

ARBOR HILL HOMEOWNERS ASSOCIATION ARCHITECTURAL STANDARDS MASTER LISTING

01/01/2018.

The purpose of this "Architectural Standards" document is to constitute an official record of the current "Architectural Standards" applicable to the Arbor Hill Homeowners Association (AHHA) neighborhood, as defined in Arbor Hill's "Declaration of Covenants, Conditions, and Restrictions" (CC&R). These Architectural Standards have been officially approved by the Arbor Hill Homeowners Association Board of Directors.

To simplify searching, this document is in alphabetic order based upon the topic title assigned to the Standard by the Board upon their official approval thereof. Architectural Standards deal with the physical components of the external portions of Arbor Hill's dwellings and lots, or administrative procedures of the Architectural Review Committee.

Any purported quote of an Architectural Standard is required to get its exact wording from this official document. However, this policy does not preclude AHHA publications, correspondence, etc. recapping or summarizing a Standard, or providing further helpful clarifications or interpretations of a Standard, as long as it does not change the meaning of the Standard. In that regard, some wording, even some in direct quotes, might be italicized, underlined, or otherwise formatted for emphasis and/or clarity.

There are other rules, policies, procedures, guidelines, etc. which are not codified specifically in an Architectural Standard, but nevertheless are officially approved by the Board to have authority over Arbor Hill activities. Those are not included in this document. Generally speaking, in deciding whether or not a new topic should be formally documented as a Standard vs only as a Rule, we use the principle that Architectural Standards are those topics dealing with structural physical components of Arbor Hill Lots or external components of the Arbor Hill Dwellings).

Arbors/Pergolas

Trellis arbors over garage doors must be approved by the ARC prior to installation. They must be constructed of treated wood, painted or stained in a color which matches the existing fence color or the existing house trim colors.

Stand-alone garden arbors (also known as pergolas) and gate arbors must be approved by the ARC prior to installation, and are subject to the following criteria:

- Because such items can constitute a significant investment by the homeowner, the design must be approved by the ARC in advance of any such installation, to ensure that the design is consistent with the character of the neighborhood and these standards.
- Must be located in backyards or side yards.
- Should be constructed of: wood, in a natural weathered finish, stained a shade of brown, or painted a color which matches the existing house exterior paint colors; metal, with a black, brown, or taupe finish; or in the case of masonry gate arbors, masonry consistent with the house exterior construction. The materials and their finishes must be maintained in good condition.
- They are constructed to be free-standing and self-supported.
- The structure of a pergola is formed of horizontal trelliswork supported on columns or posts with an open roof of girders and cross rafters. The ends of the horizontal trelliswork will have a decorative cut at each end. Ends cut at 90o or 45o straight angles are not allowed.
- Solid roofing with any construction material is not allowed for arbors & pergolas.
- Gate arbor arch dimensions may not exceed ten (10) ft. in overall height, including decorative finials, gables, or other trim. However, the ARC may grant specific exceptions for masonry gate arbors attached to the house where appropriate to ensure good structural and architectural design.

Arbors & pergolas are commonly used to support vines or other foliage and/or flowering plants. The type of arbor plants used should be reasonably attractive, consistent with the character of the neighborhood, and must not be of an overly invasive variety.

ARC Inspections

The ARC and any Board-appointed agent, employee, or representative thereof may at any reasonable time and from time to time enter upon and inspect any Lot or Dwelling or any Improvements being constructed thereon in order to, and solely to, determine whether the approved plans and specifications therefore are being complied with and subject to reasonable advance notification to the homeowner. Any such entry shall not be deemed to be a trespass or any other wrongful act by the ARC.

Entry and inspection shall only be conducted following official notification to the homeowner at least ten days prior to the planned inspection date and time. The homeowner should be given reasonable opportunity to be present during the inspection. No premise may be entered without advance notification to the homeowner. However, if the homeowner does not respond, the ARC may nevertheless enter the premises for these purposes if necessary. Such inspections will only be conducted during daylight hours, unless the homeowner specifically requests otherwise to accommodate the homeowner's schedule for being present at the inspection.

