



**ARBOR HILL RULES  
AND  
ARCHITECTURE STANDARDS**

11/10/2020

## **ARBOR HILL HOMEOWNERS ASSOCIATION RULES AND ARCHITECTURE STANDARDS MANUAL**

The purpose of this manual is to summarize the more common covenants & restrictions, standards, guidelines, & other rules or procedures which routinely affect the daily lives of the residents of the Arbor Hill Homeowners Association (AHHA) neighborhood.

Per Arbor Hill's "Declaration of Covenants, Conditions, and Restrictions" (CC&R) legal document, the Architectural Review Committee (ARC) is authorized to define and interpret written standards, policies, guidelines, interpretations, official procedures, or other published rules governing the neighborhood, subject to first being formally approved by a majority vote of the Board (see Section 5.014, as amended March 2010). The AHHA Board may also independently create standards, policies, guidelines, interpretations, official procedures, or other published rules governing the neighborhood.

See the Arbor Hill website ([www.myarborhill.com](http://www.myarborhill.com)) under the topic of "ARC Info" regarding the requirements for and procedures for submitting requests to the ARC (or contact the management company if you do not have internet or printer access).

Some wording in this manual, even some in direct quotes, have been italicized, underlined, or otherwise formatted for emphasis and/or clarity, but this is not intended to change the meaning. In the case of any accidental contradictions between this summarized document and the specific AHHA legal documents, the AHHA legal documents are the controlling authority.

Copies of this manual are printable from the AHHA website (or if you do not have internet access then call the neighborhood management company for a copy of that information). In addition to this manual, see the AHHA website for other important information, such as under the following topics "ARC Info", "Documents", etc.

# Roles

## *Board, Homeowners, Committees, and the Property Management Company*

Arbor Hill is a privately owned friendly and welcoming community where neighbors establish close friendships. All homeowners have an equal stake in its ownership. The governing documents for our community are called the *Arbor Hill (AH) Covenants, Conditions and Restrictions (CC&R's) and the by-Laws of Arbor Hill Homeowners Association*.

The board, committees, homeowners and the property management company all have a role in keeping the neighborhood friendly, safe, well maintained, clean, and peaceful. Achieving these qualities will continue to keep our property values high and our community inviting to new potential homeowners.

The CC&R's are the legal rules by which each resident, upon purchasing a home in Arbor Hill, agreed to abide by-in regard to maintaining their property, parking vehicles, and generally, following all the rules in the CC&Rs.

The By-laws are the legal rules on how Arbor Hill operates including the association, the members, the Board of Directors, Board officers, fiscal matters and books and records.

The following sections outline roles for the AH Board, Homeowners, Committees, and the Property Management Company. The following descriptions provide a high-level summary explanation. More detailed information for the Board and ARC can be found in the AH CC&R's.

### **AH Board**

The **AH Board** is responsible for the overall management of Arbor Hill to ensure that the community is living up to the neighborhood character established when it was established in 2003. Some examples include:

- Following AH CC&R's, establish policies and rules that help keep our community safe, friendly, maintained and inviting for potential homeowners.
- Manage the treasury in a fiduciary manner to ensure that our community's common areas remain in good condition and look attractive.
- Hiring and oversight of the property management company.
- Approving volunteers for our committees such as the ARC, Safety, Communications, etc.
- Creating new AH Rules as needed and approving any new ARC Standard or changes to an existing ARC Standard.

The board has 5 members. You must be a homeowner in good standing to be on the board.

### **Homeowner**

Homeowners and those that rent have an important role to keep our community friendly, welcoming, safe and their property well maintained. This includes knowing your neighbors, helping when opportunities arise, watching for un-usual activities and reporting to the police as necessary, keeping your property well maintained such as your house, yard, driveways, sidewalks, etc.

While Arbor Hill has a *Homeowners Association*, each resident is responsible for handling issues related to their garbage pickup, utilities such as wires not buried and in-ground boxes needing repair, and police matters just as you would if you are not a member of a *Homeowners Association*.

If you see an issue that needs attention by our Property Management Company, please call them directly. Some examples are front entrance area, front gate not working properly, streetlights out, leaning light poles, compliance issues, etc.

Arbor Hill is a friendly and welcoming community where neighbors become close friends because of those that live here.

### **Architecture Review Committee (ARC)**

The **ARC** is responsible for the architecture standards of the neighborhood. This committee has 2 basic functions. They are maintaining the ARC standards to fit the Arbor Hill's neighborhood character outlined in the CC&R's and reviewing homeowner's ARC requests.

From time to time, the ARC will clarify existing standards or create new ARC standards as necessary. Some of the examples areas are exterior changes, fencing, landscape, building additions and other areas that impact the character of the neighborhood.

This committee reviews homeowner's requests to ensure compliance with AH CC&R's and to assure the character of the neighborhood is maintained. Most of the requests receive approvals. The average review period is 1-2 days.

The ARC committee has 3-7 members. You must be a homeowner in good standing to be on the ARC committee.

### **Communications**

The communications committee has the responsibility of all communications for the business of Arbor Hill which includes all mailings from the management company and the neighborhood newsletter, the Grapevine. The Grapevine is the only official on-line information source for AH business. Also included is website maintenance and hospitality for welcoming new residents.

### **Neighborhood Watch and Safety**

This committee is responsible reporting chronic non-compliance issues such as parking to the management company. This committee also assist in identifying new are departing neighborhood residents.

### **Yard Awards**

This committee is responsible for selecting the "yard of the month" for each month with exceptions for certain winter months. There are three members of this committee.

### **Property Management Company**

Arbor Hill's property management company is Premier Property Management (PPM). They are responsible for the day-to-day management of the neighborhood. Some examples are:

- Maintenance and administrative duties of the front gate (gate is functioning properly, access code administration, car decals, etc.)
- Management of vendors that maintain our common areas such as the front entrance.
- Management of ARC requests.
- Maintenance of the Website.
- Compliance to AH rules and ARC standards.

***Note: The management company is not responsible for any action that falls under Police jurisdiction.***

# Arbor Hill Rules & Architecture Standards

This document contains two sections. They are *Arbor Hill Rules* and the *Arbor Hill Architecture Standards*.

The following is the master table of contents (TOC) for both sections. A copy TOC for each section is also located in that section.

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# Arbor Hill Rules

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## ARC PRE-APPROVALS

For any changes not specifically exempted in writing from ARC pre-approval requirements, if a resident or homeowner has any work initiated without first properly filing a written ARC request and obtaining the required written ARC approval, one or both of the following actions may be taken at the discretion of the ARC:

- In accordance with the official Arbor Hill Fines Policy, a significant fine may be levied at the discretion of the ARC Committee, in an amount up to \$5,000.00.
  - Require reversal of the change back to the previous state. (i.e. remove the structure altogether, re-paint the house back to the original color, etc.). In some rare cases, if the previous state was itself unacceptable, the ARC may dictate an alternative compromise correction.
- 
- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
  - *Cross-references: Summarization of relevant portions of CC&R Sections 5.04 and 5.12.*

## BUSINESS USE

All Lots & Dwellings are limited to use as single-family residential property. Therefore, no trade or business of any kind may be carried on in or from any Lot or Dwelling, except where a portion of the house interior (but not the garage) is used as an *office* and then only if such use does not create regular customer, client, or employee traffic. The garage should not be used for the storage of business inventory if that use would result in the garage not being available for parking two owner/resident vehicles. It is expected that persons conducting any business permitted under the terms authorized by the AHHA, will at all times remain in compliance with all rules which might from time to time be promulgated by the Association.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of amended CC&R Section 6.01(a) and relevant portions of CC&R Section 6.12.*

## CLOTHESLINES

Outside clotheslines or other outside facilities for drying or airing clothes is prohibited on any Lot or Dwelling unless such clotheslines or other facilities are screened from view by appropriate landscaping (privacy fencing or evergreen plants) from any roadways within or adjacent to the Property and from any adjacent Lot or Dwelling. No clothing, rugs or other items should be hung, placed, or allowed to remain on any railing, fence, or wall.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.20(d).*

## GARBAGE CANS

Garbage cans and other trash containers should be stored inside the garage or at the rear of the Dwelling, and to the greatest extent practicable should be screened from view from all

roadways within or adjacent to the property and from all adjacent lots by appropriate landscaping (privacy fencing or evergreen plants).

