

FAIR OAKS HOA, INC.

GUIDELINES TO ARCHITECTURAL CHANGE REQUESTS

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ARCHITECTURAL AUTHORITY

The Architectural Review Committee (ARC) is established as a requirement of the Association's DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. If you do not have a copy of the DECLARATION, please request a copy from management.

In a planned community such as Fair Oaks, the question naturally arises as how to maintain a harmonious, quality development as the community matures. The following Guidelines attempt to provide a meeting ground between private interests and the broader interest of the Fair Oaks community.

The Covenants run with the land and are binding on all homeowners and renters and should be fully understood. The fact that each homeowner is subject to these Covenants should assure all homeowners that the standards of design quality would be maintained enhancing the community's overall environment and protecting property values.

ARCHITECTURAL GUIDELINES

Please retain these Guidelines as part of your permanent papers. You should make these Guidelines available to any renters of your home.

Please read and follow these Guidelines. You MUST obtain approval IN WRITING from the ARC BEFORE the start of any exterior change. The ARC is allowed up to 30 days to act on an application. Therefore, do NOT commit labor or materials until you have received written approval.

There are three major categories of items for specific home improvement guidelines. These three are very important to you because they identify which improvements are permitted and how approvals can be secured. Items not specifically mentioned here require approval.

CATEGORY 1: BLANKET APPROVALS

Items in this category do **not** require approval, *provided the guidelines mentioned are followed.*

- Plants, shrubs and flowers planted within three feet of the front of your house, not to grow higher than the lowest portion of the windows.
- Bedding borders, if constructed of common landscaping borders not to exceed 8 inches in height.
- Plantings of flowers and shrubs around trees.
- Hose caddies affixed to the home.
- Outside seasonal decorations, displayed up to three weeks before or after the holiday season.
- Vegetables gardening in rear yards, provided the plants do not exceed allowed fence heights or grow through to the neighbor's yard.
- Repainting or re-siding your house in its original color.
- Lawn furniture, barbecue equipment, toys, bikes, trampolines, etc., if kept in good repair. These must be stored within the rear area when not in use and cannot be seen from the street.
- Attic turbines, if they are mounted on the rear of the house roof, extend no higher than the roof peak, and are no more than 12" above the roof surface.
- Satellite dishes, no more than one meter (39") in diameter, with hidden cable. If placement is necessary in the side or front yard, screening of satellite dish is necessary.
- Mail boxes, if repainted or replaced in the original color of black.
- Mailbox posts, if kept natural.

CATEGORY 2: COMMON IMPROVEMENTS

Items in this category require approval. *An application must be submitted and meet these guidelines.* Approval is likely for:

Front storm doors, if:

- They are white or the same color as your existing trim;
- They are of the “full view” design;
- They are of anodized aluminum (including baked-on enamel); and
- They are unadorned.

Back Storm doors, if:

- They are white or the same color as your existing trim;
- They are of anodized aluminum (including baked-on enamel)

Exterior painting, if:

- You are painting within the same family of colors. (If you are repainting the front porch and handrail in the same original color, no approval is required.) You should specify the type and color of paint you will use, and include a color sample from the store.

Exterior Facade, if:

- You are refurbishing the façade (siding, trim) within the same family of colors and building materials (no approval is required.) You should specify the type and color of the siding / trim you will use, and include a color sample from the store if you are changing the building materials itself.

Patios and/or decks, if:

- They will not extend beyond the side corners of the house;
- They will pose no drainage problems for you or your neighbors;
- The materials to be used are designed specifically for patio and/or deck designs;
- They are neutral in color.

CATEGORY2: COMMON IMPROVEMENTS (CONT'D)

Fences, if:

- They enclose all or part of the back yard, and extend no farther along the side yard toward the front than 10' forward of the back of the house;
- They are no higher than 6' (six feet);
- The smooth side of the fence must faces outward;
- When fence fronts street, fence must be landscaped 2/3 within two years.

