

*Ashford Hollow*  
*Community Improvement Association, Inc.*  
**ARCHITECTURAL CONTROL COMMITTEE  
GUIDELINES**

effective date: July 31, 1996  
version: 1.1

The Architectural Control Committee (ACC) was created to maintain and enhance property values by requiring conformity to certain standards of construction, visual appeal, uniformity, and design. It is the general purpose of the ACC to approve or disapprove applications made to the Committee for proposed alterations, additions or changes to be made to the exterior of the house and/or lot itself. Landscaping does not require ACC approval unless specifically referenced in the deed restrictions or ACC Committee guidelines. The Covenants, Conditions and Restrictions provide that: "No building, fence, wall, structure, improvement, exterior appurtenance, or exterior corporeal hereditament, except landscaping (landscaping defined as "living plants, trees, shrubs, flowers, etc., and utilization of non-living material necessary for growth; i.e., bark, mulch, etc.) shall be commenced, erected, placed, or altered on any Lot, nor shall any exterior addition to or change or alteration, other than landscaping, be made to the Lot, until the construction plans and specifications describing the nature, kind, shape, height, materials and plot plan showing the location of same, have been approved in writing. Trellises, window boxes, arbors, and permanent brick borders must have Architectural Control Committee approval. Landscape timbers and bricks without mortar do not need Architectural Control Committee approval unless they exceed a height of two (2) feet".

**Procedure**

A "Request For Home Improvement Approval Form" must be completed in its entirety and mailed to the address indicated at the top of the form. All pertinent information such as plans, specifications, building permits, locations indicated on a copy of the survey, etc. should be included with the application.

These forms are available from the management company. The ACC cannot/will not respond to verbal requests for approval - all applications must be made in writing.

The ACC has thirty (30) days from date of receipt of an application in which to

respond. If additional information is required by the ACC, the applicants should allow for time required to complete the approval process.

If an application is not approved, the ACC will state in their letter why such approval was denied and what type of application changes, if any, would alter that decision. If an applicant wishes to discuss or appeal a decision made by the ACC, the Designated Member of the ACC should be contacted through the management company.

## **Guidelines**

The following are guidelines adopted by the ACC to specify the standards, requirements, and the thought processes used in evaluating and application. These guidelines will be amended from time to time as the circumstances, conditions, or opinions of the ACC dictate. It should be noted that each application is considered on its own merit and that the ACC may grant a variance from these guidelines and/or from certain provisions of the CCR's.

It should also be emphasized that ACC approval is required prior to the installation or construction of the improvement or change. If a modification is made without ACC approval, the ACC or Board of Directors has the legal right to enforce its removal.

This document may be amended, modified, updated and or changed unilaterally by the ACC without notice. Further homeowners may not utilize any wording contained within this document to designate automatic approval of any proposed modification to structures and property prior to ACC formal approval. This document shall be superseded in it's entirety and automatically by subsequent versions. Additionally this document is provided for general reference only to the homeowners, however the ACC may deviate and interpret this document at it's sole discretion.

### **1.0 Outbuildings**

An ACC application must be submitted with the following items addressed: elevation, street visibility, material type, and proposed contractor.

- 1.1 "No structure of a temporary character, whether trailer, basement, tent, shack, garage, barn or other outbuilding shall be maintained or used on any Lot at any time as a residence, or for any other purpose, with the exception of lawn storage or children's playhouses which have received Architectural Control Committee approval;..." (Art VIII, Sec 6). It is the position of the ACC that gazebos are not "temporary" structures. Room additions (which must be attached to the main structure) are covered in section 5.0.

