

Hover Village Seven Community Association
(Hover Village HOA)

HOMEOWNERS ASSOCIATION
DESIGN GUIDELINES AND STANDARDS

February 7, 2024

www.flagstaffmanagement.com/hover-village

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I. INTRODUCTION

1.01 Basis for Guidelines. These Architectural Guidelines are intended to assist homeowners living in Hover Village in implementing exterior changes to their residence. The Amended and Restated Hover Village Declaration of Covenants, Conditions and Restrictions (“Declaration”) requires prior approval from the Architectural Review Committee (“Committee”) and/or Board of Directors (“Board”) before the construction, installation, erection, or alteration of any structure, modification to the structure, landscaping or any other improvement to the Residence in Hover Village shall be made. As clarified in further detail in the Declaration, no structure or any attachment to an existing structure, whether a residence, any accessory building, television or radio receiving equipment, fences, walls, solar collection systems of any type, or other improvements or attachments, shall be constructed upon the properties and no alteration of the exterior of a structure shall be made and no change in the final grade, nor the installation of any landscaping to any part of the residence shall be performed, unless complete plans and specifications therefor (said plans and specifications to show exterior design, height, materials, color, location of the structure or addition to the structure, horizontally and vertically, location and size of driveways, general plan of landscaping, fencing, walls and the grading plan) shall have been first submitted to and approved in writing by the Committee and/or Board. This booklet contains the architectural guidelines (“Guidelines”) established by the Board with respect to changes to your residence.

1.02 Contents of Guidelines. In addition to the introductory material, these Guidelines contain (A) a listing of specific types of improvements which homeowners might wish to make with specific information as to each of these types of improvements;(B) a summary of procedures for obtaining approval from the Committee; (C) Some helpful landscaping ideas and information.

1.03 Architectural Review Committee. The Committee is to consist of two to three (2-3) members, all of whom are appointed by the Board of the Association and are to review requests for architectural approval or disapproval. In these guidelines we use the term “Committee” interchangeably with Architectural Review Committee and/or Board of Directors.

1.04 Committee Address and Phone. The address and phone of the Committee will be same as the address of the Association or management company, which is currently: c/o Flagstaff Management Company, 2030 Terry Street, Suite 104, Longmont, CO 80501, Phone: 303-682-0098

1.05 Effect of Community and Supplemental Declarations. The Declaration is a document governing property within Hover Village. Copies of the Declaration including amendments are available at any time from the Association through its management company and on the website: <http://flagstaffmanagement.com/Hovervillage-owners-association/>. Each homeowner should review and become familiar with the Declaration including amendments. Nothing in these Guidelines can supersede or alter the provisions or requirements of the Declaration and, if there is any conflict or inconsistency, the Declaration as amended will control.

1.06 Effect of Governmental and Other Regulations. Use of property and any improvements must comply with applicable building codes and other government requirements and regulations. Approval by the Committee does not constitute assurance that improvements comply with applicable governmental requirements or regulations or that a permit or approvals are not also required from applicable governmental bodies.

1.07 Interference with Utilities. In making improvements to property, homeowners are

responsible for locating all water, sewer, gas, electrical, cable television, or other utility lines or easements. Homeowners should not construct any improvements over such easements without the consent of the utility involved and homeowners will be responsible for any damage to any utility lines. All underground utility lines and easements can be located by contacting:

Who Do I Call?

At least 48 hours before you intend to dig, you must call this number:

811 or (800) 922-1987 Utility Notification Center

1.08 Goal of Guidelines. Compliance with these Guidelines and the provisions of the Declaration will help preserve the inherent architectural and aesthetic quality of Hover Village. It is important that the improvements to property be made in harmony with, and not detrimental to the rest of the community. A spirit of cooperation with the Committee and neighbors will go far in creating an optimum environment which will benefit all homeowners. By following these Guidelines and obtaining prior written approval for improvements to property from the Committee, homeowners will be protecting their financial investment and will help insure that improvements to property are compatible with standards established for Hover Village. If a question ever arises as to the correct interpretation of any terms, phrases or language contained in these guidelines, the Board's interpretation thereof shall be final and binding.

