

Exterior Decoration and Landscaping Guide for WW3HOA

Introduction

The 2012 Board recognized that exterior decorating and landscaping policies for our HOA have never been compiled into one document. There are many regulations that are defined by the CCRs and there are a number of policies which were passed over the years by past Boards, but few homeowners are aware of all of them. It was decided to create a single document to define the guidelines for homeowners' exterior decorations for the front of all units, including plants, year-round art, and seasonal or holiday decorations.

Our goal is to have an attractive and inviting environment, with some uniformity of appearance, while allowing each homeowner the ability to decorate their space more personally as well.

Consideration does have to be made regarding general access, overall security and safety as well as the ease of public maintenance and the overall Association aesthetic. The Board, if necessary, will rule on individual situations and reserves the right to limit the number or type of items. The Board can, at its discretion, determine that although decorations technically meet an allowed quantity/type/period of display within these rules, that they are either inappropriate in appearance, condition, or quantity and therefore request removal. Note that approval or denial of any specific decoration does not set a precedent for future rulings.

If you have a concern or a complaint about another homeowner's exterior decorations or have seen a problem with the exterior landscaping or maintenance or any of the public grounds of the HOA, a form has been provided at the end of this document. Please complete the form and submit to the Board for consideration. Only written complaints will be considered by the Board.

Homeowners are responsible for the maintenance of all decorations and plants that they add to the front of their home. Homeowners also assume full responsibility and all liability for any damage or injuries that their additional decorations might cause. (Ex: people tripping over a small statue, cuts from broken pots, bumped heads from hanging art...) Any damage a decoration causes to the exterior of the building must be repaired by the homeowner.

General Policies on the Front Exterior

There are certain policies that have been established by the CCRs as well as previous Board rulings that will continue to be enforced. Those policies include (but are not limited to):

Association Provided Maintenance

- The Association shall be responsible for the maintenance of the exterior painting; maintaining, repairing and replacing exterior lighting fixtures, rain gutters and down spouts. (CCR)
- All bushes in front of windows will be kept trimmed by the HOA to just below the window frame. (New spring growth may be allowed to briefly grow higher for the health of the plant.) (CCR)
- All bushes along building walls will be kept trimmed to prevent any growth closer than 10" - 12" from the structure. (CCR)

Door Rules:

- Front doors can be variants of blue, red, grey, as long as all the doors on a single building are the same color. (CCR)
- The homeowner may install a screen/storm door (white only). (CCR)
- The homeowner may install a peep hole in the door. (CCR)
- No decorations are permitted on the door itself.

Public Landscaping:

- No plantings or decorations (including flower pots) can be placed in any of the landscaping beds directly around the houses. (CCR)
- A homeowner may grow annuals in the curbside beds. (CCR)
- No decorations may be placed on the lawns themselves. This includes holiday inflatables, election signs, etc. The only exception is a “for sale” sign if the property is on the market. (“For rent” signs or signs indicating the installment of special security must be placed in the windows.)
- No decorations may ever be placed in the trees, bushes or other HOA-maintained landscaping. This includes holiday lights.
- The only flags permitted must be on a pole (no draping/hanging from beams), and the pole placed in a flagpole holder.
- Homeowners are responsible for covering costs to repair any damage to public landscaping caused by their own activities, or those by their children, guests or pets.

Trash Cans:

- Trash cans can be put out anytime after 12 noon the day before a pickup. They must be returned to the garage or placed behind the fence by noon the day after the pickup. If there is an expected absence of the homeowner the HOA requests that they coordinate with their neighbor to move the cans out of public view.

General Policies Pulled from the CCR's:

- Nowhere in the front of the house are homeowners permitted to store trash, garbage, loose lumber, old furniture, etc.
- No air-conditioner units are allowed in the front windows of the home (or side windows exposed to public view). Those to the rear of the home must use window covers for the gap that are of the same color as the siding or transparent.
- Exterior antennas and transmission/satellite dishes shall not be permitted to be placed to the fronts of the home but only to the rear.