**1.2 The ACC will consider the following:**

**a. The outbuilding must not be visible from the front street but may be visible from a side or back street.**

**b. The outbuilding should have a peaked roof, no higher than eight (8) feet from the ground to the highest point (six feet if placed in the side yard). and a maximum floor space of 100 square feet. The door cannot be a garage door and cannot exceed six (6) feet in width. There shall be no driveway adjacent to the outbuilding. Structure must be kept a minimum of three (3) feet off rear property line and distance from side fence will be determined based on visibility from the street in front of the lot. At no time, however, will that distance from side fence be less than three (3) feet, regardless of visibility. Location must also be far enough away from fence to allow for drainage to occur entirely on the owner's lot. Building permits as required by the municipality (city, county, etc.) must be submitted with request form. Detailed plans must be submitted to ACC.**

**c. The colors should match or blend with the predominant exterior colors of the main residence.**

**d. Materials should match those of the main residence in both size and color, however, the ACC will approve small prefabricated metal storage buildings providing the color blends with the main residence. This also includes roofing material.**

**e. Storage building placed on a concrete slab on top of a utility easement will require letters of Consent to Encroach as it will not be considered portable. HL&P currently charges approximately \$125.00 for this consent letter. If a storage building is not on the utility easement, but on a slab, and can be removed, the ACC will consider it as portable.**

**f. No storage can be built up against any side or rear wall of home unless its maximum height is less than six (6) feet and it is not visible above the fence. It must also comply with all the other requirements for proper construction, size and location.**

**g. Playhouses and forts are not allowed.**

**h. Gazebo - freestanding - Must be a least six (6) feet away from house. Case-by-case with a maximum height at peak of eleven (11) feet and must be at least three (3) feet off side and back fence.**

## **2.0 Basketball Goals**

- 2.1 Permanent basketball backboard, net, and post are not allowed.**
- 2.2 Temporary basketball structures are permitted, but must be placed in the backyard. Basketball goals may not be placed in the streets or alleyways.**

## **3.0 Patio & Patio Covers**

- 3.1 Patio covers are not prohibited.**
- 3.2 Should be constructed of materials which complement the main structure.**
- 3.3 Prefab covers made of aluminum may be approved providing they are of an earth tone color - unfinished aluminum will not receive ACC approval. All metal must be painted and certain structures using fiberglass roofing and wood frame may be allowed to go unpainted provided treated wood is used.**
- 3.4 If attached to house, must be integrated into existing roofline (flush with eaves), and if it is to be shingled, shingles must match roof. Entire patio cover and posts should be trimmed out to match house. Supports must be painted wooden or metal columns. No pipe is allowed. At no time, however, shall a shingled roof of a patio cover be allowed with an unpainted frame (this does not apply to deck covers). Frame will have to be painted to match trim of house whether treated or untreated wood is used.**
- 3.5 Acceptable patio construction materials are as follows:**
  - a. Pressure treated wood with a clear preservative (example: Ultrawood)**
  - b. Painted wood (to match the trim of the house)**
  - c. Wood types such as cedar, fir, redwood, or pressure treated pine may be used.**
  - d. General Note: All patio cover material, i.e., fiberglass, corrugated aluminum, metal, wood, lattice, must be completely framed in so that no raw edges of material are visible.**
  - f. Screened walls, storm windows, and vinyl windows are allowable.**
- 3.6 Patio covers may not encroach into any utility easement unless the utility**

companies involved have granted their written consent to such encroachment.

- 3.7** Patio covers must be situated on the lot to provide drainage solely into the owner's lot. If a proposed patio cover location is less than five (5) feet away from a side lot line, the ACC will require that it be guttered with downspouts if it is to be a solid cover.

#### **4.0 Decks & Deck Covers**

- 4.1** Decks and deck covers are permitted with ACC Approval.
- 4.2** Deck floors may not be higher than thirty six (36) inches.
- 4.3** Deck covers generally must comply with the patio cover guidelines, however, their frames do not have to be painted, even if they have a shingled roof, if the deck is not painted. If they are painted, the paint should match the house.
- 4.4** Decks may not encroach into any utility easement unless companies involved have granted written consent to such encroachment.
- 4.5** Decks should not be situated on the lot so that they may pose a problem to the effective drainage of the lot or neighboring lot.
- 4.6** Decks visible to others must be maintained for both proper structure and appearance.
- 4.7** All decks must be maintained in good condition and appearance and not allowed to deteriorate.
- 5.0** Room Additions or garage conversions.
- 5.1** Garage conversions are not permitted. The exterior of the home must look like a garage.
- 5.2** Exterior materials and colors should match the house.
- 5.3** Detailed plans must be submitted to the ACC.

