

MISSION GLEN
HOMEOWNERS ASSOCIATION, INC.
~~EXTERIOR MAINTENANCE GUIDELINES~~
ARCHITECTURAL CONTROL GUIDELINES

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MISSION GLEN HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE
EXTERIOR MAINTENANCE GUIDELINES

THE Architectural Control Committee (ACC) was designed to enhance property values by requiring conformity to certain standards of construction, visual appeal, uniformity and design. The covenants, conditions and restrictions provide that:

No buildings or other improvements of any character shall be erected or placed or the erection thereof begun and no exterior alteration in the design there of after original construction shall be made until the plans and specifications showing the proposed building, alterations or additions have been submitted to and approved in writing by the Committee as to conformity and harmony of exterior design and location in relation to surrounding structures and topography.

The Committee shall have the right to specify architectural and aesthetic requirements of structures with respect to streets, walks, paths and structures on adjacent property and a limited number of acceptable exterior materials and finishes that may be utilized in construction or repair of improvements. The Committee shall have the full power and authority to reject any plans and specifications that do not comply with the restrictions herein imposed or that do not meet its minimum construction or architectural design requirements that might not be comparable with the overall character and aesthetics of the Subdivision. The Committee shall have the right, exercisable at its discretion, to grant variances to the architectural restrictions in specific instances where the Committee in good faith deems that such variance does not adversely affect the architectural and environmental integrity of the Subdivision or the common scheme of development. All variance grants shall be in writing, addressed to the Owner requesting the variance, describing the applicable restrictions to which the variance is granted, listing conditions imposed on the granted variances, and listing specific reasons for granting of the variance. Failure by the Committee to respond within thirty (30) days to a request for a variance shall operate as a disapproval of the variance.

It is the general purpose of the Architectural Control Committee to approve or disapprove applications made to it for proposed alterations, additions or changes to be made to the exterior of the house and/or lot itself. Landscaping does not require Architectural Control Committee approval unless specifically referenced in the deed restrictions.

The Board of Directors reserves the right to amend or change these guidelines as deemed necessary.

PROCEDURE

An "Architectural Review Application" 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 (where applicable), etc., should be included with the application.

These forms are available from the management company. The Architectural Control Committee (ACC) cannot respond to verbal requests for approval. All applications must be made in writing.

The ACC has thirty (30) days from the date of receipt of an application in which to respond. If additional information is required by the ACC, the application process will be extended accordingly. Plans for the implementation of the proposed improvement(s) should allow for the time required to complete the approval process.

If an application is not approved, the ACC will state on the form 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 Representative should be contacted at a specified number.

GUIDELINES

The following guidelines were adopted by the ACC to specify their standards and requirements used in evaluating an application. These guidelines will be implemented from time to time as the circumstances, conditions, or findings of the ACC dictate. It should be noted that each application is considered on its own merit. The ACC may grant a variance from these guidelines and/or from certain provisions of the Declaration of Covenants, Conditions and Restrictions.

In addition, it should be noted that ACC approval is required prior to the installation or construction of any improvement or change. If an improvement is made without ACC approval, the Board of Directors has the legal right to enforce its removal.