Garbage cans and other trash containers may be temporarily moved to the front of the Lot in a position designated by local Governmental Authorities for pickup. In this context, the term "temporarily" would normally be interpreted as being between 6:00pm the evening before pickup day through the night of pickup day. Owners/Occupants should carefully place trash containers so as not to block the public sidewalks or streets, and should take reasonable precautions to keep the garbage/trash from blowing out of the trash containers. Also, any foodstuffs, dog poop bags, or other smelly trash items must be securely enclosed in the official city garbage cans (not in bags or boxes outside of the cans), to avoid animals tearing them open and littering the neighborhood.

Each house in the neighborhood should have its own garbage/trashcans, provided by the City of Hoover. For information on the current trash pickup schedules (including holiday exceptions), obtaining trashcans, recycling rules, etc., you can go to Hoover's "Garbage & Recycling" webpage of the city's website.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization relevant portions of CC&R Section 6.22.*

#### **GRILLS & OTHER OUTDOOR COOKING EQUIPMENT**

"Barbecue grills or other types of outdoor cooking equipment shall be located only at the rear of the Dwelling and should, to the greatest extent practical, not be visible from any roadways within or adjacent to the Property. However, for those cases where placement at the rear of the Dwelling cannot preclude its visibility from the street, such items may be neatly placed on or immediately adjacent to the rear patio, as long as they are conservative in terms of color, size, & design.

Associated grill supplies (charcoal, lighter fluid, cooking tools, etc.) should be kept out of sight except when in use. Such items do not require pre-approval by the ARC, but are subject to such ARC Standards as may from time to time be declared. However, the ARC reserves the right to require removal of such visible items if they decide they are inappropriate."

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.20(e) (as amended 03/23/2010).*

#### **HOLIDAY DECORATIONS**

Holiday or seasonal decorations should not be put up any earlier than forty (40) days before the event and should be removed within thirty (30) days following the event. Such items will not be counted as part of the yard décor limitations.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.08(i).*

## HOSES

All hoses should be of a subdued color and stored neatly out of sight from the street or in a hose reel or similar container of neutral color. Hose reels may be stored only in the side or rear yard.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Summarization of relevant portions of CC&R Section 4.07*

## PARKING

Parking is a serious issue in Arbor Hill, particularly because interference with pedestrian traffic on the sidewalks or vehicle traffic on the streets causes safety issues. Parking of owner/resident vehicles can also affect the general appearance of the neighborhood.

- City, county, & state 'rules of the road' apply within the neighborhood, whether for Resident Vehicles or for visitors & guests, tradespeople & non-resident workers, or other invitees. In addition, the Board may add other parking & traffic rules applicable to this specific neighborhood.
- Resident vehicles should not be parked on any of the neighborhood's roadways. Instead, resident vehicles should be parked in the home's enclosed garage or in the home's driveway. It is therefore essential that owners & other residents (including renters) plan their occupancy & vehicle acquisitions accordingly. However, the Board may permit exceptions for short-term temporary parking of resident vehicles on the streets for internal neighborhood social events, neighborhood meetings, and construction/renovation.
- Vehicles in the driveway should be parked parallel to the sides of the driveway. This normally means at right angles to the street, but that could vary in the case of curved driveways. Up to three vehicles may be parked across the width of the driveway, but the wheels of the vehicles must remain on the driveway pavement, and must not block or extend over the public sidewalks (see the ARC Info webpage of the Arbor Hill website or call the Management Company for examples if you have questions about this).
- Governmental regulations customarily prohibit parking at fire hydrants, blocking pedestrian crosswalks, blocking intersections, blocking driveways, etc., and such rules do also apply to this neighborhood. In addition, some portions of the neighborhood's streets may be designated by the Board to be no-parking areas, by painting curbs yellow and/or posting signs.
- No Arbor Hill Dwelling owners/occupants have any legal authority or claim over the street in front of their property. No resident or owner may install temporary or permanent barriers of any kind which would prevent parking on the street; however, the Board reserves the right to do so as the Board deems appropriate.
- Visitors & guests, tradespeople & non-resident workers, or other invitees may park temporarily on the neighborhood streets.
- All vehicles parked on the neighborhood streets must be positioned so as not to prevent other vehicles from passing them on the roadway, especially larger emergency vehicles. They should also ensure their vehicles do not block driveways or mailboxes. If you have individual workers who come to your home each day (for example, babysitters) or other daily visitors, please encourage them to park in your driveway when driveway space is available.
- Vehicles should never be parked on any landscaped or natural areas, and not in any marked no-parking areas. All vehicles parked on the neighborhood's streets must be parked headed in the direction of lawful traffic movement; that is, parking facing the

'wrong way' (i.e. 'against traffic') is not permitted. The tires of vehicles parked on the street should rest on the street pavement or in the adjacent paved gutter, never on the grassy strip next to the gutter and never on any sidewalk.

Fines & penalties may be levied by the Board against owners of vehicles violating Arbor Hill street parking rules. Fines & penalties may be levied by the Board against the applicable Arbor Hill homeowner for violations of Arbor Hill parking rules applicable to their property or applicable to their Resident Vehicles. Arbor Hill street parking violations may also result in towing or wheel-locking of the applicable vehicles, all costs of which should be paid by the vehicle's owner or driver (or in the case of Resident Vehicles then against the applicable Arbor Hill property).

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.12*

## PETS

According to the current AHHA CC&R legal document, the only non-human animals expressly permitted in Arbor Hill are dogs and cats, but no more than a total of two per home (all cats, all dogs, or a combination of one each). However, the Board interprets this so as not to preclude a reasonable number of other very small pets kept caged indoors *at all times* within the Owner's Dwelling, as long as they do not in any way become a nuisance to the neighborhood. Examples of such other small pets include rodents (such as: hamsters, guinea pigs, mice, etc.), birds (such as parakeets, small parrots, canaries, etc.);

reptiles (such as small non-poisonous snakes, lizards, etc.), or small fish in indoor fish tanks.

