

*Hammond Manor Homeowner's Association
Architectural and Environmental Review Committee*

General Guidelines

I. Purpose: The major purpose and goal of the Architectural and Environmental Review Committee ("AERC") is to preserve and protect the value and desirability of all properties that are part of the Hammond Manor Homeowner's Association. The AERC is established by the Board of Directors under Section VII of the Declaration of Covenants of the Homeowner's Association ("Covenants"), which have been agreed to by each homeowner upon the purchase of a home in the Hammond Manor community. In general, all exterior changes to any dwelling unit in Hammond Manor must be approved by the AERC. However, as will be noted later in these guidelines, certain items, which have been agreed to by the AERC, **do not** need prior approval.

II. AERC Composition: The AERC consists of four (4) homeowners from the community appointed by the Board of Directors, pursuant to Section 2, Article VII of the Covenants.

III. AERC Operation: The affirmative vote of a majority of the members of the AERC shall be required in order to adopt any rule or regulation, or to make any finding or determination, ruling or order, or to grant any permit, consent authorization or approval. The AERC will act upon requests for approvals of exterior alteration within sixty (60) days of receipt and notify the homeowner of its decision in writing, normally by returning the executed Application for Exterior Alteration. Any plans which the AERC does not act upon within sixty (60) days of receipt have automatic approval. Homeowner's have the right to appeal any final AERC decision in writing addressed to the Association's Board of Directors. Any appeal must be received by the Board of Directors within fifteen (15) days of the AERC's decision.

IV. Application for approval by AERC: Applications for Exterior Alteration should be submitted to the AERC on the Application for Exterior Alteration Form ("Form"). Application forms are provided with these guidelines and are also available from AERC committee members. Generally, any addition, exterior alteration, modification or change to an existing lot or dwelling must be submitted for approval by the AERC and must be compatible with the design character of the original dwelling and lot. Only materials and colors compatible with the existing architectural design and character of the community will be considered. When applicable, the homeowner should ensure that any contractor's plans address drainage. If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated on the application. An application will be denied if adjoining properties appear to be adversely affected by changes in drainage.

V. **Exceptions Not Requiring AERC Approval:** The AERC has prepared a list of commonly requested items, and has agreed that ***approval for these items is not required.*** These items are listed below:

1. Any repainting to the exterior of the house provided the colors match the existing colors of the house.
2. Replacement of any standard deadbolt lock, peephole, electric doorbell, or standard door knocker.
3. Any attic cooling fan installed on the roof's rear slope, provided that the fan's cover does not extend above the roof's peak.
4. Arabic house numbers not to exceed seven (7) inches in height manufactured in either brass, black, white or painted to match the color of the front entrance door.
5. Most landscaping may be done without prior AERC approval. Landscaping is defined as trees, hedges, shrubs and plants. The use of standard landscaping timbers and railroad ties is also permitted without prior approval. ***Not included in this classification are shrubs and trees placed along property lines as screens and lawn ornaments such as birdbaths, both of which must receive prior approval from AERC. Landscaping screens are discussed in Section VI.***

Homeowners should allow ample room for plant and tree growth when planting near property boundaries to ensure that at some later date the landscaping does not infringe upon adjacent property. When selecting and locating plant material, consideration must be given to plant size at maturity in order to avoid the need for future thinning and / or relocation. Landscaping should be well maintained and trimmed in a reasonable manner. Lawns should be cut regularly and maintained in a manner which will assure that they do not become overgrown with weeds.

VI. **Commonly requested Improvements that require prior approval by the AERC:** The following is a partial list of improvements that ***require prior approval by the AERC.*** This list is not to be construed as complete, nor is it meant to permit what is otherwise not allowed by the Covenants. Even if an improvement or change is not listed, it will need review and approval by the AERC.

1. Storm / Screen doors. Full-view storm doors are preferred in the community. If a storm door has a kick panel, the panel may not exceed eighteen (18) inches. The AERC will not approve any half-glass doors or decorative doors with colonial panels, window grids or decorative molding. The door's color may be white, brass or a color matching the house's front door, siding or trim.

2. Fencing. All fencing materials are to be pressure treated wood or PVC composite (e.g., Trex) material. All fences are to present the finished side facing away from the enclosed yard. Chain link fencing will not be approved. When fence plans include other exterior changes

such as staining, painting, or use of alternate fencing material, these changes should also be included in the application.

3. Any painting of exterior doors, house or foundation exterior which deviates from the original color scheme.

4. Awnings

5. Hose hangers in the front of the house.

6. Window boxes or attached planters.

7. Changes to exterior lighting fixtures.

8. Any exterior changes to existing sidewalks and pathways.

9. Retaining walls, hand railings.

10. Exterior changes to the house or within enclosed or unenclosed yards which may affect fences, adjacent property or alter existing run-offs.

11. Mailboxes. Replacement of a mailbox with one of the same style and color does not require approval. Metal mailboxes are acceptable.

12. Sheds. Metal sheds will not be approved by the AERC. No sheds larger than 10'x12', single story will be permitted. Under deck storage sheds must be approved by the AERC and may not extend beyond the limits of the deck.

