

**SUNSET RIDGE NORTH**  
**ARCHITECTURAL GUIDELINES**

Effective November 28, 2005

# Sunset Ridge North Homeowners Association

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## Sunset Ridge North Architectural Guidelines and Process

### Architectural review overview

Architectural review and approval is dictated by the covenants and essential in Sunset Ridge North. The Covenants contain specific constraints on what can exist on individual properties and should be consulted when considering changes or additions. All members are encouraged to bring their desires forward and expect that all requests will be considered. Please plan to interact directly with the Architectural Review Board if your request is at all unusual. The Board of Directors has empowered the Architectural Review Board to assess each request in conjunction with the appropriate covenants and to make suggestions to encourage and assist members in improving their properties. It is much more efficient to collaborate with the Architectural Review Board proactively as they initially consider requests rather than have to resubmit modified requests after receiving a disapproval.

The Architectural Review Board has the right to enforce the neighborhood covenants including any architectural modifications, additions, or changes that did not adhere to the original approval or were never submitted for approval. Enforcement may include fines or complete restoration to original condition. There is no time limitation on the Board for taking corrective action.

The primary guidance for considering all architectural requests and reacting to owners concerns related to property upkeep by their neighbors comes directly from the Purpose section of the protective covenants that exist on each lot in the neighborhood. These legal assurances that the Homeowners Association is chartered to enforce are specifically designed to:

- *Protect the subdivision and the owners of each lot against such improper use of surrounding lots that will depreciate the value of their property*
- *Preserve, so far as practical, the natural beauty of the real property and especially the trees growing thereon*
- *Obtain and preserve harmonious color schemes*
- *Provide adequately for high quality improvements to enhance the values of investments*
- *Guard against the erection of poorly designed or proportioned structures or structures built of improper or unsuitable materials*
- *Assure the proper siting and erection of attractive homes and structures, maintaining proper setbacks from streets, and adequate free space between structures*

An important feature of the architectural review process is soliciting input from neighbors and residents who have a constant view of the property. The architectural review process requires obtaining the signatures of any neighbors with shared property lines, and the signatures of all neighbors separated by no more than a single street or that have an unobstructed view of the improvement from their own windows excluding garage windows. Anyone with reservations is encouraged to submit their concerns to an Architectural Review Board (ARB) member or the Community Manager for consideration with the request or attend the architectural review meeting if they desire. All resubmissions of the same or modified requests including appeals will be treated just like new requests and require a new set of

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signatures to assure neighbors are apprised of the latest request and that further consideration is needed.

It is essential that everyone participate in the architectural process. Anyone that notices neighbors making changes that appear to need approval but have not been approached to sign an architectural request form is encouraged to discuss the changes or call the Community Manager who will contact the person involved and assure they participate in the process as appropriate.

## **Administrative procedures for architectural requests**

Administration of the architectural review process involves the Community Manager and the Architectural Review Board, a group of volunteer members of the Association. Meetings are held the second Wednesday of each month to consider all requests. If there are compelling reasons for a more expedited review, the ARB may consider a request between their regularly scheduled meetings.

The Community Manager accepts all architectural requests, screens them for completeness and verifies that a sufficient set of signatures is included using a neighborhood map and the illustrations included in the request. All requests lacking signatures or sufficient documentation of the proposed improvements will be returned to the requester promptly and will not be considered as submitted. Any complete request received by the Community Manager at least three (3) business days prior to a scheduled architectural review meeting will be considered at that meeting. The Community Manager will mail the outcome of all requests to requestors within three (3) business days after the meeting.

Any disapproved request will include an explanation of the specific reasons for the disapproval. Requests that combine multiple items may have some of the items approved and others disapproved. Approvals may be subject to specific conditions clearly stated in the response to the requestor. All responses will detail any information necessary to easily understand what has been approved and why any items are not considered acceptable.

Requestors are encouraged to collaborate with the Architectural Review Board to submit a modified or new request that the Board will be able to approve. This interaction with the Board is easily accomplished by attending the meeting where your request is being considered. Disapproved requests may be appealed to the Architectural Review Board, who will involve the Board of Directors if requested, when an acceptable solution cannot be found by working with the ARB. The Community Manager is the best point of contact to discuss any issues related to architectural requests.

