

ARCHITECTURAL GUIDELINES (Revised November 15, 2019)

Lighthouse Crossing Homeowner's Association, Inc.

1. PURPOSE OF THE GUIDELINES

1.1 The community guidelines have been created to encourage and inspire homeowners to actively participate in the further development of the community. These standards serve as a foundation for all homeowners to personalize their living environment, improve on the quality of properties and enjoy the homeowner investment in Lighthouse Crossing.

1.2 The guidelines have been established to ensure and implement the highest quality design standards for the community. They serve as the basis from which the Architectural Review Committee (ARC) and the Board will work to ensure the positive evolution of the community. Moreover, standards may change from time to time as new information is obtained and the community evolves.

1.3 The guidelines have been developed to complement the Declaration of Covenants, Conditions and Restrictions of Lighthouse Crossing (Declaration). The covenants assign responsibility to the ARC for establishing fair and equitable standards in reviewing plans and designs for improvements in the community.

1.4 Through these guidelines and review process, the ARC will seek to protect homeowner investment from less than desirable designs and projects, strive to maintain the integrity and appearance of the neighborhood and with participation of each homeowner enhance the value of the community.

2. THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

2.1 The ARC shall consist of three (3) homeowners designated by the Board of Directors. Term shall be for two (2) years and members may serve as many terms as the Board of Directors feels appropriate. To continue on the committee the members must be a member in good standing as defined in the Declaration, and must be a regular participant in the affairs and operations of the ARC.

2.2 Primary responsibilities of the ARC are to:

- Assist homeowners with successful completion of improvements projects
- Evaluate each submission for adherence to the criteria established in these standards
- Interpret the standards and intent of the standards. Should conflicts arise from the interpretations; the ARC will evaluate the situation/conditions and make final recommendations to the applicant with the input from the Lighthouse Crossing Board of Directors.
- The ARC can make recommendations to the Board regarding requested variances to the standards.
- Monitor and review projects, as necessary, to ensure compliance to the standard and ensure that the project is being carried out according to what has been approved. Ultimately, the homeowner is responsible for ensuring that the finished project adheres to the approved plan and the community standards.

- Review and respond to each application as required in the Declaration, and suggest necessary or desirable changes. Once the ARC has reviewed the project, asked for changes or otherwise obtains more needed information, the committee will make a recommendation as to its decision to the Lighthouse Crossing Board of Directors, wherein lies ultimate authority for approval or disapproval of applications/projects. Final approval shall in no way relieve the homeowner of his or her responsibility for adherence to regulations, codes or ordinances of local, state and other governing bodies having jurisdiction over Lighthouse Crossing.

2.3 The ARC shall meet or communicate as necessary to review and process applications. Three (3) weeks maximum to process a request.

3. THE REVIEW PROCESS

3.1 Project/Design Submission

- One completed application is required for each project and shall be sent to the ARC for review. The application shall consist of an application form, design drawings and specifications, a site plan indicating improvements as well as property lines, existing building footprint, existing and proposed contours and all easements, setbacks and rights of way. The survey plot plan obtained during the settlement process is a good starting point.

- Building plans, elevations, sections and details that describe the improvement.
- Specifications outline all materials and finishes for the improvements.
- Submission can be made through any ARC member supporting Lighthouse Crossing.
- Well developed and thoroughly prepared applications containing the requisite information will facilitate and expedite the review process.

3.2 ARC REVIEW

- The ARC may consider factors relevant to the surround structures and environment in its interpretation of the standards.
- The ARC shall have sole discretion to make decisions on all matters of aesthetic judgments.
- The ARC will make a determination on each application within three (3) weeks after receiving a completed application and required information. This process may take longer if the application requires more information or if potential conflicts arise during the course of review that requires clarification or modification.
- The ARC may approve or disapprove entirely an application or any portion deemed insufficient or inappropriate.
- The ARC may provide comments to the applicant regarding any deficiencies and/or suggested modifications to the proposal.
- Applications that are not approved may be revised and resubmitted for review.

3.2.1 REVIEW PROCESS

- Projects may not be started until the owner has received written approval from the ARC.
- Any project that is started without approval will result in a fine of \$100
- All changes, identified in ARC or community standards procedures, involving outside of house require approval. This includes changes or modification of previously approved projects.
- Any application that does not include the required documentation will be returned to the homeowner and not processed until completed.
- Any project that meets previously agreed to published community standards can be reviewed and approved by the ARC.
- Any project that deviates from published community standards is referred to Board/Homeowners. • Board has three (3) weeks to review, comment and come to decision.
- President of Board or Coordinator/Chair will summarize decision and communicate to ARC.
- Letter developed by ARC then sent to Board.
- Board has three (3) weeks to review and approve. After three (3) weeks a letter is sent to homeowner with requested changes or approval. ARC coordinates the changes to the letter.
- Variations or new policies will be added to community standards, confirmed at Board Meeting and communicated to homeowners.
- Existing fines will be imposed for not following approved community standards and requested for resolution from the ARC. • Conditional approvals on all projects will include the following:
 - o Completed within one (1) year of approved plan.
 - o All construction or landscape materials and debris must be removed during the building process from Lighthouse Crossing.
 - o Any future changes or modifications to previously approved projects require a new approved plan.

