

**LANDSDOWNE**

**ARCHITECTURAL GUIDELINES**

Revised on January 24, 2010

TABLE OF CONTENTS

**SUBMITTAL AND APPROVAL PROCESS..... 3**

    ITEMS TO BE SUBMITTED:..... 3

    PROCEDURE: ..... 3

    REMINDERS: ..... 3

**APPEALS ..... 4**

**CLOTHESLINES..... 5**

**MAILBOXES..... 5**

**PARKING..... 5**

**STORAGE ..... 5**

**AWNINGS..... 6**

**BASKETBALL GOALS..... 7**

**SWING SETS, PLAY HOUSES, AND JUNGLE GYMS ..... 8**

**GARDEN PLOTS AND COMPOST PILES ..... 9**

**PETS, PET HOUSES, AND PENS ..... 10**

**PAINTING OF EXTERIOR OF HOUSE ..... 11**

**SKYLIGHTS AND ATTIC FANS..... 12**

**SWIMMING POOLS AND HOT TUBS..... 13**

**SOLAR COLLECTORS..... 14**

**LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS AND FLAGS ..... 15**

**MAJOR LANDSCAPING..... 16**

**RADIO / TV ANTENNAS AND SATELLITE DISHES..... 18**

**ADDITIONS AND CHANGES TO HOMES ..... 20**

**DRIVEWAYS AND PARKING PADS ..... 21**

**DETACHED STRUCTURES..... 22**

**DECKS, PATIOS, ARBORS AND SCREENS ..... 23**

**FENCES ..... 25**

**MAINTENANCE..... 28**

## SUBMITTAL AND APPROVAL PROCESS

Each homeowner has the responsibility to complete an Architectural Review Application prior to making any changes to the exterior of their home or property. The process will be the same for all submittals with the required details varying – depending upon the type of change.

### Items to be submitted:

1. Architectural Review Application completed in its entirety.
2. Plot survey plan outlining the position or placement of the change.
3. Drawing / plans showing the construction and effects of the change.
4. Samples of paint, siding, or any other items that may be helpful in making a decision.

### Procedure:

1. Submit your completed architectural Review Application to Landsdowne's Management Company to perform an initial review for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner.
2. All completed submittals will be forwarded to the Architectural Review Board (ARB). The committee may review the request and inspect the site. The Architectural Review Board will forward its recommendations of approval, conditional approval, or disapproval to the Board of Directors.
3. The Board of Directors, considering the recommendations by the Architectural Review Board, will approve, conditionally approve, or deny the Request.
4. A homeowner who wishes to meet with the Architectural Review Board or Board of Directors should contact Landsdowne's Management Company to be placed on the agenda for the next scheduled meeting.
5. Landsdowne's Management Company will advise the homeowner of the final decision of the ARB and Board.

### Reminders:

1. No change shall begin without written approval from the ARB via Landsdowne's Management Company.
2. Building permits may need to be obtained. It is the responsibility of each homeowner to obtain these permits.
3. Allow at least 30 days for processing Architectural Review Application requests.

4. Do not forget to obtain signatures from your neighbors as directed on your Architectural Review Application, indicating that you have made them aware of your project. Otherwise, the submittal will not be approved.
5. Each submittal will be examined on its own merit. No previously existing or approved condition shall constitute establishing a precedent for approval.
6. In no way shall these guidelines waive more stringent Town, City, County, State, Federal or any governing regulatory agency or code requirements; nor waive the necessity of any permits.

### **APPEALS**

To appeal a disapproved submittal, the homeowner should submit a written appeal to the Board of Directors, including specific detailed information stating why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact Landsdowne's Management Company to be placed on the agenda for the next meeting.

