

BURNT HICKORY REGISTRY
ARCHITECTURAL CONTROL COMMITTEE
("ACC") GUIDELINES

Like most planned high quality communities, Burnt Hickory Registry has a process of Architectural control. Any exterior improvement/change that is made to your house or lot, no matter how small, must receive approval from the ACC. Prior to starting the project, please consult these Architectural Guidelines for specific guidelines.

ANTENNAS. Exterior antennas are discouraged. However, if a homeowner wishes to install an exterior antenna, they must comply with the guidelines set forth herein governing the installation of satellite dishes.

ATTIC VENTILATORS. Attic ventilators and turbines are permitted if painted to match the color of the roof (roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines must be mounted on the least visible side of the roof ridge line so as to minimize their visibility.

AWNINGS. The Architectural Control Committee ("ACC") has the authority to approve exterior awnings. The ACC shall only approve an exterior awning if the application demonstrates that the awning shall be clearly compatible with the architectural design and qualities of the home, or is screened from the view of adjoining neighbors due to the proposed location of the installation, and meets the following criteria:

They are solid colors, which are compatible with the color scheme of the house;

The awning must be consistent with the visual scale of the house to which the awning is attached;

Frames or structural supports for awnings must be painted to match the trim or dominant color of the house.

CHIMNEYS. Chimneys must either be masonry or enclosed in the same finish material as the exterior of the home to which they are attached.

CLOTHES LINES. Clotheslines or similar apparatus for the exterior drying of clothes are not permitted.

COMMON AREA. Homeowners are not allowed to alter, by any kind of planting or building of any structure, any common area, easement or right of way located next to or close to their property. Such alterations include but are not limited to storing of personal property, firewood, gardening implements, machinery, or installation of semi-permanent play equipment. Other modifications are such things as allowing the accumulation of debris of any kind, establishment of gardens, and/or otherwise adding, removing or modifying any trees, shrubs or other plantings located in the areas referred to above. Violations of these standards are also subject to the same Fine and Restoration Assessment actions as stated below.

DECKS. The ACC must approve all decks, other than those which are builder options. The ACC will use the following criteria in determining whether to approve an application to construct a deck:

Decks must be located in rear yards, except that variances for side yards may be granted for detached houses designed for wrap-around decks.

Decks, particularly elevated decks, must be of a scale and style which are compatible with the home to which they are attached, adjacent homes and the environmental surroundings. The ACC may, in some cases, place specific limits on the scale or style of decks, which will be approved, based on considerations of density, visibility and scale and size of decks provided as standard builder features or options.

All decks (elevated and on-grade lower level structures), including rails, stairs, landings, supporting posts, fixed seating, planters and other similar accessories, must be constructed only of cedar, redwood, pressure treated lumber, or Trex (or other new man-made low maintenance materials that look like wood).

Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse, visual impacts is encouraged and may be required by the ACC, particularly in the case of high decks.

DOGHOUSES. Doghouses must be compatible with the applicant's house in terms of color and material. They must be located where visually unobtrusive to neighbors and the use of appropriate screening is encouraged and may be required in some cases in order to minimize any negative visual impacts.

Dog runs are prohibited. A dog run is defined as any fenced or walled structure (other than privacy fencing) constructed to allow dogs or other animals to exercise or otherwise move about portions of the homeowner's property without escaping, or any other constraining device such as a post and leash which allows an animal to roam unattended beyond the boundaries of the homeowner's property.

AIRCONDITIONING UNITS. Air conditioning units extending from windows are prohibited. Air Conditioning equipment should be screened to reduce any negative visual impact.

EXTERIOR COLORS. Applications are required for repainting any visible portion of the home, including siding, doors, shutters, trim, or roofing. Repainting with existing colors will be a formality from an approval perspective and will be used to help track painting as part of the overall maintenance expectations of all homeowners. Regular touch up maintenance with existing color scheme is exempt from ACC application.

