

Arbor Ridge Variance Guidelines

The following guidelines have been developed for the economic and visual benefit of the residents and homeowners of the Arbor Ridge Community, to help clarify and make the process for submitting Variance Requests easier and clearer for the residents and property owners, maintain the integrity of the community and prevent the development of nuisances or grievances among and between residents and property owners.

Variances are required for any changes to the grounds, exterior appearance of any structure or landscaping of any property in the Arbor Ridge Townhome community. This includes but is not limited to awnings or shades, decks, doors and screen/storm doors, fencing and privacy fencing, gardens and landscaping, hot tubs or spas, patios, lighting, replacement windows or doors, deck screens, satellite or dish antennae, steps or stair units, windows and egress windows. If you are in doubt about whether or not you need a variance, ask or err on the side of caution.

All variance requests should as best possible maintain and be compatible with the exterior appearance and design of the property and landscaping, and maintaining the proper drainage of the development.

All variance requests must comply with any and all applicable zoning, building, preservation, health or other governmental laws, codes, ordinances, rules or regulations.

All requests should be limited to the owner's property and not encroach on Arbor Ridge community property in any way.

Variance Requests should be submitted to the Property Manager (Kenrick Corporation). Requests will then be forwarded to the Architecture Committee for review and action.

All variance requests submitted should be as detailed as possible, including where appropriate, designs and/or plans, measurements, construction materials to be used, number and types of plantings, who shall perform the work and all other relevant and pertinent information.

Variance requests should include letters from neighboring property owners indicating they have no objection(s) to the proposed project.

Whenever possible, variance requests should utilize similar or "like/kind" building materials as have already been used in the community. Examples include:

- a. Full glass with white aluminum frame storm doors
- b. Paver or stamped concrete patios
- c. Timbertech Cedar Reliaboard Decking
- d. Dekorator 26" Black Spindles Deck Railing
- e. Dog-eared Shadowbox Privacy Fencing painted/stained to match deck and railings
- f. Exterior Trim Paint – SW Super Paint Super White Satin

- g. Exterior Front Door Paint – Exterior Super Paint Latex Satin finish 6034 Arresting Auburn
- h. Exterior Deck Stain – Deckscapes Acrylic Flat Manual Pine Cone

When requests are made to replace or repair windows, doors, air conditioning units, garage doors or other exterior features, care should be taken that the replacement should be of the same type or “like/kind,” design, color, size and style as the original.

Requests for Satellite or “Dish” Antennae no larger than thirty nine inches (39”) in size will be considered. Satellite or “Dish” Antennae should be ground mounted at the rear of the homeowner property, as opposed to mounted to a structure or located on any community property. In no case should an antennae or dish be visible from the front of the property. Where possible, the color of the antennae or dish should complement the color of the home.

Requests which include small (2-3 person) hot tubs or spas will be considered on a case by case basis and must include privacy fencing. Swimming pools are not permissible, though small, inflatable “baby” pools may be used in the back yard of a resident property owner provided they are emptied and removed each night.

Retractable awnings may be located only on the rear of the structure. Sun shades may be located on the rear or side of the porch/deck and must be attached to the inside of the header(s). Color(s) must compliment the color of the architecture and will be considered on a case by case basis.

Whenever possible, variance requests for landscaping or gardens should utilize similar or “like/kind” landscape plantings and mulching as have already been used in the community including Green Velvet Boxwood, Crimson Pigmy Japanese Barbary, Gold False Cypress, Blue Princess Blue Holly, Wichita Blue Juniper, Dwarf Mugo Pine, Little Princess Spirea, Old Fashioned Weigela and Cleveland Select Callery Pear. Other trees, shrubs and flowers (annual or perennial) requested need to be detailed including and mature size (photos are encouraged).

Landscaping must be kept in good in good condition, mulched, regularly weeded and shrubs and trees trimmed. Dead shrubs, flowers and trees must be removed promptly.

Landscape elements such as garden ornaments, ornamental lighting and small flags should not be excessive and may be included in both front, side and rear landscaping. Landscape related elements such as bird feeders, bird baths, wind chimes and the like should not be excessive and may be included in rear landscaping only. Whenever possible, all should be included on the design.

Flagpole brackets may be attached to the front side trim of the garage door, seasonal/ornamentation and lighting may be displayed (and promptly removed after the season) and hanging flower baskets may be hung without permits. A limited number of *annual* flowers may be added to existing approved landscaping without permits, and must be removed either once they have finished blossoming or after the first frost.

Re-grading as part of any patio or landscape project must not negatively impact neighboring or community property.

Any interior remodel or renovation project which includes the removal or moving of an interior wall requires a variance request and the report of a structural engineer, the cost of which shall be the responsibility of the homeowner/applicant.

Variance requests may be returned by the Architectural Committee to the property owner for more information.

The Architecture Committee may bring any Variance Request before and consult with the HOA Board of Directors.

Approved Variance requests may include conditions or modifications required of the property owner by the Architectural Committee.

All approved Requests will include an expiration/completion date. Projects not completed by that date will need to be re-submitted.

From time to time, contractors and/or workers may need to cross association lands with materials and equipment. Property owners must notify the Management Company in advance. A Cash Bond or proof of insurance from the contractor may be required. Any and all damage to community land must be repaired to the satisfaction of the HOA Board of Directors, the Architecture Committee and the Management Company.

The basis for disapproval of Variances submitted includes but is not limited to the reasons enumerated in Section 7.04 of the Arbor Ridge By-Laws.

The Architecture Committee reserves the right to inspect the finished/completed project. Projects finished/completed beyond the scope of the variance granted may be referred to the HOA Board of Directors and Management Company for action.

The Architecture Committee and HOA Board of Directors reserve the right to inspect all variances granted for proper maintenance and upkeep. Decks and patios need to be regularly cleaned, gardens and landscaping need to be mulched and weeded on a regular basis. Any modification, project or circumstance not being properly maintained will be referred to the HOA Board of Directors and Management Company for action.

These guidelines are subject to change without notice by the Arbor Ridge HOA Board of Directors.