II. SPECIFIC TYPES OF IMPROVEMENTS-GUIDELINES

2.01 General. The following is a listing, in alphabetical order, of a wide variety of specific types of improvements which homeowners typically consider installing, with pertinent information as to each. Unless otherwise specifically stated, drawings or plans for a proposed improvement must be submitted to the Committee and written approval of the Committee obtained before the improvements are made.

2.02 Address/House Numbers. Approval is required to replace existing address numbers. Location of Address/House Numbers must remain in the existing location above the garage door and be the same size and style as existing.

2.03 Advertising. All advertising, including trade signs (which includes, but not limited to, landscaping, painting; and roofing), may only be displayed while work is in progress and must be removed upon completion of the job.

2.04 Air Conditioning Equipment. Approval is required for all air conditioning equipment including evaporative coolers (swamp coolers) and attic ventilators. No heating, air conditioning, air movement or refrigeration equipment shall be placed or installed on rooftops, or extended from windows. Ground mounted or exterior wall air conditioning equipment installed in the yard must be installed in a manner so as to minimize visibility from the street and minimizes any noise to adjacent property owners.

2.05 Antennae. Approval is required. Exterior television receiving or transmitting devices of any type including receiving or transmission equipment for microwave transmissions and any radio receiving or transmitting devices of any type are expressly prohibited unless approved in writing by the Committee. Installation of such on roofs is strictly prohibited.

2.06 Awnings. Approval is required. Canvas awnings are strongly discouraged.

2.07 Birdbaths. Are not allowed.

2.08 Birdhouses and Bird Feeders. Approval is required. If approved, it must be installed in the rear yard and the size is limited to one foot by two feet. No more than two in number shall be installed at any residence. A birdhouse or bird feeder which is mounted on a pole is not allowed.

2.09 Carports. Are not allowed.

2.10 Clotheslines and Hangers. Approval is required. Only a retractable clothesline is permitted, as required by Colorado law. However, the placement of such retractable clothesline must be in the back yard, screened from view from the adjacent residence, common area, or street.

2.11 Compost bins. Are not allowed.

2.12 Decks, Railings and Posts. Approval is required. Decks, railings and posts should be an extension of the English Tudor architecture and provide the transition from indoor to outdoor living spaces. The deck, railing and posts must be constructed of an approved material and stained or painted with an approved paint or stain color. Color for TREX or similar maintenance-free material will need approval, as well. Staining/painting of decks, railings and posts are the owner's responsibility. Construction including steps shall not occur over easements, as defined in the Declaration, Article VIII, Section 7.

2.13 Dog Houses. Are not allowed.

2.14 Doors and Door Trim. Approval is required even for door replacement. Care should be given to the type, scale and quality of the selection. Permitted door materials are painted wood, painted fiberglass or painted metal. Door color selection should be coordinated with overall house composition and architectural style. Materials should be compatible with the palette chosen for the main body, trim and shutters of the house (see Section V of these Guidelines). Storm doors should be white (Declaration, Article IV, Section 27). Black metal may be acceptable if the home has a black railing. Aged Bronze may be acceptable in some instances. Front storm doors should be full glass and rear storm doors can be partial glass with a screen option.

Garage doors, style, material and color must be consistent throughout the community and be approved by the Committee.

2.15 Drainage. Approval is required. All grading and drainage shall be consistent with the approved grading and drainage plan on file with the City of Longmont. Surface drainage shall provide adequate drainage from the home and should not drain onto adjacent residences except as provided in the approved drainage plan.

2.16 Driveways. Approval is required. Alternatives to natural gray concrete for driveway surfaces are not allowed. No colored or stamped concrete or exposed aggregate is allowed.

2.17 Evaporative Coolers. Approval is required. No rooftop or window mount installations are allowed. See Air Conditioning Equipment, Section 2.04.

