

PLANNED COMMUNITY ALTERATION GUIDELINES

The purpose of these Guidelines is to aid the Architectural Review Board (ARB) and the Board of Directors (Board) to enforce the covenants concerning architectural harmony of exterior improvements to buildings; to exercise control over the use and appearance of the grounds of the Tanglewood Community, including the Common Areas (land owned by the Association), grounds adjacent to the building on privately-owned lots, and exterior of buildings; to achieve continuity, stability, and consistency in enforcement between previous and current Boards and ARBs.

1. The Declaration of Covenants and the Condition and Restrictions also contains information concerning modifications to, and maintenance of buildings and grounds at Tanglewood. All owners should be familiar with the contents of this document.
2. The owner shall submit all necessary information in writing concerning the plans and specifications for the proposed modification to the ARB. The ARB will then approve or not approve and forward the request to the Board who will have the final approval. The Board will then notify the Community Manager who will then mail a written decision to the applicant.
3. The Board or ARB shall approve or disapprove an application within thirty (30) days of receipt of the application. The decision will be communicated to the homeowner in writing. The thirty (30) day period the ARB has for reviewing an application shall not begin until the owner has submitted a properly completed application. If a decision cannot be rendered in this time frame, a written notice stating that the application is "pending" shall be sent to the homeowner within 30 days of receipt of the application. This action shall extend the time period to approve/disapprove the application to a total of sixty (60) days.
4. Unless the Guidelines state, "*no application is required*", no exterior work shall be performed unless the owner first files an application and has approval in writing by the ARB or the Board.
5. The approved work shall begin within sixty (60) days of approval unless specifically stated in the written approval notice issued to the homeowner and must be completed within thirty (30) days of project start unless specified on application.
6. The completed work shall in all respects conform to the specifications submitted with the application.
7. In the event that an owner's application is rejected by the ARB, acting as delegate for the Board, the owner may appeal the committee's decision, in writing, to the Board of Directors.

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Antennas / Satellite Dishes The satellite dish antenna should be located on the ground, as close to the house as practical, at the rear of the house if possible, within a landscaped area. OR, on a deck at the rear of the house, with minimal projection above the height of the deck railing. OR on the rear or side wall of the house, as low as practical. *If the satellite is installed according to the above criteria, no application is required.*

Awnings Awnings can only be placed over the patio or deck. Pole-mount or retractable awnings are permitted. Material should be of a solid color fabric only, matching that of the siding or color of the house. *PH only – Awnings shall not be attached to the roof. Any awning installed on the Patio Homes becomes the responsibility of the Unit owner to maintain and keep in good condition.*

Basketball Backboards The backboard should be located over the driveway (pole mounted or portable). The pole should be metal painted black, brown, or a galvanized finish or wood painted black, brown, or left to weather naturally. The backboard should be clear, white, or painted a flat, muted color. *If the basketball backboard and pole is installed according to the above criteria, no application is required.*

Exterior Colors If you are re-painting with the same color that exists and approved for your house, *no application is required.* However, if you choose to change the color(s) scheme, approval is required by the EPB. All new color schemes should be compatible with the existing approved colors for the community.

Decks Decks should be constructed in such a way that angle braces are not required for additional support. The deck should be constructed of wood left to weather naturally, or painted/stained a color that is harmonious with the exterior colors of the house. If underdeck screening is proposed, it should be appropriate with the architecture of the house and should be properly recessed and framed.

Fences Fencing should not extend any further forward than the front corner of the house. It should be located on the property line, or far enough from the property line to avoid an “alley” if a contiguous neighbor installs a fence. The fence should be a two-rail or three-rail split-rail fence, left to weather naturally. Wire mesh can be used to contain children or pets but should be dark green, black, or unfinished galvanized, it should be mounted so that it does not extend above the top rail of the fence. If a privacy fence is desired, it should be no greater than 6’-6” tall from grade, constructed of wood left to weather naturally. All fence applications will require the signatures of *all* neighbors whose property is contiguous to the applicant’s property.