- All such creatures should be kept exclusively as pets, not for breeding, not for human consumption, not for sport, nor for any commercial or business purpose.
- When not contained within the Dwelling itself or within enclosed backyards, all dogs must be controlled at all times on a leash. If you see a dog off-leash, please contact the Hoover Animal Control Department (444-7760).
- Dog houses, dog runs, etc. are only allowable in the backyard, and only when screened from view from all roadways within or adjacent to the Property and from all adjacent Lots and Dwellings.
- Pet owners must immediately cleanup all their dogs' excrement from anywhere in the neighborhood other than the pet owner's own enclosed backyard for disposal in their own trashcans, and should be respectful of other private property when dogs are urinating during walks.
- Pet owners are responsible for ensuring that smells associated with pets do not become a nuisance. If people outside of your property lines can smell it, then it will be presumed to be a nuisance.
- Pet owners are responsible for ensuring that their pets do not threaten or endanger nor attack other pets or people. If you experience such a threat, endangerment, or attack, please report it promptly to the Hoover Police Department (444-7700).
- Pet owners are responsible for ensuring that their pets do not make an unreasonable amount of noise. So for example, if a cat's yowling becomes a nuisance, it should be kept indoors so as not to disturb the neighbors. Similarly, an outdoor dog which cannot be trained to control its barking/howling when neighbors are trying to enjoy their own backyards, are not appropriate for this neighborhood.
- If a Dwelling has a 'pet door' accessing the residence, the pet door must be on the back of the house, and it must not be visible from any roadways nor from other

- neighborhood residences. Also, garage doors must not be left partially nor fully open for the purpose of providing pet access.
- Pet owners are personally liable for the costs of repairing any damage caused by their pets.
    - *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
    - *Cross-references: Summarization of relevant portions of CC&R Section 6.21 and 6.26.*

## **RECREATIONAL VEHICLES, MACHINERY, & EQUIPMENT**

Recreational vehicles, machinery, & equipment is not permitted to be “stored or allowed to remain”, unless stored on the owner’s/resident’s property within the enclosed garage or in another appropriate “wholly-enclosed structure with roofing & doors” which has been approved in advance by the ARC. Examples include, but are not limited to, motorcycles, all-terrain vehicles, bicycles, golf carts or other motorized carts, vans (other than ‘mini-vans’ used solely for non-commercial passenger purposes), campers, boats or other watercraft, motor homes, mobile homes, trailers of any kind, lawnmowers, tractors, construction machinery, tools, etc.)

The ARC understands that there will be cases in which recreational vehicles may *temporarily* be parked in driveways or on the street while they are being loaded/unloaded, cleaned, etc. If these vehicles are parked on the street because driveway space is not available, the owner/resident must be careful to ensure their vehicles do not prevent other vehicles from passing them on the roadway. They should also ensure those vehicles do not block their neighbors’ driveways or mailboxes.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.23(a)*

## **REGISTRATION FORMS**

All residents of the Arbor Hill neighborhood, whether owners or renters, are required to complete an official Arbor Hill Resident Registration Form and to maintain the data contained therein by filing an amended Resident Registration Form.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 4.07.*

## **RENTALS**

Subject to significant limitations established by the AHHA, the Owner of an Arbor Hill residence may be permitted to rent/lease their residence. The following is an informal recap of the primary points of CC&R Section 6.01(b). See the AHHA website for a complete copy of the amended CC&R legal document for the complete text of CC&R Section 6.01(b). Contact the management company for the current details or with any questions you might have on this subject.

- The number of homes in the neighborhood which may be rented out at any given point of time is capped by the CC&R legal document at twenty-three (23) Dwellings. Therefore, Owners must notify the Board or the management company of the intent to rent/lease their property and get specific written permission to proceed. If the opportunity is not currently available because of the 23-maximum limitation, that Dwelling will be added to the official waiting list. If an existing lease ends due to the tenants vacating the

property, the owner of that Dwelling is required to promptly notify the Board or the management company of that fact; and if the owner wishes to pursue rental/lease to new tenants, other Dwellings on the official waiting list will have priority. The details regarding renting/leasing are complex, so you should discuss your specific issues with the management company if you wish to be involved in that type of activity.

- For these purposes, the CC&R specifies that a lease-purchase agreement is treated the same as a lease or rental.
- No Owner will be permitted to rent/lease out a Dwelling if the owner is delinquent in paying any assessments or any other charges due to the Association at the time the lease is entered into, or if the Owner is deemed to be in violation of any of the terms of the AHHA Bylaws, CC&R, or other AHHA rules & regulations.
- Each lease must be in writing and must include special legal provisions applicable to Arbor Hill. The specific format of the proposed lease should be submitted to the AHHA Board at least thirty days prior to the effective date of the lease for the Board's review for compliance with AHHA's legal requirements.
- A complete copy of each fully-signed lease contract must be submitted to the Board or the management company within thirty days after execution.
- The lease must be for the entire Lot & Dwelling. This means that rental by the Owner of only portions of the house or land is not permitted under any circumstances. Also, subleasing by the tenants is not permitted under any circumstances.
- The lease term should be for a term of at least one year (unless prior written approval by the Board has been obtained for a shorter term), and the lease must specify start & end dates.
- The Owner remains responsible for ensuring that the property and the tenants remain in compliance with all AHHA Bylaws, CC&R, or other AHHA rules & regulations, and payment of all AHHA assessments or other AHHA charges. The following issues are of concern:
  - The Owner should ensure that the tenants understand up front that all of their vehicles must be properly stored in the enclosed garage or in the driveway without blocking the sidewalk, not on the neighborhood roadways. The Owner is responsible for ensuring that tenants comply.
  - The Owner must ensure that the exterior of the Dwelling and the Lot itself are properly maintained at all times. Owners are expected to periodically inspect the property to ensure it is being properly maintained.

The CC&R legal document does provide the Board with the authority to grant some limited exceptions for "significant hardship". Contact the management company if you have any questions about such exceptions.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions CC&R Section 6.01(b) (as amended 08/03/2009).*

## **SIGNAGE**

The legal CC&R document prohibits most signage. Except as expressly excepted by ARC Standards or by Board actions, all types of visible signage on or in the vicinity of a personal residence are prohibited. In this context, the phrase "on or in the vicinity of" also includes signage on vehicles. In this context, the term "signage" or "signs" includes but is not limited to:



metal, wood, plastic, paper, or cardboard signs; posters; stickers; decals; banners; 'sandwich-board' signs; etc. The ARC has the absolute authority to require removal of signage which is deemed to be non-compliant for any reason.

We have provided examples below, to provide clarification of the signage rule.

The following types of signs are specifically *permitted*:

- Signs indicating the residence is for sale, for rent, or for lease-purchase are allowable, but only if they conform fully to the official Arbor Hill design specifications (see the AHHA website).
- Signs posted by the AHHA Board, ARC, or management company in the conduct of the Association's official business.
- Words/text on holiday decorations, as long as they remain in good taste.
- Temporary signage associated with athletic teams, as long as they remain in good taste.
- Front door mats displaying the word "Welcome", a house number, last name of residents, or initials of residents, as long as they remain in good taste.
- Temporary signs directing people to a residence for *non-business* purposes such as a party, a funeral reception, etc. The owners/residents are responsible for promptly removing such signage upon completion of the event.
- Security system signs/stickers, as long as they are of a reasonably small size.
- House address plaques, but only if in compliance with ARC Standards.
- AHHA Garden Club 'Yard of the Month' signs, in a design & format officially approved by the Board.
- Official Arbor Hill resident decals/tags/stickers.
- Small parking permit decals/tags on vehicles.
- Vehicle bumper stickers, not to exceed fifteen (15) inches wide and nine (9) inches tall.
- Any special temporary sign which is expressly approved in response to a written (letter or email) request addressed to the AHHA Board, ARC, or management company (for example for authorized garage sales).

