

RAVEN'S RUN **ARCHITECTURAL REVIEW BOARD** **RULES & GUIDELINES**

PURPOSE OF RULES & GUIDELINES

The purpose of these rules is to create an aesthetically pleasing community, to encourage construction of good quality architectural design, to assist property owners during the design and construction of their home and to establish control procedures for the review and approval of all proposed dwellings.

I. ARCHITECTURAL REVIEW BOARD

The Architectural Review Board, hereinafter referred to as the ARB, has been established to review and approve all proposed construction in Raven's Run. It is the desire of the ARB to encourage quality architectural design and construction in keeping with the intent of these guidelines. The ARB is a standing committee of the Raven's Run Board of Directors hereinafter referred to as the BOD. The ARB must have at least one member who is also a current member of the BOD at all times. The ARB shall provide a monthly written report to the BOD.

The ARB is a resource for homeowners! It is available to interpret the Rules and Guidelines and to give advice and counsel to Homeowners to assist them in achieving their goals. Any member of the Raven's Run Homeowner's Association in *good standing* is eligible to serve on the ARB and is welcome and encouraged to do so. The BOD must approve all new ARB members by a simple majority vote.

Owners shall submit plans and documents for approval by the ARB prior to constructing any building, fence, wall, pool or other structures in Raven's Run. Major landscaping modifications must also be submitted to the ARB for approval. **The ARB may reject any proposed construction or landscaping plan based solely on aesthetic grounds.** Owners may appeal any ARB decision to the BOD for reconsideration and the BOD shall have final say in all appeals. The BOD also serves as the final arbitrator of all disputes and may impose fines, assessments or take other actions as necessary to resolve any ARB issues with property owners of Raven's Run.

The ARB Chairman shall schedule the meetings of the ARB as required.

II. VIOLATIONS and FINES

Violations of any ARB Rules or Guidelines are subject to fines to be determined by the Board of Directors. Any owner cited to be in violation by the ARB may appeal to the Board within four weeks of the date of the violation. All BOD decisions are final.

In cases where violations exist or conditions are such that the ARB Rules and Guidelines have not been followed, the ARB may recommend that the BOD impose a fine or take action as necessary to rectify the issue. Only the Board of Directors has such authority granted to it by way of the Declaration of Covenants, Conditions, Easements and Restrictions Applicable to Raven's Run Subdivision under Paragraph heading #40, "Violations."

III. ARB REVIEW PROCESS for CONSTRUCTION and REMODELING

Note: These guidelines do not apply to cases of like for like replacement in the course of essential maintenance. Homeowners should advise the ARB in cases where maintenance is more than trivial before work begins.

Projects needing ARB approval, in addition to new construction, include, but are not limited to: exterior painting, re-roofing, replacement of windows and doors, repaving, major landscaping, any additions or exterior alterations to the home, removal of any trees over 6" in diameter (with the exception of pine trees which can be removed at any time without ARB approval).

Samples of exterior paint color and materials including a description of the type and quality of products to be used must be submitted to the ARB for approval. Placement of a dumpster and sanitary facility require prior ARB approval and must be placed off the street and as unobtrusively as possible.

Owners should contact the ARB for any exterior project that potentially affects their neighbors. The ARB is charged to inform neighboring home owners of any proposed project next door to them.

No exterior work shall commence until ARB approval has been given and an official "ARB Approved" sign has been posted on the property.

The five [5] stage ARB Review Process outlined below is to be followed as it applies to every construction or remodeling project.

The ARB Review Process is completed in 5 phases utilizing a systematic and uniform review of documents, forms and material specifications that are mandatory for the construction of quality homes and landscaping in Raven's Run.

1. Preliminary Review
2. Approval
3. Final RRHOA Building Permit
4. Construction
5. Landscaping

At any time during the above Review Process the ARB reserves the right to exercise its authority regarding construction and landscaping when, in its judgment, such action is necessary to protect the aesthetic standards of the community.

