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LEEWOOD DESIGN AND MAINTENANCE STANDARDS

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

1.0 PURPOSE AND INTRODUCTION

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

1.1 ARC Mission

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

1.2 Improvements or Modifications Requiring Approval

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

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

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

1.3 Modifications to Existing Structure

- 1.3.1 *Compatibility:* Any proposed modification must be compatible with the architectural characteristics of the applicant's house, adjoining houses and neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, scale, use of color, materials and design and construction detail. Townhomes are most sensitive to compatible colors, style and streetscape.
- 1.3.2 *Location and Impact:* Any proposed modification or improvement must relate favorably to the landscape, existing structure and the neighborhood. Disruption of the natural topography, changes in the rate of direction of storm water run-off or adverse impact on neighbors or any other property must be taken into consideration.
- 1.3.3 *Scale:* The size and proportion of a proposed modification must be in appropriate relationship to adjacent structures and surroundings.
- 1.3.4 *Continuity:* Continuity of design must be attained by the use of the same or compatible materials as those used in the original construction throughout Leewood.
- 1.3.5 *Timing:* Timely completion of a project is necessary in order to minimize safety hazards and potential objectionable or nuisance situations. All applications must include estimated start and completion dates. The alteration authority granted by the approved application will be revoked automatically if the approved alteration has not been started within 90 days of the approval date of the application.
- 1.3.6 *Basis of Decisions:* Evaluations by, and decision of, the ARC are not based on individual opinion or taste. Judgment of each application is based on the general principles and/or criteria outlined in the standards book.

1.4 Maintenance

- 1.4.1 *Minimum Property Maintenance:* As the community ages, it becomes necessary for property owners to periodically provide maintenance or restore exterior materials and finishes, or to replace those that cannot be restored. Some materials will last indefinitely if they receive periodic maintenance, while others need to be replaced once or more over the life of the house. Some property owners are likely to maintain a higher standard of care and finish appearance on their homes than others. This is a function of human nature, financial resources, physical ability and other variables which the Association both cannot, and seeks not, to control. Major deterioration of a home, however, represents a more severe physical problem which substantially affects both the appearance and condition of the house. This level of deterioration will be required to be corrected.
- 1.4.2 *Typical Maintenance Issues:* A common threat to all property values in a community is the visible evidence of lack of maintenance on a property. The Association does not inspect homes for the purpose of setting maintenance schedules for every homeowner; however, it is responsible to act when poor maintenance results in a

physical breakdown, material change or failure of any element of a home. Examples of this include: peeling, chipped or cracked paint, broken shutters, windows or doors, missing or broken shingles, extensive rusting or corrosion, broken light fixtures, missing or broken stone or brick on landing and steps, rotting or missing fence boards or overgrown, unkept yards, including dead or missing plants, overgrown plants which threaten other plants or cross property lines.

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

- 1.4.3 *Maintenance and Modification:* A maintenance problem may require modification thus the guidelines on modification may also apply.

1.5 Workmanship

The ARC presumes that quality workmanship will be used to complete work as specified, will be aesthetically acceptable and will require normally expected maintenance only. Should there be a question of workmanship, the applicant is responsible for necessary corrections. The ARC shall be the final arbiter of workmanship.

1.6 Citizen Reporting of Alleged Violations

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

1.7 Enforcement Procedures

- 1.7.1 *Site Inspections:* A site inspection will be made before any violation letter is sent to the property owner. If the property is not owner occupied, the violation letter is sent to the owner and/or property management company with copies to tenants, as appropriate. The site inspection will be performed from the common areas of the Association, or will be done as a result of a complaint by a member of the Association.
- 1.7.2 *Summary of Process:* The following enforcement procedures are summarized here, and may be seen in their entirety in Resolution 5. This summary assumes that the initial action taken on the violation is by the ARC committee.

- a) Upon confirmation of an architectural or maintenance violation(s), the owner will be notified by mail of the nature of the violation(s).
- b) The property owner is given an appropriate amount of time, depending on the nature of the violation to resolve the problem. An extension requested in writing may be granted under special circumstances. A second inspection is made to determine if the violation(s) still exist or have been satisfactorily resolved.
- c) If no action has been taken or the repair is inadequate, a second notice of violation is issued, this time from the board, with a 14 day response time. If at the end of the second notice period, the violation(s) still exist or the repair is still inadequate, the owner will be advised by registered mail of a date and time to appear at a hearing before the Association Board.
- d) If the repair is not completed prior to the hearing or an acceptable resolution of the violation is not forthcoming from the owner, a hearing will be held (with or without the owner attending). The owner may find out the determination regarding the case at the hearing, but will definitely be informed in writing of the outcome. If the board affirms the violation, the remedies of the association include but are not limited to financial penalties..
- e) If the violation continues to exist after the above steps, the Board may vote to refer the case to legal counsel with a recommendation for legal action. The Association may also pursue self-help whereby they contract to correct the violations, and the owner is responsible for the cost.
- f) The owner may appeal any ARC decision to the ARC or the Board throughout the time period prior to the mandated hearing.

2.0 THE ARCHITECTURAL REVIEW PROCESS

2.1 Authority to Maintain Architectural Controls

- 2.1.1 Authority to review and approve all construction, improvements, modifications, finishes, and signs on every lot in Leewood is provided in the *Declaration of Covenants, Conditions, and Restrictions* (“Covenants”). Authority to ensure adequate exterior maintenance is provided in the *Covenants*.
- 2.1.2 Subsequently, authority was conveyed to the Leewood Homeowners Association (LHOA). The Board of Directors of the LHOA has further delegated this authority to an Architectural Review Committee (ARC).
- 2.1.3 In order to clarify the review process, the submittal requirements, and the basis on which proposed improvements are judged, the Board of Directors has further authorized the development and publication of the *Leewood Design and Maintenance Standards* (“Standards”) available through the LHOA Board of Directors.

