

ARCHITECTURE GUIDELINES  
ARCHITECTURAL CONTROL COMMITTEE  
TOWNE LAKE HOMEOWNERS, INC.

I. **General**

A. PURPOSE

This document describes Article IV of the Articles of Incorporation charging the Towne Lake Homeowners Association with architectural control of Towne Lake Village through the Architectural Control Committee (here-in-after ACC), and the individual Covenants and Rules and Regulations that have been adopted and in a form, that describes the Architectural Committee process.

B. SCOPE OF DOCUMENT

These guidelines are meant to provide direction in architectural matters to assist residents in submitting applications, and for the ACC to evaluate those applications. The activities covered by the ACC includes: certain landscaping elements; fencing; new home construction. Existing home exterior, garage and ancillary buildings upkeep and maintenance, existing exterior home additions, alterations, and improvements; and other activities determined by the Board. Each of these activities is described below.

C. APPLICATION PROCEDURE

A project application form (copy appended) is available at the Towne Lake Office during normal office hours or may be mailed upon request. All Applications are reviewed to confirm that the project is in conformance with Covenants, the Rules and Regulations, and the Architectural Guidelines. By the Covenant, the ACC has fifteen days from the date of application to render its decision.

Application for new construction should include a plot plan of any new home or addition to an existing home, along with the architectural plan, paint chips, exterior material to be used including roofing sample, impact on drainage, and proposed landscaping.

Applications for upkeep and maintenance of existing homes should include paint chip samples, roofing sample, and any exterior materials to be used. It should also include any impact on drainage and proposed landscaping changes.

All applications must include a starting date and an estimated completion date. If unforeseen circumstances delay the completion of your project, the TLHA office shall be notified, and in turn will notify the ACC. The ACC will then contact you for a review of the specifics of the delay. The projected length of completion time for your project will be a consideration in its approval or disapproval.

#### D. CONFORMANCE WITH DECLARATIONS

All applications are reviewed to confirm that the project is in conformance with the Covenant Declarations.

#### E. OVERALL APPEARANCE

Consideration will be given to the elements as listed below in evaluating the project. The project should generally be compatible with the immediate neighborhood (compatibility is defined as similarities in architectural style, quality of workmanship, use of materials, color and construction details.)

The size of the project should relate well to existing structures. The topography will be considered when evaluating scale.

Color may be used to soften or intensify visual impact. Muted earth tones are consistent with the harmony of TLV. Generally, the fewer colors used the more harmonious the house.

The overall workmanship is an important consideration, as is the quality of the materials to be used. Both factors affect the visual quality of the surrounding neighborhood.

#### F. IMPACT ON NEIGHBORS

Projects should not impinge on an adjoining neighbor's property in terms of access, view, sunlight, drainage, or privacy. It is strongly suggested that any changes that may affect adjoining neighbor(s) be discussed with the affected neighbor(s) before submitting the application. Submission of neighbor's comments along with the application might be appropriate in issues of shared fences, common walls, or other Structures; a letter approving that portion of the project that impact the neighbor should be appended to the application.

#### G. ENFORCEMENT, RIGHT OF APPEAL

Failure to obtain Architectural Committee approval before beginning work covered in the document and/or failure to comply with Architectural Committee decisions will result in the following.

- A first violation fine of \$500.00 doubling each month the fine remains unpaid.
- For each subsequent violation, a fine of \$1,000.00 doubling each month the fine remains unpaid.

Residents have the right to appeal any ACC decision to the TLHA Board by notifying the TLHA office of their intention of protest. The Board will hear the appeal at the next regularly scheduled meeting. In the event of special circumstances where any delay in scheduling an appeal would adversely affect the resident's home or property, a resident can request a special meeting of the TLVA Board. The resident will be notified of the TLVA Board decision on holding a special meeting to consider the appeal.

The general considerations for all projects are detailed below.

## **II. CRITERIA**

### **A. NEW HOMES**

Plans should be submitted to the ACC before any earth moved. Plans should show the following information.

