

SUMMARY – EGHOA BOARD POLICIES

Below are current policies gleaned from minutes of the EGHOA Board of Directors from 10/18/93 to 10/14/13. The reference to the appropriate meeting minutes is given in parentheses at the end of each topic.

Awnings

A written request must be submitted to the Architectural Review Committee and have Board approval prior to installation. An awning is defined as a detachable and retractable framework covered by cloth or other light materials, supported from the back wall of the building. The primary use is for protection from the sun and inclement weather. Awnings shall not be placed on the front or sides of any dwelling and should be limited to cover patios or decks. The awning should be in a solid, earth-tone color. Awnings are to be maintained by the homeowner and are to be kept in good condition and repair at all times. (4/06)

Christmas Decorations

Residents of the glen are not to display or hang Christmas decorations until the fall decorations, if any, put up by the board are removed after Thanksgiving. All Christmas decorations should be taken down by the first week in the New Year. (9/03)

Common Areas

Common areas belong to all of us and anything done on common areas must be approved by the Board. (7/04)

Policy for shrubs, flowers, and trees planted by homeowners in common areas

After approval is obtained from the Landscape Committee for special plantings by a homeowner in the common area, the plants are the homeowner's responsibility for maintenance. The Association will provide mulch and rake leaves around the plants if needed, but will not maintain them otherwise. If the plants die or become unsightly and the homeowner does not take care of them, the Association may remove the plants and replace them with other plants of the Association's choosing, or plant grass. If erosion is a problem in the area, an erosion prevention plant such as vinca may be planted, at the Association's discretion. The Association reserves the right at any time for any reason to remove or replace plants in a common area, whether planted by the homeowner or by the Association.

If the unit is sold, the new owner will be responsible for the maintenance of these plants, just as if they had planted them originally. It is the seller's responsibility to inform the buyers of this policy. (11/07)

Policy for walks, fountains, sprinkler systems, etc. installed by homeowners in common areas

As usual, approval by the Board must be obtained for installation of such items. It is ALWAYS the homeowner's responsibility to maintain them. If they do not and the board deems them a hazard or unsightly, the Board may have the items removed or fixed and assess the homeowner for the cost of removal or repair.

If the unit is sold, the new owner will be responsible for these items, just as if they had installed them originally. It is the seller's responsibility to inform the buyers of this policy. (11/07)

Policy for sprinkler systems on common property

The landscape or architectural committee must approve sprinkler installations that are on common property PRIOR to placement. When systems are installed by owners on common property, subsequent maintenance, repair, and payment for any (present or future) damages will be the responsibility of the homeowner. Furthermore, it is the homeowner's responsibility to communicate this responsibility to the subsequent owner when a unit is sold. (8/09)

Dues

The Board is *requesting* that homeowners pay their dues on a quarterly basis if possible. This will save our VOLUNTEER treasurer quite a bit of time. (3/12)

Exterior Building Maintenance and Alterations

The maintenance of the exterior (and interior) of each unit is the homeowner's responsibility. However, the colors and look of paint, stucco, doors and shingles are rigorously controlled by the Association so that the units have a uniform look. See **Attachment A** (Architectural Review Committee Homeowners' Guidelines) for details. **If you are uncertain whether you need to submit a request for review, please contact a member of the Architectural Review Committee.**

Alterations may be made to the exterior of a unit, but they must have the approval of the EGHOA board in writing *before* they are started. Contact the

Architectural Committee chair or an architectural committee member for the forms needed. Requests must be submitted to the Architectural Committee for review at least 30 days before the proposed work is to start (11/06).

Routine maintenance such as painting, stuccoing, or staining may be carried out without approval as long as the look of the exterior is not changed.

Shingles

The shingles specified in the Architectural Committee guidelines are Weathered Wood by GAF, or Driftwood by Owings-Corning. If using a different shingle, please obtain approval from the Architectural Review Committee as both color AND texture must match the two approved shingles. (7/11)

Homeowners should provide the name of the contractor installing new roofs to the committee. If any shingles other than the two approved shingle choices are being used for roof repairs, home owners should submit a written request to the Architectural Committee with a sample of the shingle included before reroofing their unit. (8/11)

Window Grids

ALL front windows, as well as side windows that are exposed to public view from Ethan's Glen Drive MUST have either the wooden grids OR plantation type window treatments. (Those units that have side exposure to wooded areas are not required to have grids in those windows.) Blank windows in the areas designated for grids will not be acceptable. This includes upper windows that may be quarter rounds, half rounds, etc. (4/09)