1. Preliminary Review

A Preliminary Review is encouraged to take place as soon as the owner is able to identify design objectives in sufficient detail to provide tentative drawings reflecting relationships, articulation, circulation and materials. Partial sketches, renderings, perspectives and models are appropriate for the Preliminary Review and should contain the following:

- A. **Site Analysis** – A site analysis (tree survey) shall be prepared by a licensed land surveyor. The analysis should be drawn at 1/8 inch scale, showing the location, kind and size of all trees over six (6) inches in diameter from a point measured two (2) feet above ground level, property lines, easements, setbacks, contour lines, lakes, roadways and other prominent natural features. Drawing shall identify specific trees the owner wants to remove.
- B. **Schematic Landscape Plan** – A site plan at 1/8 inch scale showing the location of all buildings, driveway and walks with proposed landscaping concepts as intended to help integrate the buildings with its environment. The landscape plan should provide for positive drainage.
- C. **Floor Plans** – Floor plans presented at 1/8 inch or 1/4 inch scale provide a general layout for all levels of the proposed construction.
- D. **Elevations** – Drawings presented at 1/8 inch or 1/4 inch scale representing the view and height of all exterior sides of the proposed structures.
- E. **Building/Site Section** – The buildings must be staked out on the site with stakes at least two (2) feet tall marking at the corners. Strings shall connect stakes outlining the shape of the buildings and property lines nearest the buildings shall be defined with string. All trees planned for removal shall be outlined with string and tied with red surveyor's ribbon.
- F. **Preliminary Review Approval** – The ARB will provide preliminary approval to documents submitted in accordance with these guidelines. Should the ARB reject any portion of any proposal submitted, the ARB will state reasons for the rejections and will offer recommendations for improvement. If the

preliminary drawings are substantially changed, either by request of the ARB or by the owner, they must be re-submitted and receive Preliminary Approval before proceeding for Final Approval. A Preliminary Approval is valid for twelve (12) months from the date of approval.

2. Final Approval

Construction and Landscaping Documents required for Final Approval are as follows:

- A. Dimensioned Site Plan** – Similar to the Preliminary Site Analysis incorporating subsequent changes and proposed utility services. The Final Site Plan shall include:
 - 1) Locations of all additional on-site elements such as landscape irrigation, lighting, walks, fencing, pools, decking, patios, sheds, play structure, etc. Those items noted will require details concerning construction, techniques and information concerning materials and finish specification.
 - 2) North arrow, approximate scale (same as site analysis), location, type and size of all trees over six (6) inches in diameter from a point measured two (2) feet above ground level, indicating all trees to be removed, location of all proposed site elements, such as house, drive, walks, fencing, HVAC units, electrical meter, etc.
 - 3) All elements shall demonstrate conformity with all required setbacks and easements.
 - 4) Materials shall be stated as related to walks and/or driveways.
- B. Foundation and Framing Plan** – Plans drawn at 1/4 inch scale showing locations and sizes of foundation and framing elements.
- C. Floor Plans** – Floor plans shall be drawn at 1/4 inch scale and contain all information and specifications necessary for construction. Dwellings shall be designed with a minimum of 2500 sq. ft. of heated living space (porches, decks, garage, etc. shall not be included in the dwelling square footage).
- D. Elevations** – Drawn at 1/4 inch scale, accurately representing the view of all sides of the structures. Floor elevations must be delineated and existing and proposed grade levels must be shown.
- E. Exterior Materials** – Specifications of all exterior materials, including but not limited to, siding, roofing, shingles, trimming, windows and doors, steps, etc. must be submitted along with representative color/manufacturer samples.
 - 1) Roofing shingles shall be 30 year architectural grade. Existing residences with other than specified grade shingles shall be required to install 30 year architectural grade shingles upon replacement of any roof. Owner shall furnish certification of compliance from the shingle supplier.
 - 2) Dwellings with vinyl siding shall be limited to no more than 25% of the total number of homes constructed in Raven's Run.
- F. Specifications** – A full set of specifications of all materials must be submitted.
- G. Color Samples** – Proposed colors of exterior materials including siding, trim, brick, roofing, stucco and lattice must be submitted on actual samples of materials proposed for use. These sample submissions are most important to both the owner and the Board in evaluating the appearance of the structure as color chips often vary greatly from actual applications.
- H. Final Stake-Out** – The preliminary stake-out must be updated reflecting changes, if any, in the location of the buildings or driveway and additional trees to be removed. Trees over 6 inches in diameter from a point measured two (2) feet above ground level must have prior approval by the ARB before removal.
- I. Landscaping Plan** – The Landscaping Plan is a more detailed drawing of the Schematic Landscape Plan provided in the Preliminary Approval phase. The Landscaping Plan is drawn at 1/8 inch scale and shall represent all planting material, to include shrubs and trees, identified as to size, common name, and variety. Plans must also indicate north arrow, proposed grading or berms, existing trees (note those to be removed), type of mulching material, location of landscape lighting, walks, fences, pools, decks, patios, play structures and mailboxes. Adequate plant screening must be provided for HVAC units, service yards, wood piles, trash enclosures and electric meters. Existing trees shall also be shown on this plan.