2.2 Responsibility For Obtaining Approvals

- 2.2.1 Each property owner within Leewood is responsible for his or her property's compliance with these design Standards. Any proposed improvements or changes to that property may affect that compliance. The Covenants require that the owner obtain approvals from the Association prior to making any improvements or changes, other than those changes specifically noted throughout this document, in order to maintain compliance. This is true whether or not the work is being performed by the owner directly, by a tenant, or by a contractor.
- 2.2.2 Tenants may make applications for improvements directly to the Association, however; the application forms must be signed by the property owner. Correspondence from the ARC will be sent to the property owner. Upon request, and on a case by case basis, a copy will be sent to the tenant as well.
- 2.2.3 In addition to approvals from the Association, other approvals and permits (such as a building permit) may be required by the County. It is not the responsibility of the Association or the ARC to obtain any permits, nor to provide any guarantees or waive any legal requirements for compliance with any state or county law, with the Covenants or with these Standards.

2.3 Preparation Of Submittals

- 2.3.1 Submittals prepared for consideration by the ARC need to be complete and accurate. Submittals for design review must include drawings prepared as described below. The ARC requires that color chips accompany color applications. All requested information on the application forms needs to be furnished. The Committee may reject applications that are incomplete or inaccurate.

2.3.2 Proper submittals include drawings that are neat, accurate, drawn to scale and with sufficient detail to adequately explain the entire design. Insufficient explanation of a design, including all visible details, is cause for rejection of an application. The ARC, at its discretion, may accept plans that are marked-up in red with late changes to design features. However, the ARC may require that the marked-up sheets be corrected, revised, and re-submitted. As a minimum requirement, one (1) copy each of the following drawings shall be submitted which will be maintained on file with the Association.

MODIFICATIONS Plan and/or Elevation(s) of modification.
 Product Specifications and Catalogue Illustrations for new products
 Material Samples for new exterior materials including colors.

COLOR CHANGES Color Chips from manufacturer's catalogue for each submitted color.

ACCESSORY STRUCTURES Site Plan (show location of new structure and existing house, with distances between each and distances to lot lines.
 Floor Plan(s) of structure.
 Exterior Elevations (Show finish materials).

OTHER SITE IMPROVEMENTS Site Plan - show location of improvement, existing structures, distances to property lines, tree(s) if any to be removed.
 Plan of Improvement

FENCES Site Plan - show location, extent of fence, and tree(s) if any to be removed.
 Elevation of fence with heights, materials and sizes identified.

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

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

2.4 Review Meetings

The ARC will endeavor to review submittals within 1-2 weeks after receipt. The ARC reviews all requests submitted on the appropriate application forms together with their

supporting drawings and information. Application forms are available from the Leewood Homeowners Association (LHOA), or may be photocopied from Appendix C in this book.

2.5 Review Basis

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

2.6 Approvals

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

"APPROVED" means approved as submitted.

"APPROVED WITH LIMITING CONDITIONS" means approved only if stated conditions in the approval letter are met.

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

"PRELIMINARY REVIEW" means a review of early design drawings to give the applicant direction as to what the concerns of the ARC are likely to be regarding that design. Comments are given to the Applicant but no approval to proceed is granted without ARC review of a complete submittal in accordance with the above requirements.

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

2.7 Appeals and Exceptions

- 2.7.1 Should an application be denied on the basis of the Covenants or Standards, and the applicant feels that the submittal was misinterpreted or that there are extenuating circumstances which should qualify them for an exception from these requirements, they may contact the ARC Chairperson to discuss it. If the Chairperson agrees that

a second review is in order, they will place the application back on the agenda for the next meeting.

2.7.2 In extreme circumstances and at the request of the homeowner, the ARC may grant exceptions to any of the standards in this book, on the basis of one or more of the following criteria:

- a) A property condition not created by the property owner, or any previous property owner, which cannot be reasonably corrected, and which precludes compliance with any standard.
- b) Any other conditions imposed on a property owner by the Association or any other legal authority, which precludes compliance with any standard.
- c) Any significantly debilitating physical or medical condition of a property owner or tenant which precludes compliance with any standard (such exception shall be limited to the period of time that the property is occupied by the disabled person).

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

2.8 Changes After Approval

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

2.9 Duration of Approval

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

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

3.0 MAIN STRUCTURE - MAINTENANCE AND MODIFICATION

3.1 Preservation of Existing Facade Designs

3.1.1 *Maintenance of Existing:* It is each homeowner's responsibility to maintain their existing house facade in substantially the same material condition as originally built. The following subsections of this article contain specific maintenance requirements for each element of the house facade. Please use these as a guide in establishing your maintenance schedule and priorities for your existing house.

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

Failure to follow the criteria listed in the following sections may result in a violation.

3.2 Bricks

Bricks must be free of discoloration due to moss, mold, mildew or efflorescence (wash-out of lime in mortar) visible on open areas of walls above foundation plants or on steps. Bricks can be cleaned with acid wash or in some cases by power washing. Physical damage due to loss of mortar, cracks, loose or missing brick (chimneys and steps are especially vulnerable) must be repaired by replacing mortar or resetting loose brick. Broken chimney washes/crowns (concrete mortar cap) must be replaced. Brick and mortar **must** match existing brick and mortar in color and size. Painted brick surfaces **are not permitted**. Any changes must be approved by the ARC.

