

**RUNNING DEER ESTATES**  
**GUIDELINES TO ARCHITECTURAL AND APPEARANCE / YARD**  
**STANDARDS**

**ARCHITECTURAL AUTHORITY**

The Architectural Review is established as a requirement of the Association's DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. If you do not have a copy of the DECLARATION, please request a copy from any Board Member. The purpose of the Architectural Review is to encourage owners to make changes and improvements in a manner which preserves and enhances the architectural integrity and appearance of the community. The guidelines in this document are meant to supplement and clarify the information in the DECLARATION. If there is a conflict between the guidelines in this document and the DECLARATION, the DECLARATION shall have authority.

**ARCHITECTURAL GUIDELINES**

There are three major categories of items for specific home improvement guidelines. These three are very important to you because they identify which improvements are permitted and how approvals can be secured. **Items not specifically mentioned here**

**require approval via the Architectural Review Process in advance of construction /  
installation.**

### **CATEGORY 1: NO APPROVAL REQUIRED**

Items in this category do **not** require approval, **provided that any guidelines mentioned are followed where noted and that projects are completed in a reasonable time period for the particular scope and comply with the DECLARATION.**

- Plants, shrubs and flowers
- Decorative Walls less than 3 feet high that do not require a foundation (vs retaining walls etc)
- Bedding borders
- Plantings of flowers and shrubs
- Easily portable inflatable or molded plastic pools 12 inches deep or less that are emptied daily and stored within the home or garage.
- Easily portable basketball goals defined as those with a manufacturer's molded plastic base with wheels. (Note that local township requirements forbid placement in streets)
- Hose caddies/reels, stand alone and affixed to the home.
- Outside seasonal decorations, displayed up 30 days before or after the holiday season.
- Wall mounted flag poles (less than 5 foot long)

- Vegetable or gardening in rear yards, provided the plants do not grow through to the neighbor's yard.
  - Repainting or re-siding your house in its original or harmonized color.
  - Lawn furniture, barbecue equipment, toys, bikes, etc., if kept in good repair.
  - Attic turbins and fans that are (a) mounted on the rear of the house roof; (b) extend no higher than the roof peak; and (c) are no more than 12" above the roof surface.
  - Mail boxes & Posts as permitted by the Post Office.
  - Replacement of Concrete Driveways and Sidewalks. Sidewalks and Driveways must be Concrete, or Commercial Pavers. No blacktop.
- Maintenance, repair and/or replacement of previously approved items do not require approval so long as they are substantially the same as the original request and comply with the DECLARATION.

### **CATEGORY 2: REQUIRE APPROVAL**

Items in this category **require approval**. An application must be submitted. Applications can be obtained from the website or any Board Member. Some of the most frequent items are listed below. Please note that these are examples of frequent items, not a complete list of covenant requirements.

- Playsets, Swing sets (metal sets not permitted)
- In-ground Pools & Pool Fences, Hot Tubs/Spas
- Satellite / Mini Dishes (Please refer to the DECLARATION for **Special Rules** relating to the location and mounting of Satellite Dishes.)

- Home or Driveway expansions
- Patios & Decks
- Awnings
- Basketball Goals (fixed mounting)
- Fences (Please refer to the DECLARATION for **Special Rules** relating to fence installations.)

### **CATEGORY 3: MAJOR IMPROVEMENTS-REQUIRING APPROVAL**

Items in this category include fireplace chimneys, window or door relocations, brick or foundation painting, or other special and major improvements to a home. These require submission of a standard Architectural Review Committee application for improvement, including complete plans and specifications. The proposed changes and improvements must conform to our community standards and guidelines and to those of the city. Architectural Review Committee approval does not substitute for approval by the relevant zoning authority.

### **CATEGORY 4: ITEMS NOT PERMITTED**

- Storage Sheds
- Yard mounted flag Poles
- Exterior radio or TV antennas
- Carports
- Privacy Fences
- Above ground pools (except small child's pools as described in Section I)

- Front or Side yard fences. Partial side yard fences may be approved if yard terrain has unusual or abnormal conditions.
- Outside Pet houses or Pet runs
- Trailer, RV, bus, Boat parking/storage in driveway or yard. These vehicles may be parked in the driveway for immediate loading and unloading purposes only. (e.g. few hours)
- Automobile or motorcycle parking off driveway surface
- No vehicle rated  $\frac{3}{4}$  ton or larger (pickup trucks, trucks, service vehicles, etc)

