

# River Plantation

## Architectural Control Guidelines

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## **Section I - Purpose & Objectives**

The Deed Restrictions on file in the real property records of Montgomery County, Texas for all sections of land contained within the River Plantation Subdivision (the “Restrictions”) specify that, *“No building or other improvements shall be erected, placed or altered on any building site until the construction plans and specifications and a plan showing the location of the structure or improvements have been approved by the Architectural Control Committee as to the quality of workmanship and materials, harmony of external design with existing structures, and as to location with respect to topography and finish grade elevation.”* These Architectural Control Guidelines (the “Guidelines”) are intended to set forth the design guidelines used by the Architectural Control Committee for River Plantation (the “ACC”) which has exclusive jurisdiction over all modifications, additions, and alterations (the “Modifications”) made to properties within our community. The purpose of these Guidelines is to protect the beauty of the properties, to establish and preserve a harmonious and aesthetically pleasing design for the River Plantation Community (the “Community”) and to protect and promote the value of the properties.

To preserve the architectural and aesthetic appearance of the Community, no Modifications shall be commenced or maintained by any owner of any lot within any section of the Community, including, without limitation, site work, new home construction, room additions, or the construction or installation of sidewalks, driveways, carports, decks, patios, courtyards, swimming pools, greenhouses, playhouses, walls, fences, garages, outbuildings, nor shall any exterior addition to or change or alteration therein be made (including, without limitation, painting or staining of any exterior surface), unless and until the contemplated Modifications shall have been submitted to and approved in writing by the ACC as to the compliance of such plans and specifications with these Guidelines including the harmony of external design, location, and appearance in relation to surrounding structures and topography.

The Restrictions also specify that *“no noxious or offensive activity shall be permitted upon any building site, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.”* These Architectural Guidelines are also intended to illuminate to the membership the manner in which the River Plantation Community Improvement Association, Inc. (the “Association”) construes the nuisance provision set forth in the Restrictions by defining those activities predetermined, based upon resident input and historical perspective, to be a nuisance, noxious, or offensive to residents within the Community.

### **A. Things to Remember**

**Restrictions Protect All Property Owners** - All property owners are subject to the Restrictions and have agreed to comply with them. Most problems can be resolved and unnecessary complications avoided by a thorough understanding of the Restrictions and these Guidelines. Compliance with the Restrictions and these Guidelines by all neighbors will permit property owners to enjoy living and raising their families in a pleasing environment and an attractive community with sustained property values.

**The Appropriate Guideline** - Many different kinds of Modifications to a property can be made. Those described on the following pages are the most common, but not all are described. If a project is not included on the following pages, please contact the ACC to obtain the guidelines to use for preparing an application to the ACC.

**Don't Copy Your Neighbors** - When considering a Modification to your property, do not rely on what your neighbors have done or said regarding their property. Your neighbor's modification may have been permitted under a prior guideline but is no longer allowed, may not have been approved, or it may have been disapproved and require modification.

**Changes by Previous Owners** - Purchasers of a previously occupied property sometimes are surprised and disturbed when they receive notice that the previous owner made an unapproved alteration or addition and that they have purchased a property which is in violation of the Restrictions. Current owners are responsible for any existing violations. Any owner who finds himself in this situation should submit an application for approval of the improvements with an explanation of the circumstances.

**Limitation of Responsibilities** – The primary goal of the ACC is to review applications, plans, specifications, materials and samples submitted by homeowners in order to determine if the proposed improvement or modification conforms in appearance and design with the standards and policies as set forth by the ACC. The ACC does not assume responsibility for the following:

- The structural adequacy, capacity or safety features of the proposed improvement or structure.
- Soil erosion or unstable soil conditions.
- Compliance with any or all building codes, safety requirements, governmental laws, regulations or ordinances.
- Performance or quality of construction performed by any applicant or his subcontractor(s).
- Marketability of the product.

## **B. Types of Approval**

The approval process is intended to minimize hardships or undue delays, while preventing a Modification that would be costly to correct if done improperly or in violation of the Restrictions or these Guidelines. The goal of the ACC in the review process is not to curtail changes to a residence but, rather, to assist in making a desired change in a manner which conforms to the character of the neighborhood and the natural beauty of the Community.