3.3 Siding

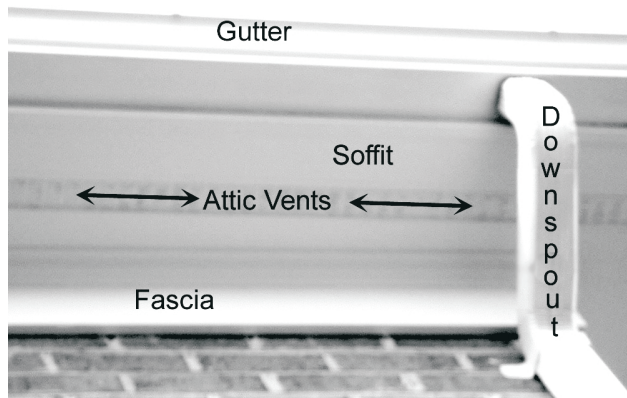
For those houses with siding as part of the original construction, broken, loose or dislodged siding must be repaired or replaced with siding identical in material and color to existing siding. Vinyl siding matching existing siding in color and size may be used. Siding must be cleaned until painting or replacement becomes necessary. Painted siding must match the trim color. No existing brick areas may be covered with siding. Any changes must be approved by the ARC.

3.4 Colors

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

The Association may require correction of the following conditions:
paint - any finish surface that is crazed, chipped, peeling, or noticeably faded or discolored. *Repaint*

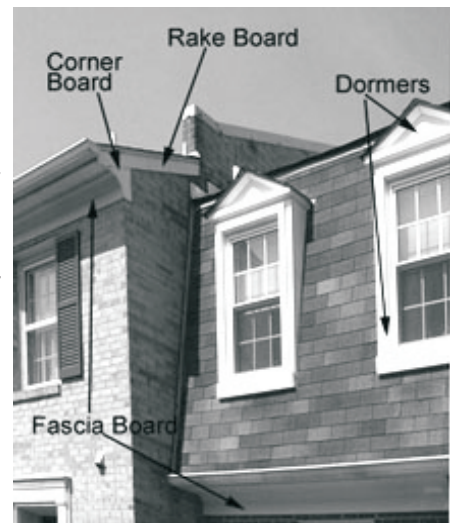
3.4.2 Applicability: This section concerns the colors used on house facades, including pre-finished, or painted siding, trim, doors, windows, shutters, etc. Roof colors and the color requirements for sheds, fences, and other structures are included in their respective sections of these Standards.



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

3.4.4 Requirements:

- a) **Color:** Exterior color changes will be approved only if the proposed color is in harmony with other houses in the community. Colors selected must be coordinated with each other and with other finishes such as masonry and roof colors. Absence of specific prohibition in these standards does not imply a color combination will be approved.
- b) **Location:** No two adjacent dwellings may have the same shutter colors, nor may more than two dwellings in a connected row have painted areas (other than the trim) of the same hues.



- c) *Other Requirements:* Only those areas that are painted may be repainted. Unpainted areas and unstained areas such as brick and fencing (public exposure) shall remain unpainted and unstained.
- d) *Trim:* All eave, rakeboards, fascia, and soffits shall be the same color.
- e) *Windows, Window Trim, Door Trim, Patio Doors:* These shall match the eave and rake trim. See picture.
- f) *Doors* should ideally be the same color as shutters and a different color from the trim color.

3.4.5 *Official Color Scheme:* The official color scheme for the community is based on McCormick Colonial Exterior Paint colors. The ARC will maintain a copy of this paint chart.

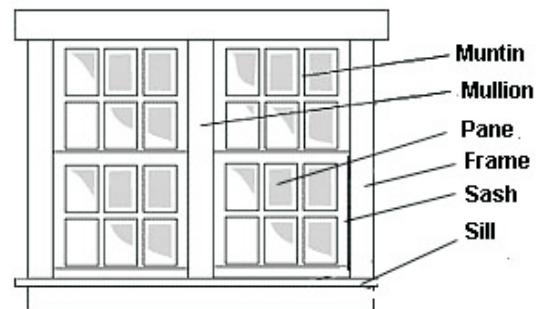
3.5 Windows

3.5.1 *General:* No changes may be made to the style or location of windows nor may any additional windows be added, except to the rear of the house. Changes to the rear of the house require approval of the ARC. Broken or cracked windows, including storm windows, must be replaced within 30 days of the date the owner becomes aware of the damage.

Plastic sheeting to cover windows is not permitted. No unpainted wooden or aluminum storm windows are permitted. No ornamental grills are permitted. No window awnings of cloth, metal or any other material may be attached to any window on any side of the house.

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

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



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

3.6 Doors

- 3.6.1 *Changes to Front and Kitchen Doors:* These doors may be replaced with other doors of a similar style. Wooden, metal or fiberglass doors are permissible. Replacement doors shall not have glass areas substantially different from those on the original doors and the glass shall be clear, un-frosted, uncolored, un-etched, non-bevel glass without ornamentation. Brass kick plates not to exceed 6 inches in height are permitted. Brass door knockers of a traditional style are permitted. Security doors are not permitted unless they are identical in appearance to the front door installed by the builder at time of construction. Any changes to doors substantially different from the original door require ARC approval. Failure to obtain approval for a substantially different door may result in a violation and requirement to replace the door. If in doubt, request approval.

- 3.6.2 *Color:* Doors should ideally be the same color as shutters and a different color from the trim color.

- 3.6.3 *Changes to Rear Doors:* Rear doors may be replaced with doors identical to those installed by the builder, an atrium door, or a french door of the same size as the door originally installed. The ARC will consider requests to change the rear door to a design different than that indicated above.

- 3.6.4 *Storm/Screen Doors:* Storm/screen doors shall be compatible with the units they cover and with the style and color of the houses. Excess ornamentation not consistent with other ornamentation on the house may not be approved. Storm/screen doors must be the same color as the trim around the door. Damaged or unsecured doors shall be repaired or replaced. Doors must have clear, un-frosted, un-colored, un-etched, non-bevel glass. Examples of recommended doors are shown here. Any door other than a recommended door must be approved by the ARC.