1. The house placed on the lot depicting distances to all property lines and distance to houses on adjacent lots if occupied.
2. The square footage of the home exclusive of the garage and/or carport.
3. Location of all driveways and any parking pads.
4. Front, rear and side elevations of house with listing of materials to be used.
5. Any major changes in grading or other conditions, which will affect drainage, should be indicated.

### **B. MATERIALS**

Exterior materials to be used are fully detailed in Article 7, Section 7.3 Exterior materials shall be not less than 75 percent Masonry veneer or such other materials as concrete cinder or haydite bricks, which must be covered with approved stucco, or similar materials. These materials should be maintenance free for not less than twenty years. The remaining 25 percent exterior walled, and the roof shall be of such material as is approved by the Architectural Committee.

### **C. FENCING**

Fencing should relate to the principle architectural feature of the house in design, location and the way in which it connects to the existing house. All fencing adjoining or immediately adjacent to the street shall be unpainted masonry veneer and/or constructed of some materials as is provided for in the construction of the residential unit or unpainted treated wood privacy fencing. Choice of fencing materials will be subject to approval by the ACC.

1. Article 7, Section 7.4, states that a fence with minimum height of 6 feet, which fence shall be of unpainted material shall be constructed along each setback line for enclosing a private yard or patio and as approved by the ACC. In the event any structure is to be erected upon the setback line, no additional fencing shall be required.
2. An opening of not less than 5 feet shall be provided for to provide entrance from the front yard to the back yard, which opening may be the garage or carport, however, no dwelling shall have a window on the side unless there is provided a setback of at least 3 ½ feet for privacy fence.

#### D. CHIMNEYS

When a fireplace structure is not brick or stucco, a chimney enclosure must be constructed.

#### E. SPRINKLER SYSTEM

A lawn sprinkler system must be installed with underground piping with a minimum coverage between the street and the front setback line.

#### F. SETBACK LINES

The front setback line shall be not less than 10 feet or more than 25 feet. The rear or back setback line shall be not less than 5 feet or more than 25 feet. That will be a setback of at least 3 ½ feet on either side that has a window to accommodate a privacy fence.

Note: Because of some unusual lot dimensions or the terrain, these setback requirements might be impractical, and these cases would be an exception. There are setback lines of 7 feet on some lots in Block 1418.

#### G. EASEMENTS

Easements for the installation and maintenance of utilities and drainage facilities are reserved as shown on the Plat of Towne Lake Addition. No Utility Entity shall be liable for any damages done by them, or their assigns, agents or employees to shrubbery, trees, flowers or other structure or other property of the owner situated within the easements.

#### H. ANTENNAS

Install NO ANTENNAS OR DISH TYPE RECEIVERS without approval of Architectural Control Committee. There are cables for television and electricity underground to serve each residential site. Satellite dishes should be positioned in such a way that they are not visible from the street, unless unable to receive a good signal.

I. STORM DOORS, WINDOW, AND SCREENS

Energy-conserving measures should and can be implemented without compromising the visual quality of the neighborhood. Storm doors, windows, and screens should be straightforward in design, without ornamentation such as scallops and imitation hinges. Their frames should be compatible with the color of the existing house trim.

J. SHUTTERS

Shutters added to a house should be compatible with the style of the house and should be of proper proportions to match the window to which they relate. Colors should be compatible with the colors of the house and neighborhood.

K. GARAGES

In addition to the garage and carport, each of the living units shall have an off-street hard surface parking area sufficient to accommodate not less than two automobiles, which off street parking area may be the driveway from street to garage.

L. LANDSCAPING OR PLANTING

Landscaping plans that extend beyond the setback boundaries shall be approved by the ACC to ensure that the landscaping does not interfere with utility easements, meets access requirements as described in paragraph 7.4 (b)(c), and shall not infringe on adjunct lots. In selecting plant material, consideration shall be given to the size and shape of the mature plant to ensure the plant is appropriate for the space and location in the landscape.

Raised beds shall not interfere with the natural drainage patterns, divert water onto adjacent lots, or create pooling areas. The walls of raised beds shall be constructed of concrete, concrete block, concrete pavers, or stone. Walls of raised beds made of wood or wood products requiring replacement shall be replaced with one of the above materials.