1.0 OUTBUILDINGS

- 1.1 An outbuilding is defined as any structure, which is not attached to the main structure. This definition does not include bona fide additions to the main residence or garages but does include storage shed, gazebos, greenhouses, playhouse/forts, and similar structures.
- 1.2 The Architectural Control Committee will consider the following:
 - A. The colors of paint and materials should match/blend with the predominant exterior colors of the main house.
 - B. Materials should match those of the main residence in both size and color. Plywood and corrugated thin may not be used as siding. Materials designed for the purpose of being siding must be used as siding. However, the ACC will approve small-prefabricated metal storage buildings providing the color blends with the main residence.
 - C. It should have a peaked roof, no higher than eight (8) feet from the ground to the highest point. No corrugated tin roofing material will be permitted. It should have no more that a maximum of one hundred-twenty (120) feet of floor space. A maximum of ten (10) by twelve (12) feet of floor space is recommended. The structure must be kept to a minimum of three (3) feet from the rear property line. The minimum distance from the side fence will be determined and based on the visibility from the street in front of the lot. At not time, however, may a distance from the side fence be less than three (3) feet, regardless of visibility. The location must be far enough away from the fence to allow for drainage to occur entirely on the owner's lot.
 - D. A storage building placed on a concrete slab on top of a utility easement will require letter of Consent to Encroach by the appropriate utility company, as it will not be considered portable. If a storage building is not on the utility easement, but on a slab, and can be moved, the ACC will consider it as portable.
 - E. No storage building may be built up against any side or rear wall of the home unless its maximum height is less that six (6) feet. It must not be visible above the fence from the road. It must also comply with all the other requirements fro proper construction, size, and location.
 - F. If a storage building is under six (6) feet high, it may be placed in the side yard provided a three (3) foot minimum distance fro the side fence or property line is observed.

- G. A playhouse/fort must be no higher than nine (9) feet maximum. If the playhouse/fort has a platform, then the platform may be no higher than four feet off the ground and centered in the backyard to protect the neighbor's privacy.
 - H. Requests for approval of a freestanding gazebo will be reviewed on a case-by-case basis. A gazebo must be at least four (4) feet away from the house. It must be at least three (3) feet away from the side and back fences or property line. It must have a maximum height of no more than eleven (11) feet at the peak from the ground.
- 1.3 No storage shed, greenhouse, gazebo, playhouse/fort, or other building may be placed on or in front of the house or the front building setback line.

2.0 BASKETBALL GOALS

- 2.1 All applications for goals will be reviewed on a case-by-case basis.
- 2.2 The basketball goal backboard, net and post must be maintained in excellent condition.
- 2.3 If the backboard is to be mounted on the roof, a small triangular metal frame mounting is to be used. The mounting structure must be painted to match the shingle color.
- 2.4 A freestanding basketball goal must be placed at the side of the driveway that is nearest to the side property line. It must be mounted on a metal pole and frame that is designed for that use. The frame and pole may be painted black or white.
- 2.5 Backboards must be regulation size and white in color with orange, green, or black markings.
- 2.6 A freestanding basketball goal may be mounted in the backyard if the yard has four hundred (400) square feet in front of the goal. The goal must be mounted at least five (5) feet from the house and three (3) feet from the back or side property line.
- 2.7 If any complaints are received after installation, the basketball goal will be subject to immediate removal at the request of the Architectural Control Committee.

3.0 PATIO COVERS AND AWNINGS

- 1.1 Patio covers should be constructed of materials that complement the main structure.
- 1.2 Patio covers made of aluminum may be approved providing they are of an approved color. Unfinished aluminum will not receive ACC approval. All metal must be painted. No tin roofing material will be allowed.
- 1.3 If attached to the house, patio covers must be integrated in the existing roofline (flush with the eaves). If the cover is to be shingled, the shingles must match the house roof in color. The entire patio cover and posts must be painted to match the house color if untreated wood is used. If treated wood is used as frame material, it may be allowed to go unpainted or not stained. Pipes are not allowed to be used in the construction of the structure.
- 1.4 An unpainted frame will not be allowed if the cover has a shingled roof. Frames must be painted to match the trim of the house whether treated or untreated wood is used.
- 1.5 Patio construction materials are as follows:
 - A. Painted wood and aluminum to match the trim of the house.
 - B. Metal roofing color should blend into the house roofing.
 - C. Natural pressure treated wood, such as cedar, fir, or redwood, may be used. Treated pine must be painted or stained.