Storage Sheds, if:

- They are no larger than 10 x 14 in size;
- They are constructed of wood; no aluminum sheds allowed;
- They are placed on the property behind your home so the shed can not be seen from the road;
- They must be at least 10 feet from the neighboring property;
- They must be screened from adjacent properties and from street view. The street view in this case would for lots that cannot properly screen the shed by simply placing shed behind home.
- Siding material must be similar in color and composition to the home;
- Roof must have similar pitch, similar materials and similar color as that of the home

CATEGORY 3: SPECIAL IMPROVEMENTS

Items in this category include fireplace chimneys, window or door changes, landscaping changes, brick or foundation painting, or other special and major improvements to a home.

These require submission of a standard Architectural Review Committee application for improvement, including complete plans and specifications. The proposed changes and improvements must conform to our community standards and guidelines and to those of the city.

Architectural Review Committee approval does not substitute for approval by the city. These requirements do not in any way mean that these types of changes will not be approved. However, a complete record of all changes must be maintained to ensure that we are acting in the community's best interests.

APPEARANCE STANDARDS*

- Paint and stain must be maintained in uniform and good repair (with no peeling, chipping, cracking, or discoloration) on the trim or siding.
- Lawns must be well kept with uniform ground coverage. Grass should be kept no more than 4" high. The designated lawn area should be fully covered with grass. Any brown or bare patches should be repaired during the spring or fall seeding season. Dead trees and shrubs must be removed and replaced with plantings of similar size and shape.
- No items (toys, bikes, garden equipment, trash containers, chairs, wood, recycling bins, etc.) may be left in front or side yards.
- No parking vehicles on lawns or common areas.
- Properties should be free of any debris.
- No commercial truck, commercial bus, or other commercial vehicle of any kind may be kept or parked overnight upon any portion of the properties.
- No portion of the properties may be used for the repair of automobiles, nor shall any vehicles other than private automobiles be parked in any of the parking spaces maintained by the Association.
- No mobile house trailer (whether on or off wheels), vehicle or enclosed body type vehicle (known as "campers").
- Vegetable gardens are allowed in back yard only.
- Trash storage needs to be screened from the road.

*** -- These standards are in addition to any listed in the Declaration of Covenants.**

THE ARCHITECTURAL REVIEW COMMITTEE PROCESS

1. Owner submits to the Architectural Review Committee, in care of the management firm, an Application for Architectural Improvement. **Please note the Architectural Review Committee has thirty days to review the application.**
2. The application, noted with the date of receipt by the manager, is turned over to the Architectural Review Committee within two working days, provided all information necessary for review is received. (Management will make a cursory review of the application and request of owner any additional information needed. The committee may still require additional information, as detailed in 5d, below. The **thirty-day timetable** begins when the application is complete and appropriate for review.)
3. The committee will act on the application within **30 calendar days** from receipt. In most cases the owner will receive a response within three weeks.
4. The committee's decision will be noted on the application. The owner will be notified by management of all final decisions, either:
 - a. **APPROVAL:** The application is approved as submitted.
 - b. **APPROVAL WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed.
 - c. **DISAPPROVAL:** The application is denied. The owner can appeal the Architectural Review Committee decision to the Board of Directors. The appeal must be submitted in writing within 30 days and sent to the Board of Directors via management.
 - d. **ADDITIONAL INFORMATION REQUIRED:** The Committee has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once management receives the information. The owner should follow the same submission procedure. The Architectural Review Committee will act swiftly on all re-submissions.
5. **Architectural Review Committee inspection:** The Architectural Review Committee reserves the right to visit your lot and inspect the improvement. This will be done for two specific reasons:
 - a. to ensure that the application details were followed and to note problems encountered which might help other residents on similar projects; and
 - b. to learn any "pointers" that other residents may employ in more easily completing an improvement project.
6. Once work has begun on an improvement, it must be completed within three weeks.