3.7 Roofing

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

shingles - general appearance of chipped, frayed, cracked, curled, or broken shingles. *Replace shingle roof. Repair minor areas of damage with identical shingles.*

3.7.2 *Definitions:* "Roofing" means shingle roofs.

3.7.3 *Approved Roofing Types:* Approved replacement roofing materials must resemble the shingles currently on the house and must carry a minimum 20 year warranty. Other materials must be submitted to the ARC for approval.

3.7.4 *Roof Colors:* Shingle colors are recommended to be in the medium to deep brown or grey ranges. Strong or light colors are subject to disapproval by the ARC.

3.8 Chimneys

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



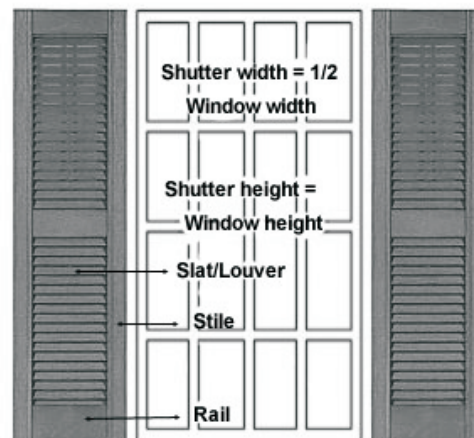
3.9 Other Flues

Unenclosed metal flues must be placed on the rear roof and comply with the county code. Higher flues will not be allowed. Metal flues must be maintained so that they do not rust out and present a fire or safety hazard.

3.10 Shutters

Louvered shutters are required to be maintained on all front and side windows except where they were not included in the original facade design.

Shutters that are broken, have missing slats(louvers) or are otherwise deteriorating shall be repaired or replaced within 30 days of when the owner notices the damage. Shutters should be replaced with



shutters identical in size (length and width and slat size) as existing shutters. Shutters may be wood or vinyl. Replacement using the same style, material, color and size does not require approval. All shutters on any one facade of the house must be the same style, color and material. Shutters with peeling or faded paint will be repainted with the existing color as soon as deterioration is noticed. Shutters should ideally be the same color as the front door and a different color from the trim color. If the door and shutters are currently the same color, both shall be repainted at the same time to ensure integrity of color.

3.11 Skylights and Solar Panels

Skylights and solar panels are permitted on rear roof planes only. Requests will be reviewed by the ARC on a case by case basis. They will be judged on the basis of the appropriateness of design, size, location and color in relation to the design of the applicant's house. Solar panels may not project more than 30 inches above the roof plane, and may not be located in such a way that they will be visible from the front of the house (as viewed from the second floor of houses across the street).

3.12 Attic Ventilators

Attic ventilators that penetrate the roof should be as small as functionally possible, shall be installed on the rear roof of the house and shall not extend above the roof line. The color of the ventilator must blend with the color of the roof.

4.0 ATTACHMENTS TO MAIN STRUCTURE

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

4.1 Stoops and Front Steps

Stoops must be kept in good repair. Loose bricks shall be repaired or replaced with bricks of the same size and color as the original. Mortar must match the existing mortar in color and type. Chips larger than two inches on flagstone on steps or stoop will require replacement of the flagstone. Replacement flagstone must be as close as possible to the color of the existing flagstone. Flagstone pieces must be rectangular in shape and mortar must be applied in straight lines. Any mortar or mortar residue that projects onto the brick or flagstone must be cleaned off.

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

Application of any product to steps or flagstone that changes the color or finish of the steps or flagstone is prohibited.

4.2 Front Porch Railings

Railings must be kept in good repair. Severe rusting, faded paint or peeling paint must be corrected. Railings must be painted with black semi-gloss (Rustoleum recommended) paint. Loose railings must be resecured to the stoop. The part of the railing that goes around the stoop landing must be horizontal, not at an angle. Railings cannot be removed, except temporarily for repair.

4.3 Exterior Light Fixtures

4.3.1 *Maintenance of Existing:* The Association may require repair or replacement of any existing fixture that is not tight to the wall, not set vertical and true, or which has broken glass, or dented or deformed metal parts.

4.3.2 *Permitted Exterior Lighting:* All light fixtures shall be compatible in style and finish with the traditional architecture of the houses in Leewood. All fixtures shall use incandescent or socket-base style fluorescent bulbs. Installation of lights that are excessively small or of a style different than those shown require approval of the ARC.

One (or two matching, if installed by the builder) wall mounted light fixture(s) in black or brass is permitted. These light fixtures may be used on the front and side of the dwelling only in the location where originally installed by the builder.

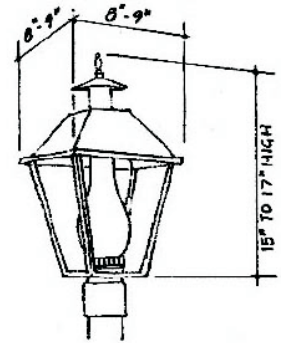


One light fixture is permitted at the rear patio door. One single or dual - lamp floodlight is permitted on the rear elevation of the house. These lights shall be directed down into the rear yard.

Supplementary low-level deck or patio lighting of dim wattage is permitted, either electrical or solar. Decorative lighting is allowed along an owner's front walkway or in planting beds. If these lights are electrical, wires must be buried in the ground. Lighting is not permitted along common area sidewalks.