- D. Fiberglass is acceptable. It must be an earth-tone color such as tan, brown, beige or clear. No other colors will be allowed. Edges of the fiberglass must not be visible from the surrounding properties or from the street. 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.
 - E. If canvas is used as a roofing material on a patio cover, it must be located where it is not visible from the street. The canvas must be kept in excellent condition or its removal will be requested by the ACC.
- 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.
 - 3.8 Metal and canvas awnings will not be permitted to be installed on windows to reduce solar exposure unless they are on the back side of the house on an interior lot and not visible from the street. On a corner lot or lot that backs onto a street, awnings will not be permitted. When allowed, they must be a color that blends with the main color and trim of the house and must be kept in excellent condition at all times or will be subject to removal upon notification by the ACC of their unacceptable condition.
 - 3.9 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.
 - 3.10 Metal and wooden slat-type 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 the fronts of the houses.

4.0 ROOM ADDITIONS

- 4.1 Exterior materials and colors should match the house as closely as possible.
- 4.2 Detailed plans must be submitted to the ACC and approval must be received before any construction begins.
- 4.3 Room additions may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.
- 4.4 Approval will be granted on an individual basis. Consideration will be given to size and shape of the proposed addition, architectural style, layout of home, size of lot, and how well room addition integrates with existing home. Addition of storage areas will not qualify as a bona fide room addition and will not be permitted. Plans for the room addition must show a room of reasonable size to constitute a legitimate request for a room addition. The roof of the addition must integrate with existing roofline so as to appear to have been part of the original house. Room additions cannot exceed one-third (1/3) of the remaining backyard.
- 4.5 Building permits as required by the municipality (city, county, etc.) must be submitted with the Architectural Review application.

5.0 EXTERIOR PAINT AND STAIN

- 5.1 Repainting of the home the same color does not require ACC approval provided the original paint color meets the ACC requirements, as follows. Requests for color changes require ACC approval and will be reviewed on a case-by-case basis.

- 5.2 Earth-tone colors were most often used when homes were constructed. In general, an earth-tone color should receive ACC approval. White, neutral tones, and other earth-tone blends will be considered. The color of the applicant's roof and brick color, along with the colors of neighboring homes, will be taken into consideration when reviewing the application.
- 5.3 Paint finish may be stain or semi-gloss type finish. High-gloss or shiny finish will not be acceptable.
- 5.4 The color must be one chosen directly from the paint chart on display at the recreation center and also available through the management company or must be an acceptable earth-tone color. Paint chips showing the colors being requested must be submitted along with the Architectural Review Application.
- 5.5 In the case of repainting trim only as on mostly brick houses, the color must either match the original color of trim or must be a shade that takes into consideration the color of the brick, the roof, and the surrounding homes.
- 5.6 Painting of bricks on houses will not be permitted.

6.0 STORM WINDOWS / SCREENS / DOORS

- 6.1 Frames of these must be of a color compatible with the exterior house colors.
- 6.2 Screens must be kept in excellent condition at all times.

7.0 DECKS

- 7.1 Decks may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.
- 7.2 Decks should be located on the lot so that they will not affect the drainage of the lot or the neighboring lot.
- 7.3 Decks may not be higher than eighteen (18) inches.
- 7.4 The paint color on untreated wood must match or compliment the color of the house. Treated wood is not required to be painted or stained.

8.0 SWIMMING POOLS / POOL ENCLOSURES / SPAS

- 3.6 No pool or spa of any type may encroach into any utility easement unless the utility companies involved have granted their written consent of such encroachment. Surrounding decking also requires consent agreement. Consents must be received prior to approval.
- 3.7 A pool or spa should be located at least four (4) feet from the house and five (5) feet from the side and rear property line or fence to maintain proper drainage on the lot.
- 3.8 Aboveground pools will receive special consideration. An aboveground pool is acceptable provided it is not over four (4) feet in height. If there is a deck around the pool, it may not be wider than three (3) feet and it may not be higher than eighteen (18) inches. A variance on the deck height may be granted if an agreement in writing is signed by the adjoining neighbors. The deck may not be higher than the height of the wall of the pool. Railings for the deck may not be visible above the six (6) foot fence. The deck around the pool must be three (3) feet to five (feet) from the side and rear fences.
- 3.9 Pool enclosures must meet all regulations of the municipalities (city, county, state).
- 3.10 Pool enclosures will be reviewed on an individual basis. Height of the enclosure may not exceed twelve (12) feet. Screened enclosures are acceptable, but color and material specifications must be approved.

