

**WESTERFIELD FARMS  
HOMEOWNERS ASSOCIATION**

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**ARCHITECTURAL STANDARDS  
AND SPECIFICATIONS**



January 2005

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## INTRODUCTION

In a planned community such as Westerfield Farms, it is important to maintain a harmonious quality and aesthetically pleasing development. The intent of the Architectural Standards and Specifications is to provide a framework for Westerfield Farms homeowners to follow when making exterior changes to their property, while maintaining a balance between private property rights and the broader interests of the community. Revocation of any restriction or guideline herein mentioned, in whole or part, does not revoke any other restriction or guideline.

Basic controls for maintaining the quality and consistency of exterior changes to property are provided in the Master Declaration of Covenants for Westerfield Farms dated January 2005. The Covenants establish an Architectural Review Board (the “ARB”) to be made up of 3 to 5 members appointed by the Westerfield Farms Homeowners Association (the “HOA”) Board of Directors (the “Board”). The ARB is responsible for reviewing and approving/not approving all applications for exterior design changes. The ARB will use the Architectural Standards and Specifications as the primary basis when determining the status of an application.

It is each homeowner’s responsibility to comply with and assist in the enforcement of these Guidelines. Homeowners may not make exterior changes without properly obtaining ARB approval. Circumventing the application process is a violation of the Covenants. Moreover, such exterior changes may also be a violation of the Guidelines. In these instances, surrounding homeowners are encouraged to report such violations to the ARB. The ARB and the Board will treat such reports with total confidentiality. The ARB will notify the homeowner of the infraction/non-compliance so he/she may remedy the situation.

The ARB needs the participation and support of each and every homeowner to maintain the quality, consistency, and harmony that will allow each of us to maximize our property values. As you will see in the remainder of this document, the application process is simple and efficient. The requirement for the ARB to review and approve/disapprove an application within 45 days of receipt is considered reasonable.

## **ADDITIONS AND STRUCTURAL CHANGES TO HOMES**

### Items Not Requiring Approval:

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

### Items Requiring Architectural Approval:

All external changes to homes must have Architectural approval before changes begin. This includes, but is not limited to, new rooms, porches, garages, carports or attached structures of any kind. Also, any changes to windows, doors or chimneys/fireplaces require approval.

### Information Required in Submittal:

1. Plot plan showing the location of the changes and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.
2. Elevation showing the planned appearance of the structure.
3. Description of materials to be used including siding, paint colors and single samples if applicable.

### Guidelines:

1. No change shall encroach upon the setbacks for the lot as listed in the covenants.
2. Changes must match the house color and style.
3. City/Town/County Building Permits are the responsibility of each homeowner.

## **APPEALS**

To appeal a disapproved submittal, the homeowner should submit a written appeal to the Board of Directors, including specific detailed information stating why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact ARB to be placed on the agenda for the next meeting.

## **ATHLETIC EQUIPMENT**

“No athletic equipment may be erected and remain more than seventy two (72) hours within a ten (10) day period on the front portion of any lot visible from the street” as stated in the Master Declaration of covenants **Article II Section 12**. This includes but not limited to:

- Horse shoe pits
- Volley ball nets
- Skateboard ramps
- Trampolines
- Jungle gyms
- Slides
- Swings
- Waterslides
- Pools
- Any other instrument, accessory or equipment involving individual or participatory, athletic play or entertainment device.

## **AWNINGS**

Items Requiring ARB Approval:

All awnings require ARB approval.

Information Required in Submittal:

1. Plot plan showing location of awning.
2. Elevation showing location of awning.
3. Description and sample of material(s) to be used.

Guidelines:

1. Fabric to blend with color of house.
2. The awning material shall be fabric only, no metal covering.
3. Can be either retractable or stationary.
4. Any wood structure must be same color as house or deck.
5. Upon deterioration, the awning will be repaired or replaced. If one awning is removed then all street side awnings must be removed.
6. Must be attached to house, not free standing.

## **BASKETBALL GOALS**

Requests for basketball backboards will be considered on a case by case basis. Lot size, location, material, size, color and method of installation shall be key factors in the decision of the ARB. Basketball poles/backboards located in common areas shall not be permitted.

### Items Requiring Architectural Approval:

1. Basketball goals mounted on poles or on the house require approval.
2. Portable basketball goals must be stored out of sight from roadway when not in use.