Examples of some of the types of *prohibited* signs (for clarification, not a complete listing):

- Political campaign signs or political opinion signs of any kind are not allowed.
- Advertisements of any kind are not allowed. This prohibition includes, but is not limited to:
  - Signs advertising any business of the residents (for example, "I sell Avon" signs; insurance agent signs, etc.)
  - Contractor advertising signs, not even during construction projects
  - Yard chemical maintenance company signs
  - Signs mounted on fences advertising the fencing company
- Signs inviting people to non-AHHA meetings or events (for example, notices about fairs or festivals, announcements about fund-raising events, invitations to churches, etc.) are not allowed.
- Any signage which is not expressly authorized by the AHHA Board, ARC, or management company, is not allowed.
  - *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
  - *Cross-references: Summarization of relevant portions of CC&R Section 6.24, CC&R Section 6.01(a), & CC&R Section 6.23.*

## SMELLS

Owners are responsible for ensuring that odors are not being emitted from the Owner's Lot or Dwelling if those odors would render any portion thereof unsanitary, detrimental, or offensive to persons in or close proximity to the neighborhood.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.22(a).*

## SPEEDING & RECKLESS DRIVING

The posted speed limit for the neighborhood is 23 miles per hour. Vehicles speeding on the neighborhood's public roadways, or engaging in other reckless driving, constitute significant safety issues, and such actions are therefore not permitted. Violations of the speed limit or reckless driving may result in fines & penalties being levied by the AHHA against the car's driver, in addition to any which might be imposed by governmental authorities.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 4.07.*

## TRASH

No trash, garbage, rubbish, or debris of any kind shall be dumped, nor otherwise permitted to accumulate upon any portion of the neighborhood.

See the separate rule titled "Garbage Cans" regarding normal household garbage collection (such as food containers, paper products, and food waste), including recycling services.

Natural yard waste (such as grass clippings, leaves, twigs, hedge clippings, etc.) will usually be picked up by the normal garbage pickup crews if it is *bagged*. But you have more than ten bags, or if it is *loose/unbagged*, then you are responsible for calling the City for a special extra pickup.

For leaf collection, the City will pick up *bagged* leaves with the normal household garbage. But for *loose/unbagged* leaves, see the City website for their leaf collection procedures and the schedule for their special vacuum leaf collection truck.

Large bulky household junk items (for example, an old grill, a broken washing machine, etc.) or tree limbs, should be neatly placed at your own curb and you must schedule a special pickup by their large open-top boom/claw truck, subject to City Of Hoover regulations.

To the extent possible, you should ensure that trash does not block public sidewalks or streets, and that it does not interfere with the neighborhood's storm drainage system.

The City of Hoover requires contractors to haul away debris generated from their projects; so you need to be sure that trash removal is included in your construction/renovation project contracts, landscaper contracts, tree removal contracts, etc.

Remember that the law prohibits you from including hazardous waste in with your regular garbage or your special trash pickup items. However, the City of Hoover does currently have a

special annual Household Hazardous Waste Day each April. See the Hoover website for further information about hazardous waste disposal.

You are responsible for contacting the City Of Hoover to schedule each special pickup for your specific address, and you may have to call several times if they miss their scheduled pickup. To be added to the City's list for a special trash pickup or to ask questions about this, you can contact the City of Hoover Public Works Department (205-444-7543). For further information regarding trash or garbage collection, you can also see the City Of Hoover's "Garbage & Recycling" website.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.22(a).*

## **UTILITIES**

Per the original CC&R legal document: *“All electrical, gas, telephone and cable television meters shall be located on each Lot so as not to be visible from any roadways within or adjacent to the Property. No window mounted heating or air conditioning units or window fans shall be permitted.”*

Since the original developer was responsible for negotiating the location of all utility meters with the applicable utility service providers, and because the lots in this neighborhood are so relatively small, enforcement of this covenant is not practicable at this time. However, in the future, the ARC may issue standards for screening utility meters. The addition of any new meters or the relocation of any existing meters would require advance approval in writing by the ARC.

When homeowners/residents (or their contractors) are digging in their yards, care must be taken not to damage utility lines, especially gas & electricity lines, which can affect their neighbors as well as themselves.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Quote above is of CC&R Section 6.16 in its entirety.*

## **VEHICLE DECALS**

Each Arbor Hill household is required to display an official Arbor Hill Decal in the interior lower left-hand corner of the front windshield of each & every one of its Arbor Hill Resident Vehicles. This is applicable to both resident owner households & to renter households, for any car, truck, van, motor home, motorcycle, or any other equivalent transportation or recreational conveyance routinely driven by the home's residents in the Arbor Hill neighborhood. Vehicle identification information should be maintained using an official Arbor Hill Resident Registration Form submitted to the AHHA management company. If a household has more than four resident vehicles, the household will be required to also submit written documentation justifying how the household intends to store all those vehicles on that property without violating neighborhood parking rules; and if approved then additional decals will be provided for more than four.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 4.0.*
-

# **Arbor Hill Architecture Standards**

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## Introduction

This document outlines the Arbor Hill (AH) Architecture Review Committee (ARC) standards.

The following categories organize the ARC standards.

- Exterior
- Fencing
- Landscaping
- Building Additions

### ARC MANAGEMENT

*“The ARC is hereby authorized to promulgate and amend or modify from time to time, subject to being first formally approved by a majority vote of the Board, written Architectural Standards governing policies, guidelines, and minimum requirements to be satisfied with respect to the construction, location, landscaping, and design of all Dwellings and any other Improvements on any Lot or Dwelling, the content and manner in which plans and specifications and other documentation and information concerning the construction of any Dwelling or other Improvements on a Lot or Dwelling, are to be submitted to and approved by the ARC, and any other matters affecting the construction, repair, or maintenance of any Dwelling or other Improvements on any Lot or Dwelling. The Architectural Standards adopted by the ARC shall be in addition to the provisions and requirements set forth in this Declaration and shall be binding upon and enforceable against all Owners.”*

When there are questions regarding the interpretation of ARC standards, the ARC has final authority of the interpretation and governing of the standard(s).

When an AH homeowner is in the process of making changes to their home or property requiring an ARC request without submitting one, the ARC request will automatically be denied. The work must stop until a review with the ARC can be completed and an ARC form submitted. Depending on the ARC review, they may require the work to be reversed and the home or property return to its before state.

- *Cross-references: Quote above is of ARC Standard titled "ARC Management" in its entirety. CC&R Section 5.04 (as amended 03/23/2010).*

### ARC RESPONSES

*“Within twenty-one (21) calendar days after a properly completed proposal and all related responses to ARC supplemental information requests have been submitted to the ARC in accordance with the Association’s official submission procedures, the ARC is required to respond with their official ruling.”*

- *Cross-references: Quote above is of ARC Standard titled "ARC Responses" in its entirety. CC&R Section 5.05(e) (as amended 03/23/2010).*

## ARC INSPECTIONS

*"The ARC and any Board-appointed agent, employee, or representative thereof may at any reasonable time and from time to time enter upon and inspect any Lot or Dwelling or any Improvements being constructed thereon in order to, and solely to, determine whether the approved plans and specifications therefore are being complied with and subject to reasonable advance notification to the homeowner. Any such entry shall not be deemed to be a trespass or any other wrongful act by the ARC.*

*Entry and inspection shall only be conducted following official notification to the homeowner at least ten days prior to the planned inspection date and time. The homeowner should be given reasonable opportunity to be present during the inspection. No premise may be entered without advance notification to the homeowner. However, if the homeowner does not respond, the ARC may nevertheless enter the premises for these purposes if necessary. Such inspections will only be conducted during daylight hours, unless the homeowner specifically requests otherwise to accommodate the homeowner's schedule for being present at the inspection.*

