

# **HARPER'S CHOICE GUIDELINES FOR EXTERIOR ALTERATIONS AND IN-HOME BUSINESSES**

## **WHY DO WE HAVE ARCHITECTURAL GUIDELINES?**

The Covenants empower the Harper's Choice Architectural Committee to establish criteria for architectural changes and property maintenance. These guidelines therefore are an amplification of the Covenants in layman's terms and are designed to prevent excesses and abuses, while allowing individuals freedom and flexibility in property use. They were developed to keep our community an attractive and desirable place in which to live, while assisting residents in the preparation of applications for alterations to their property.

## **WHAT ARE THE COVENANTS?**

The Harper's Choice Village Covenants are a set of legal documents which are part of your deed of ownership and represent a binding contract between the developers of Columbia - Howard Research and Development - and each of its residents. Similar Covenants exist for all of the villages in Columbia. Pertinent sections of the Covenants which address property maintenance, architectural control and in-home industry or professions are listed below. Complete copies of the Covenants may be obtained from the Village Office in Kahler Hall or the Columbia Association.

### **Article VI, Covenants for Maintenance**

"Section 6.01. Each Owner shall keep all Lots owned by him, and all improvements therein or thereon, in good order and repair, including but not limited to, the seeding, watering and mowing of all lawns, the pruning and cutting of all trees and shrubbery and the painting (or other appropriate external care) of all buildings and other improvements, all in a manner and with such frequency as is consistent with good property management. If, in the opinion of the "Architectural Committee", as hereinafter defined, any Owner fails to perform the duties imposed by the preceding sentence, CPRA or the Association, after approval by a two-thirds (2/3) decision of the Association Board, and after fifteen (15) days written notice to Owner to remedy the condition in question, shall have the right, through its agents and employees, to enter upon the Lot in question and to repair, maintain, repaint and restore the Lot or such improvements and the cost thereof shall be in a binding, personal obligation of such Owner as well as a lien (enforceable in the same manner as a mortgage) upon the Lot in question."

### **Article VII, Architectural Committee, Architectural Control**

"Section 7.02. No Structure shall be commenced, erected, placed, moved on to or permitted to remain on a Lot, nor shall any existing Structure upon any Lot be altered in any way which materially changes the exterior appearance thereof, nor shall any new use be commenced on any Lot, unless plans and specifications (including a description of any proposed new use)

thereof shall have been submitted to and approved in writing by the Architectural Committee. Such plans and specifications shall be in such form and shall contain such information, as may be required by the Architectural Committee, but in any event shall include (i) a site plan of the Lot showing the nature, exterior color scheme, kind, shape, height, materials and location with respect to the particular Lot (including proposed front, rear and side set-backs and free spaces, if any are proposed) of all Structures, the location thereof with reference to Structures on adjoining portions of the Property, and the number of location of all parking spaces and driveways on the Lot; and (ii) a grading plan for the particular Lot."

"Section 7.03. The Architectural Committee shall have the right to disapprove any plans and specifications submitted hereunder because of any of the following:

- (a) the failure of such plans or specifications to comply with any of the Restrictions;
- (b) failure to include information in such plans and specifications as may have been reasonably requested;
- (c) objection to the exterior design, appearance or materials of any proposed Structure;
- (d) incompatibility of any proposed Structure or use with existing Structures or uses upon other Lots in the vicinity;
- (e) objection to the location of any proposed Structure upon any Lot or with reference to other Lots in the vicinity;
- (f) objection to the grading plan for any Lot;
- (g) objection to the color scheme, finish, proportions, style of architecture, height, bulk or appropriateness of any proposed Structure;
- (h) objection to parking areas proposed for any Lot on the grounds of (i) incompatibility to proposed uses and Structures on such Lot or (ii) the insufficiency of the size of parking areas in relation to the proposed use of the Lot; or (i) any other matter which, in the judgment of the Architectural Committee, would render the proposed Structure, Structures or uses inharmonious with the general plan of improvement of the Property or with Structures or uses located upon other Lots in the vicinity.

In any case where the Architectural Committee shall disapprove any plans and specifications submitted hereunder, or shall approve the same only as modified or upon specified conditions, such disapproval or qualified approval shall be accompanied by a statement of the grounds upon which such action was based. In any such case the Architectural Committee shall, if requested, make reasonable efforts to assist and advise the applicant in order that an acceptable proposal can be prepared and submitted for approval."