Fall Decorations

The Board approved reimbursement to the landscape committee for costs incurred in placing Fall Decorations in common areas. (10/99)

Garage and Yard Sales

Garage sales and their like (e.g., tag sales, yard sales) are not allowed. Any exception requires the approval of the Board of Directors. (10/96)

Fences and walls build by developer

There are several items that were built by the original developer and are on both common property and on homeowners' properties: a wood fence behind 944 – 956; a retaining wall behind 835 – 839; a railroad-tie retaining

wall behind 804 – 812; and a wire fence on the south, west and north sides of the property. These structures should be maintained by the Association and are not the responsibility of the individual homeowners on whose properties they lie. (4/08)

Landscaping and Grounds Maintenance

The homeowner owns the property that is directly in front of and directly behind their unit. Land at the side of a unit is common property.

Association's responsibility

The Association has a contract with a landscaping company. The company is to maintain the grass on all property, trim “standard” shrubbery in the front yard and between driveways, and rake, collect, or redistribute leaves. Details of how often these activities are done are spelled out in the contract with the company. Contact the chairman of the Landscaping Committee for more information. Attachment B (Ethan's Glen Tree, Shrubby and Landscaping Guidelines) outlines the responsibilities of the Association regarding the maintenance and replacement of trees and shrubs. (10/96)

Please note that it is financially impossible to replace full-grown trees. Original trees were small when planted and have had many years to reach their present growth. Whereas the original tree might have cost \$50, a new fully-grown tree would cost \$500 or more. (10/94)

Homeowner's responsibility

The homeowner is responsible for maintaining any special plants that they or previous owners have planted (e.g., flower gardens or landscape features.) The Landscaping Committee must approve any substantial changes to landscaping features in front of or behind each unit (e.g., tree or shrub cutting, changing grass to plants, addition of statues or other decorative objects.)

During extremely hot and dry weather, homeowners are requested to water trees and shrubs around their unit in order to keep the plants alive. If plants die and the homeowners didn't water them when they needed it, the landscape committee will probably be unsympathetic toward replacing them. (10/94)

Memorials

On behalf of the Homeowners Association, the Board of Directors will contribute to memorial funds of members that have passed away. (9/96)

Parking

No on-street parking is allowed by residents on a regular basis. "Visitors parking" is for visitors, and not to be used by residents on a recurring basis. While it would be very unfortunate to have to employ a wrecker, the President is empowered to have improperly parked vehicles towed. (Annual meeting, 4/25/93) If you have extenuating circumstances that require you to use the visitor spaces for a prolonged period, please submit your position in writing to EGHOA for board approval. (6/04)

Pets (10/94; reiterated at annual meeting, 4/30/95; also 7/17/96)

- Pets may not run free throughout the area.
- Residents who walk their dogs have a responsibility to pick up and remove their dog's feces.
- Barking dogs are not permitted on porches or patios due to the nuisance it inflicts on other residents.
- Animal feces on porches or patios must be picked up and removed promptly due to the odor it inflicts on near-by neighbors.

Playing in the Streets or on Common Property

Skating or skateboarding on the street is not permitted, nor is playing on any of the common areas. (1/95)

Pool

The pool is kept locked. Each household should have a **key**. If you are the last person leaving the pool area, please be sure to lock the gate on your way out.

"A solution to the parking and noise problem at the pool is as simple as having sensitivity to our neighbors' feelings and using this common asset in a responsible and caring way."

- No lifeguard. (This implies swimming at your own risk. The buddy system is essential for all swimmers).
- No diving.
- No food in pool. Obviously, it is OK to have food at the tables.
- No children under 16 without adult supervision.
- No horseplay or loud noises.

- No pets.
- No glass or sharp objects.
- Limit guests to a reasonable number. This is a small pool.

From pool rules 8/16/95, and prior handout to residents. Also 3/95 meeting. Similar to 8/23/93 approved rules.

Residents may reserve the pool for specific periods for social or party use by written notice posted at the pool on a first come –first serve basis. The pool is not to be reserved during prime daylight hours on Saturday and Sunday. The resident reserving the pool must be in attendance and be responsible for the following:

- Pool and pool area to be vacated and locked by 11:00 PM of Friday and Saturday, and by 10:00 PM all other days.
- No bands will be permitted. Music from radios or stereos shall not be so loud as to be heard beyond the pool fence.
- Consideration of those living adjacent to the pool area.
- Clean up of the area no later than 10:00 on the following morning.