- No Owner shall permit any vehicle that is in an extreme state of disrepair to be abandoned or to remain parked upon any Building Lot or on the Common Area for a period in excess of 48 hours.
- Parking of boats, trailers, motorcycles, trucks, truck campers or other recreational vehicles or equipment and vehicles in excess of 3,000 pounds gross vehicle weight shall not be allowed on any part of the Property or on public streets.
- Hose reels or stays should be mentioned as excepted with efforts to match siding color and/or placed to be hidden by landscaping foliage.

Ductless heating/cooling systems can be added to a unit (with clearance from the ARC) and should meet the following criteria:

- Cannot produce a noise at a level higher than 80 decibels
- The outdoor heat pump base unit is to be placed behind a fence or surround to conceal it from public view.
- The multiple zone systems should have all of their refrigerant lines, electric, and drain lines covered in cosmetic line hide from the wall close to the heat pump to the wall penetrations, and the entry point into the home must have a cosmetic line hide cap provided by the installation company. All cosmetic line covers and caps need to be made by a manufacturer of the plastic cosmetic covers and paintable to match the color of the siding. (No metal coverings). All holes made into the dwelling to be foam filled and capped.
- All upper level units that have internal air handlers on the outside walls, the line hide to be ran up to the 2nd floor eave and tucked up under the overhang and brought down to the 1st level top roof line on the wall, to cover the drain line and any and all refrigerant lines, and electrical lines.
- All exposed refrigerant lines and the electric lines from the outdoor heat pump to the wall and into the cosmetic line covers to be wrapped with UV tape to prevent break down of the insulation around the lines. This is for code and to keep the installation looking very clean.

Backyard Decorations:

Generally there are limited restrictions regarding decorations in the backyards. However, we would like to note that:

- No painting of the structure in any colors other than those already used by the HOA.
- No material may be permanently attached to a wall.
- Gardening is at the homeowners' discretion, but no invasive plants (ex: Bamboo, Blackberry, Morning Glory, etc.) that would spread/invade neighbor yards are permitted.
- Air conditioners on the back windows must use window covers for the gap that are of the same color as the siding or are transparent.

Fences: With limited exceptions, all installing/maintaining fences are the (generally shared) responsibility of individual homeowners bordering/utilizing that fencing area. Details regarding fencing are provided at the end of the document.

Sector specific decorations

In attempt to be as specific as possible, the Board has defined seven sectors for the exterior. We have created guidelines for each individual sector (with certain exceptions allowed for holidays or other categories as outlined at the end of this document.) Policies are set for year-round decorations as well as Seasonal/Holiday specific decorations.



Sector one: on the porch

Sector two: side wall

Sector three: the wall next to the door, under the light

Sector four: side beam

Sector five: front beam and front post

Sector six: on the driveway, in front of the porch and along the driveway

Sector seven: on the driveway, between the garages (not pictured here)

Policies for ALL Sectors

- All decorations, except where holiday exceptions have been defined, must be “neutral” in the sense that they do not overtly represent a specific religious, political, or commercial affiliation.
- Generally, unless otherwise specified, the policy will be that while items can be placed in each sector, no single sector may have more than three self-contained items (i.e., small statuary or multiple plants resting in a single pot might count as one item and artwork that consists of multiple pieces working together might also count as a single item.)
- Flowerpots are generally only permitted in front of the house when they have live plants in them. Pots on the front porch (sector 1) may have appropriate quality artificial plants in them year round. (Artificial plants are not permitted in other sectors as they will become quickly dirty and worn looking when directly exposed to the elements.)
- When the pots do not have plants in them, most often during the winter months, they must be removed from view from the front of the property. Empty pots may not be stored in the bushes in the front of the house.
- It is expected that homeowners will select size appropriate decorations for each sector.
- If a porch becomes too cluttered in appearance, the Board reserves the right to limit the total number of items.