2.18 Exterior Lighting. Approval is required. Landscape lighting may be utilized to provide for safety and easy identification of entrances and accent plantings and other landscape features. All lighting should be designed and installed to minimize off site glare and impact on adjacent properties. 100-200 watt or LED equivalent is acceptable. Flood lights and uplights that are visible from adjacent properties and public spaces are not permitted.

Porch and patio light fixtures should coordinate with door hardware and/or metal railing, if applicable.

2.19 Fences and Gates. Approval is required. Privacy fences and fences shall be constructed of wood 3 ½" "dog-eared" pickets. Privacy fences must be 6' in height and 10' in width from the rear wall of the home, consistent with the other homes in Hover Village. Alternating pickets on each side of the fence is preferred in order to deter wasps from building nests in the center of the structure. Other fences are to be no more than 4' tall and not extend more than 10' from the rear of the home. Gates must be 3'-4' wide in order to allow convenient and safe entry and exit. Vinyl, plastic, fiberglass fencing is not allowed.

2.20 Fire Pits, Grills and Smokers. Approval is required. Propane cooking devices are not allowed within 10 feet of combustible construction, except for gas containers that are not

greater than 2 ½ lb in capacity (typically a green Coleman type container, 16 oz). Fire pits, charcoal grills and smokers are not allowed. Pertaining to the adopted 2012 edition of the International Fire Code, in part, Section 109.2 declares, "Correction and abatement of violations of this code shall be the responsibility of the owner."

2.21 Flagpoles. Free standing flagpoles are not allowed. Approval is not required for flagpoles mounted to the residence.

2.22 Flower Boxes, Latticework and Trellises. Approval is required for any type of latticework, trellis or window box. A picture or drawing should be submitted along with paint or stain color and the location of the installation.

2.23 Gardens- Flower or Vegetable. Approval is required. All flower gardens must be weeded, cared for and maintained. Vegetable gardens should be located in the rear of the home and screened from view of adjacent homeowners.

2.24 Grading and Grade Changes. See Drainage, Section 2.16.

2.25 Gazebos and Greenhouses. Are not allowed.

2.26 Hot Tubs and Jacuzzis. Are not allowed.

2.27 Landscaping. Approval is required. The HOA historically will replenish these rock areas, both between driveways and perimeter of buildings. If an owner re-landscapes or fixes negative drainage in these areas, usually the rock is reused, but owners could decide to replace, at owner's cost. If the HOA removes a dead bush or plant, the HOA would be responsible to pay for the capping of the sprinkler system, or removal/replacement if the board decided to replace. If an owner decides to change the landscaping (i.e. doesn't like a bush but it is alive, the owner would pay for removal/replacement/sprinkler adjustments as needed, paid directly to the HOA contractor, depending on what they would like to do. For example, if the homeowner is just removing, with no replacement, they could be responsible to pay the HOA contractor to remove and cap sprinkler system. Irrigation changes must be reviewed by the HOA's irrigation company. Landscape improvements will work together with the architecture to help establish the character of Hover Village. Front yards will provide inviting transitions from the street to the home. Rear yards will provide semi-private places for the residents. Water conservation will be integrated into the design and installation of all landscape elements utilizing Xeriscape principles. All grading and drainage shall be consistent with the approved grading and drainage plan on file with the City of Longmont.

Surface drainage shall provide adequate drainage from the home and should not drain onto adjacent residences except as provided in the approved drainage plan. Compliance with the approved drainage plan shall be the responsibility of the homeowner. Planting next to the foundation is strongly discouraged as it may impact the integrity of the foundation. Pots and planters that coordinate with the colors of the residence are encouraged in these areas. Wood mulch is not allowed. White rock, small pebbles and crushed granite are not allowed. Be sure to consult the Amended and Restated Hover Village Declaration of Covenants, Conditions and Restrictions ("Declaration") for property line clarifications, before creating and submitting a landscape plan for review by the Architectural Review Committee.

2.28 Outbuildings/Temporary Structures. Are not allowed. An "outbuilding" shall mean an enclosed or covered structure not directly attached to the dwelling it serves. No outbuilding or temporary structure shall be allowed on any residence.