### **CLOTHESLINES**

1. Exterior clotheslines are prohibited.

### **MAILBOXES**

1. All new mailboxes or replacements shall conform to the mailbox style approved for your respective area of the community.
2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

### **PARKING**

1. No commercial licensed vehicles, trucks, tractors, or inoperable vehicles may be parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as stated in the Declaration of Covenants.
2. The association may regulate the parking of all recreational vehicles such as campers, boats, trailers, and motorcycles.

### **STORAGE**

1. No trade materials or inventions may be stored upon any lot.
2. Temporary storage of materials for modification projects should be discreetly placed and maintained in an orderly manner.

## **AWNINGS**

### **Items Requiring Architectural Approval:**

1. All awnings require architectural approval.

### **Information Required in Submittal:**

1. Plot survey plan showing locations of awning.
2. Elevation showing location of awning.
3. Description and sample of material(s) to be used.

### **Guidelines:**

1. Fabric to blend with color of house.
2. The awning material shall be fabric only.
3. Can be either retractable or stationary.
4. Any wood structure must be same color as house or deck.
5. Upon deterioration, the awning will be repaired or replaced.
6. Must be attached to house, not free standing.

## **BASKETBALL GOALS**

### **Items Requiring Architectural Approval:**

1. Basketball goals mounted on poles or on the house require approval.
2. Portable basketball goals must be stored when not in use.

### **Information Required in Submittal:**

1. Plot survey plan showing location of basketball goals.
2. Picture or description of item.
3. Description and placement of screening.

### **Guidelines:**

1. Permanent and portable basketball goals are not allowed along the street right-of-way.

## **SWING SETS, PLAY HOUSES, AND JUNGLE GYMS**

### **Items Requiring Architectural Approval:**

1. All permanent play equipment must be approved by the Architectural Review Board prior to placement.

### **Information Required in Submittal:**

1. Plot survey plan showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment.

### **Guidelines:**

1. Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than ten (10) feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. The Architectural Review Board reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain.
3. Screening may be required along the property lines in order to block the view and / or noise from neighboring lots. Landscape plans should accompany the submittal.
4. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.
5. All play sets must be wooden.
6. All swing sets must be wooden. No metal swing sets allowed.



## **GARDEN PLOTS AND COMPOST PILES**

### **Items Requiring Architectural Approval:**

1. Gardens in single family residential areas will not require prior approval of the Architectural Review Board if they are wholly located in the rear portion of the lot, and a minimum of ten (10) feet from the side and rear lot lines. Any tree removal required providing space for the garden must adhere to tree removal guidelines.
2. Architectural Review Board approval is required for any garden location other than described above, or any deviation from the above guidelines.
3. Compost piles are allowed within your property lines. An Architectural Review Application must be submitted for approval concerning the location.

### **Guidelines:**

1. Maintenance of the garden is required.
2. Debris must be removed at the end of the gardening season, and the yard returned to a natural state. This would include removal of stakes and any other structural additions required for harvesting the garden.

### **Tree Removal Guidelines:**

1. Tree removal guidelines, if provided, must be followed. All tree removal plans must be approved by the Architectural Review Board prior to removal.

## **PETS, PET HOUSES, AND PENS**

### **Items Requiring Architectural Approval:**

1. No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that:

Dogs, cats or other household pets may be kept, provided that they are not bred or maintained for commercial purposes.

### **Information Required in Submittal:**

1. Plot survey plan showing the location of the proposed structure.
2. Description of the materials to be used.
3. Description of the type, size, and number of animal(s) to be enclosed.
4. Description of the plantings to be provided for screening.

### **Guidelines for the Housing of Animals:**

1. Pet pens must be at least ten (10) feet from the property line.
2. They must be located in the back or side yard (whichever is least conspicuous).
3. Screening should be provided as much as possible.
4. No chain link or metal fencing is allowed; the fencing must be one the approved fence styles.

## PAINTING OF EXTERIOR OF HOUSE

### Items Requiring Architectural Approval:

1. Color changes made to the existing colors must have Architectural approval (submit color samples with your application).

