



Leewood Design and Maintenance Standards

Leewood Homeowners Association, Inc.

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LEEWOOD HOMEOWNERS ASSOCIATION, INC.

DESIGN AND MAINTENANCE STANDARDS

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LEEWOOD HOMEOWNERS ASSOCIATION, INC.

DESIGN AND MAINTENANCE STANDARDS

The following guidelines, including policies and procedures, rules and regulations, supersede previously issued guidelines.

1. PURPOSE AND INTRODUCTION

The purpose of the Leewood Homeowners Association, Inc. (Leewood or LHOA) Design and Maintenance Standards (“Standards”) is to lay a framework of consistent guidelines so that the standard of design quality established by the builder at the time of construction may be maintained. In turn, property values are protected and the community’s overall environment is enhanced.

1.1. ARC Mission

The ARC (Architectural Review Committee) is charged with regulating the external design and appearance of the properties and maintenance or improvements thereon. The ARC specifically considers design compatibility, location and impact, scale, color and material, workmanship and timing. The ARC will interpret and enforce these Standards equally for all properties in Leewood. However, the ARC has the authority to make exceptions on a case by case basis, using criteria defined herein, so long as the intent of these Standards is recognized in each decision. The Association does not warrant to any existing or future Owner that every Standard may be met by every house or property in Leewood.

1.2. Improvements or Modifications Requiring Approval

With the exception of items specifically pre-approved by the Association elsewhere in these Standards, any addition, modification, or improvement to the exterior of a house or property must be approved by the ARC before commencing work. Maintenance and repair of the existing house or property, including replacement of any previously approved element with an identical element, does not require review and approval.

Improvements requiring approval include, but are not limited to, any change to existing exterior walls or wall surfaces, colors or finishes, roofs, fascia, soffits, rake boards, skylights, vents, chimneys, caps, flashing, gutters, windows, doors, shutters, anything affixed to the exterior of the house, steps, landings and railings. Yard improvements requiring approval include, but are not limited to, fences, sheds, decks, patios, walkways, removal or addition of permanent landscaping, play structures, sports structures, and exterior lighting visible from the street or Common Area.

Examples of elements which do not require review and approval include: any interior improvement, changes in window shades or drapes that conform to the norm of our neighborhood, holiday decorations, seasonal flowers and potted plants.

1.3. Modifications to Existing Structure

Modifications to existing structures must consider:

- a. *Compatibility*: Any proposed modification must be compatible with the architectural characteristics of the Owner's house, adjoining houses and neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, scale, use of color, materials and design and construction detail. Townhomes are most sensitive to compatible colors, style and streetscape.
- b. *Location and Impact*: Any proposed modification must relate favorably to the landscape, topography, existing structures and character of the neighborhood. Disruption of the natural topography, changes in the rate or direction of the natural flow of storm water runoff by artificial means, or adverse impact on neighbors, any other property or the Common Areas must be taken into consideration. All modifications shall be completed so that they do not damage the Common Area or any other Owner's property.
- c. *Scale*: The size and proportion of a proposed modification must be in appropriate relationship to adjacent structures and surroundings.
- d. *Continuity*: Continuity of design must be attained by the use of the same or compatible materials as those used in the original construction throughout Leewood.
- e. *Timing*: Timely completion of a project is necessary in order to minimize safety hazards and potential objectionable or nuisance situations.
- f. *Basis of Decisions*: Evaluations by, and decisions of, the ARC are not based on individual opinion or taste. Judgment of each application for modification is based on the general principles and/or criteria outlined in these Standards.

1.4. Maintenance

1.4.1. *Minimum Property Maintenance*: As the community ages, it becomes necessary for Owners to periodically provide maintenance, restore exterior materials and finishes or replace those that cannot be restored. Some materials will last indefinitely if they receive periodic maintenance, while others need to be replaced once or more over the life of the house. Some Owners are likely to maintain a higher standard of care and finish appearance on their houses or property than others. This is a function of human nature, financial resources, physical ability and other variables which the Association cannot, and seeks not, to control. Major deterioration of a house or property, however, represents a more severe physical problem which substantially affects both the appearance and condition of the house or property. This level of deterioration will be required to be corrected.

1.4.2. *Typical Maintenance Issues*: A common threat to all property values in a community is the visible evidence of lack of maintenance on a property. The Association does not inspect houses for the purpose of setting maintenance schedules for every Owner; however, the Association has a responsibility to act when poor maintenance results in a physical breakdown, material change or failure of any exterior element of a house. Examples of this include: peeling, chipped or cracked paint; broken or rotting shutters, windows or doors; missing or broken shingles; extensive rusting or corrosion; broken light fixtures; missing or broken stone or brick; rotting or missing fence boards; or overgrown, unkempt yards, including dead or missing plants or overgrown plants which threaten other plants or cross property lines.

Every Owner in Leewood is responsible for maintaining the appearance Standards of his or her own house and property. This means obtaining approval from the Association prior to making modifications to the house or property. It also means maintaining the house or property in substantially the same appearance condition as it was originally built or approved. Normal wear and aging of materials and finishes is to be expected; however, when the material or finish begins to physically break down, it no longer represents the design and appearance of the original approved design for the house or property.

1.4.3. Maintenance and Modification: A maintenance problem may require modification to the exterior of the house; thus, the guidelines for modifications may apply.

1.5. Workmanship

The quality of work for any change or maintenance should be equal to or better than that originally used by the builder. The ARC presumes that quality workmanship will be used to complete work as specified, will be aesthetically acceptable and will require normally expected maintenance only. Should there be a question of workmanship, the Owner is responsible for the necessary corrections. The ARC shall be the final arbiter of workmanship.

1.6. Citizen Reporting of Alleged Violations

Any Owner or resident who sees an apparent violation of these Design and Maintenance Standards and becomes concerned has the right to contact any member of the Association's Board of Directors and file a written complaint or request for the Association to investigate. All such complaints or requests will be investigated by the Association. Investigation does not necessarily imply a violation notice will be sent.

1.7. Enforcement Procedures

1.7.1. Site Inspections: A site inspection will be made before any violation letter is sent to the Owner. If the property is not Owner-occupied, the violation letter is sent to the Owner with copies to tenants, as appropriate. The site inspection will be performed from the Common Area of the Association. The inspection will be done as part of the Association's regular enforcement process or as a result of a complaint by a member of the Association.

1.7.2. Summary of Process: The following enforcement procedures are summarized here and may be seen in their entirety in Policy Resolution No. 5. This summary assumes that the initial action taken on the violation is by the Architectural Review Committee.

- a. Upon confirmation of an architectural or maintenance violation, the Owner will be notified by regular, first class mail of the nature of the violation to provide a reasonable opportunity to correct the violation.
- b. The Owner is given an appropriate amount of time, depending on the nature of the violation, to resolve the problem.
- c. An extension requested by the Owner may be granted under special circumstances.
- d. A second inspection is made to determine if the violation still exists or has been satisfactorily resolved.

- e. If no action has been taken or the repair is inadequate, a second notice of violation will be issued to the Owner by the Association Board of Directors, with a fourteen (14) day response time.
- f. If, at the end of the second notice period, the violation still exists or the repair is still inadequate, the Owner will be advised by written notice sent by certified mail, return receipt requested, of a date and time to appear at a hearing before the Association Board of Directors.
- g. If the repair is not completed prior to the hearing or an acceptable resolution of the violation is not forthcoming from the Owner, a hearing will be held (with or without the Owner attending). The Owner may find out the determination regarding the case at the hearing but will definitely be informed in writing of the outcome. If the Association Board of Directors affirms the violation, the Association may pursue any and all remedies available to the Association.
- h. If the violation continues to exist after the above steps, the Association Board of Directors may vote to refer the case to legal counsel with a recommendation for legal action. The Association may also pursue self-help, after a twenty (20) day notice to the Owner, whereby the Association contracts to correct the violation and the Owner is responsible for the cost. After a ten (10) day notice to the Owner, a lien for the costs will be recorded against the Lot.
- i. The Owner may appeal any ARC decision to the ARC or the Association Board of Directors throughout the time period prior to the mandated hearing.

2. THE ARCHITECTURAL REVIEW PROCESS

2.1. Authority to Maintain Architectural Controls

2.1.1. Authority to review and approve all construction, improvements, modifications, and additions on every Lot in Leewood is provided in the Declaration of Covenants, Conditions, and Restrictions (“Covenants”). Authority to ensure adequate exterior maintenance is provided in the Covenants.

2.1.2. Subsequently, authority was conveyed to the Leewood Homeowners Association, Inc. (LHOA). The Board of Directors of the LHOA has further delegated this authority to an Architectural Review Committee (ARC).

2.1.3. In order to clarify the review process, the submittal requirements, and the basis on which proposed improvements are judged, the Association Board of Directors has further authorized the development and publication of the Leewood Design and Maintenance Standards (“Standards”).

2.2. Responsibility For Obtaining Approvals

2.2.1. Each Owner within Leewood is responsible for his or her property's compliance with the Standards. Any proposed improvements or changes to the property may affect that compliance. The Covenants require that the Owner obtain approvals from the Association prior to making any improvements or changes, other than those changes specifically noted throughout these Standards, in order to maintain compliance. This is true whether or not the work is being performed by the Owner directly, by a tenant, or by a contractor.

