



*ORANGE HUNT SQUARE  
HOMEOWNERS ASSOCIATION, INC.*

**DESIGN GUIDELINES  
AND  
DESIGN CHANGE REQUEST FORM**

**EFFECTIVE NOVEMBER 1, 2010**



# **ORANGE HUNT SQUARE HOMEOWNERS ASSOCIATION**

## **DESIGN GUIDELINES**

**EFFECTIVE NOVEMBER 1, 2010**

The following design guidelines, adopted by the Board of Directors, replaces the previous guidelines adopted in 1993 and published in the owners manual as appendix one. These guidelines are in addition to items identified in the Declaration of Covenants, Conditions and Restrictions, The Bylaws, Amendments to the Bylaws and numerous policy resolutions. Additional printed copies of the Associations' Governing Documents are available for a nominal charge. Electronic copies are available on our website: <http://orangehuntsquarehomeowners.com>

In conjunction with the policy resolution to adopt these guidelines, the Architectural Control Committee revised the Design Change Request form, which is included in this handout and also available on the Associations website.



**ORANGE HUNT SQUARE HOMEOWNERS ASSOCIATION, INC.**  
**Addendum to Policy Resolution Six (6)**  
**DESIGN GUIDELINES**

**WHEREAS:** The Board of Directors, in accordance with Article V, A.3. of Policy Resolution No. 6, Design Review Procedures and Guidelines relating to changes to Lots, Living Units, or Common Elements, desire to update and modify the existing Design Guidelines;

**WHEREAS:** The Architectural Control Committee (ACC) is appointed by the Board of Directors (BOD), as mandated in Article VIII of the Declaration of Covenants, Conditions and Restrictions, and is charged with ensuring the homes and common property within Orange Hunt maintain their attractiveness and value to the homeowner and the association;

**WHEREAS:** It is the intent of the Board of Directors that the Architectural Control Committee (ACC) is to work constructively, and communicate with, individual homeowners who wish to make design changes to ensure their needs are met while ensuring the integrity and appearance of each home and the community.

**WHEREAS:** The Board of Directors, in accordance with Policy Resolution No. 1, Procedures to adopt, modify policy resolutions, published a draft of these guidelines and held a hearing of the general membership on May 3, 2010 to discuss the proposed guidelines;

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:** the ACC shall design, and modify as needed, a Design Review Application to be available to the members via the Associations' web site or by individual request and this application shall replace the Design Review Application in Policy Resolution 6.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:** the BOD do hereby adopt these design guidelines which abolished previous guidelines known as Addendum to Policy Resolution 6, Additional guidelines (adopted in 1995), Policy Resolution 10, Satellite Dish Policies and that these guidelines shall replace the previous guidelines found in the Orange Hunt Square Homeowners Manual.

**NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:** This Addendum to Resolution 6 shall be known as the Orange Hunt Square Homeowners Association Design Guidelines

# DESIGN GUIDELINES

*Effective November 1, 2010*

## **ADDRESS DISPLAYS**

See House numbers.

## **ANTENNAS, DISH STYLE:**

This guideline replaces Orange Hunt Square Homeowners Association Policy Resolution 10.

In accordance with Federal Communications Commissions' ruling of Over the Air Reception Devices (OTARD), the following guidelines exist concerning dish style antennas:

**Size:** Dish size may not exceed 1 meter (39.37") in size.

**Location:** In order to maintain a colonial style to the property, the Board of Directors has established a hierarchy of locations when installing dish style antennas to obtain an acceptable signal quality.

1. Devices shall be installed solely within such individual Lot and shall not be installed on Common Area, and are to be placed at the rear roof portion or rear yard, or yard area, within the lot. Ideally, the device should not be visible from the street unless acceptable signal quality is unavailable.
2. To the maximum extent possible, Devices shall be located in a place shielded from view when standing on the street and from the view of other lots; provided, however, that nothing in these Rules would require installation in a location from which an acceptable quality signal cannot be received. This section does not permit installation on Common Area, even if an acceptable quality signal cannot be received from the individual Lot.
3. If acceptable signal quality still cannot be obtained dish antennas may be installed within the front of the property. Notification of this type of installation should be sent to the ACC along with a statement from the installer that this is the only location that could be used to receive acceptable signal quality.
4. The Association shall not be required to alter or remove any landscaping on common property for reception purposes.

**No antenna may be mounted on the common areas of the Association.**

**Cabling:** Cables associated with the installation and use of dish style antennas should be bundled together and, if required to run outside of the home, attached to the home so it does not detract from the appearance of the property or community.

**Installation:** Homeowners are responsible for ensuring that antennas are securely installed and they in no way affect the safety of others.

