

Architectural Control Guidelines

The Landings Homeowners' Association, Inc.

Approved at Board of Directors Meeting on September 18, 2019

The following guidelines are set forth by the Board of Directors (BoD) Architectural Control Committee allowing residents a clear understanding of what is required when making an exterior structural change, landscaping change, painting your unit and various other alterations.

Please review these guidelines and retain them. When selling your home, you are obligated to advise prospective buyers of your homeowner's assessment and to provide them with a pre-sale package, including these Architectural Guidelines as well as the Declaration and By-laws and the Rules and Regulations of the Landings Homeowner's Association.

The BoD encourages homeowners to invest in their homes by making improvements and updates. Renovations designed for aging in place, energy efficiency, and home automation are becoming more popular. Replacing old siding, concrete steps, lead walks, chimney chase caps, roofs, fences, decks, and patios can transform the look of your home. Some improvements are tax deductible, some help the home sell more quickly, and some help improve both the look of the home as well as the overall look of our community.

Accept as otherwise noted elsewhere within this document, all work performed on the exterior of the home, to include, but not limited to, out structures such as decks, sheds, fences, and walls, must be pre-approved by the Board of Directors Architectural Control Committee. The pre-approval process begins by completing and submitting an Architectural Request form to the Board of Directors or Property Management Company delineating the exterior change(s). When completing/submitting the Architectural Request form, please provide your name, address, phone number, email address, and the date. Include the plans and specifications showing the nature, kind, shape, height, color, materials and location of request. Submission of a completed Architectural Request form can occur in one of several ways: via email to the community email address: thelandingsbod@gmail.com, hand-delivered to a BoD member or the property manager,

or faxed to the property manager. Approval from the BoD can occur quickly, when, for example, replacing existing items with like items. The BoD must, in any case, reply within 45 days of receipt of request. All work must be completed within 180 days of the BoD Architectural Control Committee approval or the homeowner must re-apply. For the homeowner's convenience, there is an Architectural Request form located on The Landings Homeowners' Association website: <http://www.bodlandings.com/>

In the case of an emergency situation where damage to the Homeowner's property has occurred suddenly, such as weather-related damage, that must be dealt with immediately, the BoD requests the Homeowner send an email to the community email address: thelandingsbod@gmail.com, informing the BoD of the emergency. Please indicate what property damage occurred, when the property damage occurred (or when discovered), and what work will be done. BoD approval for emergency repairs will be granted at that time.

PLEASE NOTE THAT APPROVAL BY THE BOARD OF DIRECTORS ARCHITECTURAL CONTROL COMMITTEE DOES NOT RELIEVE YOU OF THE NEED TO OBTAIN CITY BUILDING PERMITS, IF APPLICABLE, OR TO COMPLY WITH LOCAL BUILDING REQUIREMENTS.

If you have any questions or concerns, please contact a member of the Board of Directors or the Property Management Company. Please note that if any of these Guidelines are violated, the Board of Directors has the right to require the violation be corrected or removed at the owner's expense. Also, any improvements, additions, or changes that are not included in these Guidelines require prior submittal and written approval by the Board of Directors Architectural Control Committee.

Changes and Additions in Exterior Architectural Features

No building, shed, fence, wall or other structure, or appurtenances to any structure erected or maintained in the Community, nor any exterior addition to or change (including, without limitation, painting or residing) or alteration therein shall be made until the plans and specification

showing the nature, kind, shape, height, color, materials, and locations of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structure and topography to and by the Board of Directors Architectural Control Committee.

Accept as otherwise noted elsewhere within this document, there will be no modification to the front of the dwelling without an approved Architectural Change request.

Solar Panels

Solar panels are allowed on structurally sound roofs. The Homeowner must provide a certificate of the roof's structural soundness from the solar company at the time of completing/submitting the Architectural Change form to add solar panels.

Colors – Houses, Doors, and Trim

Colors for staining (Stonecreek homes), door and trim colors (Stonecreek, Painters Hill and Copperwood) have been pre-selected by the BoD. For a complete list, please contact the Property Management Company or Board of Directors. Also, see the section on Storm Doors for color requirements. Even if the homeowner chooses a "pre-selected" color for the staining or trim, the homeowner must still submit an Architectural Request to the Board to obtain written approval of the change.

Colors – Windows

The preapproved colors for the windows are as follows:

1. Painters Hill: Dark brown (i.e., the original color) or white
2. Copperwood: Dark brown (i.e., the original color)
3. Stonecreek: Approved colors have been pre-selected based on the paint/stain color of the home. Dark brown (i.e., the original color) is approved for all home colors/stains. For the pre-

selected window colors for each house paint/stain color, please contact the Property Management Company or BoD.