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

4.3.4 *Post Lamps:* With approval, exterior front post lamps may be installed on the side of the entrance walk as directed by the ARC, and 2' from both the front common sidewalk and the entrance walk. Only 3" diameter black round metal posts, with or without one symmetrical metal crosspiece, will be permitted. The crosspiece may not exceed 8" in length on either side, and may not be used for any sign or other decoration. The lantern shall match the design and size illustrated, with a frosted glass chimney and clear glass panes. Lamps may not exceed 100 watts.



4.4 Numbers and Number Plaques



The Association may require replacement or repair of missing numbers, dislodged or damaged plaques or worn paint. A template of the plaque may be found on our web site.

House numbers shall be provided at each house entrance. Four black or brass numbers three (3) inches in height are permitted to identify a unit's street address. The numbers may be affixed to either:

- a) the wooden plaque as originally positioned by the builder (the plaque must be painted the same color as the door trim and the numbers must be centered on the plaque);

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

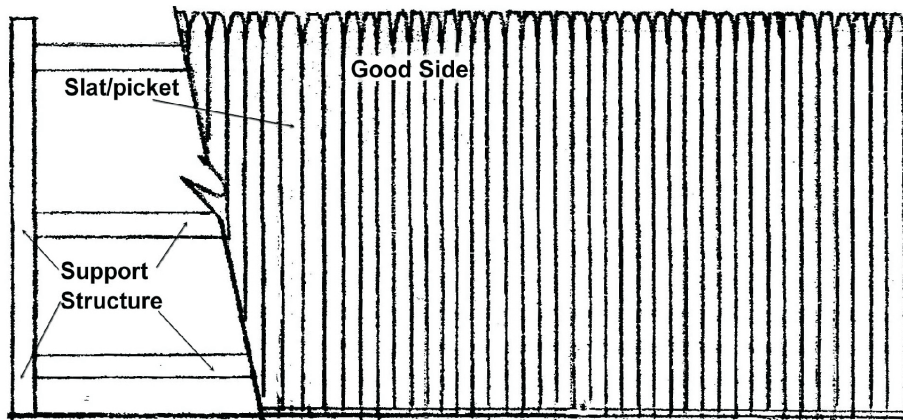
The numbers must be the same style as originally installed by the builder, or as approved by the Committee. There is a template for this plaque on the Leewood website.

4.5 Gutters and Downspouts

Gutters and downspouts are required on the front and rear of each house. Extensions to downspouts are permitted but must not be visible from the common area. Gutter extensions that unroll during a rain and then retract when the rain has stopped are permitted. Extensions to downspouts should be positioned in such a way as to not direct water runoff onto a neighbor's property or cause damage to the common property.

Gutters and downspouts must be firmly affixed to the house facade and must be the same color as house trim.

4.6 Fences



4.6.1 **Maintenance of Existing:**

The Association may require correction of the following conditions.

- a) Fence Section Replacement - When sections of fence become deteriorated through rotting, severe warping, or unsound structural support from posts or rails. *Replace entire section with like kind and quality.*
- b) Individual Pickets - Individual broken or severely warped pickets. *Replace with like kind and quality.*

- 4.6.2 *Rear Yard Enclosure Required:* If the rear yard is already enclosed by a fence it must remain enclosed by an approved fence. Changes from the original design *must* be approved by the ARC. The original design for interior units included two interior side fences (posts and horizontal members not visible from either yard), and a back fence with a gate. End units had double fencing on their exposure to the common area and there were no posts or horizontal members visible from the common area. There is now an added requirement, as described below. If the fence is the same, except for this added requirement, no ARC approval is needed.
- 4.6.3 *Front Yard Fences Prohibited:* No fences are permitted in any front yard in Leewood.
- 4.6.4 *For End Units:* Backyard fencing may not extend into the common area. If the owner's property line extends beyond the corner of the house, an extension to the property line must be approved by the ARC. When submitting the application a copy of the survey showing the property line must be included. The fencing must be oriented as described below under "*Fence Orientation*".
- 4.6.5 *Fence Style:* Only stockade fencing that is a standard six (6) feet above grade will be approved. Picket width shall be between 2 3/8 " and 3 5/8 ". Replacement pickets are available from most fence and building supply companies.
- 4.6.6 *Fence Orientation:* For all new and replacement fences/gates, there will be no support structure (horizontal members and posts) visible from the common areas, street, or other Leewood homes. The support structure of the rear fence pieces and gate shall be placed facing inward, or double fencing shall be used.
- 4.6.7 *Fence Finishes:* No coloring or stain shall be applied to public view portions of fences.

5.0 DETACHED STRUCTURES AND ACCESSORIES

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

5.1 Sun Control Devices

Sun control devices such as cloth awnings on metal pipe frames, or other awning types are not permitted on rear or front yards or in the common area. Patio umbrellas are permitted in rear yards but should be kept closed when not in use to prevent damage to the umbrella or to a neighbor's property or the common area should an umbrella become air-borne during a wind storm.

5.2 Flags

Displays of U.S. or decorative flags are limited to temporary wall-mounted flagpoles. The flagpole holder shall be mounted no higher than ten (10) feet above the entrance. No flagpole may be installed on any other part of the lot. Flags shall not exceed forty-two (42) inches by sixty (60) inches in size. Only one flag may be displayed at any time. Flags shall not display offensive words or graphics. The ARC shall have the authority to determine if any displayed flag is offensive. Prior approval of flag location is required.

5.3 Antennas/Satellite Dishes

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

- a) Any antennas/satellite dishes that become dislodged or visibly damaged, or any **antennas/satellite dishes no longer being used**. *Replace damaged units or remove inactive units.*
- b) Visible antennas/satellite dishes that are painted, when paint has deteriorated. *Repaint.*
- c) Wires - loose, hanging, dangling wires. *Reattach tight to house.*

5.3.2 Telecommunications Act of 1996: In the past, all exterior television antennas have been considered to detract from the exterior appearance of homes, and have been prohibited. However, the Telecommunications Act of 1996 states that Associations can no longer "impair" the member's rights of receiving a television signal from satellite dish antennas less than 1 meter in diameter, MMDS and broadcast television antennas. The Act allows the use of masts when necessary to achieve adequate signal reception up to twelve feet above the roof line without specific approval.