At least one member of the Board or the ARC will be present at any inspection, and representatives of the Management Company may be present. Also, any agent, employee, or official representative thereof may be present if legally appointed by the Board (for example, a professional engineer engaged by the Board). Out of respect for the privacy of the homeowners and residents, only official representatives are permitted to be in attendance at such inspections (no friends, spouses, other neighbors, etc., unless they are present in their official capacity as a Board member or an ARC member).

ARC Management

The ARC is hereby authorized to promulgate and amend or modify from time to time, subject to being first formally approved by a majority vote of the Board, written Architectural Standards governing policies, guidelines, and minimum requirements to be satisfied with respect to the construction, location, landscaping, and design of all Dwellings and any other Improvements on any Lot or Dwelling, the content and manner in which plans and specifications and other documentation and information concerning the construction of any Dwelling or other Improvements on a Lot or Dwelling, are to be submitted to and approved by the ARC, and any other matters affecting the construction, repair, or maintenance of any Dwelling or other Improvements on any Lot or Dwelling. The Architectural Standards adopted by the ARC shall be in addition to the provisions and requirements set forth in this Declaration and shall be binding upon and enforceable against all Owners.

ARC Responses

Within twenty-one (21) calendar days after a properly completed proposal and all related responses to ARC supplemental information requests have been submitted to the ARC in accordance with the Association's official submission procedures, the ARC is required to respond with their official ruling.

Awnings

All awnings must be submitted to the ARC prior to installation. Copper or bronze awnings shall be no larger than thirty-six (36) inches tall and sixty (60) inches wide. No cloth awnings are permitted on the front of any dwelling.

Chimney Caps

All non-copper chimney caps should be painted in a flat-finish color to blend with the Dwelling's roofing shingle color, and must be maintained to be free of flaking paint. Such maintenance painting of chimney caps does not require pre-approval by the ARC if it is not changing the original chimney cap color.

Installation of copper chimney caps must be formally approved in advance by the ARC.

Doors

All front door finishes should be properly maintained. Such maintenance of the finish does not require ARC pre-approval, unless it changes the door's finish in a way which is not otherwise specifically permitted by the Exterior Finishes rules.

All front door replacements or redesigns must be approved in advance by the ARC.

Replacement front doors may be constructed of wood, of fiberglass or similar composite material, or metal, may include windows, and the design may include wood panels, decorative metal, etc. Any glass in the door must be *uncolored* glass in a clear finish or in a tasteful beveled, frosted, textured, or etched design.

Storm doors or screen doors of any kind are not allowed on front doors.

Exterior front door hardware (handles, locks, etc.) is considered to be a significant component of the front door's design. Therefore, any changes in the color, finish, or style of the exterior front door hardware requires formal pre-approval by the ARC. Exterior front door hardware must be in the silvery satin-finish used by the

original builder, or in a non-shiny antiqued bronze, antiqued brass, satin-finish nickel, pewter, or satin-finish stainless steel.

Entry Accessories

Doorknockers are not permitted. Kickplates are not permitted. Wreaths are not permitted except seasonal holiday wreaths.

Exterior Changes

Unless there is currently a written AHHA covenant, standard, guideline, procedure, or other published rule on the AHHA website which *specifically* permits an *exterior* change to be made without pre-approval from the ARC, you should assume that advance approval by the ARC is required for a change to the exterior of the Dwelling or to any visible portion of the Lot (including, but not limited to, fencing, *changes* in paint color, lighting, playground fixtures, awnings, and landscaping).

Requests for ARC approval of proposed structural changes to any part of the exterior of your home or your property must be submitted to the management company using the official Architectural Review Form, which is available on the AHHA website or from the management company. The ARC approval must be obtained before initiating any such changes.

Changes to the interior of the Dwelling do not require ARC approval.

Exterior Finishes

For homes with screenporches, garage or front door arbors, or exterior wooden window shutters, owners are permitted to refinish that woodwork in one of the following three ways without having to receive pre-approval from the ARC:

- for any of these referenced items, paint to match that house's exterior paint trim colors;
- in the case of the screenporch, stain to match that house's wooden privacy fence if it is stained a color;
- in the case of the garage or front door trellis arbors or shutters, stain them to match that house's existing front door stain.