## **Architectural request information that needs to be submitted**

Each architectural review request should be submitted with the following information:

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1. A narrative description of the proposed changes or additions including proposed time of completion of all or individual parts of the plan.
2. A plot plan 'top-down-view' (usually a copy of the survey document that should have been provided at closing) of the entire lot marked up to illustrate the location on the property of existing structures and the proposed changes or additions and clearly showing all related property lines. Covenants specify setback requirements from each property line. The location and relative size (trunk diameter and height) of any trees to be removed should be clearly illustrated along with an overview of what trees will remain in the area of the lot affected. The location of any changes in drainage should be illustrated along with an indication of how the flow of water will change from what exists today.
3. Elevation 'side-view' drawings, sketches, illustrations, or representative pictures of any proposed structures that clearly illustrate what the appearance of the structure will be when completed and includes overall dimensions.
4. Descriptions of any materials to be used along with color samples and physical samples of any siding if different from what exists. Descriptions of existing materials and colors or color pictures illustrating changes along with pictures of proposed items are very helpful.
5. Descriptions of the types and sizes of plant materials for any landscaping changes that significantly alter the appearance of the property from the street or the view from neighbors' windows, or create any form of visual screen or barrier.
6. Signatures of all adjacent property owners and property owners with a clear view of the modification. This ensures their notification and opportunity to comment to the ARB if desired.

In the Condominium Associations, each architectural request must be submitted to and approved by the Condominium Association before being submitted to the ARB. The Condominium Association approval must be clearly illustrated on the request or the Community Manager will return it to the requestor as part of the screening process.

## Special considerations

In the spirit of enhancing the neighborhood and quality of life, improvements, changes, and additions should enhance the appearance and usefulness of the property and hopefully contribute positively to property valuations in the neighborhood. Any special considerations or unique situations related to any request and consistent with this spirit should be described and illustrated in the request and the requestor should meet with the Architectural Review Board at their meeting where the request will be considered to help explain the situation.

Any request that requires a variance of the covenants (such as the granting of a non-standard setback from a property line, reconfiguration of property lines, or construction of a below minimum size residence) will need the involvement of the Board of Directors to

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formalize such a consideration and the property owner will need to reimburse the Association for all expenses in preparing and filing any necessary legal documents unique to their lot.

Alterations should not change existing water flows or divert water onto adjacent property without the agreement of all parties affected.

## Legal document references

The most recent version of the 'Declaration of Covenants and Restrictions for Sunset Ridge North (Book 7342 Page 452) establishes the obligation of the Sunset Ridge North Board to provide architectural review in Article IV 'Architecture Review' via the clause "*No site preparation or initial construction, erection, or installation of any improvements, or any changes there to, including but not limited to, dwelling or other units, outbuildings, garages, fences, walls, signs, excavation, or changes in grades shall be undertaken on any lot unless the plans and specifications therefore, showing the nature, kind, shape, height, materials and location of the proposed improvements shall have been submitted to the ARB and approved in writing. No subsequent alteration or modification of any existing improvements or construction, erection, or installation of additional improvements may be undertaken or allowed to remain on any lot without the review and express written approval of the ARB.*" Article VIII, 'General Provisions,' Section 1 'Enforcement' provides for enforcement of the Covenants.

## Architectural Guidelines Relative to Specific Types of Changes or Additions

### **1. *Additions or structural changes to existing structures on the lot of any home, townhome, or condominium***

All changes to structures or additions to structures that are visible from the exterior of the structure need approval.

Unless extremely unusual situations exist, additions should not infringe upon the setbacks for the lot as listed in the covenants of the individual neighborhood and should match the residence in color, style, and materials as closely as possible.

### **2. *Awnings***

Awnings need approval and should typically be a part of the structure rather than freestanding entities. The colors and materials should complement the structure. Samples of the materials to be used and a color picture of the existing structure should be included with the request. An awning over the main front door will most likely be disapproved.

### **3. *Changes in external paint color, siding, or roofing***

Any color changes or changes in materials that will be visible by others with a direct view of the structure need approval. This includes color changes to siding, roofs, gutters, trim,

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shutters, garage doors, pedestrian doors, and other prominent exterior features of the structure.

Samples of paint, stain, prefinished siding, brick, roofing, or other colored materials to be used should be provided illustrating colors and thickness and overall quality of prefinished materials.

## **4. *Clotheslines***

Clotheslines are not allowed.

## **5. *Decks and patios***

New, or expansions to, decks or patios need approval. Appearance changes and under-deck enclosures or structures need approval. Simple addition of lattice screening under decks that matches the deck in color and material does not need approval.

