



Urbana Highlands Homeowners Association, Inc.

Design Guidelines and Application Procedures

JUNE 1, 2018

This updated document combines all adopted guidelines through 2012 as well as corrections to typographical errors.

For more information or if you have questions or suggestions, visit www.urbana-highlands.com contact the Chair of the Architectural Review Committee at arc@urbana-highlands.com

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I. Introduction

All properties within the jurisdiction of the Urbana Highlands Homeowners Association, Inc. (“**Association**”) are subject to the architectural review and approval provisions set forth in Article VII of the Declaration of Covenants, Conditions and Restrictions for the Association, as recorded among the Land Records of Frederick County, Maryland in Deed Book 2676 at Page 0066, et seq. (the “**Declaration**” which term shall include any and all subsequent corrections, modifications, amendments, and supplements thereof). These Design Guidelines and Application Procedures (“**Design Guidelines**” or “**Guidelines**”) are intended for use by Lot Owners to assist in the design and submission of applications for architectural review under the Declaration.

Pursuant to the Declaration and unless specifically exempted by these Design Guidelines, no construction or development activities, including, without limitation, clearing, excavation, grading or other site work, shall be commenced, erected or maintained on any Lot or the Common Area, no building, structure or other improvement of any kind, including, without limitation, fences, walls, mailboxes, swimming pools and decks, shall be commenced, erected or maintained within the Property, and no exterior addition, change or alteration of any nature to the Lots or other existing improvements within the Property, including, without limitation, changes in color, changes or additions to driveway or walkway surfaces and landscaping modifications, shall be commenced, erected or maintained (all of the foregoing are referred to herein, individually and collectively, as “**Improvements**”) unless and until complete plans and specifications for such Improvements have been approved, in writing, in accordance with the applicable provisions of these Design Guidelines and Article VII of the Declaration except as specifically exempted by these Design Guidelines.

In general, these Design Guidelines have been prepared to guide the construction of Improvements within the Association, consistent with the following objectives:

- To provide a framework for maintaining architectural and design quality.
- To promote respect and sensitivity for the natural environment.
- To encourage consistency and continuity of design while allowing flexibility for achieving creative design solutions.

These Design Guidelines are intended to further implement the architectural controls set forth in the Declaration, and shall in no event be deemed to limit, modify, or amend any specific provision of the Declaration. In the event of any conflict between the Declaration and these Design Guidelines, the terms and provisions of the Declaration shall control.

Unless otherwise defined in these Design Guidelines, all capitalized terms used herein shall be defined as set forth in the Declaration.

II. Design Review Process

A. *General*

No Improvement of any kind, unless specifically exempted by these Design Guidelines, shall be commenced, erected or maintained upon the Property until complete plans and specifications showing the nature, kind, shape, height, massing, materials, and location of the Improvement has been submitted to and approved in writing by the “**Architectural Review Entity**” in accordance with Article VII of the Declaration. As explained more fully in the Declaration, the Declarant initially exercises all powers of the Architectural Review Entity under the Declaration. Ultimately, the powers of the Architectural Review Entity will be transferred to the Board of Directors of the Association (“**Board**”), to be exercised by the Board, or by an Architectural Review Committee designated by the Board in accordance with the Declaration. For ease of reference these Design Guidelines will generally refer to the Architectural Review Entity as the “**Architectural Review Committee**” or as the “**ARC**”, and all references to the Architectural Review Committee or the ARC herein shall be deemed to refer to the Declarant, the Board of Directors, and/or the Architectural Review Committee, as applicable in accordance with Article VII of the Declaration.

The Owner/Applicant is responsible for complying with the provisions of these Design Guidelines, initiating the reviews, and obtaining the required approvals. Unless specifically noted in these Guidelines, there are no exemptions or automatic approvals and each application will be reviewed on an individual basis.

B. *Requests for Comments*

Homeowners may, at their discretion, submit informal or preliminary plans to the ARC for comment prior to submitting a detailed application. In addition, homeowners are encouraged to contact the ARC prior to an application submission to clarify any questions about the guidelines or the required submission information. Applications will not be reviewed until the complete set of required information is provided.

C. *Review*

The Chair of the Architectural Review Committee or a designated agent will review the application and accompanying information for completeness. Submissions that do not have the necessary information for review shall be deemed incomplete and will be returned to the Applicant. Complete submissions received up to one (1) week prior to a scheduled ARC meeting will be queued for ARC review at that meeting. The ARC may require the Applicant to formally present the design in person and/or provide more information as necessary in the event of a complex or major project.

The ARC will consider any and all exterior elements of a project’s design including size, bulk, organization, architectural style, detail, color, materials, quality of workmanship, harmony of design, impact on subject and adjacent properties, and all other factors that, in the opinion of the ARC, affect the appearance and suitability of the project.

For more information about the specific steps of the review process, refer to *Section II.J “Application Procedures”*.

D. Notification of Committee or Board Decisions

The ARC is required to render a decision and respond in writing within sixty (60) days after receipt of a complete application including all required attachments and exhibits. However, a review and decision for most applications will generally occur within thirty (30) days.

If the review period has lapsed without notification, the applicant should contact the Management Agent. If the Committee has not conveyed a decision to the Management Agent within the review period, the ACR is deemed “approved as submitted.”

E. Approvals

The Architectural Review Committee’s approval of any proposed Improvement is within its sole discretion. The Association’s Board of Directors may enforce or modify in whole or in part, any or all of these Design Guidelines.

Approval by the Architectural Review Committee does not relieve the Applicant of the responsibility of obtaining all other necessary approvals and permits required by Frederick County, the State of Maryland, and other agencies having jurisdiction over the project or improvement, and to conform with all building and zoning ordinances in effect at the time. The Applicant should contact Frederick County as may be appropriate, before beginning any work to verify what additional approvals or permits are required.

Notification of the Architectural Review Committee’s final approval constitutes an agreement by the Applicant not to deviate from the approved plan unless such proposed deviation has been submitted to and expressly approved in writing by the Architectural Review Committee.

The Architectural Review Committee may, at its discretion during the design review process, suggest alternative design solutions; however, such suggestions shall not necessarily constitute an approved design solution and the Architectural Review Committee shall not have any responsibility for ensuring or making any determination regarding compliance of such suggested design solutions with applicable governmental regulations and other requirements.

Approval by the Architectural Review Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the item being reviewed, nor shall such approval be substituted in lieu of applicable governmental approvals and permits or be deemed to constitute a determination as to compliance with local building and zoning ordinances, governmental guidelines, or restrictions. The Architectural Review Committee shall not bear any responsibility for ensuring structural integrity or soundness or compliance with building codes and other governmental approvals or requirements, or ensuring that any improvements are located so as to avoid impairing views from or other negative impacts on other homes, including, without limitation, property line encroachments. Neither the Architectural Review Committee, nor any member thereof shall be liable for soil conditions, drainage problems, or other site work, nor for defects or errors in any plans or specifications submitted as part of an application, nor for any structural or other defects in Improvements constructed according to an approved application, nor for any injury, damages, or loss arising out of the manner, design, or quality of any approved Improvements.

F. Appeals

Within fifteen days after notice of an Architectural Review Committee decision has been mailed, the Applicant may file, with the Board of Directors, a written request that the Architectural Review Committee reconsider such decision. Any such request for reconsideration shall include a statement of the basis for such request and technical design information supporting such request. The Architectural Review Committee may

require additional information in connection with any request for consideration. The Applicant's written request for consideration may include a request to personally address the Architectural Review Committee at its next scheduled meeting.

All reconsiderations will be reviewed on a case-by-case basis, and the granting of a request for reconsideration with respect to one project does not imply or warrant that a similar request will be granted with respect to any other project. Each case will be reviewed on its own merits and in light of the overall objectives of these Design Guidelines.

Any Owner dissatisfied with a decision of the Architectural Review Committee may, within fifteen (15) days after the rendering of such decision, make an appeal thereof to the Board of Directors. Not less than fifteen (15), nor more than sixty (60), days after the noting of such appeal, the Board of Directors shall conduct a hearing thereon. Within fifteen (15) days of such hearing, the Board of Directors may affirm, reverse, modify, or remand the decision appealed. Two-thirds ($\frac{2}{3}$) of the Board of Directors shall be required to reverse a decision of the Architectural Review Committee. The Board of Directors is hereby authorized and empowered to promulgate reasonable rules of procedure for the conduct of such appeals and hearings. In the event that the Board of Directors itself acts in the capacity of the Architectural Review Committee, no such right of appeal will lie and the decision of the Architectural Review Committee will be final.

G. After Approval

Notification of the Architectural Review Committee's final approval constitutes an agreement by the Applicant to adhere to the approved plan. If the Applicant desires to make any changes to the approved plan during construction, a revised application must be submitted to and expressly approved in writing by the Architectural Review Committee.

Work on all approved plans must begin no later than six (6) months following the Architectural Review Committee's decision and must be substantially complete within twelve (12) months of the project's commencement. The Architectural Review Committee, in its sole discretion, may require that an approved project be started sooner and/or be completed faster as per the Declaration.

H. Inspection and Compliance

Upon completion of any construction or alteration, the Board, the Architectural Review Committee, or the Management Agent may inspect the property to confirm that construction is in compliance with the approved plans. Periodically, the Management Agent or the ARC may inspect Urbana Highlands properties for compliance with the Declaration and these Design Guidelines.

I. Violations

Covenant and Guideline violations will be addressed pursuant to the Urbana Highlands Enforcement Procedures in effect at the time.

J. Application Requirements

Since Improvements may vary greatly in scope and complexity, application requirements will depend upon the specific Improvement being submitted for review.

All Improvements, unless specifically exempted within these Design Guidelines, require submission of a completed **Architectural Change Request (ACR)**. All homeowners received a copy of the ACR form along

with this document. Additional copies may be obtained from the Urbana Highlands website at www.urbana-highlands.com or by contacting the Management Agent.

The guidelines for specific Improvements set forth in Section III provide the best source of information for the specific information that must be included with the application. Generally, a complete application includes the following:

- A written description of the project.
- A Lot survey showing the house, property lines, setbacks, easements, significant vegetation, existing Improvements, and the location and size of the proposed project.
- Complete plan and elevation drawings, to scale, showing the existing house and the proposed Improvement.
- A site plan, to scale, showing the house and the proposed Improvement.
- A materials list including color specifications. The ARC may require that samples of materials and/or colors be submitted.
- A brochure, catalogue photo, or manufacturer's information of what is proposed.

Photographs of existing conditions on the Lot and/or examples of similar projects to further clarify the proposed Improvement are encouraged.

K. Application Procedures

1. Obtain an Architectural Change Request (ACR) form. You may obtain a copy of the current form from the Management Agent or electronically from the Urbana Highlands website at www.urbana-highlands.com. Applications submitted with older versions of the ACR form will be returned as incomplete.
2. Carefully read the currently adopted Design Guidelines. A version date stamp is provided on the cover page of these Design Guidelines. You can confirm that you have the latest version or obtain the latest version by contacting the Management Agent.
3. Develop your plan. (Consider the impact on your neighbors.)
4. Complete the application as clearly and thoroughly as possible. Be sure to include all exhibits and other supporting information. Review your project with the Owners of properties adjacent to yours, and obtain signatures acknowledging their awareness of the project.
5. Deliver your completed application with all attachments and requested samples to the Management Agent.
6. Upon receipt, the Management Agent will date stamp the ACR and review the application for completeness. Incomplete applications will be returned for additional information. Complete applications will be sent to the ARC for review on a first-come, first-served basis. Generally, if your complete application is received at least one (1) week prior to a regularly scheduled ARC meeting it will be reviewed at that meeting.
7. Upon receipt, the ARC will review your application in accordance with the Declaration, the Design Guidelines, and the committee charter. The committee decision will be forwarded back to the Management Agent, where it will be recorded and relayed by mail to you. This process can take up to sixty (60) days from the time at which your completed application is received by the Management Agent. If you do not receive a written response indicating the committee's decision within sixty (60) days, contact the Management Agent. If the decision has not been

conveyed to the Management Agent within the sixty (60) day review period, the ACR is deemed “approved as submitted”.

8. All Improvements must be commenced within six (6) months of the receipt of written approval from the Architectural Review Committee and must be substantially completed within twelve (12) months of the date of commencement.
9. Should you feel you have been aggrieved by any action of the Architectural Review Committee, you may appeal the decision of the Architectural Review Committee to the Board of Directors.

L. New Construction

The approval of the Declarant under Article VII of the Declaration shall be the only approval required pursuant to these Design Guidelines or the Declaration with respect to the construction of the initial Improvements on a Lot by the Developer or a Participating Builder, and the provisions of these Design Guidelines shall not otherwise be deemed to be applicable with respect to the initial Improvements constructed on a Lot by the Developer or a Participating Builder, unless expressly provided otherwise by Declarant, in its sole discretion. The provisions of these Design Guidelines do not apply to the Declarant, or to any successor or assignee of the Declarant designated by the Declarant in writing.

III. Guidelines

These Design Guidelines have been prepared to assist the ARC and Applicants with the design and review process, and contain both mandatory requirements and suggested guidelines. Where the terms “shall” or “must” are used, the statement constitutes a mandatory requirement. Where the terms “preferred” or “should” are used, the statement constitutes a suggested guideline provided for the guidance and convenience of Applicants but is not necessarily required for approval. Notwithstanding the foregoing, the ARC may, in its sole discretion, waive or modify any mandatory and/or suggested requirements in appropriate circumstances.

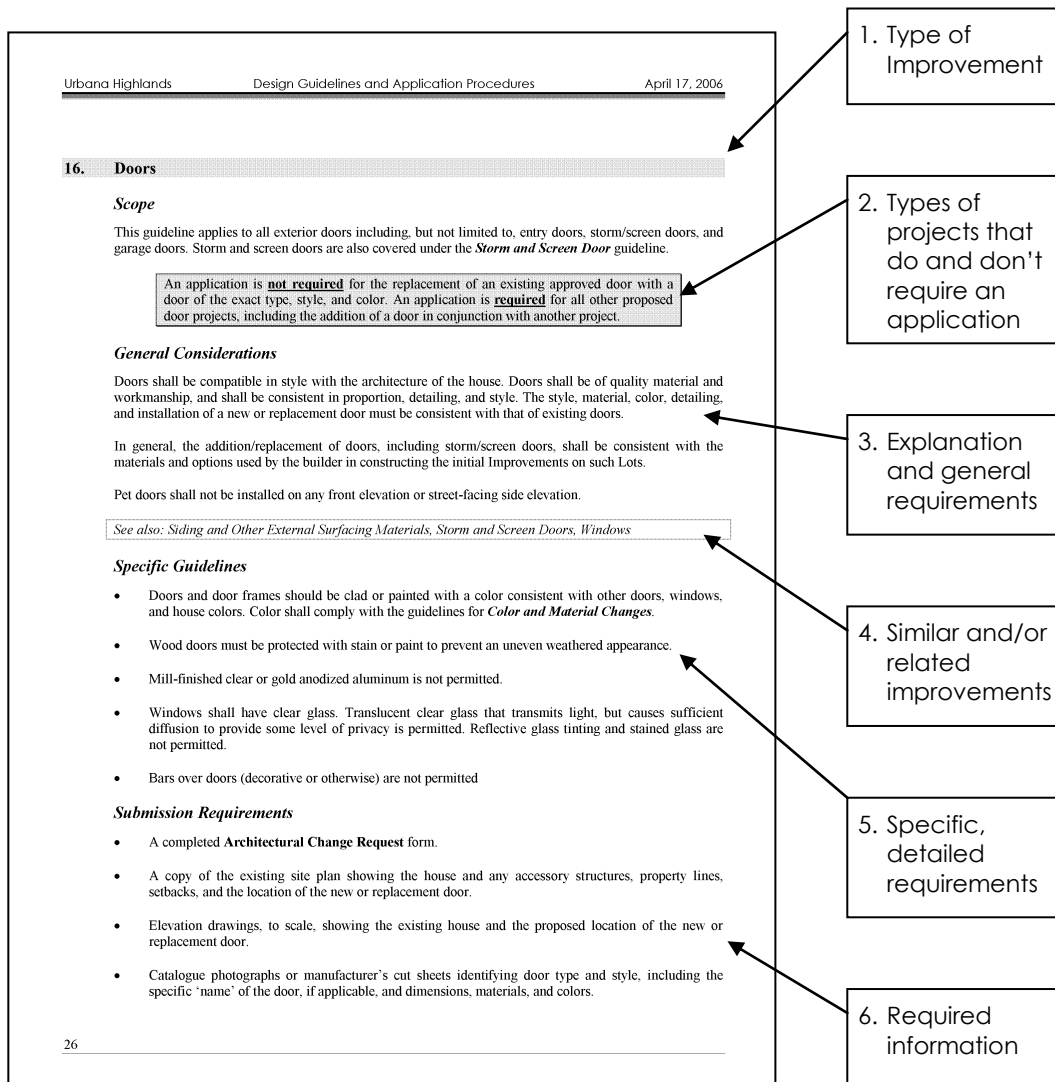
The specific guidelines in this section include submission requirements. Generally, photographs (digital or otherwise) are encouraged but not required. Photographs depicting current conditions and annotated with the proposed changes or photographs of similar completed projects can expedite the review process.

Some of the specific guidelines in this section refer to areas of the neighborhood by their developer designation – P1, P2, P3, or P4. The glossary at the end of this document contains descriptions of these areas using the streets within them.

All Applicants are required to discuss their plan with the Owners of adjacent properties and to obtain signatures from those Owners signifying an awareness of the project. This process serves to notify neighbors about projects that may potentially impact their property. Since each Owner may have a different definition for what impacts their property, all applications require neighbor acknowledgement. It is very important to understand that neighbor acknowledgement in no way constitutes an approval or disapproval of the project on their part. Furthermore, the Architectural Review Committee will not interpret neighbor signatures as anything more than an awareness of the project. Tacit in this procedure is the understanding that neighbors may provide their own comments to the ARC for consideration during review and may appeal the ARC’s decision per the Declaration.

A. Using the Guidelines for Specific Improvements

One of the goals for this revision of the Guidelines was to make the overall document easier to read and more user-friendly. To that end, the *Guidelines for Specific Improvements* section has been given a new look. The diagram below depicts a typical page for a specific improvements guideline with the major sections annotated. Following the diagram is a discussion of the individual annotations. It is hoped that this new format will alleviate much of the confusion associated with the previous versions of the guidelines.



Typical Guideline with the Major Elements of the Page Annotated

How to Read the Specific Guidelines

1. **Type of improvement** – This indicates the type of Improvement to which the guideline applies. Following the improvement type is a section titled *Scope* which further defines the types of projects that may be covered by the guideline.
2. **Types of projects that do and don't require an application** – This box defines which projects require an application and which projects do not. Only projects that have been specifically exempted from the application process may be installed without prior approval. When in doubt, Owners are encouraged to contact the Management Agent or the ARC for a clarification.
3. **Explanation and general requirements** – This section provides an overview of the motivations behind the guideline, general thoughts about acceptable and unacceptable practices, and base-line rules for projects of this type.
4. **Similar and/or related improvements** – This box indicates other types of Improvements that may be relevant to your project. Applicants are encouraged to review all related guidelines before submitting an application. The ARC will consider all applicable guidelines during the review of an application.
5. **Specific, detailed requirements** – This section provides specific guidelines including limitation, required elements and locations, and other constraints and conditions. For example, minimum or maximum dimensions, maximum sound levels, and acceptable locations. The *General Considerations* and *Specific Guidelines* sections combine to define the overall requirements of the Improvement. Additional requirements may be mandated by the ARC under special circumstances.
6. **Required information** – This section specifies the information that must be submitted along with the application. It is extremely important that Applicants read, understand, and follow the directions in this section. Applications that are submitted without the full set of required information may be deemed incomplete and returned to the Applicant without review.

B. Guidelines for Specific Improvements

The following pages provide detailed guidelines for specific improvements and changes including explanation for the guideline, general considerations, specific guidelines, and submission requirements. Every effort has been made to include guidelines for all types of improvements. However, it is anticipated that there will be applications which are not specifically covered in the following sections. In addition, it is anticipated that there will be applications which are covered in the following sections, but with specific details that are open to interpretation. In both situations, the ARC will carefully review the application using any available guidance from the Design Guidelines, the Board of Directors, and its own judgment.

All Applicants should be aware that these Design Guidelines are subject to periodic review and modification in accordance with the Declaration. Modifications of these Design Guidelines are likely and should be expected as part of the natural evolution of the Association. Applicants are responsible for confirming that they are using the most recent Design Guidelines. To obtain the most recent copy of these Design Guidelines, an Architectural Change Request form, information, or other assistance, please contact the Management Agent.

Suggestions for modifications or additions to these Design Guidelines are welcomed and encouraged and may be submitted to the Chair of the Architectural Review Committee and/or Board of Directors for consideration.

1. Additions and Alterations

Scope

This guideline applies to the exterior elements of any addition or alteration to a dwelling and includes, but is not limited to, room additions and extensions, garages, sunrooms, porches, and accessory structures. Some additions and alterations may also be covered by specific guidelines elsewhere in this document. Improvements not covered elsewhere in this document are subject to this guideline.

An application is **required** for all additions and alterations unless otherwise exempted in another guideline in this document.

General Considerations

Additions and alterations shall be visually integrated with the existing house through the consistent and complementary use of architectural elements, materials, colors, and other details. Designs must be compatible with the existing house in style, character, scale, massing, materials, and colors.

Additions and alterations shall be planned and designed with the same care and consideration as initial house construction. In general, additions and alterations shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

See also: Color and Material Changes, Doors, Garage Alterations, Lighting, Porches, Roofs, Siding and Other Exterior Surfacing Materials, Sunrooms, Windows

Specific Guidelines

- The size and location of the addition or alteration should be appropriate in relation to the existing house and space available on the Lot.
- The addition/alteration should minimize any tree removal.
- The design and location should consider any adverse impact on neighboring properties that may result through the elimination of privacy or the removal of existing views.
- Changes in grade or drainage patterns must not adversely affect subject or adjacent properties.
- The design of the addition/alteration shall repeat significant architectural elements of the existing house such as roof lines, windows, doors, trim details, materials, and colors.
- The new roof pitch should, if possible, match that of the existing roof pitch.
- New windows and doors should be the same type, material, and color as those of the existing house.
- Supplemental landscaping may be required to compensate for the removal of significant vegetation.

Submission Requirements

- A completed **Architectural Change Request** form.

- A copy of the existing site plan showing the house, deck(s), patio(s), fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed addition or alteration.
- Detailed plan and elevation drawings, to scale, showing the existing house and the proposed addition or alteration.
- Detailed construction drawings.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets of off-the-shelf items, as applicable, including styles, sizes, materials, and colors.
- A landscape plan, as applicable.

2. Animal Enclosures

Scope

This guideline applies to all outdoor animal enclosures including, but not limited to, dog houses, dog runs, animal pens, and hutches.

General Considerations

All outdoor animal enclosures are **prohibited**.

3. Arbors and Trellises

Scope

An arbor is a shady resting place, often made of wood or latticework on which plants, such as climbing shrubs or vines, are grown. A trellis is a structure of open latticework, especially one used as a support for vines and other creeping plants. This guideline applies to all arbors, trellises, and similar structures regardless of their intended use.

An application is **required** for all proposed arbors, trellises, and similar structures.

General Considerations

Arbors and trellises should be designed, sized, and located so as to be compatible with the existing house in style, character, scale, massing, materials, and colors.

In general, the addition of a trellis should be integrated visually and structurally with the architecture of the house. Arbors should complement the overall composition of the yard and any existing fencing and decking elements.

See also: Decks and Gazebos

Specific Guidelines

- The preferred location for an arbor or trellis is integrated with the rear-yard deck or patio. A freestanding arbor or trellis should be located in the rear yard.
- Size, height, materials, and colors should be harmonious with the size of the property and the architecture of the house, deck, patio, fence, and other Improvements on the Lot.
- Arbors, trellises, and similar structures shall be constructed of: (1) pressure-treated wood, Redwood, Cedar, Cypress, or naturally rot-resistant hardwood (e.g., Ipe, Mahogany, Pau Lope, Mangaris), left to weather naturally or stained in a muted color that is harmonious with the colors of the house; and/or, (2) a comparable synthetic material which is an acceptable material for arbor or trellis construction. “Comparable” is defined herein as meaning comparable durability and structural integrity.
- Freestanding arbors and trellises shall be securely anchored.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed arbor or trellis.
- Detailed plan and elevation drawings, to scale, which include dimensions, materials, colors, and relation to decks or patios, if any.
- If a prefabricated arbor or trellis is proposed, include a catalogue photographs or manufacturer’s cut sheets with style, dimensions, materials, and colors.

4. Artwork and Decorative Features

Scope

This guideline applies to all exterior artwork and decorative features (“artwork”) including, but not limited to, fountains, sculpture, statuary, bird houses, bird baths, driftwood, weathervanes, garden ornaments, and exterior decorations. Some types of exterior artwork may also be covered by other guidelines within this document.

An application is **not required** for the installation of an exterior artwork or decorative feature **provided** it meets the criteria set forth in this guideline.

General Considerations

When considering the type and location of artwork, the size of the property and proximity to adjacent residences are important factors.

In general, artwork shall not be intrusive and must be appropriate to its surroundings. If visible from neighboring properties, artwork may be required to be screened by evergreen landscaping.

See also: Flags and Flagpoles, Ornaments and Temporary Decorations, Signs, Water Features

Specific Guidelines

- The preferred location is in the rear yard; artwork is generally not permitted in front or high-visibility side yards.
- Generally, no more than one large piece of artwork will be permitted on any Lot.
- Yards that appear cluttered due to the number, size, or placement of artwork may be required to reduce or reconfigure the artwork to satisfy this guideline. Should the Association determine that a yard is cluttered the homeowner will be notified in writing and will be given instructions for expected remedies.

Submission Requirements

- None

5. Attic Ventilators

Scope

This guideline applies to all attic-ventilating equipment and includes, but is not limited to, powered and passive ventilators, ridge vents, and gable vents.

An application is **not required** for the replacement of existing approved ventilators with ventilators of the same size, appearance, and sound level in the currently approved location. An application is **required** for the addition of new ventilators, the relocation of existing ventilators, and the replacement of existing ventilators with ventilators of a different size, appearance, or sound level.

General Considerations

Attic ventilating equipment shall be selected, located, and installed so as to minimize its appearance on the house and visibility from neighboring properties and the street.

In general, the installation of attic ventilators shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

See also: Mechanical, Electrical, and Ventilation Equipment, Roofs, Siding and Other Exterior Surfacing Materials

Specific Guidelines

- The size and appearance of proposed attic ventilators should be appropriate for their residential setting.
- Attic ventilators shall be located to the rear of the roof ridge line and/or gable and shall not extend above the highest point of the roof.
- Attic ventilators shall not extend more than twelve (12) inches above the roof surface.
- Attic ventilators should be painted flat black or a flat finish matching the roof color. Gable end vents shall be painted the color of the siding in which they are installed or the color of the house trim. Ridge vents shall be finished in the same color as the roof or covered with the same roofing material as allowed or required by the Frederick County Building Code.
- Ridge vents shall be installed for the full length of the ridge. The preferred installation method is to cover the ridge vent with a layer of matching roof shingles according to the manufacturer's specifications. However, aluminum ridge vents that match the color of the roof shingles may be permitted.
- Gable end ventilation shall be trimmed and finished in a manner such that it blends with or complements the exterior finish and/or covering of the gable end in which it is installed. Due to the high visibility, ventilation installed in a street-facing gable end shall be consistent with the passive gable-end vents installed by the builders at the time of original construction.
- Rotating or wind-powered turbine ventilators will not be approved due to their size and movement.

Submission Requirements

- A completed **Architectural Change Request** form.
- Drawings or photographs of the proposed location, including the material and color of the surrounding surface(s).
- Catalog photographs or manufacturer's cut sheets of the ventilator equipment including dimensions, material, color, and operational sound levels.

6. Awnings and Canopies

Scope

This guideline applies to all awnings, canopies, and similar types of permanent exterior sun shading or rain protection (“awnings”).

An application is **not required** for the replacement of an existing approved awning with an awning of the same size, style, and color in the currently approved location. An application is **required** for all other awning projects.

General Considerations

Generally, an awning is considered to be a roof-like structure, often made of heavy cotton, vinyl, canvas, or plastic, which serves as a shelter, as over a window, door, deck, or patio. Sun control achieved through interior window treatments and/or landscaping is preferred to the installation of individual awnings on windows.

Awnings should be harmonious with and enhance the architecture of the house. The style, size, material, and color of the awning must be compatible with the architecture of the house and consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Due to their potential for becoming soiled, faded, and worn-looking, awnings must be kept clean and in excellent repair at all times. Owners should carefully consider the additional maintenance required in keeping the awnings looking fresh before submitting an application to the ARC.

See also: Window Treatments

Specific Guidelines

- Window and patio awnings are **prohibited** on front and high-visibility side elevations. However, specific exceptions may be granted for high-visibility side elevations on P4 Alley Home Lots due to the unique configuration of these homes.
- The awning fabric should be a heavy cotton, vinyl, or canvas-type material. Metal, plastic, and other materials will generally not be approved.
- Awnings must be retractable.
- Awning color should be a neutral tone which matches or blends with the brick, stone, siding, or trim color of the house and should not be overly bold or decorative.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location and size of the proposed awning.
- Detailed elevation drawings, to scale, showing the house and the proposed awning and its extension.
- Catalogue photographs or manufacturer’s cut sheets of the awning showing colors and materials.

7. Basketball Backboards (Permanent)

Scope

This guideline applies to all permanently installed basketball backboards, hoops, and poles. Portable and collapsible basketball backboards are addressed in *Recreation and Play Equipment*.

An application is **not required** for the installation of a permanent basketball backboard **provided** it meets the criteria set forth in this guideline.

General Considerations

High visibility and loud noise are among the concerns associated with locating basketball hoops. Basketball backboards should be selected and located (through distance and screening) so as to minimize the impact of their appearance and use on neighboring properties. When locating basketball backboards, the size of the property, relationship to adjacent residences, and screening provided by existing and proposed structures and/or vegetation are important factors.

Basketball backboards may be located in existing paved driveways. Basketball play areas shall **not** include the street or common areas. Basketball backboards shall **not** be directly attached or affixed in any manner to any component of the house.

Due to the proximity of units and lack of appropriate play area, the installation of a permanent basketball backboard is **prohibited** on any Townhouse Lot. Similarly, the installation of a permanent basketball backboard is generally **prohibited** on any Alley Home Lot in sections P1 and P4.

Basketball backboards, poles, and nets must be kept clean and in excellent repair at all times. Basketball play is limited to the hours between 9:00 a.m. and 9:00 p.m.

See also: Recreation and Play Equipment

Specific Guidelines

- No more than one basketball backboard will be permitted on any property.
- Poles shall be made of metal and painted black or dark green.
- Backboards shall be clear, smoke (tinted clear gray), or white in color and acrylic or tempered glass in material.
- The addition of paving material for a playing court or the use of auxiliary lighting requires explicit review and approval.

Submission Requirements

- None

8. Carpeting

Scope

This guideline applies to all externally-installed carpeting and synthetic grass (e.g., Astroturf).

General Considerations

The use or installation of carpeting (such as indoor/outdoor) and synthetic grass on any exterior surface (e.g., front stoops, decks, patios, and stairs) is **prohibited**.

9. Carports

Scope

This guideline applies to open-sided or otherwise non-fully-enclosed shelters for vehicles.

General Considerations

All carports are **prohibited**.

10. Chimneys and Metal Flues

Scope

This guideline applies to all external chimney elements, including, but not limited to chimneys, caps, surrounds, and flues.

An application is **required** for all chimney and flue additions or alterations.

General Considerations

Chimney and metal flue additions should be planned and designed with the same care as initial construction and should be visually integrated with the architecture of the house. The design and location must be compatible with the house in style, scale, massing, materials, and colors. Metal flues shall be selected, located and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street. In general, chimneys and flues shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

See also: Roofs, Siding and Other Exterior Surfacing Materials

Specific Guidelines

- Chimneys should be constructed of materials and colors that match, or are harmonious with, the materials and color of the house.
- Chimneys shall be clad with brick or stone, or siding with a complete trim detail at the base, corners, and top. Stone or brick chimneys should be constructed to match the stone, brick, and/or other masonry materials used elsewhere on the house. Sided chimneys shall be clad with the same materials and colors as the house siding and trim.
- An exterior masonry chimney must be constructed to grade and must not appear to be suspended above the ground.
- A rooftop metal flue should be on the side least visible from the street and neighboring properties (usually the rear sloping roof), be no higher than the minimum required by the Frederick County Building Code, and be painted flat black or a flat finish paint to compliment the roof color.

Submission Requirements

- A completed **Architectural Change Request** form.
- Detailed elevation drawings, to scale, showing the addition of the chimney or flue, and the location of windows, doors, overhangs, and other pertinent details.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets of rooftop and direct-vent metal flues, associated spark arrestors and other off-the-shelf accessories, including dimensions, materials, and color.

11. Clotheslines

Clotheslines may only be placed in the rear yard behind the home. They cannot be closer than 15 feet to the side street lien on corner lots. They must be retractable, collapsible, or an umbrella-type displayed only when in use, and used for the shortest possible time to dry the clothes. Clothes must be hung and taken down the same day (no overnight), no more than one dryer load at a time, clothesline no higher than 5 feet, and retractable/storable when not in use.

12. Color and Material Changes

Scope

This guideline applies to all exterior colors and materials including, but not limited to, colors for siding, trim, doors, windows, roofing, brick, stone, and masonry and materials for siding, roofing, stone and brick façades, foundation walls, and shutters. Some color and material changes may also be covered by specific guidelines elsewhere in this document

An application is **not required** for the repainting or restaining of an approved painted or stained exterior element with the same color and finish. An application is **not required** for the replacement of exterior materials with materials of the same appearance, type, color, and character unless otherwise required by another guideline in this document. An application is **required** for all proposed color or material changes.

General Considerations

In general, colors and materials shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots. In Townhouse Lots, colors and materials must closely match those of the original construction.