[Where the original builder left these items unfinished to weather naturally, nothing contained herein will require their finish to be changed until, in the course of normal maintenance, they otherwise are being replaced or refinished, at which time they will be required to use one of the three options above.]

Also, front doors may be refinished to match the front door wood stain colors commonly used in the neighborhood, and may be coated with a clear sealant as necessary to maintain the finish in good condition, without pre-approval from the ARC. However, changing the front door finish to something other than a natural wood finish (for example to a solid paint color), does require formal advance approval by the ARC. An exception for the use of a solid paint color will normally be considered only in cases where the door can no longer be finished to look like natural stained wood; and in that case, it should match the house's primary exterior paint color.

Pre-approval from the ARC for exterior house painting or refreshing the finish on front doors, garage or front door arbors, wooden window shutters, eaves, and window frames, and other exterior trim is required only if the owner wants to change the house's color scheme in a way which is not otherwise specifically permitted by this Standard.

Exterior Lighting

All exterior lighting must be approved by the ARC prior to installation.

To be considered by the ARC, *landscape accent lighting* should be: white low voltage light; the fixture color should blend with the surrounding area (i.e. black, browns, or greens); the entire fixture should be hidden when possible, but in no case may it be more than six (6) inches above the ground; and the beam should be directed away from all adjacent property.

To be considered by the ARC, *front door decorative lighting fixtures* should be of a similar size as the original fixture, and its style & materials should be consistent with the character of the neighborhood.

To be considered by the ARC, *floodlights or other utility lighting*: would normally be mounted on the underside of the house eaves, and any exceptions to that must be explicitly justified in the request to the ARC; should contain only white light bulbs (no yellow, no red, etc); the fixture color should be black, brown, or beige; and the beam must be directed away from all adjacent property.

Fences

The design and location of all fences must be approved by the ARC prior to installation.

The allowed *privacy fence* styles will be wooden or brick, and should normally be at least five (5) feet tall and no taller than six (6) feet, but exceptions for unique property layout or topography may be included for consideration in the request to the ARC.

Wooden fences must be constructed of treated wood, and must be finished to the outside or be of shadow box design. Wooden fences may be left to weather naturally, or may be stained with natural shades of beige or brown (not yellows, not reds). Examples of some, but not all, acceptable and unacceptable stain colors may be posted on the AHHA website.

Wrought iron (finished in black, brown, or taupe, consistent with the house's color scheme) will be considered for gates or adjoining sections up to five (5) feet long.

Metal fencing (finished in black, brown, or taupe) will be permitted overlooking the outside perimeter natural areas of the neighborhood, and such perimeter fencing is not subject to the normal height requirements. No visible chain link fence will be allowed.

Owner must have written approval from adjacent property owners to connect to other existing fences.

Front Porch Furniture

The developer built only eight houses in the neighborhood with a true front porch, and these are: 3078 Arbor Bend; 2324 Arbor Glenn; 2328 Arbor Glenn; 2332 Arbor Glenn; 2351 Arbor Glenn; 2137 Arbor Hill Parkway; 3240 Arbor Hill Trace; and 2617 Arbor Way. Because these eight homes have a true front porch (not just a 'front entryway'), the Association has officially declared that some appropriate exterior furniture on these porches would enhance the general appearance of the neighborhood. However, this only applies to these specific eight houses; if you do not live at these addresses, you are not permitted to do this.

Each owner of these specific eight houses, and only these, are permitted to place up to three items of appropriate exterior furniture on their front porch, subject to official guidelines established by the ARC.

Such items may be placed without written pre-approval from the ARC; however, the ARC reserves the right to require an item's removal in cases where it deems the item to be inappropriate.