9.0 SOLAR PANELS / SCREENS / FILM

- 9.1 The ACC will approve solar panels that are unobtrusive and which blend in with the roof shingle color.
- 9.2 Parabolic solar collectors that are not mounted flush with the roof will not be approved.
- 9.3 Solar panel frames should be bronze or black in color to best blend with the shingles. All unfinished aluminum must be painted the color of the shingles.
- 9.4 No solar panel should be mounted so it extends above the roofline.
- 9.5 The ACC prefers that solar panels be mounted on the back roof of a house rather than on stands to the side or front roof.
- 9.6 Solar screens will be allowed on windows.
- 9.7 Color and manufacturers must be acceptable to ACC for both screens and panels and approved on a case-by-case basis.
- 9.8 Solar film must be non-reflective type.

10.0 SATELLITE DISHES / MINI-SATELLITE DISHES

- 10.1 Maximum height allowed is nine (9) feet. The dish must be placed in the rear or backside of the house and must not be visible from the street.
- 10.2 Dishes may not be placed in utility easements without consent to encroach letter received from the utility companies involved prior to installation.
- 10.3 If, due to extenuating circumstances, the dish must be situated in such a way to allow reception and may be visible from the street, the ACC approval is required prior to installation. The dish must be painted the same color as the house or trim against which it is mounted.

11.0 FENCE AND FENCE EXTENSIONS

- 11.1 Requests for changes or additions will be reviewed on a case-by-case basis.
- 11.2 Fences may be no lower than six (6) feet and no higher than eight (8) feet. Requests for height extensions up to and including eight (8) feet may be granted on a limited basis only and at the discretion of the ACC. Consents from all affected neighbors must be submitted in order to be considered for height extensions.
- 11.3 No painting, staining, or varnishing of fences will be allowed where it will be visible from the street.
- 11.4 Fences must be constructed of cedar or treated wood. Chain link fences will not be permitted.
- 11.5 No fencing of any kind will be permitted in the front yard.
- 11.6 Fence extension requests must 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 so as to encroach across the front building line.
- 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 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.
- 11.10 Replacement or repairs of fences must be made with similar materials and construction details as used on the original fence.

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 large, obtrusive, decorative appurtenances placed, such as sculptures, birdbaths, fountains, bridges, or other decorative embellishments, unless specific 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 house or curb. House numbers may not be larger than six (6) inches in height. House numbers may not be placed on the driveway or sidewalk or on any large, obtrusive, freestanding structure in the front yard.

13.0 EXTERIOR LIGHTING

- 13.1 All exterior lighting must have ACC approval and may not be detrimental to the exterior appearance of the house.
- 13.2 Additional exterior lighting should not be of a wattage or lumen count, which will affect neighboring homes.
- 13.3 Directional lights or floodlights must be aimed so as not to shine in the windows of neighboring houses.
- 13.4 Security, mercury vapor, or fluorescent lights must be attached to the house and positioned in such a manner so as not to shine in the windows of neighboring houses. Mercury vapor, fluorescent and sodium lights are permitted in back or side yards with written approval given by neighbors affected.
- 13.5 Low voltage landscaping lighting is allowed if placed in such a way that they will blend in with landscaping.
- 13.6 Yard lights may be gas or electric, single lamp only, with a maximum height of six (6) feet. Yard lights may be placed in the front or the backyard. Gas or electric lights must be black, brown, white or of the same color of brick depending on the color and construction of the main house. Yard lights constructed of brick may not be painted.

14.0 WIND TURBINES

- 14.1 Wind turbines should be mounted towards the rear portion of the roof so that they are not readily visible from the front or above the roofline.
- 14.2 The wind turbines must either a color, which will blend with the shingle color or trim color of the house. Un finished aluminum will be painted to match the shingle color or trim color of the house.