Use of the same manufacturer of paint/stain is important; considerable variation may exist between color “names” of different manufacturers.

The ARC will carefully review all color and material changes for consistency with the design of the neighborhood and the specific style of house. Color schemes and color combinations not offered by the original builder will generally not be approved.

See also: Doors, Front Façades, Maintenance and Property Use, Roofs, Shutters, Siding and Other Exterior Surfacing Materials, Windows

Specific Guidelines

- Proposed colors and materials must be compatible with other existing or proposed exterior colors and materials on the house, such as roofing and siding.
- When painting or staining, generally, the entire house is to be painted/restained at one time.

Submission Requirements

- A completed **Architectural Change Request** form.
- Where a change in material is proposed, such as the addition of siding or brick, include elevation drawings, to scale, showing the location of all areas proposed to be changed.
- Identify the manufacturer, material, and specific color name and number; and provide chips of all proposed paints or stains with a cross reference indicating which architectural elements will be finished with which colors. Samples of materials and colors may be requested by the ARC.

13. Compost Bins

Scope

Compost bins are structures built to house compost and are designed so as to facilitate the decomposition of organic matter through proper aeration and moisture retention. This guideline applies to all structures designed or used for the composting of organic material.

An application is **not required** for any non-permanent compost bin located in the rear yard and meeting the requirements set forth in this guideline. An application is **required** for any permanently constructed compost bin or any compost bin where the proposed location is in the side yard.

General Considerations

Compost bins should be selected and located so as to minimize their impact on adjacent neighbors. The location should be as far as possible from neighboring properties and streets, and should take advantage of screening provided by existing or proposed structures and/or vegetation. Compost bins may be allowed on Townhouse Lots if and only if the Lot has a fenced rear yard.

Specific Guidelines

- For most installations, compost bins must be located in the rear yard. Due to the configuration of Alley Home Lots in section P4, compost bins may be allowed in side yards provided the compost bin is sufficiently screened from street view. Proximity to neighboring homes will be considered.
- Generally no more than one bin will be permitted on any property.
- The size of a compost bin is generally limited to four (4) feet in height and a footprint no larger than sixteen (16) square feet. The size may be further limited by the ARC due to specific Lot considerations.
- The bin should be self-contained, sturdily constructed of durable wood or plastic, and finished in a dark, muted color or left to weather naturally (if wood).
- Any compost bin in a high-visibility area may require evergreen landscape screening.
- The compost bin shall be properly maintained at all times so that it does not create a visual, odorous, or environmental nuisance.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed compost bin.
- If pre-made, include catalogue photographs or manufacturer's cut sheets of the compost bin, including dimensions, material, and color. If self-constructed, include detailed plan and elevation drawings, to scale, identifying dimensions, materials, and color.
- A landscape plan, as applicable.

14. Decks and Gazebos

Scope

A deck is a roofless, floored structure, typically with a railing, and constructed of wood or similar synthetic materials. A deck may be elevated or at ground level and is generally attached to the dwelling. A gazebo is a freestanding, roofed, usually open-sided structure constructed of wood or similar synthetic materials. This guideline applies to all decks and gazebos on a Lot.

An application is **not required** for the staining of an existing wood deck or gazebo, **provided** the color meets the criteria set forth in this guideline. An application is **required** for the installation of any new deck or gazebo and for the modification of any existing deck or gazebo.

General Considerations

Decks and gazebos shall be an appropriate size and design for the area in which they are to be located, especially with respect to the physical and visual impact on adjacent properties. Decks and gazebos shall be harmonious (in configuration, detail, material, and color) with the architecture of the house.

Modifications or additions to an existing deck must incorporate the same materials, colors, and detailing as were used during the construction of the existing deck.

In general, decks and gazebos shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

See also: Arbors and Trellises, Porches, Sunrooms

Specific Guidelines

- Decks and gazebos shall be located at the rear of the house.
- Decks, railings, stairs, and other associated accessory structures shall generally not extend beyond the side walls of the house. The side walls of the house are defined as the major side walls of the house and do not include bay windows, chimney enclosures, porches, or other such projections.
 - Due to the limited space available on many of the P3 Alley Homes, decks may be allowed to extend beyond the side wall on one side of the house up to a maximum of two (2) feet. These applications will be reviewed on a case-by-case basis. This exception is typically applied when the home has less than ten (10) feet of space (across the rear wall) in which to locate a deck.
- Gazebos shall **only** be allowed on Single Family Lots. Gazebos are **prohibited** on Alley Home and Townhouse Lots.
- Design and location should minimize any tree removal.
- Changes in grade or drainage pattern must not adversely affect subject or adjacent properties.
- Upper-level decks shall be attached directly to the house. Only ground level decks may be approved as freestanding decks.

- Decks shall be constructed of: (1) pressure-treated wood, Redwood, Cedar or a comparable weather-resistant hardwood (e.g., Ipe, Mahogany, Pau Lope, Mangaris), left to weather naturally or stained in a muted color that is harmonious with the colors of the house; and/or, (2) a comparable synthetic material (such as composite lumber, vinyl, or vinyl clad lumber) which is an acceptable material for deck construction and whose color is white or muted and harmonious with the colors of the house. “Comparable” is defined herein as meaning comparable durability and structural integrity.
- A solid trim board (rim joist) shall be installed on any open side of the deck to conceal the joists.
- Decks should be constructed in such a way that cross bracing is not required.
- A simple 2”x 2” vertical picket railing is recommended.
- Privacy screens should be constructed of lattice, properly framed and installed directly on top of the railing or directly on top of the deck floor in lieu of a railing. The total height of the railing and screen must not exceed seven (7) feet above the deck floor.
 - For Single Family and Alley Home Lots, privacy screens should be limited to small areas of the deck. Privacy screening will be evaluated on a case-by-case basis. As a guideline, the total amount (length) of privacy screening should be limited to no more than thirty percent (30%) of the perimeter of the deck (including the edge(s) adjacent to the house).
 - Privacy screens on Townhouse Lot decks must match or be comparable to any builder-standard for privacy screens on townhouses existing in the community and may be installed only on the side railings of the deck and shall be limited to eight (8) feet in length.
- Under-deck screening should be compatible with the architecture of the house and deck. Any lattice must be properly framed and recessed. All under-deck storage areas shall be appropriately screened (e.g., pressure treated or vinyl lattice, effective natural landscaping, etc.).

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed deck, gazebo, screening, and any other proposed elements.
- Detailed plan and elevation drawings, to scale, showing the existing house and the proposed deck, stairs, gazebo, screening, and other elements, including dimensions, materials, hardware, and colors.
- Detailed drawings of railings, benches, planters, privacy screens, trellises, arbors, and other built-in components of the deck.
- Detailed construction drawings.
- A list of all exterior materials and colors. Samples may be requested by the ARC.

15. Doors

Scope

This guideline applies to all exterior doors including, but not limited to, entry doors, storm/screen doors, and garage doors. Storm and screen doors are also covered under the *Storm and Screen Door* guideline. The *Windows* guideline may also apply.

An application is **not required** for the replacement of an existing approved door with a door of the exact type, style, and color. An application is **required** for all other proposed door projects, including the addition of a door in conjunction with another project, unless otherwise specifically exempted by another guideline in this document.

General Considerations

Doors shall be compatible in style with the architecture of the house. Doors shall be of quality material and workmanship, and shall be consistent in proportion, detailing, and style. The style, material, color, detailing, and installation of a new or replacement door must be consistent with that of existing doors.

In general, the addition/replacement of doors, including storm/screen doors, shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Pet doors shall not be installed on any front or high-visibility side elevation.

See also: Siding and Other External Surfacing Materials, Storm and Screen Doors, Windows

Specific Guidelines

- Doors and door frames should be clad or painted with a color consistent with other doors, windows, and house colors. Color shall comply with the guidelines for *Color and Material Changes*.
- Mill-finished clear or gold anodized aluminum is not permitted.
- Windows shall have clear glass. Translucent clear glass that transmits light, but causes sufficient diffusion to provide some privacy may be permitted on front and high-visibility side elevations. Reflective glass tinting and stained glass are not permitted. Doors with a subtle design etched into the glass or overlaid in brass may be allowed on a case-by-case basis.
- Bars over doors (decorative or otherwise) are **prohibited**.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the new or replacement door.
- Detailed elevation drawings, to scale, showing the existing house and the proposed location of the new or replacement door.

- Catalogue photographs or manufacturer's cut sheets identifying door type and style, including the specific name of the door, if applicable, and dimensions, materials, and colors.

16. Driveways and Parking Pads

Scope

This guideline applies to all driveways and parking pads on private lots.

An application is **required** for all additions and modifications to driveways and parking pads.

General Considerations

Due to the size and configuration of lots within Urbana Highlands, the addition or alteration of driveways and parking pads is generally **prohibited**. It is not anticipated that many requests for driveway revisions, whether in design or material, will be made since these issues should be carefully considered during the original construction of the home. When the ARC receives an application for an enlarged or modified driveway, the impact on neighboring properties and the lot's visual appeal will be carefully considered.

Asphalt is the accepted material for driveways on Single Family and P3 Alley Home Lots. Concrete is the accepted material for Townhouse, P1 Alley Home, and P4 Alley Home Lots. All other materials are generally **prohibited**.

Enlarging or modifying a driveway may be approved when its placement and use will not adversely affect adjacent properties, natural areas, common areas, or drainage, and where it will not negatively impact the appearance of the streetscape. In general, extensions will not be permitted for pipe-stem driveways. The installation of parking pads on P1 Alley Home Lots and P4 Alley Home Lots is **prohibited**.

Should the proposed driveway extension or modification cause disturbance to existing vegetation, the Owner will be required to replant landscaping and may be required to plant additional landscaping to soften the impact and view of the driveway from the street and neighboring properties.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, walkways, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the existing driveway with the proposed changes noted.
- Detailed plan drawings, to scale, indicating the size and location of the existing and new driveway or parking pad elements.
- A list of materials and colors, including type of paving material.
- A landscaping plan, as appropriate.

17. Elevations

Scope

This guideline applies to the exterior designs and materials used for the front and high-visibility side elevations of a dwelling.

An application is **required** for any project that materially changes a front façade.

General Considerations

All requests to materially change a front façade will be reviewed on a case-by-case basis.

Generally, front façades shall use materials that are like in color, hue, size, thickness, composition, character, quality, texture, and massing as other original façades in the community. Front façades shall compliment or match existing materials and uphold the aesthetic beauty of the community.

High-visibility elevations may require landscaping or additional architectural details to maintain the streetscape established by the Developer and Builders.

Generally, front elevations may not repeat significant architectural details or colors on homes located within two (2) Lots on both sides of the Applicant's Lot and across the street.

See also: Additions and Alterations (Major), Color and Material Changes, Siding and Other Exterior Surfacing Materials

Submission Requirements

- A completed **Architectural Change Request** form.
- Detailed drawings, to scale, of the existing and proposed elevations showing the house and any porches, stoops, architectural details, accessory structures, and significant vegetation.
- Photographs of the existing elevation and, when available, an elevation similar to the proposed changes.
- Detailed construction drawings, if applicable.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets of off-the-shelf items, as applicable, including styles, sizes, materials, and colors.
- A landscape plan, as applicable.

18. Fences

Scope

A fence is any enclosure about a Lot or portion of a Lot designed to demarcate a boundary or to prevent intrusion from without or straying from within. This guideline applies to all fence installations regardless of material, location, or purpose.

An application is **not required** for electronic “invisible” fencing used to contain family pets within certain areas of the Lot **provided** the installation meets the criteria set forth in this guideline. An application is **not required** for the staining of an existing wood fence, **provided** the color meets the criteria set forth in this guideline. An application is **not required** for the repair of an existing approved fence, **provided** the repair matches the existing fence in style, color, material, and location. An application is **required** for all other proposed fencing projects.

General Considerations

Notwithstanding Frederick County Building Code requirements for swimming pools, fence designs shall be selected from the options provided in **Exhibit “B”** and shall conform to the guidelines specified herein.

The use of chain link and other wire material(s), for fencing is **prohibited**. The **only exception** to the wire fence prohibition is the use of weather-resistant wire fencing in conjunction with three-rail, four-rail, or cross buck fences commonly used to confine pets. Such wire fencing shall be installed on the enclosed side of the fence and shall not extend above the top rail of the fence.

The permanent or long-term use of wire, string, or plastic sheeting to demarcate property boundaries is **prohibited**. Temporary use of string to demarcate property boundaries or plastic sheeting to inhibit soil erosion during an approved project is allowed.

In general, fences shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

No front yard fencing shall be allowed except as specified by the Developer for Alley Homes in section P3.

Unusual fence configurations may be required for some Lots, especially corner lots with street-facing side yards. These Lots will be evaluated on an individual basis.

It is recommended that homeowners complete a professional property survey prior to completing and/or submitting an application.

Specific Guidelines

- Fences shall be erected along the inside edge of the property line or centered on the property line. If the fence is centered on the property line, then the Owner(s) from the adjoining Lot(s) shall jointly submit and sign the fence application. The installation of fences on both sides of a property line is **prohibited**.
- Partial fence installations and installations which deliberately exclude any side, front, or rear fence length are **prohibited**.
- Fences shall adjoin existing adjacent fencing. This may be accomplished by attaching directly to an existing fence post or by installing a new fence post which abuts to the existing fencing or fence post.

- Where fences adjoin houses or other structures, the fence post shall be installed no more than three (3) inches from the outside face of the structure.
- Fences shall be installed with the beauty side facing away from the enclosed area.
- Wood fences shall be left to weather naturally or stained in a muted, earth-toned color and treated with an appropriate clear sealant. The painting of fences is **prohibited**.
- All fences must allow wind to pass through the plane of the fence.
- Gates shall be constructed using designs and materials to match the fence in which they are installed. Gate hardware should be substantial, rust resistant, and have a black, brass, or bronze finish.
- Fences shall have finished fence post tops or caps.
- Fences should be run with the grade of the land by means of a sloped frame.
- Fences should be installed with a uniform height and spacing for their entire length.
- Special considerations may need to be given with respect to the location of existing or potential fences on adjacent lots.
- Corner lots may require special considerations (e.g., exceptions or additional restrictions) and will be reviewed on a case-by-case basis. Fences facing thoroughfares may require a landscape buffer to maintain streetscape appeal.
- Fences shall be installed at least four (4) feet from the edge of sidewalks and other public walkways.
- Invisible fencing may be installed in the rear, side, and/or front yards provided all wiring is appropriately buried or otherwise concealed from view. Invisible fencing shall be installed at least four (4) feet from the edge of sidewalks and other public walkways. Homeowners are responsible for keeping the invisible fence and collars in good working order. Homeowners whose pets repeatedly cross the invisible fence boundary or otherwise present a threat or perceived threat to other homeowners will be asked to confine their pets in a more secure manner.

Townhouse Lots

- Fences shall be installed from the rear of townhouse along the side and rear property lines as indicated on the lot survey. End-unit Townhouse Lots may extend to the exterior side property line but cannot extend forward of the rear foundation wall. See **Exhibit “C”** for detailed drawings describing the required and optional fence configurations.
- Fences shall be constructed of pressure-treated wood, Redwood, Cedar, Cyprus, or naturally rot-resistant hardwood (e.g., Ipe, Mahogany, Pau Lope, Mangaris).
- Fences shall be six (6) feet in height and of a board-on-board style as shown in **Exhibit “B”**.
- Fences shall include a rear-facing gate spanning a minimum opening of forty (40) inches.

P1 Alley Home Lots

- Fences shall be installed from the corners of the rear foundation wall perpendicular to the side property line, along the side property lines to a point in line with the alley-side wall of the garage, and parallel to the alleyway from the side property lines to the alley-side corners of the garage. This standard fence configuration may need to be adjusted by the ARC in some situations due to the unique configuration of some P1 Alley Home Lots. See **Exhibit “C”** for detailed drawings illustrating the required fence configuration.
- Fences shall include a gate that faces the rear alleyway and spans a minimum opening of forty (40) inches.
- Fences shall be white vinyl picket.
- Fences shall be between forty-two (42) inches and forty-eight (48) inches in height.

P3 Alley Home Lots

- Existing builder-installed front fencing shall not be permanently removed, but may be replaced provided the replacement fencing very closely matches the original builder-installed fencing.
- When adding to the existing builder-installed front fencing, the entire Lot must be fenced. Side fencing is required for both sides of the Lot and shall be installed from the existing front fencing, along the side property lines to a point four (4) feet from the outside edge of the alleyway curb. Rear fencing is required and shall be installed from the ends of side fencing to a point no greater than two (2) feet from the edge of the driveway, running parallel to the rear alleyway. This standard fence configuration may need to be adjusted by the ARC in some situations due to the unique configuration of some P3 Alley Home Lots. See **Exhibit “C”** for detailed drawings illustrating the required configuration.
- Fencing running parallel to the driveway from the rear fencing to the house is not required, but may be installed in order to fully enclose one or both sides of the rear yard. If such a fence section is installed, a driveway-facing gate spanning a minimum opening of forty (40) inches is required. See **Exhibit “C”** for detailed drawings illustrating this optional fence component.
- Fencing running from the side fencing to the house (fence returns) dividing the front and rear yards is not required, but may be installed. Generally, fence returns shall not be installed forward of the mid-point on the side of the house and are not required to match up with the location of neighboring fence returns. When installed, fence returns shall be run perpendicular to the side of the house and shall include a gate spanning a minimum opening of forty (40) inches. See **Exhibit “C”** for detailed drawings illustrating this optional fence component.
- Fences must be a white vinyl picket that matches in style, height, picket spacing, and material the existing front fencing. The fence design may be straight across the top or scalloped as shown in **Exhibit “B”**.
- Fence height and section length shall be consistent for the entire fence. Height must be between forty-two (42) and forty-eight (48) inches. Length between fence posts must be six (6) feet on center. Allowances will be made when location constraints limit the distance between posts (e.g., when installing the final section of fencing along one side of a property line).
- Picket width shall be between two and three quarters (2.75) and three (3) inches with the spacing between pickets matching the picket width.

P4 Alley Home Lots

- Fences shall be installed perpendicular from the mid-point of patio side of the house to the side property line, along the side property line to point four (4) feet from the outside edge of the alleyway curb, parallel to the rear alleyway from the side property line to the driveway, and parallel to the driveway from the rear fencing to the house. This standard fence configuration may need to be adjusted by the ARC in some situations due to the unique configuration of some P4 Alley Home Lots. See **Exhibit “C”** for detailed drawings illustrating the required fence configuration.
- Fences shall include a gate that faces the driveway and spans a minimum opening of forty (40) inches. If sufficient space is unavailable for a driveway-facing gate, a gate that faces the rear alleyway may be installed instead.
- Fences shall be white vinyl picket.
- Fences shall be between forty-two (42) inches and forty-eight (48) inches in height.

Fences - P5 Townhome Lots

Fences shall be installed perpendicular from the mid-point of patio side of the house to the side property line, along the side property line to point four (4) feet from the outside edge of the alleyway curb, parallel to the rear alleyway from the side property line to the driveway, and parallel to the driveway from the rear fencing to the house. This standard fence configuration may need to be adjusted by the ARC in some situations due to the unique configuration of some P5 Alley Home Lots.

See **Exhibit “C”** for detailed drawings illustrating the required fence configuration.

- Fences shall include a gate that faces the driveway and spans a minimum opening of forty (40) inches.
- If sufficient space is unavailable for a driveway-facing gate, a gate that faces the rear alleyway may be installed instead.
- Fences shall be white vinyl picket.
- Fences shall be between forty-two (42) inches and forty-eight (48) inches in height.
- Fences shall not extend more than half way up the side of the home.

Single Family Lots

- Fencing shall be installed perpendicular to the sides of the house generally from the rear foundation corners to the side property lines and along the side and rear property lines. Corner lot fences must be installed four (4) feet from the sidewalk.
- Generally, fences shall not be installed forward of the rear foundation wall. However, the location of existing fencing may require adjustments to the fence location to maintain an even appearance when viewed from the street.
- Single Family Lots that back to an alleyway are subject to the same buffer distance in place for Alley Home Lots.

- Generally, fences shall be constructed of vinyl, pressure-treated wood, Redwood, Cedar, Cyprus, naturally rot-resistant hardwood (e.g., Ipe, Mahogany, Pau Lope, Mangaris), or a comparable synthetic material, which is an acceptable material for fence construction. “Comparable” is defined herein as meaning comparable durability and structural integrity.
- A metal picket fence may be allowed on a Single Family Lot provided it meets the general fence guidelines in addition to the following criteria.
 - Metal fences shall be constructed primarily of aluminum.
 - Metal fences shall be protected with a manufacturer-applied powder coat finish. Acceptable colors are black or white.
 - Metal fences shall consist of straight pickets only. Pickets must extend beyond the top of the highest horizontal member. Arches and decorative scroll work are not permitted.
 - Finials, post caps, and gate hardware shall match the material and color of the fence.
 - Metal fences styles that present a commercial or institutional feel will generally be denied.
 - Fences shall be between forty-two (42) inches and forty-eight (48) inches in height.

Submission Requirements

- A completed **Architectural Change Request** form.
- A completed **General Landscaping and Mowing Authorization and Release** form if the proposed fence is located on an Alley Home or Townhouse Lot.
- A copy of the existing site plan showing the house, garage, parking pad, deck, patio, accessory structures, significant vegetation, property lines, neighboring houses, adjacent fencing, setbacks, easements, and the location of the proposed fence and gate(s).
- Detailed plan drawings, to scale, indicating the location of all posts (with the on-center spacing between them), fencing, gates (and their swing), and existing fencing. Include the proposed method for tying into the existing fencing. If the proposed fence is to be attached directly to existing fencing, then the Lot Owner of the existing fencing must jointly submit the application.
- Drawings, photographs, or manufacturer’s cut sheets of the proposed fencing including style, dimensions, materials, color, picket and rail details, and post caps or tops. If a gate is to be installed, include drawings, photographs, or manufacturer’s cut sheets of the gate including design, dimensions, materials, color, hardware, and picket and rail details.

19. Flags and Flagpoles

Scope

This guideline applies to all flags, banners, flagpoles, and other devices used for the display of flags and banners.

An application is **not required** for the installation of a flag, flag pole, or banner **provided** it meets the criteria set forth in this guideline.

General Considerations

Permanent, free-standing flagpoles are **prohibited** on residential Lots, with the exception that free-standing flagpoles shall be permitted on builders' models and sales offices.

A temporary (i.e. removable) flagpole staff attached at an incline to the wall or pillar of the house is permitted.

Flags, banners, and flagpoles should be located so as to minimize their impact on neighboring properties. The colors, design, and message of the flag or banner will not be reviewed. Flags must be kept in good repair at all times, and may not be torn, tattered, or controversial in nature.

See also: Artwork and Decorative Features

Specific Guidelines

- Generally, no more than one flag is permitted on any property.
- The flag or banner should not exceed fifteen (15) square feet in size.
- The flag pole should not exceed six (6) feet in length.

Submission Requirements

- None

20. Garage Alterations

Scope

This guideline applies to all garage alterations including, but not limited to, the extension and/or conversion of an existing garage on any Lot.

An application is **required** for all garage alterations.

General Considerations

Garage alterations shall be visually integrated with the existing house through the consistent use of architectural elements, materials, colors, and other details.

Garage alterations shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

The design and location of the garage alteration should limit any adverse impact on neighboring properties that may result through its use, the elimination of privacy, or the removal of existing trees.

See also: Additions and Alterations (Major)

Specific Guidelines

- Free-standing, detached garages are **prohibited**, except for those constructed by the Builder on Alley Home Lots in section P1.
- Design and location should minimize the removal of trees and other significant vegetation. Supplemental landscaping may be required to compensate for the removal of vegetation and/or to provide screening.
- Conversion of garage space to living space is **prohibited** by the **Declaration**.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed garage alteration.
- Detailed plan and elevation drawings, to scale, showing the house and the proposed garage alteration including design, dimensions, materials, and colors.
- Detailed construction drawings.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets of off-the-shelf items, as applicable, including styles, sizes, materials, and colors.
- A landscape plan, as applicable.

21. Greenhouses

Scope

This guideline applies to standalone greenhouses, greenhouse additions to homes, and greenhouse window boxes.

An application is **required** for any proposed greenhouse addition or alteration.

General Considerations

A greenhouse will be treated as a major addition or an accessory building as appropriate and will be subject to those guidelines. Greenhouse window boxes are **prohibited** on front and side elevations.

See also: Additions and Alterations, Storage Sheds and Accessory Buildings, Windows

22. Grills (Permanent), Outdoor Ovens, and Outdoor Kitchens

Scope

This guideline applies to all permanently-installed outdoor grills, outdoor ovens, and outdoor kitchens.

An application is **not required** for non-permanent grills or ovens. An application is **required** for any permanent grill, outdoor oven, or outdoor kitchen.

General Considerations

When planning a permanent grill, outdoor oven, or outdoor kitchen, the size of the property, relationship to adjacent residences, and the size of the project and related accessory structures must be considered. Permanent grills, outdoor ovens, and outdoor kitchens shall be compatible with the existing house in style, character, scale, massing and the use of materials, colors and details.

In general, permanent grills, outdoor ovens, and outdoor kitchens shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Non-permanent grills and ovens shall be stored in the rear yard or otherwise inside when not in use.

See also: Mechanical, Electrical, and Ventilation Equipment, Patios, Retaining Walls and Other Walls, Utilities

Specific Guidelines

- No more than one permanent grill will be allowed.
- Wherever possible, permanent grills, outdoor ovens, and outdoor kitchens should be integrated into the architecture of the house, walls, and/or fencing.
- Generally, permanent grills, outdoor ovens, and outdoor kitchens are not allowed on Townhouse Lots.
- Permanent grills, outdoor ovens, and outdoor kitchens may require screening by fencing and/or evergreen landscaping to effectively reduce the visual impact from neighboring properties.
- Location of permanent grills, outdoor ovens, and/or outdoor kitchens shall not alter the existing drainage flow or adversely impact subject or neighboring properties.
- The design and location should consider any adverse impact on neighboring properties through either the elimination of privacy or the removal of existing vegetation.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed equipment.
- Detailed plan and elevation drawings, to scale, with dimensions, materials, and colors. If built against the rear wall of the house, include an elevation drawing incorporating the proposed permanent grill, outdoor oven, or outdoor kitchen and the house.

- Detailed construction drawings.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets of off-the-shelf items, as applicable, including styles, sizes, materials, and colors.
- A landscape plan, as applicable.

23. Gutters and Downspouts

Scope

This guideline applies to all gutters, downspouts, and associated piping used to carry rain water away from the house.

An application is **not required** for the replacement of an existing approved gutter or downspout of exact size and appearance in the currently approved location. An application is **required** for all other alterations, including the addition of water collection devices.

General Considerations

The design, color, and location of gutters and downspouts must be compatible with the architecture and colors of the house.

The installation of gutters and downspouts shall be consistent with the colors, materials, and options used by the builder in constructing the initial Improvements on such Lots.

See also: Roofs

Specific Guidelines

- Gutters and downspouts shall match existing gutters and downspouts.
- Downspouts must be brought to grade.
- Gutters and downspouts must not be located in such a manner as to adversely affect drainage onto neighboring properties.
- Downspout extensions, including underground drain pipe, must not detrimentally impact subject or adjacent property.
- Corrugated drain pipe used for additional drainage purposes must be buried underground and directed away from adjacent properties.
- Splash blocks shall be black or green plastic or unpainted concrete.
- Water collection devices shall be temporary in nature.

Submission Requirements

- A completed **Architectural Change Request** form.
- Drawings or photographs of the house marked to show the locations of the proposed gutters and downspouts.
- Catalogue photographs or manufacturer's cut sheets showing their profile, dimensions, materials, and color.

24. Heating and Cooling Equipment

Scope

This guideline applies to the exterior elements of heating and cooling equipment, including, but not limited to, compressors, condensers, mounting brackets, coolant lines, control boxes, and wiring.

An application is **not required** for the replacement of existing approved equipment with equipment of the same size, appearance, and sound level in the currently approved location. An application is **required** for all other projects, including the addition of new equipment, the relocation of existing equipment, and the replacement of existing equipment with equipment of a different size, appearance, or sound level.

General Considerations

Air conditioners and heat pumps shall be located so as to minimize their visual and acoustical impact on neighboring properties. The installation of air conditioners and heat pumps shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

See also: Mechanical, Electrical, and Ventilation Equipment, Utilities

Specific Guidelines

- The size and appearance of the proposed air conditioner or heat pump unit should be appropriate for its residential setting.
- Air conditioners and heat pumps should have a maximum operational sound level of seventy-seven (77) decibels.
- Through-the-wall and window mounted units are **prohibited**.
- Any air conditioner or heat pump in a highly visible location may require screening by evergreen landscaping.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed heating or cooling equipment.
- Catalogue photographs or manufacturer's cut sheets of the equipment including its dimensions, color, and sound levels during operation.
- If architectural screening is proposed, include detailed plan and elevation drawings, to scale, indicating dimensions, details, materials, and proposed colors. Material and color samples may be requested by the ARC.
- A landscape plan, as applicable.

25. House Numbers

Scope

This guideline applies to all house numbers affixed or otherwise located on the residence.

An application is **not required** for the installation or replacement of house numbers, **provided** the house numbers meet the criteria set forth in this guideline.

General Considerations

House numbers should complement the architectural style of the house and be **clearly visible** from the street.

The installation of house numbers shall be consistent with the materials and options used by the builders in constructing the initial Improvements on such Lots.

Specific Guidelines

- House numbers must be legible, Arabic numerals, no taller than six (6) inches and should contrast with the color of the background to which attached.
- Custom designed house numbers may be approved if they are simple, appropriate, and relate to the architecture of the house.
- Any request for a house number address change or correction must be requested through the Developer or Board of Directors.

Submission Requirements

- None.

26. Landscaping (Plantings and Related Elements)

Scope

This guideline applies to all plantings and related landscaping elements including, but not limited to, trees, bushes, shrubs, hedges, vines, flowers, bulbs, lawns, flower beds, vegetable gardens, edging, borders, window boxes, potted plants, mulch, stone, and irrigation systems.

- An application is **not required** for the installation of plantings, including trees, shrubs, bulbs, and perennial and annual flowers, **unless** a landscape or planting plan is required as a part of the review of another application.
- However, an application is **required** for any planting that can function as a privacy screen, wall, or fence as a result of the number, size, and location of plantings.
- An application is **not required** for general landscaping projects such as mulching, the minor expansion of planting areas, and the installation of vegetable gardens, **provided** the projects meet the criteria set forth in this guideline.
- An application is **required** for any project that affects more than fifty percent (50%) of the existing landscaping or seeks to alter more than fifty percent (50%) of the existing groundcover.
- An application is **required** for the installation or modification of an irrigation system.

General Considerations

Landscaping is an integral part of the overall image and character of Urbana Highlands. It should enhance the architecture of the house, the natural beauty of the environment, and the overall quality of the neighborhood. In general, well maintained turf, low ground cover, flower beds, evergreens, small flowering trees, and the use of native materials is encouraged.

Landscaping modifications or additions should be integrated in a way that is harmonious with existing landscaping on the subject and adjacent Lots. Front yard landscaping should be carefully considered for its effect on the overall streetscape. Generally, landscaping serves to visually soften and provide a finished look to a Lot and should not be planted in such a way as to create a fenced-in appearance, unless its purpose is explicitly for landscape screening when required. The installation of new landscaping beds around the perimeter of a deck or patio, or along a fence is encouraged, provided that plants installed have a mature height less than eight (8) feet.

Trees, shrubs, and other large plantings should be located so as to minimize their adverse impact on neighboring Lots. Plantings that will spread horizontally as they mature should be located far enough from the property line to reasonably limit the spread of branches outside the Owner's property. Generally, trees and large plantings should be planted at least three feet inside the property line. Trees that produce material(s) such as seedpods, nuts, berries, and fruits shall only be located in the rear yard and shall be placed so that they do not drop material(s) on adjoining Lots.

Flowers should blend well with the existing landscaping. Portable planters on steps and walkways are acceptable. Artificial flowers are not allowed.

The preservation of wooded areas should be maximized through the retention and maintenance of existing trees. Landscaping and the addition of plant materials are important in the screening of items such as pools, decks, patios, fencing, parking areas, and utility equipment. Homeowners that remove trees or other large

plantings or a substantial amount of any landscaping during the construction of another Improvement may be required to replace the landscaping in order to soften the visual impact and enhance the streetscape.

The installation of a wall around a bed or garden is subject to the criteria set forth in *Retaining Walls, Sitting Walls, and Other Walls*.

Vegetation that can function as a privacy screen, wall, or fence as a result of the number, size, and/or location of plantings should be limited in its height and area to the extent that it still functions for its intended use. Damaged or diseased plants within an installation such as this must be replaced with plantings of the same species and of a comparable size and maturity. Mismatched replacement plantings in an established hedge or wall are not permitted.

The Lot Owner is responsible for complying with all easement restrictions. No structure, planting, or other material shall be placed or permitted to remain upon any Lot, which may damage or interfere with the easement for the installation or maintenance of public utilities, or which may unreasonably change, obstruct, or retard direction or flow of any drainage channels.

Hard-landscaping including, but not limited to, raised beds or other enclosures around mailboxes and trees, stepping stones, and lead walk extensions are **prohibited** within the county right-of-way.

See also: Arbors and Trellises, Artwork and Decorative Features, Compost Bins, Lead Walks and Walkways, Lighting, Maintenance and Property Use, Retaining Walls, Sitting Walls, and Other Walls, Tree Removal, Water Features.