2.2.2. Tenants may make an application for improvements directly to the Association; however; the application form must be signed by the Owner. Correspondence from the ARC will be sent to the Owner. Upon request, and on a case by case basis, a copy will be sent to the tenant as well.

2.2.3. In addition to approvals from the Association, other approvals and permits (such as a building permit) may be required by the County. It is not the responsibility of the Association or the ARC to obtain any permits nor to provide any guarantees or waive any legal requirements for compliance with any state or County law, with the Covenants or with the Standards.

ARC approval of plans does not constitute acceptance of any technical or engineering specifications or requirements of the County, and the Association assumes no responsibility for such. The function of the ARC is to review submittals for conformity with these Standards and the Covenants. All technical and engineering matters, as well as applicable permits, are the responsibility of the Owner. Approvals or variances granted by the County do not supersede the Covenants or the Standards.

2.3. Preparation Of Application Submittals for Approval

2.3.1. *Application Forms:* Application forms to submit for obtaining approval are available from the Leewood Homeowners Association (LHOA), from the Leewood website (www.leewood.us), or may be photocopied from Appendix C in this Manual.

2.3.2. *Content of Submittals:* Submittals prepared for consideration by the ARC need to be complete and accurate. All applications must include estimated start and completion dates. Submittals for design review must include drawings prepared as described below. All requested information on the application forms need to be furnished. The ARC will reject applications that are incomplete or inaccurate.

Proper submittals include drawings that are neat, accurate, drawn to scale and with sufficient detail to adequately explain the entire design. Insufficient explanation of a design, including all visible details, is cause for rejection of an application. The ARC, at its discretion, may accept plans that are marked up in red with late changes to design features. However, the ARC may require that the marked-up sheets be corrected, revised, and re-submitted. At a minimum, the Association may require the following to be submitted which will be maintained on file with the Association:

Exterior Change	Required Documents
EXTERIOR MODIFICATIONS	<ul style="list-style-type: none"> • Plan of modification(s) • Exterior elevations • Product specifications and catalogue illustrations for new products • Material samples for new exterior materials including colors
COLOR CHANGES	<ul style="list-style-type: none"> • Color chips for each submitted color
ACCESSORY STRUCTURES	<ul style="list-style-type: none"> • Site plan (show location of new structure and existing house, with distances between each and distances to lot lines) • Product specifications and catalogue illustrations for new structures, including floor plan(s) of accessory structure • Exterior elevations • Finish materials, including colors
OTHER SITE IMPROVEMENTS	<ul style="list-style-type: none"> • Site plan - show location of improvement, existing structures, distances to lot lines, tree(s), if any, to be removed. • Plan of improvement
FENCES	<ul style="list-style-type: none"> • Site plan - show location, extent of fence, and tree(s), if any, to be removed. • Elevation of fence with heights, materials and sizes identified. • Fence material and style • Survey showing Lot line if requesting extension of end unit fence to Lot line

Site plans, landscape plans and drawings of modifications, structures, or other improvements shall be drawn to a scale (such as 1/4" = 1'-0") and the scale identified on the drawing.

2.3.3. Submissions are kept on file for a record of approved designs. Therefore submitted drawings should be copies of originals, not the originals themselves.

2.4. Review of Applications

The ARC will endeavor to review applications within one to two weeks of receipt. The ARC reviews all requests submitted on the appropriate application forms together with their supporting drawings and information.

2.5. Basis of Review

The ARC bases its review of each application on the Committee's interpretation of the Covenants and these Standards and on the graphic and written information presented. Generally, ARC review of applications occurs without personal presentations by the applicant. Therefore, it is incumbent upon the applicant to provide sufficient and accurate information to the ARC for proper consideration. If, in the applicant's opinion, extenuating circumstances exist which would justify a variance from stated Standards, this information should be provided with the application.

2.6. Approval of Applications

2.6.1. An application is approved when notice is given to the applicant in writing by the ARC or its designated representative. No verbal approvals are given. The ARC may issue any of the following four decisions:

"APPROVED AS SUBMITTED" means approved based on the application submitted.

"APPROVED WITH CHANGES" means approved only if stated conditions or changes outlined in the approval letter are met.

"NOT APPROVED" means not approved. Reasons for disapproval will be given in writing. The ARC may also provide suggestions for revisions but does not provide design solutions. A disapproval action requires a re-submittal of the application for review before any subsequent approvals can be given.

"REVIEWED (ADDITIONAL INFORMATION REQUIRED)" means a review of early design drawings has been completed, and additional information is needed or the ARC has concerns or questions regarding the design. Comments are given to the Applicant, but no approval to proceed is granted without ARC review of a complete submittal in accordance with the above requirements.

2.6.2. In the event the Board or the ARC fails to act on a design within ninety (90) days, the application shall be considered as approved.

2.7. Appeals and Exceptions

2.7.1. Should an application be denied on the basis of the Covenants or Standards and the applicant feels that the submittal was misinterpreted or that there are extenuating circumstances which should qualify for an exception from these requirements, the applicant may contact the ARC or the Board to discuss it. If the ARC or Board agrees that a second review is in order, the Owner will resubmit the application to the ARC for reconsideration.

2.7.2. In extreme circumstances and at the request of the Owner, the Board may grant exceptions to any of the Standards on the basis of one or more of the following criteria:

- a. A property condition not created by the Owner, or any previous Owner, which cannot be reasonably corrected, and which precludes compliance with any Standard.
- b. Any other conditions imposed on an Owner by the Association or any other legal authority, which precludes compliance with any Standard.
- c. Any significantly debilitating physical or medical condition as more fully described in the Fair Housing Acts of the County of Fairfax, State of Virginia or United States of America of an Owner or tenant which precludes compliance with any Standard. Such exception shall be limited to the period of time that the house is occupied by the disabled person.

2.7.3. If an applicant feels that he or she has been unfairly denied approval by the ARC, an appeal may be filed with the Association Board of Directors.

2.8. Changes After Approval

All construction, improvement, modifications, and additions must be completed in accordance with the application and plans as approved. Changes in design made after approval has been given by the ARC or during construction must receive written approval by the ARC. Applicants requesting design change approvals should consult with the ARC to determine if additional plans and/or specifications are required to be submitted.

2.9. Duration of Approval

2.9.1. Approvals given by the ARC shall expire after ninety (90) days from the date of approval for approved work that has not been started, unless an extension or a longer period of time is requested and approved by the ARC.

2.9.2. Any approved work must be completed within one hundred eighty (180) days of the date of approval, unless an extension has been requested and approved by the ARC. Approvals shall expire for any work that is not completed within the time specified, and the uncompleted project may be dismantled or completed by the Association at its discretion and at the Owner's cost.

3. MAIN STRUCTURE - MAINTENANCE AND MODIFICATION

3.1. Preservation of Existing Facade Design

3.1.1. **Maintenance of Existing:** It is each Owner's responsibility to maintain their existing house facade in substantially the same material condition as originally built. The following subsections of these Standards contain specific maintenance requirements for elements of the house facade. Please use these subsections as a guide for establishing the maintenance schedule and priorities for your existing house. Failure to follow the criteria listed in the following sections may result in a violation.

3.1.2. **Substantial Design Changes Not Permitted:** There is a similarity in the traditional architecture of the houses in Leewood. They vary from each other mainly in details such as window heads, front door trims and occasional Dutch roof designs with dormers. In general, any proposed modification which substantially alters the appearance of the exterior walls of the house will not be approved. The ARC may be more liberal in the consideration of modifications to the rear of the house when modifications are proposed that will not detract from the overall appearance and style of the building. However, additions such as sunrooms, family rooms or other additions of this type will not be approved.

3.2. Colors

3.2.1. **Maintenance of Existing:** The Association may require correction of the following conditions:

- a. Any painted surface that is crazed, chipped, peeling, or noticeably faded or discolored. Repair/repaint.

3.2.2. **General:** Owners must paint their entire house as needed, excluding brick surfaces, but including trim, siding, gutters, doors, door and window frames and other parts originally painted by the builder. Exterior colors must be the original color as designated by the builder at the time of construction or as approved at a later date by the ARC and as recorded in official Association records. Documentation of changes should be kept by the Owner.

3.2.3. **Applicability:** This section concerns the colors used on house facades, including pre-finished or painted siding, trim, doors, windows, shutters, etc. Roof colors and the color requirements for sheds, fences, and other structures are included in their respective sections of these Standards.

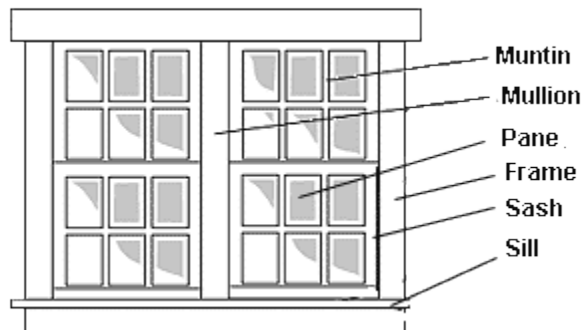
3.2.4. **Color Changes:** Requests for changes in colors shall be made to the ARC on the appropriate application form. Requests for approval should be specific as to manufacturer and color name or number, and color chip(s) must be provided. If approval is granted, keep the documentation of such approval.