3. Raven's Run Building Permit and Deposit for New Construction or Exterior Renovations

- A. Upon Final Approval, the ARB will issue a *Raven's Run Building Permit* indicating that the lot is ready for clearing and construction has been approved. A *Raven's Run Building Permit* must be issued **before** the building site is cleared for construction. Owners must also apply for permits required by other regulatory agencies. Any construction project over \$2,000 must have a county or city permit.
- B. Owners may obtain a *Raven's Run Permit* by submitting a permit request form, a construction deposit and two (2) sets of complete construction documents. Both sets of construction documents will be stamped with the ARB Seal indicating Final Approval. One (1) complete set will be returned to the owner.
- C. Prior to issuing a building permit, however, lot owners shall deposit with the Treasurer, Raven's Run Homeowner's Association, Inc. the sum of \$20,000, said sum to be held as a Construction Deposit, without interest, insuring faithful performance by the lot owner and the owner's adherence to construction and landscaping plans submitted and approved by the ARB and, further insuring compliance with restrictive covenants.

Any major remodeling construction project, as determined by the ARB, will require the property owner to deposit with the Treasurer, Raven's Run Homeowner's Association the sum of \$10,000, said sum to be held as a Construction Deposit, without interest, insuring faithful performance by the property owner and the owner's adherence to construction and landscaping plans submitted and approved by the ARB and, further insuring compliance with restrictive covenants. Small projects (such as the addition of a deck) will require a deposit of \$1000.00.

Non-compliance or variation from ARB approved construction plans, landscaping plans and/or restrictive covenants of the Association, may cause forfeiture of said funds, or portions thereof, to the Raven's Run Homeowner's Association, Inc.

- D. The owner may request a deposit refund when construction and landscaping have been completed and all phases of the ARB Review Process have been satisfied.

4. Construction

Specific guidelines have been established for the construction process. It is owner's responsibility to insure that the contractor and subcontractors conform to these guidelines and rules. In all cases the property owner will be held accountable for the actions of his contractor and all subcontractors. Construction workers and suppliers must obey all traffic and security regulations of Raven's Run.

Before Construction Begins:

After Final Approval of construction plans, documents and a final stake-out, a few requirements must be satisfied before the site clearing, material deliveries, or construction begins.

