

The Woods on 19th Street

ARCHITECTURAL GUIDELINES, RULES AND REGULATIONS

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1.0 OBJECTIVE AND MISSION

The overall objective of this document is to serve as a guide to both the members of the Architectural Control Committee (ACC) and the homeowners in maintaining and enhancing The Woods on 19th Street (WOODS) carefully designed environment; ensuring continuing appreciation of property values. These guidelines and standards address improvements for which homeowners will most often submit applications to the ACC. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to what improvements may be made in the community of The Woods on 19th Street.

The specific objectives of this booklet are to:

- a. Provide uniform guidelines to be used by the ACC in reviewing applications.
- b. Assist homeowners in preparing an acceptable application to the ACC.
- c. Increase the homeowner's awareness and understanding of the Declaration of Covenants, Conditions and Restrictions.
- d. Describe the organization and procedures involved with the architectural standards established by the Protective Covenants.
- e. Illustrate design concepts that will aid homeowners in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
- f. Provide for a procedure in the event of violations.

The mission of the ACC is to work in conjunction with the WOODS Homeowners' Association Board of Directors and represent the interests of the whole community. The ACC exists in order to regulate the external design, appearance and locations of the property and improvements in such a manner as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

NOTE: Homeowners are advised to contact the Douglas County authorities for the appropriate building codes and safety requirements prior to any type of building construction, either external or internal.

2.0 INTRODUCTION

The careful design and planning of The Woods on 19th Street development benefits all residents. The purpose of the design controls and standards established herein is to assure residents that the development's original design quality is maintained. This, in turn, protects property values and enhances the community's overall environment. This booklet is designed to address exterior alterations made by homeowners to their property.

2.1 Declaration of Covenants, Conditions and Restrictions

The authority for establishing these architectural guidelines, rules and regulations is founded in the Declaration of Covenants, Conditions and Restrictions that are a part of the deed to every property in The Woods on 19th Street. These Bylaws and Covenants establish The Woods on 19th Street Homeowners' Association and the ACC.

As a homeowner, you received a copy of the Bylaws and the Declaration of Covenants, Conditions and Restrictions in the homeowner's document package. These Covenants are conveyed with the land, and are binding on all homeowners. Your acceptance of their provisions was a condition of sale. As a result, these covenants should be fully understood by each homeowner.

2.2 ACC Review Criteria

The ACC evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. This is done because what may be an acceptable design of an exterior in one instance may not be for another. It is important to remember that exterior changes to homes, due to their relative proximity to each other, are more noticeable and have a high degree of impact on adjoining properties.

The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application design.

2.2.1 Validity of Concept

The basic design must be sound and appropriate to its surroundings.

2.2.2 Design Compatibility

The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

2.2.3 Location and Impact on Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood's overall design. The primary concerns are aesthetics, access, view, sunlight, ventilation and drainage. In addition, any impact the alteration may have on the neighboring properties will be taken into consideration.

2.2.4 Scale

The size of the proposed alteration should relate well to adjacent structures and its surroundings. Color may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim, should match in color and composition.

2.2.5 Workmanship

Workmanship is another standard that is applied to all exterior alterations. The quality of work should be equal to or better than that of the community. Poor workmanship, besides causing the owner potential problems, can be visually objectionable to others. Safety hazards are also a concern when the work is substandard.

2.2.6 Timing

Projects, which remain uncompleted for long periods of time, are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated completion dates. All projects must be completed within 120 days from date of ACC approval. Extensions may be granted with ACC approval.

2.2.7 Drainage

Proper drainage must be considered in all projects. Homeowners must ensure that water flows off their property, avoiding standing water. In addition, they must make sure that the water is not directed over adjacent homeowners' property.

2.3 Amendments to the ACC Guidelines

The ACC will conduct an annual evaluation to determine if the guidelines need to be amended. It is anticipated that any changes would be primarily additive and would not involve substantive changes of the existing guidelines. The actual amendment procedure involves discussion and review with the Board of Directors and shall be adopted, as were the original guidelines by the Board of Directors. Comments and suggestions from all residents are welcomed at any time.

2.4 The ACC and the Board of Directors

The ACC shall recommend architectural standards subject to the confirmation of the Board of Directors. The Board will be briefed on the standard operating procedures of the ACC.