*At least one member of the Board or the ARC will be present at any inspection, and representatives of the Management Company may be present. Also, any agent, employee, or official representative thereof may be present if legally appointed by the Board (for example, a professional engineer engaged by the Board). Out of respect for the privacy of the homeowners and residents, only official representatives are permitted to be in attendance at such inspections (no friends, spouses, other neighbors, etc., unless they are present in their official capacity as a Board member or an ARC member)."*

- *Cross-references: Quotes above is of ARC Standard titled "Inspections" in its entirety. CC&R Section 5.08 (as amended 03/23/2010).*

## Exterior

### AWNINGS

All awnings must be submitted to the ARC prior to installation. Copper or bronze awnings shall be no larger than thirty-six (36) inches tall and sixty (60) inches wide. No cloth awnings are permitted on the front of any dwelling.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 5.04.*

### BIRDFEEDERS & BIRDHOUSES

Birdhouses and birdfeeders shall not be permitted in the front or side yards, only at the rear of a Dwelling. Any visible items of this type should be predominantly in a subdued natural color pallet in shades of beige, white, brown, grey, black, blue, or green, and should be constructed of



wood, non-shiny metal, or plexiglass/glass, not to exceed two (2) feet in length, width, or height. Each residence may have no more than four (4) such visible items. Pre-approval from the ARC is not required to install a birdhouse or birdfeeder complying with this Standard; however, the ARC may direct the removal of the item if it is deemed to be inappropriate.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.08(f).*

## CHIMNEY CAPS

All non-copper chimney caps should be painted in a flat-finish color to blend with the Dwelling's roofing shingle color, and must be maintained to be free of flaking paint. Such maintenance painting of chimney caps does not require pre-approval by the ARC if it is not changing the original chimney cap color.

Installation of copper chimney caps must be formally approved in advance by the ARC.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R 6.11(c).*

## DOORS

All front door finishes should be properly maintained. Such maintenance of the finish does not require ARC pre-approval, *unless it changes the color or design of the existing door*. Important: Also see the topic in this manual titled "Exterior Finishes".

All front door replacements or redesigns must be approved in advance by the ARC; so be sure to submit the proposal well in advance of making any contractual commitments. Front door design is considered to be important to defining the character of the neighborhood, and the ARC therefore will be particularly circumspect in reviewing requests for new designs. Since perspectives do change over time, homeowners should be careful not to assume a particular design would be approved just because it currently appears elsewhere in the neighborhood.

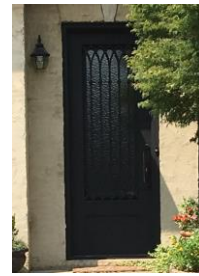
Replacement front doors may be constructed of wood, fiberglass or similar composite material, or metal, may include windows, and the design may include wood panels, decorative metal, etc. Any glass in the door must be *uncolored* glass in a clear finish or in a tasteful beveled, frosted, textured, or etched design. See the "Exterior Finishes" section of this manual for a more detailed description of acceptable door finishes.

Storm doors or screen doors of any kind are not allowed on front doors.

Exterior front door hardware (handles, locks, etc.) is considered to be a significant component of the front door's design. Therefore, any changes in the color, finish, or style of the exterior front door hardware requires formal pre-approval by the ARC. Exterior front door hardware must be in the silvery satin-finish used by the original builder, or in a non-shiny antiqued bronze, antiqued brass, satin-finish nickel, pewter, or satin-finish stainless steel.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Sections 6.11 and 6.14.*

These are examples of acceptable front doors.



#### ENTRY ACCESSORIES & HOLIDAY WREATHS

Doorknockers are not permitted. Kickplates are not permitted. Wreaths are not permitted except seasonal or holiday wreaths. Holiday wreaths are permitted, as long as they are in good taste and consistent with the character of the neighborhood. Holiday wreaths are subject to the same time limits as those for other holiday decorations. Permanent wreaths are not allowed.

Holiday wreaths are permitted, if they are in good taste and consistent with the character of the neighborhood. Holiday wreaths are subject to the same time limits as those for other holiday decorations.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.08 (i).*

#### EXTERIOR CHANGES

Unless there is currently a written AHHA covenant, standard, guideline, procedure, or other published rule on the AHHA website which specifically permits an exterior change to be made without preapproval from the ARC, you should assume that advance approval by the ARC is required for a change to the exterior of the Dwelling or to any visible portion of the Lot (including, but not limited to, fencing, changes in paint color, lighting, playground fixtures, awnings, and landscaping).

Requests for ARC approval of proposed structural changes to any part of the exterior of your home or your property must be submitted to the management company using the official Architectural Review Form, which is available on the AHHA website or from the management company. The ARC approval must be obtained before initiating any such changes.

Changes to the interior of the Dwelling do not require ARC approval.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R 5.05.*

## EXTERIOR FINISHES

For homes with screen porches, garage or front door arbors, or exterior wooden window shutters, owners are permitted to refinish that woodwork in one of the following three ways without having to receive pre-approval from the ARC:

- for any of these referenced items, paint to match that house's exterior paint trim colors;
- in the case of the screen porch, stain to match that house's wooden privacy fence if it is stained a color;
- in the case of the garage or front door trellis arbors or shutters, stain them to match that house's existing front door stain.

[Where the original builder left these items unfinished to weather naturally, nothing contained herein will require their finish to be changed until, in the course of normal maintenance, they otherwise are being replaced or refinished, at which time they will be required to use one of the three options above.]

Also, front doors may be refinished to match the front door wood stain colors commonly used in the neighborhood, and may be coated with a clear sealant as necessary to maintain the finish in good condition, without pre-approval from the ARC. However, changing the front door finish to something other than a natural wood finish (for example to a solid paint color), does require formal advance approval by the ARC. An exception for the use of a solid paint color will normally be considered only in cases where the door can no longer be finished to look like natural stained wood; and in that case, should match the house's primary exterior paint trim color.

Pre-approval from the ARC for exterior house painting or refreshing the finish on front doors, garage or front door arbors, wooden window shutters, eaves, and window frames, and other exterior trim is required only if the owner wants to change the house's color scheme in a way which is not otherwise specifically permitted by this Standard.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.11(a).*

## EXTERIOR LIGHTING

All exterior lighting must be approved by the ARC prior to installation.

To be considered by the ARC, *landscape accent lighting* should be: a white low voltage light inside interconnecting wired fixtures; the fixture color should blend with the surrounding area (i.e. black, browns, or greens); the entire fixture should be hidden when possible, but in no case, may it be more than six (6) inches above the ground; and the beam should be directed away from all adjacent property. Solar lights are not permitted.

To be considered by the ARC, *front door decorative lighting fixtures* should be of a similar size as the original fixture, and its style & materials should be consistent with the character of the neighborhood.

To be considered by the ARC, *floodlights or other utility lighting*: would normally be mounted on the underside of the house eaves, and any exceptions to that must be explicitly justified in the request to the ARC; should contain only white light bulbs (no yellow, no red, etc.); the fixture color should be black, brown, or beige; and the beam must be directed away from all adjacent property.”

This Standard does not apply to holiday or seasonal decorations (for example, Christmas lights) as addressed in CC&R Sec 6.08(i).

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.10.*

## FRONT PORCH FURNITURE

The developer built only eight houses in the neighborhood with a true front porch, and these are: 3078 Arbor Bend; 2324 Arbor Glenn; 2328 Arbor Glenn; 2332 Arbor Glenn; 2351 Arbor Glenn; 2137 Arbor Hill Parkway; 3240 Arbor Hill Trace; and 2617 Arbor Way. Because these eight homes have a true front porch (not just a 'front entryway'), the Association has officially declared that some appropriate exterior furniture on these porches would enhance the general appearance of the neighborhood. However, this only applies to these specific eight houses; if you do not live at these addresses, you are not permitted to do this.