"Section 7.06. If any Structure shall be altered, erected, placed or maintained upon any Lot, or any new use commenced on any Lot, otherwise than in accordance with plans and specifications approved by the Architectural Committee pursuant to the provisions of this Article VII, such alteration, erection maintenance or use shall be deemed to have been undertaken in violation of this Article VII and without the approval required herein, and, upon written notice from the Architectural Committee, any such Structure so altered, erected, placed or maintained upon any Lot in violation hereof shall be removed or re-altered, and any such use shall be terminated, so as to extinguish such violation.

If fifteen (15) days after the notice of such a violation the Owner of the Lot upon which such violation exists shall not have taken reasonable steps toward the removal or termination of the same, CPRA or the Association shall have the right, through its agents and employees, to enter upon such Lot and to take such steps as may be necessary to extinguish such violation and the cost thereof shall be a binding, personal obligation of such Owner as well as a lien (enforceable in the same manner as a mortgage) upon the Lot in question. The lien provided in this Section 7.06 shall not be valid as against a bona fide purchaser (or bona fide mortgagee) of the Lot in question unless a suit to enforce said lien shall have been filed in a court of record in Howard County prior to the recordation among the Land Records of Howard County of the deed (or mortgage) conveying the Lot in question to such purchaser (or subjecting the same to such mortgage)."

#### **Article XI, Residential Protective Covenants and Restrictions**

"Section 11.02. No profession or home industry shall be conducted in or on any part of a Lot or in any improvement thereon on the Property without the specific written approval of the Architectural Committee. The Architectural Committee, in its discretion, upon consideration of the circumstances in each case, and particularly the effect on surrounding property, may permit a Lot or any improvement thereon to be used in whole or in part for the conduct of a profession or home industry. No such profession or home industry shall be permitted, however, unless it is considered, by the Architectural Committee, to be compatible with a high quality residential neighborhood. The following activities, without limitation, may be permitted by the Architectural Committee in its discretion: music, art and dancing classes; day nurseries and schools; medical and dental offices; fraternal or social club meeting place; seamstress services.

#### **WHAT IS THE HARPER'S CHOICE ARCHITECTURAL COMMITTEE?**

The Harper's Choice Architectural Committee is composed of resident volunteers appointed by the Village Board and CPRA. It is responsible for the review and final approval of all applications for exterior alterations to existing property and for new residential and commercial construction, and the establishment of in-home businesses. It is comprised of no more than five (5) members, one of

whom is the chairperson, and is aided by the Village Covenant Advisor who acts as an advisor to the Committee and liaison between the Committee and the residents.

### **HOW DOES THE ARCHITECTURAL REVIEW PROCESS WORK?**

Residents who are considering an exterior alteration to their home or property or a home industry or profession should review the Harper's Choice Village Guidelines for Exterior Alterations and In-Home Businesses which are contained in this booklet. They will help you in finalizing your plans and will state if a formal application is required. Questions should be directed to the Village Covenant Advisor in the Village Office at Kahler Hall.

If an application is required, one may be obtained at the Village Office. Completed applications should be returned to the Covenant Advisor who will hold them for review by the Architectural Committee during one of its public meetings. Architectural Committee meetings are held in Kahler Hall at 7:30 p.m. on the second and fourth Tuesday of each month. Applications should be returned to the Village office two weeks prior to the meeting where it will be discussed in order to provide the Committee with time to visit the site, discuss the application with adjacent property owners, etc. should this be necessary.

Guidelines in effect at the time of the application are used to evaluate all proposed changes. Applications conforming to the guidelines are generally approved immediately and returned to the applicant. In some instances, usually when information on the application is incomplete, the application is tabled until the Covenant Advisor can obtain the required data or until members of the Architectural Committee can visit the site of the proposed alteration. Tabled applications are generally resolved at the next meeting following the one where they were initially reviewed. The applicant may be asked to attend a Committee meeting to discuss the tabled application.

Residents who are part of a townhouse or condominium association should check with that association to determine if it has its own form of architectural guidelines and its own review process. Such associations may have guidelines which are more restrictive than those contained in this booklet but cannot have guidelines that are less so. In either case, final review authority rests with the Village Architectural Committee. Also, an exterior alteration application may be required of a townhouse or condominium association rather than an individual resident if the proposed alteration is to the exterior property in common. Questions should be directed to the Village Covenant Advisor if in doubt.

Howard County requires a building permit and inspection for many types of alterations and Architectural Committee approval of an application shall not be construed as a waiver of County building and zoning codes. Although the Committee assumes no responsibility for monitoring these codes, a known violation of them would be adequate grounds for denial of an application.

