

**STARR CREEK FOREST HOA
ARCHITECTURAL PROCEDURES AND GUIDELINES
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A. PROGRAM FOR ARCHITECTURAL COMMITTEE

1. Mission Statement

- To encourage the continued improvement of Starr Creek Forest homes.
- To improve and maintain property value appreciation for all Starr Creek Forest homes.
- To ensure property improvements are of suitable quality and harmonious with regard to the standards set for the community.
- To enforce compliance regarding uses and conditions of residents' properties as set forth in the Protective Covenants.

2. Organization of the Architectural Committee ("AC")

- Residents should contact the management company (if used) or AC members regarding advice, approvals, and non-conformance issues.

3. Architectural Guidelines

- Guidelines have been established by the AC and approved by the Board.
- Guidelines are intended to provide fair and uniform information for all Starr Creek Forest residents regarding:
 - Quality of materials, harmony of external design, dimensions, and relative location of improvements.
 - Conformance of improvements and property uses with the Protective Covenants and Minimum Construction Standards.
- The AC reviews/approves all matters concerning improvements and conformance as set forth in the Guidelines.
- The AC may utilize a managing agent to assist in administration of the Guidelines.
- Association members may appeal decisions of the AC to the Board, whose decision will be final. A representative of the AC will represent the AC's position at the meeting.
- Guidelines will be maintained by the AC and may be updated from time-to-time given approval by the Board. Notices of these updates will be given via the newsletter or special notice to residents.

B. THE APPLICATION AND APPROVAL PROCESS

1. Items Requiring/Not Requiring Prior Approval

- Prior approval is required for all additions, improvements, or changes to residents' real property.
- The following items do not require prior approval. However, if any of these actions result in the application of unsuitable materials or workmanship that is judged by the AC to detract from the community, the AC has the right to require they be replaced.
 - Re-roof house/garage with the same roofing material.
 - Repair house/garage with the same exterior materials.
 - Installation of minor landscaping.
 - Installation of benches, tables, or statuary.

2. Application process

- Residents must submit a completed application form (see Attachment A) to the management company (if used) or the AC.
- Upon receiving an application the AC will first review the status of the property with regard to any outstanding non-conformance issues as well as making sure that the resident is current on the association dues.
- The AC has five (5) business days from the date of receipt of a complete proposal to respond. The AC or managing agent (if used) will endeavor to respond timely to facilitate a resident's planning and implementation process.
- Any Starr Creek Forest resident has the right to appeal a decision of the AC to the Starr Creek Forest Board of Directors, whose decision shall be final and binding.

3. Variances

- The AC is empowered to grant variances on a case-by-case basis to the Protective Covenants for a resident whose proposed improvements are harmonious with and add value to the surrounding neighborhood, but vary from the dimensional limits set forth in the Protective Covenants.
- The resident applying for a variance should contact the management company (if used) or the AC in advance to facilitate the application process. The formal request for variance shall identify the legal description of the property, the specific details of the subject variance, any conditions under which the variance is approved, and the name(s) of the party making the request.
- Likewise, the resident should endeavor to obtain the prior approval of all adjoining neighbors who may be affected by the proposed improvement.
- Once the variance is approved, it is then included in the resident's property file.
- The AC shall have the variance recorded and all costs associated with the recording of a variance shall be the responsibility of the resident.
- Outbuildings:
 - An "Outbuilding " is any structure that has a floor and/or walls and/or a permanent roof, but is not attached to the residence or a detached garage. Outbuildings therefore include sheds/storage units, gazebos, detached decks, patio covers, and children's play structures.
 - All Outbuildings are subject to the overall height limit of eight (8) feet above the ground. This height limit helps to insure the privacy of the adjoining residents.
 - The AC may recommend and the Board of Directors may grant a variance to the eight (8) foot height limit on a case-by-case basis only for a gazebo and children's play structure. These improvements must be harmonious with and add to the value of the surrounding neighborhood. Residents are strongly recommended to consult with their adjoining neighbors prior to applying for a variance.
 - The maximum height limit for which a variance may be granted are set forth below:
 - Gazebos: The maximum height for which a variance may be granted is for the peak of a gazebo roof not to exceed twelve (12) feet in height from the ground, and the horizontal supports shall not exceed eight (8) feet from the deck. The maximum height for a flat gazebo roof shall not exceed ten (10) feet above the ground and the horizontal supports shall not exceed eight (8) feet from the deck.
 - Children's Play Structure: The maximum height for which a variance may be granted is ten (10) feet from the ground.