13. Decks. All decking materials, with the exception of the rail cap are to be pressure treated wood or PVC composite (e.g., Trex) material. When deck plans include other exterior changes such as staining, painting, or use of alternate decking material, these changes should also be included in the application.

14. Play equipment. All immovable play equipment must be located in the rear yard and maintained in a reasonable manner.

15. Swimming pools. Swimming pools must be located in the rear yard. Only in-ground pools will be considered for approval. Plastic or inflatable pools for use by young children are considered temporary and do not require approval.

16. Plants or shrubs placed along property lines for screening purposes must be submitted to the AERC for approval.

17. Door or window replacement. Replacement of a door or window with one of the same style, type and color does not require approval.

18. Garage doors. Replacement of matching garage doors with metal ones of the same style and similar color do not require approval. Style changes, such as adding windows, require approval.

Requests for deviation from these guidelines will be considered on a case-by-case basis. Approval in one case does not necessarily mean approval in another.

VII. Items or Modifications that are not permitted: The following items are not permitted in the Hammond Manor community as set forth in the homeowner's covenants (Article VII Architectural Control - Use Restrictions). This list is not to be construed as complete, nor is it meant to allow what is otherwise prohibited by the Covenants.

1. No exterior carpeting is permitted.
2. No bars on front windows or doors.
3. No through-window or wall air conditioners. Fans cannot be installed in windows in place of screens.
4. Trash and recycling bins are not to be stored in the front yard or at the front entrance of the home.
5. No pens, kennels, or animal runs are permitted.
6. No junk vehicles.
7. No vehicles larger than a 3/4 ton truck and/or with more than two (2) axles and not to exceed four (4) wheels.
8. No house trailers, motor homes, campers, vehicles with commercial lettering and signs (not including vehicles of a government agency).
9. No boats.

VIII. Enforcement: The enforcement authority of the Hammond Manor Board of Directors and the AERC are fully set forth in the Covenants. The AERC shall have the authority to enforce the provisions of the Covenants and these General Guidelines. Authorized means of enforcement include but are not limited to those set forth below.

1. **Right to Remove or Correct Violations** - In the event any violation or attempted violation of any of the Declaration of Covenants or these General Guidelines shall occur or be maintained upon any lot, then the same shall be considered to have been undertaken in violation of the Declaration of Covenants and these General Guidelines and without the approval of the Board of Directors or the AERC and, upon written notice (by hand delivery or regular U.S. mail) from the

Board of Directors or the AERC, such violation shall be promptly removed or abated. In the event the same is not removed or the violation is not otherwise terminated or abated within fifteen (15) days (or such shorter period as may be required in any such notice) after notice of such violation is delivered to the owner of the lot upon which such violation exists, the Association shall have the right, through its agents, employees and committee members (but only after a resolution of the Board of Directors and the AERC) to enter upon such lot and to take such steps as may be necessary to remove or otherwise terminate or abate such violation, and the costs thereof and reasonable attorneys' fees incurred thereby may be assessed against the lot upon which such violation occurred. When so assessed, a statement for the amount thereof shall be rendered to the owner of such lot, at which time the assessment shall become due and payable and a continuing lien upon such lot, and a binding personal obligation of the owner of such lot. The Association shall have the further right, through its agents, employees or committee members, to enter upon and inspect any lot at any reasonable time for the purpose of ascertaining whether any violations of the provisions or requirements of the Covenants or these General Guidelines exist on such lot; and neither the Association, nor any such agent, employee or committee member shall be deemed to have committed a trespass or other wrongful act by reason of such entry or inspection.

2. **Fines** - The AERC shall have the right to levy fines against an owner and his guests, relatives, lessees or invitees, and the fines shall be collectable as any other assessment such that the Association shall have a lien against the lot of such owner as provided in the Covenants, and such fine shall also become the binding personal obligation of the owner. In the event that the AERC determines that probable cause exists that these General Guidelines or the Covenants have been violated, it shall provide written notice (by hand delivery or regular U.S. mail) to the person alleged to be in violation, and the owner of the lot if the person alleged to be in violation is not the owner, of the specific nature of the alleged violation and of the opportunity for a hearing before the Hammond Manor Board of Directors upon a request made within five (5) days of the sending of the notice of the violation. The Notice shall also specify that each recurrence of the alleged violation or each day during which it continues shall be deemed a separate offense, subject to a separate fine not to exceed twenty-five dollars (\$25.00) for each offense. The Notice shall also specify that in lieu of requesting a hearing, the alleged violator or owner may respond to the Notice within five (5) days of its sending, acknowledging, in writing, that the violation occurred as alleged, and promising that it will henceforth cease and will not recur, and that such acknowledgment and promise, and performance in accordance therewith, shall terminate the enforcement activity of the AERC with regard to such violation.

3. **No Limitation on Rights of the Association** - Nothing contained in these General Guidelines shall be construed as a prohibition of or limitation on the right of the Association or the AERC to pursue any other means of enforcement of the provisions of the Covenants or these General Guidelines, including, but not limited to, legal action for damages or injunctive relief.