### **WHAT IF I DON'T WAIT FOR APPROVAL?**

Proceeding with an exterior alteration or creation of an in-home business prior to obtaining written approval is a violation of the Covenants. The resident could be faced with the cost of modifying or removing the alteration to comply with the Architectural Committee's decision. In considering applications, the Committee will not be influenced for or against the application if work has commenced prior to approval. However, residents are urged not to undertake construction in advance. Prospective residents should contact the current owner or the Village office to determine if all alterations to the property have Architectural Committee approval.

### **MAY I APPEAL THE ARCHITECTURAL COMMITTEE'S DECISION?**

The Harper's Choice Village Board along with the Architectural Committee serve as an appeal body for the Architectural Committee. Applicants who wish to appeal an application denied by the Committee may do so by stating their intent in writing within ten (10) days after receipt of the denied application. The appeal request should be forwarded to the Covenant Advisor at the Village office in Kahler Hall. The Covenant Advisor will arrange an appeal hearing at a time which is mutually acceptable to the appellant, the Village Board and the Architectural Committee.

### **WHAT IS THE PROCESS FOR COVENANT ENFORCEMENT?**

Alleged violations of the Covenants may be reported anonymously by any resident, to the Covenant Advisor or to any member of the Architectural Committee. If a bonafide violation exists, the property owner will be contacted in writing and asked to correct the problem, either by removal or submission of the application, or by repair in the case of a maintenance problem. Experience has shown that most problems are corrected in this manner.

If the initial correspondence does not correct the situation, the violator may be served, via certified mail, with notice that legal action will be initiated if the problem is not corrected within fifteen (15) days. Should the problem continue to exist after expiration of the fifteen (15) day period, the Architectural Committee/Village Board may seek remedy in the courts, or may enter the property and correct the problem at the owner's expense and risk. All costs associated with these proceedings become the personal obligation of the resident and represent a lien on his property.

## **ANTENNAS AND SATELLITE DISHES**

Approval is not required for Satellite Dishes or Antennas that are one meter (39 inches) or less in Diameter and Television Broadcast Service Antennas that are twelve (12) feet or less in height.

If you are planning to install a satellite dish or antenna that meet these size criteria, you may do so without prior approval, as long as you:

- (a) Install the antenna in the least visible location on your lot to the extent possible without substantially degrading reception, and in such a manner as to blend with the surroundings.
- (b) Secure cables, wires, etc. in the least conspicuous location
- (c) Screen dish/antenna from the street or neighboring properties with plantings, decking, fencing, etc. if you plan to install it in a visible location.
- (d) Please refer to landscaping/fencing guidelines if you are screening your antenna.

Satellite dishes, Antennas or Television Broadcast Service Antennas may not be installed on a pole greater than twelve (12) feet in height without the prior written approval of the Harper=s Choice Architectural Committee. Written approval is required for any Satellite Dish, Antenna, or Television Broadcast Service Antenna that exceed the sizes and criteria above.

## **ATTIC VENTILATORS**

An application is not required for a roof mounted ventilator which does not protrude more than twelve (12) inches above the roof surface, does not extend above the roof line, is located in an area not visible from the street and is painted to match the color of the roof.

All other ventilators require an application which must include the following information:

- A. A description of the proposed ventilator indicating size, color and style.
- B. A diagram, sketch or picture of the material to which it will be attached showing its exact proposed location and anticipated projection.

## **BASKETBALL BACKBOARDS**

Where feasible, basketball backboards should be located so as not to be visible from the street. An application is not required if a backboard is attached to a house, carport or garage and is clear plastic, painted white or painted to match the background to which it is attached. A market square, however, in any color is allowed on the backboard.

Applications which deviate from this standard or which are mounted on free standing poles must include the following information:

- A. A site plan to scale showing location of backboard in relationship to existing houses, trees and lot boundaries.
- B. Description and color of all materials to be used.

## **CHIMNEYS AND METAL FLUES**

An application is required for chimneys and metal flues and must include the following:

- A. A site plan showing the location of the proposed chimney and its relationship to property lines and adjacent structures.
- B. Detailed drawings showing exterior elevations and dimensions of the chimney.
- C. A description of the chimney and proposed exterior construction materials. This should include the color and type of siding enclosing the chimney, trim color and relationship to the existing structure.

Chimneys which exit through a wall should meet the following criteria: for traditional style homes, the chimney should be of brick or stone masonry construction, or be boxed-in with materials to match the exterior wall. For contemporary style homes, the chimneys may be constructed as above, or an exposed metal pipe may be used if it meets the following requirements:

- A. All sections of the pipe are plumb, with no tilted or diagonal sections.
- B. The pipe is painted to blend with the structure.

