

ARCHITECTURAL GUIDELINES
University Park Homeowners Association

- (1) **ACCESSORY BUILDINGS:** Detached accessory buildings, such as sheds, cabanas, gazebos and storage structures are **not permitted.**
- (2) **ANTENNAS:** **Requires approval.** Exterior antennas are discouraged. However, if a homeowner wishes to install an exterior antenna, the application must comply with the standards set governing the installation of satellite dishes.
- (3) **ARBORS:** Arbors are **not permitted.**
- (4) **AWNINGS:** Awnings are **not permitted.**
- (5) **BASKETBALL HOOPS:** Basketball hoop stands are **not permitted** in driveways, front or side yards. Applications may be submitted for portable stand in the rear on an existing patio or in conjunction with an approved application for a new slab. Backboards **may not** be attached to homes.
- (6) **CLOTHES LINES:** Clothes lines are **not permitted.**
- (7) **COMMON AREA:** Homeowners are **not allowed to alter,** by any kind of planting or building of any structure, any common area, easement or right of way located next to or close to their property. Other modifications are such things as allowing the accumulation of debris of any kind, establishment of gardens, and/or otherwise adding, removing or modifying any trees, shrubs or other plantings located in the areas referred to above. Violations of these maintenance standards are also subject to Fine and Restoration Assessment actions.
- (8) **DECKS:** **Requires approval.** The ARC must approve all decks, other than those which may be builder options. The ARC will use the following criteria in determining whether to approve an application to construct a deck:
 - (a) **Location:** Adjacent to home in the rear only.
 - (b) **Materials and Color:** Materials must be consistent with the style of the houses to which they are attached.
 - (c) **Scale and Style:** Decks must be of a scale and style compatible with the home and environmental surroundings.
- (9) **DOG HOUSES and DOG RUNS:** Dog houses and dog runs are **not permitted** on the property.

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- (10) **EXTERIOR AIR CONDITIONERS: Requires approval.** Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added only if there is no adverse visual impact to adjoining properties or potential noise disturbance to neighboring bedrooms. The ARC may require that permission be granted by the neighboring owner.
- (11) **EXTERIOR OBJECTS: ARC approval not required if the object or statuary does not exceed two (2) feet in height and the total number on display does not exceed five (5), provided the following conditions are met:**

In any case, while ARC approval is not required for removable exterior objects that are of a temporary nature or are displayed for seasonal holiday duration or a special occasion, residents should consider the following standards when choosing such objects. Exterior objects include but are not limited to statuary, grills, fountains, windmills, wishing wells, furniture and boxes in view.

The ARC will not judge the individual aesthetic or artistic merits of any object, but rather will make its evaluation solely on the object's impact. The ARC will consider the following items in its evaluation:

- (a) **Location:** The ARC will apply a more narrow set of standards to objects located in front yards or positioned where they can be fully viewed from the street fronting the applicant's property than to those objects located in back yards, or within screened locations of lesser visibility and impact.
- (b) **Color:** Objects must not contain colors or color combinations considered excessively bright, garish, jarring, overly reflective or luminescent. The color or colors of an object must compliment the overall appearance of the home and not distract from it in a way that draws excessive attention to the object.
- (c) **Design:** Items must be compatible in general style and in quality of materials and workmanship with the architectural characteristics of the applicant's home, adjoining homes, and the neighborhood setting.
- (d) **Intrusiveness:** Objects must not substantially intrude by sight, sound, or smell upon adjoining homes or the neighborhood setting.
- (e) **Materials:** Objects must be made of suitable natural or man-made materials capable of withstanding outdoor weather conditions and must be capable of maintaining an attractive appearance. An object may be allowed to become mossy, rusty or weathered only if it is appropriate to such an object and only if it presents an attractive appearance compatible with the home, adjoining homes, and the neighborhood setting.

(f) Relationship to the environment: Objects shall not create an adverse impact on the natural environment by their installation or location. The ARC will consider such issues as an alteration in the rate or direction of water runoff, the removal of trees or other substantial plants, and/or the creation of attractions, which are hazardous to wildlife by their nature or location.