3.3 DESIGN MODIFICATION (as required)

- Based on the decision(s) of the ARC, the applicant may be required to make revisions to the proposal and/or provide supplemental information to the ARC.
- The revised submission would then be resubmitted to the ARC for subsequent review if all conditions have been met. Review of a resubmitted application may take up to three (3) weeks.

3.4 BUILDING PERMITS

- Sussex County and the Town of Selbyville building permits, if required, will be the responsibility of the homeowner.
- Required building permits must be available prior to initiation of the project and must be displayed and visible from the street.

3.5 TIME ALLOCATED FOR PROJECT COMPLETION

- All architectural projects will have a time limit of one (1) year from approval unless additional time is requested. Landscape projects should be done in a timely manner.

3.6 FINAL INSPECTION

- Homeowners are responsible for final inspection by the Town of Selbyville at the completion of the project.

3.7 APPEAL PROCESS

- The homeowner has the right to appeal to the ARC and Board.
- Once an appeal has been presented, the ARC and Board can reject the appeal, accept the homeowner appeal, or work out a compromise.
- Final decision for the appeal process rests with the Board.

4. DESIGN STANDARDS

4.1 WINDOWS

- New windows must conform to existing windows and match in color, proportion and overall composition with the existing building.
- Replacement glass must be similar to original construction glass.

4.2 DOORS – Revised 9/26/17

- New or replacement doors shall match existing and original doors.
- The following types of storm, screen doors are permitted.
 - o Pella 36" White Olympia (model 3550); o Pella White Ashford (model PSD 4601);
 - o Larson 36" White Savannah (model 37080032)
 - o Anderson Series 4000 in white or the same color as your front door.

The colors are: (McCormick Paints in Fenwick);

1. Forest Green
2. Chestnut Brown
3. Copper Red
4. Cyberspace (current gray/blue)
5. Black 200
6. Thomas Point

- Since model numbers often change over time, the above models reflect the standard and quality of doors that are permitted.

4.3 AWNINGS

- Awnings (permanent or retractable) and curtains are not permitted on front porches.
- Retractable shades are permitted inside screened porches.
- Awnings attached to outside decks or in the rear of the house are permitted.

4.4 PERGOLAS, ARBORS AND TRELLISES - MUST BE APPROVED BY THE ARC

- Gazebos are not allowed.
- Pergolas, arbors and trellises are permitted in rear yard only.
- Limited to one story.
- Use of plastic, vinyl, metal or wood are permitted.

4.5 POOLS, SPAS AND/HOT TUBS - MUST BE APPROVED BY THE ARC

- In-ground swimming pools are permitted if approval is granted by the ARC/Board and by all state, county and local permitting agencies.
- Above-ground swimming pools are not allowed.
- Above ground spas and hot tubs are permitted and shall be located on the rear deck, rear patios or screened porch. Sunken or partially sunken designs are encouraged.
- The size of the spa or hot tub shall be in proportion to the size of the dwelling and the back yard, patio or deck.
- An enclosure or screening that extends above the top of the spa/hot tub must also be approved by the ARC. Construction materials and color should match the siding and trim of the house.
- Only spas with self-contained mechanical units are acceptable.
- Any tree removal or landscaping necessary to install the spa or hot tub shall be described in the application.
- Consideration should be given to incorporate the spa or hot tub into the elements of the design and landscape planting as to create a privacy barrier. Landscaping should be consistent with other plant material in the neighborhood.

4.6 FOUNTAINS AND PONDS - MUST BE APPROVED BY ARC

- In ground fountains are permitted if small and decorative.
- Ponds are not allowed unless they are motorized with moving water.

4.7 DECKS - MUST BE APPROVED BY ARC

- Design and detailing of decks must be architecturally compatible with the homes and community.
- Railing and balusters are to be vinyl covered and white to match the community.

4.8 PATIOS - MUST BE APPROVED BY ARC

- Design and detailing must be architecturally compatible with the home and comply with setbacks.
- Patios must be built with brick, pavers, stamped concrete or other approved materials.
- No walls greater than 28" above original grade

4.9 SHEDS

- Sheds are not permitted unless attached to the home and a minimum 7/12 pitch roof with siding to match house.
- Sheds must be approved by the ARC.