Garage Vents

The first sentence of CC&R Section 6.12 (b) states: "Garage doors shall be kept closed at all times except when in use." Homeowners who wish to ventilate their garage for energy efficiency reasons, should not leave their garage doors partially nor fully open to do so. Also, installation of vents in garage doors are not permitted. However, the ARC will consider written proposals for appropriate wall or roof vents. Specific guidelines & requirements for garage ventilation proposals are displayed on the Arbor Hill website's ARC Info webpage. Be sure to read through those guidelines carefully before writing your garage ventilation proposal to the ARC. Particularly because such modifications affect the exterior of the house, and because proper removal of the vents could be quite costly, remember that written prior approval from the ARC is required before you begin purchase or construction of such garage ventilation systems.

Gardening

In accordance with Section 5.06 of the Covenants, changes to the layout of visible areas of the yard must be approved in advance by the ARC. For these purposes, the term "visible" means not within a backyard shielded by existing houses, privacy fences, or hedges. In this context, "layout" changes include but are not limited to: replacing grass areas with planting beds, or vice versa; adding or modifying edging borders over six (6) inches high for existing planting beds; adding, moving, or modifying sidewalks, walls, or fences.

Gardening within existing planting beds is permitted without pre-approval by the ARC, including adding, rearranging, removing, or replacing plants within the confines of existing planting beds. Also, adding new trees or shrubs in the lawn itself with minimal mulch at the base, rather than in an existing planting bed, is permitted without ARC pre-approval. However, in accordance with Section 6.08(a) of the Covenants, removal of healthy trees having a trunk diameter of six inches or more (measured at a point three feet from the ground), must be first be pre-approved by the ARC.

Selected plants should be consistent with the character of the neighborhood, and must not be of an overly invasive variety. The ARC reserves the right to require removal of plants from visible areas if those plants are deemed to be unacceptable in this regard.

House Number Plaques

Residents may opt to display one house number plaque, subject to the following criteria:

- The plaque may only include the house number with no other text or letters, not even the street name or residents' last name. The digits of the house number may not be displayed separately from each other, but rather must be incorporated into one plaque.
- The plaque may be round, oval, square, or rectangular, and it may be mounted either horizontally or vertically.
- The plaque may be located: flat on the front door itself; on the wall directly on either side of the front door; or on the wall directly on either side of the front entryway. Any other proposed placement must be approved in advance by the ARC.
- The plaque, including the numbers, should be constructed of rust-free metal such as aluminum, brass, or stainless steel. Any other proposed materials must be approved in advance by the ARC.
- The plaque must only contain two colors, including the numbers themselves and including the generic shapes described herein. Authorized background colors for the plaque are dignified shades of black, browns, antique metals, whites & creams/beiges, grays, dark blues, or burgundy reds. The color of the

numbers should be metallic, black, white, or cream/beige. Any other proposed colors must be approved in advance by the ARC.

- The plaque design may include simple generic shapes such as scrolls, arches, borders, vines, leaves, flowers, etc., as long as the design is in good taste and consistent with the character of the neighborhood. However, under no circumstances may plaque design include images or symbols indicating animals, athletic teams, religion, nationality, or politics. Though such aspects of the design do not require ARC pre-approval, the Board and the ARC reserve the right to interpret the appropriateness of the plaque design, and may require removal of the plaque if the design is deemed unacceptable.
- The intention of permitting such plaques is for the average person to be able to read them from the street, and therefore the numbers must be of significant size. However, the maximum dimensions of the plaque should not exceed fifteen inches by nine inches.
- Examples of some, but not all, acceptable plaque designs may be posted on the AHHA website.

Pre-approval by the ARC for house number plaques is not required except as specified above for variations from those criteria.

Landscape Edging

All edging borders around existing or approved planting beds shall be installed and maintained in a professional manner, and shall be consistent with the character of the neighborhood. Wood or plastic edging is not acceptable in any case. Green or brown metal edging may be used, provided that it is installed to be below the height of the top of the grass but not more than three (3) inches above ground. Decorative landscape stone, landscape brick (no holes), or landscape concrete products may be used if they are consistent with the house exterior color scheme, in which case pre-approval is not required if it is no more than six (6) inches above ground. Any edging which is higher than six (6) inches above the ground, or which otherwise does not conform with this Standard, must be submitted for approval prior to installation.