(g) Safety: Objects shall not create a hazard to public safety or become an “attractive nuisance”.

(h) Taste: Objects must avoid using words and designs that are, by their nature, inflammatory, offensive, or vulgar to the community.

(12) EXTERIOR LIGHTING: ARC approval not required if the following provisions are met.

- a. Such alterations or additions should be for the purpose of improving footing, navigation or security.
- b. Lighting may not be so installed as to illuminate any portion of an adjoining lot or to shine into any window. The amount of light produced should not be so excessive as to create a distraction or have a negative impact on the neighborhood.
- c. Proposed replacements or additions must be compatible in style and scale with the applicant’s house, and applications must include their location, number of lights, style, bulb color and wattage.
- d. Recommended fixtures include low voltage ground-mounted styles that may be wholly or partially concealed by plantings.
- e. It is recommended that before any digging is initiated, the applicant “call before you dig” for locations of existing utility lines.

**** The installation of lamp posts DOES require ARC approval in advance.**

(i) Colored bulbs designed to repel insects may be installed only in lighting fixtures located at the rear of houses. Proposed lighting shall not be approved if it will otherwise result in adverse visual impact to any other property, due to factors including but not limited to location, color or wattage. As the effects of proposed lighting may be difficult to assess prior to installation, the ARC reserves the right to require correction, including but not limited to removal or modification of lighting found to cause adverse impact after installation.

(ii) Temporary lighting for decoration, holiday and festival use, does not require a formal application. Holiday lighting should be operative for a period not to exceed six weeks. After the period of use, all temporary lighting and decorations shall be removed. If a display creates significantly increased traffic flow, the owner may be asked to remove it. White colored bulbs are recommended.

(13) FENCES (for single family homes ONLY): Requires approval. Owners wishing to install a fence must complete an ARC application and be in conformance with the

following. **Fences or other structures are NOT permitted within the public drainage easement(s).** The submissions will be reviewed on a monthly basis by the committee. No work may begin until approval is given.

1. Fences may be either 6' privacy fences or 4' picket fences.
2. Fence must be white vinyl or natural wood finish.
3. Placement of fences is restricted.
 - A. Fences may only begin at the rear corners of the home
 - B. For single family homes, they shall extend straight out to the sides to 1 foot from the side property line. The sides are to extend straight back to 1 foot from the rear property line. On townhomes, they shall extend from the back corners of the house, straight back to 1 foot from the rear property line.
 - C. Fences are permitted in back yards only.
 - D. These guidelines must be adjusted for any existing easements.
4. Attach a sketch on a surveyor's plat to your application confirming the placement of the fence.

Invisible Electronic Fences for pets are subject to the same placement parameters as physical fencing. The ARC has determined that electronic/invisible fences should be permitted and held to the same standards as physical fences in terms of placement. That is, the fence must be contained in the rear yard only, beginning at the rear corners of the home and extending out to no closer than one foot from the property lines. If a side access door is involved, a corridor 5 feet wide will be permitted from the door frame to the rear corner, where the fence can expand out to the side. If the fence adjoins common area an approved sign will be required to alert others the fence is in place. Owners are responsible for circumstances resulting from their pet getting out of the restricted area.

(14) **FLAG POLES:**

Attached: ARC Approval not required if the following provisions are met. One attached flagpole staff, which does not exceed six (6) feet in length and is attached at an incline to the wall or pillar of the dwelling is allowed.

Freestanding: Freestanding flag poles are **not permitted.**

(15) **HOUSE NUMBERS:** ARC approval not required for replacement of the like kind. House numbers within the community are required for reasons of security and public safety. Written approval is not required for replacement with like kind. The ARC reserves the right to hold style and size to a community standard regulated in terms of aesthetic appearance.