Even if the homeowner chooses a "preapproved" color for the windows, the homeowner must still submit an Architectural Change Request to the Board to obtain written approval of the change.

Siding – Material, Color, and Style

1. Painters Hill: All changes to Painters Hill siding must be submitted for approval by the Board of Directors before installation. Include with submission the desired siding material (e.g., vinyl, concrete, etc.), siding color, and siding style (e.g., Clapboard, Dutchlap, etc.).
2. Copperwood: All changes to Copperwood siding must be submitted for approval by the Board of Directors before installation. Include with submission the desired siding material, either cedar (grade A Clear or better) or fiber-cement (e.g., HardiPlank). Siding color and style must match existing siding color and style.
3. Stonecreek: All changes to Stonecreek siding must be submitted for approval by the Board of Directors before installation. Include with submission the desired siding material, either cedar (grade A Clear or better) or fiber-cement (e.g., HardiPlank), and siding color. Siding style must match existing siding style.

Roofs

1. For homes in Copperwood and Painters Hill - 3-tab or architectural shingles in a dark brown color are required. A sample of the roof shingle must be submitted along with the Architectural Request for approval by the BoD.
2. For homes in Stonecreek – 3-tab or architectural shingles in a color that is complementary to the home color. A sample of the roof shingle must be submitted along with the Architectural Request for approval by the Board of Directors Architectural Control Committee.

Front Doors and Basement/Patio Doors

Homeowners wishing to replace front doors or basement/patio doors must submit an Architectural Request for approval by the Board of Directors prior to installation.

Storm Doors

1. Storm doors require an Architectural Request submission and must meet all of the following criteria:
 - A. Must have full or half panel of clear glass or screen.
 - B. Color must be white, or match trim, or door over which it is installed.

Decks. Screened Porches. Fences. Sheds, Sun Rooms. etc.

1. An Architectural Request submission will be required for all proposed structural additions.
2. Requests should include the following:
 - A. Site plan showing the relationship of the proposed structure to house and lot, including its dimensions and distances to all property lines.
 - B. Drawings showing the construction, details, dimensions, size of structure, height above grade, railings, benches, etc.
 - C. A description or notes on drawings as to sizes and types of materials, finishes, colors, etc.
3. If proposed structure is a fence, the following restrictions will apply:
 - A. The style must be board on board, using four (4) to six (6) inch board. Absolutely no lattice is permitted.
 - B. The fence material must be pressure treated lumber, composite material, or vinyl. An Architectural Request submission, which should include a sample of the fence material, is required.
 - C. Copperwood and Painters Hill - Side fences, which are fences between homes, must be six (6) feet in height. Back fences, which connect side fences to fully enclose the home's back yard, may not exceed six (6) feet in height.
 - D. Stonecreek – Fences must not exceed six (6) feet in height.

4. Painting/Staining Fences
 - A. Copperwood – Fences, regardless of fence material, must match the exterior color of the home. Wooden fences must be painted/stained to match the exterior color of the home.
 - B. Painters Hill - Fences are to remain the natural wood color. Protective, non-color preservative may be used to protect wood.
 - C. Stonecreek - Privacy fences must be painted the same color as home. Side and backyard fences may remain natural or stained the same color as the home.
5. Approval or denial of each request will be made solely on individual merits of such structure size, design, location, and relationship to neighboring properties.

Landscaping and Edging Materials

1. The following landscaping materials do **not** require an architectural request:
 - A. Brick or pavers in one of the following colors: White, off-white, tan, gray, or red
 - B. Stone that is not tinted, dyed, or painted. Colors include white, off-white, tan, gray, or red.
 - C. Pressure-treated landscape timbers.
2. An architectural request and written approval will be required for the following:
 - A. Hedges, rows of trees or shrubs, or other massive landscaping, including large landscaping boulders and retaining walls, which will create visual or physical barriers.
 - B. The installation of one or more trees, even though they may not create a visual or physical barrier.
 - C. The removal of any trees.
3. Drainage to adjacent property
 - A. Landscaping must not impair existing drainage on any adjacent property, nor may watering of landscaping create excessive runoff or flooding on adjacent property.
4. The following landscaping materials will not be allowed:
 - A. Plastic or fabric weed control ground sheets that are left uncovered (these may be used only if completely covered with mulch or stone in a color delineated in section 1B, above.)
 - B. Artificial colored (i.e., tinted, dyed, or painted) mulch, gravel, or timbers
 - C. Artificial grass or astro-turf.