- C. "Zero Clearance" pipe is used, and is mounted directly against the structure.
- D. The pipe should be located as inconspicuously as possible. An exposed pipe on the front face (street side) of a house will not meet this criteria.

Chimneys which exit through a roof should meet the following criteria: for traditional style houses, the chimney should be boxed-in if it is to be located on the front slope of the roof or the roof ridge, or any other location where it will be highly visible from the front street. Chimneys located on the rear slope of the roof and not highly visible from the front street need not be boxed-in. Exposed sections must be painted black or the color the roof. For contemporary style houses, the chimney need not be boxed-in, but conspicuous locations on the front slope of the roof should be avoided. Exposed metal sections must be painted black or the color of the roof. In all cases, the height of the exposed metal section of the chimney shall be limited to the minimum permitted by the County Building and Fire codes.

### **CLOTHESLINES**

An application will not be approved for clotheslines of a permanent nature. Temporary or retractable ones are permitted without requiring application as long as they are removed when not in use and are located to the rear of the house. Clothing or any other household fabrics may not be hung in the front of a house at anytime but may be hung in any other area between the hours of 8:00 am and 5:00 pm.

### **DECKS**

Decks should relate in style and color to adjacent structures and should be located in the rear of the house, although other locations will be considered. The privacy of adjacent homes should be considered and plantings should be provided to screen post foundations or other structural elements to soften the visual impact.

Applications must include the following information:

1. Drawings showing the size and style of the deck, height above grade, and details of the railings and stairs.
2. Site plan showing relationship of the deck to the house, lot, and adjacent properties.
3. Any changes in window or door locations.
4. A description of materials to be used.



5. Color of the deck and indicate if the color matches the color of the house or trim. If not, specify the color of house, trim and proposed deck.
6. Description of any plantings, meters or air conditioners which must be removed for the construction of the deck and indicate the relocation of these items.
7. Description of proposed changes in exterior lighting.

An application is not required if the deck is completely enclosed within an existing opaque, privacy fence, as in many existing townhouse developments and does not exceed 6" above grade.

### **DOG HOUSES AND RUNS**

An application is required for all dog houses and runs. All applications should include the following:

1. A site plan showing the relationship of the dog house or run to the owner's home and property lines.
2. Dimensions and materials to be used.
3. The color of owner's home and proposed dog house.

Dog houses should be located behind and as close to the owner's home as possible and with minimal intrusion on neighbors. The color of the dog house should match the color of the owner's home and trim and the material and slope of the dog house roof should match that of the owner's home.

### **DRIVEWAYS AND PARKING PADS**

In general, driveways and parking pads are required to be constructed of portland cement concrete, for reasons of maintenance and uniform appearance. Other types of surfaces may be considered in cases of extremely long driveways or replacement of existing driveways. No application is required for the replacement of an existing driveway without change of materials or design.

An application is required for any new driveway construction, including the expansion of an existing driveway and should include the following:

1. A site plan to scale showing the relation of the driveway to existing structures, trees, streets, sidewalks and property lines.
2. A description and color of materials to be used.

3. The proposed changes in grade.

### **EXTERIOR LIGHTING**

Post lights have been installed in many areas in lieu of utility company provided street lights. For security and safety reasons, residents are urged to keep them operational.

Replacement of an existing light fixture, if accomplished with a realistic match to the old fixture, does not require an application. However, if a change in style, size, shape, color or location is desired or if additional fixtures are contemplated, an application is required.

Applications for exterior structure additions, e.g., a carport or garage, should include details of the proposed exterior lighting. All applications should include:

1. Size, style and color of the proposed lighting fixture.
2. A site plan showing the location of the proposed fixture and its relationship to adjacent structures and property lines.

Lighting fixtures should be located or shielded so as not to shine or cast unwanted or excessive light on adjacent properties. The use of fluorescent lights in outdoor areas is discouraged and generally will not be approved.

### **EXTERIOR PAINTING**

An application is required when part or all of the exterior of any structure is to be painted or stained a color different than its existing color. Structures include, but are not limited to, houses, fences and sheds. A change in color refers to changes in shades or tones of existing colors as well as to completely different colors. When reviewing applications for color changes, the Architectural Committee will consider the harmony of new colors with dominant schemes and consistency with neighboring structures.

All applications must include the following information:

1. Samples of new colors.
2. The area(s) of the structure where the proposed color change is to be made.
3. A description or sample of the existing color.

## **FENCES**

An application is required for all fences. The application should include, but is not limited to, the following:

1. Style, material, color and dimensions of the proposed fence.
2. A site plan which shows the relationship of the fence and gate(s) to adjacent structures, open spaces and to property lines.
3. Architectural style and color of the house and trim.
4. Types and colors of fences in the immediate area.