Year-Round Decoration Guidelines per Sector



Sector one: On the Porch

Permitted:

- Suitable “neutral” front porch art (such as small statues and art under 2’ in height).
- Well maintained flower pots (with live plants or good quality artificial plants in the winter). No empty pots permitted—they must be removed from view if not in active use. Flower pots may be placed on stands up to 3’ high.
- Door Mats



Sector two: Side Wall

No material may be permanently attached to the wall.

Permitted:

- Newspaper delivery boxes or clips.
- Suitable “neutral” artwork.
- Holiday/Seasonally themed material during the relevant time period.



Sector three: wall next to the door, under the light

No material may be permanently attached to the wall.

Permitted:

- Suitable “neutral” artwork.
- Holiday/Seasonally themed material during the relevant time period.



Sector Four: Side Beam

Permitted:

- Suitable “neutral” hanging art and/or flower baskets with live plants.
- Chains and hooks/hangers should be black, white, silver or painted the same color as the house. Bare chains are permitted, but are not encouraged. Empty pots are not permitted.

Not permitted:

- Wind chimes or other noisemakers.



Sector five: front beam and front post

Nothing can hang from the front beam. (See limited exceptions for holiday/seasonal decorations.)

Other than a flagpole holder, no permanent decorations can be placed on the post (holiday/seasonal decorations allowed).

Flag Policies:

- A flag pole holder may be installed on the front post. The holder must be painted the same color as the siding.
- Only one flag may be displayed at a time. The HOA reserves the right to request the removal of any flag if found to be faded or tattered.
- Only the US flag may be regularly displayed.
- Proper respect and all formal procedures for displaying the US flag should be followed.
- A single seasonally/holiday themed flag on a pole may be displayed during the appropriate period of time (as outlined for themed decorations).
- Sports and college flags are permitted.
- No political or religiously themed flags are permitted.
- No flag, US or otherwise, may be larger than 2' x 4' in size.
- No free standing flag poles permitted. All flags must be on a pole, placed in a holder, attached to the front post.



Sector six: on the driveway, in front of the porch and along the driveway

Permitted:

- Suitable “neutral” art (such as small statues and art under 2’ in height).
- Well maintained flower pots (with live plants). No empty pots permitted. Flower pots may be placed on stands up to 3’ high.
- Holiday/Seasonally themed material during the relevant time period.

Sector seven: on the driveway, between the garages



Nothing may be attached to the wall.

Permitted: only a single, well maintained flower pot (with or without stand) with live plants **only if both homeowners that share the space agree to the selected decoration**. It is encouraged that the pot/plants be of suitable size for the space.

Holiday/Seasonally themed material during the relevant time period.

Specific Classes of Decorations: Seasonal and Holiday decorations

The Board has defined two specific classes of decorations that might have exceptions to the above guidelines or only be permitted during specific periods of the year. As an example, decorative lights, as defined below, are only permitted as suitable Seasonal or Holiday decorations, not for year-round usage.

Seasonal Decorations are defined as suitable for display during an extended period throughout spring, summer, fall or winter. They cannot be holiday specific and for the most part should be based more on natural imagery/materials. Certainly the differences could be open to some interpretation and specific decorations will be reviewed if a complaint is filed by neighbors.

The Board believes (without seeing the specific decoration that could be in question) that a small display of corn stalks and a pumpkin would be considered seasonal; however, if the pumpkin had a jack-o-lantern face carved in it, it would be a holiday (Halloween) decoration. A turkey would be Thanksgiving specific. Generally the Board would consider an evergreen wreath to be seasonal, but an evergreen wreath with a large red bow to be a holiday decoration

Seasonal Decorations may stay up while the general (if not daily!) weather is appropriate for it. For example, after the leaves have all fallen, Fall decorations should come down. Some spring decorations might also be suitable for the summer, but are unlikely to be appropriate for the winter.

No noisemakers are permitted for either Seasonal or Holiday decorations.

Colored lights and blinking lights are defined as Holiday decorations as are the decorative strings known often as "icicles." Steady discrete white lights may be defined as Seasonal in certain small independent decorations. If the Board determines something should be defined as 'holiday' rather than 'seasonal,' the homeowner will be requested to bring down the material at the end of the holiday period.