**5.4 Room additions may not encroach into any utility easement unless the utility companies involved have granted written consent to such encroachment.**

**5.5 Room additions will be reviewed on an individual basis. Size and shape will depend on architectural style and layout of home, size of lot, and how well room addition integrates with existing home. Addition of a storage area will not qualify as a bonafide room addition and will not be permitted. Plans for a room addition must show the structure internally attached to main structure; being of reasonable size which will then constitute a legitimate**

**request for a room addition. Roof of addition must integrate with existing roof line so as to appear to have been part of the original home, however, an exception may be made for prefabricated sunrooms or solariums.**

**5.6 Building permits as required by the municipality (city, county, etc.) must be submitted with the "RFHIA" form (Request For Home Improvement form). In some instances, the ACC will grant approval with provision that a copy of the permit be received by the ACC within thirty (30) days of the approval letter.**

#### **6.0 Exterior Painting**

**6.1 An ACC application must be submitted with a color swatch of the color and complete brand name of paint to be used stapled to the application.**

**6.2 Earth tone colors were most often used when homes were constructed. In general, an earth tone colors and off-white tones will probably receive ACC approval.**

**6.3 Other earth tone blend colors will be considered. The color of neighboring homes will be taken into consideration along with the applicant's house brick features.**

**6.4 If a non approved color has been placed on a new addition or existing structure the ACC has the right to require homeowner to change the color to an approved color.**

**6.5 There are only four approved colors for iron. The four approved colors may generally be stated as: black, verde green, white-creme and grey;**

however specific color match to the subdivision colors is required.

## **7.0 Storm Windows and Storm/Screen Doors**

- 7.1** Providing the frames and screens of these are of a color compatible with the exterior house colors, storm windows and storm or screen doors should receive ACC approval.

## **8.0 Swimming Pools, Spas, and Pool Enclosures require ACC Approval**

- 8.1** No pool or spa of any type may encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment. Decking also requires consent agreement. Consents must be received prior to approval. Note: HL&P currently charges \$125 for this consent letter.
- 8.2** Ideally, any pool or spa should be located at least five (5) feet from a side and rear lot line to maintain proper drainage on lot. However, a minimum of three(3) feet will be allowed in certain instances.
- 8.3** Above ground pools will receive special consideration. Above ground pool acceptable provided it is not over four (4) feet in height. Decking around pool cannot be over eighteen (18) inches above ground so to ensure privacy of neighbors. If there is a walkway around pool, it cannot be wider than two (2) feet nor higher than the wall of the pool. Railings for walkway cannot be visible above the six (6) foot fence. It must be three (3) feet to five (5) feet from the side and rear fences.
- 8.4** Pool enclosures are required, and will be reviewed on an individual basis. Committee finds screened enclosures acceptable providing adequate tree planting is installed as per ACC recommendations for screening.

## **9.0 Solar Panels**

- 9.1** The ACC will approve solar panels which are unobtrusive and which blend in with the roof shingle color.
- 9.2** Solar panel frames should be bronze or black in color in order to best blend in with the shingles. All unfinished aluminum must be painted the

color of the shingles.

- 9.3 No solar panel should be mounted so that it extends above the roof line.
- 9.4 Solar screens are allowed on windows.
- 9.5 Colors and manufacturers must be acceptable to ACC for both screens and panels.
- 9.6 Solar film must be non-reflective type.
- 9.7 Window coverings must be a white or off-white appearance from the exterior of the home. For example, you may have red drapes on the inside of your home as long as the backing is white or off-white so that the appearance from the exterior is white or off-white.

#### 10.0 Satellite Dishes, Antennas, and Weather Stations

No satellite dish, antennas, or weather stations of any kind which are larger than 18" may be mounted above ground or deck level. In those cases of roof or sidewall mounted dishes, the dishes, antennas, weather stations, etc.; must blend [color] with the house and not be visible from the street on which the house faces.