- a) Each construction site must display a *Job Site Sign* identifying the owner or builder. No other signs shall be placed on the job site. All signs must be erected a minimum of twenty (20) feet from the edge of the street.
- b) Additional sub-contractor and architect signs must be approved by the ARB.
- c) All permits and notices must be posted on the rear of the *Job Site Sign* before site clearing or construction begins.
- d) At no time shall a sign or permit be nailed to trees.
- e) Signs will be posted only after a building permit is issued.
- f) Following is a check list that must be completed before construction begins:
 - ◆ Submit two (2) sets of approved construction drawings and landscape plan
 - ◆ Obtain Raven's Run Building Permit
 - ◆ Final Approval of plans and stake-out by ARB
 - ◆ Obtain regulatory Agencies Building Permit

- ◆ Erect approved job sign
- ◆ Post Building Permits

During Construction:

- a) During construction the contractor shall protect all trees and natural areas.
- b) Side property lines must be defined by either a string or tape set on posts.
- c) Temporary sanitary facilities shall be provided before starting any construction and shall be located off the street right-of-way and screened so they are not visible to the road.
- d) Contractor's workmen shall confine the parking of their vehicles to the construction site off the street.
- e) Construction materials shall not be stored in the right-of-way nor on adjacent properties
- f) A dumpster shall be located on the property when framing starts and shall remain until the ARB completes the Final Inspection and an occupancy permit is granted. The construction site shall be kept clean and free of trash and litter. All construction debris shall be placed in the dumpster at the end of each day. Trash/debris North Arrow piles are strictly prohibited. Trash/debris going into lakes, common areas or other lots will be cleaned at the owner's expense.
- g) No burning of construction debris is allowed.
- h) Upon written request and ARB approval, a **POD storage unit** may be placed in the driveway for a maximum period of two [2] weeks while the Owner is moving in, out or undertaking an interior renovation. Upon written request, an extension may be granted on a case by case basis.

After Construction:

- a) Construction must be completed and landscaping must be installed within twelve (12) months following the issuance of the Raven's Run Building Permit.
- b) Upon completion of construction all building debris and materials must be removed from the site and the surrounding areas.
- c) Remove temporary power pole, temporary facilities and building sign.
- d) Finally the owner should notify the ARB in writing that he is ready for Construction Approval.
- e) Unauthorized changes or variation from approved plans must be corrected before Construction Approval.

5. Landscaping

- A) Landscaping must be completed in accordance with the Landscaping Plan approved by the ARB. Proposed changes or modifications must be submitted in writing to the ARB for approval.
- B) All foundation bushes and shrubs shall be minimum three (3) gallon sizes.
- C) All foundation ground cover shall be minimum one (1) gallon sizes.
- D) Any portion of the yard that is designated for grass and is visible from the street shall be covered with sod.
- E) Driveway entrances shall conform to neighborhood driveway entrances and shall consist of a bomanite entrance slab with two natural, uncolored stucco columns. [See **Article X** for complete information.]
- F) Mailboxes shall conform to set community standards as set forth and available from the ARB, Raven's Run website and the property management company. Maintenance of the mailbox is the responsibility of the individual homeowner and will be monitored by property management and the ARB. The standard black paint is available from the property management company to paint or touch up mailboxes and posts. Failure to comply with standards is subject to fines.
- G) Fences must be repaired and maintained to community standards or removal shall be required. Fences must be preapproved by the ARB. Chain link fences are not allowed. Fences shall be installed from the back line of the house toward the back end of the property.
- H) Pool installations require a simple majority approval of both the ARB and BOD. Aluminum above ground pools are not allowed. Small inflatable children's pools are allowed, but must be removed from lawn and out of sight each evening. Permanent above ground pools must be behind the home. All elevated pools of more than three [3] feet above the lowest surrounding ground must have a minimum of a five [5] foot solid wall surrounding the pool or deck for reasons of both privacy and sound attenuation. All pool equipment must be out of sight and have sound attenuating engineering

for noise prevention. The ARB has the right to reject any pool design it feels inappropriate for the community.