## **6. *Decorations, lawn ornaments, flagpoles, ornamental fences, and ponds***

Holiday related decorations and lighting of a temporary nature being displayed only in the related holiday season do not need approval.

Lawn ornaments that significantly alter the appearance of the yard, ponds, water features, freestanding flagpoles, and ornamental fences taller than one foot (1') need approval. Typically lights and noisy devices that disturb or adversely affect neighbors will not be approved.

## **7. *Detached structures***

Detached structures include Garages, Gazebos (free standing roofed structures, usually open on the sides), Archways, Arbors (shelters formed of or covered with vines or branches), and Pergolas all need approval.

Unless extremely unusual situations exist, detached structures should not infringe upon the setbacks for the lot as listed in the covenants of the individual neighborhood.

Structures such as garages that are essentially an extension of a residence should typically match the residence in color, style, and materials as closely as possible.

Decorative structures like Gazebos, Archways, Arbors, and Pergolas usually should not exceed fifteen feet (15') in height.

Once work begins on a detached structure it is to be completed within 90 days or fines may be assessed.

## **8. *Driveways and parking pads***

All parking facilities need approval and should be constructed of concrete or stone paving.

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## **9. Fences**

Sunset Ridge North is intended to be a community with an 'open feel' and fences are normally used for specific situations where some special degree of privacy, noise abatement, or need for containment dictates the need for limiting physical, visual, or noise access.

All fences need approval and are to be constructed off the rear of the residence, on private property only, not on Association common property. Typical fence height is three feet (3') to four feet (4').

The most prominent fencing materials are woods like cedar and redwood that are naturally resistant to deterioration. Some of the newer environmentally friendly plastic, treated wood, or composite materials are usually acceptable if they are of a quality that should retain their original appearance for many years. Brick fencing is typically acceptable if it coordinates with other structures on the property. Metal, wire, chain, or concrete fences are typically not approved.

Fences should, as much as possible, blend in with the residence and neighborhood rather than being a prominent eye-catching landscape feature. Fence styles that preserve the visual openness of the neighborhood while achieving the necessary objectives of the fence are encouraged. The finished side of the fence should always be installed to face away from the enclosed lot.

Fences constructed on utility easements may be removed or possibly destroyed to gain utility access and will not necessarily be repaired or replaced by those involved.

## **10. Fuel and storage tanks**

Tanks of any type need approval and typically should be located in the least conspicuous place practical, preferably in the rear or most obscure side of the residence. Tanks typically should be screened or camouflaged from view from the street and the views of all neighbors. Plans should illustrate any appropriate screening.

## **11. Landscaping, hedges, trees, plant-based privacy screening**

Landscaping of a minor nature such as changing styles of turf grass, naturalizing an area of yard in a well-kept manner, or adding trees, shrubs and flowers does not need approval.

Landscaping that is structural in nature, changes the contour of the land, is adjacent to property lines, obstructs a neighbor's view of common areas, creates a visual screen or barrier, or creates an abrupt and highly distinctive transition in the overall neighborhood visual flow needs approval.

Installation of landscaping timbers, railroad ties, bed edging such as stacked stone, brick, concrete, other edging, etc. needs approval.



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## **12. Lighting**

Low voltage landscape lighting, accent lighting, and normal wall mounted residential lighting fixtures that provide area lighting and do not direct flood or spot lights beyond property lines do not need approval.

All other types of lighting including post lamps, security, or special purpose lighting need approval. Lighting typically should be installed in a manner that it does not shine directly at neighbor's windows or constitute a nuisance to any adjacent property owners.

## **13. Mailboxes**

All mailboxes are to be maintained to the original builder's standards. This includes both the mailbox and support post. Contact the management company for ordering information.

## **14. New structures on the lot of any home, townhome, or condominium**

All new structures not individually described in these guidelines need approval.

Unless extremely unusual situations exist, new structures should not infringe upon the setbacks for the lot as listed in the covenants.

## **15. Pet facilities (houses, runs, pens, etc.)**

All pet facilities need approval and typically should be placed to limit public view and inconvenience to neighbors. Construction materials should usually complement and blend in with existing structures and landscaping. Buried electronic pet fences completely on individual lots that do not adversely impact landscaping do not need approval. A simple ground level chain attached to an immovable object such as a ground stake that does not extend beyond any property lines does not require approval.