The decision whether to approve each application will be based on a judgment as to whether the proposed change would be noticeably inconsistent or visually incompatible with the originally established color scheme of the applicant's property and surrounding neighborhood. Factors considered in this review will include the following:

Proposed colors must be visually indistinguishable from the original colors on one or more units of the same model located in the neighborhood, and must correspond to the location of these original colors. For example, a proposed change of door color will be compared to the color of other doors in the neighborhood.

Proposed color changes must not reverse or alter the degree of contrast between the unit's original colors. For example, a light color against a dark background must not be replaced with a dark color against a light background. An area originally a single color may not be painted different colors, nor may adjacent, different colored areas be painted the same color.

Proposed color changes must not alter the original degree of consistency between units in the neighborhood. For example, where all shutters and doors on a row or section of homes were originally painted identically, then none may be repainted a different color.

DECORATIVE OBJECTS. All exterior decorative objectives, whether natural or man-made, which were not part of the original construction design as either a standard or optional feature, require ACC approval, except as noted. Examples of such objects requiring approval include (but are not limited to) bird baths, bird feeders, bird houses, garden decorations, free-standing flag poles, fountains and other water features, installed landscape features such as rock or driftwood, mail boxes, and lawn or garden sculpture. In addition, any decorative objects added or attached to approved structures, such as decorative ironwork, mirrors, plaques, signs, weathervanes and wind chimes also require approval. The ACC will evaluate all proposed or installed exterior decorative objects solely in terms of design, execution and general appropriateness in order to prevent such objects from having a significant negative impact on adjoining homes, the neighborhood setting, and the community at large. The ACC will not judge the individual aesthetic or artistic merits of any object, but rather will make its evaluation solely on the object's impact. The ACC will consider the following items in its evaluation:

The ACC will apply a more narrow set of standards to objects located in front yards or positioned where they can be fully viewed from the street or sidewalk fronting the applicant's property than to those objects located in back yards, under decks, or within screened locations of lesser visibility and impact.

Objects must not contain colors or color combinations considered excessively bright, garish, jarring, overly reflective or luminescent. The color or colors of an object must compliment the overall appearance of the home and not distract from it in a way that draws excessive attention to the object.

Items must be compatible in general style and in quality of materials and workmanship with the architectural characteristics of the applicant's home, adjoining homes, and the neighborhood setting.

Objects must not substantially intrude by sight, sound, or smell upon adjoining homes or the neighborhood setting.

Objects must be made of suitable natural or man-made materials capable of withstanding outdoor weather conditions and must be capable of maintaining an attractive appearance. An object may be allowed to become mossy, rusty or weathered only if it is appropriate to such an object and only if it presents an attractive appearance compatible with the home, adjoining homes, and the neighborhood setting. Objects constructed of fiberglass, plastic, rubber, or similarly highly artificial mass-produced materials are generally prohibited unless the ACC determines that they are of high quality and a natural, unobtrusive appearance.

Objects shall not create an adverse impact on the natural environment by their installation or location. The ACC will consider such issues as an alteration in the rate or direction of water runoff, the removal of trees or other substantial plants, and/or the creation of attractions, which are hazardous to wildlife by their nature or location.

Objects shall not create a hazard to public safety or become an "attractive nuisance."

Objects must be of an appropriate size and within an acceptable scale which is harmonious with the home and its location. Items must not be so numerous so as to present a cluttered or overwhelming appearance.

Objects must avoid using words and designs that are, by their nature, inflammatory, offensive, or vulgar to the community.

The following objects do not require ACC approval if these standards are met:

Door knockers must be solid brass, polished/bright or "brushed" finish and must be installed in the center of the door from left to right and in the top third of the door;

Peep holes must have a brass out case and installed in the center of the door from left to right and in the upper third of the door;

Kick plates must be of brass, polished/bright or "brushed" finish and not exceed 12 inches in height, measuring from the bottom of the door;

Temporary flagpole staffs, which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit.

While ACC approval is not required for removable exterior decorative objects, including small flags or banners, that are of a temporary nature and are displayed for seasonal holiday duration or special occasion, residents should consider these guidelines when choosing such objects.