Flags

If you wish to install a single, building mounted flag or banner, and the flag is no larger than 12 square feet, *no application is required*. However, if your request is different than the criteria mentioned above, OR if you wish to install a pole-mounted flag, please submit an application.

Gazebos

The gazebo should be located in the rear yard and its size should be in appropriate scale with the property. Its design elements, detailing, dimensions, colors and materials should relate visually with the house. The gazebo should be integrated into its setting through the use of appropriate landscaping.

Landscaping

The installation of annuals and perennials, trees, shrubs does not require an application *unless* you are creating a “living fence” by installing a row of four or more trees or shrubs. All owners are required to maintain a minimum of two (2) trees within the front yard of the Owner’s Lot. All landscaping should be appropriate for the space in which it is being planted. All landscape edging higher than four (4) inches requires approval. All trees over six (6) inches in diameter must receive approval prior to removal. If you are removing a dead tree or undesirable plants such as brambles, poison ivy, poison oak, honeysuckle, etc., *no application is required*.

Lighting

All *decorative* light fixture replacements/additions should be harmonious in design, wattage, dimension, and finish with the architecture of the house. All *landscape* lighting should be of low voltage and placed within mulch beds. All Security lights should be placed in a location so that the light is directed on the applicant’s property only so that it does not shine onto a neighbor’s property. The Board will usually not approve replacing a decorative fixture with a floodlight/spotlight fixture.

Mailboxes

All mailboxes are to be identical. When replacement of the originally installed mailbox becomes necessary, after a replacement is selected and the appropriate approvals have been given, the new mailbox can be phased in on an as needed basis.

Major Additions

All major additions or alterations (i.e., room additions or extensions, sunrooms, porches, etc.) should be appropriate in location and size with the existing house and with the space available on the site. The design should repeat significant architectural elements such as roof lines, trim details, materials and colors that already exist on the house. All major additions will be reviewed by the Board of Directors.

Patios

Patios should be constructed of natural-colored concrete, slate, flagstone, brick or aggregate material.

Play Equipment

The play equipment should be placed in the rear yard, and its size shall be appropriate for a residential setting and in proportion with the space available on the site. It should be constructed predominately of wood and left to

weather naturally. If a canvas is used for a canopy, it should be a solid color such as blue, yellow, green, or brown. Striped canopies will be reviewed on a case-by-case basis. If a metal swing set is desired, it should be galvanized, or a muted color.

Privacy Screens All privacy screens should be no higher than 6 feet – 6 inches high from the surface on which it is mounted (i.e., deck, patio, or ground). Its design elements, color and material should be compatible with the architecture of the house or contiguous structures.

Roofing The proposed roofing material should be compatible in appearance, color and quality with other existing or proposed colors and materials on the house and in the neighborhood.

Sheds No individual Lot shall have any building constructed on it other than one single-family residential dwelling and one out building located on the opposite side of the lot from the street with a matching design and color of the house and a maximum footprint size of 256 square feet. The shed should be integrated with its immediate surroundings, whether natural or structural, by the careful choice of location, design elements, colors and materials. Sheds should be screened from neighboring properties by landscaping, fencing, or other structures, which should be part of the application or required by the Board.

Signs Only one (1) For Sale or For Rent sign may be installed on the property to which it is advertising. The sign can be no larger than four (4) square feet and may be installed on a wooden post no taller than five (5) feet from grade. *If the sign is installed according to the above criteria, no application is required.*
**No signs are permitted to be located within the common areas, unless there is an Open House in which the directional sign may be used for a period of one (1) day only.

Spas and Hot Tubs Spas and hot tubs should be located at the rear of the property and should be screened from adjacent properties.

Storm/Screen Doors All storm/screen doors must either be a full-view design in a color that matches the door it encloses or the house trim color, or a self-storing design in a color that matches the door it encloses. *If the storm door is installed according to the above criteria, no application is required.*