The Telecommunications Act grants communities the ability to establish and enforce guidelines regulating the location, installation, and color of these antennas, when such

rules do not significantly impair signal reception, unreasonably delay the installation of the antenna, or cause an unreasonable financial burden to the homeowner.

We hope that all owners will be sensitive to the potential adverse effect that the proliferation of rooftop or front yard antennas could have on the appearance of our community. Technology is advancing very quickly in the telecommunications area and the eyesore of today may well be obsolete in several years. We ask that you evaluate all antenna and cable alternatives, and consider the effect on the community when making your decision.

- 5.3.3 *Standard Television Antennas:* Standard television antennas are prohibited outside of the unit. Adequate reception occurs when placed in the attic of the home. Cabling should either be interior to the home or run down the back side of the home and be of a color that blends with the brick.
- 5.3.4 *Large Satellite Dishes Prohibited:* Satellite Dishes more than one meter in diameter are prohibited.
- 5.3.5 *Small Satellite Dishes and MMDS Antennas:* Satellite Dishes less than one meter in diameter and MMDS Antennas:
 - a) To the extent feasible, satellite dishes should not be visible from the street. The following is a list of mounting locations ordered from most acceptable to least. Please use the option closest to the top of the list.
 - 1. Mounted on the rear of the house or in the rear yard.
 - 2. Mounted on a pole, an existing other structure, or in a tree in the rear yard.
 - 3. Roof mounting: Preferably on the rear roof, with the dish top no higher than flush with the top of the roof. Mounting higher on the rear roof is preferable to front yard installation.
 - 4. If no clear signal may be obtained in any of the above locations, please see “Appearance and Screening” as this section is vital if you must install an antenna in any other location.
 - b) See “*Cabling and Wiring*” below.
 - c) Appearance and Screening: If in public view, the visibility of antennas shall be minimized using one or both of the following methods:
 - 1. Screen the antenna from view from the street with natural planting, trees, and shrubs.
 - 2. Use antennas with a dark or muted color, or paint the antenna a muted color to blend with the background surface or with the surrounding landscape.

5.4 Cabling and Wiring

All wiring will be installed in compliance with prevailing code and tightly secured to the home in areas where it runs along the exterior of the home. Efforts should be made to run wiring along trim, under siding, behind downspouts and gutters to minimize the visual impact. The cable/wire must run only on the rear facade of the house. Cable color should blend with where it is running. It is the owner's responsibility to advise the cable or satellite company of this requirement.

5.5 Sheds

5.5.1 *Maintenance of Existing:* The Association may require correction of the following conditions if visible from the common areas or upon receipt of a complaint from a neighbor: Damaged or missing roofs, siding, trim, windows or doors must be repaired or replaced. The condition of exterior components of sheds shall be evaluated on the same basis as similar components of houses.

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

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

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

5.5.5 *Maximum Size:* Sheds shall not occupy more than 60 square feet of the owner's rear lot.

5.6 Decorative Ornamentation

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

5.7 Signs

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

Exceptions are real estate signs posted in the yard indicating the house is for sale or rent, legal notices issued by appropriate government agencies or a small sign indicating the house is protected by a security device.

5.7.2 *Posting in the Common Area:* For sale/rent signs may not be posted on common property except for the day of an open house. Owners are responsible for advising their realtors that signs not within this regulation will be removed without reimbursement or reinstatement.

5.7.3 *Political Signs:* During election campaigns, signs may be posted on the owner's property one week in advance of the election and must be removed with 24 hours of the election. Residents are permitted one election sign per property, not to exceed 36" by 24" in size.

5.8 Sports and Play Equipment

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

5.9 Holiday Decorations

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

6.0 YARDS, WALKS AND LANDSCAPING

6.1 Patios and Decks

6.1.1 **Maintenance of Existing:**

The Association may require correction of the following conditions if visible from the common area or upon receipt of a complaint from a neighbor:

- a) decks - missing, rotted or broken boards, railings, or stairs. *Replace individual damaged units or, if deterioration is general, replace deck.*
- b) patios - broken or deteriorating, excessive settlement, missing pavers. *Repair patio by replacing pavers, cutting and patching pavement, or replace entire patio.*

6.1.2 *Definitions:* This section includes only patios and decks in rear yards. No patios or decks are permitted in front yards. Approval may be required from the ARC for any deck, patio, or modification that do not meet the following standards. Decks or patios meeting the standards below are considered pre-approved and need not be approved by the ARC.

6.1.3 *Size:* Decks and patios may cover the entire rear yard area or any portion of it, up to the fence line. In no case may any patio or deck structure extend beyond your property line into adjacent private property or into Association owned open space. Adequate attention must be paid to drainage considerations so that the increased impervious surface does not impact the common area or neighbors.

6.1.4 *Deck Construction:* Deck Construction: Decks shall be constructed of pressure treated southern yellow pine, natural redwood or one of the new artificial materials such as Trex. Decks made of other materials must be approved by the ARC. Decks may be constructed only at ground level. The maximum height for any deck may not be higher than 24 inches. The steps and landing portion of the deck must be no higher than the original concrete steps.

6.1.5 *Patio Construction:* Patios may be constructed of any stone, masonry or concrete material and must be at ground level.

6.2 Sidewalks

6.2.1 **Maintenance of Existing:** The Association may require repair or replacement of concrete pavement that has multiple cracks or deteriorating surfaces with loose aggregate. Walks that are sinking or seriously slanting to one side shall be replaced.