C. SUITABLE MATERIAL QUALITY AND HARMONIOUS EXTERIORS

- The Architectural Committee enforces the use of quality materials, harmonious external design, and Minimum Construction Standards. The AC has the duty to reject any addition, improvement, or change on the basis of unsuitable material quality and/or harmonious exterior design or color. The AC can exercise this duty irrespective of an improvement's or addition's compliance with the location guidelines.
- For home/garage additions or major improvements, we recommend that a licensed building contractor is used and that they are knowledgeable with and comply with these standards.
- Material Quality: Information regarding the materials used in the construction of your home and garage is available from your original builder. We recommend you first contact their local office for this information and guidance as to current suppliers.
- Harmonious Exteriors: The AC recommends that professional design services be consulted for all improvements and exterior color changes.

D. ADDITIONS TO THE RESIDENCE/GARAGE

1. General

- General improvements include a wide range of additions to the existing residence's framing plan, roof, or foundation such as an extended living room/bedroom, porch, balcony, portico, sunroom, deck or other attached improvement. Also includes additions to the existing garage such as a storage/work room, 3rd car bay, or servant's quarters.
- Applications for additions must include the following items:
 - Name, address, and business phone of the contractor/installer;
 - Detailed scale drawing/blueprint showing three dimensional relationship (Plan and Elevations) of the addition to the existing structure;
 - Plot plan showing the addition in relation to all lot boundary lines, existing structures/improvements, setback lines, and easements; and
 - Detailed material list.
- Additions shall comply with Minimum Construction Standards and are subject to setback, easement, height and other requirements as set forth in the Protective Covenants.

2. Sunrooms

- Sunrooms are additional rooms with glass-enclosed walls and ceilings. They are subject to Minimum Construction Standards and the Protective Covenants as well as the following guidelines:
 - Sunrooms may be added to the rear of the residence only, and shall not encroach on any setbacks or easements. Applications for additions to homes on cul-de-sac or corner lots will be considered on a case-by-case basis;
 - Supporting structural members and tinted glass must be harmonious with the exterior color of the home. No metallic or direct reflecting glass will be permitted.
 - Foundation shall be reinforced concrete. Only safety glass will be permitted for the panes with minimum 3/16" thickness if tempered glass or minimum 1/4" thickness if laminated glass. The maximum width of glass panes between support trusses will be 36" measured on center.
 - Support trusses (glazing bars) must be constructed of aluminum or aluminum alloys with electrostatically applied coloring/paint. No natural aluminum oxidation coloring will be allowed. No wood, composite, steel, fiberglass, or plastic trusses will be allowed. Trusses must be of structural box or I-beam construction. Round, oval, or "t" shaped trusses will not be allowed.
 - The roof of a sunroom must have a minimum pitch of 1" or 12" of projection. The sunroom may not project more than 20 feet measured from the rear-facing plane of the residence. The sunroom may not project beyond either side-facing plane of the residence.
 - Sunrooms are only permitted as ground structures. The maximum height of the roof, measured from the concrete floor, may not exceed either 12 feet or the height of the eaves of the wall that the sunroom projects from, whichever is lower.
 - If ceiling lighting is installed, it should be downward directed, focused, low-wattage track lighting. Any electrical plug outlet installed within the trusses/glazing supports must be of the UL approved Ground Fault Interrupt (GFI) type.
 - Sunrooms may not have turbine-type or forced fan roof ventilators installed. Natural draft/convection flow panels that open may be installed. Panels that open may not exceed 36" x 36" in size and must be at least 36" in any direction away from adjoining opening panels.
 - Sunrooms may not have exposed air conditioning or heating ductwork installed within or to them.