2.5 Review Procedures

All applications for architectural changes requiring ACC review and approval, whether permanent or temporary, shall be submitted in writing to the ACC. Applications must contain all elements of information as listed on the sample application form provided at Appendix A. Please ensure that your telephone number is included on the application form, as the ACC will contact the applicant

to confirm receipt of the application. It is the responsibility of the applicant to ensure that the ACC has received the application. If the applicant has not heard from the ACC within ten (10) days after submission, please contact the ACC for further action.

The ACC will review the application, and if complete, will begin the approval process. Incomplete applications will be returned to the homeowner for additional information. The ACC will consider the application and respond to the owner within ten (10) days following their monthly meeting with a verbal decision. A written decision will be communicated within forty-five (45) days. Failure of the ACC to respond to a request within forty-five (45) days will result in automatic approval of the application. Homeowners, however, must ensure that the application was received by the ACC in order for this waiver to apply.

2.5.1 Post Review

Upon completion of your project, you are required to notify the ACC. The ACC will then inspect the finished project to ensure compliance with the approved plan. You will be notified in writing if your project is not in compliance. If the project is not brought into compliance, the ACC and the Board of Directors will use all avenues available to obtain compliance as outlined in the Architectural Guidelines and the Covenants.

2.6 Appeal of an ACC Decision

If a Homeowner wishes to appeal a decision (including, but not limited to, architectural changes, maintenance requirements, covenant and/or ACC Guideline violations) of the Architectural Control Committee, the following procedures are provided:

2.6.1 Notice of ACC Decision

After the receipt of an ACC notice, the Homeowner must submit a written notice of appeal to the Board of Directors. The appeal shall be submitted to the Board of Directors within thirty (30) calendar days.

2.6.2 Notice of Appeal

This notice of appeal must contain the following:

- a. A copy of the Homeowner's application, if applicable.
- b. A copy of the ACC's notice of decision, maintenance or violation notice.
- c. An explanation from the Homeowner detailing the reasons for appealing the ACC's decision.

2.6.3 Appeal Review

The Board of Directors has forty-five (45) calendar days to review the appeal. During this process, the Board of Directors will hear and review any concerns expressed by neighbors, or other interested parties, related to the proposed architectural change. The decision of the Board of

Directors will be sent by letter to the Homeowner's address with a copy furnished to the ACC.

2.6.4 Board Decision

The decision of the Board of Directors in the matter of the appeal is final.

2.7 Enforcement Procedure

The Declaration of Covenants, Conditions and Restrictions require the ACC to ensure compliance of all lots with the Association's architectural standards.

2.7.1 Violation Confirmations

All violations will be confirmed by a site visit of a majority of ACC members.

2.7.2 ACC Decisions/First Violation Notice

The ACC will initiate a notice to the homeowner by certified mail. This notice will state the nature of the required repair or violation, and will request the Homeowner to take remedial action to rectify the problem within thirty (30) calendar days. The homeowner will be apprised of the violation process in this letter. If the problem is not rectified within thirty (30) calendar days, and if the Homeowner has not appealed the decision of the ACC to the Board of Directors during this 30-day period, then the ACC will initiate a second written notice to the Homeowner.

2.7.3 Second Violation Notice

This second notice will reconfirm the violation and will require the Homeowner to either take remedial action or appeal the decision of the ACC within fifteen (15) calendar days.

2.7.4 Final Violation Notice

If the violation is not resolved within fifteen (15) calendar days, and if the Homeowner has not appealed the decision of the ACC to the Board of Directors during this period, then the Board of Directors will initiate a FINAL written notice to the Homeowner by certified mail, advising the Homeowner that the Board of Directors has assessed a fine of \$25.00 per day and has initiated legal action. The fine will continue to accrue until the violation is corrected. All costs involved in this process will be borne by the respective homeowner.

2.8 Changes Requiring ACC Approval

The Declaration of Covenants, Conditions and Restrictions explicitly state that all exterior alterations, unless specifically exempted by this document, require the approval of the ACC.

This article explicitly states that any permanent change to the exterior appearance of one's property must be approved by the ACC. Further, once a plan is approved it must be followed, or a further application requesting approval of a modification must be submitted to and approved by the ACC.