DRIVEWAYS/SIDEWALKS. Driveways and sidewalks shall not be painted or stained. Changes to driveways, sidewalks and parking areas shall require ACC approval.

LIGHTING. Exterior lighting which is a part of the original structure may not be altered or added to without prior approval of the ACC. Such alterations or additions must be compatible in style and scale with the applicant's house, and applications must include their location, number, style, bulb color and wattage. Recommended fixtures include low voltage ground-mounted styles that may be wholly or partially concealed by plantings.

Colored bulbs designed to repel insects may be installed only in lighting fixtures located at the rear of houses. Lighting which illuminates either common areas or private property other than that on which it is installed, including reflected "backwash" behind houses, is prohibited. Proposed lighting shall not be approved if it will otherwise result in adverse visual impact to any other property, due to factors including but not limited to location, color or wattage. As the effects of proposed lighting may be difficult to assess prior to installation, the ACC reserves the right to require correction, including but not limited to removal or modification of lighting found to cause adverse impact after installation. Lighting down driveways will not be approved.

FENCES. The subject of fences is more difficult to treat than many other items, since fences can serve a number of different purposes and can have a very significant visual impact. Fences can be used for the following purposes: to visually define property lines; to provide security; and as an architectural feature intended to enhance the physical appearance of the house or property. General guidelines for the construction and approval of fences are provided below.

Chain link fences will NOT be approved under any circumstances. All fences, including supporting posts, pickets, rails and gates must be constructed only of cedar, redwood, pressure treated lumber, or black wrought iron/aluminum. Fences must not be painted and must retain their original color.

Fences must be located only on the lines bordering the back yard. Lot line fences permitted are as follows: open, split-rail, picket, wrought iron, or privacy.

The maximum height for a fence is five feet in height. Maximum height is defined as the tallest point in any fence, including the posts.

Fences cannot extend forward past the rear plane of the house.

For any fence which is extended beyond the width of a house, that portion closest to and parallel with the street fronting the property must be screened from view by a minimum of three evergreen trees or shrubs (such as Junipers, Hollies, Pines, Arborvitae, Cypress, Yews) planted at intervals of no greater than four feet, within four feet of the front of the fence. Such trees or shrubs must be clearly shown in the application. The minimum height for screening is 5 feet or at the same height as the newly erected fence. Additionally, identical screening is required for the side of such fences where no other building lies between the house and the nearest street, road, sidewalk, path or parking area lying substantially parallel to the open side of the property, regardless of distance thereto, and for those extensions located closest to neighborhood entrances, at either side of any road leading into the neighborhood, which are readily visible upon first arrival.

FENCE MAINTENANCE. Maintaining your fence is a requirement. The recommended treatment for all wood fences is a clear stain and must be maintained to look as close to new as possible. This will require either annual or every other year maintenance in order to maintain the required appearance. As your fence ages, it may become necessary to first strip and treat the fence prior to reapplying a clear stain.

The ACC does reserve the right to re-examine existing fences to ensure that screening is kept to the standards set in these guidelines.

Signatures from all affected neighbors' signifying that they have received a copy of the application or informed notice of the application will be required for all ACC Fence applications. Signatures by "affected neighbors" merely signify that they have received notice of the application. The mere signature of an affected neighbor shall not signify consent, nor shall any affected neighbor's refusal to sign the form constitute automatic grounds for a denial of the application. Informed "affected neighbors" have until the next ACC meeting (allowing a minimum of one calendar week from effective notice) to provide to the ACC any comments about the application they wish (in person, or via e-mail, fax, or U.S. Mail to the ACC Chairman).

** The term "affected neighbors" means homeowners who are in sight of the proposed improvement, and who may experience a visual or sightline impact, or may be affected in other ways, such as changed drainage, effective use of property, etc. If an applicant cannot obtain the signature of an affected neighbor for whatever reason, then the applicant must document their good faith effort to notify the party and provide the information with the application.*

FINES. The ACC may impose fines of up to \$150 per day for un-remedied violations of these guidelines. Failure to submit an ACC application prior to the start of a project requiring approval will automatically incur a fine, regardless of the scope of the project.

