

***THE GREEN AT SCOTTS MILL
HOMEOWNERS ASSOCIATION***

**ARCHITECTURAL STANDARDS
AND
CONTROL SPECIFICATIONS**

REVISED

August 2022

Architectural Standards and Control Specifications

NOTE: Point of clarification, the types of homes discussed are all single family homes and town homes.

The Architectural Review Committee will be referred to as ARC and the Board of Directors will be referred to as BOD.

SUBMITTAL AND APPROVAL PROCESS

Each homeowner has the responsibility to complete an Architectural Request Form 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 Request Form completed in its entirety.
2. Official plot plan or survey showing lot boundaries, any recorded easements or Town buffers, the existing building and the proposed changes outlining the position or placement of the change.
3. Elevations showing the planned appearance of the structure.
4. Drawings/plans showing the construction and effects of the change.
5. Description and samples of paint and siding color, replacement shingle or any other items that may be helpful in making a decision.
6. Any work done/installed prior to ARC approval is considered disapproved until otherwise decided by BOD.

Submit your completed Architectural Request Form to the management company. They will perform an initial review for completeness and legibility.

All completed submittals will be forwarded to the ARC. The committee will review the request and inspect the site. The committee will make a recommendation to the BOD.

The management company will advise the homeowner, via mail, of the final decision of the BOD.

Reminders:

1. No change shall begin without written approval from the BOD via the 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 45 days for processing and approval in planning for construction. The completed application form along with the required signatures, plot plans, and construction details should be received at the management company no later than ten (10) days prior to the ARC meeting which is held on the 2nd Tuesday of the month. Submittals received after this deadline will be reviewed at the next ARC meeting. Please note the ARC and

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BOD meetings are subject to change. The results of the ARC review are then submitted to the BOD as recommendations for action.

APPEAL PROCESS

To appeal a disapproved submittal, the homeowner should submit a written appeal to the BOD, within 30 days of the notification of disapproval, including specific detailed information stating why the submittal should be reconsidered. The homeowner may attend a meeting with the BOD to discuss the submittal. Please contact the management company to be placed on the agenda for the next meeting.

A. ADDITIONS AND CHANGES TO HOMES

Architectural approval is needed for all external changes to homes before changes begin. This includes, but is not limited to, new rooms, porches, garages, attached structures or detached structures of any kind. Also, any changes to windows, doors or chimneys require approval.

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

Guidelines:

1. No change shall encroach upon the setbacks for the lot as listed in the covenants.
2. Changes must match the house color and style.
3. City/Town/County Building Permits are the responsibility of each homeowner.
4. Vinyl, plastic and metal sheds are not permitted
5. No vinyl or metal siding is permitted.

B. AWNINGS

Awnings will be reviewed on an individual basis. Design and color swatches must be submitted with the application.

C. FRONT STORM / SCREEN DOORS

Front storm door applications will be reviewed on an individual basis.

D. BASKETBALL GOALS

Architectural approval is needed for all permanent basketball goal placement.

Basketball goals are allowed if they are portable or mounted on poles. They are not allowed to be mounted on any house. Permanent and portable basketball goals are not allowed along the street right-of-way.

E. CLOTHESLINES

Exterior clotheslines are prohibited.

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F. DECKS, PATIOS, PORCHES ARBORS, GAZEBOS AND SCREENS

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

1. Deck Materials

- a. Deck materials are generally pressure treated wood and must be weather resistant. Composite materials may be acceptable.
- 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. No vinyl is permitted.
- d. Include any landscape plan/screening of the area underneath the deck.
- e. If you have lattice, it must be extend from outside band of deck to the ground to provide screening of the area underneath the structure.

2. Patio materials

- a. Concrete
- 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. Gazebos

Gazebos may be used if sufficient area is allocated. Gazebos shall be in strict conformance with the building style and shall be of a size that is in scale with its surroundings.

4. Location and Restrictions

- a. The construction of decks or patios within buffer areas will not be allowed.
- b. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
- c. All permits and building codes must be in compliance with local Regulations.

5. Front porch screen enclosure is not allowed. Window screens on any window are permitted.

6. Design specifications for handicap ramps must be submitted on an ARC application form.

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G. DRIVEWAYS AND PARKING PADS

Architectural approval is needed for any parking pads or changes to driveways.

Location and Restrictions:

1. Driveways and vehicle parking pads shall be concrete, brick or stone pavers and shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.
2. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, Association owned common property and neighboring lots.

H. EASEMENTS

Easements for installation and maintenance of utilities and drainage facilities are reserved as shown on the recorded plat. Within these easements, no structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities, or which may change the direction or flow of drainage channels in the easements, or which may obstruct or retard the flow of water through drainage channels in the easements.

I. FENCES

Fences shall be designed to emulate the adjacent structures and/or yards.