Any owner who seeks approval for a Modification to their property should review Section III which provides extensive detail concerning the approval process. However, in keeping with the goal of minimizing the approval process, the following categories of Modification require no ACC approval or, because of the nature of the modification, are pre-approved. All other modifications require written approval from the ACC.

### **1. No Approval Required**

The following Modifications are NOT subject to ACC approval:

- Interior Improvements -- Modification to the interior unless the modification visually effects the outside of the improvement or requires structural modifications such as moving outside walls, changing the roofline, changing or adding windows, changing or adding outside doors, etc.

- Landscaping -- Landscaping (defined as living plants, trees, shrubs, flowers, etc., and utilization of non-living material necessary for growth, e.g., bark, mulch, etc.) and irrigation systems are generally not subject to ACC review and approval except in circumstances where the landscaping is intended to accomplish a structural objective, such as a hedge or a visual barrier.

**NOTE:** Texas law requires that an owner ensure that the placement of any improvement or landscaping does not halt or materially impede drainage flowing off of a neighboring property and does not redirect the flow or significantly increase the amount of water flowing onto a neighboring property. Enforcement of this requirement is by the affected property owner(s).

- Yard Structures -- Flagpoles, trellises, garden benches, windmills, wind vanes, wishing wells, birdbaths, birdhouses, fountains, seasonal greenhouses, and barbecue grills. Although not subject to ACC approval, yard structures must be in good taste and compatible with and appropriate in scale, color and mass to the architectural character of the dwelling and the neighborhood.
- Ponds less than 24" deep -- Ponds 24" or deeper must be approved by the ACC and must comply with all guidelines for Swimming Pools and Spas.
- Holiday Decorations -- Seasonal decorations are generally not subject to ACC approval but must be promptly removed within fifteen (15) days after the calendar date of the holiday.
- Basketball goals

## 2. Pre-Approved

Certain Modifications have been Pre-Approved and require no action by the owner other than compliance with the Restrictions and Guidelines. Pre-Approved modifications must be completed within 30 days. The following Modifications are Pre-Approved:

- Replacement of roof shingles of the same type and color.
- Repainting the exterior of the improvement and/or trim the same color.
- Replacement of damaged brick, siding, or trim material with the same, or like, material of the same color and/or texture.
- New gutters or replacement gutters if painted the same color as the surface to which they are attached.
- Replacement exterior doors, windows, garage doors if of the same color (or a natural stained or varnished wood color such as walnut, mahogany, etc) and type as the original.
- Screens or storm sash if the frames match the window/door frame color.
- Satellite dishes less than 18" in diameter.
- Replacement of an existing air conditioning unit or its component parts so long as the replacement is at the location of the pre-existing unit.
- Repair or painting of fences with the same material and/or color.

### **3. Standard Approval**

All other Modifications require a written ACC approval. If the approved modifications are not completed within the time prescribed, the approval is no longer valid, and the application must be resubmitted unless a written extension is granted by the ACC.

ACC approval is required PRIOR TO the start of the Modification except for those Modifications that are Pre-Approved. If a Modification is made without ACC approval, the Association has a legal right to enforce its removal or require modifications at the property owner's expense.

## **Section II - Modification Guidelines**

Variations to these Guidelines may be granted by the ACC when it can be demonstrated that strict compliance would create an undue hardship by depriving the owner of the reasonable utilization of the site, or where unusual circumstances or characteristics which affect the site make strict compliance impractical. However, **NO** variance will be granted unless the general purposes and intent of the Restrictions and Guidelines are maintained. Any variance granted will only be applicable to the specific site and conditions for which the variance was granted and will not modify or change any Restriction or Guideline as they apply to other sites or conditions.

### **A. Requirements For All Modifications**

**Access** -- If construction work requires access through an adjacent property (e.g.. an open space reserve, drainage easement, or vacant lot), written permission from the adjacent property owner and a pre-construction photo of the proposed access route must be included with the application submitted to the ACC.

**Applicant's Lot** -- All improvements must be located entirely on the applicant's lot.

**Architectural Compatibility** -- All Modifications must be architecturally compatible. Architectural compatibility is an agreeable relationship in, and, in some instances, actual continuity of architectural style, mass, proportion, scale, materials, color and design detail with existing and planned improvements on adjacent properties and in the neighborhood.