Specific Guidelines

- The following trees and plants are **prohibited** due to their pervasive effect on the soil and/or potential effect on adjacent property: Bamboo, Catalpa, Ginkgo (female), Kudzu, Silver Maple, and Weeping Willow. Additional trees and plants may be prohibited by state or local law.
- Installation of landscaping must not alter the existing drainage pattern. Grading must not negatively impact subject or neighboring properties.
- Trees and shrubs must be located so as not to obstruct significant views from neighboring residences or restrict sight lines from vehicular traffic.
- Plant materials should be appropriate in character, habitat, species, size (both installed and mature), number, and arrangement for their purpose and surroundings.
- Installation of black plastic edging or green metal edging around existing approved beds is acceptable, provided that its installed height is less than the height of adjacent grass when freshly mown. The use of “rabbit fencing” or other short, decorative metal, wood, or plastic fencing is strongly discouraged.
- Landscape timbers are not permitted in front or high-visibility side yards. Landscape timbers may not be used to define walkways or property lines. Landscape timbers may be used in the rear yard to line flower and garden beds and to aid in the prevention of soil erosion, subject to the criteria set forth in *Retaining Walls, Sitting Walls, and Other Walls*. These timbers must be natural in color and cannot be stained or painted. Landscape timbers must be kept in excellent condition; warped, cracked, rotted, decayed, or otherwise unsightly timbers must be replaced immediately.
- The installation of walls around beds or gardens is subject to the criteria set forth in *Retaining Walls, Sitting Walls, and Other Walls*.

- Notwithstanding the above, stone used as accent elements, ground cover, or paving material, should be chosen so that its color, size, and installation complement the architecture of the house, the natural environment, and associated plant materials. Monolithic paving of yards, or covering yards with decorative stones as a primary design element is generally **prohibited**.
- All beds must be back filled with soil and/or mulch to the height of the enclosing wall.
- Hardwood chips and shredded hardwood should be used for mulch, rather than pebbles, gravel, or deco stone. Mulch must be certified by the source to be free of invasive pests such as termites. This is particularly important for mulch that originates from other parts of the country where noxious pests may be endemic.
- Non-tinted, double-shredded hardwood mulch shall be used for all mulched areas within the county right-of-ways (e.g. beds around trees). Black-tinted mulch, provided it gives the appearance of new mulch, is also permitted. Other tinted mulch (e.g. red) and pine mulch are **prohibited** in the county right-of-ways. Mulched areas in the county right-of-ways shall be replenished on a regular basis to maintain a consistent and well-maintained look. Old mulch shall be removed as needed prior to the application of new mulch to prevent excessive piles in the county right-of-ways. All mulched areas within the county right-of-ways shall be kept neat and clear of weeds and trash.
 - Mulched areas in the county right-of-ways within the Townhouse and Alley Home sections are generally maintained by the HOA's grounds maintenance company.
 - Mulched areas in the county right-of-ways adjacent to Single Family Lots are the responsibility of the Single Family Lot Owner.
- Fruit and vegetable gardens shall be located in the rear yard only and shall be neatly maintained. Decayed and rotting produce and plant material shall be regularly removed. During the winter, the soil should be turned over and the garden neatened to a neat and tidy appearance. Fruit and vegetable gardens shall adhere to the following size restrictions:
 - Fruit and vegetable gardens shall not exceed two hundred (200) square feet or one-sixth of the rear yard area, whichever is less, on Single Family Lots.
 - Fruit and vegetable gardens shall not exceed one hundred (100) square feet or one-sixth of the rear yard area, whichever is less, on Alley Home Lots.
 - Fruit and vegetable gardens shall not exceed fifty (50) square feet or one-sixth of the rear yard area, whichever is less, on Townhouse Lots.
- Irrigation systems shall not adversely impact nor affect neighboring properties. Water from irrigation systems shall be directed at the subject property only. Sprinkler heads in lawn areas must be hidden from view when not in use. The installation of small above-ground sprinkler heads is permitted in planting beds provided the pipe is black or dark green in color, located away from the viewing area, and limited in height to that of the surrounding vegetation. Wiring, valves, and other related equipment must be hidden from view through either location or screening. Irrigation systems must be kept in good working order and must adhere to county and state regulations in place at the time of installation and anytime thereafter, including, but not limited to, water use restrictions in times of drought.

Gravel and Rock

The use of rock in front yards or visible back yards shall comply with the following guidelines.

Rock/Ground Cover

- If decomposed granite or other landscape rock is used, it must be of an "earth tone" color, not bright colors or manufactured colors.
- All rock areas shall be treated with pre-emergent weed control at regular intervals to retard weed growth.
- Chipped concrete, pea gravel, and such rock under 3/4 of an inch are not acceptable. Rock shall be no more than six (6) inches in diameter.
- Not more than 10 percent of the front yard landscape may be rock.
- Monolithic use of rock/stones as a primary design element is generally **prohibited** for the rear yard.
- Rock should not be used within 4 feet of a public sidewalk, walkway or foot path.
- Perceptions of "zero-scaping" utilizes large amounts of rock and very few plants. Although this approach is water conserving it is not in line with our community feeling. Landscaping in this manner is not allowed.

Gravel Sizes**#10 Description (Smallest)**

Also called screenings. 1/8 of inch and smaller. Similar to coarse sand. Used as a base material for paving stones or bricks. Also excellent for mixing with larger stones to help pack them in and prevent them from moving. Workable by hand and very easily compacted but will not work well in muddy areas. Available in limestone or slag.

#8 Description

Pea sized stones 1/4 to 1/2 inch in size. Easily worked by hand but does not compact very well. Available in limestone, slag, and washed gravel.

#67 Description

An uncommon size of stone ranging from 1/4 to 3/4 inch. Workable by hand but not many materials are available in this size. Available in lucky stones.

#57 Description

The most common size material ranging from 3/4 to 1 inch in size. Easily described as nickel to quarter size. Workable by hand. Excellent for topdressing areas because it can be comfortably walked or driven on. Available in limestone, slag, and washed river gravel.

#411 Description

This is a mixture of #57 and #10. It will compact very well and therefore is an excellent base for paving stones, bricks, and retaining walls. It is excellent for filling holes in paved surfaces. It is workable by hand but should not be used in muddy areas. Available in limestone and slag.

#4 Description

1 to 2 1/2 inch sized stones or roughly golf ball to egg size material. Generally used as a base material and top dressed with smaller stones or used as a decorative cover material that will not be walked on. Difficult to work by hand. Available in limestone and slag.

#34 Description

Also called #467, a mixture of #3's and #4's. Same size range as the pure #4's. Difficult to work by hand and generally used as a decorative stone. Available in washed river gravel.

#304 Description

This is a mixture of #4 and #10. It will compact very well and is an excellent base in muddy areas. It works very well for filling holes over 6" deep in paved surfaces. It is not a good base for paving stones or bricks because it will not give a smooth surface. Available in limestone and slag.

#1 Description (Largest)

These are larger stones ranging from 2 ½ to 4 inches, or egg to softball size. They are not workable by hand, except as individual stones (they cannot be shoveled by hand). They do not pack down very well unless mixed with or top dressed with smaller stones. Sometimes sold as a mixture of # 1 and # 2 but dimensions are the same. Available in limestone, slag, and washed river gravel. The washed river gravel contains a lot of sand in this size.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed landscaping elements.
- Detailed plan drawings, to scale, showing the house and the proposed landscaping elements, including type and species of plantings, materials and colors for borders, and other details as may be relevant to the project.
- The committee may require photographs showing the house and site marked to show the location of the proposed landscaping.
- The committee may require material and color samples.

27. Lead Walks and Other Walkways

Scope

A lead walk is the hard surface walkway leading from the front door of a house or townhouse to the driveway or sidewalk. This guideline applies to lead walks and other hard surface walkways.

An application is **required** for the installation, replacement, or relocation of any lead walk or walkway.

General Considerations

A new or replacement lead walk or walkway should be constructed of concrete, brick, concrete pavers, flagstone, or similar material, and should complement the material of the front steps, stoop, or patio from which it leads. Walkways constructed of wood are generally **prohibited**.

The addition or alteration of lead walks and other walkways shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Modifying a walkway may be allowed when its placement and use will not adversely affect adjacent properties, natural areas, or drainage and when it will not negatively impact the appearance of the streetscape.

The extension or addition of walkways into the county right-of-way, including the installation of stepping stones, is **prohibited**.

The addition of any lighting is subject to the Guidelines set forth in *Lighting*.

See also: Landscaping, Lighting.

Specific Guidelines

- Lead walks and walkways shall be built flush with the ground and shall follow the existing grade.
- Changes in grade or drainage pattern must not adversely affect subject or adjacent properties.
- Lead walks and walkways should be a minimum of three (3) feet and a maximum of five (5) feet in width.
- Replacement lead walks should follow the same path as the original lead walk and shall begin and end at the same locations.
- Lead walks and walkways shall be constructed of concrete, brick, concrete pavers, flagstone, or other approved paving material. Wood, gravel, and asphalt lead walks and walkways are **prohibited**.
- Location should minimize any removal of trees or other significant vegetation. Landscaping may be required to compensate for the removal of existing vegetation.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, porch, deck, patio, stoop, fencing, accessory structures, significant vegetation, driveway, existing walkways, property lines, setbacks, easements, and the location of the proposed walkway.
- Construction drawings of paving details.
- Detailed plan and elevation drawings, to scale, of any steps, railings, and other associated features.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- A landscape plan, as applicable.

28. Lighting

Scope

This guideline applies to all exterior lighting including, but not limited to, porch lights, spot lights, flood lights, lamp posts, landscape and walkway lighting, and accent lighting.

An application is **not required** for the replacement of an approved lighting fixture with another fixture that is an exact match in type, size, and appearance. An application is **not required** for the addition of a motion detector to an existing, approved exterior lighting fixture. An application is **not required** for low-voltage landscape lighting such as that used to illuminate walkways and plantings, **provided** it meets the criteria set forth in this guideline. An application is **required** for all other types of lighting improvements, including, but not limited to, security lighting, flood lights, spot lights, lamp posts, and additions or alterations to existing external light fixtures.

General Considerations

All new lighting which is approved by the ARC shall be subject to a ninety (90) day trial period after installation to ensure that the lighting is not objectionable to surrounding residents. The ninety (90) day period shall commence on the date of the ARC's written approval of the lighting. If, at the end of the ninety (90) day period, the ARC determines that the lighting is not unreasonably offensive to surrounding residents, the ARC's approval shall be final; otherwise, the lighting shall be removed or modified in accordance with the decision of the ARC.

Lighting, including decorative and security, shall be selected and located so as to be an integral part of the house and yard. Fixture style, configuration, and location must be compatible with the architecture of the house, and properly proportioned to the building and its façade.

Lighting shall be selected and located so as to minimize its impact on neighboring properties. The location of security lights on the house should be as inconspicuous as possible. Fixture design, wattage, color, location, and direction should minimize glare onto neighboring properties, pedestrian walkways, and streets.

Lampposts installed by the builder cannot be permanently removed. However, conversion from a gas fixture to an electric fixture is permitted, provided the new fixture closely matches the existing lampposts in the community. All lampposts must be kept in good working order. Since carefully planned lighting can enhance the nighttime appeal of the neighborhood and increase security, the turning off of front-yard lampposts for extended periods of time is strongly discouraged.

Individual property lighting in Townhouse Lots shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

See also: Ornaments and Temporary Decorations, Security Devices

Specific Guidelines

- Lighting must be incandescent and “white” in color. Florescent bulbs designed for incandescent sockets and “white” in color are also permitted. High pressure sodium vapor and other non-incandescent lights are **prohibited**.
- Wattage shall generally be restricted to one hundred (100) watts or less. High-wattage commercial/industrial type fixtures are **prohibited**.

- A new or replacement light fixture should be either an exact match or compatible in style, design, size, color, finish, type, and lamp wattage with the original or approved fixture it is replacing.
- Security light fixtures (floodlights) will not be approved as replacements for fixtures at entry doors.
- Individual post lamps in front yards are **prohibited** on Townhouse Lots.
- Whether building-mounted or freestanding, lighting fixtures should be properly located and directed, diffused, or shielded to avoid causing glare when viewed from adjacent properties or from the street. No exterior lighting emanating from the Lot shall be directed outside the boundaries of the Lot.
- Security lighting such as spotlights or floodlights may be permitted if incorporated as part of the overall building design and should be selected and located so as to minimize its impact on neighboring properties. Fixtures should be shielded and directed to prevent glare or spillover of light onto neighboring properties. Unshielded flood lights, wall packs, and cobra head lights are **prohibited**.
- Ground-mounted floodlights must have deep shields to effectively screen the light source from view and they should be carefully directed so that no glare impacts adjacent properties. Tree-mounted lighting is **prohibited**.
- Walkway lighting should be reasonable in number, density, size, and location. Walkway lights shall be installed plumb and shall be properly maintained at all times.
- Exterior light fixtures shall be hard-wired so that there is no visible wiring or conduit.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, driveway, significant vegetation, property lines, setbacks, easements, and the location of existing and proposed lighting.
- A detailed plan drawing, to scale, showing the type and placement of all new lighting fixtures and the location of any wiring external to the home. Include a description of how external wiring will be hidden from view and any intended measures to mitigate glare on neighboring properties, public walkways, and streets.
- Catalogue photographs or manufacturer's cut sheets of the lighting fixtures, including style, dimensions, wattage, lamp type, material, finish, and color.

29. Mailboxes

Scope

This guideline applies to all mailboxes in Urbana Highlands including individual mailboxes, dual mailboxes, and ganged mailboxes. This guideline also applies to newspaper boxes.

An application is **not required** for the replacement of an approved mailbox or mailbox post with one that is an exact match in type, size, and appearance to the existing mailbox or mailbox post. An application is **required** for all other proposed mailbox changes.

General Considerations

In general, the type of mailbox (single, dual, cluster) cannot be changed once set by the Developer.

Mailboxes shall be simple, functional, and in accordance with approved project standards established for initial construction. Their design and location should minimize their visual impact.

Specific Guidelines

- Generally mailboxes shall conform to one of the designs shown in **Exhibit “A”**.
- For Single Family Lots, mailboxes shall be located at the curb immediately adjacent to the driveway.
- For Alley Home Lots, dual mailboxes shall be located at the curb in front of the home or at the curb across the street from the home (as on Braveheart Drive). Dual mailboxes (two mailboxes on one post) have been installed for most Alley Home Lots. The remaining Alley Home Lots have been assigned cluster mailboxes installed by the Developer.
- All Townhouse Lots have been assigned cluster mailboxes.
- Additional mailboxes beyond those installed by the Developer or Builder are **prohibited**.
- The preferred style for newspaper boxes is one that is integrated with the mailbox post as shown in **Exhibit “A”**. Separate newspaper boxes are allowed for Single Family Lots, provided that they are attached directly to the existing mailbox post. Newspaper boxes are **prohibited** for Alley Home and Townhouse Lots.

Submission Requirements

- A completed **Architectural Change Request** form. Applications concerning dual mailboxes must be submitted by both Lot Owners.
- A copy of the existing site plan showing the house, driveway, property lines, setbacks, easements, and the proposed location of the mailbox.
- A photograph or drawing of the mailbox and post including style, dimensions, material, and colors.

30. Maintenance and Property Use

Scope

This guideline applies to the general upkeep, maintenance, and use of Lots within Urbana Highlands. The information provided here is intended to set the general level of expectation but is not intended to be an exhaustive list of requirements or restrictions.

An application is **not required** for the information or practices specified in this guideline.

General Considerations

Owning a property in Urbana Highlands includes assuming responsibility for and proper maintenance of the exterior of the home, garage, and other exterior structures, such as decks, fences, walls, and sheds. Each homeowner shall keep his or her property, including all exterior Improvements, in good order and repair, in a clean, sightly, and sanitary condition, and free of debris. Each homeowner shall properly maintain all buildings and other Improvements in a manner and with such frequency as is consistent with and necessary for good property management, including but not limited to painting, pressure washing, maintenance of mailboxes, fences, and landscaping, and sealing of driveways.

Except for hoses and the like which are reasonably necessary in connection with normal lawn maintenance, no water pipe, sewer pipe, gas pipe, or drainage pipe shall be installed or maintained on any Lot above the surface of the ground. No utility wire (electrical, coax, telephone, fiber, etc.) shall be installed or maintained on any Lot such that it is visible above the surface of the ground.

A detailed list of potential maintenance problems is included as **Exhibit “E”**.

Maintenance of Houses and Existing Structures

As houses and structures age, their exteriors may become deteriorated, worn, or otherwise in need of repair or maintenance. Maintenance for houses and existing structures includes, but is not limited to, exterior trim elements, paint, window and door screening, surface mildew, fencing components, decks, patios, concrete driveways and walkways, chimneys, masonry, walls, roofs, shingles, gutters and downspouts, vents, and caulking.

Decks, concrete, brick, stone, patios, and siding should all be pressure washed at regular intervals to maintain their aesthetic appeal and safety. Painted elements of the house and other structures should be repainted as often as is needed to maintain a clean and sightly appearance. House numbers must remain firmly affixed in their installed locations. Screens should be repaired or replaced when damaged. Roofs should be checked on a regular basis and gutters and downspouts should be cleaned of leaves and debris every year.

Lawn and Landscaping Maintenance

Lawns shall be seeded, watered, weeded, and mowed as needed. No bare earth may be exposed on any Lot. Grass should not exceed six inches (6”) in height. Additionally, lawns that become overrun with weeds can have a significant adverse impact on neighboring properties. Owners of such lawns are required to repair the problem immediately. Properties where the grass is allowed to grow twelve (12) inches or higher or where planting areas become overrun with weeds may be referred to the Frederick County Department of Environmental Protection.

Trees and shrubs shall be pruned as needed and shall not extend or intrude on neighboring properties. Landscape plantings that die shall be replaced or removed in a timely manner (with consideration given to the season).

The dumping of branches, grass clippings, leaves, mulch, or dead plants on Lots or Common Areas is **prohibited**.

Materials Storage

Yard goods include, but are not limited to, mulch, top soil, gravel, stones, peat moss, fertilizer, landscape plantings, drainage materials, border/edging materials, and retaining wall materials. Bagged yard goods shall **only** be stored in the back yard, if shielded from street view, and shall be neatly stacked. The stored material(s) shall not occupy more than sixteen (16) square feet and no more than four (4) feet in height.

Bulk yard goods shall be neatly and safely stored within the homeowner's property. Bulk yard goods shall be installed within fourteen (14) days from the delivery date.

Construction materials shall be neatly and safely stored within the homeowner's property. Construction materials shall not remain in front street view for more than fourteen (14) days after delivery. Excess materials shall be removed within fourteen (14) days following completion of the project(s). Accumulation of debris during and after construction is **prohibited**.

Firewood Storage

Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual and environmental impact for adjoining properties. Screening may be required in certain cases.

For safety and aesthetic reasons, exposed firewood racks **with** side supports shall **not** exceed six (6) feet in height, and exposed firewood stacks **without** side supports shall **not** exceed four (4) feet in height.

Submission Requirements

- None.

31. Mechanical, Electrical, and Ventilation Equipment

Scope

This guideline applies to all external mechanical and electrical equipment including, but not limited to, backup power generators, pumps, and pool equipment. The guideline also applies to the exterior elements of all ventilation fixtures including, but not limited to, attic, bathroom exhaust, kitchen exhaust, flues, and plumbing vents.

An application is **not required** for the replacement of existing approved equipment with equipment of the same size, appearance, location, and sound level in the currently approved location. An application is **required** for the addition of new equipment, the relocation of existing equipment, or the replacement of existing equipment with equipment of a different size, appearance, or sound level.

General Considerations

Mechanical and electrical equipment shall be located so as to minimize its visual and acoustical impact on neighboring properties and shall not affect the peaceful enjoyment of neighboring properties. Wiring, conduit, piping, and similar elements shall be hidden from view.

Except for hoses which are reasonably necessary in connection with normal lawn maintenance, no water pipe, sewer pipe, gas pipe, or drainage pipe shall be installed or maintained on any Lot above the surface of the ground. No utility wire (electrical, coax, telephone, fiber, etc.) shall be installed or maintained on any Lot above the surface of the ground.

See also: Attic Ventilators, Heating and Cooling Equipment, Permanent Grills, Outdoor Ovens, and Outdoor Kitchens, Roofs, Siding and Other Exterior Surfacing Materials, Spas and Hot Tubs, Swimming Pools, Utilities

Specific Guidelines

- The size and appearance of the proposed equipment should be appropriate for its residential setting.
- All equipment should adhere to the following maximum sound levels:
 - Equipment with an average running time less than fifteen (15) minutes per hour when in use should have a maximum operational sound level of seventy-seven (77) decibels measured at twenty (20) feet.
 - Equipment with an average running time between fifteen (15) and thirty (30) minutes per hour when in use should have a maximum operational sound level of seventy-two (72) decibels measured at twenty (20) feet.
 - Equipment with an average running time between thirty (30) and forty-five (45) minutes per hour when in use should have a maximum operational sound level of sixty-eight (68) decibels measured at twenty (20) feet.
 - Equipment with an average running time greater than forty-five (45) minutes per hour when in use should have a maximum operational sound level of sixty (60) decibels measured at twenty (20) feet.

- Equipment that presents potential health or environmental hazards may be required to provide additional mitigation to minimize the risk associated with the equipment.
- All conduit, wiring, and piping shall be securely fastened and located so as to be hidden from view.
- Equipment in a highly visible location may require evergreen landscape or architectural screening.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed equipment and associated conduit, wiring, and piping.
- A detailed description indicating how any conduit, wiring, or piping will be hidden from view and how any connections to the house will be executed.
- Catalogue photographs or manufacturer's cut sheets of the equipment including its dimensions, color, and sound levels during operation.
- Estimated average running time during periods of use.
- If screening is proposed, include detailed plan and elevation drawings, to scale, indicating dimensions, details, materials, and colors.
- A landscape plan, as applicable.

32. Ornaments and Decorations (Temporary)

Scope

This guideline applies to temporary decorations which typically includes, but is not limited to, ornaments, seasonal lighting, decorations, and signs. A temporary decoration is defined by this guideline as any decoration that is installed for a period of time not to exceed sixty (60) days per year.

An application is **not required** for temporary exterior holiday ornaments or decorations (including holiday lights and artificial or natural greenery), **provided** they comply with the criteria set forth in this guideline.

General Considerations

Ornaments shall **not** be displayed earlier than thirty (30) days prior to the relevant holiday and shall be removed within thirty (30) days following the relevant holiday. All seasonal holiday lighting shall be reasonable in quantity and location.

See also: Artwork and Decorative Features, Signs

Submission Requirements

- None.

33. Patios

Scope

A patio is an outdoor space for dining or recreation that adjoins a residence, is often paved, and is not covered by a structurally designed roof.

An application is **required** for the installation or modification of any patio.

General Considerations

A patio shall be designed and located to be harmonious with the architecture of the house and to mitigate the impact of its use upon neighboring properties. The patio shall be an appropriate size for the area in which it is to be located and should be constructed of wood, concrete, slate, brick, or other masonry or stone material. Landscaping is recommended for screening and to soften the visual impact of the patio.

In general, patios shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

Modifications to existing patios must incorporate the same materials and detailing as the approved existing patio.

See also: Grills (Permanent), Outdoor Ovens, and Outdoor Kitchens, Retaining Walls and Other Walls

Specific Guidelines

- The patio shall be located in the rear yard and shall not extend beyond the sides of the home.
- The patio should be constructed of wood, concrete, pavers, slate, brick, or other similar masonry or stone materials.
- Design and location should minimize any tree removal. Some patios may require additional landscaping to soften the visual impact of the patio from neighboring properties or the street.
- Changes in grade or drainage pattern must not adversely affect subject or adjacent properties.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed patio.
- Detailed plan drawings, to scale, showing the existing house and the proposed patio, including dimensions, and materials. If a sitting wall, stairs, or railings are proposed, include detailed elevation drawings, to scale, indicating the design, dimensions, materials, colors.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- A landscape plan, as applicable.

34. Porches

Scope

A porch is an elevated covered entrance to a dwelling with a separate or integrated structurally designed roof permanently attached to the main dwelling. This guideline applies to all porches including, but not limited to, front porches, rear porches, and screened-in porches.

An application is **required** for any porch installation or modification.

General Considerations

Porch additions shall be designed as an integral part of the house.

When planning porches, the size of the property, relationship to adjacent residences, and the size of the porch must be considered. Porch additions shall be compatible with the existing house in style, scale, massing, and the consistent use of architectural elements, materials, colors, and other details.

In general, porch additions shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

See also: Additions and Alterations, Decks and Gazebos, Roofs, Siding and Other Exterior Surfacing Materials

Specific Guidelines

- The size and location of the porch should be appropriate to the existing house and space available on the property.
- The design and location should consider any adverse impact on subject and adjacent properties, including changes in grade or drainage.
- Porches must be attached directly to the house.
- Windows and doors should be the same or be compatible with the material and color of the existing house.
- Visible wood elements (e.g., trim) should be covered with a synthetic material or painted to match similar elements on the house.
- Where more substantial porches are to be constructed on upper-level decks, special attention must be given to the massing of the addition in order to visually integrate the porch with both the house and the ground.
- Supplemental landscaping may be required to compensate for the removal of vegetation and to visually soften the addition.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed porch.
- Detailed plan and elevation drawings, to scale, showing the existing house and the proposed addition, including dimensions, materials, and colors.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets of off-the-shelf items, as applicable, including styles, sizes, materials, and colors.
- A landscape plan, as applicable.

35. Private Alleys and Private Streets, Parking Lots, and Sidewalks

Scope

This guideline applies to all Improvements located adjacent to a private alley, parking lot, or sidewalk and all Improvements that may have an impact on a private alley, parking lot, or sidewalk.

An application is **not required** for the information specified in this guideline. **However**, all other Improvements (which may or may not require an application) are subject to the criteria set forth in this guideline.

General Considerations

The private alleyways in Urbana Highlands have been designed to allow access for vehicles to and from Alley Home Lots. Factors which impede the movement of vehicles on alleys are, at best, a nuisance and, at worst, a safety hazard. No parking is allowed within the alleyways in Urbana Highlands. In addition, Lot Improvements must be constructed in such a manner that they do not impede vehicular access, lines of sight, and snow removal.

Similar guidelines shall apply to private streets (e.g., townhouse streets), parking lots, and sidewalks.

All applications will be reviewed relative to the Improvement's proximity to private alleys, sidewalks, and parking lots. The distances specified in the *Specific Guidelines* below are considered common and routine. It is anticipated that other, less common, situations will arise requiring case-specific limitations or exceptions. The ARC, at its sole discretion, may set limits on an Improvement's proximity to alleys, parking lots, or sidewalks based on all factors of an application.

Specific Guidelines

- No parking is allowed on private alleyways or private streets in Urbana Highlands. Refer to the **Urbana Highlands Parking Rules and Regulations** for more information.
- All Improvements on Alley Home Lots in section P1 shall generally be located no closer to the alleyways than the rear (alley-side) wall of the garage on the subject Lot. All Improvements on Single Family Lots in section P1 shall generally be located at least four (4) feet from the grassy edge of alleyways.
- All Improvements in section P3 shall generally be located at least four (4) feet from the grassy edge of alleyways.
- All Improvements in section P4 shall generally be located at least three (3) feet from the grassy edge of alleyways.
- Fences shall and other Improvements shall generally be located at least four (4) feet from any sidewalk.

Submission Requirements

- None specific to this guideline.

36. Radon Mitigation Systems and Components

Scope

This guideline applies to radon mitigation systems and their component parts.

An application is **not required** for either of the following:

- The replacement of existing approved radon mitigation components with components of the same size, appearance, and sound level in the currently approved location.
- The installation of radon mitigation components to be placed completely inside the home.

An application **is required** for either of the following:

- The relocation of an existing component by a component to be placed partially or completely outside the home (that is an “exterior component”).
- The addition of a new exterior component, except when the only exterior component to be installed is a vent pipe of the same height, appearance, and color as one of the home’s existing vent pipes *and* the new vent pipe is to be placed on the roof in a location where it will not be visible from the front of the house.

General Considerations

Radon mitigation systems and their components shall be installed within the home whenever feasible. When an exterior component is necessary, it shall be located so as to minimize its visual and acoustical impact on neighboring properties and shall not affect the peaceful enjoyment of neighboring properties.

Specific Guidelines

- The installation of a radon mitigation component on the exterior front of the home is **prohibited**.
- The size and appearance of the proposed system and its exterior components shall be appropriate for its residential setting.
- The installation of radon mitigation components on the exterior of a home shall be consistent with the materials and options used by the builder in constructing the initial improvements.
- All exterior components shall be securely fastened to the exterior of the home.
- If a system or component presents potential health or environmental hazards, additional mitigation to minimize the associated may be required.
- A system or component in a highly visible location may require evergreen landscape or architectural screening.

Submission Requirements

- A completed **Architectural Change Request** form.
- A detailed explanation of the reasons it is not feasible to install a radon mitigation system that is a completely interior system (except for a vent pipe on the roof).
- A signed copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed system, including its interior and exterior components.
- A detailed description indicating how all exterior components will be connected to the house.
- Catalogue photographs or manufacturer's cut sheets of the entire system, including its dimensions, color and sound levels during operation.
- If screening is proposed, include detailed plans and elevation drawings, to scale, indicating dimensions, details, materials and colors.

37. Rain Barrels

For most installations, water barrels must be located in the rear yard. Due to the configuration of Alley Home lots in Section P4, water barrels may be allowed in side yards provided the water barrel is sufficiently screened from street view. Proximity to neighboring homes will be considered.

Generally, no more than one water barrel will be permitted on any property.

The size of the water barrel is generally limited to three (3) feet in height and a footprint no larger than nine (9) square feet. The size may be further limited by the ARC due to specific lot considerations.

The bin should be self-contained, sturdily constructed of durable wood or plastic and finished in a natural muted color to match existing building exterior or left to weather naturally if wood.

Any water barrel in a high-visibility area may require evergreen landscape screening.

The water barrel shall be properly maintained at all times so that it does not create a visual, odorous or environmental nuisance.

38. Recreation and Play Equipment

Scope

This guideline applies to three types of recreation and play equipment:

1. Non-Permanent

Non-permanent recreation and play equipment are items that remain in place during active use or for a short period of time during inactive use. Non-permanent equipment includes, but is not limited to, bicycles, balls, lawn chairs, toys, children's wading pools, and baby pools.

2. Semi-Permanent

Semi-permanent recreation and play equipment are items that may be relocated, but generally remain in one place. Semi-permanent equipment includes, but is not limited to, portable basketball goals, swing sets, gymnastic sets, volleyball nets, jungle gyms, trampolines, play sets, and playhouses.

3. Permanent

Permanent equipment is any item that is permanently anchored or attached in a fixed location. This equipment remains in place even when not in active use. Permanent equipment includes, but is not limited to, sandboxes, swing sets anchored in concrete and permanent basketball goals.

Although specific examples of recreation and play equipment are noted in this guideline, the list is not intended to be exhaustive. Permanent basketball goals are covered under ***Basketball Goals (Permanent)***.

An application is **not required** for non-permanent play equipment. An application is **required** for lawn furniture that remains in the front yard permanently, or for an entire season, in which case it is a large permanent decorator object/garden ornament and shall comply with the guidelines set forth in ***Art Work***. An application is **not required** for semi-permanent and permanent recreation and play equipment that complies with the criteria set forth in this guideline. An application is **required** for all other recreation and play equipment unless otherwise exempted by another guideline in this document.

General Considerations

Recreation and play equipment should be selected and located so as to minimize its visual and acoustical impact on adjacent properties. Design and location should visually integrate the structure into its surroundings and should take advantage of any screening provided by existing vegetation. The appropriate location for children's play equipment is in the rear of private lots.

When considering play equipment, the size of the property, wooded area, equipment size, material, color, relationship to adjacent residences and amount of visual screening are important factors.

Non-permanent equipment should be stored (1) inside the house, garage, or shed, (2) in the rear yard, or (3) in the side yard, if shielded from street view when not in use. The **only exception** is that non-permanent lawn furniture may remain on the front porch when not in active use provided that the items are neatly placed and not excessive in number.

Recreation and play equipment shall be properly maintained and kept in excellent repair at all times.

See also: Basketball Backboards (Permanent), Swimming Pools.

Specific Guidelines

- Recreation and play equipment should be sturdily constructed of durable materials (preferably wood), and finished in a dark, muted color or left to weather naturally. Plastic, cloth, or metal equipment, not including wearing surfaces such as slides, poles, and climbing rungs, should be finished in solid, earth tone colors.
- Generally, semi-permanent and permanent equipment shall be located in the rear yard. Semi-permanent and permanent equipment is **prohibited** on streets, sidewalks, and common areas.
- Portable basketball backboards may be located in the driveway. The use of bagged material (e.g. sand, mulch, dirt, etc), blocks (e.g. bricks, pavers, rocks, etc.), or other external objects to weigh down or otherwise anchor a portable basketball backboard is **prohibited**.
- Trampolines and other gymnastic equipment are allowed in the rear yard only.
- An application is **not** required for play sets smaller than twelve feet long by eight feet deep by ten feet high (12' L x 8' D x 10' H) when measured from the point the play set touches the ground to the highest point of the structure including any canopy, but excluding any reasonably sized decorator features less than two (2') feet in height (e.g., flags). Larger play sets may be allowed, but require prior approval.
- In general, metal play sets are **prohibited**; however, an application may be submitted for a metal play set of the same durability and quality as the play sets in the common areas (e.g., heavy-gauge powder-coated metal).
- Where in a visible location, recreation and play equipment may need to be screened by fencing and/or evergreen landscaping to effectively reduce the visual impact from neighboring properties.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed play equipment.
- A catalogue photograph or manufacturer's cut sheets of the play equipment, including style, dimensions, materials, and colors.
- If equipment is to be constructed, include detailed plan and elevation drawings, to scale, including dimensions, materials, and colors.
- A landscape plan, as applicable.

39. Retaining Walls, Sitting Walls, and Other Walls

Scope

This guideline applies to all external walls including, but not limited to, retaining walls, knee walls, sitting walls, garden or planting bed enclosures, and landscape borders, but excluding structural walls of the house and outbuildings. Garden enclosures and landscape borders are also discussed in the *Landscaping* guideline.

An application is **not required** for the construction or alteration of any wall or combination of terraced walls that does not exceed twelve (12) inches above grade at its tallest point and conforms to the criteria set forth in this guideline. An application is **required** for all other proposed retaining wall projects.

General Considerations

Retaining walls should be as unobtrusive as possible and should generally be installed only where structurally necessary, such as for purposes of diminishing erosion or creating a more level lawn or garden area. Retaining walls should be built only to the minimum height needed to serve their function.