### Items not Requiring Architectural Approval:

1. Periodic re-painting and re-staining with the existing color does not require approval.

### Guidelines:

1. Brick will remain unpainted unless originally painted by the builder.
2. Color changes must reflect the house color and style.
3. Color changes must reflect the community color and style.
4. Each change will be examined on its own merit. No previously existing condition or approved change shall constitute establishing a precedent for approval.

## **SKYLIGHTS AND ATTIC FANS**

### **Items Requiring Architectural Approval:**

1. The addition of a skylight or attic fan that alters the exterior of the roof must be approved by the Architectural Review Board.

### **Information Required in Submittal:**

1. Plot Survey plan showing the location of the addition.
2. Description of style, size and materials to be used.

## SWIMMING POOLS AND HOT TUBS

### Items Requiring Architectural Approval:

1. Only in-ground pools allowed.
2. All in-ground swimming pools require architectural approval.
3. Hot tubs must also be approved.

### Information Required in Submittal:

1. Plans and specifications showing the nature, kind, shape, height, materials, and location must be submitted.
2. Plot survey plan showing the location of pool or hot tub.
3. Plan for screening (fencing or live screening).

### Guidelines:

1. Any wood support structure must be the same color as the house or deck.
2. Pool or hot tub cannot be located within a buffer or easement.
3. All Health Department regulations must be met.
4. Pool or hot tub must be screened from view from any street.

## SOLAR COLLECTORS

### Items Requiring Architectural Approval:

1. All solar collectors require architectural approval.

### Information Required in Submittal:

1. Drawing showing the location of the unit.
2. Plot survey plan showing visibility from streets and neighboring lots.

### Guidelines:

1. Solar collectors must be installed to be as inconspicuous as possible.
2. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
3. Collectors must be attached to the roof, not free standing or ground mounted.
4. Every effort must be taken to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping. Piping running down the side of the dwelling is not permitted.
5. The ideal installation is one that is laid flat on the roof.
6. Any tree removal required to permit increased solar exposure to the collectors must adhere to the tree removal guidelines.
7. No topping or removal of trees on association common areas and / or green ways is allowed.

## **LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS AND FLAGS**

### **Items Requiring Architectural Approval:**

1. Lawn ornaments, free standing flagpoles, lantern poles, flood lights, security lights, and fish ponds.

### **Items Not Requiring Architectural Approval:**

1. Decorations including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, and for sale, for rent, garage sale, yard sale, political campaign signs, as they are removed within a reasonable amount of time and that no sign be placed on common property.

### **Information Required for Submittal:**

1. Plot survey plan showing location of item.
2. Picture or description of item.

### **Guidelines:**

1. Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights. On items not requiring approval, the committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain.
2. Commercial advertising signs are prohibited.

## **MAJOR LANDSCAPING**

### **Items Requiring Architectural Approval:**

1. Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers do not require approval, provided they do not encroach upon neighboring properties.
2. After initial construction, no tree having a trunk diameter exceeding six (6) inches at a height of four (4) feet above the ground level, shall be removed without the Architectural Review Board's, and / or the Association Board's prior express written approval, unless the tree is dead or diseased or poses an imminent threat or danger to persons or property.
3. Other types of landscaping that are structural, or change the contour of the land, or are adjacent to a property line, or abstract a neighbor's view, will require approval.

### **Information Required for Submittal:**

1. Plot survey plan showing quantity and location of plants.
2. Description of plants.
3. Details of any landscape plan that may change the flow of any drainage / runoff shall be submitted with details, including a plot survey plan, drawing showing the present drainage / runoff and drawings showing the proposed change in the drainage flow as a result of the change.

### **Guidelines:**

1. Hedges and Screen planting:
  - A. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house.
  - B. Hedge or screen plantings which form a barrier between properties should have the following:
    - Agreement for maintenance access.
    - Setbacks to allow for plant growth.
2. No changes or modifications are allowed to Common Property, without prior Board of Director's written approval.