Seasonal and Holiday decorations may be placed in Sector 5, the front beam and the front porch post, if they do not pose a safety hazard. Display of flags with a holiday/seasonal theme must follow flag policies outlined in Sector 5.

Timing for Holiday Decorations:

Holiday decorations for Christmas (and other end of the year holidays) may go up as early as Thanksgiving Weekend and may stay up for 1 week after New Year's Day.

The other two major holidays that may have special decorations up for an extended period are Easter and Halloween. Major Holiday Decorations may be put up no earlier than 4 weeks before the date of the holiday and must be taken down no later than 1 week after the end of the holiday.

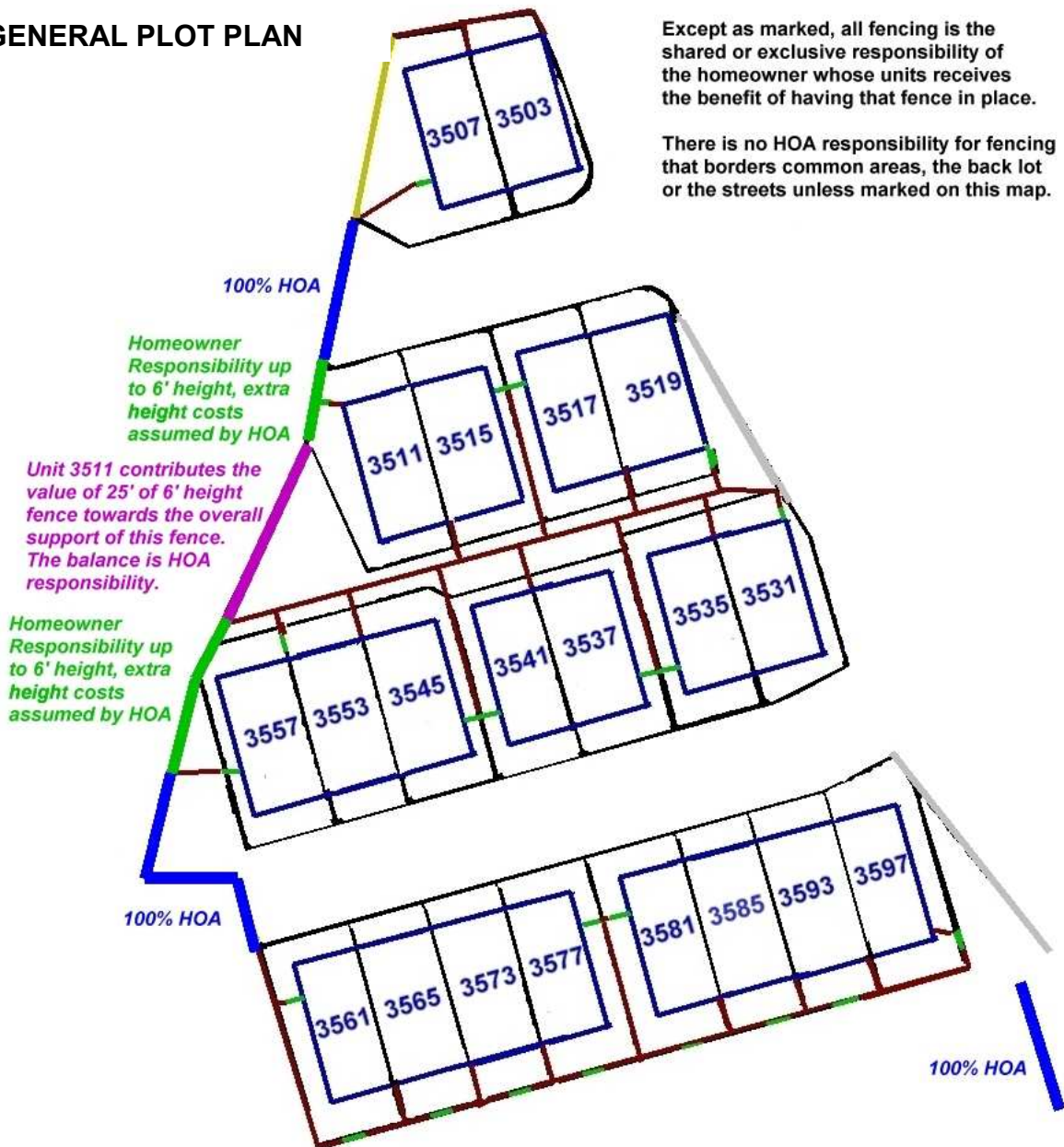
Minor holidays that may have special decorations are Valentine's Day, St. Patrick's Day, Thanksgiving, Fourth of July, Memorial Day, etc. Minor holiday decorations may be put up no earlier than 2 weeks before the date of the holiday and must be taken down no later than 3 days after the end of the holiday.