In the case of a common or shared fence, an application should be submitted jointly by the affected neighbors. Gates should match the fence in material, style, color and height. Fencing should blend or match with existing adjacent fencing, or in the case of individual fences, left natural to weather or be stained to match wood siding of the applicant's house or the dominant stained wood trim of the applicant's house. Chain link, stockade and barbed wire fencing will generally not be accepted. Fence height should not be greater than is necessary for its intended use since fencing can have a significant impact on adjoining properties and open spaces. The height and style of the proposed fence should conform with other fencing in the area.

Planting should be done to soften the visual impact. Consideration should also be given to unwanted shadows, loss of natural ventilation and views when applying for solid fencing to achieve privacy.

## **FLAGPOLES**

Permanent flagpoles are discouraged. Approval will be given for flagpoles on a case by case basis, with consideration being given, but not limited to, such factors as the color, size and position on the lot of the pole.

## **GUTTERS AND DOWNSPOUTS**

An application is not required for replacement of gutters and down spouts or the addition of gutters and down spouts which are painted a color that is harmonious with the structure's siding and/or trim and consistent with the prevailing colors in the neighborhood.

## **HEATING AND AIR CONDITIONING UNITS**

An application is required for any exterior heating or air conditioning units other than those installed at the time of initial construction of the structure and must include the following:

1. A site plan showing location of unit in relationship to the house and property lines.
2. The color of unit and color of house.
3. A picture or drawing of the unit including dimensions.

### **HOT TUBS AND WHIRLPOOLS**

An application is required for all hot tubs and whirlpools. They should be located to the rear and between the side walls of the residence and generally not more than twenty (20) feet from it. In addition, they should not protrude more than three (3) feet above ground level and should be of a material that will blend with surrounding structures. An application should include:

1. A site plan showing the location of the tub or whirlpool and its relationship to existing structures and property lines.
2. Dimensions, type and color of proposed materials.
3. Proposed screening and landscape plan.

### **HOUSE NUMBERS**

Numbers on every building are required to be located in a position clearly visible from the street and should be under sufficient light to insure same. Numbers should not contrast greatly with the architectural style or color of the building.

### **IN-HOME BUSINESS AND PROFESSIONS**

An application is required for all in-home businesses and professions. Application approval is valid for one (1) year only. The following criteria are applicable:

1. Direct consumer sales oriented businesses are discouraged.
2. The Harper's Choice AC, at its discretion upon consideration of the surrounding property, may permit a lot or any improvement thereon to be used in part for the conduct of a profession or home industry. No such profession or home business shall be permitted, however, unless it is considered by the Harper's Choice AC to be compatible with a high-quality residential neighborhood and does not occupy more than 25% of the total floor area of the dwelling unit.
3. No signs or other advertising service relating to an in-home business or profession shall be placed upon any lot or dwelling.

4. Operating personnel shall be limited to people permanently residing in the residence, or one additional person who must also be listed in the application.
5. All applications must include:
  - a. Where related business materials will be stored.
  - b. How products, service or materials will be distributed and advertised.
  - c. Impact of traffic and parking requirements.
  - d. Number and type of deliveries required.
  - e. Type and number of vehicles to be used in the business and the location where vehicles are to be parked.
  - f. The hours and days of operation of the proposed business.

### **LANDSCAPING, PLANTINGS AND ROCKGARDENS**

An application is not required for individual dwelling units for the planting of individual bushes (unless used as a hedge), foundation plants, annual or perennial beds, ground covers, trees, which at maturity, are in scale with the house, or the replacement of plants with similar ones.

An application is required for all other landscaping. It is recommended that plantings be arranged in clusters rather than straight lines. An application should include but not be limited to a description of the types and sizes of all shrubs, trees, etc. to be planted, and a site plan showing the relationship of plantings to the house and adjacent dwellings and property lines. It is recommended that a master plan be submitted for the entire property. An application is not required for rock gardens if the rock garden is at grade level and the rocks are left in their natural color.

### **LAWN ORNAMENTATION**

An application is required for all lawn ornamentation, e.g. sculpture, statues, fountains, bird baths, freestanding birdhouses and trellises, decorative fencing, etc. These items should be small in scale and generally located to the rear of the residence and should not be visible from the street. Landscape screening may be required. Applications should include location, style and color, proposed screening, etc.