- 10.1 If below fence height, then probably no additional screening will be required unless visible from front of house.
- 10.2 Must be screened on three (3) sides if within six (6) feet of house and on all four (4) sides if placed further back on lot.
- 10.3 A wooden or lattice screen with a non-deciduous vine (a vine that does not lose its leaves seasonally) planted at the base on all sides will be used as screening. Edges of lattice walls must be framed in so that they are not exposed. Structure must be freestanding and cannot be joined to a side or rear fence. All screens must be kept in proper condition, broken or rotten screening must be replaced.
- 10.4 Must be placed in rear/back side of house and not visible from street and screen should be at least five (5) feet from side and at least eight (8) feet from back fence, but not on utility easement without consent-to-encroach letter.
- 10.5 Antennae are not permitted per the Association's Covenants and restrictions.



## **11.0 Fence and Fence Extensions**

- 11.1 No side or rear fence, wall, or hedge shall be more than seven (7'.0") high. All fences visible from the front of house must be the same regardless of material or extension, and usually not more than six (6) feet in height.**
- 11.2 No higher than seven (7) feet and granted on limited basis only. Consents from all affected neighbors must be submitted in order to be considered for height extension. Fences facing the street must be:**
- a) constructed of iron,**
  - b) be of an approved color,**
  - c) decor and decoration must be consistent with the neighborhood.**
- 11.3 No painting, staining, or varnishing of fence.**
- 11.4 Side and rear fences must be typically cedar, however fences along common lots may be approved with iron fencing, subject to color.**
- 11.5 No split rail fences or decorative fencing permitted to front a home, other than those constructed for use at model homes.**
- 11.6 Fence extension requests should be submitted by both neighbors sharing the side lot line and fence, except in the case of a corner lot.**
- 11.7 No fence may extend nearer the front Lot line than the plane of the front exterior wall of the residential structure on such lot.**
- 11.8 If both neighbors do not concur as to a proposed fence extension, the ACC will examine the effect the fence extension will have on both properties. If one party will suffer detrimentally from the extension (i.e., will totally enclose a bay window), the ACC will reject the application.**
- 11.9 Only fence extensions which will be installed picket side out shall be considered by the ACC. Alternating bays may be considered on fences at the rear of houses only.**
- 11.10 Replacement or repairs of fence must be made with similar materials and construction details as used in the original fence.**
- 11.11 Chain link fences are specifically prohibited.**

## **12.0 Decorations**

- 12.1 On front lawns of lots and on any portion of a lot visible from any street, there shall be no decorative appurtenances placed, such as sculptures, birdbaths, birdhouses, fountains, or other decorative embellishments, unless such items have been approved in writing by the ACC.**
- 12.2 Benches, burglar bars, and gates will be reviewed on an individual basis.**
- 12.3 House numbers may be placed on the house and/or painted on the curb in front of the home. Painted numbers shall be black with a white field. House mounted numbers may be painted black or brass. Numbers and family names may specifically not be mounted on any type of freestanding structure in the front yard.**
- 12.4 Lawn decorations will be allowed for any Holiday three weeks prior and two weeks after that holiday.**

## **13.0 Exterior Lighting**

- 13.1 Additional exterior lighting should not be of a wattage or lumen count which will affect neighboring homes.**
- 13.2 Directional lights or floodlights must be aimed so as not to shine in the windows of neighboring homes.**
- 13.3 Low voltage landscape lighting should receive ACC approval.**
- 13.4 Security, mercury vapor, or florescent lights must be attached to the front of the house, preferably garage. Mercury vapor, fluorescent, and sodium halite lights are not permitted in the back or side yard.**
- 13.5 Yard lights may be gas or electric. Maximum height six (6) feet. May be in front or back. Gas or electric lights must be black, brown, or white, depending on color of the house and determination of suitable color will be the decision of the ACC.**

## **14.0 Garage doors**

- 14.1 Garage doors may be constructed of either metal or wood.**
- 14.2 Replacement of the original garage door may not contain windows. Metal garage doors shall be of a raised panel variety. Specific pre-approved**

door models may be obtained from the ACC committee.

