decorative stones as a primary design element will not be approved.
- Small landscape-related elements such as bird feeders, bird baths, and small decorative garden ornaments are permitted. Planting of flowers and otherwise maintaining an existing flower bed do not require applications.
- Vegetable gardens should only be located in the rear yard.

Retaining Walls for planting beds.

- Small retaining walls can be used to provide a suitable grade for flower gardens.
- Walls should be made of durable materials that are compatible in color and appearance with their environment – depending on location brick, timbers, natural or synthetic stone may be used.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- Specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.
- Where structural elements are proposed, include photographs or drawings (to scale) showing design, installation details, materials, and colors.

22. Sidewalks

Sidewalks include, but are not limited to, walkways leading from the front door or porch to the driveway, lead to the street, walkways along the edge and parallel to the driveway, lead from the driveway to the side or rear of the lot, and any walkways in the rear of the home.

General Considerations

A new or replacement lead-walk should be constructed of brick, concrete pavers, or flagstone and should match the material of the front steps or stoop.

Specific Guidelines

- Sidewalks should generally be a minimum of 3' and a maximum of 5' in width.
- For townhomes, sidewalks from the front door shall connect to the sidewalk at the street.
- For single family homes, front sidewalks shall connect to the driveway.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- Lead-walks shall be of concrete, concrete pavers, brick, flagstone, or other approved paving material. Small stone, gravel, or asphalt walks are not appropriate.
- Lead-walks shall be built flush with the ground.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

23. Lighting

General Considerations

Permanent lighting should be selected and located so as to minimize its impact on neighboring properties. The location of security lights on the house should be as inconspicuous as possible. Fixture design, wattage, color, location, and direction should minimize glare onto neighboring properties.

Specific Guidelines

- Lighting must be a "white", "daylight white" with a bluish tint, or "soft yellow" color such as incandescent, metal halide, high pressure-sodium, solar, etc.
- A new or replacement light fixture should either match or be compatible in style, design, size, color, finish, type and lamp wattage with the original or approved fixture it is replacing.
- Security lighting such as spotlights or floodlights may be permitted if incorporated as part of the original building design and should be selected and located so as to minimize its impact on neighboring properties. Fixtures should be shielded and directed to prevent glare or spillover of light onto neighboring properties.
- Security light fixtures (floodlights) will not generally be approved as replacements for fixtures at entry doors because they create glare, tend to have a negative impact on neighboring properties and are not in harmony with the character of residential construction within the development.
- Ground or tree mounted floodlights should be carefully directed so that no glare impacts adjacent properties.
- Wiring for exterior light fixtures should match house color or be concealed.
Seasonal/holiday lighting does not require approval and shall be removed at the end of the season/holiday, weather permitting.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

24. Mailboxes

General considerations

Mailboxes shall be simple, functional and in accordance with approved project standards established for initial construction. Their design and location should minimize their visual impact.

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

Specific Guidelines

- For Single-Family detached Lots, mailboxes shall be located at the curb immediately adjacent to the driveway and shall not extend beyond the curb.
- Generally, curbside mailboxes should be a #1 black box on a single 4"x 4" wood post painted white or to match house trim with vinyl numbers 1" to 3" in size.
- Custom mailboxes will be considered but must be compatible with the architecture of the house, property, and community surroundings.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

25. Patios

General Considerations

A patio shall be designed and located to be harmonious with the architecture of the house and to mitigate the impact of its use upon neighboring properties.

In general, the patio shall be an appropriate size for the area in which it is to be located and should be constructed of concrete, slate, brick, pavers or other masonry or stone material.

Specific Guidelines

- The patio shall be designed as an integral part of the house and property.
- Design and location should minimize any tree removal.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- The preferred location is in the rear or side of the house. Generally, front or street facing side yard patios will not be approved.

Submission Requirements

- Submit a completed **Architectural Project Request Form**.
- See general Submission Requirements in Section II. I and J on page 9 and 10 above.
- Approval will be based on size, materials used, color, and impact on neighboring properties (including drainage).

26. Pet Doors

General Considerations

Article VI, Section 8 of the Covenants clearly indicates that pets (generally dogs and cats) can be maintained on a property provided they are not in unreasonable numbers, and do not "...result in an annoyance or are obnoxious to residents in the vicinity".