### **MAINTENANCE, PROPERTY**

Property ownership includes the responsibility for maintenance of all structures and grounds which are a part of the property. This includes, but is not limited to, mowing grass, removal of trash, weeding, trimming and pruning as appropriate. This also includes structural maintenance such as repairs of visible defects in houses, sheds and fences and repainting as needed. It also includes the maintenance of exterior lighting, e.g. of lamp posts when the community is dependent on that lighting for nighttime visibility. Harper's Choice residents are encouraged to recognize that proper maintenance enhances the visual character and economic values of the property and neighborhood as well as the safety of its residents.

The Harper's Choice AC refers residents to Article VI, Section 6.01 of the Harper's Choice Village Covenants, Deed, Agreement and Declaration, a copy of which is included in the introductory pages of this booklet.

### **MAINTENANCE, TOT LOTS**

Some condominium, homeowner associations and apartment complexes are responsible for the maintenance of tot lots. They should be properly maintained at all times so as not to detract from the appearance of surrounding properties.

Playground equipment must be kept painted and in good working condition or removed. When repainting is required, brown, green or earth tones should be used. Wood equipment, when practicable, is encouraged. Weeds should not be allowed to accumulate and the lot should be kept mulched or be resurfaced as appropriate. Trash should be collected on a regular basis.

The Harper's Choice AC refers residents to Article VI, Section 6.01 of the Harper's Choice Village Covenants, Deed, Agreement and Declaration, a copy of which is included in the introductory pages of this booklet.

### **MAJOR BUILDING ALTERATIONS**

Major building alterations include but are not limited to construction of driveways, garages, carports, porches, rooms, fireplaces, chimneys, doors, windows, and any changes, additions, or subtractions which substantially alter the exterior of an existing structure. An application is required for any of these types of alterations and should include the following:

1. Site plan showing location of proposed structure and relationship to property lines and adjacent houses.
2. Detailed drawings and plans including exterior elevations and dimensions.
3. Description of materials e.g., type of siding on the existing house and proposed structure, color of proposed structure and trim, exterior lighting arrangements, etc.

All designs of major alterations should be compatible in scale, materials, and color and texture with

the applicant's house and adjacent properties. New or altered pitched roofs should match the slope of the roof on the applicant's house.

New windows and doors should match the type and the location of exterior openings of the existing house and changes in grading which could affect drainage must be indicated. Construction materials should be stored so that impairment of views from neighboring properties is minimized and excess material and debris should be immediately removed after completion of construction.

**GARAGES AND CARPORTS** - The general guidelines for major building alterations should be followed. In addition:

1. Detached garages and carports should relate to the appropriate style and design of the applicant's house.
2. The garage door should be without ornamentation.
3. Roof configuration and ridge lines should relate to that of the applicant's house.

**ADDITIONAL ROOMS** - The general guidelines for major building alterations should be followed. In addition:

1. Major features such as vertical and horizontal lines, projections and trim detail of the applicant's house should be continued onto the addition.
2. Additions should not significantly impair the view, amount of sunlight or ventilation of adjacent dwellings or the public use or enjoyment of open space.
3. New additions should not create situations in which adjacent neighbors will have difficulty adding to, modifying, or maintaining existing dwellings.
4. Additions should not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.

**PORCHES** - The general guidelines for major building alterations should be followed. In addition, screening should match the color of existing windows and door screens.

**GREENHOUSES** - The general guidelines for major building alterations should be followed. In addition:

1. Greenhouses should be located in the rear of the house, although in special instances, front or side locations will be given consideration.
2. Greenhouses should maintain a continuity of building lines, materials, etc. with the primary structure.
3. Detached greenhouses should conform to the guidelines for storage sheds regarding location and size.

**OTHER ALTERATIONS**

Exterior alterations not addressed in this booklet will be considered on a case by case basis and should be applied for in the same manner as those which are addressed.

### **PATIOS AND WALKWAYS**

An application is not required to replace an existing patio or walkway with one of identical material. In addition, an application is not required if the proposed patio or walkway is completely enclosed within an existing opaque privacy fence as in many existing townhouse developments.

An application is required for all other new or expanded patios or walkways as well as those existing patios or walkways where a material change is proposed. All materials used should be of a neutral color, such as undyed concrete, stone, brick or treated wood. They should be built so that existing contours are minimally disturbed. Terracing to follow existing land contours should be built in small increments. The patios and walkways should be located to provide reasonable visual and acoustical privacy for both applicant and neighbors. Screening or plants should be considered where it is necessary to preserve such privacy.

All applications must include:

1. A site plan to scale showing new or changed walkway or patio in relationship to existing houses, trees and lot boundaries.
2. A description or sample of all materials to be used.
3. A description of proposed lawn contour changes, planting, screening, rails, benches, new exterior lighting, etc.