The ends of walls must be gradually tapered down to grade rather than ending abruptly, unless the wall is taken into another wall or structural element of the house or outbuilding. In some cases, safety codes may require a railing atop the retaining wall; the Owner is responsible for determining from the proper authorities if a railing is necessary. Should a railing be required, the design specifications including dimensions, material, and color must be included as a part of the application. Alternately, the Owner may want to consider stepping the wall in a terracing effect in order to keep the wall height below the maximum allowable height for which a railing is not required.

Depending on size, material, and location, retaining walls may require landscaping to soften the visual impact of the wall.

The installation of walls, regardless of height, in the county right-of-way is **prohibited**.

The use of railroad timbers and telephone poles for any purpose is **prohibited**. The use of landscape timbers in the front or high-visibility side yards is **prohibited**. In general, berms or other types of dirt walls are **prohibited**.

See also: Landscaping, Patios

Specific Guidelines

- Generally, no changes to developer or builder-installed retaining walls will be approved.
- Generally, walls should be installed to accommodate changes in grade, should be as visually unobtrusive as possible and built to the minimum height needed, and should be securely constructed with tie-backs or dead-men as needed.
- Retaining walls and walls around planting beds shall be backfilled with soil and/or mulch to the top of the wall.
- Walls shall be made of durable materials that are compatible in color and appearance with their environment. Depending upon location, brick, heavy timbers, pre-cast interlocking architectural

concrete blocks, or cultured or natural stone are appropriate. Landscaping timbers are not permitted in front or high-visibility side yards.

- Walls must be generally flat and level or stepped to accommodate a change in grade.
- Walls must not create any adverse drainage problems.
- Walls in highly visible areas may require evergreen landscape screening to soften the visual impact and preserve streetscape appeal.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, driveway, deck, patio, walkways, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed wall.
- Detailed plan and elevation drawings, to scale, indicating the length and height(s) of the wall, method for tapering the wall to grade (if applicable), method for anchoring and securing the wall, method for finishing the top of the wall, materials, colors, and backfill level.
- If the wall is being installed in conjunction with grading or terracing or as a retaining wall, include detailed plan and elevation drawings, to scale, indicating the existing and proposed grades, including current and proposed drainage patterns and any existing or proposed drainage elements, such as corrugated piping and swales.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- A landscape plan, as required.

40. Roofs

Scope

This guideline applies to the pitch of roofs and the materials, colors of roof surfaces, and all roof penetrations such as plumbing vents, ventilation ducts, and flues.

An application is **not required** for the repair or replacement of existing roofing with new roofing that is exact in material and color. An application is **required** for all other roofing modifications, including changes to roofing color or material and the addition of a new roof in conjunction with another project.

General Considerations

New, repair, or replacement roofing, including the design and material, shall be appropriate in appearance and quality to the style and design of the house. Roof materials and color should be compatible with other exterior colors and materials on the house and should be consistent with the materials and options used by the builder in constructing the initial improvements on the Lot.

New or replacement roofing on Townhouse lots must very closely match the material and color of the original roof.

Roof pitches that are considered appropriate for the architectural style proposed will be evaluated with the overall design submission. Generally, roof pitches below 7:12 will not be permitted for the primary roof pitch. Single facet (“lean-to”) roofs are discouraged and should be avoided whenever possible.

Roof penetrations for venting, flues, and plumbing fixtures shall not be visible from the front of the house.

See also: Mechanical, Electrical and Ventilation Equipment, Skylights

Specific Guidelines

- The roofing material and color shall be compatible with other approved roofing in the neighborhood.
- When replacing roofing, the entire structure should be reroofed at one time. Partial reroofing is generally not allowed unless the additional/replacement roofing very closely matches the existing roofing.
- Replacement roofing material and associated elements should be similar in appearance and quality to the existing approved roofing.

Submission Requirements

- A completed **Architectural Change Request** form.
- Detailed plan and elevation drawings, to scale, of proposed decorative elements such as cupolas, weather vanes, widow walks, and other roof structures.
- The manufacturer and specific color name of the existing and proposed roofing material. Samples may be requested by the ARC.

41. Satellite Dishes and Antennas

Scope

This guideline applies to all external antennas, satellite dishes, and aerials.

An application is **not required** for the installation of an antenna or satellite dish protected by the FCC Telecommunications Act of 1996. **However**, all satellite dishes and antennas should generally meet the criteria set forth in this guideline.

General Considerations

Only antennas and satellite dishes sheltered under the *Federal Telecommunications Act of 1996* are permitted. Selected excerpts from this act are included in **Exhibit “F”**. Notwithstanding the above, external wiring shall be concealed and securely fastened so as to be as unobtrusive as possible.

See also: Maintenance and Property Use, Utilities

Specific Guidelines

- Exterior satellite dishes and video antennae should be mounted on the rear or side roofs, walls, or deck of the house. Exterior satellite dishes and video antennas may be mounted on the front roof of the house **only** if acceptable signal quality is **not** possible with a rear or side roof, wall, or deck mounting. Exterior satellite dishes and video antennas shall not be mounted on the front wall of the house or fences.
- Exterior satellite dishes may be mounted on short poles immediately adjacent to the side or rear of the house. Exterior satellite dishes may be mounted on short poles immediately adjacent to the front of the house **only** if acceptable signal quality is not possible with a rear or side installation. The top of a pole-mounted satellite dish shall not be higher than three (3) feet off the ground. The satellite dish mounting pole and hardware shall not extend above the top of the satellite dish. The satellite dish pole shall not be located more than two (2) feet from the adjacent exterior wall of the house.
- Exterior video antennas shall not exceed one (1) meter in diameter. Note that one (1) meter is approximately equal to thirty-nine (39) inches.
- Exterior video antennas shall not have large vertical structures (e.g., parabolic and flat panels);
- Cabling leading from antennas and satellite dishes shall be concealed and securely fastened to so as to be as unobtrusive as possible.
- Evergreen landscaping may be required to shield a satellite dish, antenna, or aerial from view.

Submission Requirements

- None

42. Security Devices

Scope

This guideline applies to all exterior security devices including, but not limited to, cameras, alarms, security bars (interior or exterior), and security lighting.

An application is **required** for any proposed security device that will be visible or audible from the exterior of the home when installed.

General Considerations

Security devices shall be selected, located, and installed so as to be an integral part of the house and not distract from its architecture and appearance.

See also: Lighting

Specific Guidelines

- Cameras and housings, sirens, speaker boxes, conduit, and related exterior elements should be unobtrusive and inconspicuous. Such devices should be located where not readily visible and should be a color that blends with or matches the surface to which attached.
- Wiring shall be shielded from sight.
- Security bars, for example, over the exterior of windows and doors, are **prohibited**.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, property lines, and the location of all the proposed security devices.
- Detailed elevation drawings or photographs showing the house and the proposed locations of all security devices.
- Catalogue photographs or manufacturer's cut sheets of the security fixtures, including dimensions, finish, and color.

43. Shutters

General Considerations

This guideline applies to exterior shutters, whether decorative or functional.

An application is **not required** for the replacement of existing approved shutters with shutters that are exact in size, style, and color. An application is **required** for all other shutter improvements and modifications including the installation of shutters where no shutters are installed, the permanent removal of existing shutters, and changes to shutter color or style.

Shutters should be harmonious with the architecture of the existing house with regards to the style, size, material, and color and shall be consistent with the options used by the builder in constructing the initial Improvements on the Lot.

Generally, builder-installed shutters shall not be permanently removed.

See also: Color and Material Changes

Specific Guidelines

- New shutters should be applied to all windows on an elevation, on both sides of a window, matching the size and configuration of the window.
- Shutter color, material, and style shall be consistent for the entire house and compatible with existing approved color schemes in the neighborhood.
- Shutter dogs and other architectural details will be reviewed on a case-by-case basis.

Submission Requirements

- A completed **Architectural Change Request** form.
- Detailed elevation drawings (to scale) or photographs showing the house and the location of existing and proposed shutters.
- Color photographs of existing shutters.
- Catalogue photographs or manufacturer's cut sheets of the shutters including style, dimensions, materials, and colors.

44. Siding and Other Exterior Surfacing Materials and Trim Details

General Considerations

Siding refers to materials, such as boards or shingles, used for surfacing the outside walls of a dwelling, garage, shed, or outbuilding. Other exterior surfacing materials includes, but is not limited to, Dryvit, stucco, poured concrete walls, brick, and cultured or natural stone. This guideline applies to all siding, exterior surfacing materials, fascia, soffits, frieze boards, rake boards, molding, and trim elements on the exterior of a home, shed, or accessory building.

An application is **not required** for the repair or replacement of existing siding or surface material with material that is exact in size, style, type, and color. An application is **required** for all other siding or surface material installations, modifications, replacements, and repairs.

Siding and other exterior surfacing materials shall be compatible in style, material, and color with that of the house and shall be consistent with the options used by the builder in constructing the initial Improvements on the Lot.

In general, acceptable siding materials for homes are brick, cultured stone, natural stone, vinyl, and stucco or stucco-like finishes. However, some exterior finishing materials may not be acceptable for certain locations or certain homes. In addition to the acceptable siding materials for homes, wood and cementitious fiberboard may be approved for sheds and accessory buildings. Due to its rot-resistance, synthetics are the preferred material for exterior trim details such as corner boards, fascia, rake boards, cornices, and door and window trim. Soffits may be vinyl, aluminum, or wood.

The preferred trim for vinyl siding installations is wood or a suitable synthetic material. When wood or a suitable synthetic is not used, the siding installation shall have a complete trim package as specified by the manufacturer.

Vents and other similar protrusions in the exterior walls shall be fully trimmed and colored to match the siding or trim.

See also: Color and Material Changes

Specific Guidelines

- When repairing or replacing siding, all existing siding should be replaced at one time. Partial replacement of siding is generally not allowed unless the additional/replacement siding very closely matches the existing siding.
- The proposed siding material and trim details should be similar in appearance to the existing, approved siding.
- The proposed siding color should be the same as the existing approved siding color or approvable under the guidelines for *Color Changes*.
- Wood siding is **prohibited** on dwellings, garages, and other attached structures.

Submission Requirements

- A completed **Architectural Change Request** form.
- Photographs showing the house, existing siding, and the proposed location of new and/or replacement siding.
- Where additional or different siding is proposed, detailed elevation drawings, to scale, showing the location of all areas to be sided.
- The manufacturer, style, and color name of the existing and proposed siding material. Samples may be requested by the ARC.
- For painted elements, provide a color chip depicting the proposed color.

45. Signs

Scope

This guideline applies to all signs on Lots, whether temporary or permanent.

An application is **not required** for signs **provided** they meet the criteria set forth in this guideline.

General Considerations

Signs should be selected, designed, and located so as to provide effective communication while minimizing their visual impact on neighboring properties and the neighborhood. The Declarant and Declarant's successors and/or assigns are exempt from the sign guidelines.

Except for entrance signs, directional signs, private security system signage affixed to the exterior of a dwelling and not exceeding eight and one-half inches by eleven inches (8½" x 11"), signs for traffic control or safety, and such promotional sign or signs as may be maintained by the Declarant, the Builder, or the Association, no signs or advertising devices of any character shall be erected, posted or displayed upon, in or about any Lot or dwelling, provided, however, that one sign not exceeding two (2) square feet in area and not illuminated may be attached to a dwelling where an office is maintained, and provided, further, that one temporary real estate sign not exceeding six (6) square feet in area, and containing only the words, "For Sale" and the name, brokerage company and insignia (if any) and phone number of the owner or sales person, may be erected upon any Lot or attached to any dwelling placed upon the market for sale or rent. Any such temporary sign shall be removed promptly following the sale or rental of such dwelling.

Specific Guidelines

- No signs shall be placed in the Common Areas, unless specifically directed by the Board.
- No more than one (1) real estate sign shall be placed upon any Lot or attached to any dwelling. One *open house* sign may also be used the day of the open house. Real Estate signs shall **not** exceed six (6) square feet in size and shall meet Frederick County codes, zoning laws, ordinances and/or regulations with respect to content and removal. Real estate signs shall only be placed in the front yard of properties available for sale or rent, and shall be removed immediately upon the sale or rental of the property. During the time that the sign is in place it shall be properly maintained (e.g., shall **not** be visually damaged or improperly placed). Real estate signs shall **not** be hand written.
- Political signs are **prohibited** in the Common Areas and, subject to applicable law, shall not be displayed on a Lot thirty (30) days prior to or seven (7) days after a primary election, general election, or vote on a proposition.
- Subject to the above guideline on candidate or proposition signs, window signs shall be **prohibited**.
- Signs shall not obstruct any traffic sight lines.
- Signs must be well constructed, with good quality materials and must be maintained in an orderly manner at all times.

Submission Requirements

- None

46. Skylights

Scope

A skylight is an overhead window located on the roof of a dwelling.

An application is **not required** for the replacement of an existing approved skylight with a skylight of the exact size and appearance in the currently approved location. An application is **required** for all other skylight projects.

General Considerations

Skylights should be visually integrated with the architecture of the house with respect to style, location, size, and color.

In general, the installation of skylights shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

See also: Roofs

Specific Guidelines

- Skylights shall have a low profile, be few in number, and lie flat on the roof.
- New skylights shall match existing skylights.
- Skylights shall be installed parallel with the roof ridge and ledge and shall be located on the rear roof facet. The installation of skylights on roof facets visible from the front of the home is **prohibited**.
- The frame color shall match or be compatible with the roof covering color.

Submission Requirements

- A completed **Architectural Change Request** form.
- Detailed plan and elevation drawings, to scale, showing the location of existing and proposed skylights.
- Catalogue photographs or manufacturer's cut sheets of the skylight and complete specifications including dimensions, colors, and materials.

47. Solar Collectors/Panels

Scope

Solar collectors are any of several devices that absorb and accumulate solar radiation for use as a source of energy.

An application is **not required** for the replacement of existing approved solar collectors with solar collectors of the exact size and appearance in the currently approved location. An application is **required** for all other projects including the installation, modification, or relocation of any solar collector.

General Considerations

Solar collectors (panels) shall be selected, located, and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street. The size, design, color, configuration, and location of the proposed solar collectors must be compatible with the architecture of the house.

See also: Mechanical, Electrical, and Ventilation Equipment, Roofs, Utilities

Homeowners should first consider all existing structures and landscaping before selecting a site for any proposed solar system as all systems will need to have full sun and face the south.

All plans must be pre-approved by the Architectural Review Committee (ARC) prior to installation.

Preferred location of solar panels is a rear facing, roof-mounted array. Flush mounted panels (i.e., the plane of array is parallel to the roof) on a roof facing a street (front or side) will be allowed if documentation is provided from a solar contractor indicating this is the only feasible location for a solar array. If panels are installed on a side or rear roof, the array may be tilted or raised if variance is granted. The highest point of a solar panel will be lower than the ridge of the roof where it is attached.

All components of the solar system should be integrated into the design of the home. The color of the systems components should generally conform to the color of the roof shingles and should be a non-reflective metallic to the extent practical. Solar “shingles” that mimic the look of composite shingle are acceptable but should match the color of the current roof shingle as much as possible.

The installation of all solar heating and cooling systems shall only be done by a licensed and insured certified solar system installer. Applications submitted to the ARC should include the following:

- a diagram drawn to scale by the licensed contractor installing the system showing where the system will be installed;
- photo's of the roof area where the array will be mounted;
- material to be used and/or manufacturer's description of system, photos/pictures of system and color of system;
- where possible, provide photos of similar existing systems as examples.

Piping and electrical connections will be located directly under and/or within the perimeter of the panels when possible and as inconspicuously as possible from all angles.

The highest point of a solar panel array will be lower than the ridge of the roof where it is attached.

All painted surfaces will be kept in good repair.

A variance to certain sections of these guidelines may be granted if compliance with these guidelines would significantly increase the purchase price of the solar system or significantly decrease its performance or efficiency. If a homeowner seeks a variance they must provide a minimum of two bids depicting the cost of installation of the solar system – one bid in compliance with these guidelines and a second bid depicting the desired alternation location unless the variance represents the only feasible installation location. The ARC may require bids or estimates from a second contractor in order to make an informed decision. We want to encourage solar panels and energy conservation, but in a minimally obtrusive way.

Specific Guidelines

- When mounted on the roof, solar collectors shall have a low profile and shall be mounted flat on the rear sloping roof, parallel with the roof ridge and ledge.
- The size and number of collectors should be in proportion to the area where they are to be installed.
- All framing, piping, control devices, and wiring must be concealed from view or painted a dark color or the color of the roof.
- Ground-mounted solar collectors should be as small as possible, located in the rear yard, and screened from neighboring properties by evergreen landscaping.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed solar collector and associated equipment.
- Detailed plan and elevation drawings, to scale, showing the proposed location and dimensions of the solar collector and any visible auxiliary equipment.
- Catalogue photographs or manufacturer's cut sheets of all components including dimensions, colors, and materials.
- A landscape plan, as required.

48. Spas and Hot Tubs

Scope

This guideline applies to outdoor spas, saunas, hot tubs (herein referred to as “spas” by this guideline) and related installations and equipment.

An application is **required** for all outdoor spa and hot tub installations or modifications.

General Considerations

Spas and hot tubs should be selected, designed, and located so as to minimize their impact on neighboring properties.

In general, a spa or hot tub should be integrated visually and structurally with a rear yard ground level deck or patio and be screened from view from streets and neighboring properties.

See also: Decks and Gazebos, Patios, Landscaping, Lighting, Mechanical, Electrical, and Ventilation Equipment, Utilities

Specific Guidelines

- Spas and related equipment shall be located in the rear yard.
- Spas and related equipment should be screened from adjacent properties and streets by a structural screen and/or evergreen landscaping.
- No more than one spa is permitted on any Lot.
- Generally, spas shall have a maximum footprint of sixty-four (64) square feet.
- When set on a deck, the spa or hot tub should be integrated both visually and structurally into the deck.
- Any mechanical equipment, pipes, and wiring must be concealed or screened from view.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed spa and associated structures and equipment.
- Detailed plan and elevations drawings, to scale, including dimensions, construction details, and materials, and colors.
- Catalogue photographs or manufacturer’s cut sheets with dimensions, materials, and colors.
- Details regarding any associated lighting, equipment, piping, and wiring.
- A landscape plan, as required

49. Storage Sheds, Outbuildings, and Other Accessory Buildings

Scope

This guideline applies to all accessory structures including, but not limited to, storage sheds, pump houses, equipment sheds, tool sheds, garden sheds, and attached storage closets.

An application is **required** for all proposed storage sheds and accessory buildings.

General Considerations

Frederick County prohibits the placement of any shed within the Lot setbacks.

Sheds and accessory buildings must be located so as to minimize their impact on neighboring properties. The location should take advantage of screening provided by existing or proposed structures, fences, and/or vegetation. Townhouses may install sheds only when the rear yard is fenced.

Whenever possible, sheds and accessory buildings should be visually integrated with the existing house through the complementary use of materials, colors, and details. When planning sheds and accessory buildings, the size of the property, relationship to adjacent residences, and the size of the shed or outbuilding must be considered.

All shed and accessory building applications will be evaluated for appropriateness to Lot size and configuration.

Plastic sheds (e.g., Rubbermaid or similar) will be evaluated on a case-by-case basis. Plastic sheds must be brown, tan, beige, or dark green in color.

See also: Roofs, Siding and Other Exterior Surfacing Materials

Specific Guidelines

- No more than one shed or outbuilding is permitted on any Lot. Additional small accessory structures that house mechanical or electrical equipment, such as a pool filter or pool heater, may be allowed.
- Metal sheds and outbuildings of all sizes and types are **prohibited**.
- Sheds and outbuildings shall be located in rear yards only. Location in front yards and side yards is **prohibited**.
- Shed and outbuilding locations shall not alter the existing drainage flow.
- Sheds and outbuildings shall not adversely impact subject or neighboring properties.
- Sheds and outbuildings shall be installed on soil or a pad which has been leveled. Steeply sloped Lots that require one side of the shed to be elevated must give special attention to the massing of the shed; including the incorporation of skirting and/or landscaping to hide the understructure.
- Wherever possible, built-in sheds should be integrated into the architecture of the house.
- For Single Family and Alley Home Lots, the size of the shed or outbuilding is generally limited to a footprint no larger than eighty (80) square feet and a height no higher than eight (8) feet as measured

from the ground to the top of the roof at its highest point. For Townhouse Lots, the size of the shed or outbuilding is limited to a footprint no larger than thirty-six (36) square feet and a height no larger than seven (7) feet as measured from the ground to the top of the roof at its highest point.

- Sheds and outbuildings, with the exception of manufactured plastic sheds such as those made by Rubbermaid, shall be clad with horizontal or shake siding, brick, or stone and should closely match the house or be painted in a color that blends with the immediate surroundings. Vertical siding, T-111, and unclad plywood/OSB are **prohibited**.
- Roofing material shall closely match the material and color of the roofing on the house
- Storage sheds in a visible location may require screening by fencing and/or evergreen landscaping to effectively reduce the visual impact from neighboring properties. Townhouse Lots are not permitted to install a storage shed or outbuilding in an unfenced yard.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed shed or accessory building.
- Detailed plan and elevation drawings, to scale, with dimensions, materials, and colors. If built against the rear wall of the house, include a detailed elevation drawing, to scale, incorporating the proposed shed and house.
- If pre-constructed or do-it-yourself kit, catalogue photographs or manufacturer's cut sheets of the shed or outbuilding, including style, dimensions, materials, and colors.
- If plastic, catalogue photographs or manufacturer's cut sheets of the shed or outbuilding, including style, dimensions and colors.
- If self-constructed, a list of all exterior materials and colors. Samples may be requested by the ARC.
- A landscape plan, as applicable.

50. Storm and Screen Doors

Scope

This guideline applies to all storm and screen doors installed on the exterior of the home, storage shed, or accessory building. Other guidelines, such as *Doors* and *Windows* may also apply.

An application is **not required** for the installation of a full-view storm or screen door **provided** it meets the criteria set forth in this guideline. An application is **not required** for the installation of a mid-view storm or screen door on the rear of the home **provided** it meets the criteria set forth in this guideline. An application is **required** for all other improvements including the installation of a full-view storm door with etched glass or an overlaid brass design and the installation of a screen door with decorative elements.

General Considerations

Only full-view, single-pane or full-view self-storing storm and screen doors are permitted on front and side elevations. Mid-view doors are permitted on rear elevations. Storm and screen doors with decorative treatments such as grills, mullions, and non-clear glass are **prohibited**. However, storm and screen doors with decorative elements which are appropriate to the architecture of the home, such as a subtle design etched into the glass or overlaid in brass, may be allowed on a case-by-case basis. Beveled glass is permitted.

Exhibit “D” illustrates generally acceptable and unacceptable storm and screen door styles.

See also: Doors

Specific Requirements

- Storm and screen doors installed on front or side elevations shall be full-view only. Storm and screen doors installed on rear elevations shall be full-view or mid-view only. A full-view door is defined as having at least eighty percent (80%) of the door’s area composed of glass and/or window screening. A mid-view door is defined as having at least sixty percent (60%) of the door’s area composed of glass and/or window screening with the glass/screen oriented toward the top of the door. High-view doors are **prohibited**.
- Storm and screen doors shall incorporate a single panel of glass or screen, or two panels of glass and screen separated by a very thin divider as with self-storing storm doors.
- Storm doors shall have clear glass. Translucent, frosted, mottled, and colored glass is **prohibited**.
- The color of storm and screen door frames shall closely match the door or door trim over which they are installed, or shall closely match another significant trim element (such as shutters or gingerbread trim) on the same elevation and shall complement the color of the door over which they are installed.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house and the proposed location of the storm door.
- Catalogue photographs or manufacturer’s cut sheets of the storm door including a detailed diagram of the design, and the finish and color of the door.

51. Sunrooms

Scope

This guideline applies to all sunroom additions, whether custom built or pre-fabricated.

An application is **required** for all proposed sunroom additions and alterations.

General Considerations

Sunroom additions should be planned and designed with the same care and consideration as initial house construction.

The sunroom addition shall be compatible with the existing house in style, character, scale, massing and the use of materials, colors and details. In general, sunrooms shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

The design and location should consider any adverse impact on neighboring properties through either the elimination of privacy, the removal of existing vegetation, or drainage.

Sunroom additions to Townhouse Lots are **prohibited**.

See also: Decks and Gazebos, Doors, Lighting, Porches, Roofs, Siding and Other Exterior Surfacing Materials, Storm and Screen Doors, Windows

Specific Guidelines

- Sunroom additions shall be attached directly to the rear of the house. Free-standing structures and sunrooms on the front or side of the house are **prohibited**.
- The roof pitch of the sunroom should match that of the existing roof on the house.
- New windows and doors should be the same or compatible with those of the existing house.
- When located on a deck, the sunroom should be integrated both visually and structurally with the deck.
- Where the sunroom is to be located on a raised deck, special attention must be given to the massing of the addition; including the incorporation of skirting and/or landscaping to hide the understructure and to visually integrate the sunroom with the house.
- Sunrooms should be located to minimize any tree removal.
- Supplemental landscaping may be required to compensate for the removal of vegetation.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed sunroom.

- Detailed plan and elevation drawings, to scale, showing the house and the proposed addition including dimensions, materials, and colors.
- Detailed construction drawings.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets of off-the-shelf items, as applicable, including styles, sizes, materials, and colors.
- A landscape plan, as applicable.

52. Swimming Pools

Scope

This guideline applies to all swimming pools and wading pools installed on private Lots. Ponds and water features, depending on their size and purpose, may also be subject to elements of this guideline.

An application is **not required** for children's wading pools that meet the criteria set forth in this guideline. An application is **required** for the installation or modification of any swimming pool and its related accessory structures or equipment.

General Considerations

Swimming pools can enhance the enjoyment and livability of a home while providing exercise benefits to the owner. However, due to the size of the Lots in Urbana Highlands and the possible impact on adjacent properties, swimming pool applications will be very carefully reviewed.

When planning swimming pools the size of the property, relationship to adjacent residences, and the size of the pool and related accessory structures must be considered. The location of pools and related accessory structures should minimize their visual and acoustical impact on adjacent properties. Design and location should visually integrate the structure into its surroundings and should take advantage of the screening provided by existing vegetation.

Above-ground swimming pools (**except children's wading pools**) are **prohibited**.

Fences, as required by Frederick County code, shall comply with the criteria set forth in these Guidelines. Decking, patio space, landscaping, and associated pool equipment shall comply with these Guidelines.

Due to limited space, the proximity of units, and the impact upon neighboring properties, the addition of a permanent swimming pool is not permitted in Townhouse or Alley Home Lots.

See also: Air Conditioning Units and Heat Pumps, Decks, Fences, Landscaping, Lighting, Mechanical, Electrical, and Ventilation Equipment, Patios, Recreation and Play Equipment

Specific Guidelines

Swimming Pools

- Swimming pools shall be located in rear yards as far away from adjacent residences as possible. No permanent swimming pool shall be located in a front or side yard.
- Mechanical equipment and other utility accessories must be located so as not to have an adverse effect on subject or adjacent property and are generally subject to the noise restrictions set forth in *Mechanical, Electrical, and Ventilation Equipment*.
- Swimming pools should be screened from adjacent properties by evergreen landscaping.
- Pool covers should be selected so that the color is unobtrusive and blends with its surroundings.

Wading Pools

- Wading pools (as intended for children's recreation) shall not exceed eighteen inches (18") in height and eight feet (8') in diameter and shall be emptied each night for sanitary and safety reasons.

- Only one wading pool will be allowed on any Lot.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed pool and accessory equipment and structures.
- Detailed plan and elevation drawings, to scale, including construction details, dimensions, materials, colors, accessory equipment, and operational sound levels.
- Detailed construction drawings.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- A landscape plan indicating the type and location of proposed landscaping, including screening for accessory equipment.
- Catalog photographs or manufacturer's cut sheets of any off-the-shelf items such as lighting and pool covers, including styles, dimensions, materials, and colors.

53. Temporary Structures

Scope

This guideline applies to all structures of a temporary nature including, but not limited to, party tents, temporary storage containers (e.g., PODS), scaffolding, and construction dumpsters.

An application is **not required** for any temporary structure that will remain in place less than seventy-two (72) hours. An application is **required** for all other temporary structures.

General Considerations

Consideration will be given to size, location, configuration, duration, and possible adverse effects on adjacent properties on a case-by-case basis.

This guideline does not apply to the Declarant or builders constructing the Initial Improvements on such Lots or Common Areas.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, accessory structures, property lines, setbacks, easements, and the proposed location of the temporary structure.
- A detailed description with drawings or photographs of the temporary structure, including its dimensions, materials, and color.
- A schedule indicating the dates on which the temporary structure will be installed and removed.

54. Trash and Recycling

General Considerations

Trash shall be placed in containers manufactured specifically for trash. Containers shall have a lid that is kept in place at all times. Habitual use of paper bags, boxes, and/or plastic bags is not an acceptable substitute for a trashcan. On infrequent occasions when a homeowner has excess trash, every effort shall be made to put all excess trash in plastic bags, tightly tied shut to minimize wind-blown trash throughout the neighborhood.

Trash and recycling containers shall be stored in the garage (for homes with a garage) or the rear yard (for homes without a garage).

Trash and recycling containers shall not be placed at curbside before 6:00 p.m. on the evening before trash or recycling pickup, and shall be retrieved before 11:00 p.m. on the day of collection.

No burning or burying of any trash and no accumulation or storage of litter, lumber, scrap metals, refuse, bulk materials, waste, new or used building materials, or trash of any other kind shall be permitted on any Lot.

Recycling shall comply with existing Frederick County regulations.

55. Tree Removal

Scope

This guideline applies to all trees in Urbana Highlands.

An application is **not required** for the replacement of any flowering tree with a trunk diameter less than two (2) inches, measured twelve inches from the ground. An application is **not required** for the replacement of any non-flowering tree with a trunk diameter less than four (4) inches, measured twelve (12) inches above the ground. An application is **required** for the removal of any tree or replacement of any tree exceeding the diameter limits previous specified.

General Considerations

Trees are an integral part of the overall image, character, and plan of Urbana Highlands and must be protected. Trees located on Lots, within woods and other natural areas may not be disturbed without specific approval.

In general, the removal of trees will be approved if the tree is dead, if the tree presents a danger to people or property, or if other detrimental conditions exist. Detrimental conditions include the physical intrusion by roots and branches on houses in a way that causes damage, excessive shade, or blocked views and sight lines. Overgrowth may also be considered detrimental.

Due to the proximity of units, the removal of trees on individual properties in Townhouse Lots will be reviewed on a case-by-case basis.

Trees in Urbana Highlands are located in one of four areas:

- Personal Property – Any tree located within the boundaries of a Lot are the responsibility of the Lot owner.
- Common Area – Any tree located within the community common areas is the responsibility of the Association.
- County Right-of-Way – Any tree located within the county right-of-way is the responsibility of the Lot Owner or the Association as specified by the Board and the Association's grounds maintenance contract.
- Forestation Area – Any tree located within the tree conservation area is protected by Frederick County zoning ordinances and cannot be removed by the Association, Board, or homeowners except where the tree presents a danger to life or property.

See also: Landscaping

Specific Guidelines

- Approval must be obtained to remove any builder-installed tree regardless of the type or size. If the source of the tree is unknown, approval must be obtained.
- The installation of an appropriate replacement tree may be required as a stipulation for allowing removal of a tree.

- Approvals apply only to the specific application. Subsequent tree removal or replacement (including removal or replacement of a different tree in the same location) requires a separate application and approval.
- The tree should be marked with a ribbon for easy identification.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, driveway, property lines, and the location of the tree to be removed.
- Photographs showing the house and the property identifying the tree to be removed.
- A description of the tree to be removed and the reason for removal.
- Information regarding any replacement plantings, if applicable.

56. Utilities and Related Equipment

Scope

This guideline applies to all external utilities and related equipment including, but not limited to, telephone wires, electrical wires, cable and satellite television wiring, electrical meters, natural gas piping and meters, and external propane or natural gas supply tanks.

An application is **not required** for the replacement of existing approved equipment with equipment of the same size, appearance, and sound level in the currently approved location. An application is **required** for all other improvements including, but not limited to, the addition of new equipment, the relocation of existing equipment, or the replacement of existing equipment with equipment of a different size, or appearance.

General Considerations

Utilities and equipment shall be located so as to minimize its visual and acoustical impact on neighboring properties. Wiring, conduit, and piping shall be hidden from view.

Except for hoses and the like which are reasonably necessary in connection with normal lawn maintenance, no water pipe, sewer pipe, gas pipe, or drainage pipe shall be installed or maintained on any Lot above the surface of the ground. No utility wire (electrical, coax, telephone, fiber, etc.) shall be installed or maintained on any Lot above the surface of the ground or the exterior of the home.

See also: Heating and Cooling Equipment, Mechanical, Electrical, and Ventilation Equipment

Specific Guidelines

- Utilities should be located to be as unobtrusive as possible, while still satisfying any Frederick County building requirements.
- All conduit, wiring, and piping shall be securely fastened and located so as to be hidden from view.
- Equipment in a highly visible location may require screening with evergreen landscaping.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed utility or related equipment.
- Detailed elevation drawings, to scale, including construction details, dimensions, materials, and colors if the equipment is to be attached to the exterior of the home or accessory building.
- Catalogue photographs or manufacturer's cut sheets of off-the-shelf items, as applicable, including styles, sizes, materials, and colors.
- A landscape plan, as applicable.

57. Water Features

Scope

This guideline applies to all water features including, but not limited to, ponds, fish ponds, streams, fountains, and waterfalls. In addition, some elements of swimming pool installations, such as waterfalls, may be subject to this guideline. Statuary type water features, such as fountains, are also subject to the *Artwork and Decorative Features* guideline.

An application is **not required** for the replacement of any water feature element with an element of the same size, style, color, location, and type. An application is **required** for all other water feature installations and modifications.

General Considerations

Water features shall be an appropriate size, design, and location for the area in which they are to be located, especially with respect to the physical, visual, and acoustical impact on adjacent properties. Water features should be located in rear yards only. In general, large water features will not be approved for front yard locations.