Each owner of these specific eight houses, and only these, are permitted to place up to three items of appropriate exterior furniture on their front porch, subject to official guidelines established by the ARC.

Such items may be placed without written pre-approval from the ARC; however, the ARC reserves the right to require an item's removal in cases where it deems the item to be inappropriate.

- One of the three permitted items may be a porch swing hanging from the ceiling of the front porch.
  - The three items may also include one or more chairs, one or more small side tables (not dining tables), one settee, or one glider.
  - These three items must be appropriately in scale with the overall size of the front porch, to avoid visibly overcrowding the porch.
  - These three items must be constructed of only of quality finished wrought iron, wicker, or wood, in simple design consistent with the character of the neighborhood.
  - These furnishings must be finished in one of the following neutral colors: black, brown, beige, taupe, or white.
  - These three-true front porches furnishing items will not be included in the Yard Décor rule's item count.
  - Front porch furnishings must be maintained in good condition at all times.
- 
- *Type of fines: Per occurrence. See the Fines Policy on the Arbor Hill website.*
  - *Cross-references: Summarization of relevant portions of CC&R Section 6.20.*

## GARAGE VENTS

The first sentence of CC&R Section 6.12 (b) states: "Garage doors shall be kept closed at all times except when in use." Homeowners who wish to ventilate their garage for energy efficiency reasons, should not leave their garage doors partially nor fully open to do so. Also, installation of vents in garage doors are not permitted. However, the ARC will consider written proposals for appropriate wall or roof vents. Specific guidelines & requirements for garage ventilation proposals are displayed on the Arbor Hill website's ARC Info webpage. Be sure to read through those guidelines carefully before writing your garage ventilation proposal to the ARC. Particularly because such modifications affect the exterior of the house, and because proper removal of the vents could be quite costly, remember that written prior approval from the ARC is required before you begin purchase or construction of such garage ventilation systems.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.12(b).*

## HOUSE NUMBER PLAQUES

Residents may opt to display one house number plaque, subject to the following criteria:

- The plaque may only include the house number with no other text or letters, not even the street name or residents' last name. The digits of the house number may not be displayed separately from each other, but rather must be incorporated into one plaque.
- The plaque may be round, oval, square, or rectangular, and it may be mounted either horizontally or vertically.
- The plaque may be located: flat on the front door itself; on the wall directly on either side of the front door; or on the wall directly on either side of the front entryway. Any other proposed placement must be approved in advance by the ARC.
- The plaque, including the numbers, should be constructed of rust-free metal such as aluminum, brass, or stainless steel. Any other proposed materials must be approved in advance by the ARC.
- The plaque must only contain two colors, including the numbers themselves and including the generic shapes described herein. Authorized background colors for the plaque are dignified shades of black, browns, antique metals, whites & creams/beiges, grays, dark blues, or burgundy reds. The color of the numbers should be metallic, black, white, or cream/beige. Any other proposed colors must be approved in advance by the ARC.
- The plaque design may include simple generic shapes such as scrolls, arches, borders, vines, leaves, flowers, etc., as long as the design is in good taste and consistent with the character of the neighborhood. However, under no circumstances may plaque design include images or symbols indicating animals, athletic teams, religion, nationality, or politics. Though such aspects of the design do not require ARC pre-approval, the Board and the ARC reserve the right to interpret the appropriateness of the plaque design, and may require removal of the plaque if the design is deemed unacceptable.
- The intention of permitting such plaques is for the average person to be able to read them from the street, and therefore the numbers must be of significant size. However, the maximum dimensions of the plaque should not exceed fifteen inches by nine inches.

- Examples of some, but not all, acceptable plaque designs may be posted on the AHHA website.

Pre-approval by the ARC for house number plaques is not required except as specified above for variations from those criteria.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.08(k) (as amended 03/23/2010).*

These are examples of acceptable house number plaques.



## MAILBOXES

Only one mailbox is allowed per home. The location of the street-side mailbox was originally defined by the builder/developer. Any proposed relocation of the mailbox must be pre-approved by the ARC.

Mailboxes and posts must be uniform as specified by the ARC. Posts must be upright and secure in the ground and box secure to the post. Mailbox door must remain on box and be in original working order. No further inscription, painting, ornaments, hanging baskets, or artistry shall be allowed, i.e. decorations or reflectors. Mailboxes and posts can be purchased through Alabama Mailbox Company, 594-4413.

The finish of the mailbox and post must be properly maintained, and if in need of refinishing must utilize the current official mailbox paint as specified by the ARC. To ensure a consistent look to the neighborhood, the Arbor Hill Homeowner Association Board may from time to time have all mailboxes repainted at one time as an Association maintenance cost.

Nothing in the mailbox standard is intended to override CC&R Section 6.08(i) regarding holiday décor.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.15.*

## OUTDOOR FURNITURE

Unless otherwise specifically approved by the ARC, any yard (exterior) furniture placed, kept, installed, maintained, or located in or on any Lot or Dwelling shall, to the greatest extent practicable, be located so that the same will not be visible from any roadways within or adjacent to the Property. No interior furniture or furnishings (i.e. sofas, appliances, etc.) shall be allowed outside any Dwelling.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Quote above is of CC&R Section 6.20(a) in its entirety.*

## OUTSIDE ELECTRONIC SECURITY DEVICES

Security at Arbor Hill is very important. Adding security devices to the exterior of homes is allowed. Examples of outside electronic security devices include video cameras, security lights, and video doorbells.

These devices are to be mounted and, in a color, to fit the neighborhood character. The fixture color should be white, gray, black, brown, beige or painted to match the trim color of the house. In the case of a light, it must be white (no yellow, red, etc.) and the beam must be directed away from all adjacent properties. The devices must be mounted on the house in a manner where they blend into the house.

The size of the camera must be as small as possible. Any sizes outside the below listed dimensions must have ARC approval.

- Rectangle shaped cameras – 4" x 2" x 4".
- Round shaped cameras – 5" in diameter.

The following devices in the colors mentioned above and, in the **styles**, shown below are allowed without prior ARC approval. All others require ARC approval. If in doubt, it is recommended to submit an ARC request.

Some characteristics of security devices

- Video cameras – can have features such as motion activation, swivel, zoom, night vision, lights, be hardwired or wirelessly connected.
- Security lights – can have features such as motion activation or dusk to dawn timer.
- Video doorbells - be hardwired or wirelessly connected.

Some example styles approved are shown below.

### Cameras



## Security Lights



## Video Doorbells



- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Sections 5.04 and 6.10*

## PLAY EQUIPMENT

Children's playground fixtures, including but not limited to swing sets, jungle gyms, slides, playhouses, mounted basketball goals, & trampolines, may not be located in front yards nor side yards, only in backyards. Each home must get the design & location for such playground equipment approved in writing by the ARC prior to installation. If the applicant's backyard is not already enclosed with a privacy fence, the ARC may condition approval of such requests upon first adding a privacy fence.

Also, bicycles, skateboards, portable basketball goals, balls, & other toys should be stored out of sight from the street when not in use, and should not be left unattended on the public walkways or streets.

- *Type of fines: First paragraph standard monthly; second paragraph per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.20(c) (as amended 03/23/2010).*

## POOLS

In-ground swimming pools or lap pools, outdoor hot tubs, reflecting ponds, and saunas or whirlpools may be permitted in fenced backyards, but only to the extent that the ARC has approved it in advance in writing.