### **PERMANENT GRILLS AND BARBECUES**

An application is required for all permanent grills and barbecues. They should be located inconspicuously behind the rear of the house and should blend as much as possible with the natural back-ground. An application should include:

1. Materials, color and dimensions.
2. A site plan which shows the relationship of the grill or barbecue to adjacent property lines and buildings.
3. Proposed screening or landscaping.

### **PLAY EQUIPMENT, SWINGSETS AND SANDBOXES**

An application is required for all major items of play equipment such as swingsets and sandboxes and should include the following information:



1. Color and material to be used.
2. A site plan to scale showing the location of the play equipment relative to the applicant's house, property lines and neighbor's houses.
3. A picture or sketch of the equipment showing the dimensions.

The equipment should be located as inconspicuously as possible and a reasonable distance from side and rear property lines. The overall size of the play equipment should be proportionate to the site; i.e: does not seem in any way to dominate the site or stand as a primary feature of the lot. When equipment is painted or repainted, a brown, green or earthtone color must be used. Natural wood play equipment is encouraged. Sandboxes in general should not exceed 20 square feet in area and 1 foot in height. They should be covered when not in use. Tot lots require Harper's Choice AC approval.

### **RE-SIDING AND RE-STYLING**

An application is required when any structure is to be re-sided or re-styled in any material differing in color, texture or style from the existing siding. When reviewing applications for re-siding, the AC will consider the compatibility of style and color of materials with adjacent homes, and the changes in the style of trim work at soffits, corners, eaves, windows and doors, and of accent panels, shutters and other stylistic features.

This will be considered important where these elements contribute to the visual continuity of the neighborhood by evoking similarities in style among nearby homes. Also, the size and shape of the residence in relation to existing and proposed materials will be considered. All applications should include the following:

1. A picture of the house indicating the color and texture of existing siding materials.
2. A description of the proposed re-siding material including its color, texture and manner in which it will be applied. Color and texture samples must be submitted with the application. Changes in trim size and location, and removal or addition of other stylistic features should be noted.
3. A description of the proposed treatment of other structures, such as sheds. Re-siding or repainting may be required.

Siding should be of a consistent type and color with surrounding structures. Care should be taken to avoid using siding with poor durability characteristics.

### **RETAINING WALLS**

An application is required for all retaining walls and should include:

1. A site plan to scale showing the proximity of the proposed retaining wall to existing structures, trees and property lines.
2. A description of material to be used.

3. The proposed change in grade.

### **SHUTTERS**

An application is required for shutters except when replacing existing shutters with those of an identical style and color. Shutters which are added to a house should be compatible with the style of the house and should be of proper proportions to match the window or door to which they relate. Shutter colors should be compatible with the colors of the house and neighborhood.

### **SIGNS**

With the exception of political signs and signs advertising the sale or rental of property (and then only one sign per lot except for corner lots which are allowed two) no sign should be erected on any residential lot in excess of one foot square. Real Estate signs may not have a sign rider indicating the property has been sold, or is under contract, etc. An application is required for any sign or advertising device on any property zoned for industrial or commercial use. Applications should include:

1. The style, material and color of the proposed sign.
2. Its dimensions.
3. The location (include site plans which show the relationship of the sign to existing structures, property lines, etc.
4. The proposed wording of the sign.

Approval is not required for political signs less than nine square feet if they are put up no earlier than sixty days prior to the election, and taken down 7 days after the election. No signs may be attached to trees, light poles, street signs, or official neighborhood identification signs.

### **SOLAR COLLECTORS**

An application is required for all solar collectors. Because of the significant visual impact of solar collectors, it is important that they be concealed, to the extent practicable, in the exterior design of the structure. Collectors should therefore be installed to provide maximum advantage to the user while minimizing visibility.

Large collectors on a sloping roof must appear flush with that roof. If collectors are located on a flat roof, they should be set back and concealed with a parapet unless they are integrated with the structure's roof design. Small collectors may be placed on top of a sloping roof when finished to appear like a skylight.

Collectors must be constructed of glass with wood or metal trim. All trim must be painted to match the background color of the roof or the house trim. Plexiglass will not be considered acceptable

because it sags, yielding an unsatisfactory appearance. All pipe work must be concealed.

All applications must include a site plan plus elevations of the house showing the appearance of the collector. Details must show how the collector edges meet the roof. Applications that do not contain this information will not be considered for approval.

Free standing collectors should be located behind the main structure. They should be concealed in their entirety from the front street, neighboring properties and open space unless they are incorporated in another architectural element.