Proper design and maintenance are critical to the prevention of algae growth, odors, mosquito problems, and excessive noise.

All associated lighting is subject to the guidelines specified in *Lighting*. All equipment, such as pumps, hoses, and wiring, is subject to the guidelines specified in *Mechanical, Electrical, and Ventilation Equipment*.

The Lot Owner is responsible for complying with all Frederick County zoning and building ordinances.

See also: Artwork and Decorative Features, Landscaping, Lighting, Mechanical, Electrical, and Ventilation Equipment

Specific Guidelines

- Water features must be designed, located, and constructed or installed so that they blend with or compliment the house, yard, and surroundings.
- In general, no more than one water feature is permitted on any one Lot.
- The water feature footprint shall generally be no larger than sixty-four (64) square feet.
- Generally, water feature height shall not exceed four (4) feet.
- Generally, water feature depth shall not exceed eighteen (18) inches at its deepest point when fully filled. A common exception to this rule would be ponds installed specifically to house fish, in which case deeper water may be required for the protection and survival of the fish.
- All associated equipment, wiring, and tubing shall be buried, or otherwise hidden from view.
- All water features must be continuously circulated or drained to prevent stagnant water and the potential for mosquito problems and unpleasant odors.

- All water features shall be properly maintained and shall not create unpleasant odors, unsightly algae growth, or excessive noise.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house, deck, patio, fencing, accessory structures, significant vegetation, property lines, setbacks, easements, and the location of the proposed water feature and associated elements.
- Detailed plan and elevation drawings, to scale, showing the proposed water feature, its dimensions and depth(s), and associated lining, equipment, wiring, and tubing. Include proposed method(s) for hiding the equipment, wiring, and tubing.
- A description of the water supply, circulation/agitation, and disposal systems.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets of off-the-shelf items, as applicable, including styles, sizes, materials, and colors.
- A landscape plan, as applicable.

58. Windows

Scope

This guideline applies to all windows and window elements. Other guidelines, such as *Doors* and *Storm and Screen Doors* may also apply.

An application is **not required** for the replacement of an existing approved window or window element with a window or window element of the exact type, style, material, and color. An application is **required** for all other proposed window projects, including the installation of a window in conjunction with another project.

General Considerations

Windows shall be compatible in style with the architecture of the house. Storm/screen windows must not distract from or alter the appearance of the house.

Windows shall be of quality material and workmanship, and consistent in proportion, detailing, and style across all installed windows on a house. The type, style, material, color, detailing, and installation of a new or replacement window must be consistent with that of existing windows.

Window dividers (also called muntins or mullions) that were installed with the original windows must remain installed. The Management Agent can assist with information on where to obtain replacements for broken or lost dividers.

See also: Doors, Storm and Screen Doors

Specific Guidelines

Window Additions/Replacements

- New windows and/or frames shall be compatible in style, color, and character with existing windows and/or frames, and their proposed locations must be appropriate to the architecture of the house.
- Individual replacement windows must match or be compatible with existing windows in design, configuration, material, frame width, and color.
- Mill-finished clear or gold anodized aluminum is not permitted.
- Windows shall have clear glass. Translucent clear glass that transmits light, but causes sufficient diffusion to provide some level of privacy is permitted for windows that are considered part of an entry door unit. In addition, translucent glass may be allowed for transom-style windows in bathrooms. Reflective glass tinting and glass block are not permitted.
- Bars over windows (decorative or otherwise) are **prohibited**.

Storm/Screen Windows

- Storm/screen windows must not substantially alter the appearance of the existing windows.
- When installed over existing windows, storm/screen window frames should be of the same material and have a similar color as the existing window frames.

- Additional storm/screen windows must match the type, material, frame width, and color of the existing approved storm/screen windows.

Submission Requirements

- A completed **Architectural Change Request** form.
- A copy of the existing site plan showing the house and any accessory structures, property lines, and the location of the new or replacement window.
- Detailed elevation drawings, to scale, showing the existing house and the proposed location of the new or replacement window, including dimensions, colors, and trim details.
- A list of all exterior materials and colors. Samples may be requested by the ARC.
- Catalogue photographs or manufacturer's cut sheets identifying window type and style, dimensions, materials, and colors.

59. Window Treatments

General Considerations

It is recommended that when selecting window treatments the homeowner consider the appearance of any window treatment, when viewed from the street.

Except during the thirty (30) days following initial occupancy by a homeowner, sheets, paper, plastic, towels, or other similar window coverings shall not be hung, placed in, or over, nor rested upon any window in any structure except temporarily during remodeling and repair projects.

C. *Revision History*

<i>October 13, 2005</i>	Final draft prepared for membership review.
<i>December 12, 2005</i>	Final draft with membership feedback adopted by BOD.
<i>April 11, 2005</i>	Modified satellite dish guideline to allow pole mounted dishes located immediately adjacent to homes. (<i>approved, pending BOD adoption</i>)
<i>April 29, 2005</i>	Modified fence guidelines to require a minimum 40-inch gate on all Alley Home and Townhouse Lots. (<i>approved, pending BOD adoption</i>)
<i>July 14, 2005</i>	Modified fence guidelines to require landscaping damage release/service waiver for fence applications on all Alley Home and Townhouse Lots. (<i>approved, pending BOD adoption</i>)
<i>August 17, 2005</i>	Updated the Landscaping, Lead Walk, and Walls and Retaining Walls guidelines with considerations for the county right-of-way. (<i>approved, pending BOD adoption</i>)
<i>September 7, 2005</i>	Removed specific allowance for stepped-frame fence installations for grades less than 10%. Fences should generally be installed with the grade using a sloped frame. Exceptions may be granted on case-by-case basis for unique situations. (<i>approved, pending BOD adoption</i>)
<i>April 17, 2006</i>	Major revision of entire document in an effort to clarify the guidelines, remove ambiguity, improve readability, and reduce the application burden on homeowners for “standard” improvements such as storm doors, basketball goals, and play sets. (<i>approved, pending BOD adoption</i>)
<i>August 22, 2006</i>	Draft prepared for BOD review.
<i>November 15, 2006</i>	Draft prepared for membership review.
<i>December 20, 2006</i>	Final draft with membership feedback adopted by BOD.

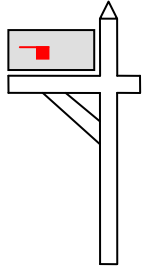
IV. Exhibits

The following exhibits are hereby attached to and made a part of these Design Guidelines:

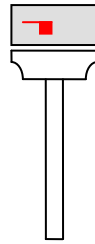
<u>Exhibit "A"</u>	Mailbox Styles
<u>Exhibit "B"</u>	Fence Styles
<u>Exhibit "C"</u>	Fence Locations
<u>Exhibit "D"</u>	Storm and Screen Door Styles
<u>Exhibit "E"</u>	Maintenance Standards Guide
<u>Exhibit "F"</u>	Selected Excerpts from the Telecommunications Act of 1996
<u>Exhibit "G"</u>	Selected Trees

A. Mailbox Styles

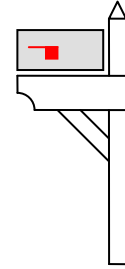
The following, builder-installed, mailbox designs are approved for use in Urbana Highlands. Note that all post styles use a standard USPS approved black T1 or T2 mailbox.



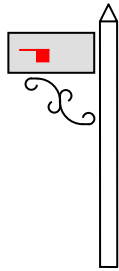
Mailbox #1
(white post)
P3 Single Family



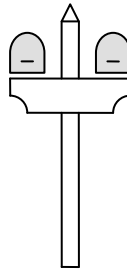
Mailbox #2
(brown post)
P3 Single Family



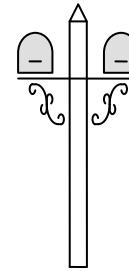
Mailbox #3
(white post w/ newspaper box)
P3 Single Family



Mailbox #4
(white post w/ scroll work)
P4 Single Family



Dual Mailbox #1
(white post)
P3 Alley Home

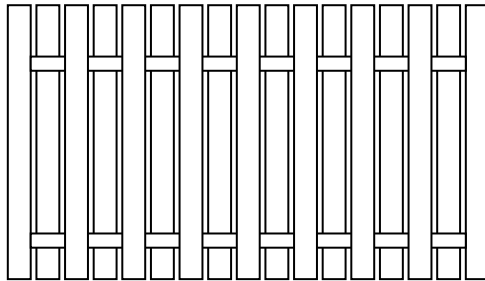


Dual Mailbox #2
(white post with scroll work)
P4 Alley Home

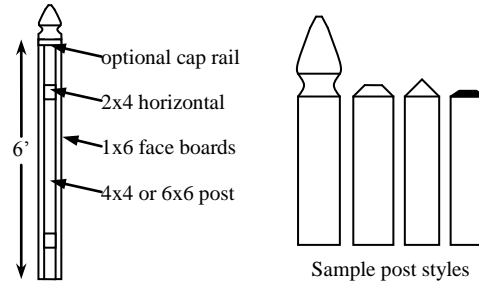
B. Fence Styles

Townhouse Lots

The following diagrams depict acceptable fence styles for Townhouse Lots. Other styles not shown here are generally prohibited. Fence and material dimensions, unless otherwise dictated by these Guidelines, are included for example only.

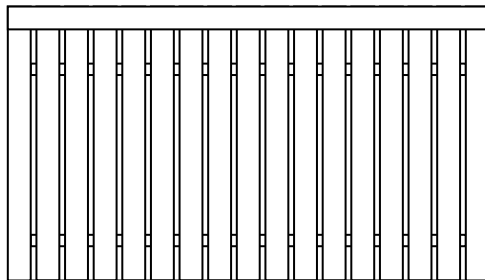


**Shadow Box, Open Design
(Front/Rear View)**

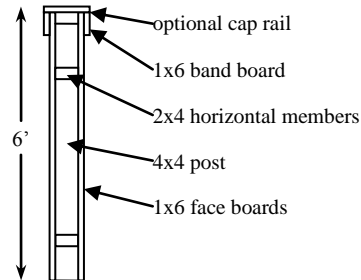


**Shadow Box, Open Design
(Side View and Post Details)**

The **Shadow Box, Open Design** is the recommended design for Townhouse Lots. This design consists of evenly spaced 4x4 or 6x6 posts with the shadow box style fencing in between. Fences must be six (6) feet in height. Exceptions to the height rule may be made to accommodate adjacent fences or to balance the visual impact of the fence with the grade of the land being fenced. Fence posts may be set even with the top of the fence or allowed to extend a maximum of eight (8) inches above the fence line. Posts shall include an integrated decorative finial or be topped with a decorative cap.



**Shadow Box, Closed Design
(Front/Rear View)**



**Shadow Box, Closed Design
(Side View)**

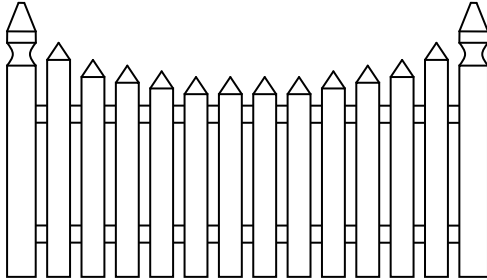
The **Shadow Box, Closed Design** is generally approved when pet safety is a concern. Like the **Shadow Box, Open Design**, this fence style consists of evenly spaced vertical boards on both sides of the fence. Spacing is generally held between one (1) and three (3) inches and remains constant along the entire length of the fence. Gaps on each side of the fence are staggered by 1/2 of the vertical board width. Posts are spaced as needed and are hidden from view by the vertical face boards. A 1x6 band board is required along the top edge of the fence. An optional cap rail may also be included.

P1 Alley Home Lots

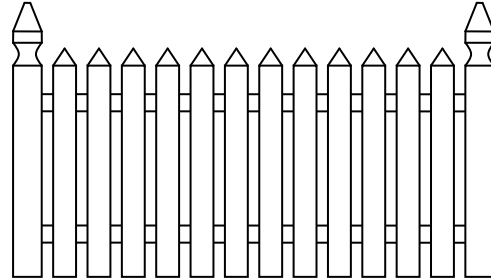
There are no diagrams for generally approved fence styles on P1 Alley Home Lots. The Guidelines specify a white picket fence forty-two (42) to forty-eight (48) inches in height. Proposed fences designs should be submitted to the ARC for review and approval.

P3 Alley Home Lots

The following diagrams depict the only acceptable fence styles for P3 Alley Home Lots.



Open Picket with Dip



Open Picket

Picket width should be between two and three quarters ($2\frac{3}{4}$) and three (3) inches with the spacing between pickets matching the picket width.

The **Open Picket with Dip** design is required for all front fencing. Replacement of builder-installed front fencing is generally allowed, provided the new fencing very closely matches the original fencing in size, style, material, color, picket size and spacing, and location.

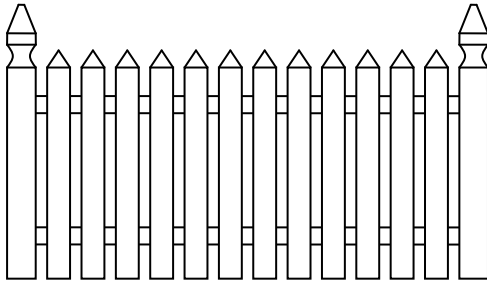
When fencing the remainder of a P3 Alley Home Lot, both the **Open Picket with Dip** and the **Open Picket** designs are acceptable. Picket size and spacing and post spacing and design must very closely match that of the front fencing.

P4 Alley Home Lots

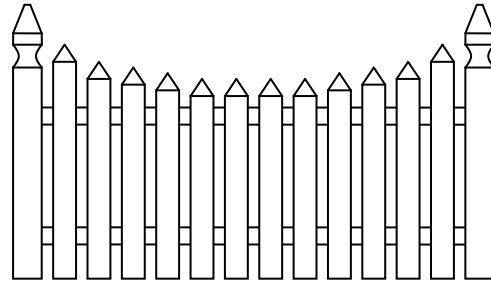
There are no diagrams for generally approved fence styles on P4 Alley Home Lots. The Guidelines specify a white picket fence forty-two (42) to forty-eight (48) inches in height. Proposed fences designs should be submitted to the ARC for review and approval.

Single Family Lots (excluding Alley Home Lots)

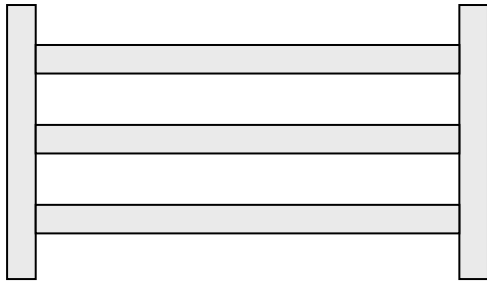
The following diagrams depict generally acceptable fence styles for Single Family Lots. Other fences styles may be approved on a case-by-case basis. Fences adjacent to roads or other thoroughfares may require landscaping to soften the impact of the fence and to maintain streetscape appeal. All fences, whether depicted here or not, must be submitted to the ARC for review and approval. Note that the beauty side is shown in these diagrams.



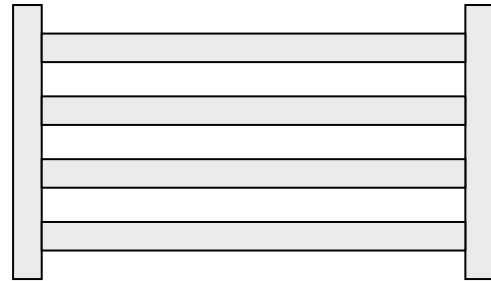
Open Picket



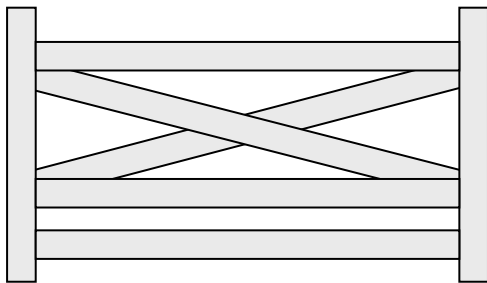
Open Picket with Dip



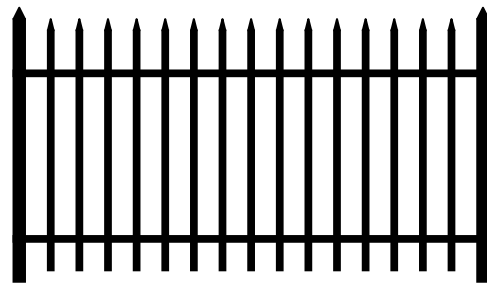
Three Rail



Four Rail

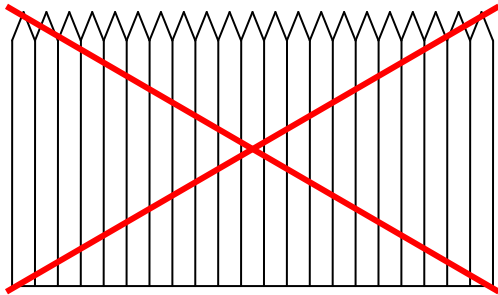


Estate Style or Crossbuck

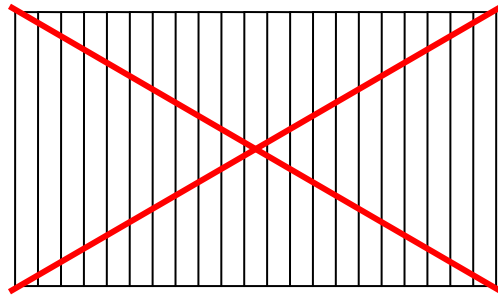


Powder Coated Aluminum Picket

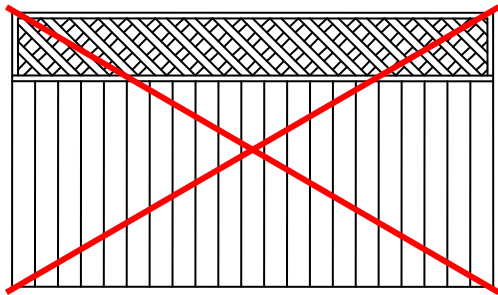
The following diagrams depict prohibited fence styles. All fences are reviewed on a case-by-case basis relative to their placement, impact, and visibility. Due to specific Lot considerations, some previously approved styles and/or placements may not be approved for all applications.



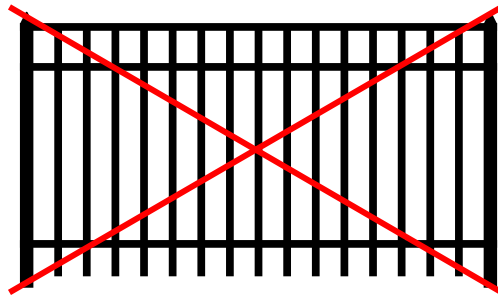
Solid Panel



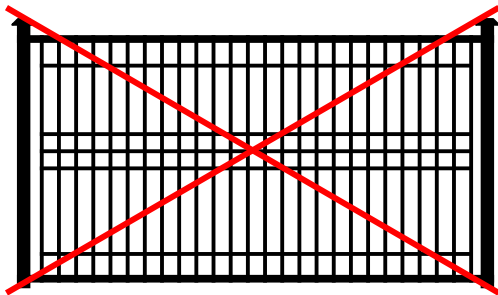
Solid Panel Stockade



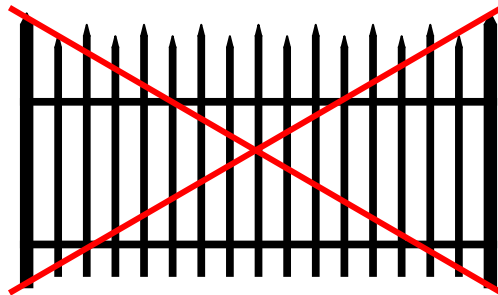
Lattice Topped Solid Panel



Metal Picket with Top Rail



Ornamental Wire



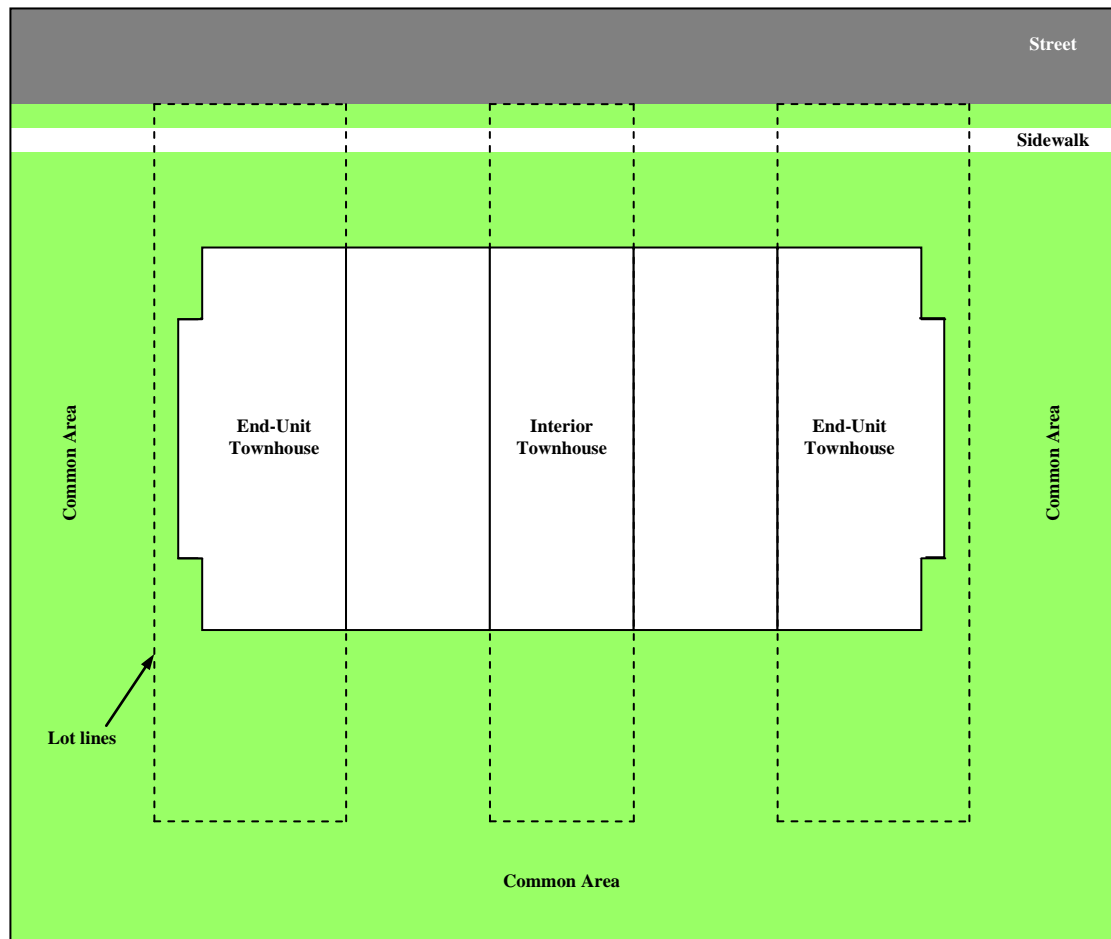
Wrought Iron

C. Fence Locations

Townhouse Lots

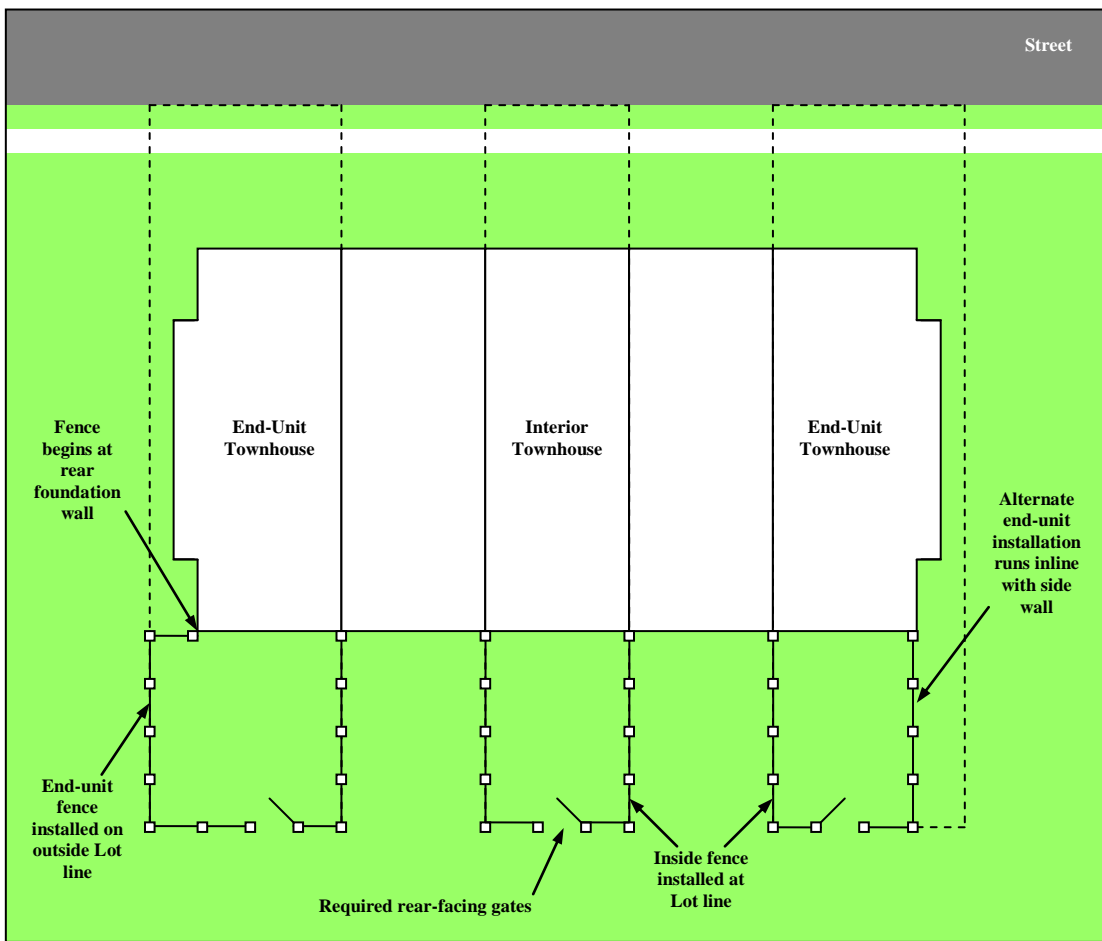
The diagrams in this section illustrate the approvable locations and required elements of Townhouse fencing. The diagrams are designed to be viewed sequentially. Only the newly drawn fencing elements are annotated in the second diagram.

The following diagram shows Interior and End-Unit Townhouse Lots without fencing. Townhouse units, lot lines, adjacent units, and streets are noted. This is the base-line fencing case at which all Townhouse Lots begin.



End-Unit and Interior Townhouse Lots with No Fencing Installed

The following diagram shows the required fence locations for Interior and End-Unit Townhouse Lots including the required rear-facing gate.

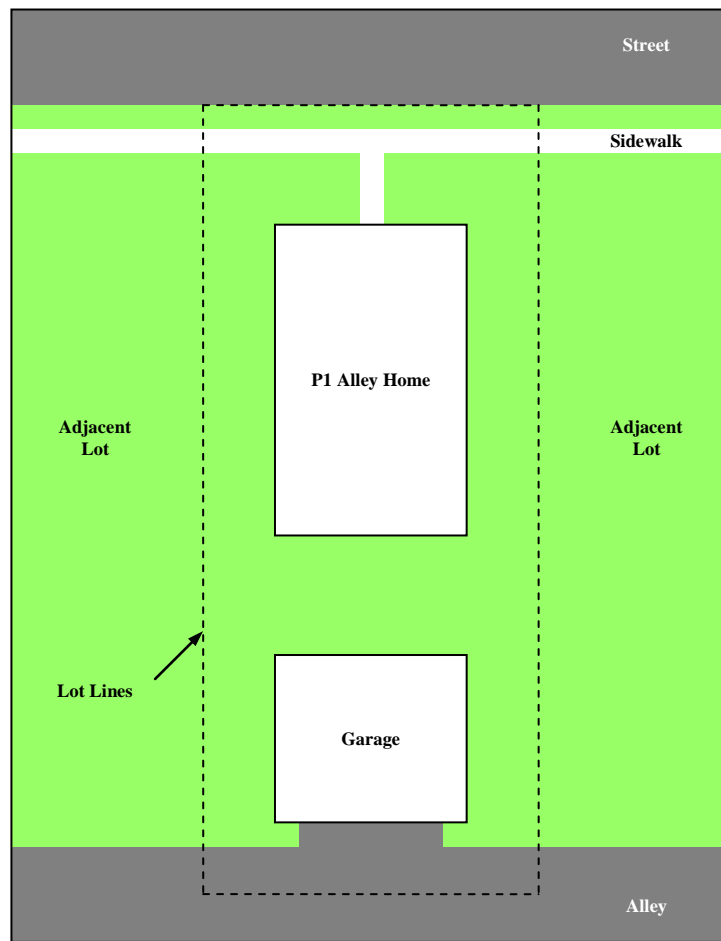


End-Unit and Interior Townhouse Lots with No Fencing Installed

P1 Alley Home Lots

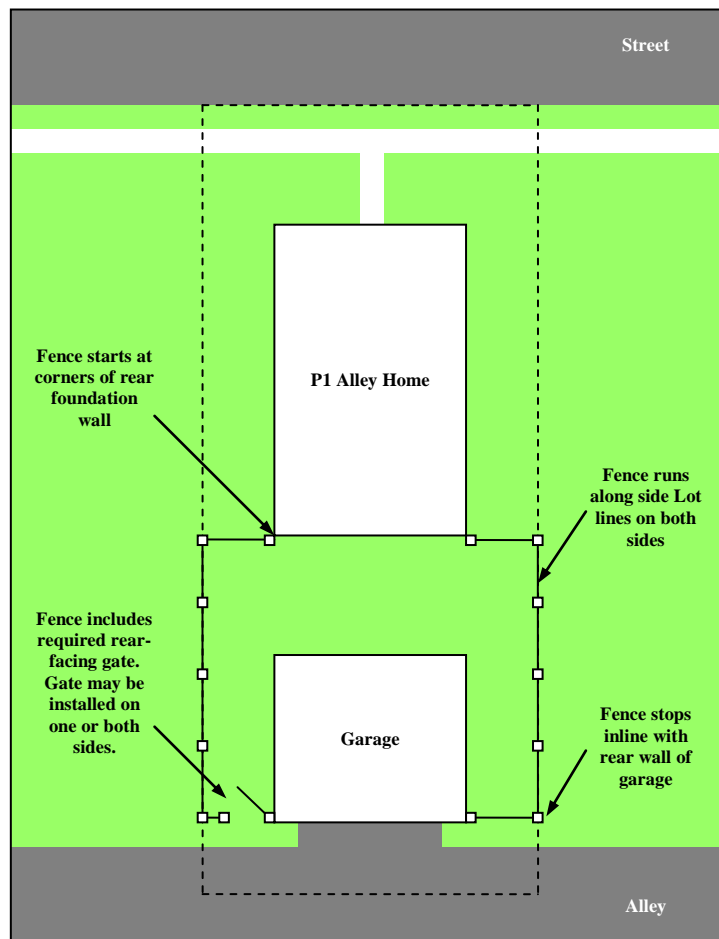
The diagrams in this section illustrate the location of all required and optional elements for P1 Alley Home fencing. The diagrams are designed to be viewed sequentially, with each diagram containing successively more fencing elements. Only the newly drawn fencing elements are annotated in each diagram.

The following diagram shows a P1 Alley Home Lot with the lot lines, adjacent lots, and street and alley noted. No fencing is installed. This is the base-line fencing case at which all P1 Alley Homes begin.



P1 Alley Home Lot with No Fencing Installed

The following diagram shows the required fencing configuration for owner-installed applications. Note that the fencing begins at the rear corners of the house and runs perpendicular from the side walls to the side lot lines. The fence then runs along the side property lines to a point in line with the alley side of the detached garage. The fence then turns toward the garage running parallel to the alleyway. The last section of fencing includes the mandatory driveway-facing gate. All fencing shown in this diagram is **required** if an owner wishes to install any fencing.