- I) As set forth in Article 29 of the Covenants: "No trees over 6 inches in diameter from a point measured two (2) feet above ground level may be removed from any lot without the express written authorization of the ARB. The ARB shall further have the authority to require any Owner removing a tree in violation of this clause to replace same at his cost."
- J) All new homes being constructed must install an underground irrigation system for the entire property. It is recommended that property owners use lake water for this purpose rather than well water. For those properties which do not have an underground irrigation system in place, at such time as they do any landscape ARB approved project, irrigation must be installed.

IV. CONSTRUCTION HOURS OF OPERATION

Following are the approved Construction Hours of Operation which have been established to keep the noise level acceptable for the residents to enjoy their evening hours and weekends:

- A. Construction, including lot clearing, is not to commence prior to 7 a.m. and must cease by 7 p.m. on weekdays.
- B. Construction is not to commence before 8 a.m. on Saturdays.
- C. Construction must cease by 5 p.m. on Saturdays.
- D. Construction is not permitted on Sundays, except in emergencies with prior ARB approval.

V. SATELLITE DISH OR ANTENNA

Residents must submit a written request and the ARB must approve all satellite dish antennas prior to installation.

Dish antennas shall be subject to the following:

- a) Maximum one (1) meter in diameter
- b) Location should be behind the rear line of the house
- c) If placement is on the roof, the antenna must not be seen from the front of the house
- d) If located on the ground, the dish must be properly screened

VI. PLAYGROUND EQUIPMENT

- A) Construction plans and specifications for playground equipment must be submitted to the ARB for approval prior to installation.
- B) Tree houses will not be permitted.
- C) Playground equipment (swings, slides, sandboxes and other construction) must be installed in the back yard. The back yard is identified as line projected by the rear corners of the dwelling. Alternate locations may be allowed if approved by the ARB.
- D) Playground equipment shall not exceed fifteen (15) feet in height.
- E) Construction materials shall be of natural or treated wood.
- F) Canopies, slides, swings and flags shall be constructed of materials with natural wood tone colors and will be subject to ARB approval. Brightly colored accessories will be allowed if properly screened from view.
- G) Trampolines may only be placed in the back or side yard, subject to ARB approval.
- H) Natural screening is required if materials are constructed with bright colors and a screening/landscaping plan must be submitted for ARB approval.

VII. DOCKS and Ancillary Structures

New construction or renovation of a dock or deck must have ARB approval.

- No dock may exceed 80 square feet in total area.
- No dock shall have a roof or lights of any kind.

- Decks or other structures such as a gazebo or a swing near the water are permitted to have both a roof and/or low level lighting with ARB approval.
- All permitted low level lighting on decks, walkways or other structures that are not docks, must have an operating timer.
- No lighting on such structures is permitted after 11 p.m. with the exception of pathway lighting.
- All structures must have plans submitted in advance of installation with details including, but not limited to materials, dimensions, location on lot, lighting, paint color, stain color, landscaping and walkways.

VIII. **GARAGE DOORS**

Garages must be constructed so that garage doors do not open on the front side of the house.

IX. **WINDOW/WALL AIR CONDITIONING UNITS**

Individual window or wall air conditioning units are subject to ARB approval.

X. **STUCCO COLUMNS**

Two natural stucco columns are a standard feature of every home's landscape in Ravens' Run as determined by the Covenants and must be kept in good repair.

- A) The stucco columns at the driveway entrance of each home must retain their integrity. They are to be free of vegetation which obscures or surrounds them.
- B) A vine, such as fig ivy, which covers and outlines the columns is permitted as long as the integrity (shape) of the column is retained.
- C) The stucco columns may be either the natural stucco color or finished with **elastomeric** flat stucco paint which seals and waterproofs and is suitable to repair and refinish the stucco. The color codes can be obtained from the property management company, the ARB or the Ravens' Run website. No other colors are permitted. The ARB is available to assist homeowners with information and resources for maintaining and repairing columns.
- D) The concrete planter boxes next to most columns must be kept in good repair. The homeowner has the option to either repair broken or cracked planter boxes or remove them entirely. If removed, the resulting dirt areas should be either covered with hardscape or suitable plantings.

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