Permissible fence types shall be compatible with the surrounding and/or adjacent home types

1. Process

- a. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval. However, fences proposed for construction adjacent to existing fences are preferred to be of the same style, material, and finish as the existing fences. This may be an absolute requirement in some buffer areas that have been designated by the Town. Alternative fence styles and materials will be considered on an individual basis based on historical representation.
- b. No construction shall begin without the BOD approval of the submittal.
- c. Approval of a fence does not constitute approval for any additional improvements (such as play equipment, playhouses or basketball equipment). These items must either be detailed on the application, or, preferably, be on a separate application that is submitted for approval.
- d. After construction, the association reserves the right to perform an inspection to ensure that the fence and any associated landscaping conform to the conditions stated in the approval.

THE FINISHED SIDE OF ALL FENCE STYLES MUST FACE OUT.

2. Materials

- a. Natural wood (can be painted or stained), wrought iron or painted aluminum to simulate wrought iron and brick.

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- b. NO WIRE, CHAIN LINK, VINYL OR CONCRETE FENCES ARE ALLOWED.
- 3. Height

Fence heights will be a maximum of six (6) feet for the sides and back of homes. Front fences are to be no more than three and one-half (3.5) feet maximum height, with the exception for fence posts or decorative finials, which may not exceed four (4) feet in height.
- 4. Location
 - a. Submit a top-down map (surveyor's plat) to indicate 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
 - 4) Screening with shrubbery is required for any fence facing the street.
 - 5) Existing topography and landscaping within the buffer zone shall not be disturbed
- 5. Setbacks and Easements
 - a. Easements for installation and maintenance of utilities and drainage facilities are reserved as shown on the recorded plat. Within these easements, no structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities, or which may change the direction or flow of drainage channels in the easements, or which may obstruct or retard the flow of water through drainage channels in the easements.
 - b. Setbacks are as follows: Must be placed ON your property line. Alleyway setback is four (4) feet off the edge of the pavement, which is two (2) feet inside your property line.
 - c. Additional setback requirements may be required for the sake of landscaping.
- 6. Landscaping

A landscape plan shall be part of the documentation required to be submitted with the application. Fencing facing the street (where backyard fences are connected to the front of the house) shall be softened with evergreen shrubbery on the outside of the fence facing the street.
- 7. Construction Details
 - a. All hardware is to be galvanized.
 - b. All posts must be set in concrete.
 - c. The finished side of all fence styles must face adjoining lots.

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8. Maintenance

- a. Maintenance of the fence and all associated screen plantings is the responsibility of the property owner.
- b. All new fences and decks must be stained, painted or sealed w/in 1 year of installation. If a paint of colored stain is desired, the color must be approved through the CDRC prior to being applied.

J. GARDEN PLOTS

Gardens in a single-family residential area will not require prior approval of the ARC if they are wholly located in the rear portion of the lot and a minimum of ten feet from the side and rear lot lines. Architectural approval is needed for any tree removal required to provide space for the garden.

Guidelines:

Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the garden plot should be kept neat during the winter. No more than 50% of rear yard can be garden. NO CORN PERMITTED.

K. LANDSCAPING

Architectural approval is needed for landscaping that will be structural, change the contour of the land, character of the existing landscape plan, are adjacent to a property line, or obstruct a neighbor's view. All front yards must maintain turf area of at least 50%.

Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers does not require approval provided they do not encroach upon neighboring properties or common area.

After initial construction, no live tree having a trunk diameter exceeding six (6) inches or more (as measured at ground level), shall be removed without the ARC and/or the BOD, express written approval. Exception: A tree that is dead or diseased or poses an imminent threat or danger to persons or property does not require approval.

Information Required on Submittal:

1. Plot 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 Plan, drawings 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 Plantings
 - a. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house unless the plant installations are used as

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live fencing, in which case the low “hedge” should not be more than 4 feet tall.

- b. Hedge or screen plantings which form a barrier between properties should have the following:
 - 1) Agreement for maintenance access
 - 2) Setback to allow for plant growth
- 2. No fence, wall, tree, hedge or shrub planting shall be installed or maintained in such manner as to obstruct sight lines for vehicular traffic.
- 3. No changes or modifications are allowed to Common Property, without prior Board of Director’s written approval.
- 4. No pine straw, lava rock or rubber mulch will be permitted in the area between the sidewalk and the curb. Low growing decorative grasses, flowers, gravel, stone, and mulch are only allowed in a small area around the mailbox.

L. LAWN DECORATIONS, OUTSIDE LIGHTING, SIGNS, FLAGS

Architectural approval is needed for free standing flagpoles, flood lights, landscape lights, security lights, water features and fishponds.

Items not requiring Architectural approval: are decorations (including holiday decorations); landscape or accent lighting; for sale, for rent, garage sale, yard sale, or political campaign signs, as long as they are removed the day after the event. No sign shall be placed on common property except event signage or other signage expressly approved by the Board of Directors.

Guidelines:

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 Board of Directors reserves the right to request a homeowner to remove an item if surrounding homeowners complain.