**ANTENNAS, STICK STYLE** (FOR USE OF RECEIVING LOCAL TELEVISION BROADCAST SIGNALS ONLY):

In accordance with Federal Communications Commissions' ruling of Over the Air Reception Devices (OTARD), the following guidelines exist concerning stick style antennas:

**Location:**

1. If acceptable quality signals can be received by placing Devices inside a Living Unit, without unreasonable delay or unreasonable cost increase, then outdoor installation is prohibited.
2. If acceptable quality signals can not be received within a living unit, devices shall be installed solely within such individual Lot and shall not be installed on Common Area, and are to be placed at the rear roof portion or rear yard, or yard area, within the lot.
3. To the maximum extent possible, Devices shall be located in a place shielded from view when standing on the street and from the view of other lots; provided, however, that nothing in these Rules would require installation in a location from which an acceptable quality signal cannot be received. This section does not permit installation on Common Area, even if an acceptable quality signal cannot be received from the individual Lot.
4. The Association shall not be required to alter or remove any landscaping on common property for reception purposes.

**No antenna may be mounted on the common areas of the Association.**

**Cabling:** Cables associated with the installation and use of stick style television antennas should be bundled together and, if required to run outside of the home, attached to the home so it does not detract from the appearance of the property or community.

**Installation:** Homeowners are responsible for ensuring that antennas are securely installed and they in no way affect the safety of others.

**ANTENNAS, OTHER:** (AMATURE RADIO, ETC.):

Installation of antennas used for AM/FM radio, amateur ("HAM") radio, Citizens Band ("CB") radio, and Digital Audio Radio Services ("DARS") signals requires prior approval from the Architectural Committee and may not always be approved.

**No antenna may be mounted on the common areas of the Association.**

## **ATTIC EXHAUST FANS**

Attic exhaust fans and/or attic ventilators (wind turbines) are permitted. If mounted on a gable end, it must be painted to match the color of the gable. New installation of exhaust fans and/or attic ventilators require ACC approval and are restricted to the rear slope of the roof (if roof mounted) or may be mounted on a gable end. Roof mounted attic exhaust fans and/or ventilators should not extend above the roof ridge line.

## **AUTOMOBILE, REPAIR:**

Per the Declaration of Covenants, Conditions and Restrictions, Article X Section 10, the repair of automobiles on the parking areas of the association is prohibited.

## **AWNINGS**

Awnings are not permitted.

## **CHIMNEYS AND METAL FLUES.**

Chimneys must be masonry and enclosed in the same finish material as the exterior of the home to which attached. Any flue or vent protruding through the roof may not extend above the ridge line. Metal flues, vents and chimney caps must be properly maintained. The installation of new flues, chimneys, chimney caps or vents require ACC approval.

## **CLOTHES LINES**

Per the Declaration of Covenants, Conditions and Restrictions, Article X, Section 4, No exterior clothes line or exterior clothes hanging device shall be allowed on any property.

## **DECKS, ABOVE GROUND:**

**Townhomes with walk-out basements are not permitted above ground decks. Homes with walk-out basements that had written approval and decks installed prior to October 1992 are grandfathered and applications for repair/modification to decks on those homes will be considered.**

**Approvals:** Installation, rebuilding or removal of all above ground decks must receive approval from the ACC. This approval is required in addition to any required county permits.



**Location:** All decks must be in the rear yard of the property.

**Size:** Standard deck dimensions are approximately 10' x 16'. All dimensions include steps. Actual width of deck may vary but must meet county building code. In all cases, decks will abut only one common property line and will not extend closer than 4' from the opposite property line. Maintenance of common fences should be considered when deciding the size and location of the deck.

**Materials:** Decks must be constructed of redwood, cedar or high-quality pressure treated lumber. Currently, alternative decking products, like the Trex brand is not being approved. However, with expected continued improvements in the industry, the committee is free to consider this type of product on its own merits.

**Color:** Decks may be left to naturally age. Clear, wood-colored or other colored stains will be considered. Repair and/or revision of existing decks will be stained/painted to match existing deck unless approval for color change is requested and approved.

**Under Deck Storage:** Elevated decks that have an under deck area may have a negative visual impact when used as an informal storage space. Therefore, for any under deck space that is used for storage, that space shall have screening or landscaping around it to minimize adverse visual impacts. Requests to add this screening shall be submitted to the Architectural Control Committee to ensure a consistent application of uniformity of the screening material.

**Privacy Screening:** Privacy Screening, if used, must be approved by the Architectural Committee prior to installation. Any installed privacy screening must be properly maintained.

## **DECKS, ENCLOSED**

Enclosing decks are prohibited. Homes that had approval and enclosed decks prior to October 1992 are grandfathered and applications for repair/modification to decks on those homes will be considered.

## **DECKS, GROUND LEVEL:**

Installation, rebuilding or removal of all ground level decks must receive approval from the ACC. This approval is required in addition to any required county permits.