3.2.5. *Color Requirements:*

- a. *Colors:* Exterior color changes will be approved only if the proposed color is in harmony with other houses in the community. Colors selected must be coordinated with each other and with other finishes such as masonry and roof colors. Absence of specific prohibition in these Standards does not imply a color combination will be approved.
- b. *Location:* No two adjacent houses may have the same shutter colors nor may more than two houses in a connected row have painted areas (other than the trim) of the same hues.
- c. *Other Requirements:* Only those areas that are painted may be repainted. Unpainted areas and unstained areas such as brick, flagstone and fencing (public exposure) shall remain unpainted and unstained.
- d. *Trim (“eave and rake trim”):* All eaves, rake boards, corner boards, dormers, fascia, attic vents, gutters, down spouts and soffits (see pictures below) shall be the same color.



- e. *Window Trim (mullion, frame, and sill), Door Trim, and Rear Doors:* These shall match the eave and rake trim.
- f. *Windows:* Muntins and sashes may be either white or match the eave and rake trim.



- g. *Siding:* Siding shall match the eave and rake trim.
- h. *Number plaque:* The number plaque shall match the eave and rake trim.

- i. *Front and Side Doors:* Doors should be the same color as shutters and a different color from the trim. If the original builder color scheme is different, you may continue to keep the original builder colors and color scheme.
- j. *Storm/Screen Doors:* Storm/screen doors should be the same color as the door trim. If the original builder color scheme is different, you may continue to keep the original builder colors and color scheme.
- k. *Railings:* Railings shall be black, with a semi-gloss finish.

3.2.6. *Official Color Scheme:* The official paint color scheme for the community is based on the McCormick Colonial and Chesapeake Exterior Paint color collections. The ARC will maintain a copy of the paint charts, and the charts are also available on the Leewood website (www.leewood.us). If the original builder color scheme of your house is different from the official color scheme, you may continue to keep the original builder colors and color scheme.

3.3. Bricks

3.3.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions:

- a. Discolored bricks/mortar. Clean and/or repair.
- b. Cracked, loose or missing mortar. Repair/replace.

3.3.2. *General:* Bricks must be free of discoloration due to moss, mold, mildew or efflorescence (wash-out of lime in mortar) visible on open areas of walls above foundation plants or on stoops or steps. Bricks can be cleaned with acid wash or, in some cases, by power washing. Physical damage due to loss of mortar, cracks, loose or missing brick on open areas of walls, chimneys, stoops or steps must be repaired by replacing mortar and/or resetting loose brick. Brick and mortar must match existing brick and mortar in color and size. Any changes must be approved by the ARC.

3.3.3. *Colors:* Painted brick surfaces are not permitted.

3.4. Siding

3.4.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions:

- a. Broken, loose or dislodged siding. Repair/repaint.
- b. Peeling, faded or discolored paint. Clean, repair and/or repaint.

3.4.2. *General:* For those houses with siding as part of the original construction, siding must be free of discoloration from mold, mildew or other sources. Broken, loose or dislodged siding must be repaired or replaced with siding identical in material and color to existing siding. Vinyl siding matching existing siding in color and size may be used. No existing brick areas may be covered with siding. Any changes must be approved by the ARC.

3.4.3. *Colors:* Siding must match the eave and rake trim color.

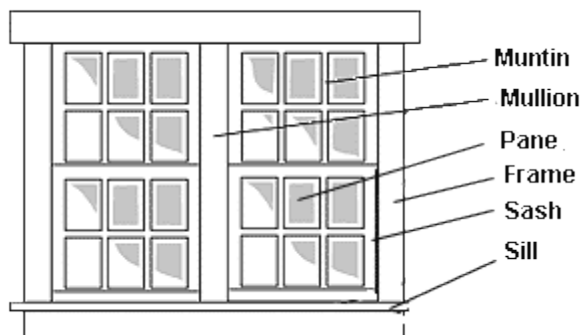
3.5. Windows

3.5.1. **Maintenance of Existing:** The Association may require correction of the following conditions:

- a. Broken or cracked windows or window panes. Repair.
- b. Deteriorating or rotting window trim, including muntin, million, frame, sash or sill. Repair and/or repaint.
- c. Faded, rusted or broken window wells and covers: Repair/replace.
- d. Damaged or unsecured screen/storm windows. Repair/replace.

3.5.2. **General:** Broken or cracked windows, including screen/storm windows, must be replaced within 30 days of the date the owner becomes aware of the damage. Glass in windows shall be clear, unfrosted, uncolored, un-etched, unbeveled glass without ornamentation. Plastic sheeting to cover windows is not permitted. No unpainted wooden or aluminum storm windows are permitted. No ornamental grills are permitted. No window awnings of cloth, metal or any other material may be attached to any window on any side of the house.

3.5.3. **Colors:** The window trim (mullion, frame, and sill) shall match the eave and rake trim. The window muntin and sash may be either white or match the eave and rake trim.



3.5.4. **Changes to Front and Side Windows:** No changes to add or relocate windows on the front or side of the house will be permitted. No changes may be made to the style or location of windows nor may any additional windows be added, except to the rear of the house, as outlined in the next section.

3.5.5. **Changes to Rear Windows:** The ARC will consider requests to replace window type, or to add or relocate windows, on the rear of the house, provided the resulting appearance does not detract from the appearance of the overall connected houses. Additional windows shall match in style and appearance to the house and traditional architecture of Leewood.

3.5.6. **Replacement Windows:** All replacement windows must have the same configuration of panes as the original windows on the house. Replacement windows must have the same or similar sash, face, and muntin sizes. If the same layout is not available, an alternate design which is most similar to the original must be submitted to the ARC for approval. All windows on a facade of a house should be the same design. Therefore, if only one window is being replaced, it must match in size, style and material to the window it is replacing. Otherwise, all windows on a facade must be replaced. When replacement windows are vinyl, the vinyl-clad coil strip installed as part of the replacement process must match the house trim color.

3.5.7. *Screen/Storm Windows:* Screen and storm windows shall be compatible with the windows they cover in style, color and size. Where screen or storm windows have cross members, the cross members must match the corresponding cross members of the windows. Damaged screen or storm windows must be replaced or removed within 30 days of the date the Owner becomes aware of the damage. An Owner may elect to permanently remove screen or storm windows. However, at any given time all screen or storm windows on any one level of the house must be either on or off and of the same type.

3.6. Doors

3.6.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions:

- a. Broken or missing glass panes. Replace.
- b. Damaged or deteriorating doors. Repair/replace.
- c. Unsecured storm/screen doors. Repair/replace.

3.6.2. *Changes to Front and Side Doors:* Approval must be obtained from the ARC prior to replacing any door. Approval should be obtained for the new door prior to purchase and/or installation. Failure to obtain approval for a new door may result in a violation and requirement to replace the door.

Doors must be of a similar style as the doors installed by the builder or an approved door style (see photos below). Excess ornamentation not consistent with the traditional architecture of Leewood is not permissible. Wood, metal or fiberglass doors are permissible.

Approved door styles:



Replacement doors shall not have glass areas substantially different from those on the original builder-installed doors. Glass panes shall have muntins of the same style and color as the rest of the door. The glass shall be clear, un-frosted, uncolored, un-etched glass without ornamentation. Beveled edges are permissible.

3.6.3. *Changes to Rear Doors:* Rear doors may be replaced with doors identical to those installed by the builder, an atrium door, or a French door. Any replacement door must be the same size as the door originally installed, fitting within the original opening. Glass should be

clear, un-frosted, uncolored, un-etched, non-beveled glass without ornamentation. The ARC will consider requests to change the rear door to a design different than those indicated above.

3.6.4. *Storm/Screen Doors:* Storm/screen doors shall be compatible in style with the doors they cover and with the style and color of the house. Ornamentation not consistent with the traditional architecture of Leewood is not permissible. Doors should have clear, un-frosted, un-colored, un-etched, non-bevel glass, except that a door may have a border of etched glass with no more than two rows of etching. Examples of recommended doors and etched glass styles are shown here. Any new or replacement storm/screen door other than these recommended door styles must be approved by the ARC.

Recommended Door Styles:



Permissible etching:



3.6.5. *Colors:* Front and side doors should be the same color as the shutters and a different color from the eave and rake trim. If the original builder color scheme is different, you may continue to keep the original builder colors and color scheme. Rear doors shall be the same color as the eave and rake trim. Storm/screen doors must be the same color as the eave and rake trim.

3.6.6. *Security Doors:* doors are not permitted unless they are identical in appearance to the front door installed by the builder at the time of construction.

3.6.7. *Door Hardware:* The style of the door handle and lockset for the front and side door shall be as originally installed by the builder or an approved style. Front and side door hardware shall be brass. Installation of front or side door hardware of a style different than those shown below requires ARC approval.

Original style:



Other approved styles:



Door handles for the rear door shall match the eave and rake trim in color. Door handles for storm/screen doors shall be brass, black, or match the storm/screen door color.