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

6.2.3 *Treatments prohibited:* Concrete walks may not be painted or treated in any way that changes the natural color.

6.3 Yards and Landscaping

6.3.1 *Maintenance of Existing:* The Association may require:

- a) cutting or pruning of trees that are damaged due to storms, ice or physical injury
- b) cutting or pruning of trees/shrubs that are overgrown such that they completely cover windows or doors, or such that branches overhang walks at a height of less than 6'6"
- c) cutting, pruning or replacement of shrubs that have overgrown their size, have long shoots extending beyond the body of the plant, or that are misshaped due to damage or disease
- d) removal of dead plants or trees
- e) seeding or re-sodding of areas of exposed dirt that are not part of planting beds.
- f) removal of weeds

6.3.2 *Major Changes in Landscape*

If the change will affect the visual appearance of any lot in Leewood, it requires review and approval by the ARC. Landscaping in rear yards which is not visible due to fencing does not require review. The following criteria will be used to determine work that requires prior approval:

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

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

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

6.3.5 *Trimming of Shubbery:* Trees and shrubs shall be kept neat and orderly in appearance and not obstruct pedestrian traffic or common walks. Large weeds shall be removed and planting beds shall be kept weeded.

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

6.4 Front and Side Yards

6.4.1 *Definition:* Any yard deeded to the owner of the property not on the rear of the house is considered to be a front or side yard. These standards apply to both.

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

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

6.4.3 *Trees:* While planting of an ornamental or hardwood tree is encouraged in front and side yards, owners should select trees that will not outgrow the space in which they are planted. Trees should be selected that do not encroach on a neighbor's property or a common area or that grow so that they touch the owner's or a neighbors house or a common area tree. New trees shall be a minimum of 6' to 8' tall (ornamentals) or 2" caliper (hardwoods). Evergreen pines, firs or cedars are not recommended as free-standing front or side yard trees. Trees that drop fruit or nuts are not recommended nor are trees that are subject to damage during windstorms such as Bradford pears. Trees not meeting the minimum requirements in this paragraph must be approved by the ARC.

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

- 6.4.5 *Miscellaneous Items*: No chairs, recycling bins, trash receptacles, bicycles, toys, debris, etc. may be placed on front porch/yard or side porch/yard.
- 6.4.6 *Additional Restrictions*: No structures, equipment, or storage are permitted outside the existing house or fence line.
- 6.4.7 *Storage*: Garden hose hangers, reels or storage boxes of any kind in front and side yards must be stored behind shrubs so they are not visible from the common property sidewalk.

6.5 Rear Yards

6.5.1 *Maintenance of Existing*: Yards that have seeded or sodded sections must be mowed on a regular schedule in growing months. Lawns with long uneven grasses, generalized projecting weed growth, or grass that has grown to seed-producing length, are considered to be “unkempt” and must be mowed immediately.

- 6.5.2 *Approval Criteria*: See appropriate sections of these standards for approved structures, patios, decks, etc. which may be constructed in rear yards of Leewood.
- 6.5.3 *Pre-approved items*: Small miscellaneous structures defined below are permitted in rear yards and approval by the ARC is not required prior to installation:
- a) Site furniture no greater than 6' in height
 - b) Open play structures such as swing sets or climbing structures up to 6' in height
 - c) Play houses or dog houses no larger than 36 square feet of floor space and no higher than 6' in height.
- 6.5.4 *Miscellaneous Submittals*: Any proposed structure that is not defined in this section nor in any other part of the Standards, must be submitted to the ARC for determination as to whether it is permitted in Leewood.
- 6.5.5 *No Breach of Privacy*: In general the location of any work allowed by this section shall not create a breach of privacy between neighboring houses, nor shall it create a visual nuisance to neighboring houses.
- 6.5.6 *Airing and Drying*: No clothing, laundry or wash shall be aired or dried on any portion of the properties in an area other than the rear yards of lots. Permanent clothes lines may not be installed.
- 6.5.7 *Neat and Orderly Appearance*: Site furniture, play equipment, playhouses and doghouses shall be neat and orderly in appearance.

- 6.5.8 *Review of Complaints:* Any written complaint brought to the attention of the ARC will be reviewed to determine if it is a visual nuisance. The ARC reserves the right to require screening, modification of design or removal as it finds appropriate.
- 6.5.9 *Equipment:* No equipment other than heating or air conditioning equipment, communication and broadcast receiving equipment is permitted. Exterior components of heat pumps or air conditioning equipment shall be located in the same location as originally installed by the builder. Window and through-wall air conditioning units are prohibited. Gas and charcoal grills are permitted but should be installed so as not to present a hazard to the owner's or neighbor's structures.

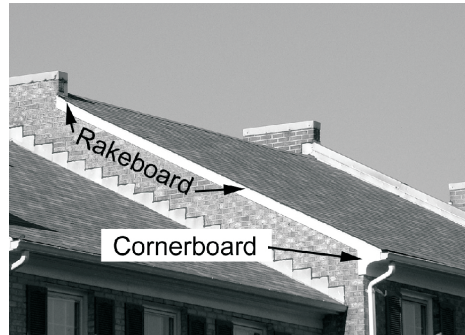
6.6 Common Areas

- 6.6.1 *Definition:* Common area is defined as all property within Leewood **not deeded directly to an owner**, including streets, parking areas, non-owner sidewalks, woods, alleys, open areas, mailboxes and perimeter fences.
- 6.6.2 *Modification:* No landscaping or other modifications may be made on common area except by the authority of the Board of Directors of the Association. The only exception is that a flagstone slab(s) that is rectangular and no larger than the size of the gate opening and extend no further from the gate than 18" may be placed outside a rear yard gate for mud-free stepping. The slabs must be set in a prepared bed. When completed, the slabs may not be higher than the surrounding ground. This restriction is for safety purposes and facilitation of lawn care by LHOA contractors. The flagstone area must be maintained to protect the safety of pedestrians. Only muted colored flagstones are permitted. No other material may be used in lieu of flagstone. Placement of slabs on the common property outside an owner's lot does not assume ownership of that parcel which remains the property of the Association.
- 6.6.3 *Mailboxes:* Mailboxes are common area property and are maintained by the Association. No public announcement or notices are permitted on mailboxes except those posted by the Association.