- Colors and materials used to accomplish the modification must be in context with their environment.
- Colors that harmonize with the natural landscape are strongly encouraged. Muted earth tones are considered to be most appropriate.
- Construction materials must be compatible with the original architectural character of the existing dwelling and neighborhood. When enlarging, extending, or remodeling an existing improvement, the materials must be compatible with those of the existing improvements. Materials must harmonize with the natural landscape.

**Drainage** -- Texas law requires that the Owner ensure that the placement of any Modifications or landscaping does not halt or materially impede drainage flowing off of a neighboring tract, and does not redirect the flow or significantly increase the amount of water flowing onto a neighboring tract. Enforcement of this requirement is by the affected property owner(s).

**Easements** -- Modifications are not permitted within Easements, except fences, limited landscaping, swimming pool piping, air conditioning equipment, light poles, basketball goal posts, flag poles, and driveways and sidewalks where they must cross front or side yard easements to access the street. Other limited exceptions are set out in the applicable Guidelines. Any improvement constructed within an Easement without the consent of the Easement holder is subject to removal by the Easement holder. ACC approval is not approval by the Easement holder. Written consent from the appropriate owner of the Easement must accompany any application for a modification submitted to the ACC.

**Neighborhood Character** -- Modifications must be consistent with and not adversely impact the neighborhood's existing character.

**Neighborhood Criteria** -- All Modifications must comply with the Deed Restrictions applicable to that Section. In case of a conflict between the Deed Restrictions and the provisions of these Guidelines, the Deed Restrictions prevail.

**Impact on Neighbors** -- All structures must be located so as to minimize the impact on neighboring properties. It is the property owner's responsibility to insure that their contractors conduct themselves in an orderly manner so as not to be a nuisance to other property owners. Examples of nuisances are: speeding, reckless driving, loud music, profane language, etc. Work that creates excessive or loud noises should not begin before sunrise and should end at sunset.

All construction trash and debris should be picked up at least once a week and should be contained in appropriate receptacles or should be contained within construction fencing so as not to blow onto surrounding properties. Food and beverage packages should be contained in containers with locked lids.

Concrete trucks should be washed out and the excess concrete dumped on property owner's lot only. They shall not be washed out or the excess dumped on streets, road easements, ditches or any other lot or property within the subdivision.

**Use** -- Modifications are approved for the stated use only.

## **B. Guidelines For Specific Modifications**

### **Decks, Patios & Covers**

Decks/patios may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.

Decks/patios should be situated on a lot such that they pose no problem to the effective drainage of the lot or a neighboring lot.

Deck/patio covers shall be constructed of materials which complement the main structure and, if attached to the house, such covers must be integrated into the existing roofline (flush with eaves). If the cover is to be shingled, the shingles used must match the shingles used on the residence. Deck/patio covers and posts should be trimmed out to match the residence. Supports must be brick, painted wood, or metal columns. Pipe is not allowed.

Acceptable patio construction materials include treated wood or naturally rot and insect resistant woods (such as cedar and redwood) and brick.

### **Driveways/Sidewalks**

An application must be submitted for any driveway removal, addition or modification. Driveways, entry walks and sidewalks may be constructed of concrete or other materials approved by the ACC. In order for masonry material to be approved, it must be compatible with the home and other driveways, entry walks and sidewalks on the lot.

No excessive concrete will be allowed on lots.

Circular driveways may be approved if a 16' minimum turning radius can be achieved.

Asphalt driveways and sidewalks are prohibited unless they are to replace an existing asphalt driveway.

Any concrete spilled, poured or washed on a street must be immediately removed leaving the street clean and unstained.

### **Fences, Fence Extensions & Walls**

All fences, fence extensions and walls must comply with the “Building Line” requirements set forth in the Restrictions.

Any fence, or wall intended for the purposes of privacy and/or security, should be no greater than six foot (6’) in height. The maximum height of decorative columns, posts and gates is seven feet (7’).

No fence can be placed in front of the front building line. However, a fence intended to serve an aesthetic purpose may be located outside the limits defined by the prescribed building lines, provided that it does not exceed three (3) feet in height, is of an open construction (split rail, wrought iron, etc.), and is located within the front and side property lines.