Commercial advertising signs are prohibited (with the exception of contractors who are actively working on job/renovations.

M. MAILBOXES

- 1. All new mailboxes and posts or replacements shall conform to the mailbox style approved for the community. For the current style, please call the management company.
- 2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

N. MAINTENANCE

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

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

1. Shrubbery, Trees and Lawns
2. Driveways and Sidewalks
3. Decks
4. Fences
5. Play Equipment
6. Roofing
7. Wood
8. Paint and Stain
9. Garbage Can Storage

O. PAINTING EXTERIOR OF HOUSE

Architectural approval is needed for a change of color from the existing color (submit color samples with your application). Repainting and restaining with the existing color does not require approval.

P. PETS AND PET HOUSES

Guidelines for the Housing of Animals:

1. Any outdoor pet facility must be within fenced in yard.
2. No stake-outs or runs permitted.
3. They must be located in the back yard. Screening should be provided as much as possible.
4. No chain link or wire fencing is allowed, the fencing must be one of the approved fence materials.

Q. RADIO/TV ANTENNAS AND SATELLITE DISHES

Architectural approval is needed for all exterior-mounted radio/TV antennas and satellite dishes. Each request will be examined on its own merit. No previously approved installations shall constitute establishing a precedent for approval.

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 lessen any impact on surrounding properties. To preserve the image and character of the neighborhood.
2. A satellite dish which meets size requirements may be located on any lot zoned for residential use in the neighborhood provided that it meets the following requirements:
 - a. Satellite dishes will not exceed one meter in diameter.
 - b. Satellite dishes should be placed on the property in a non obtrusive location. Setback and easement allowances must be adhered to.

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- c. 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. Architectural approval is needed for any tree removal. All wiring shall be properly buried.
- d. 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.
- e. 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.
- f. In no way shall these guidelines waive more stringent City/Town/County requirements nor waive the necessity of any permits.

R. SKYLIGHTS AND ATTIC FANS

Architectural approval is needed for the addition of a skylight or attic fan that alters the exterior of the roof.

S. SOLAR COLLECTORS

Architectural approval is needed for all solar collectors.

Guidelines:

- 1. Solar collectors must be installed to be as inconspicuous as possible.
- 2. Collectors must be attached to the roof, not free standing or ground mounted.
- 3. Every effort must be taken to camouflage the plumbing and supports of 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.
- 4. The ideal installation is one that is laid flat on the roof.
- 5. Any tree removal required to permit increased solar exposure to the collectors, must receive prior Architectural approval.

T. STORAGE

No trade materials or inventories may be stored upon any lot for longer than 30-days. Temporary storage of materials for modification projects should be discreetly placed and maintained in an orderly manner. Some examples are lumber, bricks, siding, roofing materials, etc.

Storage of miscellaneous items such as watercraft, trailers, ATV's, ski equipment, ladders, etc. must be stored in an enclosed garage or screened from view from all streets, alleys and walking trails.

U. GARAGES & STORAGE SHEDS

Portable commercial storage units shall not remain on any property for more than 30 days without written permission from the BOD.

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Garages are intended to have a minimal impact in the streetscape. Garages or storage sheds, whether attached or detached, shall be a minimum of ten (10) feet from the rear private lane right-of-way or five (5) feet to a rear property line where not accessed by a private lane. The minimum setback shall be five (5) feet for all garages and outbuildings.

Rear-loaded garages with front driveways are not permitted.

All garages shall be a minimum of twelve (12) feet from the face of the primary building enclosure of each unit.

Garages on corner lots shall be located a minimum of twelve (12) from the front face of the primary building enclosure and a minimum of eight (8) feet from the side face of the primary building enclosure.

The above guidelines apply to all approved outbuildings/storage sheds as well.

V. SWIMMING POOLS AND HOT TUBS

Architectural approval is needed for all in-ground swimming pools, fish ponds, hot tubs or any water-containing structure or any water feature. Only in-ground pools will be allowed in The Green. Above ground swimming pools will not be allowed on any lot in The Green.

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 hot tubs should be incorporated within the deck system that is attached to the house.
4. All Health Department regulations must be met.
5. Pool or hot tub must be screened from view from any street or adjoining property.

W. SWING SETS, PLAY HOUSES, JUNGLE GYMS

Architectural approval is needed for placement of all permanent 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 property lines than 5 feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Screening may be required in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.
3. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.

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X. TRASH/GARBAGE COLLECTION

Trash must be placed completely inside of TOA issued trash containers at all times.

Y. WINDOW AIR CONDITIONERS

Window air conditioners are not allowed.

AFTER THE APPROVED CONSTRUCTION HAS BEEN COMPLETED, THE ASSOCIATION RESERVES THE RIGHT TO PERFORM AN INSPECTION TO ENSURE CONFORMANCE WITH THE CONDITIONS STATED IN THE REQUEST AND APPROVAL.