Specific Guidelines

- Pet Doors will only be considered for pets which, when not leashed, are contained in a rear yard, for example by fencing (physical or electronic).
- Pet Doors cannot be considered when their installation would encourage violation of the Covenant on pets (Article VI, section 8) as summarized above.

Submission requirements

- Standard sized Pet Doors shall be installed in the rear of the home only.
- Pet Doors should be painted to match the color of the door, wall, or trim of the home.
- More specific information about preparing an **Architectural Project Request** is in Section II. Parts I. and J. on page 9 and 10.

27. Play Equipment

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 visually integrate the structure into its surroundings and should take advantage of any screening provided by existing vegetation.

When considering play equipment, the size of the property, equipment size, material, color, relationship to adjacent residences, and amount of visual screening are important factors.

Specific Guidelines

- Play equipment should be located in the rear yard.
- Play equipment should be sturdily constructed of durable materials (preferably wood), and finished in a dark, muted natural color. Plastic, cloth, or metal equipment, not including wearing surfaces such as slides, poles, and climbing rungs, should be finished in solid, earth tone colors.
- Where in a visible location, play equipment may need to be screened by fencing and/or landscaping to effectively reduce the visual impact from neighboring properties.
- All portable play equipment should be stored out of sight when not in use.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

28. Porches

General Considerations

Porch additions shall be designed as an integral part of the house. Porch/screened porch additions shall be compatible with the existing house in style, scale, massing, and the consistent use of architectural elements, materials, colors, and other details.

Specific Guidelines

- The size and location of the porch should be appropriate to the existing house and space available on the property.
- The design and location should consider any adverse impact on neighboring properties, including changes in grade or drainage.
- Porches/screened porches must be attached directly to the house.
- New windows and doors should be the same or be compatible with the material and color of the existing house.
- Where more substantial porches/screened porches are to be constructed on upper-level decks, special attention must be given to the massing of the addition in order to visually integrate the porch with both the house and the ground.
- Supplemental landscaping may be required to compensate for the removal of vegetation and to visually soften the addition.

Submission Requirements

- A site plan or drawings (to scale) or photographs showing the existing house and any fencing, accessory structures, significant vegetation, property lines, easements, and the location of the proposed porch. Drawings (to scale) shall include the existing house and the proposed addition.
- A list of all exterior materials and samples of proposed colors, if applicable.
- Catalog photographs or manufacturer's "cut sheets" of "off-the-shelf" items, as applicable, including sizes, materials and colors.
- A landscape plan, as applicable.
- Additional specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

29. Residential Railings (Front Stoops and Sidewalks)

General Considerations

Railings should be appropriate for an upscale residential neighborhood and must be harmonious with existing structures in Maddex Farm. Permanent railings are preferred. Requests for temporary railings for medical reasons may be expedited by contacting the management agent directly by mail, email or phone as specified above, Article II Section I.

Specific Guidelines

- Railings should be constructed of wood, iron, steel, or vinyl, and must contain top and bottom horizontal rails connected by vertical spindles.
- Spindles may be straight or helical.
- The overall composition may be simple or contain scroll work.
- All railings should be painted black, white, or another color harmonious with the color or trim of the home.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.
- For new railings, submit drawings (to scale) or photos of the house showing the proposed location of the railings, and a description to cover those items in the ***Specific Guidelines***, above.

30. Retaining Walls.

General Considerations

For Small retaining walls for planting beds, see Landscaping/Plantings and Related Elements.

Walls designed to alter the grade of a yard should be as unobtrusive as possible, built to the minimum height needed, and should be securely constructed with tiebacks or dead men as needed.

Specific Guidelines

- Walls should be made of durable materials that are compatible in color and appearance with their environment – depending on location brick, timbers, natural or synthetic stone may be used.
- The top of the wall must be flat and level and stepped to accommodate a change in grade.
- Retaining walls must not create any adverse drainage problems of the lot or of the neighborhood.
- Depending on size, material, and location, retaining walls may require landscape to soften the visual impact of the wall.

Submission Requirements

- Drawings (to scale) or photographs of the lot including the location of property lines and the house. These should include the proposed location of the retaining wall along with notations as to the change in grade of various portions of the lot.
- Supply a description of the materials to be used along with color samples.
- Additional specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

31. Roofing

General Considerations

New or replacement roofing, including the design and material, should be appropriate in appearance and quality to the style and design of the house. Roof material and color should be compatible with other existing or proposed exterior colors and materials on the house.