15.0 OUTDOOR CARPETING

- 15.1 Outdoor carpeting may only be installed on porch areas and sidewalks leading to the porch area.
- 15.2 Applications for carpeting will be approved on a case-by-case basis.
- 15.3 The color of the outdoor carpeting must harmonize with the colors of the house.
- 15.4 Visibility from the street will be considered.

16.0 BURGLAR BARS

- 16.1 Burglar bars will be approved provided they are in harmony with the house and painted to match the color of the exterior trim or are natural black wrought iron finish.

17.0 BIRDHOUSES

- 17.1 Maximum height for birdhouses is twelve (12) feet; mounted on two (2) inch diameter metal pipe painted black or white, and must be placed toward the middle of the backyard.

18.0 LANDSCAPING

- 18.1 Landscaping, including timbers, bricks, stones, flowerbed borders, landscaping lights, trellises, small and unobtrusive ornamentals, and sprinklers, does not require ACC approval.
- 18.2 Landscaping must complement the style and architecture of the home and conform to the color scheme of immediate houses and the neighborhood.
- 18.3 No painting of landscaping timbers shall be allowed.

19.0 ANTENNAS

- 19.1 For Sections 1 and 2, antennas must be located to the rear of the roofline or centerline and attached to and located behind the rear wall of the house. Antennas shall not extend more than ten (10) feet above the roof of the house and shall not be erected on a wooden pole.
- 19.2 For Section 3, no freestanding antennas shall be permitted. Antennas shall be located behind and not higher than the center ridge line of the roof. No antenna shall be located on any portion of the roof fronting a street nor shall it be placed where it is visible from any street.

20.0 SWING SETS

- 20.1 Swing sets may not exceed the maximum height of eight (8) feet and must not be visible from the street from the front side of the house.
- 20.2 Swing sets must be placed in the backyard of the lot and neighbors' privacy will be considered in location.

21.0 DRIVEWAY EXTENSIONS / SIDEWALKS

- 21.1 Driveway extension requests will be reviewed on a case-by-case basis.
- 21.2 No extensions may be closer than three (3) feet to the side property line.
- 21.3 If a driveway extension is requested, the overall width may not be wider than the front width of the garage.
- 21.4 All driveway extensions will be reviewed on the basis of appearance and harmony with the neighboring property.
- 21.5 No driveway will be allowed to be placed in the backyard of a lot if the lot has a garage access located at the front of the house.
- 21.6 The driveway may never be removed from the front yard even if an alternate garage is built.
- 21.7 All sidewalks in side yards greater than five (5) feet must be no greater than three (3) feet wide and centered between the house and the property line. If the width of a side yard is five (5) feet or less, the maximum width of the sidewalk is thirty (30) inches wide.

- 21.8 Painting of the concrete on driveways and sidewalks will not be approved.
- 21.9 Painting of the concrete on porches will be reviewed on a case-by-case basis.

22.0 GARAGE CONVERSIONS / CARPORTS / DETACHED GARAGES

- 22.1 Conversions are permitted provided there are no exterior changes to the garage.
- 22.2 Construction of carports and detached garages will not be permitted.

23.0 WINDOW AIR CONDITIONERS

- 23.1 Window air conditioners must not be visible from the street and if placed behind a fence, they must be placed below the fence.
- 23.2 Window air conditioners placed in second story windows must be at the rear of the house and must not be visible from the street.

24.0 SIDING

- 24.1 Requests for siding will be reviewed on a case-by-case basis with color consideration based on the guidelines in Section 5.0, Exterior Paint and Stain.

25.0 ROOFING

- 25.1 Re-roofing the complete roof using the same color and kind of shingles does not require ACC approval.
- 25.2 Roofing requests with color changes will be reviewed on a case-by-case basis.
- 25.3 The color change must complement the color of the house and comply with the guidelines in Section 5, Exterior Paint and Stain. Only composition shingles may be used when re-roofing.
- 25.4 Roof patching using the same color and kind of shingles will be approved.