All trash should be removed and placed in the receptacles provided. The entire pool facility should be returned to the condition in which the resident found it.

Satellite TV Antennas

Outside antennas (including satellite dishes) that can be seen from the front of the unit are forbidden in the Bylaws. However, the board notes that small satellite dishes that are now available are acceptable if they cannot be seen from the front of the unit. (10/16/96)). An Architectural Committee Request should be submitted when considering placement of satellite dishes on residences. (4/10)

Snow Removal

The president can make decisions on a case by case basis on whether to hire someone to remove snow from streets of the development. (1/17/96)

Trash cans

Trash cans should be kept inside except on garbage pickup day. (4/10)

ATTACHMENT A

Architectural Review Committee Homeowners Guidelines

The purpose of these guidelines is threefold:

1. To preserve architectural integrity of Ethan's Glen
2. To protect property values
3. To avoid misunderstandings and ill will created by a lack of understanding of the Covenants and Restrictions governing architectural control (Article V). **If you are uncertain whether you need to submit a request for review, please contact a member of the Architectural Review Committee.**

Article V of the covenants reads as follows:

No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, color, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Director of the Association, or by an architectural committee composed of three or more representatives appointed by the Board.

Harmony of External Design

As noted above in Article V of the covenants, harmony of design is of primary importance. In that regard, the following guidelines are offered to assist homeowners when planning external modifications for submission to the Board and Architectural Review Committee.

Maintaining consistency of materials and design is our objective. Ethan's Glen units are constructed of brick, stucco, and stacked fieldstone. Decks are of treated lumber and lattice. Materials for new exterior structures or modifications must conform to those used in the original construction of the units. Paint colors and roof tiles must match those of the other units. Information on paint colors is provided in Attachments A1 and A2. No outbuildings or temporary structures are permitted, nor are chain link fences allowed (Article VIII, Sections 5 and 19).

As stated above, plans and specifications, including materials to be used must be submitted to the Board or Committee for approval. Additionally, all

contractors hired to perform modifications to units should be licensed and insured.

In the first paragraph of these guidelines, we state our objectives: to protect our property values and to the preserve the architectural integrity of Ethan's Glen. For these reasons, the rules as stated in the covenants will be strictly adhered to, and the Board of Directors and the Architectural Review Committee will take appropriate measures as needed to enforce them.

Questions about these guidelines should be directed to the Board of Directors or Architectural Review Committee.

Approved by the Board of Directors, July 18, 2000

ATTACHMENT A1

Architectural Standards

In an effort to reduce confusion concerning the difference between maintenance and architectural format change, the following information is provided. If your items are considered “maintenance”, there is no requirement for Architectural Committee/Board approval. The items listed below are supposed to match the color, texture, and design of existing items. However, the final test is that all paints, doors, windows, etc. **MUST MATCH** the other units. It is the homeowner’s responsibility to make sure (by applying a test patch of paint, for example) that the colors and items match. The listed sources are suggestions only and are for the convenience of the homeowner.

Table of Approved Items

Item	Standard	Sources
Exterior Trim and Garage Doors	Pittsburg#3433 (formerly called Clover Mist) Semi-Gloss Enamel (this is a matched color and an approved sample should be matched by the supplier)	Pittsburg Paint. See attached color table for Sherwin-Williams equivalent.
Exterior Front Door	Pittsburg#4039 (formerly Grotto Green) Semi-Gloss Enamel (this is also matched color and an approved sample should be matched by the supplier)	Pittsburg Paint See attached color table for Sherwin-Williams equivalent.
Stucco	NavahoWhite#P-122 masonry and stucco paint by Behr	Home Depot See attached color table for Sherwin-Williams equivalent.
Roofing	Weathered Wood by GAF or Driftwood by Owings-Corning	
Storm Doors	Strafford by Larson, color Brown (decorative glass not allowed) The Strafford model may be upgraded by the homeowner; however, Architectural	Home Depot

