

Architectural Additions or Change Guidelines

Architectural Review Committee (ARC) There is a need for the Board of Directors to establish uniform procedures, guidelines, and enforcement provisions to implement the architectural and the property use restrictions for owners and residents. The Board of Directors hereby designates the Architectural Review Committee to perform certain duties relating to environmental review according to the Committee's terms of reference resolution adopted by the Board. The Management Agent is hereby authorized to perform certain processing and enforcement activities on the behalf of the Board under the procedures and guidelines outlined herein.

Purpose The Architectural Review Committee shall regulate the external design, appearance, use, location, and maintenance of the Properties and of the improvements thereon in such a manner so as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

Procedures Any addition to an existing building, any exterior alteration, modification, or change to an existing building, or any new detached structure must have the approval of the Association before any work is undertaken. Examples of such projects include a deck, storage shed, greenhouse, fireplace, patio, dog house, etc. Any addition, exterior alteration, modification, or change to an existing building shall be compatible with the design character of the original building. Any new detached structures shall be compatible with the parent structure.

In general, only those areas that are painted may be repainted; only those areas that are stained may be re-stained; unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained.

1. **AWNINGS:**

No awnings will be permitted on windows on all residences.

2. **PATIOS AND PATIO COVERS:**

Patios and patio covers must be kept to the rear of the property. They must be of reasonable size and color and style should be compatible with the exterior materials and color of the home. Generally accepted materials for covers are wood, matching aluminum, or canvas.

3. **DOG HOUSES:**

Dog houses must be of reasonable size and color and style should be compatible with the house. They must be maintained in good condition and must be kept to the rear of the property.

4. CLOTHES LINES:
Clothes lines are NOT permitted.
5. ANTENNAS:
No exterior antennas shall be permitted.
6. SWIMMING POOLS:
No permanent above-ground pools will be approved. Temporary swimming pools above ground with a diameter of six (6) feet or less require no approval.
7. LANDSCAPING:
Customarily, landscaping and planting, in general, do not require the approval of the Architectural Committee. Major changes involving the elimination of originally grass-planted areas require the approval of the Committee. Owners of lots shall keep all lawns, shrubs, trees, hedges, or any other plantings trimmed or pruned as frequently and in such a manner as necessary to prevent a situation that would be detrimental to the community or constitute an unattractive appearance. Any planting which might obscure common areas must have the approval of the Committee.
8. EXTERIOR LIGHTING:
Exterior lighting shall not require prior approval of the Committee. No exterior lighting shall be directed as to create any annoyance to the neighbors. Security lighting should be directed or shielded so that it is contained on the homeowner's property. Any additional exterior lighting must be limited to the rear of side of the building. Post lamp styles should be compatible with the architectural theme of the community.
9. STORM DOORS:
All screen/storm doors must be constructed of aluminum. Generally, front doors(Primary entrance(s) of residence facing the street) should be the same color as existing siding or trim or door. Colors complimentary to the outside house decor and in harmony with the community, though not expressly permitted, can be reviewed by the ARC. White or plain aluminum doors are not permitted. Back doors may be any color or style. All doors must be maintained in good condition.

10. SHEDS/EXTERIOR STRUCTURES:

All sheds and structures added by the residents must be installed in a timely fashion and maintained in good condition. No more than one shed per residence is permitted. All storage sheds must have the approval of the ARC before installation is initiated. Maximum height of any shed is not to exceed height of existing privacy fencing. Finish of sheds must be in harmony with or match the exterior of the surrounding houses. **Wood is the only acceptable material.** All sheds must be firmly anchored.

11. FENCING:

Only wood or natural material fencing of (5) feet height maximum is permitted. Stockade, Board on Board, post on rail, and types similar to existing separation fencing are generally accepted types. Front fencing is not acceptable, nor are hedges between properties in front homes. All the fencing would preferably have finished materials on both sides. If only one side is finished, the finished side should face the public side of the lot. All fencing must be at least eighteen (18) inches from the rear property line. End units must have the additional eighteen (18) inch minimum boundary from the outside property line. Under no circumstances will chain link or metal fencing be permitted. All fences must be maintained in good repair.

12. PLAY EQUIPMENT:

No play equipment is permitted in the front yard. Play equipment such as sand boxes, playhouses, tents, etc. shall not require the approval of the ARC, provided that such equipment shall have a maximum height of five (5) feet and be maintained in good repair (including painting). Equipment higher than five (5) feet requires approval as to design, location, materials, and use.

13. LAWN ORNAMENTS:

Lawn ornaments such as statues, reflective globes, birdbaths, etc. are not considered to be aesthetically in harmony with the community and will not be permitted in the front or side yard.

14. LAWN SIGNS:

Under no circumstances will outside public advertising signs be permitted. These include: GARAGE SALE, YARD SALE, CONTRACTOR WORK IN PROGRESS, REALTY FOR SALE, POLITICAL SIGNS, etc. Signs of this type should be displayed by the homeowner in the front window of the residence. Signs warning of temporary hazardous condition will be permitted.