If wood fences are constructed so that reinforcing is visible on one side only, the side with visible reinforcing shall face the interior of the lot.

The following fence materials are unacceptable:

- Chain link, wire, wire mesh or hog wire fencing
- Sheet or expanded metal and stamped metal posts
- Plastic or fiberglass sheets
- Rope, bamboo, reed, or wire-bound pickets
- Cinder block

### **Garages & Carports**

All garages and carports must comply with the “Building Line” requirements set forth in the Restrictions.

New garages or carports require ACC approval. Only one garage and one carport are allowed per residence.

Garage and carport conversions are considered a room addition, and ACC approval is required. Conversions must meet the requirements relating to Room Additions.

Existing garage space may not be converted to a room(s) unless it is replaced with another two (2) car garage or carport with at least 150 square feet of enclosed storage area along one side of the carport.

Living area created by conversion of garage or carport space will be permitted only when the new living area is within the dwelling setback lines

Aluminum, fiberglass or steel carports are not allowed.

### **Gutters & Downspouts**

New or replacement gutters and downspouts which match the color of the surface they are attached to are Pre-Approved. All gutters and downspouts must be installed so water runoff does

not adversely affect adjacent properties. For safety reasons, water runoff should never be directed directly onto sidewalks.

### **New Residences**

All new residences must comply with the “Building Line” requirements set forth in the Restrictions.

All new residences must receive ACC approval. Please refer to Section III, Approval Process for the requirements in submitting an application for new home construction as well as the Guidelines section on site work/lot clearing. New home construction must meet all of the Restrictions and Guidelines. The slab of all new residents must be a minimum of 12” above the crown of the street.

Fill dirt and sand used in the construction must be contained within the perimeter of the forms.

Dirt clumps deposited in streets from vehicles leaving muddy job sites must be removed when the work is completed and may not remain for longer than 24 hours.

Each site must have some sort of trash containment. Dumpsters are preferred, but a fenced area is acceptable. Trash containment must be left until the site is ready for grading and landscaping.

Building material or debris blown onto nearby properties must be promptly removed by the contractor.

### **Outbuildings**

An “outbuilding” is defined as any structure that is not attached to the main building. This definition does not include bonafide additions to the main residence or garages but does include storage sheds, gazebos, and playhouse/forts.

All outbuildings shall be placed in the backyard of a residence.

The colors of the outbuilding should match or blend with the predominant exterior colors of the main residence.

Materials used to construct the outbuilding shall match those of the main residence in both size and color. The ACC will consider prefabricated metal storage buildings providing the color blends with the main residence.

Storage sheds shall have a maximum floor space of ten by twelve (10 x 12) feet, and the roof of the outbuilding shall be no higher than ten (10) feet from the ground to the highest point. The structure must be placed a minimum of five (5) feet from any property line, and the location must allow for drainage to occur entirely on the Owner’s lot.

Any storage building placed on a concrete slab may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment. If a storage building is on a utility easement, but is not on a slab and can be moved, the ACC will consider it a portable building.

A playhouse/fort cannot exceed ten (10’) feet in height. If the playhouse/fort has a platform, then the platform can be no higher than six (6’) feet off the ground. The playhouse/fort cannot be placed within five (5’) feet of any property line and must be located at the rear of the property screened from public view.

A freestanding gazebo must be placed at least six (6') feet away from the house. The gazebo, at the peak of the structure, cannot exceed twelve (12') feet in height and must be placed at least five (5) feet from any property line. The location of the gazebo must allow for drainage to occur entirely on the Owner's lot. If the roof of the gazebo is shingled, the shingles used must match the shingles of the main residence.

### **Painting, Exterior**

Color changes to the exterior of an improvement must be approved by the ACC. The color of the brick used in the house and the color of neighboring houses are considerations.

Exterior paints and stains for each residence shall be selected to complement or harmonize with the colors of the other materials with which they are used.

Wood siding and trim should generally stay within the earth tone color family (i.e. black, brown, tan, beige or gray). Soft and muted earth tone pastel colors are acceptable. The use of white is also permitted.