2.29 Painting, Exterior. Approval is required. Exterior painting of any part of the residence, structure or other improvement, or anything attached to the exterior of the residence, requires Committee approval even if the color has been used previously.

2.30 Patio Covers. Approval is required. Patio covers must be constructed of wood or material generally recognized as complementary to the home and be similar or

generally recognized as complementary in color to the colors on the house. Free standing patio covers may be permitted as well as extensions of the roof. Also see Section 2.35 below.

2.31 Patio Concrete and Enclosures. Approval is required. Maintenance and repair/replacement of glass or screen enclosures is an owner expense. All concrete is an owner expense to repair/replace. Additions would be an owner expense and all concrete must go through the design process, including porch steps. Patio coverings, posts & railings should be an extension of the **English Tudor** architecture, constructed of natural gray concrete and provide the transition from indoor to outdoor living spaces. No epoxy stone, stamped, colored or skim-coated concrete or exposed aggregate concrete is allowed. Also, see Section 2.12 above "Decks, Railings and Posts".

2.32 Paving. Approval is required, for all walks, patio areas, or other purposes and for all materials used, including natural gray concrete, brick (the same size and color of the home), flagstones and stepping stones. No epoxy stone, stamped or colored concrete or exposed aggregate concrete is allowed. See Driveways, Section 2.17.

2.33 Radon Systems. Approval is required. Cannot be installed on the front of the residence and must be painted to match the brick (Benjamin Moore HC-50 "Georgian Brick", flat finish). See Section V, 5.05 below.

2.34 Railings. Approval is required. It is preferred that front railings be of black or bronze metal. If front railing is wood, it is required to be painted the trim color of the home. Railings are to be maintained or replaced at the owner's expense. Rear wood railings are required to be painted or stained in an approved color. See Section 2.12 above and Section V below for rear railings.

2.35 Roofs. Approval is required for repair or replacement of patio roofs and bay window roofs and are the owner's expense & responsibility unless damage is caused by wind, rain or hail. Then the HOA insurance coverage would be responsible for the repair/replacement.

2.36 Satellite Dishes. Approval is required. Dishes are strongly discouraged. Must be installed in a discreet area. Cannot be installed on the front of the residence or the roof of the residence. NextLight is the recommended provider for internet and cable service. See Antennae, Section 2.05.

2.37 Seasonal Decorations. Approval is not required if installed on a residence provided that one is keeping with the Community standards and that the decorations are removed within thirty (30) days of the holiday. The installation of seasonal decorations on any property owned and/or managed by the Association must first have written consent of the Committee.

2.38 Sewage Disposal Systems. Are not allowed.

2.39 Sheds. Are not allowed.

2.40 Shutters, Exterior. Approval is required. Exterior shutters are the responsibility of the HOA and must be the same style and color as the other homes in the community.

2.41 Siding. Approval is required. Siding is the responsibility of the HOA and must be painted the same color as the other homes in the community. Vinyl or aluminum siding is not allowed.

2.42 Signs. Approval is required for most signs. One professionally lettered "For Sale" or "For Rent" sign not to exceed 36" x 24" and one professionally lettered security or alarm system sign not exceeding one square foot may be displayed on a residence. Political signs may be installed no earlier than 45 days prior to, and removed no later than 7 days after, the election date. Political signs shall be no larger than 36" x 24". All other signs, including address numbers and name plate signs must be approved. No lighted sign will be permitted. No signs may be placed on any Common Area of the Association.

2.43 Skylights and Solar Tubes. Approval is required. If installed, the homeowner is responsible for repair of any leaks or issues inside or outside of the residence.

2.44 Solar Energy Devices. Approval is required.

2.45 Statues. Approval is required. Design request must include a picture of the statue, dimensions of the statue and specific location of the statue.