### Information Required in Submittal:

1. Plot plan showing location of basketball goals.
2. Picture or description of item.
3. Description and placement of screening.

### Guidelines:

1. No illuminated courts.
2. No more than one fixture per property.
3. Equipment must be maintained.
4. Equipment that is damaged, unsightly, broken or unsafe must be removed.
5. Equipment that has been requested to be removed via a notice from ARB, must not remain.

***Neither Permanent nor Portable basketball goals are allowed along the street right-of-way.***

## **CLOTHESLINES**

No exterior clothesline or hanging device, except that of an umbrella-type nature with a diameter not exceeding eight (8) feet, shall be allowed to be used upon any Lot. Exterior clotheslines are prohibited for a period greater than twenty-four (24) hours and must not be visible from the right of way

## COMPOST PILES

Compost piles are allowed within your rear property lines. An Architectural Request Form must be submitted for approval concerning the location. Compost piles must be contained and not to exceed two (2) cubic yards. Compost is not to contain any of the following items:

- Animals droppings of any kind including cat and dog
- Cat litter
- Fish scraps
- Meat
- Oils
- Fat
- Grease
- Dairy products of any kind with egg shells being the only exception
- Bones

The above mentioned items can cause an overwhelming stench, attract rodents and/or contain disease organisms.

Lime should be employed to ensure that any odor emitting from the compost pile will not be offensive to adjoining property owners. The ARB reserves the right to require the removal of any compost pile if deemed intrusive to other property owners.

## DECKS, PATIOS, ARBORS, AND SCREENS

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

1. Deck Materials
  - a. Deck materials are generally treated wood and must be weather resistant.
  - b. The types and treatment of wood shall be like that of fences.
  - c. Posts may be made of brick, pressure treated wood or other suitable material.
  - d. Include any landscape plan/screening of the area underneath the deck.
2. Patio Materials
  - a. Concrete slabs, smooth finish.
  - b. Bricks, with sand fill or grout.
  - c. Stone, with a sand fill or grout.
  - d. Include any landscape plan with your request for the area around the perimeter of the patio.
3. Height of deck, arbors and screens
  - a. Decks should be of a reasonable height for their intended purpose.
  - b. Arbors should be no higher than eight feet above the deck surface.
  - c. Free standing deck screens (e.g., lattice) shall not exceed five feet in height.
  - d. Screens as part of an arbor may extend to the arbor.
4. Location and Restrictions
  - a. Patios should be located behind the house and may not extend around corners, or be freestanding in other areas of a backyard.
  - b. Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
  - c. The construction of decks or patios within a buffer area will not be allowed.
  - d. Only exterior materials comparable to those on existing structures and compatible with the Architectural character of the community will be approved.
  - e. All permits and building codes must be in compliance with local regulations.

### Information Required in Submittal:

1. Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.
2. Elevation drawing(s) showing style of deck and patio, including railing, steps, etc....
3. Description of materials used, including samples of stain or paint if applicable.
4. All contractors must be licensed and insured.

## **DETACHED STRUCTURES**

### Items Requiring Architectural Approval:

All detached structures require approval prior to construction. Examples include but are not limited to: storage sheds, work shops, play houses, greenhouses, garages, carports and any other man-made, above ground structure on a semi/permanent basis. All detached structures must be placed on a foundation or raised slab.

All detached structures must have the matching siding and roofing materials that is on the main structure in type, color and texture.

### Information Required in Submittal:

Architectural Approval must be received prior to any construction. A request for approval shall include:

- a. Official plat or survey showing lot boundaries, the existing building and the location of the proposed structure in proximity to the residence and lot boundaries.
- b. Two elevations of the proposed construction showing the height, width and roof configurations.
- c. Description and location of any trees and/or landscaping to be removed or altered.
- d. List of construction materials including siding type and color; door, window, shingle, dormer boards type and color; any exterior protrudiments that will be installed.
- e. Intended use of structure.

(Photograph and/or brochure of completed structure would help the ARB finalize a decision much quicker.)

### Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible and must be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than the building setback line. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Structures should match the house in color and style as much as possible.
3. No metal sheds are allowed.

4. No structure shall infringe upon the setbacks for the lot.
5. All structures must be properly maintained.
  - a. All rafters must be boxed with one (1) foot overhang.
  - b. All roofs must have a minimum of 3 on 12 pitch and are to be covered with three (3) tabbed shingles.
  - c. The over all size is not to exceed 20' by 12'.