**Location:** All decks must be in the rear yard of the property. Side yard ground level decks may be considered on their own merit.

**Size:** Ground level decks may be of any size. Maintenance of common fences should be considered when deciding the size and location of the deck

**Materials:** Decks must be constructed of redwood, cedar or high-quality pressure treated lumber. Currently, alternative decking products, like the Trex brand is not being approved. However, with expected continued improvements in the industry, the committee is free to consider this type of product on its own merits.

**Color:** Decks may be left to naturally age. Decks which are painted or stained must match the trim or dominant color of the applicant's house. Clear or wood-colored stains will be considered. Repair and/or revision of existing decks will be stained/painted to match existing deck unless approval for color change is requested and approved.

### **DOG HOUSES:**

Dog houses will be approved if compatible with the applicant's house in terms of color and material and are located in the rear yard. Dog houses may not exceed sixteen (16) square feet of floor space and may not exceed four (4) feet in height at the highest point. They should be located where visually unobtrusive to neighbors and the use of appropriate screening is encouraged, and may be required in some cases, in order to minimize any negative visual impacts.

### **DOG RUNS:**

Dog runs are prohibited

### **DOORS, FRONT:**

Front doors must be constructed of heavy metal or fiberglass and have either six solid panels with no windows, or four solid panels with windows as top panels or a fan window in place of the top panels. Etched windows in a colonial style will be considered on its own merits. Door windows must be clear or beveled glass. Tinted or stained glass is prohibited. Front doors must be painted the same color as the shutters. Trim on the windows in the door must be the color of the door.

### **DOORS, STORM/SCREEN**

Storm/Screen Doors are optional. However, when installing or replacing a storm/screen door, prior approval from the Architectural Committee is required. When applying for approval, the following should be considered:

- New or Replacement storm/screen doors must be full view or self-storing full view (no panels). Variations to this style will not be approved.

- All full view or self-storing full view (no panels) storm/screen doors are to be painted to match the approved front door color or the approved trim color on the home.

Properties that received earlier approval for other styles of storm/screen doors are grandfathered providing the door is properly maintained. When replaced, the replacement door will require approval and must comply with current guidelines. Additionally, the following applies to all storm/screen doors that are not full view:

- Doors having panels, or are not full view, must be painted the same color as the front door and the shutters.

### **ENCLOSED DECKS OR PATIOS**

See Decks, Enclosed or Patios, Enclosed

### **EXTERIOR DECORATIVE OBJECTS.**

An application for approval must be submitted to and reviewed by the Architectural Committee prior to the installation or erection of any oversized exterior decorative objects, natural or man-made. Oversized decorative objects are defined as any object exceeding 12 inches in height and 12 inches in either width or depth and includes, but is not limited to, such items as sculptures, fountains, driftwood, free standing poles of any type. Oversized decorative objects will be considered based on their size, color, scale, location, compatibility with architectural and environmental design qualities and their visual impact of adjoining lots.

Smaller exterior objects do not require a prior application for approval to be submitted to the Architectural Committee but must remain in good condition and repair

Garden flags using poles that do not exceed 36 inches in height and 24 inches in either width or depth do not require prior approval providing the pole and flag are kept in good condition and repair.

Signs are not considered exterior decorative objects and are covered elsewhere within these guidelines.

Holiday decorations are generally exempt from this requirement, but shall not be displayed more than 45 days before or 15 days after the holiday has occurred.

### **EXTERIOR HEATING/COOLING UNITS:**

Exterior air conditioning, heat pump or gas units may be relocated or added if there is no adverse visual impact to adjoining properties. Such relocation or addition must be approved by the Architectural Control Committee in addition to any required county permits.

## **EXTERIOR LIGHTING**

All exterior lighting fixtures require prior approval from the Architectural Committee. This approval is in addition to any county required county permits. Proposed replacement or additional fixtures must be in a colonial style and compatible in scale with the applicant's house.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features. Floodlights will be considered for the rear yard if attached to motion sensors and not aimed outside of the rear enclosed yard.

## **EXTERIOR PAINT:**

In accordance with the Declaration of Covenants, Conditions and Restrictions, Article X section two:

Changing of the approved external color scheme for any lot requires approval from the Architectural Committee. Re-painting or re-staining an item the existing approved color does not require ACC approval.

This guideline applies to all exterior painted or stained surfaces to include, but is not limited to, siding, doors, shutters, trim, roofing, decks, sheds and other exterior structures.

## **FENCES AND GATES:**

Fences and gates are the responsibility of the owner or owners involved and must be properly maintained. The approved style for fencing is "Stockade" which must be installed to give a straight line appearance. Current widths of individual pickets vary and are between 2 5/8 and 3 3/4 inches in width. Replacement of any individual broken slats or of a fence section must be of the same size, shape and material of the existing fence and gate.