FENCING SPECIFIC DETAILS: On May 29, 2014, at the annual HOA meeting, the Homeowners worked through a map of the fencing throughout the HOA and determined the following summary of responsibility. In addition, it was decided that the official design pattern for the HOA fencing is #2C cedar with cap and bevel (no specified height). Fencing visible from the street, if sealed, can only be done in a clear stain. Interior stains are at the option of the homeowner. No lattice on fences. Individual homeowners who wish to replace their fencing may do so working through the Architectural Review Committee procedures..

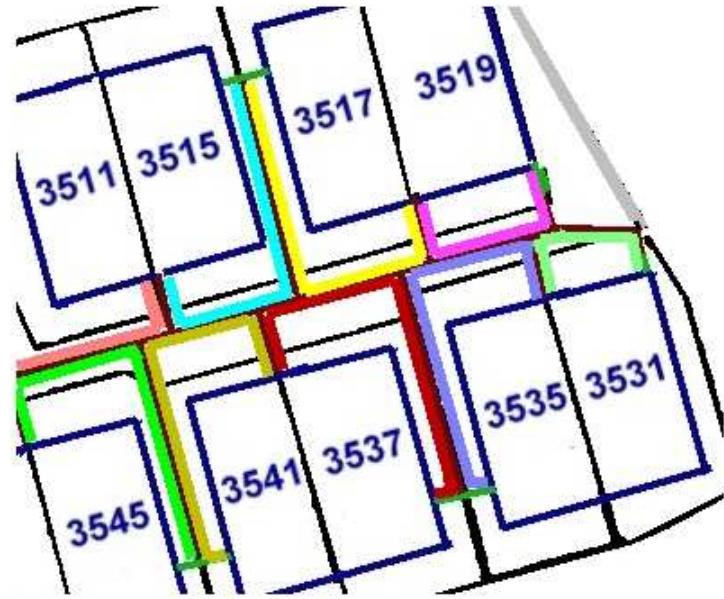
GENERAL PLOT PLAN

Except as marked, all fencing is the shared or exclusive responsibility of the homeowner whose units receives the benefit of having that fence in place.

There is no HOA responsibility for fencing that borders common areas, the back lot or the streets unless marked on this map.

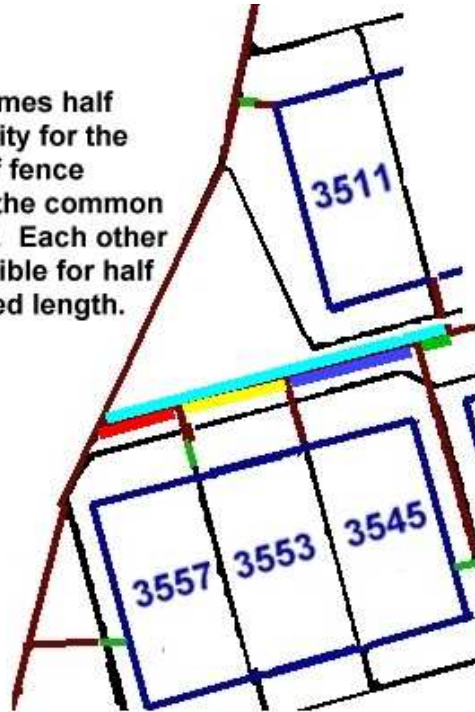


Details on specific units/sections provided for future reference:



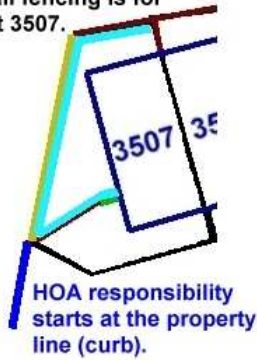
Each homeowner in the center block of homes may place their fence in the center of the utility easement. Each homeowner is responsible for half the fencing that surrounds their own outdoor living areas.

Unit 3511 assumes half the responsibility for the entire length of fence running along the common area/easement. Each other unit is responsible for half of their specified length.

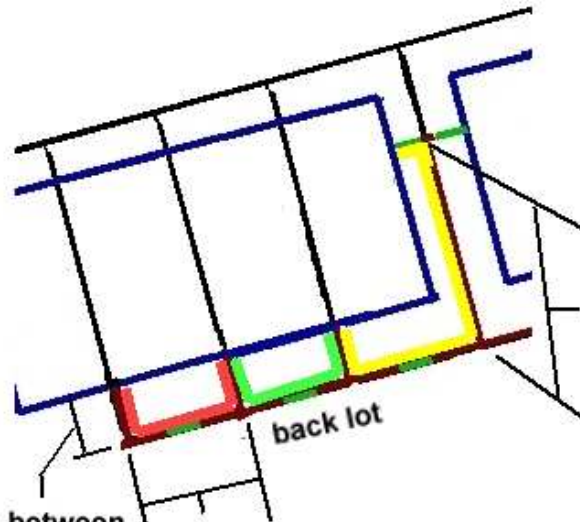
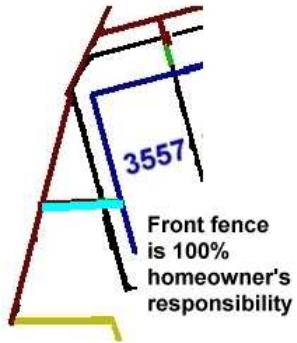
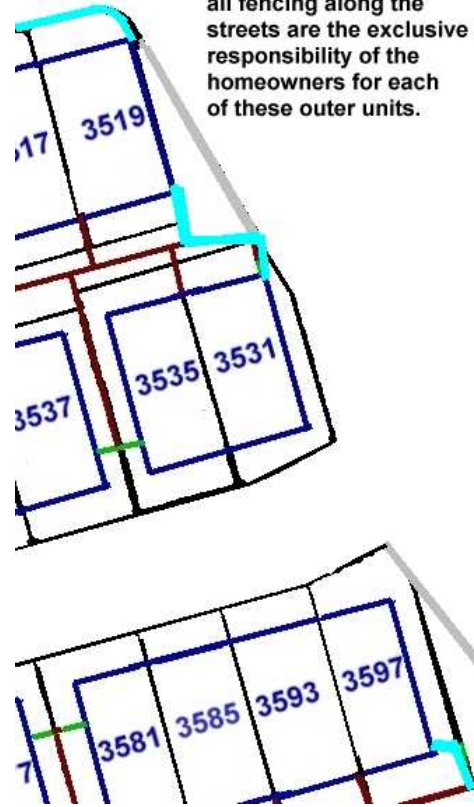


OUTER FENCES/BORDERING PUBLICLY ACCESSIBLE COMMON AREA

100% responsibility of all fencing is for unit 3507.



all fencing along the streets are the exclusive responsibility of the homeowners for each of these outer units.