If you are considering making a request for a swimming pool, be aware that in most cases, the lots in this neighborhood are not large enough to accommodate swimming pools without significantly affecting adjacent property owners, thus resulting in ARC denial of such requests. Noise will be a consideration in the ARC's deliberations.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R Section 6.29*

#### ROOFING

All roofs in the neighborhood have the same shingle style, color and shape. Full replacement or repairs must use the same type, style color and shape as the original roof.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R section 6.09.*

#### SATELLITE DISHES

No more than two (2) satellite dishes shall be allowed on any Lot, and each dish may be no more than three (3) feet in diameter. Such dishes may be installed on the roof or wall of a Dwelling in the backyard or the far back side yard in as unobtrusive a position as practicable. Pre-approval from the ARC is not required if it conforms to these guidelines. However, any other size or placements must be approved in advance by the ARC; and requests for more than two dishes will not be considered under any circumstances.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R section 6.17.*

#### TRELLISES

Planting trellises may be installed without pre-approval by the ARC. However, they must be less than six (6) feet tall, constructed of wood or dark metal, and finished in a natural/neutral color pallet in shades of taupe, brown, gray, or black. The materials and their finishes must be maintained in good condition.

Each visible planting trellis will count as one-yard décor item.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website. Cross-references: Summarization of relevant portions of CC&R sections 5.04 and 6.11.*

#### WALL ART

One piece of wall art will be permitted, either on the front of the house, on the visible portion of the privacy fence, or on the side of the house. Wall art should be of a design constructed of (a)metal in shades of black, brown, or taupe, or (b)pottery or stone in neutral/natural colors in the case of three-dimensional wall sculptures; should not exceed twelve (12) square feet in area; and must be maintained in 'like new' condition. The design of the wall art item should not include text or lettering of any kind, and should be in character with the neighborhood. Pre-approval by the ARC is not required; however, the ARC reserves the right to interpret the

appropriateness of the wall art design, and can require removal of the item if the design is deemed unacceptable. Wall art reasonably screened from public view by privacy fences, shrubs, screen porches, etc. is not subject to these restrictions.

Each visible item of wall art will count as one-yard décor item.

- *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R sections 5.04 and 6.08(f).*

## WINDOW SCREENS

To assure a neat appearance, if window screens are added to any side of the house, they must be added to all visible windows on that side of the house, other than fixed pane (i.e. non-opening) windows. The window screen frame should be constructed of metal (not wood) in a very simple design. The window screen frame must be finished in an appropriate color to match the window frame color as closely as possible (for example, if the house has dark brown window frames, it should be a dark brown color such as a dark bronze finish; or if the house has beige window frames, it should be beige). A basic unfinished aluminum finish screen frame is not acceptable. The screening itself must be either the fiberglass type or the aluminum type, in a charcoal finish to be as 'invisible' as practicable. The plain unfinished aluminum screening is not acceptable. Pre-approval by the ARC is not required if the screens meet the above criteria. However, the ARC reserves the right to order removal of the screens if the design is deemed inappropriate, or if the screens are not properly maintained over time.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R section 6.14.*

## WINDOW TREATMENTS

Appropriate window treatments shall be used on all windows. Whenever interior window treatments, such as curtains, shades, shutters, blinds, etc., are visible from any roadways within or adjacent to the Property, they should present either a neutral white, beige, or cream color, or brown wood, to the outside. Other colors or any patterns are not permitted. Blankets, sheets, cardboard, plastic sheeting, etc., are not considered appropriate window treatments. Reflective or decorative films are not allowed. Colored glass panels are not permitted under any circumstances; however, *uncolored* glass in a clear finish or in a tasteful beveled, frosted, textured, or etched design may be considered by the ARC.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R section 6.14.*

## YARD DÉCOR

A home may have a maximum total of four (4) visible planters, sculptures, or other exterior decor in the front or side yards of each home, except that corner lots will be allowed up to eight (8) reasonably distributed between the front vs side yards, subject to official guidelines established by the ARC. To the extent such items in backyards are screened by houses, privacy fences, hedges, screen porches, etc., they are not subject to this rule; but if not screened, then this rule also applies as if the backyard were a side yard.

This rule is applicable to any visible exterior area of the property, including but not limited to: lawn, garden beds, private sidewalks, driveways (as long as they do not block parking in the driveway), front entries, or true front porches. However, none of these décor items are ever permitted on the public sidewalks, public walkways across driveways, roadside gutters, nor on the grassy strip next to the gutter.

Such qualifying items may be placed without written pre-approval from the ARC; however, the ARC reserves the right to require an item's removal in cases where it deems the item to be inappropriate.

- For these purposes, the unique lots at 2412 Arbor Glenn & 2395 Arbor Glenn will be treated as if they were corner lots.
- To clarify the counting for these purposes:
  - A window box & all of its contents will count as one item.
  - A planter on a pedestal or in a stand will be counted as one item.
  - An allowable item of wall art on the front or side of the house, or on the visible portion of a privacy fence, will be counted as one item (see Wall Art topic for further rules)
  - One garden bench (with or without a back, and with or without arms) in a front entryway, in a garden bed, or on the lawn, are permitted but will count as one item.
  - Birdbaths are permitted, and will count as one item.
  - A plant support, form, or small trellis in a pot or planter will not be counted as a separate item.
  - A planting trellis will count as one item.
- All visible planters, sculptures, decorative items, etc. should be in the following neutral colors (black, brown, beige, taupe, gray, or white). The design and placement of such yard décor items should be consistent with the character of the neighborhood.
- Unless specifically excepted by other ARC Standards or by written ARC pre-authorization, such items shall not exceed three (3) feet in height and shall not be more than twelve (12) feet from the house.
- All plant containers should contain healthy plants and be free of weeds. All dead plants should be removed in a timely manner. However, this does not preclude the reasonable use of empty pots/urns with intrinsic decorative value being used as sculptures.
- No plastic of any kind shall be used. This includes but is not limited to planters, sculptures, flowers, plants, furniture, and edging.
  - *Type of fines: Per occurrence. See the Fines Policy on Arbor Hill website.*
  - *Cross-references: Summarization & interpretations CC&R Section 6.08.*

## Fencing

### FENCES

The design and location of all fences must be approved by the ARC prior to installation.

The allowed *privacy fence* styles will be wooden or brick, and should normally be at least five (5) feet tall and no taller than six (6) feet, but exceptions for unique property layout or topography may be included for consideration in the request to the ARC.

*Wooden fences* must be constructed of treated wood, and must be finished to the outside or be of shadow box design. Wooden fences may be left to weather naturally, or may be stained with natural shades of beige or brown (not yellows, not reds). Examples of some, but not all, acceptable and unacceptable stain colors may be posted on the AHHA website.

*Wrought iron* (finished in black, brown, or taupe, consistent with the house's color scheme) will be considered for gates or adjoining sections up to five (5) feet long.

*Metal fencing* (finished in black, brown, or taupe) will be permitted overlooking the outside perimeter natural areas of the neighborhood, and such perimeter fencing is not subject to the normal height requirements. No visible chain link fence will be allowed.

Owner must have written approval from adjacent property owners to connect to other existing fences.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R section 6.13.*

Examples of fences are shown below.