**Retaining Walls** – see guidelines for **Retaining Walls**.

**Ornaments** - see guidelines for **Lawn Decorations**.

**Garden Plots** – see guidelines for **Garden Plots**.



**Fences** – see guidelines for **Fences**.

## RADIO / TV ANTENNAS AND SATELLITE DISHES

### Items Requiring Architectural Approval:

1. All exterior-mounted radio / TV antennas and satellite dishes require architectural approval.

### Items Not Requiring Architectural Approval:

1. Antennas located in the attic do not require approval.

### Information Required in Submittal:

1. Plot survey plan showing location of antenna or dish.
2. Description of plantings used to camouflage the equipment, if applicable.

### Guidelines:

1. **Purpose and intent:** To minimize any health and safety hazards created by mounting satellite dishes on residential buildings. To control the location and screening of satellite dishes to minimize any impact on surrounding properties. To preserve the image and character of Landsdowne.
2. **Procedure:** All exterior satellite dishes installations must receive prior approval of the appropriate Committee.
3. Each request will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
4. A satellite dish which meets size requirements may be located on any lot zoned for residential use in Landsdowne, provided that it meets the following requirements:
  1. Satellite dishes will not exceed one (1) meter in diameter.
  2. Satellite dishes will not be located within ten (10) feet of side or rear property lines, any required yard setback or in any required buffer, whichever is greater.
  3. No dish will be visible from ANY public street within the subdivision.
  4. Satellite dishes installed at ground level must be screened so the dish is not visible from any street or neighboring property as viewed from ground level. The screen will consist of live evergreen screening. Any tree removal required must adhere to tree removal restrictions. All wiring shall be properly buried.
  5. Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof.

6. Satellite dishes may be mounted on the back or on the side of the homeowners building but must not be mounted on the front. If mounted on the side of the building, dishes cannot be placed within ten (10) feet of the front of the dwelling.
5. In no way shall these guidelines waive more stringent Town, City, County, State, Federal or any governing regulatory agency or code requirements nor waive the necessity of any permits.

## ADDITIONS AND CHANGES TO HOMES

### Items Requiring Architectural Approval:

1. All external changes to homes must have architectural approval before changes begin. This includes, but is not limited to, exterior doors, new rooms, porches, garages, carports or attached structures of any kind.
2. Also, any changes to windows, doors or chimneys / fireplaces require approval.

### Items Not Requiring Approval:

1. Normal maintenance to preserve the structure in its original state does not require architectural approval.

### Information Required in Submittal:

1. Plot survey plan showing the location of the changes and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.
2. Elevations showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint colors and shingle samples if applicable.

### Guidelines:

1. No change shall encroach upon the setbacks for the lot as listed in the covenants.
2. Changes must match the house color or style.
3. Town, City, County, State, Federal permits, or any approval from governing agencies or code officials, are the responsibility of each homeowner.
4. There are no predetermined styles for exterior doors and/or storm doors. However, all new exterior doors and storm doors require architectural approval; and will be approved or disapproved by the committees based on their overall color and style coordination with the architectural character of the community.
5. Each change will be examined on its own merit. No previously existing condition or approved change shall constitute establishing a precedent for approval.

## **DRIVEWAYS AND PARKING PADS**

### **Items Requiring Architectural Approval:**

1. Any parking pads or changes to driveways require architectural approval.

### **Location & Restrictions:**

1. No parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces.
2. Driveways and vehicle parking pads shall be concrete only. Any other type of pad (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.
3. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, Association owned common property and neighboring lots.

### **Information Required in Submittal:**

1. Plot survey plan showing location of driveway or parking pad.
2. Elevation drawing(s) showing the measurements of the parking pad such as length, height and width as well as any landscaping that will be added along the perimeter.