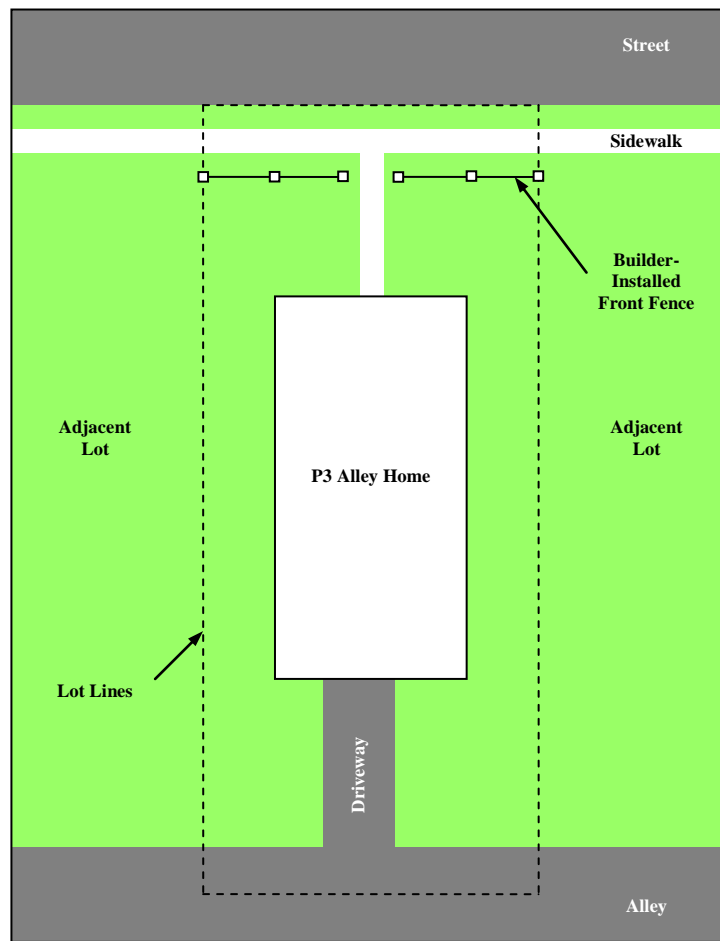


P1 Alley Home Lot with Required Fencing for Owner-Installed Applications

P3 Alley Home Lots

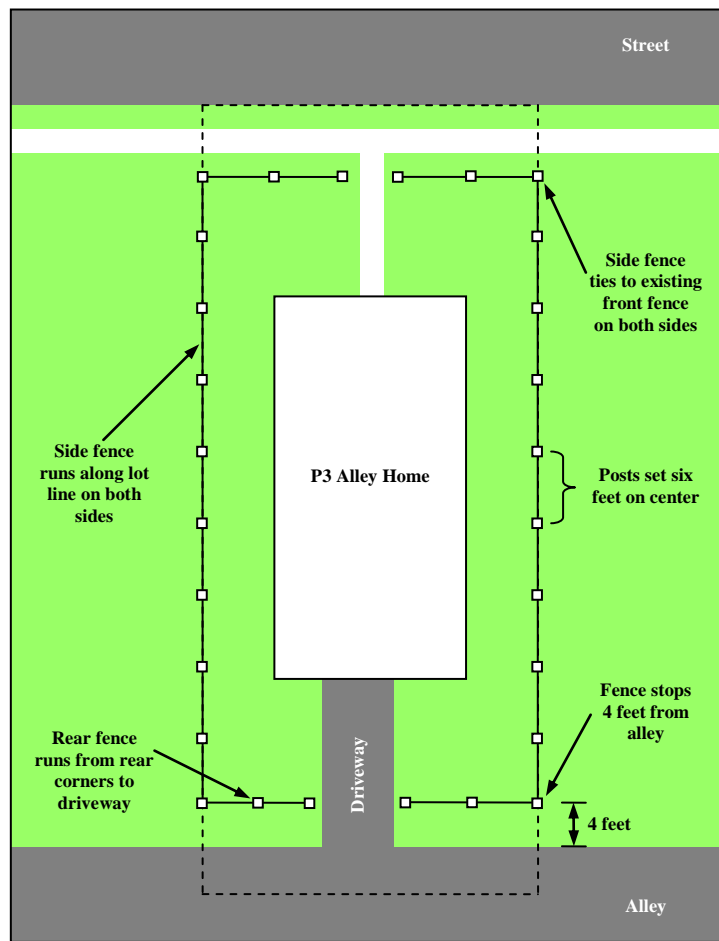
The diagrams in this section illustrate the location of all required and optional elements for P3 Alley Home fencing. The diagrams are designed to be viewed sequentially, with each diagram containing successively more fencing elements. Only the newly drawn fencing elements are annotated in each diagram.

The following diagram shows a P3 Alley Home Lot with the original, builder-installed front fencing, lot lines, adjacent lots, and street and alley noted. The front fencing does not have a gate installed and no additional owner-installed fencing is shown. This diagram represents a typical P3 Alley Home Lot as conveyed from the builder to the original owner.



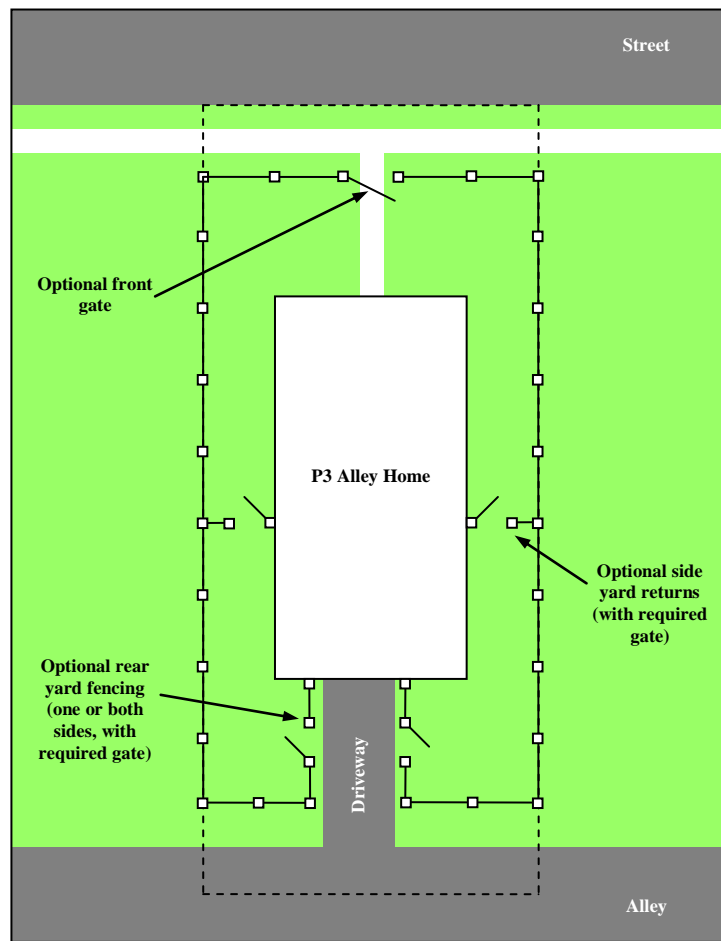
P3 Alley Home Lot with Builder-Installed Front Fencing

The following diagram shows the minimum level of fencing required for owner-installed applications. Note that the side fencing ties to the original, builder-installed front fencing and runs along the side property lines to a point four (4) feet from the outside edge of the alley curb. The fence then turns and runs parallel to the alley until it reaches a point not more than two (2) feet from the driveway. All fencing shown in this diagram is **required** if an owner wishes to install additional fencing beyond that installed by the builder.



P3 Alley Home Lot with Minimum Required Fencing for Owner-Installed Applications

The following diagram shows the minimum level of fencing with optional fencing elements noted. The optional elements include a front gate, side yard returns (which divide the front and rear yards), and rear yard returns that run parallel to the driveway. If side-yard returns are desired, both must be installed. The lot owner may choose to install one or both rear-yard returns in order to fully enclose a portion of the rear yard. In any case, all installed returns (side or rear) must include a gate that spans a minimum opening of forty (40) inches.

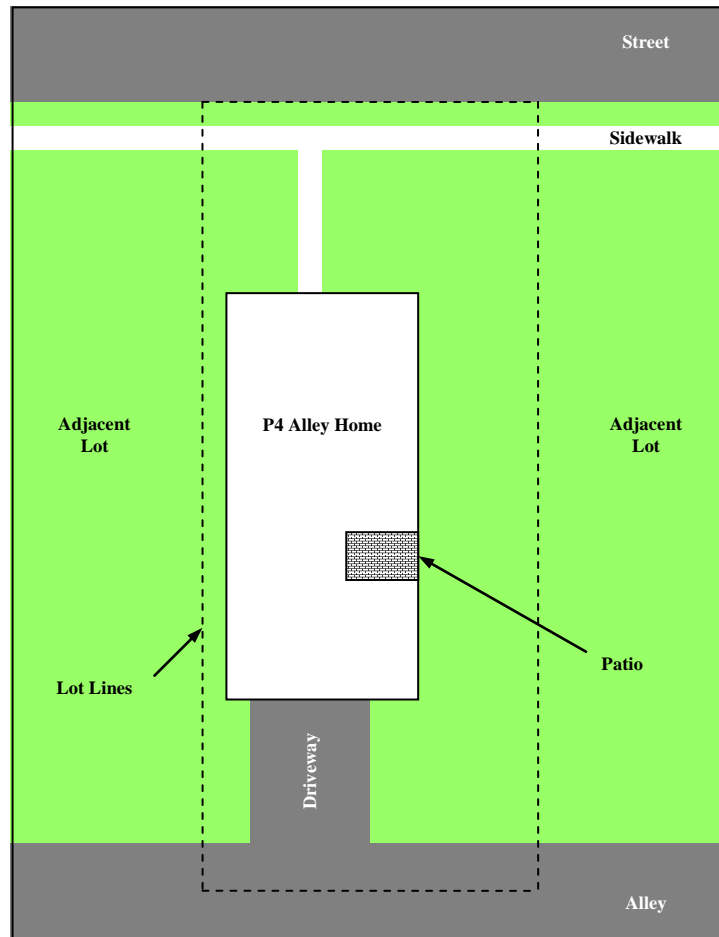


P3 Alley Home Lot with Required and Optional Owner-Installed Fencing

P4 Alley Home Lots

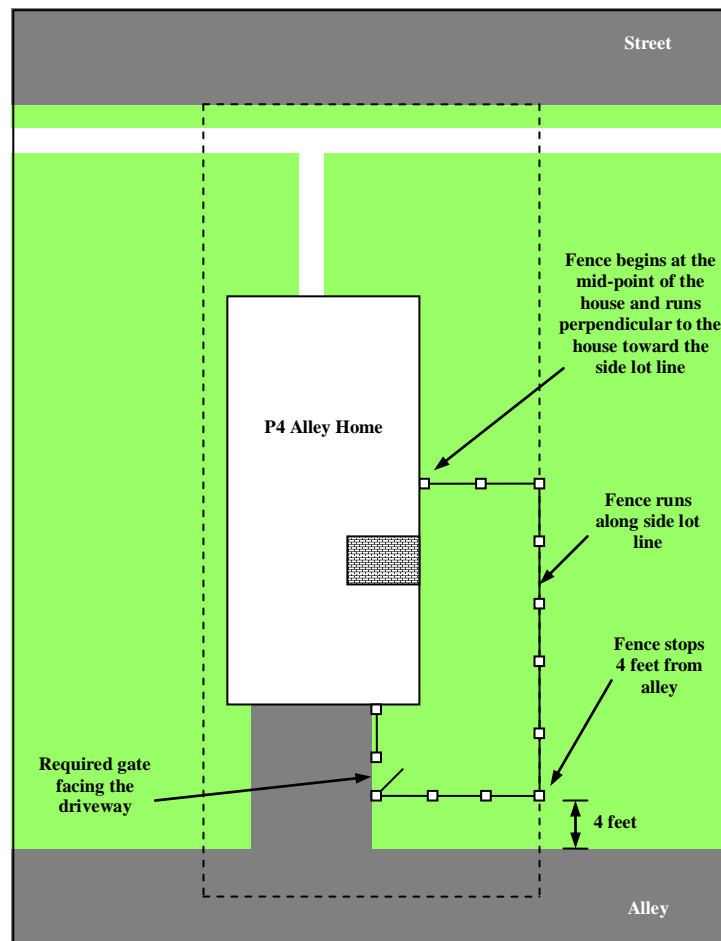
The diagrams in this section illustrate the location of all required and optional elements for P4 Alley Home fencing. Only the newly drawn fencing elements are annotated in the second diagram.

The following diagram shows a P4 Alley Home Lot with the lot lines, adjacent lots, and street and alley noted. No fencing is installed. This is the base-line fencing case at which all P4 Alley Homes begin.



P4 Alley Home Lot with No Fencing Installed

The following diagram shows the required fencing configuration for owner-installed applications. Note that the fencing begins at the midpoint of the house on the patio side of the home and runs perpendicular from the side wall to the side lot line. The fence then runs along the side property line to a point at four (4) feet from the outside edge of the alley curb. The fence then turns toward the driveway running parallel to the alleyway. The last section of fencing includes the mandatory driveway-facing gate. All fencing shown in this diagram is **required** if an owner wishes to install fencing.



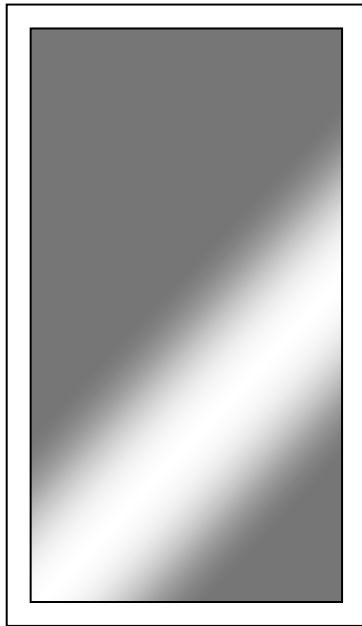
P4 Alley Home Lot with Required Fencing for Owner-Installed Applications

Single Family Lots (excluding Alley Home Lots)

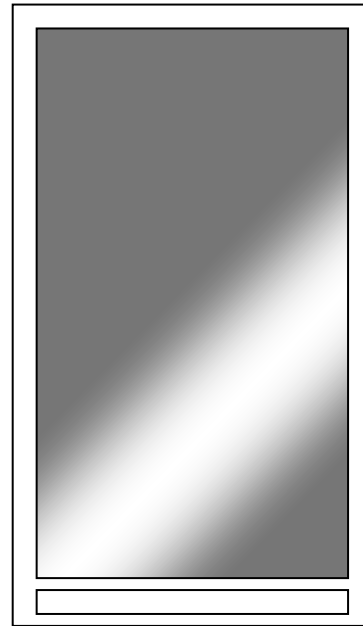
No specific diagrams are provided for Single Family fence installations. Special consideration will always be given to fence installations relative to existing or potential fencing on adjacent lots. Applicants are encouraged to contact the Architectural Review Committee if they have any questions or concerns regarding fence location and methods for tying to adjacent fencing.

D. Storm and Screen Door Styles

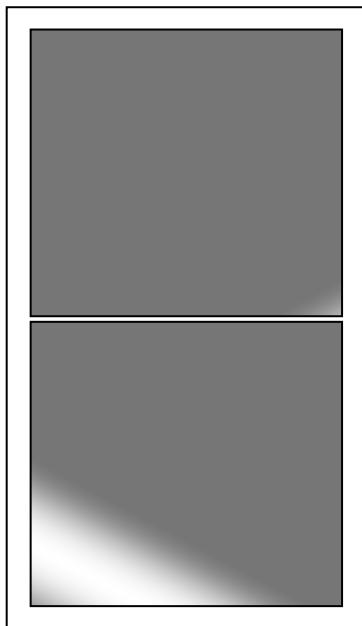
The following diagrams illustrate generally acceptable storm and screen door configurations.



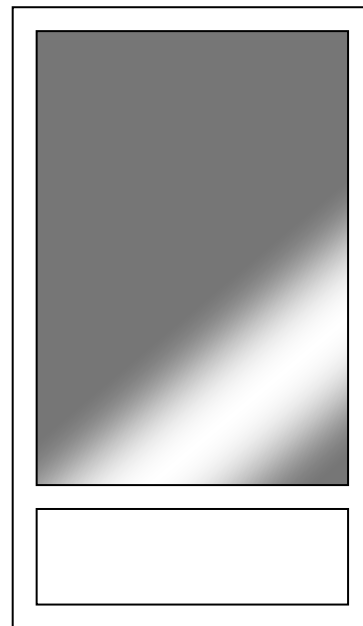
Full-View



Full-View with Small Kick Plate

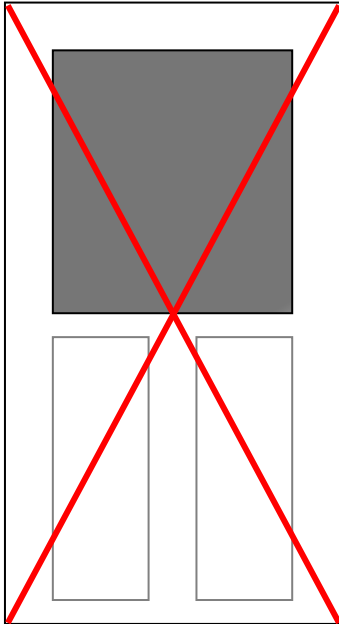


Full-View, Self-Storing

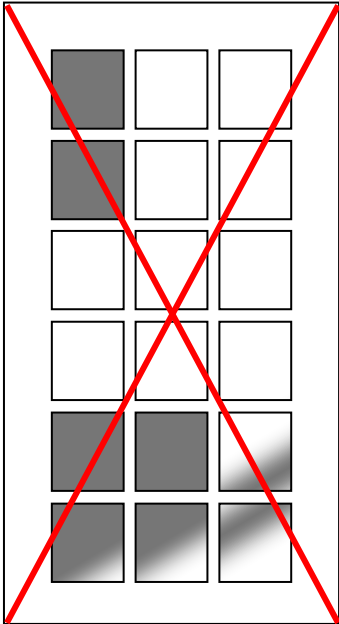


Mid-View (Rear of House Only)

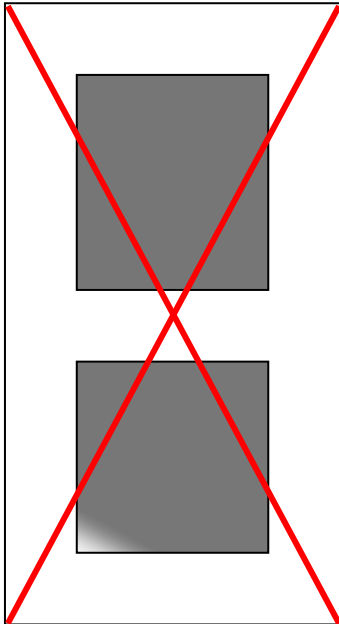
The following diagrams illustrate generally unacceptable storm and screen door configurations.



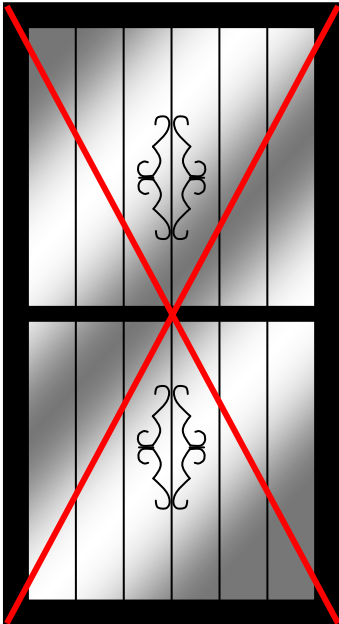
High-View



Divided Light



Door with Large Rails and Stiles



Filigree/Security

E. Maintenance Standards Guide

The following types of maintenance problems may be cited for violation by the Association. This list is not intended to be exhaustive, but rather a guide to the types of maintenance items that are expected of all homeowners in Urbana Highlands.

Roof Area

- Lifted, missing, or deteriorated shingles
- Unsecured, damaged, rusted, or blocked gutters or downspouts
- Damaged or rusted chimney flues
- Damaged or rusted skylights
- Damaged or missing soffits
- Warped or damaged rake board
- Cracked, chipped, faded, or peeling paint
- Original materials replaced with unapproved material or style

House

- Mold or mildew-covered siding
- Damaged siding
- Warped, damaged, or missing trim boards
- Loose or missing bricks or stones; damaged or missing mortar
- Deteriorated caulking around windows, doors, and trim
- Cracked, chipped, faded, or peeling paint
- Original material replaced with unapproved style or material

Windows

- Broken or missing panes of glass
- Torn or missing screens
- Deteriorated window frames
- Missing mullions
- Original replaced with unapproved style or material

Doors

- Broken or missing panes of glass
- Torn screens
- Loose doors
- Cracked, chipped, faded, or peeling paint
- Original replaced with unapproved style or material

Shutters

- Broken or missing slats
- Unsecured shutters
- Cracked, chipped, faded, or peeling paint
- Original replaced with unapproved style or material

Exterior Lighting

- Broken, rusted, dented, bent, or otherwise damaged lighting
- Missing or burned out light bulbs (for extended periods of time)
- Original replaced with unapproved type

Steps and Walkways

- Loose or cracked (unsafe)
- Gaps between house and masonry steps (occurs as house settles)
- Original replaced with unapproved style or material

Retaining Walls

- Loose, cracked, or otherwise damaged wood or stones
- Out of plumb wall
- Rotted wood
- Unapproved, unsafe, or unprofessionally constructed wall
- Original replaced with unapproved style or material

Sheds

- Same as Roof Area, House, Windows, and Doors

Garages

- Same as Roof Area, House, Windows, and Doors
- Dented, crooked, or damaged garage door
- Original materials replaced with unapproved style or material

Fences

- Broken, crooked, sagging, warped, or otherwise damaged fence elements
- Missing sections
- Replaced elements that do not match in style, material, or color
- Rotting wood
- Original replaced with unapproved style or material

Basketball Hoops

- Torn netting
- Cracked backboard
- Cracked, chipped, faded, or peeling paint
- Portable goal weighed down with bagged goods
- Original replaced with unapproved style or material

Yards and Landscaping

- Lawn in need of mowing
- Dead or otherwise damaged landscaping
- Children's play equipment cluttering yard
- Trash or litter on Lot

F. Selected Excerpts from the Telecommunications Act of 1996

The full text of the Telecommunications Act of 1996 (Pub. LA. No. 104-104, 110 Stat. 56 (1996)) can be obtained from the FCC at www.fcc.gov. The following excerpts pertain to the use of satellite dishes and television antennae.

Part 1 of Title 47 of the Code of Federal Regulations is amended to read as follows:

1. The authority citation for Part I is revised to read as follows:

AUTHORITY: 47 U.S.C. 151, 154, 207, 303 and 309(j) unless otherwise noted.

2. A new Subpart S is added to Part 1 to read as follows:

1.4000. Restrictions impairing reception of Television Broadcast Signals, Direct Broadcast Satellite Services or Multichannel Multipoint Distribution Services

(a) Any restriction, including but not limited to any state or local law or regulation, including zoning, land-use, or building regulation, or any private covenant, homeowners' association rule or similar restriction on property within the exclusive use or control of the antenna user where the user has a direct or indirect ownership interest in the property, that impairs the installation, maintenance, or use of:

(1) an antenna that is designed to receive direct broadcast satellite service, including direct-to-home satellite services, that is one meter or less in diameter or is located in Alaska; or

(2) an antenna that is designed to receive video programming services via multipoint distribution services, including multichannel multipoint distribution services, instructional television fixed services, and local multipoint distribution services, and that is one meter or less in diameter or diagonal measurement; or

(3) an antenna that is designed to receive television broadcast signals,

is prohibited, to the extent it so impairs, subject to paragraph (b). For purposes of this rule, a law, regulation or restriction impairs installation, maintenance or use of an antenna if it: (1) unreasonably delays or prevents installation, maintenance or use, (2) unreasonably increases the cost of installation, maintenance or use, or (3) precludes reception of an acceptable quality signal. No civil, criminal, administrative, or other legal action of any kind shall be taken to enforce any restriction or regulation prohibited by this rule except pursuant to paragraph (c) or (d). No fine or other penalties shall accrue against an antenna user while a proceeding is pending to determine the validity of any restriction.

(b) Any restriction otherwise prohibited by paragraph (a) is permitted if:

(1) it is necessary to accomplish a clearly defined safety objective that is either stated in the text, preamble or legislative history of the restriction or described as applying to that restriction in a document that is readily available to antenna users, and would be applied to the extent practicable in a non-discriminatory manner to other appurtenances, devices, or fixtures that are comparable in size, weight and appearance to these antennas and to which local regulation would normally apply; or

(2) it is necessary to preserve an historic district listed or eligible for listing in the National Register of Historic Places, as set forth in the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470a, and imposes no greater restrictions on antennas covered by this rule than are imposed on the installation, maintenance or use of other modern appurtenances, devices or fixtures that are comparable in size, weight, and appearance to these antennas; and

(3) it is no more burdensome to affected antenna users than is necessary to achieve the objectives described above.

(c) Local governments or associations may apply to the Commission for a waiver of this rule under Section 1.3 of the Commission's rules, 47 C.F.R. 1.3. Waiver requests will be put on public notice. The Commission may grant a waiver upon a showing by the applicant of local concerns of a highly specialized or unusual nature.

No petition for waiver shall be considered unless it specifies the restriction at issue. Waivers granted in accordance with this section shall not apply to restrictions amended or enacted after the waiver is granted. Any responsive pleadings must be served on all parties and filed within 30 days after release of a public notice that such petition has been filed. Any replies must be filed within 15 days thereafter.

(d) Parties may petition the Commission for a declaratory ruling under Section 1.2 of the Commission's rules, 47 C.F.R. 1.2, or a court of competent jurisdiction, to determine whether a particular restriction is permissible or prohibited under this rule. Petitions to the Commission will be put on public notice. Any responsive pleadings must be served on all parties and filed within 30 days after release of a public notice that such petition has been filed. Any replies must be filed within 15 days thereafter.

(e) In any Commission proceeding regarding the scope or interpretation of any provision of this section, the burden of demonstrating that a particular governmental or nongovernmental restriction complies with this section and does not impair the installation, maintenance or use of devices designed for over-the-air reception of video programming services shall be on the party that seeks to impose or maintain the restriction.

(f) All allegations of fact contained in petitions and related pleadings before the Commission must be supported by affidavit of a person or persons with actual knowledge thereof. An original and two copies of all petitions and pleadings should be addressed to the Secretary, Federal Communications Commission, 1919 M St. N.W.; Washington, D.C. 20554. Copies of the petitions and related

pleadings will be available for public inspection in the Cable Reference Room in Washington, D.C.

Copies will be available for purchase from the Commission's contract copy center, and Commission decisions will be available on the Internet.

Part 25 of Title 47 of the Code of Federal Regulations is amended as follows:

Part 25 - Satellite Communications

1. The authority citation for Part 25 continues to read as follows:

AUTHORITY: Sections 25.101 to 25.601 issued under Sec. 4, 48 Stat. 1066, as amended; 47 U.S.C. 154. Interpret or apply secs. 101-104, 76 Stat. 416-427; 47 U.S.C. 701-744; 47 U.S.C. 554.

2. Section 25.104 is amended by revising paragraph (b)(1) and adding paragraph (f) as follows:

25.104 Preemption of Local Zoning of Earth Stations

* * * * *

(b)(1) Any state or local zoning, land-use, building, or similar regulation that affects the installation, maintenance, or use of a satellite earth station antenna that is two meters or less in diameter and is located or proposed to be located in any area where commercial or industrial uses are generally permitted by non-federal land-use regulation shall be presumed unreasonable and is therefore preempted subject to paragraph (b)(2). No civil, criminal, administrative, or other legal action of any kind shall be taken to enforce any regulation covered by this presumption unless the promulgating authority has obtained a waiver from the Commission pursuant to paragraph (e), or a final declaration from the Commission or a court of competent jurisdiction that the presumption has been rebutted pursuant to subparagraph (b)(2).

* * * * *

(f) a satellite earth station antenna that is designed to receive direct broadcast satellite service, including direct-to-home satellite services, that is one meter or less in diameter or is located in Alaska is covered by the regulations in 47 C.F.R. Part 1, Subpart S, Section 1.4000.

G. Selected Trees

The following information refers to trees that are acceptable species for planting in the Urbana Highlands.

Tree Replacements for Single Family Neighborhoods / Aberdeen

Zelkova – Village Green

Willow Oak

Zelkova – Green Vase



Fact Sheet ST-679
October 1994

**Zelkova serrata ‘Village Green’
‘Village Green’ Japanese Zelkova¹**

Edward F. Gilman and Dennis G. Watson²

INTRODUCTION

‘Village Green’ somewhat resembles the vase shape of American Elms, is tolerant of pollution, makes a great city street tree and produces a shorter and wider tree than ‘Green Vase’ Zelkova (Fig. 1). ‘Village Green’ is reportedly more cold tolerant than ‘Green Vase’. Zelkova is often listed as a replacement for American Elm since it has roughly the same vase shape and grows 50 to 60 feet tall with a 50 to 60-foot spread. But no tree will truly match the grace and elegance of the American Elm. Zelkova is massive, with the trunk capable of growing to four feet or more in diameter. It has a moderate growth rate and likes a sunny exposure. Branches are more numerous and smaller in diameter than American Elm. Major branches grow very upright and provide easy clearance for tall vehicles below making it quite suitable as a street tree. Leaves are 1.5 to 4 inches long, turning a brilliant rusty red or bronze in the fall.

GENERAL INFORMATION

Scientific name: *Zelkova serrata* ‘Village Green’

Pronunciation: zell-KOE-vuh sair-AY-tuh

Common name(s): ‘Village Green’ Japanese

Zelkova, ‘Village Green’ Saw-Leaf Zelkova

Family: *Ulmaceae*

USDA hardiness zones: 5 through 8 (Fig. 2)

Origin: not native to North America

Uses: large parking lot islands (> 200 square feet in size); wide tree lawns (>6 feet wide); medium-sized

parking lot islands (100-200 square feet in size);

medium-sized tree lawns (4-6 feet wide);

recommended for buffer strips around parking lots or

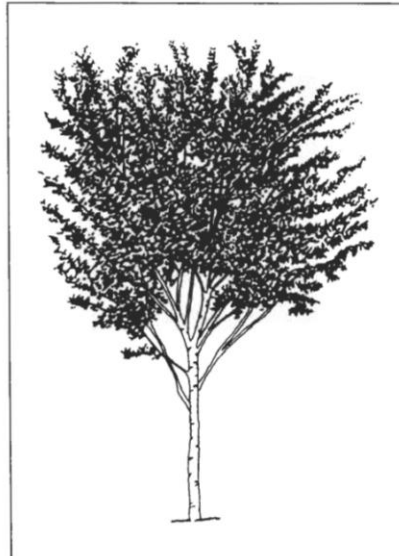


Figure 1. Young ‘Village Green’ Japanese Zelkova.

for median strip plantings in the highway; shade tree; sidewalk cutout (tree pit); residential street tree; tree has been successfully grown in urban areas where air pollution, poor drainage, compacted soil, and/or drought are common

1. This document is adapted from Fact Sheet ST-679, a series of the Environmental Horticulture Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: October 1994.
2. Edward F. Gilman, associate professor, Environmental Horticulture Department; Dennis G. Watson, associate professor, Agricultural Engineering Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville FL 32611.

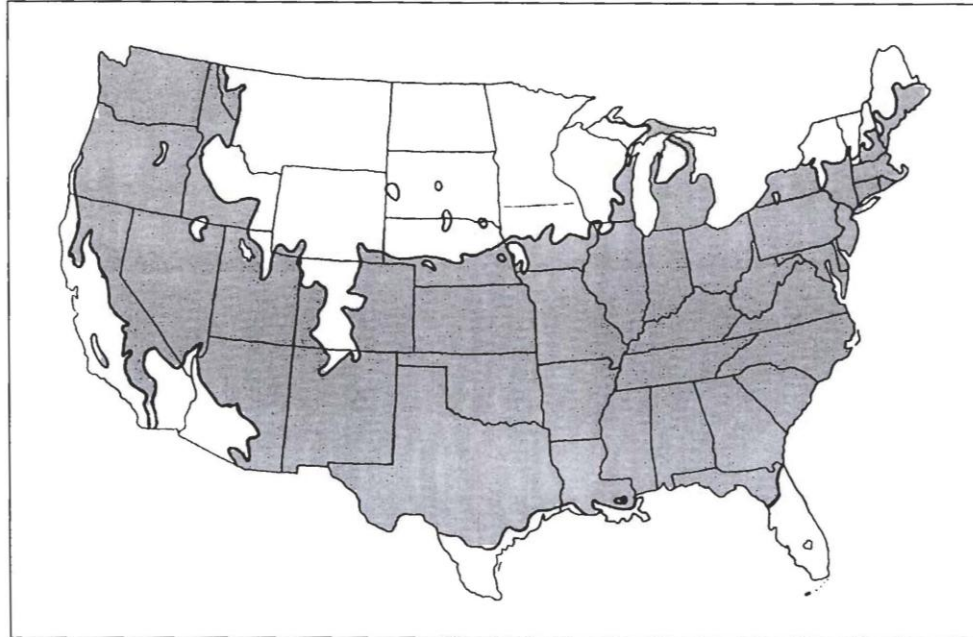


Figure 2. Shaded area represents potential planting range.

Availability: generally available in many areas within its hardiness range

Fall characteristic: showy

DESCRIPTION

- Height:** 50 to 60 feet
- Spread:** 45 to 50 feet
- Crown uniformity:** symmetrical canopy with a regular (or smooth) outline, and individuals have more or less identical crown forms
- Crown shape:** vase shape
- Crown density:** moderate
- Growth rate:** medium
- Texture:** fine

Flower

Flower characteristics: inconspicuous and not showy; spring flowering

Fruit

- Fruit shape:** oval
- Fruit length:** < .5 inch
- Fruit covering:** dry or hard
- Fruit characteristics:** does not attract wildlife; inconspicuous and not showy; no significant litter problem

Foliage

- Leaf arrangement:** alternate (Fig. 3)
- Leaf type:** simple
- Leaf margin:** serrate
- Leaf shape:** oblong; ovate
- Leaf venation:** pinnate
- Leaf type and persistence:** deciduous
- Leaf blade length:** less than 2 inches
- Leaf color:** green
- Fall color:** copper; red

Trunk and Branches

- Trunk/bark/branches:** grow mostly upright and will not droop; showy trunk; should be grown with a single leader; no thorns
- Pruning requirement:** requires pruning to develop strong structure
- Breakage:** susceptible to breakage either at the crotch due to poor collar formation, or the wood itself is weak and tends to break

Zelkova serrata 'Village Green' -- 'Village Green' Japanese Zelkova

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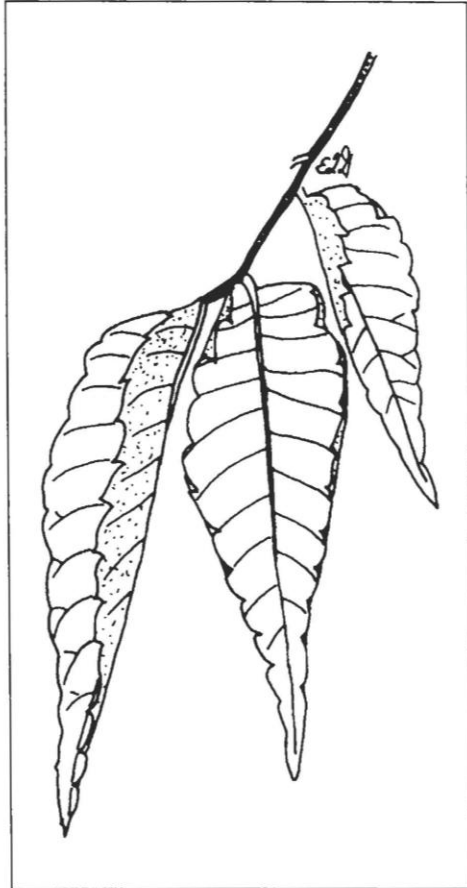


Figure 3. Foliage of 'Village Green' Japanese Zelkova.