FIREWOOD. Firewood shall be kept neatly stacked only on the rear ground level of the homeowner's property within the yard. Firewood should be stacked in piles which do not exceed six feet in length and four feet in height for both aesthetic and safety considerations. Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.

FLAGS. Homeowners may display a flag without prior ACC approval under the following guidelines:

Homeowners may display seasonal, decorative, state, or national flags of an appropriate size and good condition when the flag is attached at an incline to the wall or column of the homeowners' home or to the homeowner's deck by means of a temporary flag pole or staff no more than 6 feet in length.

Homeowners displaying the flag of the United States of America should refer to the United States Flag Code (36 US Code 10) for guidelines on properly displaying the flag.

As an alternative, homeowners may choose to temporarily display the flag of the United States of America in an appropriate traditional manner from a window or over a doorway. It is also proper when displaying a flag in this manner that the union (stars) should be presented in the upper left corner.

Permanent freestanding flagpoles on homeowner properties are prohibited.

GARDEN STRUCTURES. The ACC may approve garden structures such as arbors, trellis, and similar structures that exceed the fence height by no more than two feet to provide adequate head space.

GRILLS. Grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines.

HOT TUBS. Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck, or patio to which it is attached or most closely related. Hot tubs should be within an approved privacy fence or other screening.

LANDSCAPING. Ongoing improvements to and maintenance of existing landscaping is greatly encouraged. In general, an architectural review application is not required for minor landscape improvements such as foundation plantings and single specimen plantings. Any alteration, including re-grading, which changes the existing flow of water, must not detrimentally affect neighboring properties or common areas. Plant materials should be appropriate in character, habit, species, size (both installed and mature size), number and arrangement for their purpose and environment. Stone or brick, whether used as accent elements, ground cover, paving material, walls, bed edging or dry creeks, should be chosen so that its color, size, and installation complement the architecture of the house, its natural environment, and the associated plant material. The following are major landscaping improvements that require an application and approval prior to installation:

Installation of all trees over 2 1/2 inches in diameter measured twelve inches above the ground and not listed on the suggested list of trees suitable for residential lots (see Trees)

Installation of any other plantings intended to form a hedge or natural screen, which will attain a height of more than two feet.

Installation of railroad ties, garden timbers, dry-stacked or mortar-set stone, or similar

structures which will form a wall over 12 inches high and more than 8 feet long. Include a plan for all planter boxes showing that site drainage has been successfully accommodated. Installation of any proposed improvement, which is of such a scale or type that is inconsistent with the existing design features of the home, adjacent units and the surrounding area.

The substantial or total removal of turf must be replaced with adequate plantings of suitable nature and scale to cover a minimum of two-thirds of the yard.

Vegetable gardens, while allowed, must be located behind the rear plane of the house totally within the property boundaries. They must be located so as to minimize their visibility from neighboring properties and streets.

MAILBOXES. Mailboxes must all be of the same type as originally installed. Mailboxes should be repainted and cleaned periodically, and should not be allowed to rust. Only one mailbox per residence is permitted. Mailbox decorations are permitted only during the holidays

MAINTENANCE. The appearance of each and every home affects not only the overall look of the community but the individual property values within it. Property ownership in Burnt Hickory Registry includes the responsibility for continued maintenance of all structures and grounds, which are part of each homeowner's lot. This includes, but is not limited to, keeping buildings and structures in good condition and repair, removing all debris, pet excrements and unsightly materials and keeping all shrubs, trees, grass and other plantings neatly trimmed, properly cultivated and free of weeds. Plantings or grass should be properly trimmed or edged along driveways and sidewalks to maintain a neat and consistent appearance.

All homeowners are responsible for inspecting their own property periodically to ensure that there is no faded or peeling paint, rotting wood, loose mortar or spalled masonry. It is necessary that all wood surfaces such as door and window trim, bay windows, dormers and garage doors be caulked, sanded and painted every few years to keep them in good condition.