(16) **LANDSCAPING (for single family homes ONLY):** ARC approval not required if the plantings are for an existing bed and do not exceed the height of existing plant material. Other additions and all tree installations (see "Trees") do require ARC approval, following the guidelines below:

(a) **Landscaping:** Requires approval. Landscaping must blend with existing plantings on both your lot and the adjacent lots. Proposed large shrubs and trees should be sufficiently set in from the property lines to avoid overhanging the property line or obstructing sight distance at intersections on corner lots at maturity. Check that side and rear yard drainage patterns are not adversely affected. Generally, items planted at least 3' to 5' from property lines will not affect drainage.

(b) **Retaining walls:** Requires approval. Retaining walls of brick, stone, timbers, etc. are permitted with ARC approval and must blend with the décor of the neighborhood. The owner is responsible for ensuring the installation does not cause drainage problems for adjacent properties. All proposed walls must be submitted on a modification form for approval.

(c) **Shrubs or tree removal:** Requires approval if tree trunk is in excess of 6 inches in diameter. Shrubs that are diseased or dead, or needing to be removed to promote the growth of other trees or shrubs, or for safety reasons, may be removed without pre-approval. Trees with a caliper of less than six inches may also be removed at the owner's discretion except that the Deed Restriction provisions regarding HOA Common Area trees must be observed. Any tree removal must include removal of the stump below ground level and the ground must be repaired with sod or otherwise landscaped. Property landscaping must be maintained in accordance with the standard for the neighborhood.

(17) **MAINTENANCE OF PROPERTY:** The appearance of each and every home in the community affects not only the overall look of the community but the individual property values within it. Property ownership in the community includes the responsibility for continued maintenance of all structures and grounds. This includes,

but is not limited to, keeping buildings and structures in good condition and repair, removing all debris, pet excrements and unsightly materials and keeping all shrubs, trees, grass and other plantings neatly trimmed, properly cultivated and free of weeds.

All homeowners are responsible for inspecting their own property periodically to ensure that there is no faded or peeling paint, rotting wood, warped or loose siding, loose mortar or spalled masonry.

It is necessary that all wood surfaces such as door and window trim, bay windows, dormers and garage doors be caulked, sanded and painted periodically to keep them in good condition.

All decks, fences and children's recreation/play equipment must be kept in good repair. The homeowner must replace rotting or warped wood. It is strongly suggested that all wood (decks, fences and other structures) be treated periodically with transparent wood preservative (further described in the section of this manual regarding decks and fences) to maintain and enhance their condition.

(1) Maintenance of Grounds: Homeowners are also responsible for the continued maintenance of all grounds and landscaping within their lots. The homeowner must keep grass, shrubs and trees neatly trimmed, properly cultivated and free of weeds and pet excrements and other debris. Homeowners may not allow trees, shrubs or plantings of any kind to overhang or otherwise encroach upon any sidewalk, street, pedestrian walkway, HOA common area or another homeowner's property.

(2) Maintenance Summary: It is impossible to list and describe each and every component of a homeowner's lot that must be maintained and how it should be maintained. Suffice it to say that all exterior finishes, whether brick, metal, wood or any other material, should be maintained in a state of good repair. A state of good repair consists of ensuring that the unit and its entire component parts look as good as it did when it was new. Siding must be clean and free of significant warping or bubbling. Peeling paint and rotting wood evidenced by cracks and black mold or soft areas must be sanded, caulked and repainted. Homeowners must replace or, if possible, repair any rotted wood components. Windows, doors, garage doors, exterior roof and gable trim all need to be caulked and repainted on an average every few years. Paint on doors and shutters fade with time and even if it is not peeling, these areas and others described above need to be repainted on average every few years. Costly repairs may be avoided if these areas are inspected and routine upkeep is performed every year. These standards are designed to ensure not only that all units look their best but also that costly repairs are not necessary because routine maintenance is performed in a timely fashion.

(3) HOA Inspections and Fines: The HOA ARC has the right to inspect all properties within the community. Violations of these maintenance standards are violations of the community Master Deed Restrictions and may result in a Violation Notice. If a violation is not corrected within the specified time period, it can result in

a Fine for non-compliance and additional costs if the community must take action to have the work performed to bring the unit into compliance. Fines will be placed as a lien against the offending property, which must be satisfied before the property is sold.