Each application is reviewed on an individual basis. There are no “Automatic” approvals, unless provided for specifically in these guidelines. For example, a homeowner who wishes to construct a deck identical to one already approved by the ACC is still required to submit an application.

2.9 Elements of an ACC Application

For some homeowners, the most difficult part of the application is adequately describing the request. Generally, the following items should be part of every application:

2.9.1 An ACC Application Form

An ACC application form is provided as Appendix A. It contains instructions and lists the documentation required for submission to the ACC. An incomplete application will cause delays in approval, since the application must be returned to the homeowner for missing information before it can be approved. Ensuring your application contains all required information before its submission can avert delay and frustration.

2.9.2 A Site Plan

A site plan is a scaled drawing of your lot (plat) that shows the dimensions of the property, adjacent properties, if applicable, and all improvements including those covered by the application. Contour lines may be required where drainage is a consideration. A base for a site-plan for single applications can be the plat plan provided to you when you purchased your home. More complex applications may require larger scale (ten (10) to twenty (20) feet to the inch scale) enlargements of the plat plan of County approved development or site plans. The FOG Board of Directors has the larger scale renderings available for copy at the applicant’s expense.

Proposed changes should be indicated including dimensions and distances from adjacent property and houses, height off the ground, as in the case of decks and porches.

2.9.3 Material and Color

Samples of the materials and colors to be used and an indication of the existing colors and materials should be provided. In most cases , a statement that the proposed storm door, for example, is to be painted to match the existing house trim or entrance door color is sufficient. Where materials and/or colors are compatible, but different from those of the existing structures, samples or color chips should be submitted for clarity.

2.9.4 Drawings and Photographs

A Graphic description should be provided. A homeowner should not be intimidated by any shortcomings as a draftsman or architectural illustrator since a graphic description may be in the form of a

manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. The sketch or photograph should be accompanied by a written description.

3.0 GUIDELINES

The objective of this document is to guide and assist homeowners and members of the ACC in maintaining and enhancing a carefully designed neighborhood environment. The Design Standards address improvements for which homeowners most commonly submit applications to the ACC. They are not intended to be all-inclusive or exclusive. The specific objectives of these Design Standards are:

- a. To increase homeowner's awareness and understanding of the Guidelines from which authority is granted for creating rules and use restrictions.
- b. To illustrate design standards that will assist homeowners and the ACC in developing exterior alterations and improvements which are in harmony with the community as a whole.
- c. To assist homeowners in preparing an acceptable application to the ACC.

The individual merits of each application will always be considered by the ACC. The use of these guidelines should assist the homeowner in gaining timely ACC approval. The applicant who follows the guidelines should expect approval or rationale as to why the application was not approved.

These guidelines should in no way restrict the homeowner in the design of a well thought out alternative approach.

NOTE: County approvals. Many items require county review and permits. It is the homeowner's responsibility to obtain all county approvals. Douglas County authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. County approval does not preclude the need for ACC approval and vice versa.

NEW CONSTRUCTION REPLACEMENTS AND IMPROVEMENTS

NOTE: ANY SUBSTANTIVE CHANGE TO THE EXTERIOR OF THE HOME MUST BE APPROVED BY THE ACC. THE FOLLOWING ITEMS ARE ONES MOST OFTEN REQUESTED.

3.1 Fences

Fencing can be used to separate property, provide security, visual privacy, or to architecturally define space. In achieving any one of these goals, a barrier is created which has both a visual and a physical impact on the boundaries of common land and properties of adjacent homeowners. Careful consideration should be given to the basic fencing concept and the manner in which the concept is executed.