Item	Standard	Sources
	Committee/Board approval is required	
Guttering	Weathered Cedar #4636 Satin Enamel	Pittsburgh Paint (this color may be matched by other paint suppliers – take an approved sample to your preferred paint supplier)
Garage Doors Wood Doors Steel Doors Insulated (no interior skin) Steel Doors Insulated (with interior skin)	<u>Current style wood panels</u> Clopay Series 1500 Exterior of door must be painted to match existing trim (no windows in door panels) Clopay Series 4050 Exterior of door must be painted to match existing trim (no windows in door panels)	Williams Door Company Williams Door Company Williams Door Company
Windows Wood Windows Vinyl Windows	<u>Current style wood windows</u> (remember that the window “grids” (painted with appropriate Ethan’s Glen colors) are required on all front and side windows. Due to the color requirement of Ethan’s Glen Architectural standards, all vinyl window systems must be approved by the Architectural Control Committee and the Board. Cunningham says they can match the desired colors, but the windows must be a special order.	Cunningham Window Company Cunningham Window Company

ATTACHMENT A2

Sherwin-Williams Paint Color Formulas

The following paint formulas for Sherwin-Williams paints should duplicate the approved colors. Be sure to test the paints to make sure that they are the correct color before applying them.

TRIM AND GARAGE DOORS

EXTERIOR LATEX GLOSS – DEEP BASE – 6403-34157

BAC	COLORANT	02	32	64	128
L1	Blue	0	26	0	0
N1	Raw Umber	2	32	0	0
W1	White	2	57	0	0
B1	Black	0	6	0	0
R2	Maroon	0	1	0	0

STUCCO

EXTERIOR LATEX FLAT – EXTRA WHITE TINT BASE – 6405-14816

BAC	COLORANT	02	32	64	128
B1	Black	0	2	0	1
Y3	Deep Gold	0	14	1	0
R2	Maroon	0	0	1	0
N1	Raw Umber	0	8	0	0

FRONT DOOR

EXTERIOR LATEX GLOSS – DEEP BASE – 6403-34140

BAC	COLORANT	02	32	64	128
B1	Black	0	30	0	0
Y3	Deep Gold	0	7	0	1
G2	New Green	0	28	0	0
W1	White	0	6	1	0
L1	Blue	0	6	0	0

ATTACHMENT B

Ethan's Glen Tree, Shrubbery, and Landscaping Guideline

Article VII of the Ethan's Glen covenants and restrictions reads that "each lot owner will be responsible for day by day ordinary care of his unit in order to maintain a clean, neat appearance, subject to Association restrictions on appearance, etc." It is therefore assumed that the grounds near each unit which are not maintained by our landscaping service will be cared for by the unit owner and kept weed free and in good condition (front and back gardens, patios, etc.). If a unit becomes unsightly, the homeowners' association (EGHOA) reserves the right to undertake clean-up. The homeowner will be billed for the cost of the clean-up. Homeowners are also required to request approval from the Landscaping Committee prior to special planting of trees and shrubs in common areas, front yards, and areas visible from the street. An application for this purpose is attached.

Trees

Dead trees in the front areas of individual homeowner's units will be removed at the expense of EGHOA. EGHOA will provide for planting a new tree and/restoring the area to grass. Replacement trees will generally be smaller than those being replaced.

Dead trees in the common areas will be removed at the expense of EGHOA. Trees that present a risk of falling and damaging individual homes will be given highest priority. Dead trees that could damage homes in surrounding neighborhoods will be given priority over dead trees that are located away from home sites.

Living trees in common areas that present a risk of damage to buildings and driveways may be removed at the expense of EGHOA pending review and approval by the Board.

Living trees in the front areas of homeowner's property that have outgrown the space or risk damaging homes or driveways can be removed at the homeowner's expense pending receipt of a completed landscaping request from and approval by the landscaping committee, and the EGHOA Board of Directors.

A landscaping request form can be obtained from the chairperson of the landscaping committee. The completed form should be returned to the landscape chairperson.

Shrubbery

Dead shrubbery in common areas will be replaced as needed by EGHOA to

maintain the integrity of the plantings and aesthetics of the complex.

Dead shrubbery in the front areas of individual homeowner's units will be replaced at the expense of EGHOA. Replacement shrubbery will generally be smaller than shrubs being replaced and homeowners are responsible for watering replaced shrubs to insure plant survival. If replacement plantings die from a lack of water, the homeowner will be responsible for the cost of future replacements.

Living shrubs in the front areas of individual homeowner's property that have outgrown the space can be replaced at the homeowner's expense subject to submission of a completed landscaping request form and approval by the landscaping committee and the Board of Directors.

A landscaping request form can be obtained from the chairperson of the landscaping committee. The completed form should be returned to the landscape chairperson.

Approved by the EGHOA Board of Directors, October 27, 2003