4.10 GARBAGE CANS, LAWN EQUIPMENT AND AIR CONDITIONING ENCLOSURES - MUST BE APPROVED BY ARC

- Trash cans are not permitted on driveway visible from street.
- The garbage can enclosure must be constructed of tan vinyl fence or material that matches the fencing in Lighthouse Crossing.
- The enclosure size cannot exceed 4 feet by 4 feet by 10 feet (height, width, length).
- Only one such enclosure is permitted per lot.

4.11 FENCING - MUST BE APPROVED BY ARC

- Must be tan in color vinyl fencing, picket or solid, not to exceed 6 feet.
- Chain link fencing is not permitted.
- Fencing can be constructed with the following restrictions:
 - o The front boundary of the fence cannot be any closer to the street than the rear corner of the actual house not including screened porches or decks, unless a variance is approved by the ARC.
 - o The rear boundary of the fence can be on the property line.
 - o If there are questions related to fencing boundaries or construction, please submit a plan to the ARC.

4.12 DRIVEWAYS AND WALKWAYS ALTERATIONS - MUST BE APPROVED BY THE ARC

- Extending the width of the driveway or walkway combination is limited to the footprint of the house and can be a maximum of 4 feet.

4.13 PLAY AND SPORTS EQUIPMENT

- Swing sets or similar play structures must be made of natural wood material or molded plastic in earth tone colors in back yard only.
- Portable basketball hoops are allowed but shall not be attached to the front of the house or garage and must be used in the driveway only and not utilized in the street.

4.14 WINDOW AIR CONDITIONING UNITS

- Not permitted.

4.15 PAINTING

- An ARC application is not required for re-painting or re-staining to match original and existing colors.
- An application and approval are required for any change to original and existing colors.

o Application shall include a description of all existing exterior colors of the dwelling and a description of planned changes of paint or stain properties, including siding, trim, shutters and doors.

- Color changes must maintain compatibility with the overall color scheme of the dwelling and comply with community standards.

4.16 SATELLITE DISHES - MUST BE APPROVED BY ARC – Revised prior to new HOA Board 5/2017

• In accordance with FCC Rule 47 CFR 1.4000 regarding installation, maintenance and use of direct broadcast satellite, television broadcast, multipoint distribution service and customer end fixed wireless signals, the HOA's goal is to enable homeowners and residents to obtain the best possible service and signal while keeping antennas as unobtrusive as possible.

• Owners may install a DBS, DTV or MMDS antenna that does not exceed 22.5 inches in diameter. Larger diameter antennas are not permitted.

- Antennas are NOT PERMITTED.

• Satellite dishes shall be at ground level at a location necessary for a signal; not to exceed 15' from any side of the house or mounted or installed on rear roof line and not visible from the street.

4.17 DOG HOUSES

- Not permitted.

4.18 SKYLIGHTS

- Permitted on the rear roof line only.

4.19 SOLAR PANELS

• Solar panels are permitted and encouraged, rear roofline is preferred. There are Delaware state regulations governing the placement and installation of solar products and homeowners should review the guidelines before purchase or installation.

- Location of solar panels must be approved by the ARC.

4.20 OUTSIDE SHOWERS - MUST BE APPROVED BY ARC

- Must be attached to back of house.
- In certain cases, exceptions will be considered allowing showers to be constructed on the side of the house with the following conditions:
 - o Structure must be toward rear of the house
 - o Structure must have landscaping around it
- Design, materials and color must match fence.
- A gravel pit of at least 3 square feet in size must be built under the shower to prevent inappropriate run off from bath products used in the shower.

4.21 ENCLOSURE OF DECKS AND PORCHES - MUST BE APPROVED BY ARC

- Design must be consistent with the architecture of the house and development.
- Flat rooves are not permitted.
- Must be glass or screen.
- The screened area may extend from the top of the porch to the floor, but in such cases, safety railing must be installed to a maximum height of 36" as required by Sussex County building codes. Current county guidelines also require the safety railing or similar safety measures be installed if the porch or deck is 30" or more above grade.
- A knee wall not to exceed 36" in height is permitted in lieu of safety railings. The exterior of the knee wall must have siding that matches the siding of the house.
- No plastic or vinyl inserts are permitted.

4.22 STORAGE OF LAWN EQUIPMENT

- Lawn equipment should be stored so as not to be visible from the street. Storage in the garage, in the rear of the house or in the crawl space is preferred.

4.23 MAILBOXES AND HOUSE NUMBERS

- Painted are permitted – White
- Mounting posts must be basic vinyl posts.
- The mailbox itself may be made of white metal or vinyl in the shape of the standard rural mailbox (as installed by Stanley Halle).
- Sussex County regulates the size and placement of house numbers. Homeowners should be aware of these regulations and make their own decisions concerning compliance.
- House numbers should be on post front.