3.6.8. *Other Door Features:* Brass kick plates not to exceed eight (8) inches in height are permitted on front and side doors. Brass door knockers of a traditional style are permitted on front and side doors.

Doorbell buttons may be either brass, black or the same color as the eave and rake trim and must match the style and character of the house design. Door bells buttons should be mounted on the door trim. Doorbell cameras may be either brass, black or the same color as the eave and rake trim (or a combination thereof). Doorbell cameras should be mounted where the original doorbell button was located.

3.7. Roof Shingles

3.7.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions if visible from the street:

- a. Chipped, frayed, cracked, curled, or broken shingles. Repair minor areas of damage with identical shingles; otherwise replace shingle roof.

3.7.2. *General:* Roof shingles shall be asphalt tiles. Roof shingles must be the original color as installed by the original builder or as approved at a later date by the ARC and as recorded in official Association records. Documentation of changes should be kept by the Owner.

3.7.3. *Colors:* Shingle colors are recommended to be in the medium to deep brown or grey ranges. Strong or light colors are not permitted.

3.7.4. *Approved Roof Shingle Types:* Approved replacement roof shingles must match the style and materials of the shingles currently on the house and must carry a minimum 20 year warranty. Other roof shingle materials must be submitted to the ARC for approval.

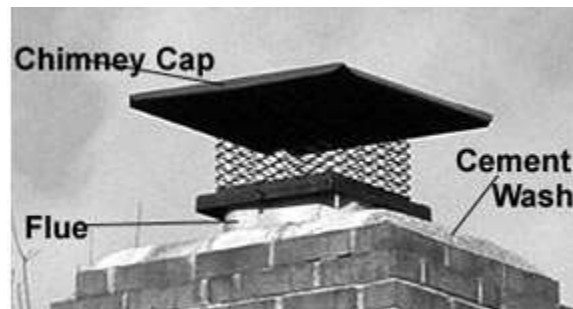
3.8. Chimneys

3.8.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions if visible from the street:

- a. Broken, chipped, cracked, or deteriorating cement wash or flue. Repair and/or replace.
- b. Damaged or rusting chimney cap. Repair and/or replace.

3.8.2. *General:* Cement washes/crowns (concrete mortar cap on top of the chimney) and clay flue extensions shall be replaced with new like materials when broken or cracked. Any modification to existing chimneys must be approved by the ARC.

3.8.3. *Chimney Caps:* Chimney caps may be added. The cap should match in shape to the existing chimney. The color must be consistent with your shingle color. Chimney caps must be maintained so that they do not rust out or present a fire or safety hazard.



3.9. Other Flues

3.9.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions if visible from the street:

- a. Damaged or deteriorating flues. Repair/replace.

3.9.2. *General:* Unenclosed metal flues must be placed on the rear roof and comply with County code. Flues shall not extend above the roof line; higher flues will not be allowed. Metal flues must be maintained so that they do not rust out or present a fire or safety hazard.

3.10. Shutters

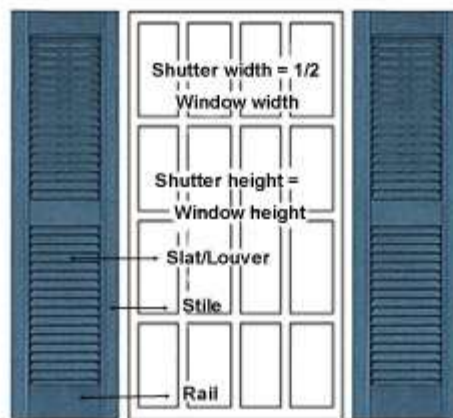
3.10.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions: Missing, broken, or deteriorating shutters or slats (louvers). Repair/replace.

- b. Peeling or faded paint. Repair/repaint.

3.10.2. *General:* Louvered shutters are required to be maintained on all front and side windows, except where they were not included in the original facade design by the builder. Shutters that are broken, have missing slats (louvers), or are otherwise deteriorating shall be repaired or replaced within 30 days of when the Owner notices the damage. Shutters should be replaced with shutters identical in size (length, width and slat size) as existing shutters. Shutters with peeling or faded paint will be repainted with the existing color as soon as deterioration is noticed. All shutters on any one facade of the house must be the same style, color and material.

3.10.3. *Colors:* Shutters should be the same color as the front door and a different color from the trim color. If the original builder color scheme is different, you may continue to keep the original builder colors and color scheme. If the door and shutters are currently the same color, both shall be repainted at the same time to ensure integrity of color.

3.10.4. *Approved Shutter Style:* Shutters may be wood, vinyl or vinyl composite, or fiberglass. Shutter width should be one-half (1/2) the window width and no narrower than twelve (12) inches. Shutter height should match the window height (excluding the sill). Each shutter shall have two sections of louvers with a centered divider rail. The top, middle and bottom rails shall be rectangular with no ornamentation.



3.10.5. *Changes to Shutters:* Replacement of shutters using the same style, material, color and size as those installed by the builder does not require approval. Any changes to shutters substantially different from the original builder shutters require ARC approval.

3.11. Solar Energy Collection Devices

3.11.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions: Dislodged, visibly damaged or unsafe solar energy collection device. Replace or repair.

- b. Peeling, faded or rusted solar energy collection device. Repair and/or repaint.
- c. Unused solar energy collection device. Remove.

3.11.2. *General:* Solar energy collection devices (including skylights) are permitted subject to approval by the ARC. Solar energy collection devices shall be installed as close to flat on the roof as possible (parallel to the roof surface and flush-mounted). The size of any solar energy

collection device shall be within current net metering limitations. The design must blend in with the traditional architecture of the houses within Leewood. Approved solar energy collection devices shall be installed, secured and maintained in compliance with prevailing code, laws and regulations. In the event of fire, windstorm, or other damage, no solar energy collection device shall be permitted to remain in a damaged condition for longer than three (3) months. Unused solar energy collection devices shall be removed.

3.11.3. *Location:* To the extent feasible, solar energy collection devices should not be visible from the street. Devices shall not extend beyond your Lot line onto adjacent properties or the Common Area.

- a. The following is a list of mounting locations ordered from most to least acceptable. Please use or instruct your installer to use the option closest to the top of the list.
 1. Mounted on the rear of the house or in the rear yard.
 2. Mounted on an existing other structure in the rear yard.
 3. Rear roof mounting: Preferably with the device no higher than flush with the top of the roof.
 4. Front roof mounting: Preferably with the device no higher than flush with the top of the roof. Mounting higher than flush on the rear roof is preferable to front roof installation.
 5. If the owner's ability to collect and store solar energy is impaired in any of the above locations, please see "Appearance and Screening" section in these Standards, as this section is vital if you must install a solar energy collection device in any other location.
- b. See "Cabling and Wiring" section in these Standards, so long as concealment does not impair the owner's ability to collect and store solar energy.
- c. Appearance and Screening: If in public view, the visibility of solar energy collection devices shall be minimized. Devices with dark or muted colors should be used to blend with the background surface or with the surrounding landscape.

3.12. Attic Ventilators

3.12.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions: Peeling, faded or rusted finish. Repair and/or repaint.

3.12.2. *General:* Attic ventilators that penetrate the roof should be as small as functionally possible, shall be installed on the rear roof of the house and shall not extend above the roof line.

3.12.3. *Colors:* The color of the ventilator must blend with the color of the roof.

4. ATTACHMENTS TO MAIN STRUCTURE

This section covers changes and maintenance of stoops, railings, light fixtures, numbers and number plaques, gutters, downspouts and fences.

4.1. Stoops and Front Steps

4.1.1. **Maintenance of Existing:** The Association may require correction of the following conditions:

- a. Cracked, loose, broken or discolored bricks. Repair and/or replace.
- b. Missing, cracked or loose mortar. Repair and/or replace.
- c. Cracked or broken flagstone or flagstone with chips larger than two (2) inches on steps or stoop. Replace flagstone.

4.1.2. **General:** Stoops must be kept in good repair. Bricks shall be repaired or replaced with bricks of the same size and color as the original. Mortar must match the existing mortar in color and type. Any mortar or mortar residue that projects onto the brick or flagstone must be removed.

Flagstone pieces on stairs and top of the stoop must be rectangular in shape, and mortar must be applied in straight lines.

4.1.3. **Colors:** Stoop brick and mortar color must match the existing house brick and mortar colors. Replacement flagstone must be as close as possible to the color of the existing flagstone. Application of any product to the flagstone that changes the color or finish of the flagstone is prohibited.

4.1.4. **Additional Steps:** Over time, severe settling of the soils under front sidewalks on some houses has resulted in the need for an additional step. Additional steps must be the same height, width and length as the existing steps. Additional steps must be made of the same color and size of brick, flagstone and mortar as existing steps. The measurement of the standard Leewood step riser is 6 ½", and the tread is 12 ½" deep. Any additional step must be approved by the ARC.

4.2. Front Porch Railing

4.2.1. **Maintenance of Existing:** The Association may require correction of the following conditions:

- a. Severe rusting or faded or peeling paint. Repair/repaint.
- b. Loose, leaning or missing railings. Repair or replace.