Replacement of the fence and/or gate with the same style and picket width do not require Architectural Committee Approval. However, replacements of the fence and/or gate with the same style but a different picket width require ACC approval.

Similar to common walls, fences or fence sections that share a common property line with an adjacent lot owner is the shared responsibility of both lot owners. Fences, gates or fence sections that share the same property line as the Association's common property is the sole responsibility of the lot owner.

New latches on the gate or fence may be installed provided they are black and compliment the hinge style.

Fences and gates will not be painted or stained but may have a clear water sealant applied.

## **FIREWOOD**

Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impact for adjoining properties.

Residents whose lot backs up to wooded common land may store firewood in a well maintained stack in the wooded common areas directly behind the owner's house. This stack shall not exceed eight feet in length and four feet in height. Additionally, it must be kept neatly stacked as to avoid adverse visual impacts for adjoining properties.

Other than firewood intended for immediate use, firewood shall not be stacked on above ground decks.

## **FLAGPOLES**

Permanent, free standing flagpoles are prohibited.

Temporary flagpole staffs which do not exceed six feet in length and are attached at an incline, parallel or perpendicular to the wall or pillar of the dwelling unit do not require approval by the Architectural Control Committee. The traditional rules with respect to the display of the American Flag should be followed.

## **FLAGPOLES, GARDEN:**

See Exterior Decorative Objects

## **GAZEBOS:**

Gazebos must be approved by the Architectural Control Committee. This approval is required in addition to any required county permits.

**Location:** Gazebos should be located in rear yards.

**Color:** Gazebos may be left to naturally age. Gazebos which are painted or stained must match the trim or dominant color of the applicant's house. Clear or wood-colored stains will be considered. Repair and/or revision of existing gazebos will be stained/painted to match existing gazebo unless approval for color change is requested and approved.

## **GREENHOUSES**

Greenhouses that follow the same guidelines as permanent sheds will be considered by the Architectural Committee on a case by case basis. Impact on adjacent lots will be a key factor and signature of adjacent lot owners will be required on the application.

## **GRILLS (Permanent)**

Permanent grills must be placed on the *ground (e.g., not on any elevated deck)* in the rear yard of the house and as far as practical from the adjacent property lines. Prior approval from the Architectural committee is required. This approval is in addition to any required county permits.

## **HOT TUBS/SPAS:**

Exterior hot tubs or spas must be located in the rear yard. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck or patio to which attached or most closely related. Impact on adjacent lot owners should also be considered when locating the hot tub or spa. Prior approval from the ACC is required. This approval is in addition to any required county permits.

## **HOUSE NUMBERS:**

House Numbers must be visible from the street. Missing numbers can be replaced with Colonial/Georgian style numbers of similar material without prior approval. The re-location, use of a different style or material of house numbers, requires ACC approval.

## **LANDSCAPING, FRONT/SIDE YARDS:**

Minor landscape changes do not need prior approval from the Architectural Committee. These would include the planting of flowers, replacing existing plants with the same type, adding ground plants that do not form a hedge or reach a height of 2 feet or more, adding mulch, etc.

Major landscape changes require prior approval from the Architectural Committee. A major landscape change would be a proposed improvement that is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel and the adding or removing of trees or anchoring plants within the lots existing design.

The following items also apply:

- Approval is required for plantings intended to form a hedge or natural screen and which will attain more than two feet in height
- An application is required for the installation of landscape timbers or similar structures which will form a wall over 12 inches high and 8 feet long.
- The use of railroad ties in any landscape design is prohibited.
- Vegetable gardens are not permitted in the front yard or common areas.
- All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Control Committee). No bare earth may be exposed on a lot (except for flower beds or vegetable gardens with appropriate approvals as required).
- Turf areas should be kept as weed free as possible. At no time should weed cover exceed more than twenty-five percent (25%) of the total turfed area.
- All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
- All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.

### **LANDSCAPING, REAR YARDS:**

If a rear yard is not fenced, the guidelines for landscaping front/side yards apply. If the rear yard is fenced, the following apply:

The owner of a lot with a fenced yard is given more latitude in the use of that lot. Still, major landscape changes require prior approval from the Architectural Committee. A major landscape change would be a proposed improvement that is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel and the adding or removing of trees or anchoring plants within the lots existing design, the addition of water features, etc.

The following items also apply:

- Vegetable Gardens are permitted in the enclosed rear yard.
- All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Architectural Control Committee). No bare earth may be exposed on a lot (except for flower beds or vegetable gardens with appropriate approvals as required).

- All hedges, trees and shrubs must be neatly trimmed and maintained.
- The use of railroad ties in any landscape design is prohibited.
- All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed six (6) inches in height.