2.46 Trailers/Boats/Vehicles. Approval is required for parking of any recreational vehicles at a residence for longer than 24 hours. No storage of trailers, boats or vehicles is allowed outside of the homeowner's garage. (see Declaration, Article IV, Section 13)

2.47 Trash Containers, Enclosures and Pickup. Refuse, garbage, trash, lumber, grass, shrub or tree clippings, plant waste, compost, metal, bulk materials, scrap, refuse or debris of any kind may not be kept, stored or allowed to accumulate on any residence. No garbage or trash cans or receptacles shall be maintained in an exposed or unsightly manner (except that a container for such materials may be placed outside at such times as may be necessary to permit garbage or trash pickup.) Trash receptacles are not permitted on the side of houses and should be stored in garages. Trash may be placed on the street for pickup after 5:00 a.m. on the day that such trash is to be picked up. Trash containers must be properly stored the evening of pickup.

2.48 Utility Equipment. Installation of utilities or utility equipment requires approval. Pipes, wires, poles, utility facilities must be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure.

2.49 Weather Vanes. Approval is required. Weather vanes not allowed on the roof. Some freestanding weather vanes might be allowed, depending on size and location.

2.50 Windows. Approval is required. Window style, type, composition, and proportion are key elements that must be consistent throughout the community and therefore must be approved. Glass must be clear and free of any film, tints, decals, etc. unless approved by the Committee/Board.

2.51 Window Treatments. All window treatments should have a white, ivory or natural backing in order to provide a cohesive view from the street with the understanding that stained interior windows and trim might require stained wood blinds or shutters as an alternative.

III. PROCEDURES FOR COMMITTEE APPROVAL

3.01 General. All improvements or changes, including improvements or changes not included in the listing, require prior written approval before any improvement to the residence is commenced.

3.02 Drawings or Plans. Owners are required to submit complete plans and specifications prior to commencement of any work on any improvement (said plans and specification to show exterior design, height, materials, color, location of the structure or addition to the structure, plotted horizontally and vertically, location and size of driveways, general plan of landscaping, fencing, walls, windbreaks and grading plan, as well as such other materials and information as may be required). In most cases, the materials to be submitted will not have to be professionally prepared by an architect, a landscape architect or draftsman and a simple drawing and description will be sufficient. Whether done by you or professionally, the following guidelines should be followed in preparing drawings or plans.

1. The drawing or plan should be done to scale and should depict the property lines of your residence, all recorded easements and the outside boundary lines of the home as located on the residence.

2. Existing improvements, in addition to your home, should be so shown on the

drawing or plan and identified or labeled. Such existing improvements include driveways, fencing, walks, decks, trees, bushes, etc.

3. The proposed improvements should be shown on the plan and labeled. Either on the plan or on an attachment, there should be a brief description of the proposed improvement, including the materials to be used and the colors. (Example: Redwood deck, 10 feet by 12 feet with 2 inch by 4 inch decking, brown stain.)

4. The plan or drawing and other materials should show the name of the homeowner, the address of the home and a telephone number and/or email address where the homeowner can be reached.

5. The proposed improvements must take into consideration the easements, building location restrictions and sight distance at intersections.

6. Homeowners should be aware that many improvements require a permit from the Building Department. The Committee reserves the right to require a copy of such permit as a condition of its approval.

3.03 Submittal Requirements. Once a landscape or improvement plan has been developed, the plan shall be submitted to the Management Company. The plan must contain the following information:

1. Design Review Request Form (available on website)

2. Owner's name, address, email address and telephone number.

3. Designer's name, address, and telephone number (if applicable).

4. Existing conditions including house, walks, driveways, patios, decks, walls, plants, trees, drainage ways, property lines, and any easements.

5. All proposed landscape planting improvements and landscape features such as walls, patios, structures, water features, shrubs, trees, perennial and annual beds.

3.04 Action by the Architectural Review Committee. The Committee may require submission of additional material and may postpone action until all required materials have been submitted. The Committee or its representative will contact you if additional materials are necessary or if it needs additional information or has any suggestions for change.