### **STORM AND SCREEN WINDOWS AND DOORS**

An application is required for all screen and storm doors. Storm windows and screens do not require approval provided the color of their frames match the color of the existing window frames. Different storm windows and screen window frames require an application. Where practicable, the doors should be painted to match the entry door of the dwelling. However, consideration will be given to doors that match the color of the door frame.

Approval will depend upon the design of the particular door and its relationship to the design of the house and adjacent houses.

All applications must include:

1. A description or picture of the proposed material.
2. Color and style of the proposed material.
3. Proposed locations.

### **SUNSHADES AND AWNINGS**

An application is required for all awnings and sun control devices and should include the following:

1. The dimensions of the awning or device.
2. The color and description of materials to be used.
3. The color and style of the home.
4. A detailed drawing of the sunshade device or awning.
5. A description of the method of support and attachment to the structure.

Permanent awnings and sun control devices are generally discouraged. Awnings and devices should be compatible with the architectural character of the house, in terms of style, color and materials. Cloth is the preferred material for awnings and aluminum or fiberglass are generally not allowed. Awning design should not include fringes, scallops, or contrasting colored stitches.

Sun control devices should be consistent with the visual scale of the house and locations of any awnings or sunshades should not adversely affect views, sunlight or natural ventilation of adjacent properties. Awnings should be removed for winter storage. Supporting pipe and frames for canvas awnings should be painted to match trim or dominant color of the house.

## **SWIMMING POOLS**

An application is not required for portable children's wading pools not more than six (6) feet in diameter and less than twenty-four (24) inches in height.

An application is required for all permanent pools. Pools should normally be located behind the rear of the house and be enclosed in a four (4) to six (6) foot high fence which is compatible with the design style of the house. Pool equipment should be similarly enclosed. Approval of the fence is contingent upon completion of the pool. Applications are referred to the fencing guidelines contained in this booklet. An application should include the following:

1. Signatures of all adjacent property owners affected by the proposed pool.
2. A site plan showing location and dimensions of the pool, other related equipment, fences, etc. in relation to applicant's house, property lines and adjacent dwellings.
3. Detailed drawings and plans of the pool, deck area, lighting arrangements, walkways, fences, etc. and pertinent information concerning water supply system, drainage and water disposal system.

## **TOOL AND STORAGE SHED**

An application is required for all tool and storage sheds and must include the following information:

1. A site plan which shows the relationship of the shed to the adjacent house and property lines.
2. A picture and/or detailed drawings of the shed to include dimensions.
3. The color of the proposed shed.

Tool and storage sheds should be located as close as possible to the rear of the house and should be landscaped. Sheds should be of the same material, same color scheme, and have the same slope of roofs the house and should not dominate the house or site. The height of all shed roofs is restricted to no more than eight (8) feet.

## **TREE REMOVAL**

An application is required for removal of any tree over six inches in diameter when measured from a point two feet above the ground. No application is required for the pruning and trimming of trees.

## **VEGETABLE GARDENS**

An application is not required for vegetable gardens providing all the following conditions are fulfilled:

1. The garden is located between the rear line of the house or primary structure and the rear property line and is not visible from adjacent streets.
2. The size of the garden does not exceed one quarter (1/4) of the area described in condition one (1).
3. The garden is not planted on a grade exceeding a ratio of two feet to one hundred (100) linear feet.
4. The garden will not damage property below it through the flow of water onto the adjacent property.

An application is required for all situations which deviate from the preceding four conditions. A complete site plan is required with all dimensions clearly marked. Plan supports and dead vegetation in all gardens must be removed at the end of the growing season.

## **VEHICLES; PARKING AND STORAGE OF VEHICLES, BOATS, TRUCKS, TRAILERS, COMMERCIAL VEHICLES**

Major vehicle renovation and/or repair shall not be undertaken except in enclosed garages. Outside storage of vehicles in a partially or completely disassembled condition is strictly prohibited.

Boats, trailers, inoperable vehicles, or vehicles without current tags or registration shall not be parked and/or stored in the open on any Lot.

Campers, recreational vehicles, commercial trucks and commercial vans shall not be parked or stored in the open on any lot without the prior written approval of the Architectural Committee. Exterior Alteration Applications are used for this purpose. All vehicles meeting this guideline must be parked in a designated parking area, such as a driveway, parking pad or the street.

## **WOODPILES**

Woodpiles should be placed in an inconspicuous location on the owner's property, preferably at the rear of the house or primary structure. Wood should be neatly stacked. An application is not normally required providing these criteria are met.