All decks, fences and other exterior structures such as sheds and children's recreation/play equipment must be kept in good repair. The homeowner must replace rotting or warped wood. It is strongly recommended that all wooden portions of decks, fences, privacy screening, landscaping constructions, and other structures such as storage sheds, children's recreation/play equipment, etc. be treated periodically with stain and/or wood preservative to maintain and enhance their condition. Current treatment materials will not last more than two years and should be re-applied as needed to ensure as close to the original state as possible. The standard for maintenance will be the visibility from your neighbor's property.

Homeowners are responsible for the continued maintenance of all grounds and landscaping within their lot. The homeowner must keep grass, shrubs and trees neatly trimmed, properly cultivated and free of weeds and pet excrements and other debris.

Violations of these maintenance standards are subject to the Fine and Restoration Assessment actions described below.

It is impossible to list and describe each and every component of a homeowner's lot that must be maintained and how it should be maintained. Suffice it to say that all exterior finishes, whether brick, metal, wood or any other material, should be maintained in a state of good repair. A state of good repair consists of ensuring that the unit and its entire component parts look as good as it did when it was new. Siding must be clean and free of significant warping or bubbling. Peeling paint and rotting wood evidenced by cracks and black mold or soft areas must be sanded, caulked and repainted. Homeowners must replace or, if possible, repair any rotted wood components. Windows, doors, garage doors, exterior roof and gable trim all need to be caulked and repainted on an average every 4 years. Paint on doors and shutters fade with time and even if it is not peeling, these areas and others described above need to be repainted on average every 4 years. You can save yourself many costly repairs if these areas are inspected and routine upkeep is performed every year. These guidelines are designed to ensure not only that all homes look their best but also that costly repairs are not necessary because routine maintenance is performed in a timely fashion. Remember that an ACC application is required for all painting work.

"If you have any doubt about the need for repairs or repainting, please contact the ACC.

The ACC inspects all properties on a regular basis. If a homeowner has not kept their home in good condition, ACC will cite them for non-compliance. If a violation is not corrected within the specified time period, it can result in a Fine for non-compliance and an additional Restoration Assessment can be made if the community must take action to have the work performed to bring the home into compliance. This Fine and/or Restoration Assessment will be placed as a lien against the offending property. The ACC has a block captain program with the four block captains being voting members on the ACC. The block captains will complete an annual inspection/scorecard for all properties to meet the requirements of the ACC guidelines. Homeowners that have item(s) that are out of compliance with ACC guidelines will receive a copy of their inspection/scorecard along with a required timeline to remedy the item(s). Homeowners have the right to appeal any of the ACC inspection findings and corresponding required work/repairs.

NEWSPAPER TUBES. The addition of tubes or other containers for delivery of newspapers is prohibited.

PATIOS. Patios that are not builder options require the prior approval of the ACC. Patios must be located in rear yards with the exception of homes whose rear yard fences extend beyond the width of the house, wherein such patios can extend to the fence line, but not forward of the rear plane of the home. Visible portions of patios must be constructed only of brick, slate, stone, or concrete interlocking pavers. Colors should coordinate with the existing materials and colors. Colors should coordinate with the existing materials and colors of the home and typically be neutral earth tones (such as gray, blue-gray, brown or red). Where installation of a patio material dictates the use of joints or seams, the joint or seam must be entirely filled with sand, compacted dust, pea gravel or mortar. Wooden borders or trim, as well as seating, planters, plant hangers or other similar fixed accessories, may be added if their material and finish matches that allowed for lower level deck construction.

Poured concrete patios are discouraged. Any impact to existing drainage requirements, which might result from the construction of the patio must be considered, addressed in the application and architecturally and environmentally sound mitigation proposed. Construction of the patio must not adversely affect the existing drainage scheme for surrounding properties or common areas.

REAL ESTATE SIGNS. Only signs advertising a property for sale may be displayed. Such signs must meet applicable County regulations with respect to size, content and removal. Signs may only be placed in the front yard of available properties.

RECREATIONAL EQUIPMENT. Semi-permanent play equipment, which either constitutes a structure or is appurtenant to an existing structure, requires approval. Examples include sandboxes, playhouses, swing sets, etc. Toys should not be left in the front yard or driveways. The following factors will govern approval of such equipment.