- D. Edgings which exceed 4 inches in height
- E. Cement or cinder blocks.

Planting or other Modifications to Community Areas/Grounds

Homeowners wishing to plant trees, shrubs, or flowers in community areas or otherwise modify community areas (e.g., installation of benches, stone or wood borders, etc.) must submit an Architectural Change request to the Board to obtain written approval of the change. Architectural Change requests must include plans for the area, including size of the area to be modified, types of plants, borders, and all other materials proposed for use. Please note that in Copperwood and Painters Hill, the sides of end-unit townhomes are community property beyond the side property lines of the home. Submission of an Architectural Change request will be required in order to modify the appearance of these areas.

Vegetable Gardens

1. Vegetable gardens must meet all of the following criteria:
 - A. Vegetable gardens must be located in rear of the home or in decorative pots in the front of the home. A maximum of four (4) decorative pots will be permitted in the front of the home. Pot sizes are not to exceed 12 inches in diameter.
 - B. Location must not alter or impair existing drainage of any adjacent property, nor may watering of gardens create excessive runoff or flooding on adjacent property.

Rain Barrels

1. Rain barrels can help reduce localized flooding and ponding and can be used to water plants, thus lowering water bills and water consumption.
2. Homeowners can receive a stormwater fee credit.
3. Rain barrels require submission of an Architectural Change request to the BoD to obtain written approval.

Freestanding Structures

1. Freestanding structures, to include but not limited to sheds and dog houses, require submission of an Architectural Change request to the Board to obtain written approval of the change. Only one shed will be permitted per property and sheds cannot be used for human habitation.
2. Requests for all freestanding structures must include the following:
 - a. Site plan showing the relationship of the proposed structure to house and lot, including its dimensions and distances to all property lines.
 - b. Drawings showing the size of structure, height, style, details, etc.
 - c. A description or notes on drawings as to sizes and types of materials, finishes, colors, etc.
3. Approval or denial of each request will be made solely on individual merits of the proposed structure, its location and impact on neighboring common areas.

Mailboxes

1. Mailboxes must meet all of the following criteria:
 - A. Style and color should be compatible with house and should not seem in any way to dominate or stand as a primary feature of the yard.
 - B. Original 4" x 4" pressure treated post must be retained or replaced with a 4" x 4" pressure treated post.

Decorative Name or "Welcome" Plaques

1. Plaques must meet all of the following criteria:
 - A. Size to be no greater than 12" x 18".
 - B. Must be fastened securely to siding or cedar facade next to front door (i.e., not hung from chain or allowed to swing).

Seasonal Decorations

1. Seasonal decorations which meet all of the following criteria do **not** require an Architectural Change request:
 - a. Seasonal decorations are intended to enhance a home and are therefore to be used in moderation. Size, number, color, lighting, etc. should all be carefully considered before displaying decoration. Decorations must not, in total, overwhelm or seem in any way to dominate a residence or lot.
 - b. Decorations must be maintained in good condition while displayed and be removed within 30 days of such occasion.
 - c. Decorations must not interfere with the quiet enjoyment by other residents of their homes. When planning seasonal decoration, carefully consider the impact of lights and/or sound on your neighbors.

Swing Sets, Play Equipment, and Toys

1. Swing sets, jungle gyms and other similar play equipment which meet all of the following criteria do **not** require an Architectural Change request:
 - A. Must be located in rear yard within extended sidelines of the house.
 - B. Overall size should be proportionate to the yard (i.e., not seem in any way to dominate or stand as a primary feature of the yard.)
2. Swing sets, jungle gyms and other similar play equipment which is to be permanently affixed will require submission of an Architectural Change request to the Board to obtain written approval of the change. Request should include the following:
 - A. Site plan showing the relationship of the proposed play equipment to the house and lot including its dimensions and distances to all property lines.
 - B. A description or notes on drawings as to sizes and types or materials, finishes, colors, etc.
3. Non-permanent play equipment and toys must be stored behind the units when not in use. Persistent violators of this guideline will be fined for each violation.