Extremely bold colors, such as red, yellow, or blue, are discouraged. The variety and number of exterior colors on each house should be held to a maximum of three, excluding the brick or front door color.

Front doors may be stained a natural wood color or painted the same color as the house trim.

### **Room Additions**

All room additions must comply with the "Building Line" requirements set forth in the Restrictions.

All room additions shall have ACC approval. Detailed plans must be submitted to the ACC as specified in Section III.

Building permits, as required by the county, must be submitted with the application.

Exterior materials and colors must match the house.

Room additions may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.

Size and shape will depend on architectural style and layout of home, size of lot and how the room addition integrates with existing home. Plans for room additions must show room size in proportion to room dimensions of the residence. The roof of any addition must integrate with the existing roofline so as to appear to have been a part of the original house.

Room additions cannot exceed one-third ( $1/3$ ) of the remaining back yard.

### **Site Work/Lot Clearing**

Written approval from the ACC to perform site work or clear a non improved lot must be obtained PRIOR TO the commencement of the clearing of any building site.

No tree stumps or debris shall be left on the lot.

Under no circumstances shall a property owner be allowed to divert drainage water from one property to another. Existing drainage shall be maintained.

Contractor/homeowner will be responsible for all damages that occur to drainage ditches and/or driveways during construction.

Any dirt used for site work must be promptly used for its intended purpose and may not be stored in piles for more than 14 days.

### **Solar Panels/Screens/Film**

The ACC will only approve solar panels which are unobtrusive and which blend in with the roof shingle color.

Solar screens are allowed on windows only if they blend with the window color.

Solar window film must be of a non-reflective type. Samples of window film must accompany each application.

### **Storm Windows & Storm Doors**

Storm windows and storm doors are Pre-Approved if the frames match the window frame color of the house. Other colors must be approved.

### **Swimming Pools & Spas**

No pool or spa of any type may encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment. Decking encroachment also requires a consent agreement. Copies of the consents granted by the utility companies must be received prior to approval.

Ideally, any pool or spa should be located at least five (5') feet from a side and rear lot line to maintain proper drainage on the lot. However, a minimum of three (3') feet will be allowed in certain instances. The pool must meet all building line and easement restrictions on the recorded plat.

Pools may only be constructed in the backyard.

All swimming pools and spas shall be completely enclosed by a solid wood or wrought iron type fence enclosure, being not less than four (4') feet, nor more than six (6') feet in height and having pickets spaced not more than three (3") inches apart. All openings to any such enclosure shall be closed with a self-closing and self-locking gate of the same construction and material as the fence.

Above ground pools are not permitted. Above ground spas, Jacuzzis or hot tubs are allowed provided they are screened from public view by landscaping or a privacy fence; otherwise, they must be part of a deck system.

Pools are to be drained into the River Plantation MUD sewage drain system.

All new pools are required to be inspected for proper water connections and drains. Contact the River Plantation MUD or East Plantation UD to schedule the inspection.

### **Home Maintenance**

Each Owner is expected to keep their property and improvements in good order and repair in a manner and with such frequency as is consistent with safety and good property management. The requirements of proper home maintenance include, but are not limited to:

- Prompt repair of broken windows.
- Painting, repainting, staining, or restaining any exterior surfaces that are faded, chipped, peeling, or badly soiled.
- Prompt repair of rotted, sagging, damaged, or broken siding, trim, columns, exterior doors, windows, garage doors, gutters, fences, shutters, screens, decks, or yard structures.
- Prompt repair of damaged or broken driveways, walkways or other pavement areas.
- Mowing of lawn/ditch areas to the street pavement edge.
- Pruning and cutting of trees and shrubbery.
- Maintenance of any drainage structure on the lot,
- Removal of all trash and debris
- Storage of all equipment, materials, supplies, appliances, etc. within the garage, an ACC approved storage building, or other enclosed area.
- Storage within a carport is permitted only on lots originally constructed without a garage. However, such storage must present a neat and orderly view from the street.

### **Trash and Refuse**

Trash and refuse (except bundled limbs and branches) must be placed in sturdy, water tight, enclosed containers or plastic bags of a size and weight not exceeding the limitations of the waste hauler. Food waste must be placed in a sturdy container with a secure cover so that animals cannot remove the contents.