Landscaping

All homeowners are responsible for properly maintaining a neat appearance of all landscaping visible to the public. This includes regular mowing, raking, and watering (except when limited by local restrictions) of grass.

No owner shall allow the grass on his or her Lot to grow to a height in excess of six (6) inches.

Mulch in planting beds and natural areas should be refreshed on a regular basis.

All dead plants, shrubs, or trees should be removed in a timely manner. Trees or significant shrubs should be replaced with a reasonable substitute as soon as practicable in the appropriate planting season. In the context of this rule, when trees over six (6) feet tall are being replaced, the replacement should be at least six (6) feet tall; and when significant shrubs are being replaced, the replacement should be at least half the height of the former shrub. Such removals and replacements do not require pre-approval by the ARC. Notwithstanding the provisions of this Standard, each homeowner is expected to maintain a reasonable landscaping plan for the visible portion of the property, consistent with the character of the neighborhood. However, replacement of a dead tree or significant shrub is not required if the homeowner and the ARC jointly agree that replacement would not be appropriate in the original location and a reasonable alternate location is not available.

Mailboxes

Only one mailbox is allowed per home. The location of the street-side mailbox was originally defined by the builder/developer. Any proposed relocation of the mailbox must be pre-approved by the ARC.

Mailboxes and posts must be uniform as specified by the ARC. Posts must be upright and secure in the ground and box secure to the post. Mailbox door must remain on box and be in original working order. No further inscription, painting, ornaments, hanging baskets, or artistry shall be allowed, i.e. decorations or reflectors. If you need to replace any part of your mailbox, contact the management company for information on where to purchase Arbor Hill's official mailboxes & posts. The finish of the mailbox and post must be properly maintained, and if in need of refinishing must utilize the current official mailbox paint as specified by the ARC. To ensure a consistent look to the neighborhood, the Arbor Hill Homeowner Association Board may from time to time have all mailboxes repainted at one time as an Association maintenance cost.

Nothing in the mailbox standard is intended to override CC&R Section 6.08(i) regarding holiday décor.

Pools

In-ground swimming pools or lap pools, outdoor hot tubs, reflecting ponds, and saunas or whirlpools may be permitted in fenced backyards, but only to the extent that the ARC has approved it in advance in writing.

If you are considering making a request for a swimming pool, be aware that in most cases, the lots in this neighborhood are not large enough to accommodate swimming pools without significantly affecting adjacent property owners, thus resulting in ARC denial of such requests. Noise will be a consideration in the ARC's deliberations.

Roofing

All roofs in the neighborhood have the same shingle style, color and shape. Full replacement or repairs must use the same type, style color and shape as the original roof.

Room Additions

Room additions are considered in two broad categories as noted below.

- Adding additional house square footage with a fully insulated, heated and cooled space.
- Sun Rooms – with or without heating and cooling.

In both categories, the following properties apply except where noted for a Sun Room.

- Must have a shingled hip roof design tied into the existing house roof.
- The roofline of the addition will follow the architecture roofline of the house.
- Shingles must match the house roofing shingles.
- Framing of the roof must incorporate the use of soffits. Soffits can be wood, hardy board, or vinyl and must match construction of the rest of the house. Any other materials must have prior approval by the ARC.
- Exterior finish of the addition must be constructed of wood and/or brick.
- Windows must match the ones from the existing house. If screens are used, they must adhere the same standards as window screens published in this document.
- The paint schemes must match that of the house.
- The addition must adhere to the 5-foot property off-set rule. The building addition cannot be closer than 5-feet from the property line.
- For Sun Rooms, the following apply.
 - Walls can be completely made of windows.

- Framing must be wood and can be clad (enclosed) with hardy board or vinyl.
- Aluminum supports, and cladding is not allowed.
- An aluminum exterior entry door is allowed.

Satellite Dishes

No more than two (2) satellite dishes shall be allowed on any Lot, and each dish may be no more than three (3) feet in diameter. Such dishes may be installed on the roof or wall of a Dwelling in the backyard or the far back sideyard in as unobtrusive a position as practicable. Pre-approval from the ARC is not required if it conforms to these guidelines. However, any other size or placements must be approved in advance by the ARC; and requests for more than two dishes will not be considered under any circumstances.