3.1.1 Design Criteria

- a. **Location.** Fencing shall be erected along property lines in the rear and side yards not to extend beyond the front building line of all immediate adjacent lots. It is understood that irregular shaped lots may require some special compensation to this rule. In these cases, it is recommended that each neighbor be consulted and their comments be considered in the final design. The ACC will strongly consider neighbor's opinion when approving these requests. Short segments of privacy fencing (not to exceed two eight-foot long sections) adjacent to the house are permitted. Fencing involves boundary line consideration. Therefore, applications must show exact relationship with property lines. The planting of bushes, shrubs, hedges, or other living vegetation as a substitute for fencing also requires ACC approval.
- b. **Style.** Fences shall be either horizontal, rustic, unfinished split rail or vertical split sapling, or stockade style. Any tips on wrought iron fences shall be blunted. Fences shall be constructed with the finished side facing out on all sides. Vinyl, chain link, or other wire fencing is specifically prohibited.
- c. **Height.** The height of all vertical fences shall be no more than six feet; split rail fences shall be the standard three feet in height.
- d. **Materials and Colors.** All fences shall be made of wood or wrought iron. Cedar is the preferred material. Masonry (brick or stone pillars, etc.) may be incorporated into a fencing design where appropriate. Masonry should match the masonry used in the applicant's house. Pillars must be of an appropriate size and scale in relation to the fence they complement. Fences may be sealed or stained, but not painted, and shall be pressure-washed as necessary to maintain a clean appearance. Wrought iron fences must have black coating.
- e. **Construction.** All posts will have concrete footings.

3.2 Storage Sheds

Storage sheds can aesthetically affect both the individual property and the neighborhood by concealing many clutter objects such as garden tools, trashcans, bicycles, etc. However, an inconsistently placed, or poorly designed storage shed, can visually negate the otherwise desirable residential area. Therefore, it is important to remember in choosing and locating a shed that there are needs other than storage that must be considered. As a result, all storage sheds should be compatible with both the architecture and the landscape surrounding the house and be in compliance with Douglas County zone requirements. Sheds shall be no larger than one hundred (100) square feet and 8 ½ feet high from the foundation.

3.2.1 Design Criteria

- a. **Location.** The preferable location for sheds is in the rear yard.
- b. **Design.** There are four basic design types: adjacent/attached to the house; adjacent to the fence; part of a gazebo, deck or other outdoor improvement; or freestanding with landscaping.
 - (1) **Type 1:** Adjacent/attached to the house. The architectural design of the shed should be compatible with the design of the house, i.e., same materials, same colors scheme, same roof pitch, same detailing. The roof slope and the type and color of the roofing material (shingles) must be similar to those of the house.
 - (2) **Type 2:** Adjacent to the fence. Sheds may be adjacent to fencing; either solid or semi-transparent fence type is required.
 - (3) **Type 3:** Part of a gazebo, deck or other outdoor improvement. Materials should be of like materials to those in the gazebo, deck, or house.
 - (4) **Type 4:** Freestanding with landscaping. Freestanding sheds must be landscaped with evergreen trees in excess of four (4) feet in height on sides adjacent to neighbors or road.
- c. **Colors.** Types 1, 2, and 3 color schemes must be compatible with that used on the house, fence, gazebo, deck or other outdoor improvement. Type 4 siding and trim must match colors used in the residence.
- d. **Roof.** Roofing material should match as closely as possible to that used on the house. Roofs may be either sloped or flat.
- e. **Size.** Type 4: Maximum shed size: 100 square feet. Maximum height: 8 ½ feet from foundation to peak. Size for Types 1, 2, and 3 will be considered on an individual basis proportionate to placement and lot size.
- f. **Materials.** Metal sheds are expressly forbidden.

3.3 Greenhouses and Solar Collectors

Greenhouses are prohibited. Solar collectors must be approved by the ACC.

3.4 Patios and Decks

Prior to the installation of any patio or deck, an application to the ACC shall be submitted and approved.

3.4.1 Design Criteria

- a. **Patio and Deck Location.** Applicants should review fence and shed design criteria with respect to visibility, privacy, and materials prior to design. Patios and decks shall be located in rear yards only. When patio or deck schemes include other exterior changes, such as

fencing, lights, plantings, etc., other appropriate sections of these guidelines should be consulted prior to submitting the application.