Current year twig color: brown
Current year twig thickness: thin

Culture

Light requirement: tree grows in full sun
Soil tolerances: clay; loam; sand; slightly alkaline; acidic; occasionally wet; well-drained
Drought tolerance: high
Aerosol salt tolerance: moderate

Other

Roots: surface roots are usually not a problem
Winter interest: no special winter interest
Outstanding tree: tree has outstanding ornamental features and could be planted more
Invasive potential: little, if any, potential at this time
Verticillium wilt susceptibility: not known to be susceptible
Pest resistance: long-term health usually not affected by pests

USE AND MANAGEMENT

Unfortunately, the branches on Zelkova are often clumped together on the trunk at one point. Double and multiple trunks or leaders with embedded bark are also common. This is not a desirable form for planting in urban areas and needs to be prevented, or corrected, on existing trees. Purchase trees with branches spaced along the trunk so they can develop a secure hold onto the trunk. These will be hard to find but insist on it! Be sure that branches remain less than about half the diameter of the trunk to maintain a strong, durable form. Encourage nurserymen to grow trees with good trunk and branch structure.

The tree will tolerate most soil types, including those with a pH to about 7.5, but prefers a moist deep loam. It is reportedly risky to transplant in the fall. Established trees are fairly drought-tolerant, requiring little irrigation unless located in sandy soil. It makes a wonderful street tree even in restricted-soil tree pits, and is almost pest free. The crowns will eventually grow together if trees are planted on 30-foot-centers, forming a wonderful shaded street. This is a tough, urban tree which is often planted along streets in downtown and residential areas.

Cultivars include: 'Village Green' also resembles the shape of the American Elm and is more winter hardy than 'Green Vase', and may have a straighter trunk.

Diseases

Normally disease-free as it resists Dutch Elm disease, Elm leaf beetle and Japanese beetles.

Zelkova is subject to canker diseases particularly if the trunk is repeatedly wounded. Avoid wounding and maintain tree health.



Fact Sheet ST-556
October 1994

Quercus phellos Willow Oak¹

Edward F. Gilman and Dennis G. Watson²

INTRODUCTION

Widely used as a shade tree, in parks, and to line streets and boulevards, the fast-growing Willow Oak can reach over 70 feet in height with more than a 40 to 50 foot spread (Fig. 1). The pyramidal shape in youth gives way to a rounded canopy in middle and old age, with lower branches drooping toward the ground. The long, light green willow-like leaves create dense shade and a graceful effect turning bright yellow before they fall. The tree is easy to transplant but reportedly transplants poorly in the fall.

GENERAL INFORMATION

Scientific name: *Quercus phellos*

Pronunciation: KWERK-us FELL-oase

Common name(s): Willow Oak

Family: *Fagaceae*

USDA hardiness zones: 6 through 9 (Fig. 2)

Origin: native to North America

Uses: large parking lot islands (> 200 square feet in size); wide tree lawns (>6 feet wide); recommended for buffer strips around parking lots or for median strip plantings in the highway; reclamation plant; shade tree; sidewalk cutout (tree pit); residential street tree; tree has been successfully grown in urban areas where air pollution, poor drainage, compacted soil, and/or drought are common

Availability: generally available in many areas within its hardiness range

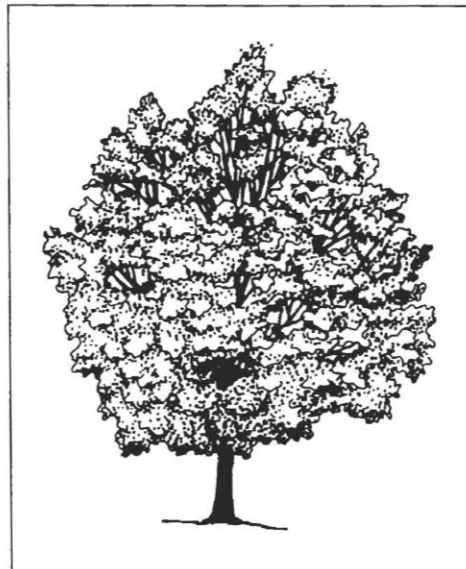


Figure 1. Middle-aged Willow Oak.

DESCRIPTION

Height: 60 to 75 feet

Spread: 40 to 50 feet

Crown uniformity: symmetrical canopy with a regular (or smooth) outline, and individuals have more or less identical crown forms

Crown shape: round; pyramidal

Crown density: dense

Growth rate: fast

1. This document is adapted from Fact Sheet ST-556, a series of the Environmental Horticulture Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: October 1994.
2. Edward F. Gilman, associate professor, Environmental Horticulture Department; Dennis G. Watson, associate professor, Agricultural Engineering Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville FL 32611.

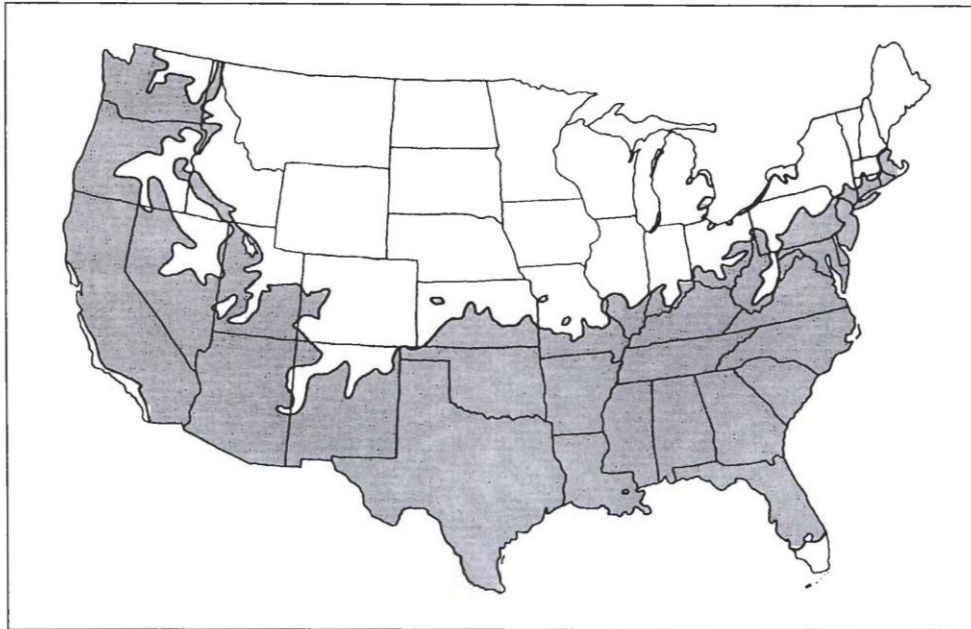


Figure 2. Shaded area represents potential planting range.

Texture: fine

Foliage

Leaf arrangement: alternate (Fig. 3)

Leaf type: simple

Leaf margin: entire

Leaf shape: elliptic (oval); lanceolate; oblong

Leaf venation: pinnate

Leaf type and persistence: deciduous

Leaf blade length: 4 to 8 inches; 2 to 4 inches

Leaf color: green

Fall color: yellow

Fall characteristic: showy

Flower

Flower color: brown

Flower characteristics: inconspicuous and not showy

Fruit

Fruit shape: oval; round

Fruit length: .5 to 1 inch; < .5 inch

Fruit covering: dry or hard

Fruit color: brown

Fruit characteristics: attracts birds; attracts squirrels and other mammals; inconspicuous and not showy; fruit, twigs, or foliage cause significant litter

Trunk and Branches

Trunk/bark/branches: droop as the tree grows, and will require pruning for vehicular or pedestrian clearance beneath the canopy; not particularly showy; should be grown with a single leader; no thorns

Pruning requirement: requires pruning to develop strong structure

Breakage: resistant

Current year twig color: brown

Current year twig thickness: thin

Wood specific gravity: 0.69

Quercus phellos -- Willow Oak

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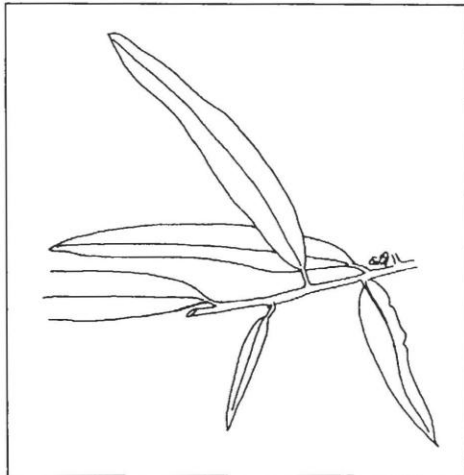


Figure 3. Foliage of Willow Oak.

Culture

Light requirement: tree grows in full sun
Soil tolerances: clay; loam; sand; acidic; extended flooding; well-drained
Drought tolerance: high
Aerosol salt tolerance: high

Other

Roots: surface roots are usually not a problem
Winter interest: no special winter interest
Outstanding tree: not particularly outstanding
Invasive potential: little, if any, potential at this time
Ozone sensitivity: tolerant
Verticillium wilt susceptibility: not known to be susceptible
Pest resistance: long-term health usually not affected by pests

USE AND MANAGEMENT

The city of Charlotte and other southern cities planted Willow Oak extensively during this century and it has proven to be an excellent street tree. Prune to space large branches along the trunk so they are well-attached to the tree. Willow Oak forms a tight, compact head with most of the foliage on the outside of the crown. Open-grown trees would benefit from some pruning to thin the crown to develop more secondary branches along the major limbs and increase the taper on major limbs. This would improve the

already good wind-hardiness of Willow Oak. But pruning is difficult as there are many short, spine-like twigs which are a nuisance to tree climbers. Be sure to prune out double leaders as they form, early in the life of the tree to help create a strong form.

It grows in low, bottomland wet sites of flood plains yet is drought-tolerant. It thrives in constantly wet to moist soil, although it has been known to adapt to seemingly impossible habitats. Willow Oak is a tough tree well adapted to urban conditions, but can develop chlorosis of high pH soils so be sure to plant on only acid or neutral soil. Willow Oak has no major problems and tolerates clay, salt, poor drainage and compacted soil.

Root rot can be a problem in confined urban areas.

Pests

No pests are serious, but mites or scale can become troublesome.

Galls cause homeowners much concern. There are many types and galls can be on the leaves or twigs. Most galls are harmless so chemical controls are not suggested.

Scales of several types can usually be controlled with sprays of horticultural oil.

Aphids cause distorted growth and deposits of honeydew on lower leaves. On large trees, naturally-occurring predatory insects will often bring the aphid population under control.

Boring insects are most likely to attack weakened or stressed trees. Newly planted young trees may also be attacked. Keep trees as healthy as possible with regular fertilization and water during dry weather.

Many caterpillars feed on Oak. Large trees tolerate some feeding injury without harm. Trees repeatedly attacked, or having some other problem, may need spraying. Tent caterpillars form nests in trees then eat the foliage. The nests can be pruned out when small. Where they occur, gypsy moth caterpillars are extremely destructive on Oaks. Fall cankerworm has been a problem in some years.

Twig pruner causes twigs to drop off in the summer. The larvae ride the twig to the ground. Rake up and destroy fallen twigs.

Quercus phellos -- Willow Oak

Page 4

Spider mite infested leaves first look dusty then yellowed. They can occasionally become serious on selected trees.

Lace bugs suck juices from leaves causing them to look dusty or whitish gray.

Diseases

Usually no diseases are serious.

Anthrachnose may be a serious problem in wet weather. Infected leaves have dead areas following the midrib or larger veins. These light brown blotches may run together and, in severe cases, cause leaf drop. Trees of low vigor, repeatedly defoliated, may die. Trees defoliated several years in a row may need spraying, to allow the tree to recover.

Canker diseases attack the trunk and branches. Keep trees healthy by regular fertilization. Prune out diseased or dead branches.

Leaf blister symptoms are round raised areas on the upper leaf surfaces causing depressions of the same shape and size on lower leaf surfaces. Infected areas are yellowish-white to yellowish-brown. The disease is most serious in wet seasons in the spring but it does not need to be treated.

A large number of fungi cause leaf spots but are usually not serious. Rake up and dispose of infected leaves.

Powdery mildew coats leaves with white powdery growth.

Shoestring root rot attacks the roots and once inside moves upward, killing the cambium. The leaves on infected trees are small, pale or yellowed and fall early. There is no practical control. Healthy trees may be more resistant than trees of low vigor.

Chlorosis due to iron-deficiency occurs on high pH soil.



Fact Sheet ST-678
October 1994

Zelkova serrata 'Green Vase' 'Green Vase' Japanese Zelkova¹

Edward F. Gilman and Dennis G. Watson²

INTRODUCTION

'Green Vase' somewhat resembles the vase shape of American Elms, is more upright in habit and tolerant of pollution, makes a great city street tree and produces a taller and narrower tree than 'Village Green' Zelkova (Fig. 1). Zelkova is often listed as a replacement for American Elm since it has roughly the same vase shape and grows 70 to 80 feet tall with a 50 to 60-foot spread. But no tree will truly match the grace and elegance of the American Elm. Zelkova is massive, with the trunk capable of growing to four feet or more in diameter. It has a moderate growth rate and likes a sunny exposure. Branches are more numerous and smaller in diameter than American Elm. Major branches grow very upright and provide easy clearance for tall vehicles below making it quite suitable as a street tree. Leaves are 1.5 to 4 inches long, turning a brilliant burnt umber in the fall.

GENERAL INFORMATION

Scientific name: *Zelkova serrata* 'Green Vase'

Pronunciation: zell-KOE-vuh sair-AY-tuh

Common name(s): 'Green Vase' Japanese Zelkova, 'Green Vase' Saw-Leaf Zelkova

Family: *Ulmaceae*

USDA hardiness zones: 5B through 8 (Fig. 2)

Origin: not native to North America

Uses: large parking lot islands (> 200 square feet in size); wide tree lawns (>6 feet wide); medium-sized parking lot islands (100-200 square feet in size); medium-sized tree lawns (4-6 feet wide); recommended for buffer strips around parking lots or for median strip plantings in the highway; shade tree;

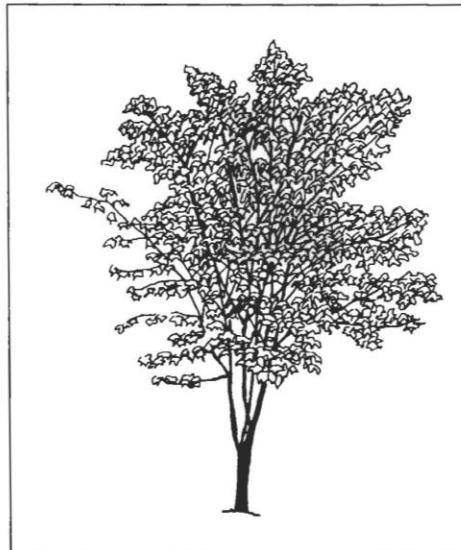


Figure 1. Young 'Green Vase' Japanese Zelkova.

sidewalk cutout (tree pit); residential street tree; tree has been successfully grown in urban areas where air pollution, poor drainage, compacted soil, and/or drought are common

Availability: generally available in many areas within its hardiness range

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2. Edward F. Gilman, associate professor, Environmental Horticulture Department; Dennis G. Watson, associate professor, Agricultural Engineering Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville FL 32611.

Zelkova serrata 'Green Vase' -- 'Green Vase' Japanese Zelkova

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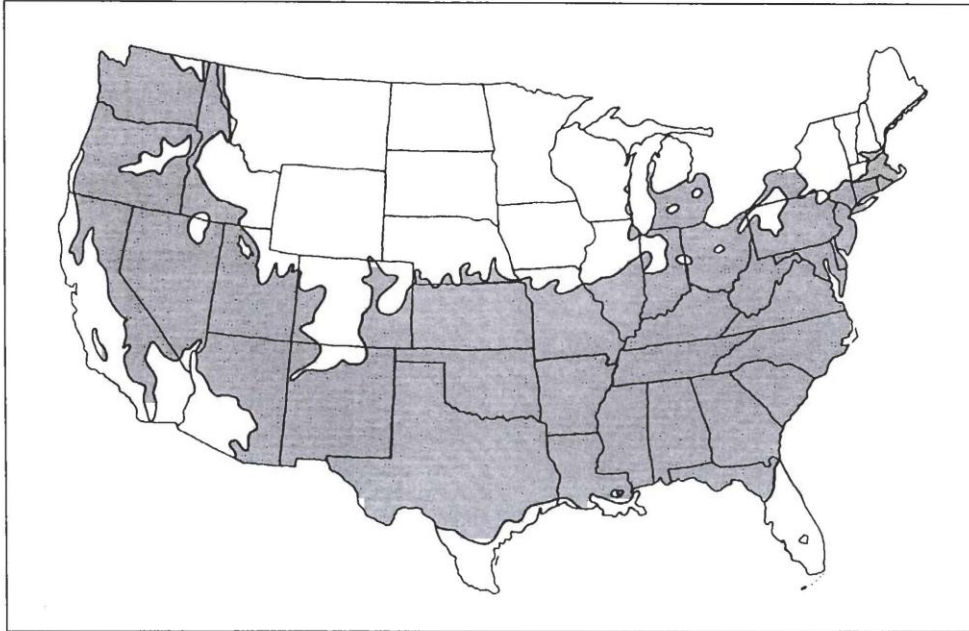


Figure 2. Shaded area represents potential planting range.

DESCRIPTION

Height: 60 to 80 feet
Spread: 50 to 60 feet
Crown uniformity: symmetrical canopy with a regular (or smooth) outline, and individuals have more or less identical crown forms
Crown shape: vase shape
Crown density: moderate
Growth rate: fast
Texture: fine

Foliage

Leaf arrangement: alternate (Fig. 3)
Leaf type: simple
Leaf margin: serrate
Leaf shape: oblong; ovate
Leaf venation: pinnate
Leaf type and persistence: deciduous
Leaf blade length: less than 2 inches
Leaf color: green
Fall color: copper; red
Fall characteristic: showy

Flower

Flower characteristics: inconspicuous and not showy; spring flowering

Fruit

Fruit shape: oval
Fruit length: < .5 inch
Fruit covering: dry or hard
Fruit characteristics: does not attract wildlife; inconspicuous and not showy; no significant litter problem

Trunk and Branches

Trunk/bark/branches: grow mostly upright and will not droop; showy trunk; should be grown with a single leader; no thorns
Pruning requirement: requires pruning to develop strong structure
Breakage: susceptible to breakage either at the crotch due to poor collar formation, or the wood itself is weak and tends to break
Current year twig color: brown
Current year twig thickness: thin

Zelkova serrata 'Green Vase' -- 'Green Vase' Japanese Zelkova

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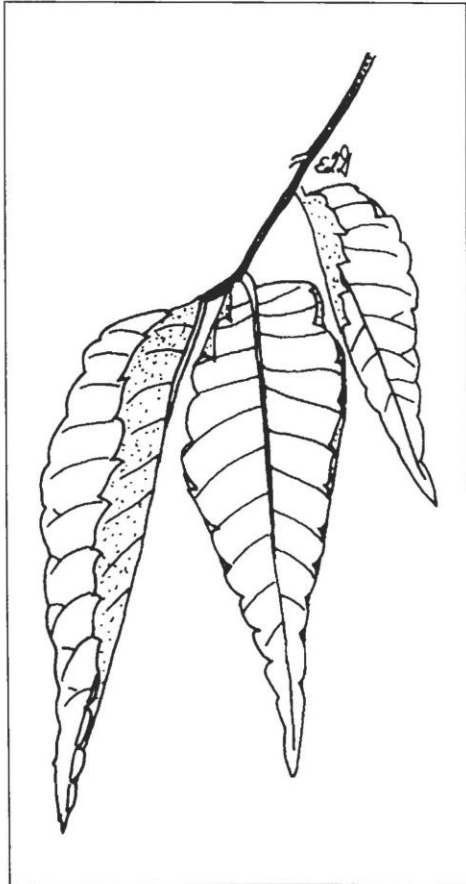


Figure 3. Foliage of 'Green Vase' Japanese Zelkova.

Culture

Light requirement: tree grows in full sun
Soil tolerances: clay; loam; sand; slightly alkaline; acidic; occasionally wet; well-drained
Drought tolerance: high
Aerosol salt tolerance: moderate

Other

Roots: surface roots are usually not a problem
Winter interest: no special winter interest
Outstanding tree: tree has outstanding ornamental features and could be planted more
Invasive potential: little, if any, potential at this time

Verticillium wilt susceptibility: not known to be susceptible

Pest resistance: long-term health usually not affected by pests

USE AND MANAGEMENT

Unfortunately, the branches on Zelkova are often clumped together on the trunk at one point. Double and multiple trunks or leaders with embedded bark are also common. This is not a desirable form for planting in urban areas and needs to be prevented, or corrected, on existing trees. Purchase trees with branches spaced along the trunk so they can develop a secure hold onto the trunk. These will be hard to find but insist on it! Be sure that branches remain less than about half the diameter of the trunk to maintain a strong, durable form. Encourage nurserymen to grow trees with good trunk and branch structure.

The tree will tolerate most soil types, including those with a pH to about 7.5, but prefers a moist deep loam. It is reportedly risky to transplant in the fall. Established trees are fairly drought-tolerant, requiring little irrigation unless located in sandy soil. It makes a wonderful street tree even in restricted-soil tree pits, and is almost pest free. The crowns will eventually grow together if trees are planted on 30-foot-centers, forming a wonderful shaded street. This is a tough, urban tree which is often planted along streets in downtown and residential areas.

Cultivars include: 'Village Green' also resembles the shape of the American Elm and is more winter hardy than 'Green Vase', and may have a straighter trunk.

Diseases

Normally disease-free as it resists Dutch Elm disease and Elm leaf beetle.

Zelkova is subject to canker diseases particularly if the trunk is repeatedly wounded. Avoid wounding and maintain tree health.

Tree Replacements for Townhouse and Alley Homes

Eastern Redbud

Kousa Dogwood

Japanese Maple – Bloodgood

Sweetbay Magnolia



Fact Sheet ST-145
November 1993

Cercis canadensis **Eastern Redbud¹**

Edward F. Gilman and Dennis G. Watson²

INTRODUCTION

The state tree of Oklahoma, Eastern Redbud is a moderate to rapid-grower when young, reaching a height of 20 to 30 feet (Fig. 1). Thirty-year-old specimens are rare but they can reach 35 feet in height forming a rounded vase. Trees of this size are often found on moist sites. The splendid purple-pink flowers appear all over the tree in spring, just before the leaves emerge. Eastern Redbud has an irregular growth habit when young but forms a graceful flat-topped vase-shape as it gets older. The tree usually branches low on the trunk, and if left intact forms a graceful multitrunked habit. Be sure to avoid weak forks by pruning to reduce the size of lateral branches and save those which form a 'U'-shaped crotch, not a 'V'. Keep them less than half the diameter of the main trunk to increase longevity of the tree. Do not allow multiple trunks to grow with tight crotches, instead space branches about 6 to 10 inches apart along a main trunk. Yellow (although somewhat variable and unreliable) fall color and tolerance to partial shade make this a suitable, attractive tree for understory or specimen planting. Best not used extensively as a street tree due to low disease resistance and short life, but is nice in commercial and residential landscapes. Plant in a shrub border for a spring and fall color display.

GENERAL INFORMATION

Scientific name: *Cercis canadensis*
Pronunciation: SER-sis kan-uh-DEN-sis
Common name(s): Eastern Redbud
Family: *Leguminosae*

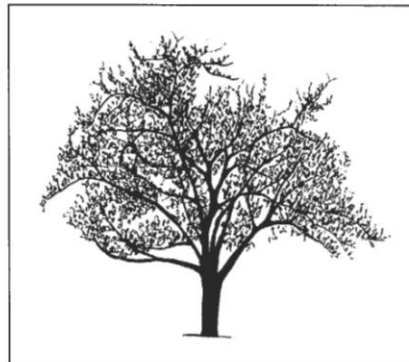


Figure 1. Mature Eastern Redbud.

USDA hardiness zones: 4B through 9A (Fig. 2)

Origin: native to North America

Uses: container or above-ground planter; large parking lot islands (> 200 square feet in size); wide tree lawns (>6 feet wide); medium-sized parking lot islands (100-200 square feet in size); medium-sized tree lawns (4-6 feet wide); recommended for buffer strips around parking lots or for median strip plantings in the highway; near a deck or patio; reclamation plant; shade tree; small parking lot islands (< 100 square feet in size); narrow tree lawns (3-4 feet wide); specimen; sidewalk cutout (tree pit); residential street tree

Availability: generally available in many areas within its hardiness range

1. This document is adapted from Fact Sheet ST-145, a series of the Environmental Horticulture Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: November 1993.
2. Edward F. Gilman, associate professor, Environmental Horticulture Department; Dennis G. Watson, associate professor, Agricultural Engineering Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville FL 32611.

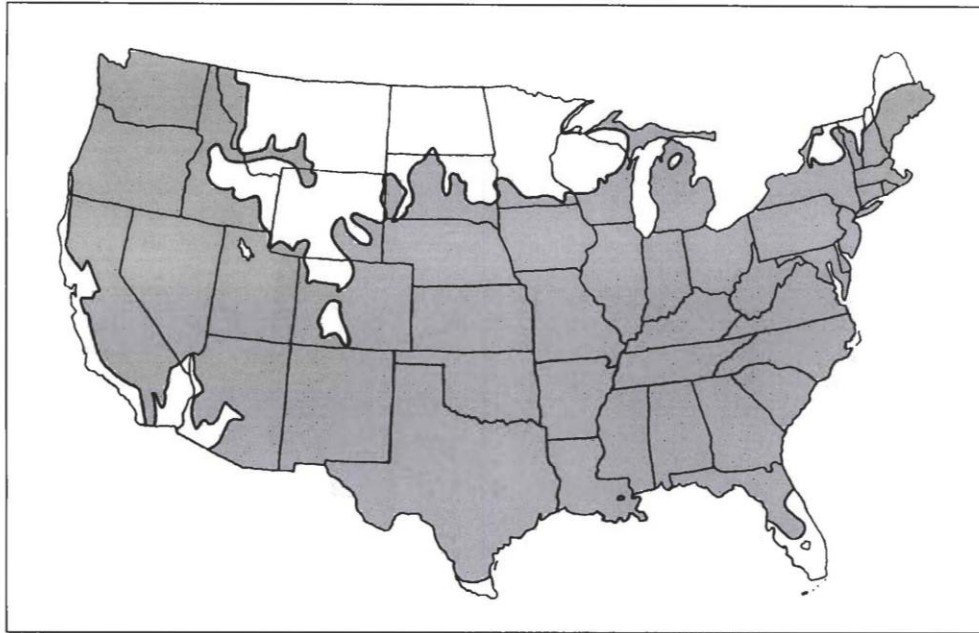


Figure 2. Shaded area represents potential planting range.

DESCRIPTION

Height: 20 to 30 feet
Spread: 15 to 25 feet
Crown uniformity: irregular outline or silhouette
Crown shape: round; vase shape
Crown density: moderate
Growth rate: fast
Texture: coarse

Foliage

Leaf arrangement: alternate (Fig. 3)
Leaf type: simple
Leaf margin: entire
Leaf shape: orbiculate; ovate
Leaf venation: banchidodrome; pinnate; palmate; reticulate
Leaf type and persistence: deciduous
Leaf blade length: 4 to 8 inches; 2 to 4 inches
Leaf color: green
Fall color: yellow
Fall characteristic: showy

Flower

Flower color: lavender; pink; purple
Flower characteristics: spring flowering; very showy

Fruit

Fruit shape: pod
Fruit length: 1 to 3 inches
Fruit covering: dry or hard
Fruit color: brown
Fruit characteristics: does not attract wildlife; no significant litter problem; persistent on the tree; showy

Trunk and Branches

Trunk/bark/branches: bark is thin and easily damaged from mechanical impact; droop as the tree grows, and will require pruning for vehicular or pedestrian clearance beneath the canopy; routinely grown with, or trainable to be grown with, multiple trunks; not particularly showy; tree wants to grow with several trunks but can be trained to grow with a single trunk; no thorns

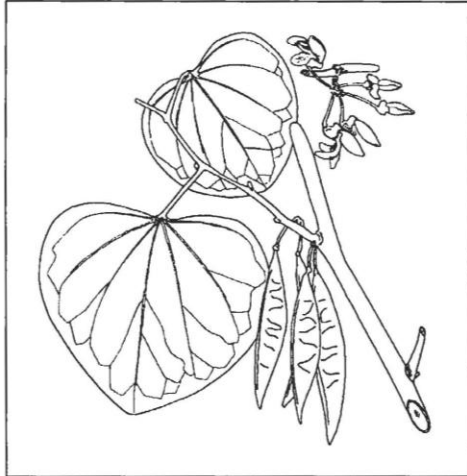


Figure 3. Foliage of Eastern Redbud.

Pruning requirement: requires pruning to develop strong structure

Breakage: susceptible to breakage either at the crotch due to poor collar formation, or the wood itself is weak and tends to break

Current year twig color: brown

Current year twig thickness: medium

Culture

Light requirement: tree grows in part shade/part sun; tree grows in full sun

Soil tolerances: clay; loam; sand; acidic; occasionally wet; alkaline; well-drained

Drought tolerance: high

Aerosol salt tolerance: none

Soil salt tolerance: poor

Other

Roots: surface roots are usually not a problem

Winter interest: no special winter interest

Outstanding tree: not particularly outstanding

Invasive potential: little, if any, potential at this time

Ozone sensitivity: sensitive or moderately tolerant

Verticillium wilt susceptibility: susceptible

Pest resistance: long-term health usually not affected by pests

USE AND MANAGEMENT

Eastern Redbuds grow well in full sun in the northern part of its range but will benefit from some shade in the southern zones, particularly in the lower mid-west where summers are hot. Best growth occurs in a light, rich, moist soil but Eastern Redbud adapts well to a variety of soil including sandy or alkaline. Trees look better when they receive some irrigation in summer dry spells. Its native habitat ranges from stream bank to dry ridge, demonstrating its adaptability. Trees are sold as single or multitemmed. Young trees are easiest to transplant and survive best when planted in the spring or fall. Containerized trees can be planted anytime. The beans provide food for some birds. Trees are short-lived but provide a wonderful show in the spring and fall.

Several cultivars of Eastern Redbud may be seen: forma *alba* - white flowers, blooms about a week later; 'Pink Charm' - flowers pink; 'Pinkbud' - flowers pink; 'Purple Leaf' - young foliage purple; 'Silver Cloud' - leaves variegated with white; 'Flame' - more erect branching, flowers double, blooms later, sterile so no seed pods form. 'Forest Pansy' is a particularly attractive cultivar with purple-red leaves in the spring, but color fades to green in the summer in the south. *Cercis canadensis* var. *texensis* 'Texas White' and *Cercis reniformis* 'Oklahoma' have far superior foliage and make wonderful substitutes for Eastern Redbud, particularly in non-irrigated areas. These are also better for central and western Oklahoma and Texas, as is the Mexican Redbud.

Cercis are best propagated by seed. Use ripe seed to plant directly, or, if seed has been stored, stratification is necessary before sowing in a greenhouse. Cultivars can be propagated by grafting onto seedlings, or by summer cuttings under mist or in a greenhouse.

Pests

Borers attack the trunk of older and stressed trees. Keep the plant vigorous.

Scale insects can usually be controlled with horticultural sprays.

Webworm can defoliate parts of the tree in summer and fall.

Cercis canadensis -- Eastern Redbud

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Diseases

Canker is the biggest problem with Eastern Redbud. Dieback begins as a canker on a branch. The cankers, at first small and sunken, enlarge to girdle the branch. Bark in the canker turns black and a crack forms between diseased and healthy bark. The fungus enters through wounds or dead and dying branches. Once girdled, the part of the stem beyond the canker wilts and dies. There is no chemical control. Prune out diseased branches.

Leaf spots can be a problem during wet weather. Since the disease is rarely serious, no chemical controls are suggested.

Verticillium wilt attacks and kills Eastern Redbud.



Fact Sheet ST-191
November 1993

Cornus kousa Kousa Dogwood¹

Edward F. Gilman and Dennis G. Watson²

INTRODUCTION

Kousa Dogwood grows 15 to 20 feet tall and has beautiful exfoliating bark, long lasting flowers, good fall color, and attractive fruit (Fig. 1). Branches grow upright when the tree is young, but appear in horizontal layers on mature trees. The crown eventually grows wider than it is tall on many specimens. It would be difficult to use too many Kousa Dogwoods. The white, pointed bracts are produced a month later than Flowering Dogwood and are effective for about a month, sometimes longer. The red fruits are edible and they look like a big round raspberry. Birds devour the fruit quickly. Fall color varies from dull red to maroon.

GENERAL INFORMATION

Scientific name: *Cornus kousa*

Pronunciation: KOR-nus KOO-suh

Common name(s): Kousa Dogwood, Chinese Dogwood, Japanese Dogwood

Family: *Cornaceae*

USDA hardiness zones: 5 through 8 (Fig. 2)

Origin: not native to North America

Uses: container or above-ground planter; near a deck or patio; screen; specimen

Availability: generally available in many areas within its hardiness range



Figure 1. Young Kousa Dogwood.

DESCRIPTION

Height: 15 to 20 feet

Spread: 15 to 20 feet

Crown uniformity: symmetrical canopy with a regular (or smooth) outline, and individuals have more or less identical crown forms

Crown shape: round

Crown density: dense

Growth rate: slow

1. This document is adapted from Fact Sheet ST-191, a series of the Environmental Horticulture Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: November 1993.
2. Edward F. Gilman, associate professor, Environmental Horticulture Department; Dennis G. Watson, associate professor, Agricultural Engineering Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville FL 32611.