## Landscaping

### LANDSCAPE EDGING

All edging borders around existing or approved planting beds shall be installed and maintained in a professional manner, and shall be consistent with the character of the neighborhood. Wood or plastic edging is not acceptable in any case. Green or brown metal edging may be used, provided that it is installed to be below the height of the top of the grass but not more than three (3) inches above ground. Decorative landscape stone, landscape brick (no holes), or landscape concrete products may be used if they are consistent with the house exterior color scheme, in which case pre-approval is not required if it is no more than six (6) inches above ground. Any edging which is higher than six (6) inches above the ground, or which otherwise does not conform with this Standard, must be submitted for approval prior to installation.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R section 6.08(f).*

Examples of landscape edging are shown below.



### LANDSCAPING

All homeowners are responsible for properly maintaining a neat appearance of all landscaping visible to the public. This includes regular mowing, raking, and watering (except when limited by local restrictions) of grass. No owner shall allow the grass on his or her Lot to grow to a height in excess of six (6) inches.

Mulch in planting beds and natural areas should be refreshed on a regular basis.

All dead plants, shrubs, or trees should be removed in a timely manner. Trees or significant shrubs should be replaced with a reasonable substitute as soon as practicable in the appropriate planting season. In the context of this rule, when trees over six (6) feet tall are being replaced, the replacement should be at least six (6) feet tall; and when significant shrubs are being replaced, the replacement should be at least half the height of the former shrub. Such removals and replacements do not require pre-approval by the ARC. Notwithstanding the provisions of this Standard, each homeowner is expected to maintain a reasonable landscaping plan for the visible portion of the property, consistent with the character of the neighborhood. However, replacement of a dead tree or significant shrub is not required if the homeowner and the ARC jointly agree that replacement would not be appropriate in the original location and a reasonable alternate location is not available.

Per CC&R Section 6.08(c), all front yards and side yards should have underground sprinkler irrigation systems. Backyard sprinkler systems are permitted but not required.

Per CC&R Section 6.08(e), plantings must not interfere with road traffic sight-lines.

Per CC&R Section 6.08(g), vegetable, herb, or similar gardens are not permitted in front yards nor side yards.

- *Type of fines: First two paragraphs per occurrence. All Other standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R sections 5.06 and 6.08.*

## GARDENING

In accordance with Section 5.06 of the Covenants, changes to the layout of visible areas of the yard must be approved in advance by the ARC. For these purposes, the term “visible” means not within a backyard shielded by existing houses, privacy fences, or hedges. In this context, “layout” changes include but are not limited to: replacing grass areas with planting beds, or vice versa; adding or modifying edging borders over six (6) inches high for existing planting beds; adding, moving, or modifying sidewalks, walls, or fences.

Gardening within existing planting beds is permitted without pre-approval by the ARC, including adding, rearranging, removing, or replacing plants within the confines of existing planting beds. Also, adding new trees or shrubs in the lawn itself with minimal mulch at the base, rather than in an existing planting bed, is permitted without ARC pre-approval. However, in accordance with Section 6.08(a) of the Covenants, removal of healthy trees having a trunk diameter of six inches or more (measured at a point three feet from the ground), must be first be pre-approved by the ARC.

If a tree or shrub is permanently removed, the stumps and remaining roots must also be removed, cut or grind down below grade level.

Selected plants should be consistent with the character of the neighborhood, and must not be of an overly invasive variety. The ARC reserves the right to require removal of plants from visible areas if those plants are deemed to be unacceptable in this regard.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R section-6.08.*

## Building Additions

### ARBORS/PERGOLAS

Trellis arbors over garage doors must be approved by the ARC prior to installation. They must be constructed of treated wood, painted or stained in a color which matches the existing fence color or the existing house trim colors.

Stand-alone garden arbors (also known as pergolas) and gate arbors must be approved by the ARC prior to installation, and are subject to the following criteria

- Because such items can constitute a significant investment by the homeowner, the design must be approved by the ARC in advance of any such installation, to ensure that the design is consistent with the character of the neighborhood and these standards.
- Must be located in backyards or side yards.
- Should be constructed of: wood, in a natural weathered finish, stained a shade of brown, or painted a color which matches the existing house exterior paint colors; metal, with a black, brown, or taupe finish; or in the case of masonry gate arbors, masonry consistent with the house exterior construction. The materials and their finishes must be maintained in good condition.
- They are constructed to be free standing and self-supported.
- This structure is formed of horizontal trelliswork supported on columns or posts with an open roof of girders and cross rafters. The ends of the horizontal trelliswork will have a decorative cut at each end. Ends cut at 90o or 45o straight angles are not allowed.
- Solid roofing with any construction material is not allowed.
- Gate arbor arch dimensions may not exceed ten (10) ft. in overall height, including decorative finials, gables, or other trim. However, the ARC may grant specific exceptions for masonry gate arbors attached to the house where appropriate to ensure good structural and architectural design.

Arbors are commonly used to support vines or other foliage and/or flowering plants. The type of arbor plants used should be reasonably attractive, consistent with the character of the neighborhood, and must not be of an overly invasive variety.

- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
- *Cross-references: Summarization of relevant portions of CC&R sections 5.04 and 6.11.*

Examples of arbors/pergolas are shown below.



## ROOM ADDITIONS

Room additions are considered in two broad categories as noted below.

1. Adding additional house square footage with a fully insulated, heated and cooled space.
2. Sunrooms – with or without heating and cooling.

In both categories, the following properties apply except where noted for a Sun Room.

- Must have a shingled hip roof design tied into the existing house roof.
  - The roofline of the addition will follow the architecture roofline of the house.
  - Shingles must match the house roofing shingles.
  - Framing of the roof must incorporate the use of soffits. Soffits can be wood, hardy board, or vinyl and must match construction of the rest of the house. Any other materials must have prior approval by the ARC.
  - Framing of the dormers can be made from wood or hardy board and must match construction of the rest of the house. Any other materials must have prior approval by the ARC.
  - Exterior finish of the addition must be constructed of wood, hardy board and/or brick.
  - Windows must match the ones from the existing house. If screens are used, they must adhere the same standards as window screens published in this document.
  - The paint schemes much match that of the house.
  - The addition must adhere to the 5-foot property off-set rule. The building addition cannot be closer than 5-feet from the property line.
  - For Sun Rooms, the following apply.
    - Walls can be completely made of windows.
    - Framing must be wood and can be cladded (enclosed) with hardy board or vinyl.
    - Aluminum supports, and cladding is not allowed.
    - An aluminum exterior entry door is allowed.
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- *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
  - *Cross-references: Summarization of relevant portions of CC&R sections 5.04 and 6.11.*

Examples of room additions are shown below.





## SCREEN ROOMS & COVERED PATIOS

Screened porches and covered patios must have a shingled hip roof design tied into the existing house roof.

The screen room or covered patio will contain the following properties. (Examples are shown below)

- The roofline of the addition will follow the architecture roofline of the house.
- Shingles must match the house roofing shingles.
- Framing of the roof must incorporate the use of soffits. Soffits can be wood, hardy board, or vinyl and must match construction of the rest of the house. Any other materials must have prior approval by the ARC.
- Framing of the sides must be constructed of wood except for an aluminum door (if a screen room). This includes support or decorative posts.
- Vertical supports are made of wood and can be made of metal but must be covered with wood to hide the metal and present a wood exterior.
- If a screened in room, the screens must adhere the same standards as window screens published in this document.
- The paint schemes much match that of the house.
- The addition must adhere to the 5-foot property off-set rule. The building addition cannot be closer than 5-feet from the property line.
  - *Type of fines: Standard monthly. See the Fines Policy on Arbor Hill website.*
  - *Cross-references: Summarization of relevant portions of CC&R sections 5.04 and 6.11.*

Examples of screen rooms & covered patios are shown below.