3.05 Prosecution of Work. A proposed improvement to property should be accomplished as promptly and diligently as possible in accordance with the approved plans and description. All improvements approved by the Committee must be commenced within six months from the date of approval. If not commenced within such time, then such approval shall be deemed revoked by the Committee, unless the Committee gives a written extension for commencing the work. Additionally, except with written Committee approval otherwise, and except for delays caused by strikes, fires, national emergencies, critical materials shortages or other intervening forces beyond the control of the Owner, all work approved by the Committee shall be completed within six months of commencement.

3.06 Rights of Appeal. If the Board is not acting as the Committee, an Owner whose plans have been disapproved or conditionally approved may appeal any decision of the Committee to the Board. The Board shall review the decision of the Committee pursuant to the criteria set forth in this Article and/or the architectural guidelines. Any decision of the Committee may be overruled and reversed on appeal by a majority of the directors by a written decision setting forth the reasons for the reversal when the directors conclude that the Committee's decision was inconsistent with the criteria set forth in this Article and the guidelines.

3.07 Questions. If you have any questions about the foregoing procedures, feel free to call the Management Company representative at the phone number and address listed in

the introductory part of these guidelines.

IV. LANDSCAPING SUGGESTIONS

4.01 General. The purpose of this section of the Guidelines is to help you prepare an appropriate landscaping plan for your residence. Careful landscape planning and design of your site will greatly enhance the ultimate appearance of the community. The information set forth in this section is suggestive only and not mandatory.

4.02 Soils/Drainage/Grading. Your home may be constructed on "expansive soils". The prime characteristic of expansive soils are that they swell when water is introduced. The soil, in essence, acts as a sponge. When this expansion takes place, extreme pressures are exerted on foundations and other man-made structures, which are placed in the ground. The result can be severe structural damage to your home. It is our intent to remind you that a potential hazard exists when proper drainage is not maintained and/or when water is introduced to these "expansive soils" adjacent to your foundation. Residents should investigate the existing drainage conditions and preserve and accommodate the drainage situation, which exists on their particular site at the time they purchased their home from the previous homeowner. See guidelines under "Drainage" in the listings of specific types of improvements/minor drainage modifications may be made to your residence providing you do not alter the engineered drainage pattern of the residence existing at the time the residence was conveyed to you from previous homeowner.

4.03 Soil Preparation. Soil conditions may vary throughout the project. Individual soil testing is suggested for each residence to determine the exact nature of the soil and the desired level of amendment needed such as mulch, sand and fertilizer to optimize plant growth.

Local nurseries may offer assistance in determining the proper quantity and type of soil amendment.

4.04 Climate. Typical climatic conditions of this area include low precipitation, low average humidity, variable winds, and a fairly wide temperature range.

4.05 Rockscapes. Boulders and cobbles present an attractive alternative landscape element if used sensitively within the overall landscape composition. Large expanses of this type material are not permitted and should be detailed on your plans. Color and size should be consistent with other homes in the community.

4.06 Irrigation. General irrigation is the responsibility of the HOA. Any changes to irrigation must be approved prior to any changes made surrounding the home.

4.07 Paved Areas. Paving may be used to define areas of intense activity and circulation patterns, such as patios, walks, and steps. Materials that can be used to create attractive patterns and textures are flagstones and stepping stones. If concrete is used, it must be natural gray. Sufficient slope should be maintained in all paved areas to insure proper drainage.

V. APPROVED EXTERIOR PAINT AND STAIN COLORS

5.01 Shutters. Sherwin-Williams – Urbane Bronze 7048 – Satin finish

5.02 Deck, post & railing Stain. Sherwin Williams SuperDeck – Spicewood – SW3021 OR Sherwin Williams SuperDeck – Cape Cod Red – SW 3020

5.03 Trim. James Hardie Arctic White

5.04 Doors (garage, front entry and rear entry). Front & Back doors - James Hardie Arctic White or S-W Urban Bronze SW-7048; Garage doors – James Hardie Cobblestone

5.05 Misc equipment attached to the brick exterior (radon mitigation pipes, sprinkler control boxes, meters, etc.). Benjamin Moore HC50 "Georgian Brick – Flat finish