

ARCHITECTURAL CONTROL STANDARDS

CAMBRIDGE SQUARE HOMES ASSOCIATION

ARCHITECTURAL CONTROL STANDARDS

I. GENERAL

- A. Architectural changes made in accordance to the guidelines listed in this Resolution are automatically approved and do not require the submission of an application to the Architectural Committee.
- B. All changes, modifications, improvements or alterations not specifically mentioned in this Resolution require an application be submitted to the Architectural Committee by the Homeowner.
- C. No exterior alterations, improvements, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any lot or Common Area or the improvements located thereon from its natural or improved state shall be made or done except as noted in this Resolution.
- D. All Homeowners are responsible for assuring that changes are made only in accordance with the provisions of the Resolution.
- E. Changes to the interior of any home are not subject to this Resolution so long as such changes do not alter the appearance of the exterior in any way or project from said home.

II. APPLICATION PROCEDURES

(Requirements for all changes not automatically approved.)

- A. Owners wishing to make any change not otherwise permitted by this Resolution must submit a Request for Approval to the Association's Architectural Committee showing the location of such structure, as well as any alterations or modifications on the affected portion of the property. Submittals will be accepted by hand delivery or by certified regular mail carrier. If a homeowner has not received a receipt, the Architectural Committee will be deemed as not having received a request. Request receipts will be delivered not more than fifteen (15) days from time application was received by the Committee. If a homeowner has not received a receipt within fifteen (15) days, the homeowner shall contact any member of this Committee for immediate investigation.
- B. Oral requests will not be considered.
- C. Requests for multiple changes may be made in the same letter, however, there must be a clear distinction for each individual request.

D. Each request must be specifically approved even when a similar or substantially identical request has been specifically approved.

E. The Homeowner is responsible for assuring that any changes or additions are made in conformance to this Resolution. Failure to comply subjects the owner to the remedies set forth by the Board of Directors.

F. Approval of any project by the Association does not waive the necessity of obtaining any required governmental permits. Copies of such permits will be provided to the Architectural Committee.

G. The Association will not knowingly approve a request which is in violation of local building codes. Any such request will be the sole responsibility of the Homeowner.

III. RESULTS OF REQUEST

A. All applicants will be notified, in writing, of the Committees' decision.

B. If the Association fails to reply in any way to the applicant within thirty (30) days from the receipt of the application, the request will be deemed granted BY THE ARCHITECTURAL COMMITTEE; PROVIDED, HOWEVER, THAT SUCH APPROVAL SHALL NOT BE DEEMED A WAIVER OF ANY COVENANT, CONDITION OR RESTRICTION HEREIN PROVIDED.

C. If the application is denied, the reason(s) for denial shall be stated as part of the written decision.

D. The applicant may request reconsideration by providing new or additional information which demonstrates its acceptability to the Architectural Committee within thirty (30) days of the receipt of the decision for the original request. Submittals for reconsideration will be handled identically as stated for normal requests.

E. If an application is disapproved after reconsideration by the Architectural Committee, the applicant may appeal within thirty (30) days from the disapproved request receipt, to the Board of Directors. The Board of Directors, if it elects to hear the appeal after a preliminary investigation, will review and approve or disapprove the application only on the basis of the same information presented to the Architectural Committee. No new or additional information may be presented on appeal.

F. Copies of all requests will be filed according to street number, along with the written decision and a statement of action taken, if any. The files shall be made available, upon written request submitted to the Architectural Committee, to any owner considering a change to his home.

G. All approvals shall expire ninety (90) days after the receipt of the decision for approval if the approved item(s) have/has not been commenced and substantially completed.

IV. DESIGN STANDARDS GRANTED AUTOMATIC APPROVAL

Architectural Attachment

A. FENCES:

1. **STYLE, MATERIAL** - Fences will consist of wood alternate-board construction. Board width will be no less than four (4) inches and no wider than six (6) inches.

2. **HEIGHT** - Total height of fence shall not exceed six (6) feet as measured from ground level to the top of the fence where the newly constructed fence meets with the already standing Ryland privacy fence.

3. **COLOR** - All exteriors of the fence that face the common areas, (back for middle units, back and side for end units), can be left their natural color or can have a clear coating applied for wood preservation purposes.

4. **EXTENT** - All fences shall remain within the owners property lines and shall not interfere with any easements, etc. The front yard shall not be enclosed, or a fence erected on any part of the front. The back fence may be extended FROM THE ALREADY STANDING PRIVACY FENCE, if it will completely enclose the back yard area. If a gate is installed, said gate must: 1) be of similar construction as the fence; and 2) have a WORKING LATCH installed

5. **COMPLETENESS** - A fence must be a fully completed structure, to include alternate board construction (Para 1); if a gate is installed, it must have a working latch (Para 4). If a fence is installed by one homeowner and the boards on the neighbors' sides are not also installed, this constitutes as an incomplete structure. If it is determined by the homeowner that he erects this fence that his neighbor(s) will not cost share, and he still erects said fence, he must erect a fully complete fence or it must be removed.

B. STORM DOORS:

STYLE - Must be of aluminum design. Wood or plastic constructed doors are automatically approved.

C. STORAGE SHEDS:

1. **STYLE, MATERIAL** - Storage sheds shall be of pre-fabricated materials of metal or wood. Sheds designed by the homeowner and constructed with weather-proof raw materials are not automatically approved.

2. **EXTENT** - The roof of the shed shall be of a gable or modified gable (barn) design.

3. **HEIGHT** - Total height of shed shall not exceed eight (8) feet, five (5) inches as measured from ground level to the peak of the shed. Where the terrain slopes downward on some lots the highest point will be the place of measurement for shed height.