Yard Ornaments. Wind chimes. Flagpoles. Bird Feeders, and Bird Houses

Yard Ornaments. Wind chimes. Flagpoles. Bird Feeders, and Bird Houses which meet all of the following criteria do **not** require an Architectural Change request:

1. A maximum of two (2) “yard ornaments” will be permitted in the front yard but must be unpainted and made of one of the following: wood, concrete or burnished metal.
2. Wind Chimes
 - A. The sound of wind chimes must not become a nuisance to neighbors. If neighbors register complaints about excessive noise, wind chimes must be removed.
3. Flagpoles
 - A. Free-standing flagpoles are not allowed.
 - B. Flagpole brackets must be attached to house.
 - C. Flag staff must not exceed 6' in length.
 - D. Limit of one (1) bracket/flagpole staff per residence.
 - E. Flag must be in good repair and must meet the following size restrictions:
 - i. The flag of the United States may not exceed 3 foot by 5 foot in size.
 - ii. The flag of any state may not exceed 3 foot by 5 foot in size.
 - iii. Other flags may not exceed 24 inches by 36 inches in size.
4. Bird Feeder and Bird Houses

Bird feeder and bird houses must meet all of the following criteria:

 - A. Bird feeders and bird houses must not be longer than two (2) feet in any dimension
 - B. Limit of four (4) bird feeders and bird houses (total) for single family homes
 - C. Limit of two (2) bird feeders and bird houses (total) for townhouses.

Patios and Walkways

1. Patios and walkways must be submitted for approval to the Board and meet all of the following criteria:
 - A. Must be located in rear yard and set back in accordance with city zoning and the minimum set back requirements shown on the city recorded plat of subdivision.
 - B. Must not exceed 6" above ground level at any point.

- C. Size does not exceed 400 square feet.
 - D. Material must be one of the following:
 - a. concrete
 - b. brick or pavers in one of the following colors: White, off-white, tan, gray, or red
 - c. Stone that is not tinted, dyed, or painted. Colors include white, off-white, tan, gray, or red.
 - E. Must blend into the natural environment.
 - F. Location must not impair existing drainage of any adjacent property
2. Proposed patios and walkways which do not meet all of the above criteria must be submitted for approval to the Board. Request should include the following:
- A. Site plan showing the relationship of the proposed patio and/or walkway to house and lot, including its dimensions and distances to all property lines.
 - B. A description or notes on drawings as to size and types of materials, finish colors, etc.
3. Approval or denial of each architectural change, as required by 1. and/or 2. above, will be made solely on the individual merits of each structure design, location, relationship to neighboring properties and/or common areas.

Ground and Walkway Lighting

1. All in-ground walkway and garden lighting must be submitted for approval by the Board of Directors before installation.
2. Walkway and garden lighting must be low voltage and not extend beyond Owner's property.
3. The recommended spacing between walkway and garden lights is four (4) feet.
4. The maximum height of walkway lights from the ground to the top of the fixture must not exceed 10 inches.
5. The color of the bulbs and lenses must be white ONLY. No colored bulbs or lenses are permitted.
6. All wiring of outside lighting must comply with city/county electrical code/specifications.

Porch Lighting

Porch lighting which meet all of the following criteria do **not** require an Architectural Change request:

1. Fixture colors should be white, off-white, black, brown or dark green. No polished metallic colors.
2. Fixture styles should be single or double tiered only. No hanging lantern lights, gooseneck lights, mushroom style lights, directional lights, flood lights, or deck lights are permitted.
3. All wiring of outside lighting must comply with city/county electrical code/specifications.

Any other porch lighting, which does not meet the above criteria, must be submitted to the Board of Directors for approval before installation.

Trash Storage and Collection

1. All trash containers must be stored at the rear of the townhouse or house or in the basement. Under no circumstances may trash storage containers be placed in the front or the side of townhouse units, even if concealed by shrubs or other devices. No accumulation of trash in the front, rear, or side yards is permitted.
2. Trash is to be placed next to the curb after dark the night before pickup. The empty trash receptacles are to be picked up and removed from the common areas the evening after the pickup.
3. If a resident is unable to take out or pick up trash receptacles in a timely manner, they are expected to request neighbors to help them. Persistent violators of this guideline will be fined for each violation.
4. Any homeowner who puts out trash bags that are torn open and result in scattered trash (e.g., by animals) is responsible for the clean-up.
5. **There is NO bulk trash pickup in Copperwood and Painters Hill communities. Homeowners in either Copperwood or Painters Hill who leave items out for bulk pickup will incur a fine.**
6. **Up to two times per year, the Board of Directors will arrange for large trash receptacles (dumpsters) to be placed near the two Landings pools for removal of bulk trash items. Residents from all three communities: Copperwood, Painters Hill, and Stonecreek, are invited to use these dumpsters for disposal of bulk and/or other items. Please ensure that all items are placed inside the**

dumpster and not by the dumpster. Please consult the community website, www.bodlandings.com, for scheduled dates.

Markings of Pavement and Sidewalks

Permanent marking of pavement, driveways, parking spaces, and sidewalks is not permitted.

Persistent violators of this guideline will be fined for each violation.