## **DITCHES, STORM DRAINS AND SWALES**

It shall be the duty of every property owner on which any part of an open storm drain, ditch or swale is situated on his/her property to keep such continuously unobstructed and in good repair.

## **DRIVEWAYS AND PARKING PADS**

### Items Requiring Architectural Approval:

Any parking pads or changes to driveways require Architectural approval.

### Location & Restrictions:

1. No parking of motor vehicles, trailers, camping trailers and recreational vehicles on soft surfaces.
2. Driveways and vehicle parking pads shall be made of a permanent type material other asphalt, i.e. brick, concrete, pavers, designed concrete block, stone and etc Any other type of pad shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.
3. Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, Association owned common property and neighboring lots.
4. Additions and changes must be at least three (3) feet from adjoining property lines.

### Information Required in Submittal:

1. Plot plan showing location of driveway or parking pad.
2. Elevation drawing(s) showing the measurements of the parking pad such as length, height and width as well as any landscaping that will be added along the perimeter.

## **ENFORCEMENT PROCEDURES**

The Declaration of Covenants and Bylaws of the Association empower the Architectural Review Board and the Board of Directors to enforce compliance with the Association's Architectural Guidelines. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Architectural Review Board by a member of the Review Board, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Architectural Review Board.
2. The alleged violation will be confirmed by a site visit by a member of the Architectural Review Board.
3. The Architectural Review Board will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.
4. If the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing if the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Architectural Review Board a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen day period).
5. If the violation is not abated within fifteen (15) days from the date of mailing of the letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Architectural Review Board) the Committee will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by the Architectural Review Board, such hearing to be convened no sooner than fourteen (14) days from the date of the notice.
6. As a result of this hearing, the Architectural Review Board shall refer the violation to the Board of Directors for enforcement of the Association's Architectural Guidelines in accordance with the provisions of the Association's legal documents if, as a result of the hearing, the Review Board determines that the violation has either not been abated or that the resident is not making a good faith effort to abate the violation in a timely manner.
7. The above procedures do not preclude the Architectural Review Board or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation; provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's legal documents. Likewise, the Architectural Review Board or the Board may establish shorter notification periods for the correction of violations

of the Architectural Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

8. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris, as required by the Declaration. All owners must maintain their lots in accordance with the general maintenance standards. In the event of non-compliance with maintenance standards, the Board of Directors may, after thirty (30) days written notice to the owner (or such shorter notice period as determined by the Board), authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the owner, provided that such authorization is approved by a two-thirds vote of the Board of Directors. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their lot, (other than neatly stored construction materials for an approved improvement of the lot or home) the notice period shall be ten (10) days.

## FENCES

Fences that extend from the front of the house forward to the street are prohibited. This means that the fencing of any portion of the front yard is not permitted. For those houses on a corner lot the fence may not extend beyond a point 15' from the front corner of the house on the side yard facing the right of way.

### 1. STYLES

- a. Picket: Pickets must be constructed with decorative picket design.
- b. Split Rail must be constructed of round posts and two rails.
- c. Scalloped, Rainbow or Dog Eared
- d. Chain Link – Must be green fabric and/or vinyl panels/slats inserted where ever viewed from the right of way.
- e. Wrought Iron

### 2. COLOR

- a. Natural, Earth Tone (Brown's, Greens, Beiges) or white vinyl.
- b. Painted fences will require ARB approval as to color before paint is applied.
- c. Wrought iron fences are to be black.

### 3. MATERIALS

- a. Fence is to be wood.
- b. All styles above may be either cedar, redwood, or treated pine lumber.
- c. 48" hight only chain link fences are permitted if the streetside has vinyl slats installed.
- d. Concrete fences are not allowed or permitted.

### 4. HEIGHT

- a. Uniform height is to be maintained parallel to the ground line. The maximum being as follows:

- 1) Wood Privacy 72"
- 2) Wood Picket 36"
- 3) Chain Link 48"

### 5. LOCATION

- a. No fence shall extend closer to the front of the house than 5 feet from a line drawn parallel to the front of the residence and set back five feet from this line.
- b. All fences must be constructed within the property line and must not encroach on adjoining property lines private or common.
- c. The application of fence fabric shall be to the outside of posts and will not encroach on adjoining property lines private or common.
- d. Property owners are cautioned that building a fence that infringes on easements or access right-of-ways may result in destruction or removal of the fence. Such building is done entirely at the risk and expense of the property owner.
- e. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the ARB. Construction within a buffer area may also require approval

from the City.