4.2.2. **General:** Railings must be kept in good repair. Railings must be secured to the stoop, so that the railing is vertically straight and not loose. The part of the railing that wraps around the stoop landing must be horizontal or level, not at an angle. Railings cannot be removed, except temporarily for repair.

4.2.3. **Colors:** Railings must be painted with black semi-gloss paint. Rustoleum paint is recommended.

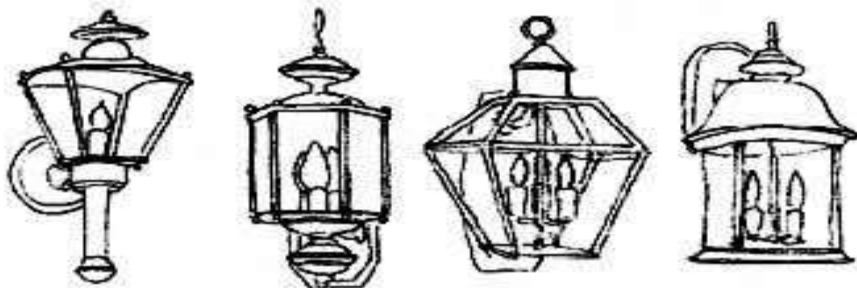
4.3. Exterior Light Fixtures

4.3.1. **Maintenance of Existing:** The Association may require correction of the following:

- a. Light fixture that is not tight to the wall, not set vertical and true. Reset or repair.
- b. Light fixture that has broken glass or dented, rusted or deformed metal parts. Repair/replace.

4.3.2. *Permitted Exterior Front and Side Lighting:* One wall mounted light fixture is permitted (or two matching light fixtures, if originally installed by the builder). The light fixture may be placed on the front and side of the house only in the location where originally installed by the builder.

All light fixtures shall be compatible in style and finish with the traditional architecture of the houses in Leewood. The glass panes shall be clear glass with no ornamentation. All fixtures shall use clear or white incandescent or socket-base style compact fluorescent lamp (CFL) bulbs. Light fixtures that are excessively small or of a style different than those shown below require approval by the ARC before installation.



Decorative lighting is allowed along an Owner's front walkway or in planting beds. If these lights are electrical, wires must be buried in the ground. Lighting is not permitted along Common Area sidewalks.

4.3.3. *Permitted Rear Lighting:* One light fixture is permitted to be wall-mounted at the rear patio door. One single- or dual-lamp floodlight is permitted on the rear elevation of the house. These floodlights shall be directed down into the rear yard.

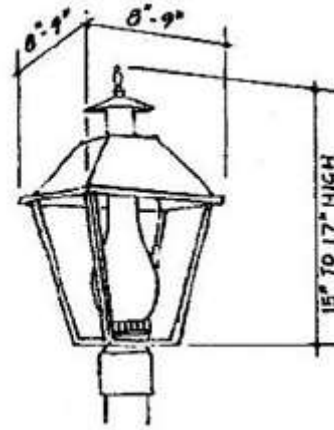
Supplementary low-level deck or patio lighting of dim wattage is permitted, either electrical or solar.

4.3.4. *Colors:* Wall-mounted front and side exterior lights shall be in either black or brass finish. Walkway or planting bed decorative lighting shall have dark, muted finishes. Wall-mounted rear exterior lights shall be in either black or brass finish.

4.3.5. *Prohibited Fixture Types:* High intensity house- or pole-mounted area lights are not permitted. (High intensity light means any fixture using mercury vapor, metal-halide, or sodium vapor lamps.)

4.3.6. *Post Lamps:* With approval, an exterior

front post lamp may be installed on the side of the entrance walk, situated two (2) feet from both the front common sidewalk and the entrance walk. Only three (3) inch diameter black round metal posts, with or without one symmetrical metal crosspiece, will be permitted. The crosspiece may not exceed eight (8) inches in length on either side and may not be used for any sign or other decoration. The lantern shall match the design and size illustrated, with a frosted glass chimney and clear glass panes. Lamps may not exceed 100 watts (incandescent) or 23 watts (CFL). Any new post lamp must be approved by the ARC.



4.4. Numbers and Number Plaques

4.4.1. **Maintenance of Existing:** The Association may require correction of the following conditions:

- a. Missing, damaged, dislodged, or deteriorating plaque. Repair or replace.
- b. Missing dislodged or damaged numbers. Repair or replace.

4.4.2. **General:** House numbers shall be provided at each house entrance. Four (4) numbers three (3) inches in height are permitted to identify a property's street address. The numbers must be the same style as originally installed by the builder or as approved by the ARC. The numbers may be affixed to either:



- a. the wooden plaque as originally positioned by the builder (the numbers must be centered on the plaque); OR

- b. if the wooden trim above the front door is at least six (6) inches in height, in the center of the wooden trim above the door, with the door numerals equally spaced over a length of seven and one-half (7 ½) to ten and one-half (10 ½) inches measured from the left edge of the first number to the right edge of the fourth number.

4.4.3. **Colors:** House numbers must be either black or brass finish. The number plaque must be painted the same color as the eave and rake trim.

4.4.4. *Number Plaque Style:* Number plaques must be the same style as originally installed by the builder. A template of the original builder number plaque may be found on the Leewood web site (www.leewood.us). Original builder design is width of twenty (20) inches and height of four and five-eighth (4 5/8) inches.

4.5. Gutters and Downspouts

4.5.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions.

- a. Crazed, chipped, peeling, rusted, noticeable faded or discolored downspout or gutter surface. Clean and/or repaint.
- b. Visible blockage of the gutter, such as vegetation or debris in the gutter. Clean.
- c. Dislodged or damaged gutters, gutter screens or covers, or gutter nails/holders. Repair and/or replace.
- d. Dislodged or damaged splash block. Repair and/or replace.
- e. Any downspout or gutter extension directing water runoff onto a neighbor's property, causing damage to the Common Area, or creating a safety hazard. Remove and/or redirect.

4.5.2. *General:* Gutters and downspouts are required on the front and rear of each house. Gutters and downspouts must be firmly affixed to the house facade. Gutter elbows should be used to divert water away from the foundation. Gutter screens and covers are permissible.

4.5.3. *Colors:* Gutters, downspouts and elbows, as well as screens and covers, must be the same color as the eave and rake trim.

4.5.4. *Splash Blocks:* In addition to gutter elbows, splash blocks may be placed beneath the downspout to help divert water away from the foundation. Concrete or stone finish splash blocks are preferred. Natural or muted colors should be used.

4.5.5. *Downspout Extensions:* Extensions to downspouts are permitted but must not be visible from the Common Area. Downspout extensions that extend/open during a rain and then retract when the rain has stopped are permitted. Extensions to downspouts should be positioned in such a way as to not direct water runoff onto a neighbor's property, cause damage to the Common Area, or create a safety hazard.

4.6. Fences

4.6.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions.

- a. Deteriorated, rotting, damaged, warped, or unsound structural support from posts or rails. Replace entire fence section with like kind and quality.

- b. Broken or severely warped pickets. Replace individual pickets with like kind and quality.

4.6.2. *Rear Yard Enclosure Required:* If the rear yard is already enclosed by a fence, it must remain enclosed by an approved fence. The fence design for interior units includes two interior side fences (posts and horizontal members not visible from either yard), and a back fence with a gate. End units have double fencing on their exposure to the Common Area (no posts or horizontal members are visible from the Common Area) and one gate. Replacement of a fence that meets all requirements outlined below does not need ARC approval.

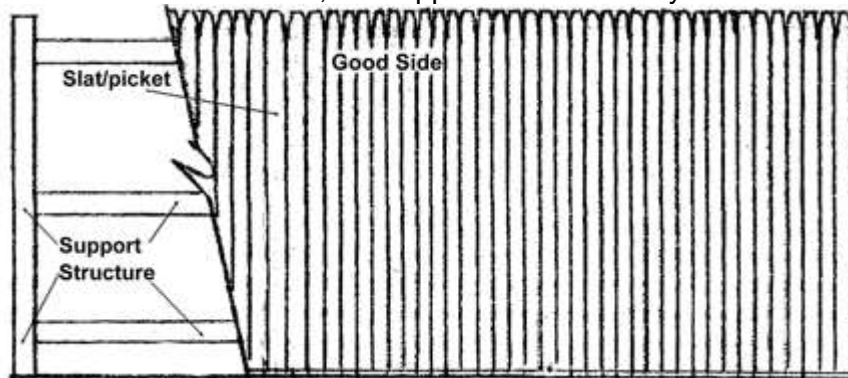
4.6.3. *Colors:* No coloring or stain shall be applied to public view portions of fences.

4.6.4. *Front Yard Fences Prohibited:* No fences are permitted in any front yard in Leewood.

4.6.5. *For End Units:* Backyard fencing may not extend into the Common Area. If the Owner's Lot line extends beyond the corner of the house, an extension of the fence to the Lot line must be approved by the ARC. When submitting the application, a copy of the survey showing the Lot line must be included. The fencing must be oriented as described below under "Fence Orientation".

4.6.6. *Fence Style:* Only stockade fencing that is a standard six (6) feet above grade will be approved for fences, including the gate. Dog ear, lattice or other styles are not permitted. Picket width shall be between two and three-eighths ($2 \frac{3}{8}$) and four (4) inches. When individual pickets are being replaced, the replacement pickets must match the width and style of the existing pickets.