Specific Guidelines

- The roofing material and color should be compatible with other approved roofing in the neighborhood.
- Replacement roofing material and associated elements should be similar in appearance and quality to the existing approved roofing.

Submission requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

32. Security Devices

General Considerations

Security devices including cameras and alarms shall be selected, located, and installed so as to be an integral part of the house and not detract from its architecture and appearance.

Specific Guidelines

Cameras and housings, sirens, 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 attached.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

33. Shutters

General Considerations

Shutters should be harmonious with the architecture of the existing house regarding the style, size, material, and color of the shutters.

No application is required for the replacement of existing approved shutters with shutters that are similar in style, material, and color. The installation of new or replacement shutters shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Specific Guidelines

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

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

34. Siding

General Considerations

Siding style, materials, and colors should be compatible with that of the house. The addition or replacement of siding should be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Specific Guidelines

- The proposed siding materials and trim details should be similar in appearance (material, style, and color) to the existing approved siding.
- Wood siding must be protected with stain or paint to prevent an uneven weathered appearance.

Submission requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 &10.

35. Skylights

General Considerations

Skylights should be visually integrated with the architecture of the house regarding style, location, size, and color.

The installation of skylights shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Specific Guidelines

- Skylights shall have a low profile.
- Skylights shall be installed parallel with the roof ridge and edges and should be located on the back side of the roof ridge.
- The frame color shall match or be compatible with the roof color.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

36. Solar Collectors

General Considerations

Solar collectors (panels) should be selected, located, and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street. The design, color, configuration, and location of the proposed solar collectors should be compatible with the architecture of the house.

Specific Guidelines

- Solar collectors should have a low profile and should be mounted flat on 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.
- All framing, piping, control devices, and wiring must be painted a dark color or the color of the roof and hidden from view (if possible).
- Ground-mounted solar collectors should be as small as possible, located in rear or side yards, and screened from neighboring properties by landscaping and/or fencing. These installations will be reviewed on a case-by-case basis.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.
- Applications shall be required for new solar panels and shall include a drawing (to scale) or a photograph of the house including the roof showing the proposed location of the solar collector(s) and shall be consistent with the above guidelines.

37. Spas/Hot Tubs

General Considerations

Spas/hot tubs should be selected, designed, and located so as to minimize their impact on neighboring properties.

In general, a spa/hot tub should be integrated visually and structurally with a rear yard ground- level deck, porch or patio and be screened from view.

Specific Guidelines

- Spas/hot tubs should be located in the rear yard. Spas/hot tubs should be screened from adjacent properties and streets by a structural screen, fence and/or landscaping.
- When set on a deck, the spa/hot tub should be integrated both visually and structurally into the deck.
- Any mechanical equipment, pipes, and wiring should be concealed or screened from view.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size, or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

38. Storage Sheds

General Considerations

Storage sheds must be located so as to minimize their impact on neighboring properties. The location should take advantage of screening provided by existing or proposed structures, fences, and/or vegetation.

Whenever possible, storage sheds should be visually integrated with the existing house through the complementary use of materials, colors, and details.

Specific Guidelines

- Generally, no more than one storage shed will be permitted on any property.
- Wherever possible, built-in sheds should be integrated into the architecture of the house, walls, or fencing.
- Storage sheds shall be located in rear yards only. Location in front yards and side yards will not be approved.
- In Townhouse Lots the storage shed must be located against the rear wall and/or privacy fence, should not extend above the wall or fence, and is limited in size to a total floor space of 50 square feet.
- For single family homes, size is generally limited to no larger than 150 square feet of floor space and the roof no higher than 10' from the ground at its highest point.
- Sheds should be either finished to match the house or be painted in a color that blends with the immediate surroundings.
- Free-standing sheds should be located in areas of vegetation to screen the shed from neighboring properties and streets.
- Storage sheds in a visible location shall require screening by fencing and/or landscaping to effectively reduce the visual impact from neighboring properties or the street.
- Location of shed shall not alter the existing drainage flow.

Submission Requirements.

- Drawings or photographs showing the house and the exact location of the proposed shed.
- If pre-constructed, a catalog photograph or manufacturer's "cut sheets" of the shed, including dimensions, materials, and colors.
- If the storage shed is to be constructed, include a plan and elevation drawings, to scale, with dimensions, materials, and colors. If built against the rear wall of the house, also include this elevation incorporating the proposed shed.
- Where the use of fencing is proposed, include a drawing with dimensions, details, material and color.
- Additional specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.