- f. Submit a top down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines.

- 1) Dimensions must be included.
- 2) Elevations (side view) must be included.
- 3) Gate locations must be included.

6. SETBACK

- a. May be required for the sake of landscaping.

7. LANDSCAPING

- b. Must be included with the request.

8. CONSTRUCTION DETAILS

- a. All hardware is to be galvanized.
- b. For Style A, slats may have a maximum 1 1/2 inch gap between vertical slats.
- c. The finished side of the fence styles must face the adjoining lots.

9. MAINTENANCE

- a. Maintenance of the fence is the responsibility of the property owner.

10. PROCESS

- a. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
- b. No construction shall begin without written approval from the Architectural Board and/or the Board of Directors.

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## **FIREWOOD**

Firewood, if any, shall be kept neatly stacked, located in the rear yard of residence, and must be kept within your lot. Under no circumstances is firewood to be stacked in the common area. Piles larger than two cords require approval. Piles longer than six (6) feet should be two (2) rows deep at a minimum. Piles must not exceed four (4) feet in height for safety. Firewood piles must contain firewood only, no storage of debris. Location shall be in such a manner as to minimize visual impact. In certain cases, screening may be required.

## **GARBAGE CANS/ RECEPTACLES**

Garbage cans/receptacles and equipment shall be placed or screened to conceal them from curbside or window view of neighboring lots and streets. Screening materials should conform to fencing and exterior dwelling guidelines. Garbage cans/receptacles should be placed at the curb no more than 18 hours before your scheduled pick up and should be removed no more than 12 hours after the scheduled pick up has occurred.

## LANDSCAPING

### Items Requiring Architectural Approval:

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

Property owners are encouraged to enhance their yards with plantings to upgrade the appearance of the neighborhoods. Dead trees and bushes should be removed.

After initial construction, no tree having a trunk diameter exceeding four (4) inches at a height of five (5) feet above ground level, shall be removed without the Architectural Board's, and/or the Association Board's prior express written approval. Trees donated by the developer to add to the aesthetic appearance of the subdivision are to be maintained and may not be removed without prior written approval from the ARB. The ARB reserves the right to replace any tree donated by the developer should the tree die of natural causes or becomes damaged. This requirement does not extend to dead trees or ones that threaten property.

Other types of landscaping that are structural, or change the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view, will require approval.

### Information Required in Submittal:

1. Plot plan showing quantity and location of plants.
2. Description of plants.

### Guidelines:

1. Hedges and Screen Plantings
  - a. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house.
  - b. Hedge or screen plantings which form a barrier between properties should have the following:
    - Agreement for maintenance access.
    - Setbacks to allow for plant growth.
2. No changes or modifications are allowed to Common Property, without prior Board of Director's written approval.

Retaining Walls-	see guidelines for retaining walls.
Ornaments-	see guidelines for lawn decorations.
Garden Plots-	see guidelines for garden plots.
Fences-	see guidelines for fences.

## **LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, SIGNS, & FLAGS**

### Items Requiring Architectural Approval:

1. Lawn ornaments, free standing flagpoles, lantern poles, flood lights, security lights, and fish ponds.
2. All signs.
3. Items deemed offensive and/or political.
4. Permanent, free standing flagpoles

### Items Not Requiring Architectural Approval:

#### Signs and decorations including:

- Holiday decorations and lights following removal guidelines.
- Landscape or accent lighting
- Wall mounted flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit.
- Wall mounted lanterns.
- For sale, for rent, garage sale, yard sale signs following removal guidelines.
- Political campaign signs following removal guidelines.
- Two security signs, each not exceeding a total of eighty (80) square inches may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door. A second sign may be posted in the rear yard.
- Electronic insect traps shall be regulated based on the same criteria as for exterior lighting. In addition, no device shall be installed or maintained in such a way as to cause discomfort to adjacent owners from noise and may only be operated during those times when the immediate area protected by the trap is occupied by the owner or his guests.