APPENDIX A

DEFINITIONS USED IN THIS BOOK

ARCHITECTURAL DRAWINGS	A set of detailed drawings which are used by a contractor to build a building. The drawing set includes floor plans, elevations of all sides of the structure, building sections to identify all building materials and details. The plans are usually drawn at 1/4" = 1'-0".
CHIMNEY WASH OR CROWN	The mortar cap located on top of a chimney, not to be confused with a metal chimney cap.
CHIMNEY CAP	Metal cap attached to top of chimney for purposes such as keeping birds from nesting in chimney
CHIMNEY LINER	Metal or clay liner inside chimney which extends beyond top of chimney. Chimney cap is attached to liner.
COMMON AREA	Areas within the community not deeded directly to a homeowner which is owned and maintained by the Association.
CORNER BOARDS	Vertical boards installed on the corners of houses to cover the end of the eave. (The British may call them bird boxes.)
DENTIL MOLDING	Molding that consists of a band of small square tooth-like blocks forming part of the eave.
DOOR TRIM	Board or molding installed around the perimeter of a door to conceal the joint. Often used as a general term to describe all wood around the door (pediment, columns, etc.).
DORMER WINDOWS	Dormer comes from the French word dormir which means to sleep. Dormers are located on the second floor, usually in bedrooms or bathrooms, and project through the roof to provide a window in this space. Sometimes referred to as doghouses. Dormer windows are only on houses with mansard roofs in Leewood.
EAVE	The lower border of a roof that overhangs the wall.



ELEVATION	Exterior face of a structure on the front, sides or rear.
EVERGREEN	Shrubs or trees which do not shed their leaf growth seasonally.
FACADE	Exterior face of a building.
FASCIA BOARD	A horizontal piece (as a board) covering the joint between the top of a wall and the projecting eaves.
FINIAL	The decorative object (in Leewood, often a pineapple) found at the peak of the pediment above the door.
FLOOR AREA	Amount of floor space within a structure.
FLOOR PLAN	A drawing showing the layout of the enclosing walls of a structure, its doors and windows, and the arrangements of the interior spaces as viewed from above.
GABLE	The vertical triangular portion of the end of a structure having a double sloping roof from the level of the eave to the ridge (highest point) of the roof.
LOUVER	The slanted, horizontal parts of a shutter. Often referred to as slats in Leewood, and fins by others.
MULLION	Vertical divider between lights(panes) of windows not to be confused with muntin.
MUNTIN	Vertical or horizontal divider between individual panes of glass within a window, not to be confused with mullion.
PEDIMENT	A gabled element used primarily over entrances.
PRE-APPROVED	Modifications which meet the minimum design, finish, color, material and location standards as set forth in this document and does not require ARC approval. The section of the standard referring to the particular modification must state that under certain conditions, the item is pre-approved.
PROPERTY LINE	Legal limits of property, property edge. (NOTE: The front property line is not the edge of the pavement or curb.)



RAKE BOARD	A board or molding along the edge of a gable which conceals the rafter.
RISER (STEPS)	Height of steps (vertical surface).(Leewood's front steps have risers of 6 ½".)
SCALE	(1) A system of proportions used in architectural drawings so that the actual size of an item to be drawn can be reduced to a size small enough to fit on a sheet of paper (i.e. 1/4 of an inch on the drawing represents 1 foot of actual size of the item being drawn). (2) Term used to relate to the proportional balance of all elements of a building.
SCREENING	Shielding method using either natural vegetation or a structure to conceal an unsightly condition from view, or provide protection from noise or wind exposure.
SITE PLAN	A plan of a lot indicating property lines, the accurate location and size of structures shown with dimensions to property lines.
SLAT	Used instead of louver, in describing the slanted fins of the shutter
SLOPE (ROOF)	The indication of the steepness of a roof measured by the amount of rise in inches per foot of horizontal length.
SOFFIT	The exposed undersurface (ceiling) of any extended overhead component of a building (i.e. eave). This surface usually has a small grill or vents to allow air into the attic.
STILE	The vertical member of a shutter that holds the slats or louvers.
STOOP	The entire step structure leading into a house, including steps and landing area.
STORY	A floor area on one level, enclosed by the house walls (example: first floor = first story). A ½ story refers to a floor area enclosed within the roof area, above the top of the house walls (attic areas both finished and unfinished).
TREAD (STEPS)	Top of steps (horizontal surface).(Leewood's front steps have a tread depth of 12 1/2")
TOPOGRAPHY	A description of the vertical variations of land (flat, sloping, hills, valleys, etc.)

UNFINISHED MATERIAL	Material that does not receive a special coating to alter the natural appearance but may be treated with a preservative to prevent decay (i.e. salt treated lumber).
VEGETATION	Plant growth (trees, shrubs, grass, etc.) either in its natural setting or a transplanted location.
WINDOW SASH	Single assembly of stiles and rails made into a frame to hold glass.
WINDOW TRIM	Board or molding installed around perimeter of a window to conceal the joint.

APPENDIX B

Sample Application Forms

APPLICATION FOR HOME IMPROVEMENT APPROVAL

APPLICATION FOR COLOR CHANGE APPROVAL