Location: Generally, such equipment must be placed in rear yards. All elements of the equipment must be within the homeowner's lot boundaries.

Scale and Design: The equipment must be compatible with the lot size. The design and any individual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.

The equipment must not be readily visible from adjacent roadways and common elements. Natural colors are encouraged. Play set colors are subject to ACC approval, so please do not buy first and assume that it will be approved. ACC will use current market trends as a guideline when approving play sets. The maximum height for play sets should be limited to 8 feet. A picture, ad, or internet link is acceptable when submitting ACC application. The ACC will consider a landscape plan for screening if the equipment faces adjacent roadways and common elements.

Maintenance: Recreational equipment will also fall under the requirement of upkeep and maintenance and will need to meet the ACC guidelines definition of "state of good repair."

Recreational Equipment: ACC applications will also be subject to the "affected neighbors" guidelines outlined in the fence and porch sections of the guidelines.

Basketball Goals: Goals must be as far back in the driveway as possible. Goals cannot be placed in front of the residence. Goals should be maintained in good condition with nets attached.

SATELLITE DISHES. The following criteria will govern the installation of satellite dishes:

- 1) Satellite dish must be 36" or less in diameter.
- 2) There are certain locations that are preferred locations for the installation of a satellite dish. Such locations are in areas of the lot where it is compatible with the natural setting of the home. These locations are:
 - a) Entirely within and entirely below the height of approved privacy fencing which fully encloses the rear yard, or;
 - b) At ground level in the rear, screened or decorated with natural landscaping, or;
 - c) Mounted on the roof of the house, with its highest point below the peak of the roof line, and preferably as close to the chimney as possible, or;
 - d) Above the walking surface of the deck, providing that no portion of the device projects no more than 6" above the height of the deck railing, or;
 - e) Attached to the back outside rail of the deck, providing that no portion of the device projects no more than 6" above the height of the deck railing
- 3) The device is of a color, which is reasonably compatible with the color and materials of the home.
- 4) The device does not adversely affect the safety of others or interfere with the reception of radios and television sets of neighbors.

The ACC reserves the right to recommend locations for satellite dishes installed in other locations (if needed to receive sufficient signal strength for adequate reception) than those set forth in the paragraphs above. The committee may require the homeowner to install visual barriers, such as lattice or landscaping, around the device in order to diminish any adverse visual effect which may be caused.

SCREENED PORCHES AND SUN ROOMS. The term "Screened Porch" or "Sun Room" is defined as a fully enclosed exterior addition to the rear of a home, constructed of wood (or high quality, durable, man-made framing such as coated metal or composite material) and screening, or glass if a Sun Room.

Construction of a Screened Porch or Sun Room as contemplated by this Guideline constitutes a major alteration of the original construction and design of the home. The application-for-approval process is therefore more extensive than is required for a lesser alteration.

In order to satisfy the criteria for approval, the application for the proposed structure must demonstrate compliance with the following characteristics:

As proposed, the structure is comprised of three enclosed sides with the fourth side consisting of the rear facade of the house, to which the three enclosed sides and related structure are integrally attached.

As proposed, the size, scale, color, design, quality, and materials of the structure are architecturally and aesthetically compatible with the home, the lot, and the neighborhood. Affected neighbors have not submitted any compelling complaints (in the opinion of the ACC) regarding the prospective impact of the proposed structure.

As proposed, the structure is predominantly comprised of screened windows or panels secured to withstand any reasonably expected wind or weather without becoming a danger to homeowners, neighbors or passersby. Slatted windows are prohibited.

As proposed, the roof structure, gutter, downspouts and splashguards associated with the

structure is i) functional and ii) appropriate to mitigate water run-off and potential drainage impact on neighboring properties or common areas. The porch roof shall be shingled to match the existing roof. If the applicant does not propose to install new gutters or downspouts, the application shall fully address the rationale for this omission. (The foregoing does not apply to below-deck screening within the footprint of an upper deck, unless a water barrier is erected above the screened-in portion, either under the decking, in which case runoff must be managed and addressed in the application.)