- Window coverings are not required. However, only interior covering will be permitted; there shall be no exterior covering of the sunroom glass allowed.

3. Attached Decks and Deck/Patio Covers

- Attached Decks are permanent additions to the main building/garage and therefore shall conform to Minimum Construction Standards. No decks other than a second level balcony shall be constructed more than three (3) feet above the ground.
- Attached Deck and Patio Covers
 - Roofed decks/patios shall be designed to conform to the existing residence's rooflines.
 - Trellis covers shall be limited in height to twelve (12) feet above the deck/patio flooring.
 - Corrugated roofs shall not be permitted.

4. Skylights/Roof Additions/Ventilators

- No skylights, solar panels, ventilators or similar types of roof additions are permitted on the front of the roof ridge line and/or gable of the structure.
- Roof stacks and ventilator pipes shall be painted to conform to the color of the roofing material.

5. Addition to Garages

- Conversion of existing garages for residential uses is not allowed.
- No addition shall be built on an easement.
- All additions shall comply with Minimum Construction Standards.
- All exterior materials and colors, including roofing, shall match those of the existing garage.
- Foundations require the following special treatment:
 - For additions to the side/back of the garage, the new slab shall be doweled to the existing slab with a minimum of 5/8" rebar extending a minimum of 8" into the existing slab and spaced on 36" centers so as to prevent separation of the new addition from the existing garage. Likewise, all grade beams must match those of the existing garage.
 - For second story additions, the AC strongly recommends the resident obtain professional assistance to evaluate/re-enforce the existing slab so that it can adequately support the additional load. (The existing garage slab was designed to support only a one-story frame building.)
- Special attention to preserving the privacy of adjoining neighbors shall be shown in the design of second story "Servants Quarters" above existing garages. There shall be no windows located where occupants of second story additions can readily look down into an adjoining neighbor's yard.
- Room-type air conditioners shall not be visible from the fronting street, nor be located so that the noise may be objectionable to an adjoining neighbor.

E. OUTBUILDINGS

1. General

An "Outbuilding" is any structure that has a floor and/or walls and/or permanent roof, but is not attached to the residence or detached garage. Outbuildings therefore include sheds/storage units; gazebos, detached decks and patio covers, and children's play structures.

2. Sheds/Storage Units

- Only one shed/storage unit is permitted on a lot and shall not encroach upon a setback line or easement.
- Maximum exterior dimensions shall be ten (10) feet in length, ten (10) feet in width, and eight (8) feet in height.
- The standard type, quality and color of the materials shall be the same as those of the garage. No metal sheds/storage units shall be permitted.

- If a shed/storage unit is constructed, a six (6) foot privacy fence must enclose the lot.

3. Gazebos

- A gazebo is a freestanding, open framed structure with lattice-type walls, conical shaped (peaked) or flat arbor-type roofs, and circular or octagonal floor plan. Gazebos shall not be designed or serve as storage units.
- Dimensional Limits:
 - Floor area shall be generally limited to one hundred (100) square feet (10ft x 10ft).
 - Conical/peaked roofs: This type of roof requires the application of a variance to the overall eight (8) foot height limit. Such variances shall not exceed twelve (12) feet in height measured from the ground with horizontal supports a maximum of eight feet above the deck's floor level.
 - Flat/arbor roofs shall be eight (8) feet in height. However, variance may be applied for up to ten (10) feet in height measured from the ground with the same horizontal support dimension noted above.
- Outfitting/Finishing
 - Water and electricity must be installed according to the National Electrical Code and local building codes. All pipes and electrical conduits must be underground.
- The gazebo's materials shall be harmonious with the standard, type, quality, and color of materials used for the residence.
- Gazebos are subject to the same setback/easement guidelines as the Main Building/residence; i.e. gazebos must be located a minimum of six (6) feet from all interior property lines and may not be located on an easement.
- If a gazebo is located on the rear portion of a lot, a six (6) foot privacy fence must enclose that lot.