### **LANDSCAPING, TOOLS:**

As with other personal property, all tools used for landscaping (shovels, rakes, extension cords, etc.) are to be stored within the rear of the property or within the home itself when not in use. However the following exception applies:

**Garden Hoses:** A single (1) garden hose may be stored, when not in use, within a commercial hose caddy or neatly coiled on the front of the property providing it is concealed from view or neatly stored near the house.

### **MAILBOXES**

**Section 1:** Homes located in section one (Hunt Square Court) have individual mailboxes mounted or installed on their lot that are the sole responsibility of the owner to repair, maintain or replace. Replacement mailboxes must be of the same basic type and structure as the original mailbox. Should a resident desire to use a different style, that mailbox must be approved by the Architectural Control Committee.

**Section 2:** Homes located in section two have individual mailboxes grouped and mounted in an enclosure on the common area. Homes located in section two may not have individual mailboxes mounted or installed on their individual lot.

Responsibility for the repair or replacement of the enclosure housing the individual mailboxes belongs to the Association. Responsibility for the repair or replacement of the individual mailbox and address numbers on the mailbox is the individual lot owner.

Replacement mailboxes must be of the same basic type, size, color and structure as the original mailbox. Should a resident desire to use a different style, that mailbox must be approved by the Architectural Control Committee.

### **PARKING:**

Per the Declaration of Covenants, Conditions and Restrictions, Article V Section 3; each lot is assigned two (2) parking spaces for the sole use by the owners, their residents or their personal guests. The location of each assigned space is available on the association web site.



The Declaration of Covenants, Conditions and Restrictions, Article X Section 9 limits the type of vehicle that may be parked within the Orange Hunt Square Development. Specifically it states:

“No trucks (pick-up trucks, vans and blazer-type trucks free from a commercial license plate are excepted), trailers of any kind, boats, buses, commercial vehicles of any kind, abandoned or junk vehicles, or any vehicle which does not have a current license plate displayed thereon, or vehicle used for storage of unsightly or hazardous materials such as construction debris, oil drums, motor fuel, wheelbarrows, etc. shall be permitted to be kept parked overnight on the individual Lots, parking areas, or within the subdivision Common Areas or streets except in areas that may be designated by the Association for such parking. Vehicles which could be classified as campers (i.e., containing sleeping and (or eating facilities) cannot exceed 19 feet by 6 feet 6 inches by 9 feet 10 inches in size. Vehicles which exceed this size shall not be parked in the subdivision.”

**Additional guidelines and restrictions on vehicles and parking are contained within Policy Resolution Number 7, available on our website or within your owners’ manual.**

Additionally, Policy Resolution 7 also specifies the use of un-assigned parking spaces (guest parking) which in part says:

1. Owners and their guests are entitled to use common area parking spaces on a first-come, first-served basis, except that the Board of Directors reserves the right to assign parking spaces for owners and visitors at the Board's discretion.
2. Vehicles must be parked so as not to obstruct other parking spaces, sidewalks or ingress and egress areas.

## **PATIOS**

All patios require approval. This approval is in addition to any required county permits.

Patios should generally be located in rear yards. Side yard applications will be evaluated on their individual merit subject to the following criteria:

Consideration will be given to patios for end-unit townhomes which "wraparound" the side of the unit a maximum of six feet from the rear facade of the home.

Any adverse drainage requirements which might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surface, or the installation of mulch beds adjacent to the patio, are ways to eliminate drainage concerns.

## **PATIOS, ENCLOSED**

Enclosed patios are prohibited

## **PERSONAL PROPERTY:**

Per the Declaration of Covenants, Conditions and Restrictions, Article X Section 11:

No baby carriages, velocipedes, bicycles or other articles of personal property shall be permitted, when not in use, to remain outside the enclosed rear area of the premises.

## **PETS:**

**Per the Declaration of Covenants, Conditions and Restrictions, Article X section 7:**

No animals, livestock, or poultry of any kind shall be raised, bred or kept on said lots except that dogs, cats or other household pets may be kept provided that they are not kept, bred, or maintained for any commercial purpose, and all such household pets, when outdoors, shall be restricted to the rear yards of the dwelling except when walked on a leash or exercised in an area designated by the Association.

**In general the following rules apply:**

1. All ordinary house pets are permitted.
2. Unusual house pets (see policy resolution) are not permitted.
3. Pet Owners are responsible for the immediate removal and proper disposal of animal waste on all portions of the Common Areas and on any lot other than their own. Animal waste shall be removed from individual lots so as to avoid an unsanitary condition; on a weekly basis as a minimum.
4. Pets shall not be permitted upon the Common Areas unless they are under control by the owner.
5. No pet may be leashed to any stationary object on the Common Areas and left unattended.
6. Pet Owners are responsible for any property damage, injury or disturbances their pet may cause or inflict.