Each lot shall be landscaped, and grass planted on all lot areas outside the house and all privacy areas as soon as house is complete and before house is sold or occupied.

M. RETAINER WALLS

Retaining walls may be used to preserve trees, improve drainage patterns and define areas. Walls should be kept as low as possible. NEW Retainer walls shall be constructed of concrete, concrete block, concrete pavers, or stone. Wood is no longer acceptable for new projects.

EXISTING landscaped timber projects maybe MAINTAINED with like materials for the life of the project.

Because retaining walls may alter existing landforms, the design of such walls should be carefully considered to avoid adversely affecting drainage pattern.

#### N. CARPORTS

No carports can be built on Lots 16 through 24 of Block 1417 without City of Longview approval and approval of the ACC.

Carports are allowed on lots 1-15, Block 1417, but only after approval of ACC. See Guidelines approved by City of Longview Permit Department. A Carport may be built as a second garage, but only after an enclosed has already been built, then with approval of ACC only.

#### O. DECKS

Decks are usually an extension of the house and have a significant impact on the appearance. They should be compatible in materials and color with the applicant's house. Modifications to existing decks should provide continuity in detailing such as material, color and design of railing and trim. Decks on attached houses should not adversely affect the privacy of adjacent houses.

#### P. STORAGE SHEDS, GREENHOUSE OR TEMPORARY BUILDINGS

No used or previously erected or temporary house, structure designed as a mobile home or any other non-permanent out building shall ever be placed, erected or allowed to remain on the properties except during the construction period. However, in certain cases storage sheds and greenhouses may be located behind privacy areas, but must not be visible from the street. Views from other properties should always be considered. These units may not be longer than eighty square feet. Storage sheds or green houses must be approved by ACC.

#### Q. RECREATION AND PLAY EQUIPMENT

Swings and other recreation equipment for children must be placed in the privacy area.

#### R. POOLS

All private swimming pools must be behind privacy fences. The owner should consider safety at the pool area as well as adjacent property.

#### S. DAMAGE TO CURBS AND/OR STREETS BY CONTRACTORS OR THEIR AGENTS

The Board of Directors stated on February 12, 1996 that any damage done to the curbs or streets of Towne Lake Village by Builders or any of his sub-contractors would be the responsibility of the Builder to repair.

#### T. ORNAMENTAL STATUARY (EXCESSIVE HOLIDAY DECORATIONS)

Ornamental statuary is generally not functional or consistent with the harmony of the community. Unless a statue is of exceptional artistic merit, it should not be in the front or side yard and should be screened from view of neighboring properties in the rear yard. Ornamental figures of animals or persons will not be approved in front yard or attached to houses.

#### U. MAILBOXES

Mailboxes are a functional necessity, not a decorative item. Since they are usually in a very visible location, they should be straightforward in design, mounted on simple metal, brick or wood posts. They should be painted either black or an earth tone and located not to obstruct any traffic sight lines. Mailboxes enclosed in a brick structure should relate to the materials used on the house.

#### V. EXTERIOR LIGHTING

No exterior lighting should be directed outside of the applicant's property. Light fixtures that are proposed in place of the original fixtures should be compatible in style and scale with the applicant's house.

Lighting which is a part of the original structure must not be altered without approval. Application for exterior lighting should include wattage, height of light fixture above ground, and complete description, including material of the light fixture and location on the property.

#### W. MAINTENANCE ISSUES

As homes age the exterior maintenance of individual homes, become an important factor in the appearance of the neighborhood. Homeowners are expected to maintain their own home in a manner that reflects well on the neighborhood. Owners will be notified of maintenance issues that have been determined to need attention by the ACC. Owners will be required to submit a plan for repair of those issues within 30 days of notification. These issues will be treated the same as all other architectural projects. Some maintenance issues include, but are not limited to.

1. Fascia boards – rotting or need of paint.
2. Wood Fence in need of repair – missing boards, rotten boards.
3. Missing roof shingles, shingles in need of replacement.
4. Gutters – missing sections, sections that have become loose or unattached.
5. Exterior in need of paint.
6. Garage doors in need of repair or replacing – broken sections, sagging in the middle.
7. Chimney caps in need of repair or missing.