## **16. Play facilities (swing sets, play houses, trampolines, jungle gyms, etc.)**

All play facilities that are not stored out of sight after each use need approval. Consideration should be given in locating play facilities to cause the least inconvenience to neighbors and be as harmonious and inconspicuous as possible. All play equipment should be concealed behind approved screening or incorporated in the building design so as to be inconspicuous.

Play facilities constructed of natural materials like wood and with earth tone colors are considered appropriate. Please discuss plans thoroughly with neighbors and work out reasonable compromises before submitting plans.

## **17. Privacy screens**

Privacy screens are generally defined as any above grade structures built specifically for screening purposes that do not totally enclose a specific area. Privacy screens need approval and should generally conform to fence guidelines.

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## **18. *Repairing, repainting, refinishing, and re-roofing with the same color and same type materials***

Repairing, repainting, refinishing, and re-roofing with the same color and material does not require ARB approval.

## **19. *Retaining walls and drainage changes***

All retaining walls, storm drains, or significant drainage changes need approval.

Preferred materials for retaining walls include material with a natural appearance including stone, brick, and treated wood or wood naturally resistant to deterioration.

Contour changes should be considerate of potential erosion problems and any impacts on adjacent property.

## **20. *Satellite dishes and radio or television antennas***

Large dishes and antennas greater than three feet (3') in diameter require approval.

Small satellite dishes are allowed by FCC rules guaranteeing competition and do not need approval. It is highly desirable for small dishes to be installed as inconspicuously as possible.

## **21. *Signs***

Temporary yard signs (For Sale, Garage Sale, Yard Sale, and political campaign signs) do not need approval. Please display them only as needed.

Address markers on or at the curb or on mailboxes or the front of a residence do not need approval.

The Covenants prohibit all other types of signs. A request may be submitted if further clarification is desired.

## **22. *Skylights and solartubes***

Roof mounted devices have a significant visual impact on residences and need approval. Skylights may be placed in rear roof locations. Consideration should be given to minimizing light reflection toward neighbors.

## **23. *Solar collectors***

All solar collectors need approval and typically should be installed so as to be as inconspicuous as possible.

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## **24. *Sport facilities (basketball goals, soccer goals, hockey goals, tennis and volleyball courts, baseball batting nets, etc.)***

All sports facilities, including freestanding devices that are not stored after each use, as well as permanent goals, nets, backstops, and facilities, need approval. Consideration should be given in locating sports facilities to cause the least inconvenience to neighbors and to be as harmonious and inconspicuous as possible. Sports facilities should be concealed behind approved screening or incorporated in the building design so as to be inconspicuous.

Basketball goals usually do not require screening, but must receive ARB approval.

Basketball goals should not be attached to the residence or any out buildings.

## **25. *Storage sheds***

All storage sheds need approval. Generally sheds should match existing structures in materials, roofing, color, and trim.

Unless extremely unusual situations exist, sheds should not infringe upon the setbacks for the lot as listed in the covenants of the individual neighborhood.

## **26. *Swimming pools, hot tubs, whirlpools, jacuzzis***

All water facilities, except portable children's wading pools less than twelve inches (12") in height that are stored out of sight when not in use, need approval. Pools, for safety reasons, must be enclosed by an appropriate, approved fence. Pools should be concealed behind approved screening or incorporated in the building design so as to be inconspicuous.

## **27. *Tree removal***

Removal of live trees in excess of 6 inches in diameter requires approval. The removal of dead, diseased, or storm-damaged trees that pose an immediate threat to a residence does not require approval; however, documentation of the damage, disease, or danger should be recorded.

All trees requested for removal should be marked with a bright ribbon so that the ARB can easily locate them when viewing the site. Requests will be denied if the tree to be removed is not clearly identified to your neighbors and the ARB.

When removed, trees should typically be cut as close to the ground as possible. Removal of stumps is at the discretion of the property owner but is encouraged unless removal will cause erosion.

No topping or removal of trees on Homeowner Association common areas is permitted without specific approval.

The Association has the ability to require immediate replacement of any mature trees with like trees if removal occurred without prior approval. This is an extremely expensive proposition so please be sure to have prior approval before any tree removal.

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## ***28. Vegetable garden plots***

All vegetable garden plots in excess of twenty-five (25) square feet need approval and shall be located as inconspicuously as possible, and should be in the rear of the residence. Garden plots should not cause erosion or sediment flow on the property of neighbors or on the common property of the Association.

**Thank you** for adhering to these guidelines and for helping to keep Sunset Ridge North a great neighborhood in which to live!

Architectural Review Board  
Sunset Ridge North Homeowners Association