Covering of screened porches with panels or plastic sheeting shall be prohibited.

Procedural Review Standards: Applications for screened porches rooms must contain the following exhibits:

Architectural plans and drawings. If available, a picture or photograph of a similar structure (installed), to help the ACC visualize the improvement.

A surveyor plat of the lot, clearly showing the location of the proposed addition. Photographs of the existing house and site conditions.

Identification of all exterior materials to be used and treatment of those materials, including type and color of screening; framing; and roofing material, including shingles.

Explanation of how water runoff and drainage will be mitigated (e.g., gutters, downspouts, splashguards, French drains); and, finally,

Signatures from all affected neighbors' signifying that they have received a copy of the application or informed notice of the application. Signatures by "affected neighbors" merely signify that they have received notice of the application. The mere signature of an affected neighbor shall not signify consent, nor shall any affected neighbor's refusal to sign the form constitute automatic grounds for a denial of the application. Informed "affected neighbors" have until the next ACC meeting (allowing a minimum of one calendar week from effective notice) to provide to the ACC any comments about the application they wish (in person, or via e-mail, fax or U.S. Mail to the ACC Chairman).

** The term "affected neighbors" means homeowners who are in sight of the proposed improvement, and who may experience a visual or sightline impact, or may be affected in other ways, such as changed drainage, effective use of property, etc. If an applicant cannot obtain the signature of an affected neighbor for whatever reason, then the applicant must document their good faith effort to notify the party and provide the information with the application.*

Certain factors, including, but not limited to, the location, type, or configuration of the home, or neighbor reaction, may convince the ACC to render a different ruling from a prior case.

Time Limits: If an applicant receives approval from the ACC for construction of a Screened Porch, the applicant must complete construction of the proposed structure within 90 days of the date of receipt of the written approval. If an applicant encounters delays, the applicant may file a request for an extension of time to complete the construction. For good cause shown, the ACC will extend the required completion date.

SECURITY BARS. The use of security bars or grates on windows and doors is prohibited.

SOLAR PANELS. Solar panels are prohibited.

STORAGE SHEDS. Storage sheds are defined as exterior enclosures capable of hiding or storing equipment, materials or supplies for protection from theft, visibility or weather. Because sheds not specifically designed or located for consistency with each neighbor's architectural style can detract from an otherwise visually harmonious residential environment, the installation of prefabricated or freestanding sheds is prohibited, except as permitted by paragraph below.

Sheds (the visibility of which shed is increased by the absence of privacy fencing), must be located so as to abut the rear wall of the house. The height of the shed may not exceed six feet, and the remaining

dimensions shall be proportional, but not exceeding dimensions deemed as visually appropriate for the lot and the surrounding neighborhood.

The exterior walls and doors of sheds attached to privacy fencing must be constructed of either wood whose color and finish is similar to that of the fence or of siding whose color, style and finish match that of the exterior materials of the house. Metal sheds are prohibited. Shed roofs must be similar in color and materials to that of the house.

Removable Storage Sheds: Heavy duty rubber or unbreakable plastic or composite storage sheds that are portable and temporary in nature, (i.e., not permanently attached to the house or a fence) may be approved providing that they are: (1) not visible from common areas; (2) minimally visible by neighbors, (3) secured under decks with screening; and (4) aesthetically harmonious with the home in terms of color and texture/finish (e.g., pebbled/muted/dull). Applicants must include signatures of affected neighbors with their application.

STORAGE OF VEHICLES, ETC. Vehicles are to be stored within garages or basements when at all possible, or as far from the street as possible if sufficient garage space is not available. Recreational equipment and boats must be stored in garages or basements. Said items shall under no circumstances be parked on the street except for very limited periods of time. No industrial/commercial type vehicles, or vehicles with advertising signage, shall be parked outside a garage at any residence.

STORM/SCREEN DOORS. Homeowner installed storm or screen doors must be approved prior to installation.