- (18) **PARKING OF BOATS, TRAILERS, CAMPERS, MOBILE HOMES, AND RECREATIONAL VEHICLES:** Parking of commercial vehicles or equipment, mobile homes, recreational vehicles, golf carts, boats or other watercraft, trailers, stored vehicles or inoperable vehicles are NOT permitted on lawns, driveways or streets. An inoperable vehicle is defined as any vehicle unable to be driven legally on a public roadway. Any vehicle, such as a boat or camper, which is used for vacation purposes, may be visibly stored in the neighborhood for ONE (1) night ONLY at any given time in a row. This allows sufficient time for packing, unpacking, and/or cleaning of said vehicle.
- (19) **PATIOS: Requires approval.** Patios that are not builder options require the prior approval of the ARC.
- (a) **Location:** Adjacent to home in the rear only
- (b) **Colors and Materials:** Visible portions of patios must be constructed only of concrete, brick, slate, stone, or concrete interlocking pavers. Colors should coordinate with the existing materials and colors of the home and typically be neutral earth tones. Samples must be provided.
- (c) **Drainage:** Any impact to existing drainage requirements, which might result from the construction of the patio must be considered, addressed in the application and architecturally and environmentally sound mitigation proposed. All discharge must be contained on the homeowner's property. No portion of existing drainage systems shall be removed nor their functioning be impeded.
- (20) **PERGOLAS: Requires approval.** Permitted in conjunction with rear decks and/or patios to enhance the architectural design in addition to providing some shade for the homeowner. Pergolas shall not extend beyond the side walls of the main structure.
- (21) **POOLS:** No above-ground swimming pools are permitted.
- (22) **PONDS/REFLECTING POOLS:** No pond or reflecting pool is permitted.
- (23) **PROPANE/FUEL STORAGE TANKS:** Absolutely **NO** propane or other fuel storage tanks may be installed underground. Screening by panels or landscaping is recommended.
- (24) **RECREATIONAL EQUIPMENT: Requires approval.** All recreational structures are subject to approval, with special emphasis on the restraints of site accommodation, visibility, fencing, lighting, placement and shielding of mechanical

equipment, and potential effect on neighboring property. Semi-permanent play equipment, which either constitutes a structure or is appurtenant to an existing structure, requires approval.

Examples include sandboxes, playhouses, swing sets, etc. The following factors will govern approval of such equipment:

(a) Location: All equipment must be placed in rear yards. All elements of the equipment must be within the homeowner's lot boundaries. Equipment should not be placed within 10 feet of the nearest structure, fence or wall and reasonably distanced from any public property such as greenways and streets. Equipment shall be maintained and positioned in accordance with manufacturer suggestions.

(b) Scale and Design: The equipment must be compatible with the lot size. The design and any individual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.

(c) Height: The equipment must not be readily visible from adjacent roadways and common elements. Natural colors are encouraged.

(i.) Basketball Backboards: Not permitted to be attached to home, garage, tree or other structure.

(ii.) Swing sets: Swing sets **require approval**.

(iii.) Tree houses: Tree houses are **not permitted**.

(d.) Play Areas: Play areas are **not permitted**.

(iv.) Trampolines: Trampolines **require approval**.

(25) REPLACEMENT WINDOWS: ARC approval not required if the following provisions are met. Storm or screen replacement windows must be white.

(26) ROOF REPLACEMENT(single family homes ONLY): ARC approval not required if the following provisions are met. New roofing of the same shape, color scheme and material as the originally installed roof can be installed without ARC approval. Any exception must be submitted for ARC approval, with samples and photos provided.

(27) ROOF VENTS: Roof venting is permitted provided that such vents are mounted on the rear roof plane. Vent-types shall be limited to passive and/or mechanical exhaust styles.