Any resident who desires to place trash for collection must place the trash container near the street line in front of the residence no earlier than 6:00 p.m. the day prior to the designated pickup.

Emptied containers must be removed from the street, yard or driveway no later than 10:00 p.m. of the day that the trash or refuse has been collected.

Trash and refuse containers shall be stored in a manner such that they cannot be seen from the street or from adjacent and surrounding properties.

### **Vehicles, Trailers and Boats**

Trailers, trailer houses, recreational vehicles, mobile homes and boats may be stored in a garage providing that such storage does not result in the displaced automobile(s) being parked outside the boundary of the lot or in a manner inconsistent with these Guidelines.

Trailers, trailer houses, recreational vehicles, mobile homes and boats may not be stored or habitually parked on any lot if they are visible at ground level from an adjacent street or property. Habitually parked means parked without movement for 48 hours or more. Periodic movement of the vehicle for the purpose of circumventing this requirement does not constitute compliance.

Streets, parks, cul-de-sacs, or road right of ways shall not be used as a storage area for cars, trucks, trailers, trailer houses, recreational vehicles, mobile homes or boats.

Tractor trailers, semi trucks, and rigs shall not be allowed in the subdivision except for necessary deliveries and, in no case, can they be parked overnight in the subdivision.

Vehicles that are disabled, not currently licensed or registered, or are otherwise inoperable cannot be stored at a location visible at ground level from any street or adjacent property.

Open storage of one (1) unused car, van or pick-up truck is permitted if that vehicle is not disabled. Open storage of two (2) or more unused motor vehicles is prohibited. Storage means placement on the lot for a period of more than 30 days.

All vehicles parked on a lot must be parked on concrete or other approved hard surface material. Parking on lawns, ditches, open space areas, or other dirt, gravel or grassy areas is prohibited except if parked parallel to a street and within 12” of the edge of the street.

Vehicles may not be parked overnight in any park or cul-de-sac.

### **Unsightly Objects**

No unsightly objects, which might reasonably be considered to give annoyance to neighbors of ordinary sensibility, shall be placed or allowed to remain on the yard, residential structure, outbuilding, storage shed, yard structure, street or driveway. Unsightly objects include, but are not limited to, the following:

- Wood or lumber stored in open view.
- Empty plant containers that remain in public view for over 30 days.
- Old bicycles, tricycles (rusted), and toys that remain in public view over 30 days.
- Bricks, sawhorses, paint cans, building materials, etc., that remain in public view for over 30 days.
- Old trash cans in public view that are not discarded within 30 days.
- Bagged lawn clippings or leaves that are not discarded on regular trash days and are left in public view.
- Dirt or mulch piles which are not spread within 30 days.

### **Pets**

Pets may not constitute a danger or nuisance to persons in the neighborhood, nor shall they cause a health hazard.

Pets are not allowed to run at large and must be confined to the owner’s lot or controlled by a restraint device when being walked.

### **Yard Appearance**

Seasonal decorations must be removed within 15 days after the holiday.

Skateboard ramps may not be permanently affixed to the ground and must be stored where they are not visible from streets or adjacent property when not in use.

Dead trees must be promptly removed.

### **Signage**

Only the types of signs listed below are allowed. If you wish to place a sign that is not included in the below listing, please contact the Architectural Control Committee at 273-2002 for approval. Only approved signs are permitted.

Signs may only be placed as indicated. Signs may not be attached to street signs, stop signs, the bridge, railroad property or trees.

Signs not following these Guidelines will be removed without notice.

Habitual offenders will be charged a service fee of \$25.00 for every occurrence that requires sign removal.