- b. **Under-deck Storage.** Raised decks have a visual impact on neighbors and the surrounding area. When using an under-deck area for informal storage, the impact on neighbors must be kept in mind and the area must be enclosed with matching or complimentary deck materials such as lattice. All storage must be maintained so as to present a neat and uncluttered appearance. The area underneath raised desks without lattice shall be kept neat and free of debris. These areas will not support healthy grass growth so the use of gravel or other suitable ground cover is recommended.
- c. **Materials and Color.** Materials should have natural weathering qualities such as brick, wood, stone or composite material such as "Trex." Wood in decks such as redwood, cedar, and pressure-treated wood shall be left to weather naturally, or may be treated with a clear sealer, preservative, or ACC approve stain or paint color. All deck surfaces shall be regularly pressure-washed to ensure a clean appearance.
- d. **Drainage.** Changes in grade or other conditions that will affect drainage should be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

3.5 Elevated Deck Privacy Screens

The installation of deck privacy screens can aesthetically affect both the individual property and the neighborhood. Prior to the installation of any screen, an application to the ACC shall be submitted and approved.

3.5.1 Design Criteria

- a. **Location.** Specify where it will be placed in relationship to the deck, patio, or house.
- b. **Style.** Privacy screens may be open lattice screens. Other designs will be considered on an individual basis.
- c. **Height.** Specify height in application.
- d. **Material and Color.** All privacy screens are to be made of natural wood and may be left to weather naturally or may be treated with a clear sealer, preservative, or ACC approved stain or paint.

3.6 Sun Control Devices

Applications for awnings, canopies, and all other exterior sun control devices should be processed in the same manner as other exterior changes.

3.7 Recreation and Play Equipment

Homeowners often express interest in permanently installed swing sets, basketball backboards, tot lots, etc. Most equipment of this sort, though commercially

available, is less than pleasing in appearance. Creatively designed equipment is encouraged. The guidelines listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Prior to the installation of any equipment, an application to the ACC shall be submitted and approved.

3.7.1 Design Criteria

- a. **Location and Size.** Equipment will be permitted only in rear yard locations not visible from the front of the house. Consideration must be given to lot size, equipment design, size, and amount of visual screening. The equipment must be placed so as to avoid being a nuisance to the neighbors.
- b. **Basketball Backboards and Free Standing Basketball Hoops.** Basketball backboards must follow Douglas County 'Guidelines. Free Standing Basketball Hoops shall not be used on streets or cul-de-sacs.
- c. **Materials and Color.** Equipment made of natural materials is encouraged. Other play equipment will be considered.

3.8 Swimming Pools

Swimming pools must be approved by the ACC and meet Douglas County codes. Wading pools shall be used within the boundaries of the homeowner's property to the rear of the house and emptied when not in use for safety or health purposes, e.g. breeding of mosquitoes. Wading pools shall not be used on common property.

3.9 Hot Tubs and Spas

Prior to installation of any hot tub/spa, an application to the ACC shall be submitted and approved. Hot tubs/spas will be permitted only in accordance with Douglas County building standards.

4.0 MISCELLANEOUS

4.1 Animals and Common Grounds

Owners, when exercising pets, shall restrict such activities to the common grounds. The pet owner must immediately remove any solid waste left by the animal while on the common grounds or private property. Care should be taken to prevent pets from exercising on neighbor's lawns. Animals shall be walked on a leash. Douglas County leash law applies and will be enforced.

4.2 Animal Runs/Enclosures

Approval is required for all animal enclosures and/or runs. Dogs should not be left staked and unattended for extended periods of time. Owners are responsible for keeping their animals quiet.

4.3 Exterior Decorative Objects

Approval will be required for all exterior natural and manmade objects to be placed in the front yard on a permanent basis.

Holiday decorations shall be removed within 30 days of the conclusion of the observed holiday.

4.4 Exterior Lighting

No exterior lighting shall be installed or maintained in such a way as to cause discomfort to adjacent neighbors. All spotlight security lighting is to be directed inside the property boundaries.

4.5 Exterior Painting

The exterior of any building shall not be painted a color different from the original color of said building without the proposed color having been approved by the ACC beforehand. The application is to include a sample paint chip.

4.6 Flagpoles

Permanent freestanding flagpoles are prohibited. However, homeowners wishing to have temporary flagpoles or staffs that do not exceed six feet in length and are attached to the house or deck may do so and need not submit an application.

4.7 Clothes Lines

Clothes lines are not permitted.

4.8 Gutters and Down Spouts

Gutters and down spouts shall match the existing trim or siding color and design and must not adversely affect drainage on adjacent property.