### Removal Guidelines:

All signs are to be removed within reasonable amount of time and no signs are to be placed on common property. A reasonable time is defined as with 30 days past the end of the event; Christmas lights remaining after January 25<sup>th</sup> are in violation of these standards. Two security signs, each not exceeding a total of eighty (80) square inches may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door. A second sign may be posted in the rear yard.

### Information Required in Submittal:

1. Plot plan showing location of item.
2. Picture or description of item.

## Guidelines:

Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights. On items not requiring approval, the Board reserves the rights to request a homeowner to remove an item if surrounding homeowners complain. Commercial advertising signs are prohibited. Limit of four (4) similar type devices. More than four (4) is deemed excessive.

The ARB reserves the right to maintain, enforce and define signs and political slogans which may, by the standards of the community, be deemed offensive to an individual or party and so declare that particular sign to be inappropriate and requires its removal. This authority rests within complaints brought to and the decision made by ARB and reviewed by the Board of Governors.

Commercial signs are not permitted. This includes but is not limited to advertising signs, flyers, slogans and stickers. The ARB reserves the right to require the removal of any sign deemed to be commercial in nature.

## MAILBOXES

A mailbox was included in the purchase of the lot. Architectural Guidelines require that all Property Owners use the same style of mailbox. If the mailbox is damaged or destroyed, it will need to repair or replace the mailbox with the ARB approved mailbox.

All new mailboxes or replacements shall conform to the mailbox style and placement as approved for the community. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

### Guidelines:

**Posts** Posts should not exceed the height of 54” from the ground to top of finial. Posts should be four (4) inches by four (4) inches and manufactured with a spear. Posts should be hunter green in color. The cross member should measure 31” and be cut on a downward 45 degree angle in the back and front. The cross member should be located at 36” from ground level once set.

**Boxes** Boxes should be white and conform to the following measurements:

Length	19.5 inches
Height	9 inches
Width	6.5 inches

**Numbers** 3” brass numbers are to be used right side (facing the mail box) of the post going downward.



Example

## MAINTENANCE

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

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

- Shrubby, Trees
- Lawns
- Driveways and Sidewalks
- Decks
- Fences
- Play Equipment
- Roofing
- Wood
- Paint and Stain
- Garbage Can/Receptacle Storage
- Exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired as quickly as possible.

## **PAINTING OF EXTERIOR OF HOUSE**

Items Requiring Architectural Approval:

1. Color changes made to the existing colors must have Architectural approval (submit color samples with your application).

Items not requiring Architectural Approval:

1. Periodic repainting and re-staining with the existing color does not require approval.
2. Brick will remain unpainted unless originally painted by the builder.

## **PARKING**

1. No commercial licensed vehicle, trucks, tractors, or inoperable vehicles, may be parked on the lot or on common property or within any right-of-way of any street in/or adjacent to the Subdivision.
2. No vehicle will be parked in the grassed area of the yard.
3. All vehicles, trailers and campers must be parked in the driveway when proper approval has been obtained from the ARB. The creation of yard parking areas are discouraged and regulated by the ARB.
4. The ARB regulates the parking of all recreational vehicles such as campers, boat, trailers and motor-cycles.

*See Section regarding driveways.*

## **PETS, PET HOUSES AND PENS**

Pet owners are expected to abide by all County, City and State ordinances regarding pet ownership. In addition, pet owners are expected to use common courtesy while walking their pets, preventing them from urinating on a neighbors landscaping and defecating on common or private property. If your animal creates a mess, you are expected to pick it up, as any good neighbor should.

No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that:

Dogs, cats or other household pets may be kept, provided that they are not bred or maintained for commercial purposes. Any lot is restricted to a maximum of three (3) household pets, in any combination.

Guidelines for the Housing of Animals:

1. Pet pens must be at least ten (10) feet from the property line.
2. They must be located in the back or side yard (whichever is least conspicuous).
3. Screening should be provided as much as is possible. Property owners are required to screen pet pens from street view and adjoining neighbors. Screening must be SPCA approved.
4. The fencing must be one of the approved fence styles.
5. No animal may be kept or secured by being chained, tied, tethered or otherwise attached to an inanimate object.
6. Pet pens are not to be covered with plastic or tarpaulin. Roofing must be ground mounted. Roofing guidelines must be followed.