**14.3 Must be maintained in good working order.**

### **15.0 Wind Turbines**

**15.1 Wind Turbines should be mounted in the rear portion of the roof so that they are not visible from the front or above the roof line.**

**15.2 The wind turbines preferably should either be a color which will blend with the shingle color instead of unfinished aluminum or be painted to match the shingle color.**

### **16.0 Outdoor Carpeting**

**16.1 Can only be installed on porch area-no walkways, etc.**

**16.2 Earth tone colors acceptable.**

**16.3 Specifically no green or blue carpet.**

**16.4 Visibility from street will be considered and is generally discouraged.**

### **17.0 Landscaping**

**17.1 Trellises, window boxes, arbors, and permanent brick borders [ie. with mortar] must have ACC approval.**

**17.2 Landscape timbers and bricks without mortar do not need ACC approval unless they exceed 2' in height.**

**17.3 Must complement style and architecture of home and conform to color scheme of immediate neighborhood to be approved.**

**17.4 Living plants, trees, shrubs, flowers, etc., and utilization of non-living material necessary for growth; ie. bark, mulch, etc." do not need ACC approval.**

**17.5 No hedge in excess of four (4) feet in height...shall be erected or maintained nearer to the front Lot line than the plane of the front exterior**

wall of the residential structure on such Lot.

**17.6 No side or rear fence, wall, or hedge shall be more than seven (7) feet high. ACC may approve Hedges over three (3) feet or an individual basis.**

**17.7 No object or thing [including landscaping and plants] which obstructs site [sight] lines at elevations between two (2) feet and eight (8) feet above the roadways within the triangular area formed by the intersecting street property lines and a line connecting them at points ten (10) feet from the intersection of the street property lines or extension thereof shall be placed, planted or permitted to remain on any corner lots."**

#### **18.0 Swing Sets**

**18.1 Maximum height of eight (8) feet.**

**18.2 Location will be considered for neighbors privacy. For play gym sets and forts see Outbuilding Sect. 1.0.**

#### **19.0 Driveway Extension/Sidewalks**

**19.1 Will be decided on a case by case basis.**

**19.2 No closer than three (3) feet to property line and sometimes up to five (5) feet. Driveway extensions can extend no nearer to side property line than three(3) feet and five (5) feet in certain instances.**

**19.3 All sidewalks in the side yard must be no greater than thirty-six(36) inches wide. Thirty (30) inches wide is the recommended width for the standard five (5)foot side yard.**

**19.4 Concrete replacements of grass and/or planted areas must have ACC approval and result in a professional appearance.**

**19.5 Oil an grease stains are not permitted and must be promptly removed.**

#### **20.0 Garage Conversions, Carports, Detached Garages**

**20.1 Detached garages/carports are not permitted.**

**20.2 The addition of a detached garage will not be approved.**

**20.3 Driveways can never be removed from the front yard.**

**21.0 Central Air Conditioner Units and Window Air Conditioners**

**21.1 Must not be visible from the street and must be below the fence line.**

**21.2 Any existing installations must be screened from front of street.**

**21.3 AC units must be placed at the side or rear of the home.**

**22.0 Window Shades/Awnings**

**22.1 Canvas awnings will not be permitted to be installed on windows to reduce solar exposure unless they are on the back side of the home, an interior lot and not visible from the street. On a corner lot that backs onto a street, canvas awnings will not be permitted at all. Corner lots can be held separately accountable. Must be kept in excellent condition at all times or will be subject to immediate removal upon notification by the ACC of the unacceptable condition.**

**22.2 Awnings will be allowed for use on playhouses and patio covers, provided they also comply with the above mentioned requirements for proper location and color.**

**22.3 Metal and wooden slat-type [exterior] shades may be allowed by the ACC if they are deemed necessary in reduction of solar exposure and installation on appropriate windows will be determined by the ACC. At no time, however, will they be allowed on windows on the fronts of homes.**