4. Detached Decks and Patio Covers

- Decks shall not exceed three (3) feet above the ground level.
- Only trellis/arbor-type patio covers are permitted and will not exceed eight (8) feet above ground level. Solid roof patio covers are not permitted for detached structures.
- Variances may be applied for to the overall eight (8) foot height limit. Such variances shall not exceed ten (10) feet in height measured from the ground.
- No corrugated materials are allowed as patio covers.

5. Children's Play Structures

- These structures include any combination of swing sets, play sets, climbing structure, slide, hut, or raised play set.
- Dimensional guidelines for children's play forts:
 - Eight (8) feet in height
 - Eight (8) feet in width
 - Twenty (20) feet in length
- Variances may be applied for to the overall eight (8) foot height limit. Such variance shall not exceed ten (10) feet in height measured from the ground.
- Play forts are subject to the same setback/easement guidelines as the Main Building/residence in order to not encroach on adjoining neighbors' privacy; i.e. a minimum of six (6) feet from all interior property lines. Play forts may not be located on easements.
- In order to respect neighbors' privacy, the resident should endeavor to obtain the prior approval of all adjoining neighbors who may be affected by the proposed improvement.
- Erection of a play fort requires that lot to be enclosed by a six (6) foot privacy fence.

F. FENCES

- Maximum height of six (6) feet above the ground and may not be installed forward more than one third from the back corner of the residence.
- All fences situated parallel to the front lot line or a side street adjacent to a corner lot shall have its vertical pickets on the outside and installed so that no posts/rails are visible from the respective front or side street.
- Fence material shall be wood in front with vertical pickets. The sections of the fence not facing the front of the residence or street shall be either wood or black chain link. All gates shall be constructed with materials consistent with either the fence material or the residence. Other materials for fences are not permitted.
- Color: Certain interior portions of a wood fence may be stained, but not painted, in the following manner:
- Stain color which is harmonious with the residence, garage, and other existing improvements;
- All stained wooden fences shall be properly cleaned and maintained to prevent fading or mildewing.
- Variances are granted at the discretion of the AC.

G. DRIVEWAYS, WALKS, PATIO EXTENSIONS, AND LANDSCAPING

- Driveways and walks may be extended into easement areas with the provision that drainage not be impeded and that suitable conduits be installed by the respective utility under any driveway extension.
- Landscape improvements may be installed in easement areas as long as drainage is not impeded.
- Prior approval is not required for minor landscape improvements.
- For driveway/walk extensions, residents should review their lot survey/plat to find out if any utilities' easements may be crossed. It is the resident's responsibility to obtain prior approval from the utility before AC approval or installation of the improvement.
- Utilities have access to their easement at all times and are not liable for any damage to a resident's landscaping or improvements located in such easements. Typically, the utilities contact residents prior to any major activity/repair involving easement access. For more information on easements, please refer to your Protective Covenants.

H. EXTERIOR LIGHTING

1. New Lighting

- Landscape lighting.
 - Exterior landscape lighting shall be permitted with the AC's approval so long as the lighting is located within flowerbeds, shrubs, and/or trees.
 - Pole mounted landscape and/or decorative lighting shall also be permitted with AC approval so long as (i) the pole does not extend more than seven (7) feet above the ground, (ii) the light fixture is not situated more than six (6) feet above the ground, and (iii) the light is neither sodium vapor nor mercury vapor.
- Annoyances. All new lighting that is approved by the AC shall be subject to a ninety (90) day trial period upon installation to assure that the lighting is not objectionable to surrounding residents. The ninety (90) day period shall commence on the date of installation of the lighting. If, at the end of the ninety (90) day period, the AC determines that the lighting is not unreasonable offensive or an annoyance to surrounding residents, the AC's approval shall be final; otherwise, the lighting shall be removed or modified in accordance with the decision of the AC.

Exceptions

- Exceptions to these guidelines may be granted by the AC if the design and location of the residence and/or garage on a lot warrant an exception.