**Additional guidelines and specifics are contained within Policy Resolution Number 8, available on our website or within your owners' manual.**

## **PORTABLE STORAGE UNITS.**

Portable commercial storage units that are designed to occupy a vehicle parking space are approved providing they only occupy a parking space assigned to that lot and are in place for no

longer than 14 days without ACC approval. The use of any other parking area or space other than one assigned to the lot owner is prohibited.

### **PROPANE TANKS (PERMANENT OR FIXED)**

The installation of a propane tank requires ACC approval.

Propane tanks can only be placed inside the back fence line of the town home. Installation must be done by a licensed professional and required inspections by the appropriate governmental agency(s) must be done. A copy of the governmental approval is to be provided to the Homeowners Association within thirty (30) days.

### **RECREATION AND PLAY EQUIPMENT:**

In general, recreation and play equipment that is not in use must be stored within the rear enclosed lot or within the home.

**Basketball Backboards.** Permanent backboards are not permitted. Any portable or free-standing backboard must be stored within the rear yard and out of the sight-line of other lots. Portable or free-standing backboards are not permitted on homeowner association streets.

**Skateboard Ramps:** Permanent Skateboard ramps are not permitted. Any portable ramps must be stored within the enclosed rear property or within the house. Due to the echo of noise generated when skate board ramps are used, the use of skate board ramps is limited to the hours between 9:00 A.M. and 6:00 P.M.

**Temporary Play Equipment:** Temporary, moveable plastic play houses, sliding boards, sand boxes, etc., do not require the prior application for approval to be submitted to the Architectural Committee; however, as with all personal property, they must be stored out of the common area, front yard, side yard or adjacent lot view when not in use.

### **Permanent and Semi-permanent Play Equipment:**

**ACC approval is required for any permanent or semi-permanent play equipment.**

Semi-permanent play equipment constitutes a structure, is visible from the street, or is appurtenant to an existing structure requires approval. Examples include wooden/metal play-houses, swing-sets, etc. The following factors will govern approval of such equipment.

**Location.** Generally, such equipment should be placed in rear yards.

**Scale and Design.** The equipment should be generally compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.

### **ROOF, REPLACEMENT:**

Replacing an existing roof with the same shingle style and color does not require Architectural Approval. Architectural approval is required if a color or style change is desired or if the existing shingle color or design is no longer manufactured.

### **ROOF, REPAIR:**

Replacing missing shingles with the same style and color of shingle does not require Architectural Approval.

If replacement shingles of the same style and color is no longer available OR if the owner replaces missing shingles with those of a different style and color, Architectural approval will be required.

### **SATELLITE DISHES**

See Antennas, Dish Style

### **SECURITY BARS**

In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

### **SHUTTERS**

Replacement shutters must match existing style and color. No additional shutters may be installed unless approved by the Architectural Control Committee.

### **SIGNS, CONSTRUCTION:**

If the owner wishes, one (1) sign, no larger than 3 feet by 2 feet, may be displayed in the front of a residence advertising a contractor working within or on the residence. This sign may be displayed beginning the day work actually begins and must be removed within seven (7) days after work has been completed or stopped.

### **SIGNS, POLITICAL:**

Signs supporting or opposing any candidate, party or issue are prohibited on the common area.

### **SIGNS, REAL ESTATE:**

Only one sign advertising a property for sale or rent may be displayed on a lot. Such signs must meet applicable County regulations with respect to size, content and removal. Signs obtained from a licensed Real Estate agent are considered to meet these requirements.

Only "Open House" signs may be placed on common areas.

### **SIGNS, SECURITY**

Security signs, each not exceeding a total of sixty-four (64) square inches may be posted on the property. One exterior sign may be posted forward of the front plane of the home. The approved location shall be at the front door or in shrubbery within six (6) feet of the front door. A second sign may be posted in the rear yard. Small decals provided by the company may be placed in the corner of windows.

### **SIGNS, WARNING:**

At the owners discretion, or if required by law, an owner may display an appropriate warning sign (example: Beware of Dog) on the property. One sign may be posted on the gate or fence in the rear of the property and one sign may be posted on the front door of the property.

### **SKYLIGHTS**

Approval from the Architectural Committee is required for the installation of skylights. This approval is in addition to any required county permits. In general Skylights may only be located on the rear of the house and shall not extend above the ridge line

## **SOLAR PANELS**

Prior Approval from the Architectural Committee for the installation of Solar Power or Solar Hot Water Panels is required. This approval is in addition to any required county permits. The following guidelines should be considered when submitting a request for approval:

- Placement of Solar panels used for the benefit of individual lots on Common Property is prohibited. The Association may place solar panels on common property for the benefit of the entire community (solar powered street lighting as an example).
- Large solar panels may only be placed on the rear slope of the lots roof and may not extend above the ridge line. The Association is aware that this will limit the effectiveness of these panels for some lots but believes that communities visual appearance as a Colonial Style mandates this requirement.
- Small solar panels, such as those used for landscape lighting, will be considered for placement in the front or side of the house on a case by case basis and judged on it's own merits as to the visual harmony of a Colonial Style community.