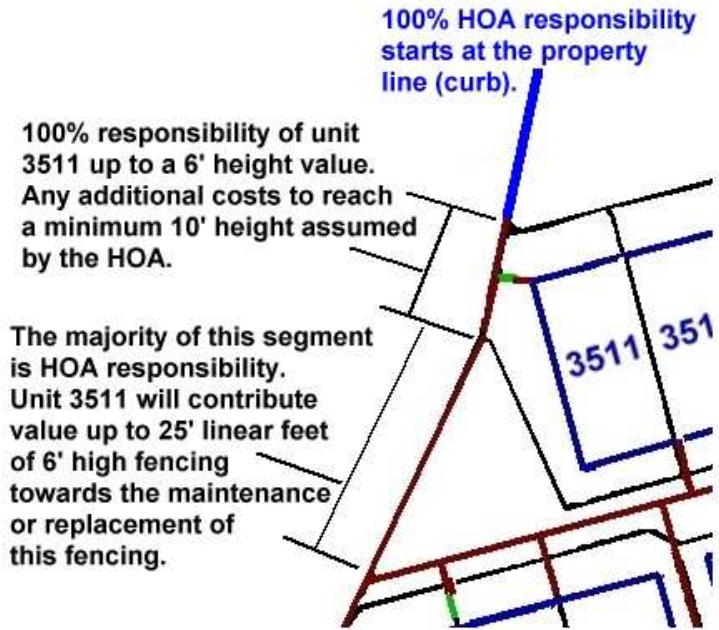


Fencing between two properties is the shared responsibility of each unit

Fencing between two properties is the shared responsibility of each unit

Fencing that borders the back lot is 100% the responsibility of that homeowner

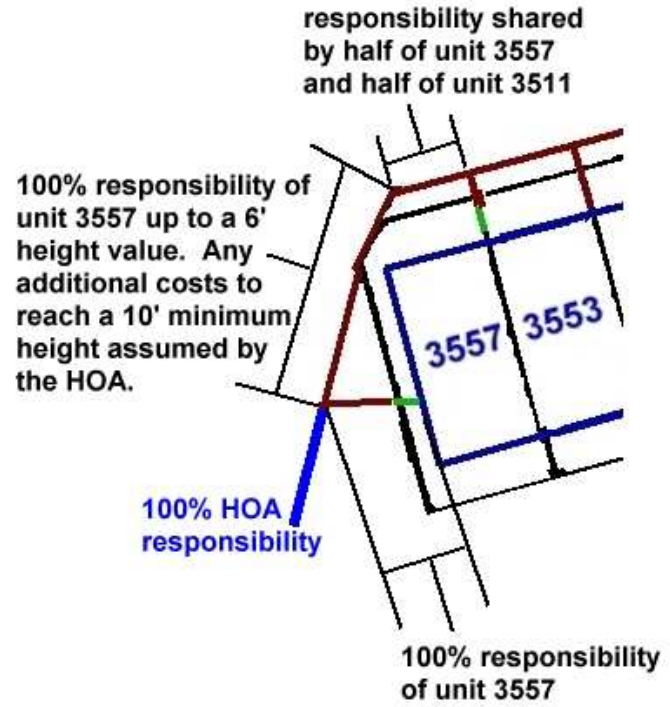
UNITS WITH SECURITY FENCES ALONG THE "STRIP MALL"



NOTE regarding the Security Fences:

The HOA agreed that the extra tall fences along the strip mall provided value to the entire community. They provide security, a slightly greater sound barrier, and a more attractive appearance. The community wants them to be taller but agrees that it was unfair for homeowners along that section to assume the additional costs of a higher fence that provided a shared community value.

It was agreed that when considering shared responsibility for those fences between the homeowners that bordered them and the HOA, that any financial contributions/responsibility for those fences by the individual homeowners was to equal the value provided at the time by the contractor for a 6' fence equivalence, and any additional charges to make it a 10 or 12' fence would be assumed by the HOA.



**Form for Expressing a Concern about Exterior Decorations,
Public Landscaping or Public Areas**

Westwood III Homeowner's Association

Reporting Homeowner Information

Date: _____ Telephone Number: _____

Name: _____ Property Address: _____

Location of concern: _____

General Description of concern:

BOARD USE ONLY:

Received by: _____

Date: _____

Actions Taken/Results:

Date: _____