4.24 GARDEN LIGHTING

- Must be diffused, shielded and of low voltage.
- Conduit and wiring must be concealed.
- Wiring must be UL approved.

4.25 SIGNAGE

- Political Signs:
 - o May be displayed 30 days prior to Election Day and must be removed no longer than 7 days after the election.
 - o May not exceed 4 square feet in size.
 - o Must be on personal property and not in common areas.
 - o One sign per lot is permitted.
- Security Signs:
 - o May be displayed in a planting bed in the front and rear yard.
 - o May not exceed 24" in height.
 - o One sign per lot is permitted.
 - o Must be on personal property and not in common areas.
- Real Estate Signs:
 - o Are permitted only in the front of the house that is for sale. One sign per lot is permitted. No temporary signs will be permitted in the front entrance to the development except for announcing an open house on the day of the open house.
- Contractor signs are not permitted.

4.26 GRADING AND DRAINAGE

- Coverage by County and State rules. No modifications that would alter water flow into the pond or creek.

4.27 DECORATIVE OBJECTS AND LAWN ORNAMENTS

- Front lawn ornaments should be displayed in good taste.

4.28 FLAGS AND FLAGPOLES

- Two flags attached to the exterior of the house are permitted.
- One United States flag, measuring up to 3 feet by 5 feet, on a pole is permitted by Delaware State Law.
- Flags with discriminatory language or symbols of any kind are strictly prohibited.

4.29 BIRD HOUSES, BATHS, FEEDERS AND BAT HOUSES

- Bird houses, bat houses and bird feeders will be placed in the back yard and not exceed the dimensions of 12" by 12" by 18".
- Bird baths are permitted but not higher than 48" above the ground; only one bird bath may be placed in the front yard.

4.30 CLOTHESLINES

- Not permitted.

4.31 LANDSCAPE MAINTENANCE

- Landscape beds will be maintained and mulched, covered with a low ground cover or stones.
- The planting of invasive species is PROHIBITED on any portion of the homeowner's property or common area.
- Turf will be maintained and not to exceed six (6) inches in length.
- Homeowners must use their best endeavors to keep their lawns, shrubs and flowerbeds free of weeds.
- Part-time summer people are responsible for the upkeep of their homes and lawns.
- Yards still in noncompliance will be financially penalized.

4.32 SWALES

- Swales need to be maintained in good condition in order to function properly.
- Sussex County defines minimum standards per January 2014 revised standard.
- Community standards defines requirements for Lighthouse Crossing.
- Lighthouse Crossing Standards will be the basis for swale projects and maintenance requirements as long as the minimum Sussex County requirements are met.
- No trees will be planted in the swales and setbacks will be maintained in accordance with Sussex Conservation District. Maintenance of swales rests with homeowners and should be maintained in accordance with the following guidelines:
 - o Swale boxes should be empty and grates free of vegetation.
 - o All vegetation in swales and around ponds shall not be disturbed.
 - o Flow into the pond should not be obstructed.
 - o Swales should not have areas of standing water more than 2-3 days except during and after periods of unusually heavy rain or snow.
 - o Swales cannot be modified with the approval of Sussex County Conservation District.
- Members of the ARC will conduct periodic swale inspections and contact homeowners if any remediation is required.

4.33 PLANTING AND LANDSCAPE GUIDELINES

- No trees within five feet of road, property sideline and rear property line.
- For screened in porches, etc. (toward the rear of the house), screening evergreens and deciduous trees.
- Along property lines. Deciduous trees or evergreens, preferably not a straight line.
- For narrow side yards, deciduous trees and small upright evergreens.
- No trees used as fence along the side or rear property line.
- Consideration should be given to mature size of trees when choosing planting locations.
- Natural landscape and planting beds are encouraged rather than trees or evergreens in a straight line.
- Owners with swales on their property should refer to 4.32.

5. GENERAL STANDARDS

5.1 TRASH COLLECTION

- Homeowners that use a trash collection service are required to use the service provider designated by the Board. Trash receptacle(s) must be removed from public view same day after trash pick-up.

5.2 DRIVEWAY PARKING

- Homeowners should use driveways as the primary parking place for vehicles.

5.3 DRIVEWAY STORAGE

POLICY

- The Lighthouse Crossing Board of Directors has established a policy with respect to storage of materials in driveways. This policy reflects desirable community standards and will serve to ensure that the aesthetics of our community are maintained in a manner beneficial to all homeowners.
- The driveway is not to be used for storage of any item other than cars.
- Storage of landscape materials and/or construction materials in driveways of completed homes is acceptable for a period of two weeks.
- The Board recognizes that in some cases landscape and/or construction projects may take longer than two weeks. In these cases, driveway storage of materials is limited to the duration of the approved project and advanced communication and approval of the Board.