*See section regarding detached structures.*

Information Required in Submittal:

1. Plot plan showing the location of the proposed structure.
2. Description of the materials to be used.
3. Description of the type, size and number of animal(s) to be enclosed.
4. Description of the plantings to be provided for screening.

## **PLAY EQUIPMENT**

### Items Requiring Architectural Approval:

All permanent play equipment must be approved by the Architectural Board prior to placement.

Permanent play equipment includes but is not limited to swing sets, play houses, jungle gyms and sand boxes.

### Information Required in Submittal:

1. Plot plan showing location of play equipment and distance from the play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment.

### Guidelines:

1. It is the home owner's responsibility to ensure that no hazards are present that may harm anyone using the play structure.
2. Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the adjoining property lines than ten (10) feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
3. The Architectural Board reserves the right to request that a homeowner remove play equipment if surrounding neighbors complain or if the equipment is deemed as unsafe, in bad disrepair or no longer in use.
4. Screening may be required along the property lines in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.
5. Non-permanent play equipment must also be placed inconspicuously so that it does not detract from the neighborhood surroundings.
6. Sandboxes shall not exceed eight (8) feet by eight (8) feet.

## **ROOF MOUNTED COLLECTORS**

### Items Requiring Architectural Approval:

All roof mounted collectors require Architectural approval. This includes but is not limited to solar collectors, rain collectors or any part of a collection system that requires installation in whole or in part on the roof.

### Information Required in Submittal:

1. Drawing showing the location of the unit.
2. Plot plan showing visibility from streets and neighboring lots.

### Guidelines:

1. Collectors must be installed to be as inconspicuous as possible and are not to be visible from the street.
2. Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
3. Collectors must be attached to the roof, not free standing or ground mounted.
4. Every effort must be taken to camouflage the plumbing and supports for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping. Piping running down the side of the dwelling is not permitted.
5. The ideal installation is one that is laid flat on the roof.
6. Any tree removal required to permit increased exposure to the collectors, must adhere to the tree removal guidelines.
7. No topping or removal of trees on association common areas and/or greenways is allowed.

## **SATELLITE DISHES/ ANTENNAS**

Satellite dishes which are less than one meter (39 inches) in diameter, TV antennas and MMDS (multichannel, multipoint distribution) antennas are permitted and do not require an ARB request, subject to the following guidelines:

1. Such devices may not be installed in the front yard or attached to the front facade of the home
2. The device should be located so as to be as visually unobtrusive as possible, without impairing the reception of the broadcast signal.

## **SECURITY BARS**

In general, the use of security bars or grates on windows and doors is prohibited by State Building Codes and Fire Codes. If it is a fixture attached to the exterior of the unit dwelling that is visible from the street and from adjoining properties, ARB approval is required. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems

## **SKYLIGHTS, SUN TUBES. SOLAR PANELS AND ATTIC FANS**

Items Requiring Architectural Approval:

The addition of a skylight, sun tubes, solar panels or an attic fan that alters the exterior of the roof must be approved by the Architectural Board.

General guidance is that the ARB will insist that they be placed on the private side of the house, away from street view to maintain continuity.

Information Required in Submittal:

1. Plot plan showing the location of the addition.
2. Description of style, size and materials to be used.

## **STORAGE**

1. No trade materials or inventories may be stored upon any lot.
2. Temporary storage of materials for modification projects should be discreetly placed and maintained in an orderly manner.
3. No storage buildings may be erected or placed on the lot without approval of the ARB.

*See section regarding detached structures.*

## **SUBMITTAL AND APPROVAL PROCESS**

Each homeowner has the responsibility to complete an Architectural Request Form prior to making any changes to the exterior of their home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

Items to be submitted:

1. Architectural Request Form completed in its entirety.
2. Plot plan outlining the position or placement of the change.
3. Drawings / plans showing the constructions and effects of the change.
4. Landscape plan showing yard plantings, shrubbery and type of grasses.
5. Samples of paint, siding, or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to the Architectural Review Board (ARB) to perform an initial review for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner.

All completed submittals will be forwarded to the appropriate Board. The Board may review the request and inspect the site. The Board will approve or reject the request. A homeowner who wishes to meet with the Board should contact the ARB to be placed on the agenda for the next scheduled meeting.

Notice of Approval/Disapproval

Homeowners who have submitted a request form will be given written notice of the decision by the Architectural Review Board.