## DETACHED STRUCTURES

### Items Requiring Architectural Approval:

1. All detached structures require approval prior to construction. Examples include storage sheds, greenhouses, garages, and carports. All detached structures must be placed on a foundation.

### Information Required in Submittal:

Architectural approval must be received prior to any construction. A request for approval shall include:

1. Plot survey plan showing lot boundaries, the existing building and the proposed structure.
2. Two elevations of the proposed construction showing the proximity to the residence.
3. Description of materials to be used including color samples.
4. Description and location of any trees to be removed.

### Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible, and must be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than ten (10) feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Structures should match the house in color and style as much as possible.
3. No metal sheds are allowed.
4. No structure shall infringe upon the setbacks for the lot.
5. All structures must be properly maintained.

## DECKS, PATIOS, ARBORS, AND SCREENS

### Items Requiring Architectural Approval:

1. There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under-deck enclosures including associated landscaping require architectural approval.
2. Any appearance change requires architectural approval.

### Information Required in Submittal:

1. Plot survey plan showing the location of the deck and patio, in relationship to other structures and property lines.
2. Elevation drawing(s) showing style of deck and patio, including railing, steps, etc....
3. Description of materials used, including samples of stain or paint if applicable.

### Guidelines:

#### 1. Deck Materials

- A. Deck materials are generally pressure-treated wood and must be weather resistant.
- B. The types and treatment of wood shall be like that of fences.
- C. Posts may be made of brick, pressure-treated wood or other suitable material.
- D. Include any landscape plan / screening of the area underneath the deck.

#### 2. Patio Materials

- A. Concrete slabs, smooth finish.
- B. Bricks, with sand fill or grout.
- C. Stone, with sand fill or grout.
- D. Include any landscape plan with your request for the area around the perimeter of the patio.

#### 3. Height of Deck, Arbors and Screens

- A. Decks should be of a reasonable height for their intended purpose.

- B. Arbors should be no higher than eight (8) feet above the deck surface.
- C. Freestanding deck screens (e.g. lattice) shall not exceed five (5) feet in height.
- D. Screens as part of an arbor may extend to the arbor.

#### **4. Location and Restrictions**

- A. Patios should be located behind the house and may not extend around corners, or be freestanding in other areas of a backyard.
- B. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
- C. The construction of decks or patios within a buffer area will not be allowed.
- D. Only exterior materials comparable to those on existing structures and comparable with the architectural character of the community will be approved.
- E. All permits and building codes must be in compliance with local Regulations.