### **APPEARANCE STANDARDS**

- Paint and stain must be maintained in uniform and good repair (with no peeling, chipping, cracking, or discoloration) on the trim or siding.
- Lawns must be well kept with uniform ground coverage. Grass should be kept no more than 6-8" high for more than several (3) days including interfaces with objects such as landscape walls, stones, etc.
- Dead trees or shrubs must be removed by the end of the Summer.
- Properties to be free of any other debris.
- Papers and flyers are not be left to accumulate in yards/driveways
- Severely bare lawn spots must be repaired and seeded within a reasonable period of time.
- Lawn excavations for utilities or repairs must be repaired and seeded by the end of the spring season or within 3 months. This does not apply to a homeowner who cannot comply due to external responsibility. For example, yard repair due to Blue

Max water line repair between meter and water main which is the responsibility of the County.

### **THE ARCHITECTURAL REVIEW COMMITTEE PROCESS**

1. Owner submits to the Architectural Review, performed by the Board. **Please note the Architectural Review Committee has thirty days to review the application.**
2. The application, noted with the date of receipt is routed to the Board within two working days, provided all information necessary for review is received (photos, sketches, drawings etc). The Board member receiving the application will make a cursory review of the application and request of owner any additional information needed. The Board may still require additional information, as detailed in 5d, below. **The thirty-day timetable begins when the application is complete and appropriate for review.**
3. The Board is obligated to act on the application within **30 calendar days** from receipt. In most cases the owner will receive a response within 10-14 days weeks. In the event no action is taken by the Board within 30 days **of the homeowner confirming the Board has received it**, the applicaton is considered to be approved. In the past, there have been occasions where the homeowner did not send it to the correct address and applocations were therefore not received.

4. The Board's decision will be noted on the application. The owner will be notified of all final decisions, either:

a. **APPROVAL:** The application is approved as submitted.

b. **APPROVAL WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed.

c. **DISAPPROVAL:** The application is denied. The owner can appeal the decision to the Board of Directors. The appeal must be submitted in writing within 30 days and sent to the Board of Directors

d. **ADDITIONAL INFORMATION REQUIRED:** The Board has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once the Board receives the information. The owner should follow the same submission procedure. The Architectural Review will act swiftly on all re-submissions although a new 30 day clock starts when the missing information is received.

5. **Architectural Review Committee inspection:** The Board reserves the right to visit your lot and inspect the improvement. This will be done for two specific reasons:

- a. To help with any missing information required to fill out the submittal; To offer any pointers that may be requested when considering or performing an architectural submittal. For example, an interaction on mini dish location so that 2 acceptable locations are provided the homeowner in the event an acceptable strength signal can't be obtained when the installer is performing the installation.
  - b. To confirm the installation was per the homeowner's submittal and done in a timely fashion.
6. Once the application is approved, it must be completed within 90 days of the Start Date noted by the homeowner unless otherwise agreed upon for most items unless an unusual construction and noted otherwise. If the owner wishes to phase the construction or investment (for example install a fence but add a patio later) then a resubmittal will be required if any portion is not started/completed in 6 months.

### **FREQUENTLY ASKED QUESTIONS**

#### *How do I use the Architectural Approval Process and how long does it take?*

In advance of your project, download and fill out the Architectural form then mail to the HOA electronic mailbox, US Mail PO Box, or give to any Board member. It is suggested this be done prior to making a purchasing commitment to avoid any inconvenience. The process usually takes 1-2 weeks after receipt but in no case will it exceed 30 days. Most requests are typically addressed within 5 days of receipt.

What are some examples of items that have been submitted and 'not' approved?

- Plastic or Chain link fences
- Picket, Stockaid, Privacy Fences
- Basketball hoop mounted on front of house
- Metal play sets

What type of yard fences get approved?

Rear yard fences which are Wood split rail or Wood horse board type (3 or 4 rail), Wrought Iron in some cases depending on layout and specific fence material and design.

What type of Pool fences get approved?

Wrought iron or Aluminum if it mimics wrought iron in style in addition to yard fence styles noted. Wire barrier is required for split rail or board for pool applications. Pool fences also require building code compliance.

Is the HOA Architectural Process the same as the Building Code and Zoning compliance review?

No, both are required. Zoning and Code are responsibility of homeowner and/or their builder.

*What do I do if I have a complaint*

Refer to the website for a Complaint Form ('Forms'). Can be e-mailed or US mailed to the Board.