(28) **SATELLITE DISHES: ARC approval required. The following provisions must be met.** The following criteria will govern the installation of satellite dishes within the community:

- a. Satellite dish must be one meter (equal to 39.37 inches) or less in diameter.
- b. The device is of a color, which is reasonably compatible with the color and materials of the home.
- c. The device does not adversely affect the safety of others or interfere with the reception of radios and television sets of neighbors.
- d. The ARC has designated certain locations as preferred locations for the installation of a satellite dish. Compatible locations are:
- e. At ground level in the rear of any single family non-attached home, screened or decorated with natural landscaping, or:
- f. Mounted by installer on a pole in the rear yard, preferably screened, or;
- g. Mounted on the roof or rear of the house with its highest point below the peak of the roof line and preferably as close to the chimney as possible, or;
- h. Attached to approved fencing, providing that no portion of the device projects above the height of the fence.
- i. Placement is discouraged on peaks of rooftops or on the street side of the property. The committee may require the homeowner to install visual barriers, such as lattice or landscaping, around the device in order to diminish any adverse visual effect which may be caused by the installation of the device or may require the resident to locate the dish in another setting so long as the dish is still capable of receiving sufficient signal strength for adequate reception.

(29) **SECURITY BARS:** The use of security bars or grates on windows and doors is discouraged. Homeowners concerned about the security of their homes are advised to consider alternatives, including alarms and sophisticated lock systems.

(30) **SIGNS: All signs are subject to Board approval.** Sign lighting is not permissible. No signs will be allowed in the common areas.

(a) **Political:** No rules shall regulate the content of political signs, but the quantity, size, length of time and manner placed may be regulated by The Board. The Board suggests signs be erected no earlier than 30 days before the election, run off, primary or referendum, and must be removed within 7 days of the election, run off, primary or referendum.

(b) **Property for Sale:** Signs are not permitted for vehicles or merchandise for sale by owner.

(c) **Public event announcement signs:** One small “house is alarmed” sign does not need approval. One garage sale sign, no larger than 18 inches by 25 inches, may be permitted in the community with approval from the Board or ARC.

- (d) **Real Estate:** Community standard “For Sale,” or “For Lease” signs can be purchased through the HOA. All other real estate signs are strictly prohibited.
- (31) **SKYLIGHTS:** **Requires approval.** Skylights will be considered for approval. Skylights should match roof color and blend with the architecture.
- (32) **SOLAR PANELS/SCREENS:** **Requires approval.** Solar panels/screens must be the same color as the main color of the house, the trim or accent.
- (33) **STORM / SCREEN DOORS:** Storm or Screen doors are **permitted on single family homes**, but are **not permitted on townhomes**.
- (34) **SWINGSETS/PLAY STRUCTURES:** **Swingsets are not permitted. Play structures require approval**
- (35) **SWIMMING POOLS:** **No above-ground swimming pools are permitted. In-ground swimming pools require approval.**
- (36) **TRASH CONTAINERS:** **ARC approval not required if the following provisions are met.** Containers must be kept out of view at all times, except when placed at curbside, no earlier than the evening prior to regularly scheduled trash or newspaper pick-up. Containers must be retrieved and placed out of view as soon as possible the same day as regularly scheduled pickup.
- (37) **TREES:** **Requires approval.** Any tree desired for planting in the rear or side yard of the property requires ARC approval. It is suggested that trees be planted no closer than three (3) feet from the closest structure and consideration be given to the development of the tree to maturity.
- (38) **TREE REMOVAL:** See “LANDSCAPING”.
- (39) **WINDOWS & DOORS:** **ARC approval not required if the following provisions are met.** Replacement windows and door that fit pre-existing openings and comply with the existing color scheme and style are permissible.
- (40) **WIRES AND CABLES:** **ARC approval not required if the following provisions are met.** Wires and cable, including those installed to convey radio or television signals, shall be hidden, buried or secured flush with the side of each house and painted the same color as the background, so as to minimize their visibility.
- (41) **YARD FURNITURE:** **Requires approval.** Lawn furniture to be utilized anywhere other than in rear yards requires ARC approval.