## FENCES

### Items Requiring Architectural Approval:

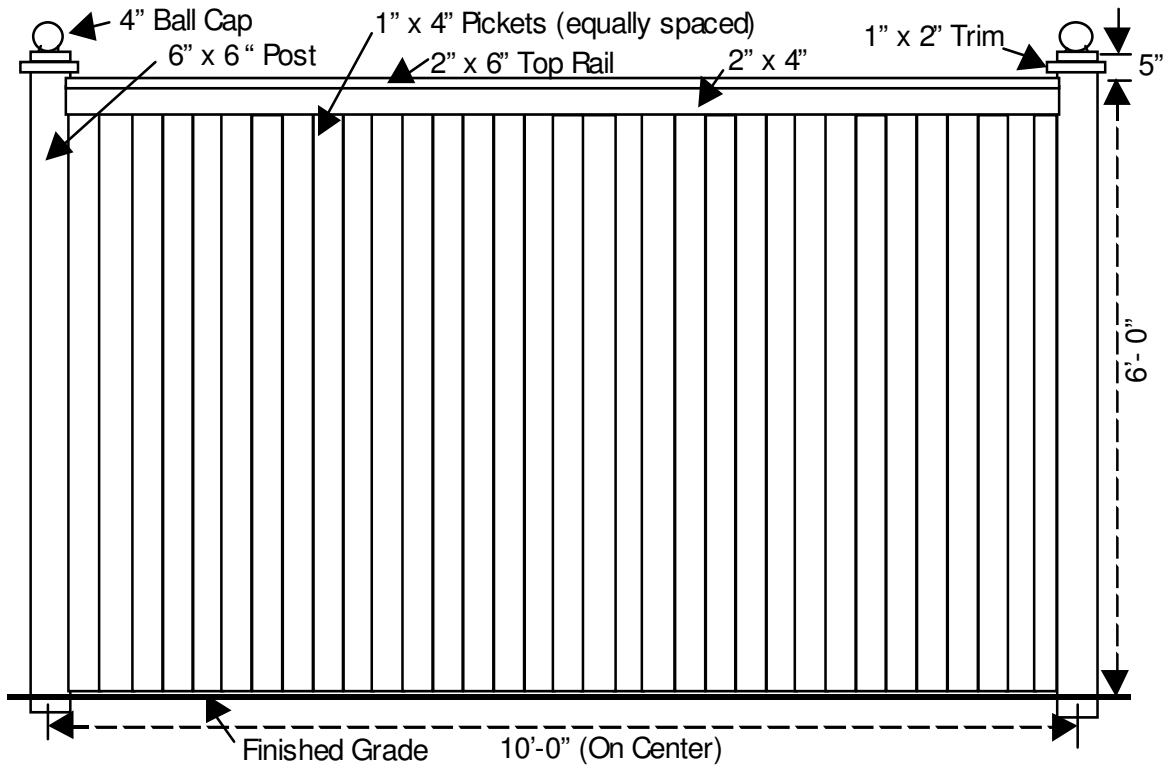
1. All fences require architectural approval. And must conform and be constructed according to the approved style and guidelines outlined below. (Also, note item "10. PROCESS" below.)

### Information Required in Submittal:

1. Plot survey plan indicating the exact location of the fence in relation to the house and property lines.
  1. Dimensions must be included.
  2. Elevations (side view) must be included.
  3. Gate locations must be included.
2. Description of materials to be used (as outlined below).

### Guidelines for Fences:

1. STYLES
  - A. Style 'C' (see picture below).
2. COLOR
  - A. Natural
  - B. Painted fences are strictly prohibited.
3. MATERIALS
  - A. Fence itself to be wood only.
  - B. All styles above may be either cedar, redwood, or treated pine lumber.
  - C. NO metal, wire, chain or concrete fences are allowed.
4. HEIGHT
  - A. The maximum height allowed for fence style 'C' is six (6) feet measure from the ground to the top of the top rail. (See FENCE DETAIL - STYLE 'C' below.)



FENCE DETAIL - STYLE 'C'

5. LOCATION

- A. No fence shall extend forward more than one-half (1/2) of the overall depth of the home on either side.
- B. All fences must be constructed on the property line, except where there is a set back requirement.
- C. Property owners are cautioned that building a fence that infringes on easements or access of right-of-ways may result in destruction or removal of the fence.
  - 1. Such building is done entirely at the risk and expense of the property owner.
- D. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Architectural Committee. Construction within a buffer area may also require approval from the City.

## 6. SETBACK

- A. May be required for the sake of landscaping

## 7. LANDSCAPING

- A. Must be included with the request.

## 8. CONSTRUCTION DETAILS

- A. All hardware is to be galvanized.
- B. All posts must be set in concrete.
- C. The finished side of the fence styles must face the adjoining lots.

## 9. MAINTENANCE

- A. Maintenance of the fence is the responsibility of the property owner.

## 10. PROCESS

- A. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
- B. No construction shall begin without approval from the Architectural Review Board and / or the Board of Directors.

## MAINTENANCE

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall beauty of the community.

Following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair:

- A. Shrubbery, Trees, and Lawns
- B. Driveways and Sidewalks
- C. Decks
- D. Fences
- E. Play Equipment
- F. Roofing
- G. Wood
- H. Paint and Stain
- I. Garbage Can Storage