The Association shall not be required to alter or remove any landscaping on common property to increase the efficiency of any solar panel.

## **STORAGE SHEDS, PERMANENT:**

Permanent storage sheds require approval from the Architectural Committee. This approval is in addition to any required county permits. Permanent storage sheds are considered to be larger than two (2) feet in depth and four (4) feet in width or are sheds of any size which are expected to convey with the property when sold.

The following should be considered when requesting approval for a permanent shed:

- Storage sheds shall be restricted to rear yard locations and should not be visible from the front of the dwelling unit or from a street.
- The color and material of proposed sheds shall be approved by the Architectural Committee
- Sheds should not exceed 48 square feet of floor space
- Sheds may not exceed 7 feet in height when installed and measured from the ground. This height measurement would include the physical height of the shed and the height of any foundation the shed is built on.
- The roof of the shed should either be flat or sloped, toward the property it is installed on.

## **STORAGE SHEDS, TEMPORARY**

Temporary storage sheds are considered to be those products made of heavy vinyl or plastic that are less than two (2) feet in depth and four (4) feet in width and are not expected to convey with the property when sold. Temporary storage sheds do not require Architectural Approval providing the following criteria is adhered to:

- Storage sheds shall be restricted to rear yard locations and should not be visible from the front of the dwelling unit or from a street
- Sheds may not exceed 7 feet in height when installed and measured from the ground. This height measurement would include the physical height of the shed and the height of any foundation the shed is built on.
- The roof of the shed should either be flat or sloped inward, toward the property it is installed on, with a pitch similar to that of the dwelling unit.

## **TRASH CONTAINERS:**

All residents should be aware of the fact that animals and weather conditions can easily spread trash/garbage around the neighborhood. Household trash/garbage not only detracts from the look of the neighborhood but encourages the spread of disease and/or the population of household pests. Additionally, animals within this area appear to favor the white or clear plastic bags over the black ones to investigate and possibly spread any trash.

Residents must take steps to minimize any issues associated with the collection of trash from the neighborhood. To address any issues, the Association has adopted the following guidelines:

- Per the Declaration of Covenants, Conditions and Restrictions, Article X section 8: Neither the Common Area nor any Lot shall be used; or maintained as a dumping ground for rubbish, trash, garbage or other waste. Such material shall be kept in sanitary covered containers. All equipment for the storage or disposal of such material shall be kept in a clean and sanitary condition. No material or refuse or any container for same shall be placed or stored in front of the house or on the front patio or stoop at any time. All trash and garbage shall be placed in proper trash receptacles. The Association shall have the right to impound any trash can or garbage receptacle which is placed in violation of this Paragraph.
- Solid trash containers (trash cans) or black plastic bags are the only approved containers for placing normal household trash/garbage out on the curb for collection.
- Yard debris may be placed in clear or paper containers.
- All trash containers must be stored within the rear fenced area of the lot or within the home itself.

- Trash should be placed on the curb no earlier than 6 p.m. the night before the day of pick-up.
- Trash containers must be returned to its proper storage location by 8 a.m. the following day after collection.

### **WINDOW MOUNTED DEVICES:**

Window mounted devices, to include, but not limited to, individual air conditioning units and window fans, are prohibited.

### **WINDOWS, REPLACEMENT:**

Except for the repair of a broken window pane, replacement of windows requires prior approval from the Architectural Committee. The following should be considered when requesting approval to replace windows:

- Requests for approval must include a complete description of the appearance of the windows and, if possible, a photograph or manufacturer flyer should also be provided.
- All sashes, sills, headers and other trim around the windows must be the color of the existing house trim.
- All windows must have grids.
- Replacement window grids must be the color of the existing trim color; however, exceptions to this requirement may be considered for replacement windows with grids permanently installed between fixed glass panes where only white grids are available. A manufacturer's flyer or a statement from the supplier is required for this waiver.

Vinyl wrapping will be considered providing a sample of the vinyl is provided with the application to ensure proper color matching.

### **WINDOWS, STORM/SCREEN**

Storm/Screen Windows are optional. However, the installation, replacement or removal of storm/screen windows requires prior approval from the Architectural Committee. When requesting approval to install or replace storm/screen windows the following should be considered:



- Where appropriate, storm/screen windows should have frames which match the color of the exterior window trim. If this color is not available, white frames are acceptable.
- A manufacturer's flyer should be attached to the application.

**WIND TUBINES AND WIND GENERATED ENERGY DEVICES:**

Wind turbines and/or wind generated energy devices are prohibited.

ORANGE HUNT SQUARE HOMEOWNERS ASSOCIATION, INC.