4.6.7. *Fence Orientation:* For new and replacement fences and gates, there will be no support structure (horizontal members) visible from the Common Area or street. The support structure of the fence and gate shall be placed facing inward, or double fencing shall be used. For properties where the rear yard is not visible from a Common Area sidewalk or street or is not visible from a Common Area sidewalk or street and the rear yard backs to an alley created by the rear fence and an adjacent Common Area fence, the support structures may be visible.



4.6.8. *Miscellaneous Items:* No items may be attached to or stored on public view portions of fences.

4.7. Security Cameras

Security cameras, other than door bell cameras, are not permitted to be mounted on the exterior front or side of the house. (See "Door" section in these Standards for door bell cameras.) Security cameras should be directed so as to not to unreasonably infringe on the privacy of neighbors.

5. DETACHED STRUCTURES AND ACCESSORIES

The following section includes items on the Owner's property (other than landscaping):

5.1. Sun Control Devices

Sun control devices, such as cloth awnings on metal pipe frames or other awning types, are not permitted in front, side or rear yards or in the Common Area. Patio umbrellas are permitted in rear yards.

5.2. Flags

5.2.1. **Maintenance of Existing:** The Association may require correction of the following conditions if visible from the street:

- a. Torn or severely faded flag. Repair or remove.
- b. Broken, peeling, rusted or unused flagpole or flag holder: Remove or repair.

5.2.2. **Permitted Flags:** Displays of decorative flags are limited to one:

- a. Wall-mounted flag: The flagpole holder shall be mounted no higher than ten (10) feet above the front or side door. Prior approval of flag location is required. Displayed flag shall not exceed forty-two (42) inches by sixty (60) inches in size.
- b. Outdoor garden flag: The flag holder shall be metal and securely mounted/staked into the ground. Displayed flag shall not exceed thirteen (13) inches x eighteen (18) inches.

Illustrative garden flag:



Only one decorative flag may be displayed at any time. This provision shall not apply to the display of the flag of the United State of America.

5.2.3. **Prohibited Flags:** No permanent flagpoles may be installed on any other part of the Lot or Common Area.

5.2.4. **Flag Graphics:** Flags shall not display offensive words or graphics. The ARC shall have the authority to determine if any displayed flag is offensive.

5.3. Antennas/Satellite Dishes

5.3.1. **Maintenance of Existing:** The Association may require correction of the following conditions if visible from the street:

- a. Dislodged or visibly damaged antennas/satellite dishes: Replace or repair.
- b. Unused antennas/satellite dishes: Remove.
- c. Deteriorated or peeling paint on antennas/satellite dishes: Repaint.

5.3.2. *Large Satellite Dishes Prohibited:* Satellite dishes more than one meter in diameter are prohibited.

5.3.3. *Small Satellite Dishes and MMDS Antennas:* For satellite dishes and MMDS antennas one meter in diameter or less:

- a. To the extent feasible and if an acceptable quality signal may be received, satellite dishes/antennas should not be visible from the street. The following is a list of mounting locations ordered from most to least acceptable. Please use or instruct your installer to use the option closest to the top of the list.
 1. Mounted on the rear of the house or in the rear yard.
 2. Mounted on a pole, an existing other structure, or in a tree in the rear yard.
 3. Rear roof mounting: Preferably with the dish top no higher than flush with the top of the roof.
 4. Front roof mounting: Preferably with the dish top no higher than flush with the top of the roof. Mounting higher than flush on the rear roof is preferable to front roof installation.
 5. If an acceptable quality signal may not be obtained in any of the above locations, please see "Appearance and Screening" section in these Standards, as this section is vital if you must install an antenna/satellite dish in any other location.
- b. See "Cabling and Wiring" section in these Standards.
- c. Appearance and Screening: If in public view, the visibility of antennas/satellite dishes shall be minimized using one or both of the following methods:
 1. Screen the antenna/satellite dish from view from the street with natural plantings, trees, and/or shrubs.
 2. Use an antenna/satellite dish with dark or muted colors or paint the dish/antenna a dark or muted color to blend with the background surface or with the surrounding landscape.

5.3.4. *Standard Television Antennas:* Standard television antennas are prohibited on the exterior of the house. Adequate reception occurs when the antenna is placed in the attic of the house. (See "Cabling and Wiring" section in these Standards.)

5.4. Cabling and Wiring

5.4.1. **Maintenance of Existing:** The Association may require correction of the following conditions if visible from the Common Area:

- a. Loose, dangling, hanging or unsecured cables or wires: Remove or reattach tight to house.

5.4.2. *General:* All cabling and wiring will be installed in compliance with prevailing code. The cabling/wiring must run only on the rear facade of the house. The cabling/wiring must be tightly secured to the house where it runs along the exterior of the house. Efforts should be made to run cabling/wiring along trim, under siding, or behind downspouts and gutters to minimize the visual impact.

5.4.3. *Colors:* Cabling/wiring color should blend with the exterior surface where it runs along the exterior of the house.

5.5. Sheds

5.5.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions if visible from the Common Area or upon receipt of a complaint from a neighbor:

- a. Damaged or missing shed roofs, siding, trim, windows or doors. Repair or replace.
- b. Peeling or faded shed paint or finishes. Repaint or repair.

The condition of exterior components of sheds shall be evaluated on the same basis as similar components of houses.

5.5.2. *Location:* Sheds may be erected only within the fenced rear yard.

5.5.3. *Colors:* Shed color must be muted and blend with adjacent structures.

5.5.4. *Maximum Shed Height:* Sheds are not to exceed six (6) feet in height measured vertically from the base to the highest point of the roof. Sheds may not protrude more than six (6) inches above the top of the standard six (6) foot stockade fence, due to variances in terrain.

5.5.5. *Maximum Shed Size:* Sheds shall not occupy more than sixty (60) square feet of the Owner's rear Lot.

5.5.6. *Review of Complaints:* Any written complaint brought to the attention of the ARC will be reviewed to determine if it is a visual nuisance. The ARC reserves the right to require screening, modification of design or removal as it finds appropriate.

5.6. Decorative Ornamentation

The addition of minor decorative ornamentation on the facade of a house is discouraged but may be permitted at the discretion of the ARC. Ornamentation must be compatible with the architectural characteristics of the house, incidental in size and appearance to the overall design of the facade, and not require modification of the existing facade for installation or attachment.

5.7. Signs

5.7.1. *Extraneous Signs Generally Forbidden:* Advertisements, signs, posters, photos, notices and similar objects of any kind shall not be posted in or on any window, on any door surface, or mounted on a stake and posted in the front or side yard.

Exceptions are temporary real estate signs not more than five (5) feet square posted in the yard indicating the house is for sale or rent, legal notices issued by appropriate government agencies or a small sign indicating the house is protected by a security device.

5.7.2. *Political Signs:* During election campaigns, signs may be posted on the Owner's property one month in advance of the election and must be removed with twenty-four (24) hours of the election. Residents are permitted one (1) election sign per property, no larger than one (1) foot square.

5.7.3. *Posting in the Common Area:* For sale/rent signs may not be posted in the Common Area except for the day of an open house. Owners are responsible for advising their realtors that signs not complying with these Standards will be removed without reimbursement or reinstatement.

5.8. Sports and Play Equipment

All sports and play equipment must be stored within the fenced area of the rear yard. No such equipment may be higher than six (6) feet tall or extend above the standard stockade fence. Such equipment shall not be attached to the rear facade of the house.

5.9. Holiday Decorations

Holiday decorations are permitted. Generally, holiday decorations should not be put up more than thirty (30) days before the holiday and should be removed within thirty (30) days after the holiday. Holiday decorations shall be confined to the Owner's property. Door decorations celebrating a season of the year or single candle lights in windows are permissible.

6. SIDEWALKS, YARDS AND LANDSCAPING

6.1. Sidewalks

- 6.1.1. **Maintenance of Existing:** The Association may require repair or replacement of:
- a. Concrete entrance walks that have multiple cracks or deteriorating surfaces with loose aggregate. Repair or replace.
 - b. Concrete entrance walks that are sinking or seriously slanting to one side. Replace.

6.1.2. **Materials:** All entrance walks shall be entirely hard surface concrete. Other materials are not permitted.

6.1.3 **Colors:** Concrete walks may not be stained, painted, dyed or treated in any way that changes the natural color.

6.2. Front and Side Yards

6.2.1. **Definition:** Any yard deeded to the Owner of the property not on the rear of the house is considered to be a front or side yard. This section applies to both front and side yards.

6.2.2. **Yard Landscaping:** Front or side yards shall be landscaped with a combination of seeded or sodded lawn, planting beds and optional trees, as defined below:

- a. Any landscaped area that is not sodded lawn is a planting bed. Planting beds shall be planted with permanent shrubs, trees or other plants such that no area of dirt or mulch extends more than three (3) feet between shrubs (twelve (12) inches between ground cover) or like distance from plants to borders. Foundation plants shall be provided in the front and side yards consisting of evergreen shrubs which may or may not be supplemented with vegetative ground cover or flowers. Annual plants or deciduous shrubs (that lose leaves for part of the year) may not be used as foundation plants but may be used as a supplement to foundation plants.
- b. Planting beds may be edged with commercially available unit edging such as decorative cast concrete units, bricks, stones, vertical wood edging or landscape timber edging, which must be maintained and firmly set in place. Edging may not exceed eighteen (18) inches in height and may not encroach on another Owner's property or the Common Area. Other edging materials (such as plastic) are discouraged and must be submitted to the ARC for approval.