Screen Rooms & Covered Patios

Screened porches and covered patios must have a shingled hip roof design tied into the existing house roof.

The screen room or covered patio will contain the following properties. The roofline of the addition will follow the architecture roofline of the house.

- Shingles must match the house roofing shingles.
- Framing of the roof must incorporate the use of soffits. Soffits can be wood, hardy board, or vinyl and must match construction of the rest of the house. Any other materials must have prior approval by the ARC.
- Framing of the sides must be constructed of wood except for an aluminum door (if a screen room). This includes support or decorative posts.
- Vertical supports are made of wood and can be made of metal but must be covered with wood to hide the metal and present a wood exterior.
- If a screened in room, the screens must adhere the same standards as window screens published in this document.
- The paint schemes must match that of the house.
- The addition must adhere to the 5-foot property off-set rule. The building addition cannot be closer than 5-feet from the property line.

Trellises

Planting trellises may be installed without pre-approval by the ARC. However, they must be less than six (6) feet tall, constructed of wood or dark metal, and finished in a natural/neutral color pallet in shades of taupe, brown, gray, or black. The materials and their finishes must be maintained in good condition.

Wall Art

One piece of wall art will be permitted, either on the front of the house, on the visible portion of the privacy fence, or on the side of the house. Wall art should be of a design constructed of (a) metal in shades of black, brown, or taupe, or (b) pottery or stone in neutral/natural colors in the case of three-dimensional wall sculptures; should not exceed twelve (12) square feet in area; and must be maintained in 'like new' condition. The design of the wall art item should not include text or lettering of any kind, and should be in character with the neighborhood. Pre-approval by the ARC is not required; however, the ARC reserves the right to interpret the appropriateness of the wall art design, and can require removal of the item if the design is deemed unacceptable. Wall art reasonably screened from public view by privacy fences, shrubs, screen porches, etc. is not subject to these restrictions.

Window Screens

To assure a neat appearance, if window screens are added to any side of the house, they must be added to all visible windows on that side of the house, other than fixed pane (i.e. non-opening) windows. The window screen frame should be constructed of metal (not wood) in a very simple design. The window screen frame must be finished in an appropriate color to match the window frame color as closely as possible (for example, if the house has dark brown window frames, it should be a dark brown color such as a dark bronze finish; or if the house has beige window frames, it should be beige). A basic unfinished aluminum finish screen frame is not acceptable. The screening itself must be either the fiberglass type or the aluminum type, in a charcoal finish to be as 'invisible' as practicable. The plain unfinished aluminum screening is not acceptable. Pre-approval by the ARC is not required if the screens meet the above criteria. However, the ARC reserves the right to order removal of the screens if the design is deemed inappropriate, or if the screens are not properly maintained over time.

Window Treatments

Appropriate window treatments shall be used on all windows. Window treatments should be lined in a white or neutral material. No blankets, sheets nor reflective or blackout materials shall be considered. Glass or decorative film with color will not be considered.

Yard Decor

A home may have a maximum total of four (4) visible planters, sculptures, or other exterior decor in the front or side yards of each home, except that corner lots will be allowed up to eight (8) reasonably distributed between the front vs side yards, subject to official guidelines established by the ARC. To the extent such items in backyards are screened from all roadways by houses, privacy fences, hedges, screenporches, etc., they are not subject to this rule; but if not so screened, then this rule also applies as if the backyard were a side yard.

This rule is applicable to any visible exterior area of the property, including but not limited to: lawn, garden beds, private sidewalks, driveways (as long as they do not block parking in the driveway and do not block garage access), front entries, or true front porches. However, none of these décor items are ever permitted on the public sidewalks, public walkways across driveways, roadside gutters, nor on the grassy strip next to the gutter.

Such qualifying items may be placed without written pre-approval from the ARC; however, the ARC reserves the right to require an item's removal in cases where it deems the item to be inappropriate.