Cornus kousa – Kousa Dogwood

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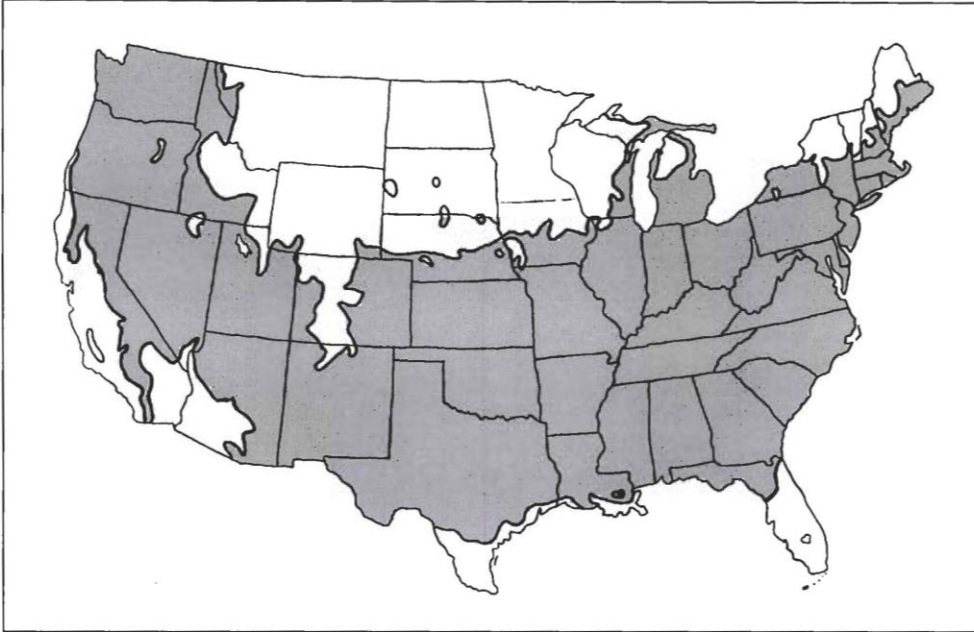


Figure 2. Shaded area represents potential planting range.

Texture: medium

Foliage

Leaf arrangement: opposite/subopposite (Fig. 3)

Leaf type: simple

Leaf margin: entire

Leaf shape: ovate

Leaf venation: bowed; pinnate

Leaf type and persistence: deciduous

Leaf blade length: 2 to 4 inches

Leaf color: green

Fall color: purple; red

Fall characteristic: showy

Flower

Flower color: white

Flower characteristics: spring flowering; very showy

Fruit

Fruit shape: oval; round

Fruit length: .5 to 1 inch

Fruit covering: fleshy

Fruit color: red

Fruit characteristics: attracts birds; suited for human consumption; no significant litter problem; showy

Trunk and Branches

Trunk/bark/branches: droop as the tree grows, and will require pruning for vehicular or pedestrian clearance beneath the canopy; routinely grown with, or trainable to be grown with, multiple trunks; showy trunk; no thorns

Pruning requirement: needs little pruning to develop a strong structure

Breakage: resistant

Current year twig color: brown; green

Current year twig thickness: medium

Cornus kousa -- Kousa Dogwood

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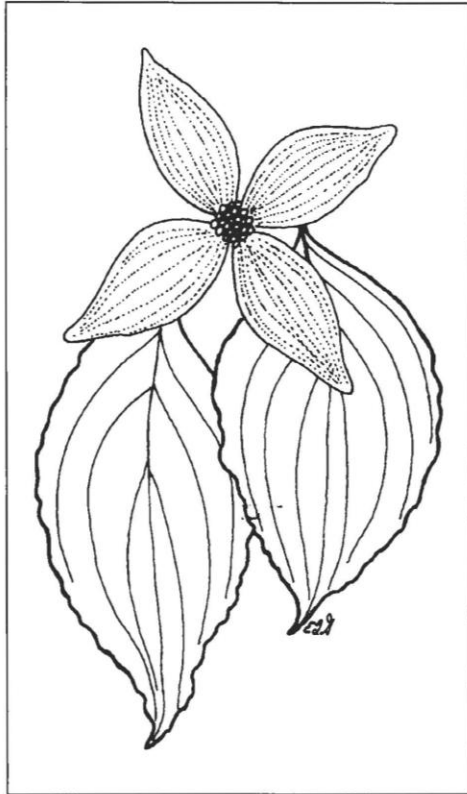


Figure 3. Foliage of Kousa Dogwood.

Culture

Light requirement: tree grows in part shade/part sun; tree grows in full sun

Soil tolerances: clay; loam; sand; acidic; well-drained

Drought tolerance: moderate

Aerosol salt tolerance: moderate

Soil salt tolerance: moderate

Other

Roots: surface roots are usually not a problem

Winter interest: tree has winter interest due to unusual form, nice persistent fruits, showy winter trunk, or winter flowers

Outstanding tree: tree has outstanding ornamental features and could be planted more

Invasive potential: little, if any, potential at this time

Verticillium wilt susceptibility: not known to be susceptible

Pest resistance: long-term health usually not affected by pests

USE AND MANAGEMENT

The bark is so attractive on Kousa Dogwood that lower branches should be selectively thinned to show it off. Although young trees show only limited bark exfoliation, the tree shows its true bark character as it gets older. The tree also makes a great silhouette as a specimen planting and should be allowed to branch close to the ground to enjoy its full character. The strong horizontal branching habit on older plants is difficult to find in other trees, and it looks great when lit at night from beneath the canopy. Planting a Kousa Dogwood can extend the spring flowering season several weeks since it flowers just after Flowering Dogwood.

Kousa Dogwood should be planted in place of *Cornus florida* where *Discula* anthracnose is a problem. It is not rated as an urban tough tree and needs open soil space to look its best. Some shade will improve performance in restricted soil spaces.

Growth is best on moist, loamy, well-drained soil (not heavy clay) with mulch or leaf litter accumulated over the roots. Kousa Dogwood is not particularly drought- or heat-tolerant, requiring irrigation during drought periods in summer. Sensitive to reflected heat so it is poorly adapted to downtown landscapes. Best in some shade in the southern part of its range.

Cultivars include: 'Chinensis' - larger bracts; 'Milky Way' - produces more flowers; the var. *angustata* is evergreen as far north as Philadelphia. *Cornus florida* x *kousa* hybrid 'Constellation' is new, becoming available, and has wonderful flowers.

Pests

Several borers will attack dogwood. Try to keep the trees healthy with regular fertilization. Indications of borer problems are holes in the trunk, leaves smaller than normal, and dieback of the crown.

Dogwood club gall midge causes galls at the branch tips. The leaves on affected branch tips may be distorted and the branch may fail to form a flower bud. Prune out the galls as soon as they are seen.

Cornus kousa -- Kousa Dogwood

Page 4

Leaf miners cause brown blister-like mines on the undersides of leaves. The adult leaf miner skeletonizes the leaves.

Scales can build up to large numbers before being detected.

Aphids on small trees may be partially controlled by spraying them with a strong stream of water from the garden hose.

Diseases

Most of the diseases listed are seen most often on *Cornus florida*. However other dogwoods are susceptible to the diseases listed.

Early symptoms of dogwood canker are smaller and paler leaves. Leaves on infected branches are red earlier in the fall. At first the symptoms appear only on the infected side of the tree but become more general as the canker enlarges. There is no chemical control for the disease. Avoid trunk wounds during and after planting.

Crown canker is associated with wet soils and can be controlled with appropriate fungicides.

Flower and leaf blight caused by *Botrytis cinerea* attacks fading bracts, especially during wet weather. Infected flower parts fall on the leaves spreading the infection.

A large number of leaf spots attack dogwood. Clean up and dispose of infected leaves.

Powdery mildew covers the leaves with a fine white coating.

Leaf scorch occurs during hot, dry, windy weather. This condition looks like a disease. Scorch symptoms are drying and browning of the leaf margins, or, in more serious cases, drying and browning of the interveinal area.



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Fact Sheet FPS-9
October, 1999

***Acer palmatum* 'Bloodgood'¹**

Edward F. Gilman²

Introduction

'Bloodgood' Japanese Maple has a round shape with a height and spread of about 20 feet, making it nicely suited to residential landscapes (Fig. 1). Its popularity is due mostly to the leaves which stay red for most of the summer. Leaves turn to greenish red in the hot weather (July in northern Florida) in the southern part of its range. The multiple trunks are muscular-looking, picturesque, grey and show nicely when lighted at night. Fall color is reddish and less striking than other Japanese Maples. The globose canopy shape looks best when it is allowed to branch to the ground. Lower foliage branches can be thinned to display the attractive bark and trunk structure.

General Information

Scientific name: *Acer palmatum* 'Bloodgood'

Pronunciation: AY-sir pal-MAY-tum

Common name(s): 'Bloodgood' Japanese Maple

Family: *Aceraceae*

Plant type: shrub

USDA hardiness zones: 5B through 8 (Fig. 2)

Planting month for zone 7: year round

Planting month for zone 8: year round

Origin: not native to North America

Uses: border; near a deck or patio; bonsai; container or above-ground planter; trained as a standard

Availability: generally available in many areas within its hardiness range

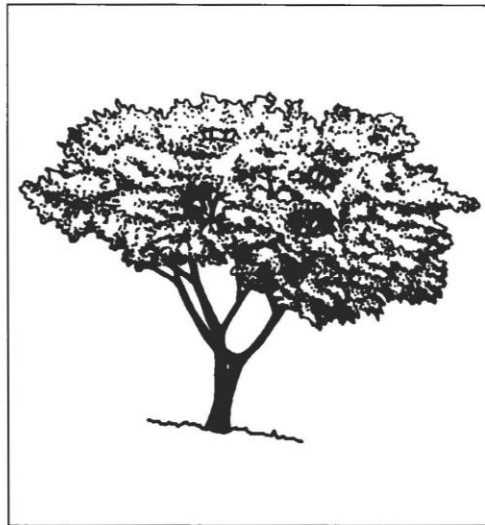


Figure 1. 'Bloodgood' Japanese Maple.

Height: 12 to 20 feet

Spread: 15 to 20 feet

Plant habit: round

Plant density: symmetrical habit with a regular (or smooth) outline and individuals having more or less identical forms

Growth rate: slow

Texture: medium

Description

1. This document is Fact Sheet FPS-9, one of a series of the Environmental Horticulture Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: October 1999. Please visit the EDIS web site at <http://edis.ifas.ufl.edu>.
2. Edward F. Gilman, professor, Environmental Horticulture Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, 32611.

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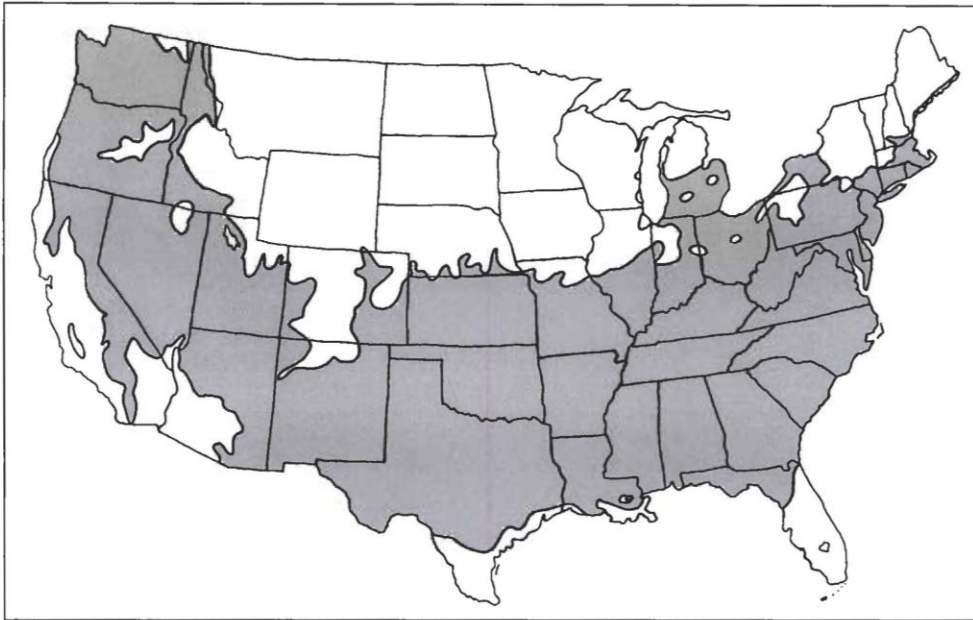


Figure 2. Shaded area represents potential planting range.

Foliage

Leaf arrangement: opposite/subopposite
Leaf type: simple
Leaf margin: serrate; parted
Leaf shape: star-shaped
Leaf venation: palmate
Leaf type and persistence: deciduous
Leaf blade length: 2 to 4 inches
Leaf color: purple or red
Fall color: red
Fall characteristic: showy

Flower

Flower color: red
Flower characteristic: spring flowering

Fruit

Fruit shape: elongated
Fruit length: .5 to 1 inch
Fruit cover: dry or hard
Fruit color: red
Fruit characteristic: showy

Trunk and Branches

Trunk/bark/branches: no thorns; typically multi-trunked or clumping stems
Current year stem/twig color: reddish
Current year stem/twig thickness: thin

Culture

Light requirement: plant grows in the shade; plant grows in full sun
Soil tolerances: slightly alkaline; acidic; clay; loam; sand;
Drought tolerance: moderate
Soil salt tolerances: moderate
Plant spacing: 36 to 60 inches

October 1999

Other

Roots: usually not a problem

Winter interest: plant has winter interest due to unusual form, nice persistent fruits, showy winter trunk, or winter flowers

Outstanding plant: not particularly outstanding

Invasive potential: not known to be invasive

Pest resistance: long-term health usually not affected by pests

Use and Management

This large shrub or small tree tends to leaf out early, so it may be injured by spring frosts. Leaves can scorch in hot summer weather unless they are in some shade or irrigated during dry weather. More direct sun can be tolerated in the northern part of the range. Be sure drainage is maintained and never allow water to stand around the roots. Japanese Maples grow fine on clay soils as long as the ground is sloped so water does not accumulate in the soil. They respond well to several inches of mulch placed beneath the canopy. Be sure to clear all turf away from beneath the branches of low growing types so the lawn mower will not damage the tree.

This cultivar makes a nice patio or small shade tree for residential lots, and, with pruning to remove drooping branches, provides adequate clearance for pedestrian traffic to pass close to the tree.

Train the trunks and branches so they will not touch each other. Eliminate branches with included (embedded) bark or those which are likely to develop it as soon as possible. This reduces the likelihood of one splitting from the tree later when it has grown to become an important part of the landscape. Remove small twigs to enhance the showy trunk and bark structure. Locate the tree properly, taking into account the ultimate size since the tree looks best if it is not pruned to control size. It can be the centerpiece of your landscape if properly located. Japanese Maples have a reputation for transplanting from a field nursery poorly, but root pruned plants and those from containers should do well.

Pests and Diseases

Due to poor growth in poorly drained soil, it is often planted on raised beds or on high ground in clay soil. Aphids, scales and borers can be found on the Maples. Scorch occurs during periods of high temperatures accompanied by wind. Trees with diseased or inadequate root systems will also show scorching. Verticillium wilt can kill plants.



Fact Sheet ST-384
October 1994

Magnolia virginiana Sweetbay Magnolia¹

Edward F. Gilman and Dennis G. Watson²

INTRODUCTION

Sweetbay Magnolia is a graceful southern, evergreen to semi-evergreen, wide columnar tree, ideal for use as a patio tree or specimen (Fig. 1). It can grow to a mature height of 40 feet in the north or to 60 feet in the south. Trees glimmer in the wind due to the whitish-green undersides of the leaves. They are very noticeable as you drive by them on interstates along water-logged woodlands. The tree provides excellent vertical definition in a shrub border or as a free standing specimen and flourishes in moist, acid soil such as the swamps in the eastern U.S. and along stream banks. The creamy-white, lemon-scented flowers appear from June through September, and are followed by small red seeds which are used by a variety of wildlife. It can be trained into a multi-trunked, spreading specimen plant, or left with the central leader intact as a wide column.

GENERAL INFORMATION

Scientific name: *Magnolia virginiana*

Pronunciation: mag-NO-lee-uh ver-jin-ee-AY-nuh

Common name(s): Sweetbay Magnolia, Swamp Magnolia

Family: *Magnoliaceae*

USDA hardiness zones: 5 through 10A (Fig. 2)

Origin: native to North America

Uses: espalier; wide tree lawns (>6 feet wide); medium-sized tree lawns (4-6 feet wide); recommended for buffer strips around parking lots or for median strip plantings in the highway; near a deck or patio; specimen; residential street tree; no proven urban tolerance

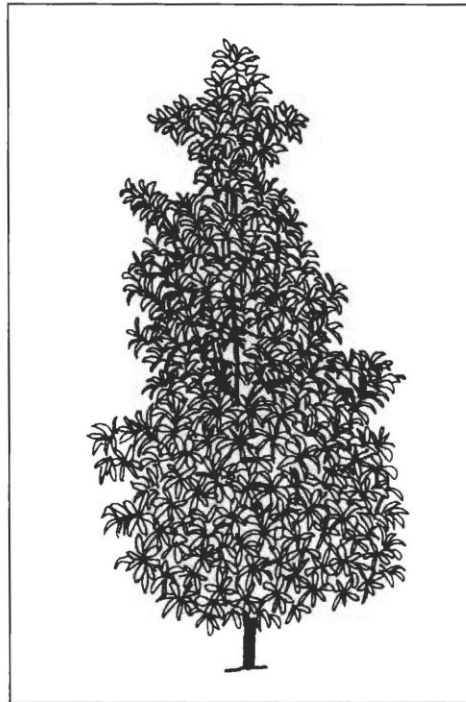


Figure 1. Middle-aged Sweetbay Magnolia.

Availability: generally available in many areas within its hardiness range

1. This document is adapted from Fact Sheet ST-384, a series of the Environmental Horticulture Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: October 1994.
2. Edward F. Gilman, associate professor, Environmental Horticulture Department; Dennis G. Watson, associate professor, Agricultural Engineering Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville FL 32611.

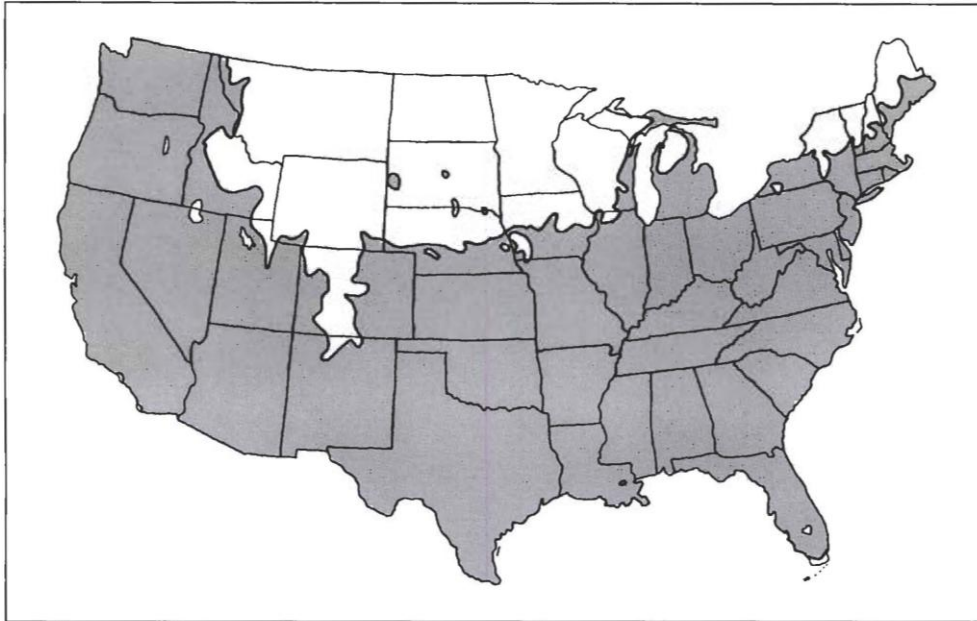


Figure 2. Shaded area represents potential planting range.

DESCRIPTION

Height: 40 to 50 feet
Spread: 15 to 25 feet
Crown uniformity: symmetrical canopy with a regular (or smooth) outline, and individuals have more or less identical crown forms
Crown shape: columnar; vase shape
Crown density: moderate
Growth rate: medium
Texture: medium

Foliage

Leaf arrangement: alternate
Leaf type: simple
Leaf margin: entire
Leaf shape: elliptic (oval); oblong
Leaf venation: banchidodrome; pinnate
Leaf type and persistence: deciduous; evergreen; semievergreen
Leaf blade length: 2 to 4 inches; less than 2 inches
Leaf color: green
Fall color: no fall color change
Fall characteristic: not showy

Flower

Flower color: white
Flower characteristics: pleasant fragrance; summer flowering; very showy (Fig. 3)

Fruit

Fruit shape: elongated
Fruit length: 1 to 3 inches
Fruit covering: dry or hard
Fruit color: green; red
Fruit characteristics: attracts birds; attracts squirrels and other mammals; no significant litter problem; showy

Trunk and Branches

Trunk/bark/branches: bark is thin and easily damaged from mechanical impact; routinely grown with, or trainable to be grown with, multiple trunks; grow mostly upright and will not droop; showy trunk; tree wants to grow with several trunks but can be trained to grow with a single trunk; no thorns
Pruning requirement: needs little pruning to develop a strong structure

Magnolia virginiana -- Sweetbay Magnolia

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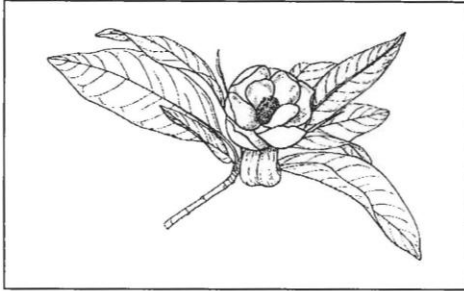


Figure 3. Flower of Sweetbay Magnolia.

Breakage: resistant**Current year twig color:** green**Current year twig thickness:** thin**Culture****Light requirement:** tree grows in part shade/part sun; tree grows in full sun**Soil tolerances:** clay; loam; sand; acidic; extended flooding; well-drained**Drought tolerance:** No entries found.**Aerosol salt tolerance:** low**Soil salt tolerance:** poor**Other****Roots:** surface roots are usually not a problem**Winter interest:** no special winter interest**Outstanding tree:** tree has outstanding ornamental features and could be planted more**Invasive potential:** little, if any, potential at this time**Ozone sensitivity:** tolerant**Verticillium wilt susceptibility:** susceptible**Pest resistance:** long-term health usually not affected by pests**USE AND MANAGEMENT**

Sweetbay Magnolia makes an excellent tree for planting next to buildings, in narrow alleys or corridors, or in other urban areas with limited space for horizontal crown expansion. It has not been planted extensively in downtown urban areas, but its flood and drought tolerance and narrow crown combine to make it a good candidate. It usually maintains a good, straight central leader, although occasionally the trunk branches low to the ground forming a round multi-stemmed, spreading tree. It should be grown and planted more often.

Sweetbay Magnolia roots easily from softwood cuttings, grows freely near coastal areas, and is happiest in southern climates. It is thriving in the Auburn Shade Tree Evaluation trials in Alabama without irrigation. However, in the confined soil spaces typical of some urban areas, occasional irrigation is recommended.

The species is deciduous in USDA hardiness zones 7 and 8 (evergreen farther south) but the variety *australis* and cultivar 'Henry Hicks' are evergreen; 'Havener' has larger flower petals.

Pests and Diseases

Scales sometimes infest foliage and twigs, particularly on dry sites where the tree is under stress.

Tulip-Poplar weevil (sassafras weevil) feeds as a leaf miner when young and chews holes in the leaves as an adult.

Leaf spots occasionally occur on the foliage but are of little concern.

Glossary

The following terms are used throughout these Design Guidelines. Specific interpretations of some terms may vary depending on the nature of the Improvement and the site conditions.

ACR

See Architectural Change Request

ARC

See Architectural Review Committee.

Accessory Structure

Any exterior structure that is not considered part of the primary dwelling on a Lot. Examples include fencing, decks, patios, outbuildings, sheds, and pools.

Alley Home Lot

A detached residential housing unit designed to house one family with rear-loaded garages accessed via a common alley.

Applicant

The person submitting an Architectural Change Request; also the Lot Owner.

Application

See Architectural Change Request

Architectural Change Request (ACR)

An official request made by a Lot Owner to the HOA for approval to make an exterior change on the Lot.

Architectural Project

Any exterior addition, modification, or deletion to the home, accessory structures, landscaping, or other elements within the property lines.

Architectural Review Committee

A committee composed of volunteer Urbana Highlands' homeowners appointed by the Urbana Highlands Home Owners Association, Inc. Board of Directors.

Architectural Review Entity

See Architectural Review Committee.

Architectural Screening

A structure designed and constructed specifically to provide a visual barrier between some object or area on a Lot and another area.

Artificial Stone

See Cultured Stone.

Asphalt

A brownish-black solid or semisolid mixture of bitumens obtained from native deposits or as a petroleum byproduct, used in paving, roofing, and waterproofing. Mixed asphalt and crushed stone gravel or sand, used for paving or roofing.

Back Yard

The area bordered by the rear property line, the side property lines, and the line passing through, and parallel to, the rear-facing foundation wall of the house that is furthest from the rear Lot line.

Beauty Side

In fence construction, the finished side of the fence.

Brick

A molded rectangular block of clay baked by the sun or in a kiln until hard and used as a building and paving material.

Catalog Photograph

A color picture from a physical catalog or from the Internet depicting the design, materials, and colors of an off-the-shelf item.

Cementitious Fiberboard

A type of siding material made from fiber-reinforced concrete, typically requires painting. Brand names include HardiBoard and HardiPlank.

Chain Link Fence

A type of metal fencing made from interlocking metal wire and usually supported by metal posts and rails. The fencing around the Urbana Highlands tennis courts is chain link fencing.

Committee

Within this document, refers to the Architectural Review Committee. *See* Architectural Review Committee.

Composite Lumber

A class of building materials composed primarily of wood byproducts (sawdust and chips) and resins which has been formed into common lumber sizes for use as exterior trim, decking, railings, and fencing.

Concrete

A hard, strong construction material consisting of sand, conglomerate gravel, pebbles, broken stone, or slag in a mortar or cement matrix. Used in Urbana Highlands for sidewalks, curbs, driveways, stoops, and foundation walls.

Concrete Paver

A type of brick made from concrete and available in a variety of colors designed for paving patios, driveways, and walkways.

Cupola

A domelike structure surmounting a roof, often used as a lookout or to admit light and air.

Conduit

A tube or duct for enclosing electric wires or cable.

Corrugated Pipe

Three- or four-inch ribbed plastic piping designed for landscape and foundation draining.

County Right-of-Way (ROW)

The grassy strip of land between the sidewalk and street is the county right-of-way (ROW). No permanent improvements are allowed within the county ROW. Examples of permanent improvements are brick or stone walls surrounding mailbox planting beds or trees and stepping stones or other types of hard-landscaping designed for foot traffic.

Covenant

Restriction, use, limitation, obligation, easement, equitable servitude, charge and lien dictated in the Urbana Highlands Homeowners Association Declarations of Covenants and Restrictions.

Cross Bracing

A type of reinforcement for upper-level decks whereby lumber is fastened to the posts in an 'X' or 'V' shape.

Cultured Stone

Architectural projects may be faced with artificial stone and pigmented concrete blocks. The pigment selected must be consistently used on the property and complement the color scheme of the existing structure(s) within the Property.

Cut Sheet

Documentation which provides information about the referenced materials.

Dead-man

An anchor for a guy line, usually a beam, block or other heavy item buried in the ground, to which a line is attached.

Decibel

A unit used to express relative difference in power or intensity, usually between two acoustic or electric signals, equal to ten times the common logarithm of the ratio of the two levels.

Deck

A flat floored roofless area adjoining a house constructed of wood or similar man-made materials, excluding concrete, stone, clay or similar man made materials as its main construction material. May be elevated or at ground level.

Dryvit

A type of siding consisting of insulating foam board and mortar, designed to look like stucco.

Easement

Portion of land within a private or public property allocated for use of another public or private party, e.g., utility easement, access easement.

Elevation Drawing

A drawing or diagram which depicts the side view of a project's design. Elevation drawing are typically required for all relevant elevations.

Façade

The vertical surface of a house/structure set along the front Lot line.

Fascia

A flat horizontal band or member between moldings

Front Yard

The area bordered by the sidewalk, the side property lines, and the line passing through, and parallel to, the front facing foundation wall of the house that is furthest from the street.

Full-View (Storm or Screen Door)

A storm or screen door configuration in which the glass and/or screen compose at least eighty percent (80%) of the area of the door.

Hard Landscaping

Hard-landscaping includes all permanent outdoor alterations made in conjunction with soft landscaping projects. Hard landscaping includes, but is not limited to, water features, walls, rock gardens, and walkways.

High-View (Storm or Screen Door)

A storm or screen door configuration in which the glass and/or screen compose at least forty percent (40%) of the area of the door with the glass/screen oriented toward the top of the door. Also known as a ½-view door.

High-Visibility Elevation or Area

An elevation on a home or an area on a Lot that is generally visible from public spaces such as streets, sidewalks, and parks. Typically, high-visibility areas are the fronts and the street-facing sides of homes. Other elevations and areas on a Lot may be classified as high-visibility by the ARC.

Landscape Screening

Landscaping designed and planted specifically to provide a visual barrier between some object or area on a Lot and another area.

Landscape Timber

A piece of pressure-treated lumber which typically measures approximately four (4) inches by four (4) inches in cross section and eight (8) feet or longer.

Lot Survey

See Plat.

Manufacturer's Cut Sheet

A information package, brochure, Internet printout, or data sheet that provides the manufacturer's specifications for a product.

Mid-View (Storm or Screen Door)

A storm or screen door configuration in which the glass and/or screen compose at least sixty percent (60%) of the surface area of the door with the glass/screen oriented toward the top of the door. Also known as a ¾-view door.

Mortar

Any of various bonding materials used in masonry, surfacing, and plastering, especially a plastic mixture of cement or lime, sand, and water that hardens in place and is used to bind together bricks or stones.

Mullion

A vertical member, as of stone or wood, dividing a window or other opening.

Muntin

A strip of wood or metal separating and holding panes of glass in a window.

P1

The section of Urbana Highlands that comprises Bishopgate Drive, Brushfield Drive, Celtic Way, and Tantallon Way. This section contains Single Family Lots (the *Manor* series built by Advantage Homes) and Alley Home Lots (the *Americana* series built by Advantage Homes).

P2

The section of Urbana Highlands that comprises Brigadoon Lane, Brigadoon Place, and Brigadoon Way. This section contains Townhouse Lots (the *Nottingham* and *Camelot* series built by Advantage Homes).

P3

The section of Urbana Highlands that comprises Aberdeen Way, Braveheart Lane, Caledonia Drive, Glasgow Way, Loch Ness Court, Mount Nevis Pass, Royal Crest Circle, and Shetland Court. This section contains Single Family Lots (NV Homes, Winchester Homes, and the *Manor* series built by Advantage Homes,) and Alley Home Lots (the *Village Series* built by Advantage Homes).

P4

The section of Urbana Highlands that comprises Braveheart Circle, Braveheart Drive, Braveheart Way, and Longhope Lane. This section contains Single Family Lots (the *Manor* series built by Advantage Homes) and Alley Home Lots (the *Vintage* series built by Advantage Homes).

P5

A future section of Urbana Highlands that will include Townhouse Lots.

Patio

A recreation area that adjoins a dwelling, is adapted especially to outdoor dining and entertaining, and is not covered by a structurally designed roof. Generally constructed at ground level and constructed of concrete, stone, clay, or similar natural or man-made materials, excluding wood or similar man-made materials as its main construction material.

Permanent Grill

A solid non-flammable structure such as brick, stone, slate, or concrete masonry having a specific fixed location that encases a grilling apparatus, which renders the grill non-relocatable. This specifically excludes portable grilling devices (gas and/or charcoal operated), hibachis, smokers, and the like.

Pipe Stem Lot

A Lot that shares a common access with another adjacent Lot.

Plan Drawing

A drawing which depicts the top-down view of a project's design (e.g., a floor plan).

Plat

An official Lot survey, typically provided by the builder to the purchaser of a home, that shows the location of Lot boundaries, easements, setbacks, and improvements.

Porch

An elevated covered entrance to a dwelling with a separate or integrated structurally designed roof permanently attached to the main dwelling.

Property

The land and man made structures owned via deed by an Association member within Urbana Highlands.

Project

See Architectural Project.

Rear Yard

See Back Yard.

Retaining Wall

A wall built to support or prevent the advance of a mass of earth or water.

Ridge Line

The uppermost profile of a roof structure.

Setback

Mandatory distance, as stipulated in the Zoning regulations, between a Lot boundary and a façade where no permanent structure could be erected.

Screening

See Architectural Screening, Landscape Screening.

Section P1

See P1.

Section P2

See P2.

Section P3

See P3.

Section P4

See P4.

Section P5

See P5.

Shielded from Street View

A criterion that requires an outdoor permanent or semi-permanent object or improvement be located behind fencing, soft landscaping, or a portion of the house that protrudes and therefore obscures the item when viewed from the street.

Side Plane

The imaginary vertical plane running along the longest portion of the side foundation wall on either side of the house.

Side Yard

The area(s) not included in the front yard or back yard.

Single Family Lot

A detached residential housing unit designed to house one family, excluding Alley Home Lots.

Site plan

See Plat.

Stoop

A raised area in front of the main entrance of the house usually finished in concrete, stone, or brick.

Tie-Back

A rod fastened to a dead-man, a rigid foundation, or a rock or soil anchor to prevent lateral movement of formwork, sheet pile walls, retaining wall, bulkheads, etc.

Townhouse Lot

A residential unit type designed to house one family sharing common party walls with other units of the same type.

Urbana HOA

Urbana Highlands Homeowners Association, Inc.

Widow's Walk

A railed, rooftop platform typically on a coastal house, originally designed to observe vessels at sea.

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