6.2.3. **Trees:** While planting of an ornamental or hardwood tree is encouraged in front and side yards, Owners should select trees that will not outgrow the space in which they are planted. Trees should be selected that do not encroach on a neighbor's property or the Common Area or that grow so that they touch a neighbor's house or a Common Area tree. Trees should not obstruct pedestrian walkways or Common Area sidewalks. New trees shall be a minimum of six (6) to eight (8) feet tall (ornamentals) or two (2) inch caliper (hardwoods). Evergreen pines, firs or cedars are not recommended as free-standing front or side yard trees. Trees that drop fruit or nuts are not recommended nor are trees that are more susceptible to damage during windstorms such as

Bradford pears. Trees not meeting the minimum requirements in these Standards must be approved by the ARC.

6.2.4. *Ornaments*: Statuary and other front or side yard ornaments are prohibited.

6.2.5. *Garden Hoses*: Garden hoses, hose hangers, reels or storage boxes of any kind in front and side yards must be stored behind shrubs so they are not visible from the Common Area sidewalk.

6.2.6. *Miscellaneous Items*: No chairs, recycling bins, trash receptacles, bicycles, toys, debris, etc. may be placed or stored on the front porch/yard or side porch/yard.

6.2.7. *Additional Restrictions*: No structures, equipment, or storage is permitted outside the existing house or fence line.

6.3. Landscaping of Front and Side Yards

- 6.3.1. ***Maintenance of Existing***: The Association may require maintenance of:
- a. Trees/shrubs that are damaged due to storms, ice or physical injury. Cut or prune.
 - b. Trees/shrubs that are overgrown such that they completely cover windows or doors, or such that branches overhang walks at a height of less than six feet and one half (6 1/2) feet. Cut or prune.
 - c. Trees/shrubs that are overgrown, have long shoots extending beyond the body of the plant, or that are misshaped due to damage or disease. Cut, prune or replace.
 - d. Trees/shrubs that that are obstructing visibility of the house number plaque from the street on which the house is located. Cut or prune.
 - e. Dead plants, shrubs or trees. Remove.
 - f. Areas of exposed dirt that are not part of planting beds. Seed or reseed.
 - g. Weeds in planting beds. Remove.
 - h. Vines growing on or covering the exterior of the house, front porch railing, or fence. Remove.

6.3.2. *Changes to Landscaping*: Any major change in landscaping that will affect the visual appearance of a Lot in Leewood requires review and approval by the ARC. Landscaping in rear yards which is not visible due to fencing does not require review. The following criteria will be used to determine landscaping changes that require prior approval:

- a. Relocation or removal of any tree measuring four (4) inches or larger in diameter (trunk measurement taken three (3) feet above ground).
- b. Removal, relocation or addition of any large shrub measuring at least four (4) feet in height.
- c. Relocation or addition of any continuous hedge.
- d. Implementation of a landscape plan which will significantly alter the appearance of any front or side yard.
- e. Any alteration of existing topography.
- f. Any landscape plan which includes statuary, site furniture or any other non-plant improvements, except in rear yards not visible from the street.

6.3.3. *New Plantings*: New trees and shrubs shall have well-developed branches, be densely foliated, and be planted with proper space to allow growth to maturity.

6.3.4. *Maintenance of Plantings:* All plants shall be maintained in healthy condition. Diseased plants shall be treated to stop the disease or replaced. Dying and dead plants shall be removed and/or replaced.

6.3.5. *Trimming of Trees/Shrubs:* Trees and shrubs shall be kept neat and orderly in appearance and not obstruct pedestrian traffic or Common Area sidewalks. Large weeds shall be removed, and planting beds shall be kept weeded.

6.3.6. *Vegetable Gardens:* Raising vegetables or herbs in front or side yards is prohibited.

6.3.7. *Artificial Vegetation:* Artificial vegetation or flowers are prohibited in front or side yards.

6.4. Rear Yards

6.4.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions if visible from the Common Area or upon receipt of a complaint from a neighbor:

- a. Rear lawns with long uneven grasses, generalized projecting weed growth, or grass that has grown to seed-producing length. Mow immediately.
- b. Rear yard structures, equipment or other items protruding more than six (6) inches above the top of the standard six (6) foot stockade fence. Remove or lower.
- c. Broken or deteriorating rear yard structures. Repair or replace.

6.4.2. *Approval Criteria:* See appropriate sections of these Standards for approved structures, patios, decks, etc. which may be constructed within rear yards of Leewood.

6.4.3. *Pre-approved Structures:* Small miscellaneous structures defined below are permitted in rear yards, and approval by the ARC is not required prior to installation:

- a. Site furniture no greater than six (6) feet in height.
- b. Open play structures such as swing sets or climbing structures up to six (6) feet in height.
- c. Play houses or animal houses no larger than thirty-six (36) square feet of floor space and no higher than six (6) feet in height.

6.4.4. *Other Structures:* Any proposed structure that is not defined in this section or in any other part of the Standards must be submitted to the ARC for determination as to whether it is permitted in Leewood.

6.4.5. *Neat and Orderly Appearance:* Site furniture, play equipment, play houses, animal houses and other structures shall be neat and orderly in appearance.

6.4.6. *Equipment:* No equipment other than heating or air conditioning equipment, solar energy collection devices or communication and broadcast-receiving equipment is permitted in rear yards. Exterior components of heat pumps or air conditioning equipment shall be located in the same location as originally installed by the builder. Window and through-wall air conditioning units are prohibited. Gas and charcoal grills are permitted but should be installed so as not to present a safety hazard to the Owner's or neighbor's structures or to the Owner's, neighbor's or Common Area trees.

6.4.7. *Airing and Drying:* No clothing, laundry or wash shall be aired or dried on any portion of the Lot other than in the rear yard. Permanent clothes lines may not be installed.

6.4.8. *No Breach of Privacy:* In general the location of any work allowed by this section shall not create a breach of privacy between neighboring houses nor shall it create a visual nuisance to neighboring houses.

6.4.9. *Review of Complaints:* Any written complaint brought to the attention of the ARC will be reviewed to determine if it is a visual nuisance. The ARC reserves the right to require screening, modification of design or removal as it finds appropriate.

6.5. Patios and Decks

6.5.1. ***Maintenance of Existing:*** The Association may require correction of the following conditions if visible from the Common Area or upon receipt of a complaint from a neighbor:

- a. Missing, rotted or broken deck boards, railings, or stairs. Replace individual damaged units or, if deterioration is general, replace deck.
- b. Broken or deteriorating or excessive settling of patio. Repair or replace.

6.5.2 *Approval Criteria:* No patios or decks are permitted in front or side yards. Rear yard decks or patios meeting the Standards below are considered pre-approved and need not be approved by the ARC. Approval is required from the ARC for any rear yard deck, patio, or other modification that does not meet the following Standards:

- a. *Size:* Decks and patios may cover the entire rear yard area or any portion of it, up to the fence line. In no case may any patio or deck structure extend beyond your Lot line into adjacent properties or into Association-owned Common Area.
- b. *Drainage:* Adequate attention must be paid to drainage considerations so that any increased impervious surfaces do not impact the Common Area or neighboring houses by diverting excess water to these areas. (See "Gutters and Downspouts" and "Sump Pumps" sections of these Standards.)
- c. *Deck Construction:* Decks shall be constructed of pressure treated southern yellow pine, natural redwood or one of the new artificial materials such as Trex. Decks made of other materials must be approved by the ARC. Decks may be constructed only at ground level. The maximum height for any deck may not be higher than twenty-four (24) inches. The steps and landing portion of the deck from the rear door must be no higher than the original rear concrete step.
- d. *Patio Construction:* Patios may be constructed of any stone, masonry or concrete material and must be situated at ground level.

6.5.2. *No Breach of Privacy:* In general the location of any work allowed by this section shall not create a breach of privacy between neighboring houses nor shall it create a visual nuisance to neighboring houses.

6.5.3. *Review of Complaints:* Any written complaint brought to the attention of the ARC will be reviewed to determine if it is a visual nuisance. The ARC reserves the right to require screening, modification of design or removal as it finds appropriate.

6.6. Sump Pumps

6.6.1. **Maintenance of Existing:** The Association may require correction of the following conditions if visible from the Common Area or upon receipt of a complaint from a neighbor:

- a. Sump pump discharging in such a manner as to adversely affect neighbor's property, cause damage to the Common Area or create a safety hazard. Remove and/or redirect.

6.6.2. *General:* Sump pumps may be installed by Owners to remove water that has accumulated in water-collecting sump basins, commonly found in basements. The external discharge line should be installed in compliance with County code –in particular with regard to the minimum distance of discharge from the house and required sloping away from the house. The discharge line should not be directed towards a neighbor's property and should be directed so as not to damage the Common Area or create a safety hazard.