4.9 Attic Ventilators

Attic ventilators or other mechanical approaches requiring penetration of the roof should be as small in size as functionally possible. They should be located generally on the least visible side of the roof and not extend above the ridgeline.

4.10 Trash/Recycling Containers

Containers may be placed for pickup along the curbs in front of the homeowner's home, or on the easement area of the pipe stems no earlier than the evening prior to the scheduled pickup day. Containers must be stored the same day after refuse collection is completed. Trash placed for pickup shall be placed in containers manufactured for trash storage purposes, or heavy-duty plastic bags, and sealed. Yard waste/clippings may be placed for pickup along the curbs in front of the home no earlier than the evening prior to the scheduled pickup day.

4.11 Real Estate Sales/Rental Signs and Garage/Yard Sale Signs

Except for temporary real estate signs and security service signs, no signs, advertisements, or messages shall be displayed or published which offers or implies commercial or professional services or which may constitute any other kind of business solicitation in or from any residence or residential property.

All other signs, including personalized name signs, but excluding temporary real estate signs, shall not exceed two square feet area, and shall not be illuminated.

Real estate signs must meet County regulations with respect to size, content, and removal. Signs may only be placed in the front yard of the property available. **No “FOR RENT” signs are permitted.**

Garage/yard sale signs may be erected on common ground and in the resident’s yard on the day of the sale, but are to be removed at the end of the sales day.

4.12 Landscaping and Vegetable Gardens

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic.

All gardens must be neatly maintained through the growing season; this includes removal of all unused stakes, weeds, and dead growth.

Flower gardens, shrubs, and trees, which shall be neatly maintained, shall not extend over the property lines. All open lot areas shall be maintained in lawns or other material approved by the ACC. An application is not required for foundation planting, trees, or single plantings.

4.12.1 Hedges and Other Features

An application is required for hedges or other features which may in effect become structures, fences, or screens, and as part of other applications where required. Like fences, hedges shall be restricted to rear and side yard locations not to extend beyond the front building line of all immediate adjacent lots. It is understood that irregular shaped lots may require some special compensation to this rule. In these cases, it is recommended that each neighbor be consulted and their comments be considered in the final design. The ACC will strongly consider neighbor’s opinion when approving these requests. If the hedge crosses the front of the house, it must be limited to three feet in height.

4.12.2 Railroad Ties or Garden Timbers

An application is required for railroad ties or garden timbers that form a wall or edging over two feet high.

4.12.3 Rock Gardens

An application must be submitted for replacing existing turf. A rock garden is considered to be an assortment of numerous rocks in one location. All rocks shall be left in their natural color.

4.12.4 Vegetable Gardens

Vegetable gardens are permitted in the rear yard and should not damage property below it through the flow of water onto lower property. Tall vegetation such as corn or sunflowers should be planted next to the house. Vegetable gardens are not allowed on common ground.

4.12.5 Tree Removal and Planting

No trees, shrubs, or other vegetation located on the common area of The woods on 19th Street may be removed or planted without the prior written approval of the ACC.

4.13 Maintenance Guidelines

Property ownership includes the responsibility for maintenance of all structures and grounds that are part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash and structural maintenance.

Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety.

4.13.1 Exterior Appearance

Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as porches, shutters, decks, fences, sheds, and playground type of equipment.

While it is difficult to provide precise criteria for what the ACC deems as an unacceptable condition, the following cases represent some of the conditions that would be considered a violation of the Association Covenants.

- a. Peeling paint on exterior trim.
- b. Playground type equipment which is either broken or in need of repainting.
- c. Fences with either broken or missing parts.
- d. Sheds with broken doors or in need of repair.
- e. Decks with missing or broken railings or parts. Porch decking shall be maintained.

4.13.2 Lawn and Yard Maintenance

Lawn areas need to be mowed and maintained at regular intervals, maintaining a maximum height of six inches, and minimum height of two inches. Lawns should be watered sufficiently to prevent grass from dying. Bald spots and dead areas in the grass shall be re-seeded. A minimum of 50 percent of the front yard must remain in natural vegetation, i.e. grass, shrubs, or ground cover). Planted beds must be kept in a neat and orderly manner. Special care should be taken when applying fertilizer and pesticides to avoid run off into drainage areas.