Doors must be full view, with kick plates no greater than 12 inches in height and no panels other than glass or transparent screening intended to impede insects. "Full view" is defined as allowing an uninterrupted view of the underlying door, but may include so called "split full view" doors with two separate removable panels, provided that the cross bar securing the panels is no greater than two inches in width. The latter does not include doors which have screening permanently installed behind the glass (like a storm window), because that would diminish the "full view" of the underlying door. Discreet decorative etching on the (glass) border of single panel glass doors will generally not disqualify the door as "full view".

Storm or screen doors installed over the front door (the front door is the principal entrance to the home whether facing the street or on the side), must exactly match the color of the underlying door or that of the immediately surrounding trim. Storm or screen doors at the side or rear of the house should also match the underlying door or the surrounding trim.

SWIMMING POOLS. Only in-ground swimming pools are approvable. A pool must be located in the rear of the property. Applications for in-ground pools must include details concerning safety, fencing and screening, among other things.

TRASH CONTAINERS. Trash containers shall be kept inside the garage or basement, or if kept outside due to space limitations must be properly screened so that they are not visible from the street. Trash containers must not be put out prior to sunset the day before scheduled pick up, and should be taken in the day of pickup.

TREE/ LANDSCAPE MAINTENANCE. Homeowners are responsible for continued maintenance of the grounds, which are part of a homeowner's lot, which includes trees, pine islands and plantings. Landscape beds shall be kept weed free and properly edged.

Remember that trees are a natural, living resource and should be respected, whether on a homeowners lot or within the common areas.

Never top a tree. By doing so, you are inflicting irreparable damage to the tree, such as ruining the tree structure and destroying the tree's appearance and value. There are numerous ways by which the canopy of the tree can be thinned without topping.

Some maintenance practices:

1. Pruning can be an important part of tree maintenance. The idea of pruning live growth is to restrict growth in one area and encourage in the other area, as well as remove the damaged or dead limbs. Pruning encourages growth, improves flower and fruit production, improves plant health, repairs damage and helps add aesthetic appeal to a tree. Trees that overhang common sidewalks and common streets are required to be trimmed to a minimum seven (7) foot height of the lowest hanging branches on these trees.
2. Mulch, but don't over mulch newly planted trees and shrubs. Two to three inches of mulch is best, less if a fine material, more if coarse. Use either organic mulches (shredded or chunk pine bark, pine straw) or inorganic mulches (volcanic and river rocks). Mulching of trees along the street ways are required to be mulched with pine straw to maintain the originally intended landscape of our tree lined streets.

Trees in the urban/suburban landscape have additionally been valued for their aesthetic qualities and shade they produce. Trees enhance property values. Research shows that the value of your property could increase, depending on the size, type, location and health of its trees. Mature trees are particularly valuable. Therefore, it makes sense to protect your tree investment with proper maintenance.

To locate a professional arborist in your area, or to get information on the care and maintenance of trees, contact the National Arborist Association, 1-800-733-2622 or by a zip code search on the NAA's web site WWW.NATLARB.COM.

TREE REMOVAL. ACC approval is required to remove any live tree regardless of species with a trunk in excess of four inches in diameter when measured twelve inches above grade. Any tree over four inches in diameter removed without prior approval may be required to be replaced with a replanting at the owner's expense.

There should be valid reasons for the removal of trees. Examples might include:

Disease or damage

Potential damage to people or property that cannot be corrected by trimming or pruning. Detrimental effect on other desirable plant material

Blockage of paths or vehicular sight lines that cannot be corrected by trimming or pruning. So overgrown that pruning will not solve the problem. Too large for space

Invasive roots which could affect adjacent structures

Blockage of lighting/windows that compromises security and cannot be remedied by pruning

The ACC may require a statement from a certified arborist to substantiate the application. The ACC may require the installation of an appropriate replacement tree as a condition of approval to remove a tree.

Dead trees must be removed within 45 days, or sooner, if deemed high risk.

WINDOWS. Only drapes, curtains and blinds may be installed as window covers. No paper, sheets or other items shall be used as window covers.