6.7. Common Area

6.7.1. *Definition:* Common Area is defined as all property within Leewood not deeded directly to an Owner for the common use and enjoyment of the members of the Association, including streets, parking areas, non-Owner sidewalks, woods, alleys, open areas, mailboxes, message boxes and perimeter fences.

6.7.2. *Modification:* No landscaping or other modifications may be made on Common Area except by authority of the Association Board of Directors. The only exception that does not require prior approval is:

- a. Where the rear yard backs onto Common Area that is sodded and regularly mowed by the Association, a flagstone slab or slabs in a rectangular shape, no larger than the size of the gate opening and extending no further from the gate than eighteen (18) inches, may be placed outside the rear yard gate for mud-free stepping. The slab(s) must be set in a prepared bed so that the slab(s) are no higher than the surrounding ground. This restriction is for safety purposes and facilitation of lawn care by LHOA contractors.
- b. Where the rear yard backs onto Common Area that is not sodded or mowed by the Association and is not visible from the Common Area sidewalks or streets, a flagstone slab or slabs, placed so as not to extend past the width of the gate opening and extending no further from the gate than eighteen (18) inches, may be placed outside a rear yard gate for mud-free stepping.

The flagstone area must be maintained to protect the safety of pedestrians. Only muted-colored flagstones are permitted. No other material may be used in lieu of flagstone.

Placement of slabs or other items on the Common Area outside an Owner's lot does not assume ownership of that Common Area which remains the property of the Association.

6.7.3. *Mailboxes:* Mailboxes are Common Area property and are maintained by the Association. No public announcement or notices are permitted on mailboxes except those posted or approved by the Association.

6.7.4. *Message Boxes*: Message boxes are Common Area property and are maintained by the Association. No public announcements or notices are permitted on or in message boxes except those posted or approved by the Association.

APPENDIX A – DEFINITIONS

ARCHITECTURAL DRAWINGS

A set of detailed drawings which are used by a contractor to build a building. The drawing set includes floor plans, elevations of all sides of the house, building sections to identify all building materials and details. The plans are usually drawn at a 1/4"=1'0".

CHIMNEY WASH OR CROWN

The mortar cap located on top of a chimney, not to be confused with a metal chimney cap (see below).

CHIMNEY CAP

Metal cap attached to the top of a chimney for purposes such as keeping birds from nesting in chimney.

CHIMNEY LINER

Metal or clay liner inside a chimney which extends beyond the top of the chimney. A chimney cap is attached to the liner.

COMMON AREA

Area within the community not deeded directly to an Owner which is owned and maintained by the Association for the common use and enjoyment of the Members.

CORNER BOARD

Vertical board installed on the corners of wood-sided houses to cover the ends of the siding. (The British may call them bird boxes.)



DECIDUOUS

Deciduous refers to any tree that drops its leaves in the fall and goes dormant during cold weather.

DENTIL MOLDING

Molding that consists of a band of small square tooth-like blocks forming part of the eave.

DOOR TRIM

Board or molding installed around the perimeter of a door to conceal the joint. Door trim is often used as a general term to describe all wood around the door (pediment, columns, etc.).

DORMER WINDOW

Dormer comes from the French word "dormir" which means to sleep. Dormers are located on the second floor, usually in bedrooms or bathrooms, and project through the roof to provide a window in this space. Sometimes referred to as doghouses, dormer windows are only on houses with mansard roofs in Leewood.

EAVE

The lower edge of a sloping roof which projects beyond the wall.

ELEVATION

Exterior face of a structure at the front, side, or rear.

EVERGREEN

Shrubs or trees which do not shed their leaf growth seasonally.

FACADE

Exterior face of a building.

FASCIA

A horizontal piece (usually a board) covering the joint between the top of a wall and the projecting eaves.

FINIAL

The decorative object (in Leewood, often a pineapple) found at the peak of the pediment above the door.



FLOOR AREA

Amount of floor space within a structure.

FLOOR PLAN

A drawing showing the layout of the enclosing walls of a structure, its doors and windows, and the arrangement of the interior spaces as viewed from above.

GABLE

The vertical triangular portion of the end of a structure having a double-sloping roof from the level of the eave to the ridge of the roof.

LOT

Any plot of land shown upon any recorded subdivision map of Leewood, with the exception of the Common Area.

LOUVER

The slanted, horizontal parts of a shutter -often referred to as slats in Leewood and fins by others.

MULLION

Vertical divider between adjacent window units.

MUNTIN

A strip separating the panes of glass within a window. Muntins divide a single window sash into a grid system of smaller panes of glass called "lights".

OWNER

Record owner, whether one or more persons or entities, of the fee simple title to any Lot within Leewood.

PEDIMENT

A gabled element used primarily over entrances.

PRE-APPROVED

Modifications which meet the minimum design, finish, color, material and location standards as set forth in these Standards and do not require ARC review. The section of the Standards referring to the particular modification must state that under certain conditions the item is pre-approved.

PROPERTY

The land and structure personally owned by an association member.

LOT LINE

Legal limits of a property or property edge. (Note: The front Lot line is not the edge of pavement or curb.)

RAKE BOARD

A board or molding along the sloping edge of a gable which conceals the rafter.

RISER (STEPS)

Height of step (vertical surface). Leewood's front steps have risers of six and one-half (6 ½) inches.

SCALE

(1) A system of proportions used in architectural drawings so that the actual size of an item to be drawn can be reduced to a size small enough to fit on a sheet of paper (i.e. 1/4" = 1'-0" (1/4 of an inch on the drawing represents 1 foot of the actual size of the item being drawn).

(2) Term used to relate to the proportional balance of all elements of a building.

SCREENING

Shielding method using either natural vegetation or a structure to conceal an unsightly condition from view or provide protection from noise or wind exposure.

SITE PLAN

A plan of a Lot indicating Lot lines and the accurate location and size of structures shown with dimensions to the Lot lines.

SLAT

Another term used for louver in describing the slanted fins of the shutter.

SLOPE

The indication of steepness measured by the amount of rise in inches per foot of horizontal length.

SOFFIT

The exposed undersurface (ceiling) of any extended overhead component of a building (i.e. eave).

STILE

The vertical member of a shutter that holds the slats or louvers.

STOOP

The entire step structure leading into a house, including the steps and landing area.

STORY

A floor area on one level, enclosed by the house walls (ex: first floor = first story). A half (½) story refers to a floor area enclosed within the roof area, above the top of the house walls (attic areas both finished and unfinished).

TOPOGRAPHY

A description of the vertical variations of land (flat, sloping, hills, valleys, etc.).

TREAD (STEP)

Top of a step (horizontal surface). Leewood's front steps have a tread depth of twelve and one-half (12 ½) inches.

UNFINISHED MATERIAL

Material that does not receive a coating to alter the natural appearance but may be treated with a preservative to prevent decay (i.e., pressure treated lumber).

VEGETATION

Plant growth (trees, shrubs, grass, etc.) either in its natural setting or a transplanted location.

WINDOW SASH

The vertical and horizontal framework of a window that holds the glass.

WINDOW TRIM

Board or molding installed around the perimeter of a window to conceal the joint.

APPENDIX B – APPLICATION FORMS

The Association has the following forms available for submitting applications for improvements or modifications that require ARC approval:

Application for Exterior Color Approval

Application for Exterior Home Improvement Approval

The forms on the following pages may be copied and used, or forms may be obtained from the Association. PDF-fillable forms are also available on the Leewood website (www.leewood.us).

LEEWOOD HOMEOWNERS ASSOCIATION

APPLICATION FOR EXTERIOR COLOR APPROVAL

Property Information

Property Address

Property Owner

Mailing Address

Home Phone #

Work Phone #

Paint Information: Provide Manufacturer Color Name/ Number (Attach Sample)

Siding

Soffit, Rake & Corner boards

Window and Door Trim

Window Sashes

Shutters

Front Door

All Other Doors

Roof Shingle-color/style/warranty

For Architectural Review Committee Use

Application:

Approved as submitted.
Not Approved.

Approved with changes indicated
Reviewed (Additional information required)

Signature

Date

Name (printed)

Approval is limited to design criteria established by the Architectural Review Committee and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by the Leewood Covenants or the County.

LEEWOOD HOMEOWNERS ASSOCIATION

APPLICATION FOR EXTERIOR HOME IMPROVEMENT APPROVAL

Property Information

Property Address

Property Owner

Mailing Address

Home Phone #

Work Phone #

Information on Proposed Change, Alteration or Improvement

NOTE: Form is not complete unless a survey or other drawing showing the house and the proposed improvement is provided.

Floor plans and scale drawings of all elevations (front, rear and side views) of the proposed improvement with dimensions and roof pitches given and exterior materials and finishes identified. If the improvement is an addition, provide elevations of the house with the addition and dimensions to the property lines.

Description of project

Constructions Schedule

Begin:

End:

For Architectural Review Committee Use

Application is:

Approved as submitted.

Not Approved

Approved with changes

Reviewed (Additional information required)

Signature

Date

Name (printed)

Approval is limited to design criteria established by the Architectural Review Committee and should not be interpreted as approval of any variation from restrictions or conditions imposed on the property owner by the Leewood Covenants or the County.