Reminders:

1. No change shall begin without written approval from the Board via ARB.
2. Building permits may need to be obtained. It is the responsibility of each homeowner to obtain these permits.
3. Allow at least thirty (30) days for processing and permits in planning for changes.

Time Frame for Completion of Review.

The Architectural Review Board is required to approve or disapprove any request for proposed improvement within forty-five (45) days after the receipt of a properly completed request form.

However, the forty-five (45) day review period will only commence upon the receipt of a completed request form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

## **SWIMMING POOLS, HOT TUBS, JACUZZI**

### Items Requiring Architectural Approval:

All swimming pools, hot tubs, Jacuzzi or water related apparatuses must have approval prior to installation.

### Information Required in Submittal:

1. Plans and specifications showing the nature, kind, shape, height, materials, and location must be submitted.
2. Plot showing the location of pool, hot tub or Jacuzzi.
3. Plan for screening (fencing or live screening).

### Guidelines:

1. Any wood support structure must be the same color as the house or deck.
2. Pool, hot tub or Jacuzzi cannot be located within a buffer or easement.
3. All Health Department regulations must be met.
4. Pool, hot tub or Jacuzzi must be screened from view from any street.

## TREES

Westfield Farms encourages the planting of trees to add beauty to the neighborhood based on the following guidelines:

1. Trees may be planted between the sidewalk and curb, but must maintain a minimum spacing of fifteen (15) feet. To obtain approval, an ARB Request Form and plot plan must be submitted prior to modifications. The ARB has the right to refuse a tree if there is a possibility of damage to the curb by the tree's root system. Bradford Pear and Live Oak are the suggested type of tree(s) but others will be taken into consideration based on the objectives listed above. Additionally, the foliage line must be maintained at sufficient height to prevent obstruction of sight lines from both the street and sidewalk and prevent damage to automobiles or injury to pedestrians.
2. Homeowners desiring to have more than two (2) trees in the front yard must submit a plot plan for approval to the ARB indicating the desired location of the trees.
3. Homeowners desiring to have more than five (5) trees in the backyard must submit a plot plan for approval to the ARB indicating the desired location of the trees.
4. Trees must not be planted on any part of the property that would be a nuisance to adjoining properties. Examples of nuisances may include but are not limited to tree limbs falling into the adjoining property, tree limbs that may touch a structure on the adjoining property, or excessive leaves blowing onto the adjoining property.
5. Trees that grow to a height greater than the eaves of the house must be planted a minimum of ten (10) feet from the house.
6. Additional factors to consider include tree size, shape and growth rate; whether it is deciduous or evergreen; soil and water requirements, pest problems and the amount of litter produced. Naturally, a tree's ornamental characteristics – flowers, fall color, foliage texture, and other features are also important.
7. Trees that could grow in excess of fifty (50) feet in height must not be planted.
8. All planted trees shall be maintained. Trees that are diseased or dead must be removed immediately.
9. Trees donated by the developer to add to the aesthetic appearance of the subdivision must be maintained.

## **TREE REMOVAL**

Tree removal guidelines must be followed.

Guidelines:

1. No trees measuring four (4) inches or more in diameter at a point five (5) feet above the ground level may be removed without prior written approval.
2. There is no required ARB review for trees that have died or represent a threat to the dwelling or property.
3. No trees donated by the developer to add to the aesthetic appearance of the subdivision may be removed without prior written approval.

## **VEGETABLE GARDEN PLOTS**

### Items Requiring Architectural Approval:

Gardens in single family residential areas will not require prior approval of the Architectural Board if they are wholly located in the rear portion of the lot and a minimum of ten feet from the side and rear lot lines. Any tree removal required to provide space for the garden must adhere to tree removal guidelines found herein.

Architectural Board approval is required for any garden location other than described above, or any deviation from the above guidelines.

### Guidelines:

Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural state. This would include removal of stakes and any other structural additions required for harvesting the garden.

## **WASTE COLLECTION VENDOR**

Westerfield Farms is serviced by Don's Trash Company. This is the only waste collector approved to operate within the Westerfield Farms community. Don's Trash Company has been in service for 30 years and offers reliable service at affordable rates. An information sheet containing pricing options, collection schedules and contact information can be located on the Westerfield Farms website.

Other waste collection vendors are not to be scheduled or employed to operate within the Westerfield Farms community.