RESOLUTIONS ACTION RECORD

Resolution Type: **Policy**



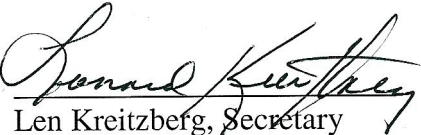

Resolution Number: **Addendum to Resolution 6**

Pertaining to: **Design Guidelines**

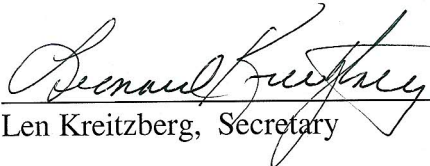
Duly adopted at a meeting of the Board of Directors of the Orange Hunt Square Homeowners Association, held on: **August 18, 2010**

Motion by: **Tim Brannon**

Seconded by: **Steve Sergio**

OFFICER	VOTE			
	Yea	Nay	Abstain	Absent
 Tim Brannon, President	X	—	—	—
 Chris Everett, Vice President	X	—	—	—
 Len Kreitzberg, Secretary	X	—	—	—
 Steve Sergio, Treasurer	X	—	—	—
<u>VACANT</u> Director	—	—	—	—

ATTEST:

  
Len Kreitzberg, Secretary

10/14/10  
Date

File:  
Book of Resolutions  
Minutes of Meeting  
Publish to Members

Resolution Effective: **November 1, 2010**

ACC only: date received:

Approved/Disapproved:

Date of decision:

**DESIGN REVIEW APPLICATION  
ORANGE HUNT SQUARE HOMEOWNERS ASSOCIATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

***By signing and submitting this application for review, you are certifying that you have read, understood and will abide by the "Important Information for Design Reviews" found on the last page of this application.***

**Note: Approval from the ACC is in addition to any approval or permits required by the County.**

Describe proposed change to include the rationale for the change, type and color of materials to be used, location on the property and any other pertinent information required to evaluate the proposed change. Include samples when possible.

Proposed Changes:

**Please mail to: Orange Hunt Square Homeowners Association, Attn: Architectural Committee  
PO Box 2118, Springfield, VA 22152**

## REQUIRED SIGNATURES OF ADJACENT LOT OWNERS

A homeowner submitting a Design Review Application is required to provide notice of the application to all lot owners whose lots immediately abut the applicants' lot **or** for whom the proposed improvement will be visible from the adjacent lots.

Adjacent lot owners acknowledge that:

- You have been informed that plans, identified above, will be submitted to the Architectural Control Committee for the following:
- You have the right to make known, in writing, any comments or concerns to the ACC.
- You have the right to comment in person at the next ACC meeting
- Your signature is not an approval or disapproval of the project but an acknowledgement that plans are being submitted and your right to offer comments to the ACC about the plan.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Lot Number/Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Lot Number/Address: \_\_\_\_\_

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Lot Number/Address: \_\_\_\_\_

## IMPORTATION INFORMATION FOR DESIGN REVIEWS

**I) Required Exhibits and Supporting Documentation:** The supporting exhibits or documentation listed below must accompany this review application as applicable. An Application submitted without all required submissions will be considered incomplete and be disapproved. The ACC has 30 days from the date OHSHA receives your application in which to review and respond.

- **Paint or Stain Colors** — a sample and manufacturer and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions.
- **Finish Materials** — a description and/or sample of all finish materials to be used for the exterior surface of proposed improvements.
- **Site Plan** — A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes and structural additions.
- **Architectural Drawings and Landscape** — Detailed architectural drawings or plans must be provided for decks, storage sheds, and structural additions to the home and any major landscape improvements which would change the topography of the lot or landscape plan originally provided by builder
- **Photographs** — the inclusion of photographs is appropriate and encouraged for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot
- **Other Exhibits** — other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Committee or the OHSHA web site at [www.orangehuntssquarehomeowners.com](http://www.orangehuntssquarehomeowners.com)

### II) The homeowners acknowledge that he/she is aware and understands the following:

- Nothing contained herein shall be construed to represent that alteration to lots or buildings, in accordance with these plans, shall not violate any of the provisions of local building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
- Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Committee.
- Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part.
- Owner understands that any legal expense associated therewith may be the responsibility of Owner.
- Owner agrees to give the Architectural Control Committee and/or the Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
- Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations
- Owner acknowledges that he/she is familiar with the design review requirements and procedures for the Orange Hunt Square Homeowners Association.
- Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed with 360 days, or other time frame authorized by the Architectural Control Committee.
- The homeowner has the right to be present at the meeting of the ACC when the design change will be reviewed by the Architectural Committee and that it is the homeowner's responsibility to contact the Committee Chair to identify when this meeting will take place.



ACC only: date received:

Approved/Disapproved:

Date of decision:

**DESIGN REVIEW APPLICATION  
ORANGE HUNT SQUARE HOMEOWNERS ASSOCIATION**

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