Residents are responsible for keeping their property free of litter or debris. Grass clippings or leaves shall not be dumped in common areas.

4.14 Storage

Residents are responsible for storing outside items in a neat and orderly manner. While it is difficult to provide precise criteria for what the Association deems an

unacceptable storage situation, the following represent some of the conditions that would be considered a violation of the Association Covenants:

- a. Storage of Barbeque Grill or similar item somewhere other than rear yard.
- b. Storage of junk equipment such as old, rusted lawnmowers and bicycles.
- c. Utilization of shelving or such other storage method in lieu of a shed.
- d. Outside storage of garden equipment/furniture/bicycles/toys.

4.14.1 Rear Yards

Rear yards, both fenced and unfenced, shall be maintained to present a neat, tidy, and uncluttered appearance.

4.14.2 Temporary Storage of Construction Materials

All material and equipment used for any construction/improvement project shall be stored within the homeowner's property boundaries.

The Woods on 19th

ARCHITECTURAL IMPROVEMENT REQUEST FORM

Date: _____

Name of Applicant: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

E-mail: _____

Type of Alteration/Change (please check appropriate box)

- | | |
|--|----------------------------|
| <input type="checkbox"/> Ground Level Deck | Complete Section (a) below |
| <input type="checkbox"/> Fence | Complete Section (b) below |
| <input type="checkbox"/> Patio | Complete Section (c) below |
| <input type="checkbox"/> Shed | Complete Section (d) below |
| <input type="checkbox"/> Other | Complete Section (e) below |

Section (a) Deck Additions

Dimensions: Across the back of the house: _____

Dimensions: Length out from house: _____

Elevation from ground level: _____

Railing Height (from surface of deck): _____

Railing type (describe): _____

Type of materials to be utilized: _____

Include information on any additional attachments, such as trellis, lighting, benches, flower boxes, etc.

Section (b) Fence Additions

Total Dimensions of the fence: _____

Fence Type: _____

Type of Gate: _____

Type of materials to be utilized: _____

Section (c) Patio Additions

Total dimensions of the patio: _____

Type of materials to be utilized: _____

Section (d) Shed Additions

Placement of Shelter: _____

Describe type of Shelter: _____

Describe material of Shelter: _____

Color of Shelter: _____

Dimensions of Shelter: _____

Section (e) Other

Please provide an explanation of the project, providing details on dimensions, materials, and colors as applicable.

All applications must be accompanied by the following materials:

1. Attached architectural plans/drawings, or photographs of the proposed project. Drawings MUST show elevations, dimensions, height off of the ground, relationship to existing structures, railings, footings, color samples if necessary, and manufacturer's brochure, if available.
2. Attach a drawing or sketch of the property showing size, shape, and location of improvement to residence and to adjoining properties, including specific dimensions of improvement and distances to adjoining properties. Grading plan must be included, if applicable.

I understand and agree to the following:

1. This modification may require a City/County building permit, or may be subject to other governmental regulations. I agree to obtain all required City/County approvals. Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the Association and no any obligations to the City/County, or others as may be required.
2. I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot. All work associated with the project will be completed within the property lines. I also assume full responsibility for any damage to adjoining property, including the common area, or injury to third persons associated with the improvement.
3. No work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in

my being required to remove an unapproved modification and restoring my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.

- 4. An approval is contingent upon the construction being completed in a timely, professional, and workmanlike manner as per the specifications as submitted in this application.
- 5. The members of the Association may enter upon my property to make routine inspections.
- 6. There are architectural requirements addressed in the Design Standards and the Declaration and a review process as established by the Board of Directors.
- 7. The approval authority granted by the Association (if so granted) will automatically expire should the proposed project not be commenced within sixty (60 days of the approval, or completed within 120 days of the approval.
- 8. A variation from the original application must be submitted for approval of the Association.

Owner/Applicant's Signature: _____

Date: _____

FOR ARCHITECTURAL COMMITTEE USE ONLY

- Approved
- Disapproved
- Approved with conditions: _____

Thomas Worker-Braddock _____

Date _____

Josh Mahoney _____

Date _____

Ron Kessler _____

Date _____