4. **COLOR** - All pre-fabricated shed exteriors may be left their natural wood color or can have a clear coating applied for preservation purposes. Pre-fabricated shed exteriors that come already painted or stained are approved.

D. CLOTHESLINES:

Clotheslines are approved only with homes which have a fully-enclosed back yard fence. Clothesline HEIGHT WILL BE AT LEAST SIX (6) INCHES LOWER THAN THAT OF THE ENCLOSED FENCE. CLOTHESLINES ARE TO BE OF AN UMBRELLA OR RETRACTABLE TYPE WHICH WILL BE REMOVED FROM VIEW WHEN NOT IN USE AND UNLESS THE SAME IS ENCLOSED BACK YARD FENCE.

E. MINOR STRUCTURAL ATTACHMENTS:

Minor attachments such as hangers for garden hoses, small planter boxes or plant hangers are granted an automatic approval.

V. DESIGN STANDARDS GRANTED AUTOMATIC APPROVAL

Architectural Landscaping

A. PATIO, WALKWAYS & GROUND LEVEL DECKS:

All patios, walkways and ground level decks shall remain within the owners' property lines. Brick, stone, masonry, wood and other suitable permanent materials are acceptable if the owner utilizes proper procedures for drainage, treatment, water proofing or other techniques for the proper construction and maintenance of such structure. This is not for the owners benefit, but will maintain a well kept appearance for the entire community.

B. FLOWER BED TRIM:

All flower bed trim will remain within the owners property lines. Trim will consist of the use of wood, brick, stone or other suitable materials to define and/or protect plantings and ground cover. Flower bed trim shall not exceed twelve (12) inches in heights at any one point, vertically measured.

C. PLANTERS, BENCHES OR ORNAMENTS:

Freestanding flower boxes, planters or any ornamental embellishments are approved so long as they do not interrupt the continuity of the community. When in doubt, contact the Architectural Committee for advice or recommendations.

D. TERRACING:

All terracing will remain within the property owners' property lines. Terracing will consist of the use of wood, brick, stone or other suitable materials of a permanent nature to define and/or protect plantings and ground cover. Terracing shall not exceed fifteen (15) inches in height at any one point, vertically measured.

VI. DESIGN STANDARDS GRANTED AUTOMATIC APPROVAL

Vegetation.

A. TREES:

If you wish to plant additional trees on your property, please consult the Board of Directors prior to making a purchase.

B. SHRUBBERY:

Bushes and shrubs are acceptable. Bushes planted close together to form a hedge are permitted so long as hedge height does not exceed thirty-six (36) inches in the front yard or seventy-two (72) inches in the back or side yard. Hedges and bushes shall be neat in appearance and kept trimmed.

C. FLOWERS:

All varieties are acceptable. Care shall be taken so as not to impede or encroach upon common walkways or streets.

D. GARDENS:

Backyard gardens are automatically approved and acceptable for the producing of vegetables or flowers so long as such gardens do not impede or encroach into a neighbors' yard or common area. The growing of corn is hereby expressly prohibited.

VII. VISUAL INTEGRITY AND PROHIBITED USE RESTRICTIONS

A. FRONT YARD LIGHTS:

Due to a lack of independent street lighting, all homeowners are required to insure that their front lights, including the bulb, are in working order at all times. Homes that are not illuminated lasting longer than seven (7) days shall be considered neglected.

B. USE OF ROCK SALT:

Due to the destructive nature of past rock salt applications to remove ice in the winter, and its costly repair, the use of any form of rock salt on the common sidewalks and parking areas in front of each house is prohibited.

C. LAWN MAINTENANCE:

It is the responsibility of each homeowner to cut/trim their front and back lawns on a routine basis during the growing season of March through November. Grass levels on ten (10) inches or higher lasting longer than fourteen (14) days shall be considered neglected.

D. OPERATION OF MACHINERY:

No machinery shall be placed or operated upon any lot except such machinery as is usual in the maintenance of a private residence.

E. FOR SALE SIGN:

1. **LIMIT** - One (1) "For Sale" sign will be allowed per household. This sign will be displayed in the front yard only.

2. **TYPES** - Homeowners selling their homes through a Realtor may temporarily display a "For Sale" sign, as long as the sign is provided by their Agent and is an authorized sign of the Realty Company representing.

3. **COMMON GROUNDS** - No "For Sale" signs, or any other signs not authorized, in writing, by the Board of Directors are allowed on the common grounds.

"For Sale" signs found on common grounds are subject to the immediate removal by the Board of Directors. A letter will be forwarded to the Realty Company in question for retrieval.

F. ALTERNATE RESIDENCES:

No trailer, tent, shack or other out-building erected on any lot shall at any time be used as a residence; temporarily or permanently, nor shall any residence or temporary character be permitted.

G. REFUSE:

No lumber, metals, bulk materials, refuse or trash shall be kept stored or allowed to accumulate on any lot, except building materials during the course of construction of any approved structure. If trash or other refuse is to be disposed of by being picked up and carried away on a regular and recurring basis, containers may be placed in the open, the night prior to when the pick-up is to be made, in the front common area sidewalk so as to provide access to persons making such pick-up. At all other times such containers shall be stored in the back yard of each lot in such a manner so that they cannot be seen from adjacent and surrounding property.

H. ABOVE GROUND PIPES:

No water pipe, sewer pipe or drainage pipe shall be installed or maintained on any lot above the surface of the ground, except hoses and movable pipes to use for irrigation purposes. No lot shall be used for the purpose of boring, mining, quarrying, exploring or removing oil or other hydrocarbons, minerals, gravel or earth.

I. TREE REMOVAL:

No tree having a diameter of six (6) inches or more (measured from a point of two (2) feet above ground level) shall be removed from any lot by any owner other than the Association without the express written authorization of the Architectural Committee.