Proposals

1. Each unit owner will submit his proposal for exterior addition, alteration, or improvement to his property in writing, using a Request for Review Form. Request for Review Forms are located in the management office. The proposal will contain a description of the project, including the height, width, length, size, shape, color of materials, and exact location of the proposed improvement. Photographs or sketches of similar completed projects will aid the consideration. If the alteration affects the existing draining pattern, the proposed drainage pattern must be included. The proposal should include a letter describing the proposed addition or alteration.
2. All requests must be submitted by registered, certified, or proof of delivery mail. Oral requests will not be considered.
3. Each alteration or addition must be specifically approved, even though the intended alteration or improvement conforms to the adopted guidelines, and even when a similar or substantially identical alteration or addition has been previously approved.
4. The applicant shall be informed in writing of the decision.
5. If the applicant fails to receive a reply within thirty (30) days of its receipt, the request shall be considered to have been approved, unless the Board of Directors, Architectural Committee, or its designee request additional information or clarification, then the thirty (30) day period would commence upon receipt of information requested from the applicant.
6. If the proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.
7. The applicant is free to request reconsideration if new or additional information that might clarify the request or demonstrate its acceptability can be provided.
8. Copies of all Request for Review forms will be filed according to lot number along with the written decision and statement of action taken, if any.
9. For major structural changes such as additional rooms, stories, or dormers, balconies, or major style innovations, the Committee may require drawings detailing the elevation and floor plans.

General Guidelines

1. Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved.
2. Exterior color changes will be approved only if the proposed color is in harmony with the existing homes in the community or if the color is similar to the colors originally employed in the community.

Owner Obligation to Repair

Each owner shall keep all Lots owned by him and all improvements therein or thereon in good order and repair and free of debris including, but not limited to, the pruning and cutting of all trees and shrubbery and the painting of all buildings and other improvements all in a manner and with such frequency as is consistent with good property management. In the event that an owner of any Lot shall fail to maintain the premises and the improvements situated thereon as provided herein, the Association, after notice to the owner as provided in the By-laws of the Association and approval by two-thirds (2/3) vote of the Board of Directors, shall have the right to enter upon said Lot to correct damage and to repair, maintain, and restore the Lot and the exterior of the buildings and any other improvements erected thereon.

Owners Obligation to Rebuild

If all or any portion of a residence is damaged or destroyed by fire or other casualty, it is the duty of the owner, with all due diligence, to rebuild, repair, or reconstruct the damaged or destroyed area in a manner which will substantially restore it to its appearance and condition immediately prior to the casualty. Reconstruction is to take place within three (3) months after the damage occurs unless prevented by causes beyond the control of the owner or owners.

Use Restrictions

Each Lot may be used as a residence for a single family and for NO other purpose.

Common Area

1. Nothing is to be kept or done on a Lot or on the common area which would increase the rate of insurance relating thereto without the prior written consent of the Association, and no owner shall permit anything to be done or kept on his Lot or in the common area which would result in the cancellation of insurance on any residence or on any part of the common area, or which would be a violation of any law.
2. No outbuilding, basement, tent, shack, garage, trailer, shed, or temporary building of any kind may be used as a residence either temporarily or permanently.
3. No radio or television aerial is to be located upon the exterior of any building.
4. Nothing may be altered in, constructed on, or removed from the common area except on the written consent of the Association.

Pets

No animals, livestock, or poultry of any kind may be raised, bred, or kept on any Lot or in the common area. However, dogs, cats, and other household pets may be kept on Lots subject to such rules and regulations as may be adopted by the Association so long as they are not kept, bred, or maintained for commercial purposes.

Trash and Recycling

No rubbish, trash, garbage, or other waste material shall be kept or permitted on any Lot or on the common area except in the sanitary containers located in the appropriate areas concealed from public view. The Township can fine residents \$500.00 for trash and recyclable materials put out more than 24 hours prior to scheduled pick-up.

Lawn Maintenance and Repair

All lawn maintenance and repair is the responsibility of the owner of each lot. If homeowners neglect to maintain and repair lawns, a repair letter will be sent requesting action to be taken within twenty-one (21) days. If there is no response, a second letter will be sent requesting action to be taken within seven (7) days. If there is still no response, a third letter will be sent to the homeowner stating that arrangements will be made to cut, maintain, or repair the lawn at the cost of the homeowner.

Parking

It is hereby the decision of the Architectural Review Committee that there be **NO PARKING** of motorized vehicles on private property within the Orchards at Greentree community unless vehicles are properly parked in a resident's driveway or garage.

Violators will be given a grace period of forty-eight (48) hours following notification to remove the vehicle(s). If the vehicle(s) is not removed within the specified time period and/or if a second offense occurs, a fine of \$50 will be assessed. All fines must be paid within thirty (30) days of issuance. For all subsequent offenses, a fine of \$100.00 will be assessed.