**TYPES OF PERMITTED SIGNAGE AND THEIR SPECIFIC REQUIREMENTS**

<b>TYPE OF SIGN</b>	<b>SIGN SIZE</b>	<b># OF SIGNS</b>	<b>PLACEMENT</b>	<b>PERIOD OF DISPLAY</b>
FOR SALE FOR LEASE FOR RENT	2' X 4'6"	1 PER PROPERTY, EXCEPT GOLF COURSE 1 FRONT & REAR, CORNER LOTS-1 ON EACH STREET	MINIMUM OF TWENTY FEET FROM STREET	REMOVED DAY OF CLOSING
OPEN HOUSE	2' X 3'	1 PER PROPERTY PLUS 1 PER INTERSECTION UP TO 4 INTERSECTIONS	NO CLOSER TO STREET THAN STOP SIGN OR STREET SIGN	AFTER 12 NOON DAY BEFORE & REMOVED BY 8:00 PM OF LAST DAY- MAX OF 3 DAYS
POLITICAL	2' X 3'	ONE PER CANDIDATE MAXIMUM OF FOUR	MINIMUM OF TWENTY FEET FROM STREET	30 DAYS PRIOR TO ELECTION AND REMOVED WITHIN 24 HOURS AFTER ELECTION OR RUNOFF IS FINAL
PATRIOTIC SCHOOL ORGANIZATIONS CHURCH ALARM/SECURITY	2' X 3'	ONE	WITHIN TEN FEET OF HOME	NO TIME LIMIT
LOST & FOUND	1' X 1'	MAXIMUM OF THREE THROUGHOUT SUBDIVISION	ON STAKES AT INTERSECTIONS. NO CLOSER TO ROAD THAN STOP SIGNS OR STREET SIGNS	MAXIMUM OF SEVEN DAYS (DATE PLACED MUST BE ON SIGN)
RPCIA SPONSORED SEMI- ANNUAL GARAGE SALE	AS PROVIDED BY RPCIA	ONE PER PARTICIPANT	ON MAIL BOX OR MAIL BOX POST	DAY OF GARAGE SALE

## **Section III – Approval Process**

### **A. Application Procedure**

Applications shall be obtained from the Association or its assigned agent. A completed application shall include: Two complete sets of drawings and specifications, if applicable, and the completed ACC application package. The applicant shall provide a valid, current address and phone number. Incomplete applications shall be rejected and returned. Applications shall be submitted via mail to the Association or its assigned agent. All applications must be in writing. The ACC will not respond to Fax or verbal requests. It is the applicant's responsibility to insure that the Association or its assigned agent has received the application. Do not assume it was received.

### **B. Approval/Disapproval/Processing Period**

The ACC will respond in writing to all completed applications. Upon approval, one (1) copy of the application and a set of drawings will be marked "Approved" and returned.

Please note that the ACC has thirty (30) calendar days from the date of receipt of a complete application within which to respond. If additional information is required by the ACC, the thirty (30) day processing period will commence upon receipt of additional information. Scheduling for the implementation of the proposed improvement(s) should allow for the time required for completion of the approval process.

In the event the ACC fails to indicate its approval or disapproval within the thirty (30) days after receipt of the required documents, the approval process and the related covenants set out in the Restrictions shall be deemed to have been fully satisfied, provided that the proposed improvements are in general harmony with the scheme of the development as set forth in the Restrictions and these Guidelines and do not violate any of the covenants. However, failure to respond on the part of the ACC does not imply permission to encroach on an easement or building line or violate a provision of the Restrictions or the Guidelines promulgated.

If an application is not approved, the ACC will respond in writing as to why such approval was denied. If an applicant wishes to discuss the decision made by the ACC, the applicant must contact the Association or its assigned agent to make arrangements for a meeting. The Board of Directors shall have the final authority over all actions taken by the ACC.

No ACC member can approve his/her own improvement.

**Please note that written ACC approval is required PRIOR TO the installation or construction of any improvement or modification to an existing improvement. If an improvement is made without ACC approval, the Association has legal right to enforce its removal or modification at the property owner's expense.**

If construction has not begun within six (6) months from the date of approval, the approval is no longer viable and the application must be resubmitted. ACC approval is non-transferable.

All construction shall be completed within six (6) months of construction start date.

**Vacant Lots**

Vacant lots shall not be used for the purpose of the storage of any items at any time.

**Inspection**

All improvements are subject to inspection, at any time, by the Association or its assigned agent.

**Complaints**

Property owners are encouraged to help maintain the beauty of the community. To this end, all property owners have an obligation to conform to the Restrictions and Guidelines and to ensure non-complying improvements get corrected. If you should have a complaint regarding a violation, please notify the Association or its assigned agent. All complaints will be handled in a professional manner and shall remain confidential.