I. MISCELLANEOUS

- 1. Benches and tables in the front of the residence or exposed to public view shall be decorative and harmonious with the residence.**
- 2. Statuary and fountains shall be of modest scale, decorative, and harmonious with the residence.**

J. PROHIBITED PROPERTY USES AND CONDITIONS

1. Listing of Non-Conforming Uses and Conditions: The following property uses and conditions are not in conformance with the Protective Covenants. It is the AC's duty to enforce the Protective Covenants through a series of notices and legal action as described below.

- Any activity not related to single-family residence purposes, such as commercial activities, multi-family uses, and community aid functions.
- Noxious or offensive activity of any sort.
- Actions, improvements, additions, or change that may be or may become an annoyance or nuisance to the neighborhood.
- All lots shall be kept at all times in sanitary, healthful, attractive and safe condition, and the owner or occupant of all lots shall keep all weeds, grass and dead trees thereon cut and shall in no event use any lot for storage of material and equipment except for normal residential requirements or incident to construction of improvements thereon as herein permitted, or permit the accumulation of garbage, trash or rubbish of any kind thereon, and shall not burn any garbage, trash, leaves or rubbish as permitted by law. All yard equipment or storage piles shall be kept screened by a service yard or other similar facility as herein otherwise provided, so as to conceal them from view of neighboring lots, streets or other property. Woodpiles shall be neatly maintained.
- Residences are required to perform maintenance on their homes when needed. This includes but is not limited to: mildew removal, pressure washing the foundation, removing debris, lawn mowing, and other conditions as the AC determines.
- Temporary structure, trailer, basement, tent, shack, garage, barn, or other outbuilding may not be used as a residence.
- Parking, semi-permanent storage or permanent storage of boats, trailers, recreational vehicles, buses, inoperative vehicles, camp rigs off trucks, boat rigging or similar items on any public street, right-of-way, or on and/or beside driveways. Storage of such vehicles or items must be screened from public view either within the garage or behind a solid fence.
- Animals, livestock, or poultry of any kind shall not be raised, bred, or kept on any lot except dogs, cats, or other common household pets, provided they are not kept, bred, or maintained for commercial purposes or in unreasonable numbers. All animals or pets must be leashed or restrained within an adequate enclosure. No animals or fowl may be kept on the property that result in any annoyance or are obnoxious to residents in the vicinity. It is the responsibility of the animal's owner to properly dispose of any excrement from the animal.
- Drying of clothes in public view is prohibited. The owners or occupants of any lots at the intersection of streets or adjacent to parks, playgrounds or other facilities where the rear yard or portion of the lot is visible to the public shall construct and maintain a drying yard or other suitable enclosure to screen drying clothing from public view.
- Commercial signs, advertisements, billboards or advertising structure of any kind displayed to the public view on any portion of the properties or on any lot are not permitted, but with the following exceptions: One (1) sign for each building site may be installed, which sign may have one maximum dimension of twenty-four (24) inches and a maximum area of 576 square inches, advertising

the property for sale or rent, to advertise the property during the construction and sales period. The ACC or Board shall have the right to remove any such sign, advertisement or billboard or structure which is placed on said lots, and in doing so shall not be subject to any liability for trespass or other tort in connection therewith or arising from such removal.

- The digging of dirt or the removal of any dirt from any lot is expressly prohibited except as necessary in conjunction with the landscaping of or construction on such lot. No trees shall be removed except to provide room for construction of improvements or to remove dead or unsightly trees.

2. Resolution of Non-Conformance.

- The AC and management company (if used) carries out periodic inspections of the community and also responds to notices provided by residents. The AC reviews all notices of potential non-conformance and judges whether non-conformance exists.
- Should non-conformance exist, the homeowner will be notified by a friendly letter then a certified letter to the subject residence/association member which informs them of the situation and requests their removal of the condition/use within a fourteen (14) calendar day period of time.
- Should non-conformance persist after the first and second notices have been given the AC, with the approval of the Board of Directors, will undertake legal action. The costs of such legal action will be assessed to the subject residence.