39. Swimming Pools

General Considerations

When planning a swimming pool, the size of the property, relationship to adjacent residences, and the size of the pool and related accessory structures must be considered. The location of a pool should minimize the visual and acoustical impact on adjacent properties. Design and location should visually integrate the structure into its surroundings and should take advantage of the screening provided by existing vegetation and/or fences.

Due to limited space, the proximity of units, and the negative impact upon neighboring properties, the addition of a permanent swimming pool or a large temporary pool is not permitted within Townhouse Lots.

Specific Guidelines

- Only one swimming pool is permitted per lot.
- Above-ground pools over 2 feet in height require approval. Swimming pools should be located in rear yards as far away from adjacent residences as possible. No swimming pool should be located in a front or side yard.
- Above ground seasonal pools shall be removed between swimming seasons. Permanent above ground swimming pools should be built into a deck.
- Mechanical equipment and other utility accessories should be located so as not to have an adverse effect on adjacent property.
- Swimming pools should be screened from adjacent properties by landscaping.
- Swimming pools should be surrounded by a fence approved by the Association.
- Once a seasonal pool approval has been received, no additional requests shall be required for the same pool. The approval will carry over from season to season.

Submission Requirements

- Applications shall reference the guidelines listed immediately above and identify the materials and color.
- A copy of photographs or drawings (to scale) of the existing site plan showing the house, any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the swimming pool, accessory structures, and landscaping (e.g., vegetation).
- Additional specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.
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40. Trellises / Arbors / Pergolas

General Considerations

Trellises and arbors should be designed and located so as to be compatible with the existing house in style, character, scale, materials, and colors.

In general, the addition of a trellis, arbor, or pergola should be integrated visually and structurally with the architecture of the house. Arbors should complement the overall composition of the yard and any existing fencing element.

Specific Guidelines

- The preferred location should be integrated with the rear yard deck or patio.
- A freestanding trellis or arbor should generally be located in the rear yard.
- Size, height, materials, and colors should be harmonious with the size of the property and the architecture of the house, deck, patio, fence, etc.
- If the arbor, trellis, or pergolas is to be tied into a deck, see ***Decks in Section III. #12*** for additional information.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.
- A drawing (to scale) of the existing site plan or photograph showing the house, any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the trellis, arbor, or pergola.
- Indicate the size, height, materials, and color of the proposed structure.
- If a prefabricated trellis/arbor is proposed, include a catalog photograph and/or manufacturer's "cut sheets" with dimensions, materials and colors.
- Where applicable, provide a planting plan indicating the type and location of proposed landscaping.

41. Windows

General Considerations

Windows shall be compatible in style with the architecture of the house. Storm/screen windows must not detract from or alter the appearance of the house.

Windows shall be of quality material and workmanship, and consistent in proportion, detailing and style. The type, style, material, color, detailing, and installation of a new or replacement window must be consistent with that of existing windows.

Specific Guidelines

- Window Additions/Replacements New windows, including sliding doors, French doors, or Patio doors must be compatible in style and character with existing windows, and their proposed locations must be appropriate to the architecture of the house.
- Individual replacement windows must match or be compatible with existing windows in design, configuration, material, frame width, and color.
- Window frames shall be painted in a color consistent with other windows.
- Windows shall have clear glass. Highly reflective glass tinting is not permitted.

Storm/Screen Windows

- Storm/screen windows must not substantially alter the appearance of the existing windows.
- When installed over existing windows, storm/screen window frames should be of the same material and have a similar color as the existing window frames.
- Additional storm/screen windows must match the type, material, frame width, and color of the existing storm/screen windows.

Submission Requirements

- Applications are not required for replacement items unless plans call for changes in color, materials, size or location from the existing structure (see also section II. Part I. on p. 9).
- If the plans depart from these guidelines and requirements, specific information about preparing an **Architectural Project Request**, is located in Section II. Parts I. and J. on page 9 and 10.
- To add new windows:
 - Supply Drawings or photographs showing the house, existing windows and doors and the proposed location of new windows.
 - Catalog photographs or manufacturer's "cut sheets" identifying window type and style, including the specific "name" of the window, if applicable, and dimensions, materials and colors.