

**HEATHERWOOD HOMEOWNERS' ASSOCIATION,
INCORPORATED**

EXHIBIT "F"

ARCHITECTURAL GUIDELINES

TABLE OF CONTENTS

HEATHERWOOD HOMEOWNERS' ASSOCIATION, INCORPORATED ARCHITECTURAL GUIDELINES

	<u>Page</u>
Preface.....	1
I. ARCHITECTURAL REVIEW PROCEDURES	1
1. Requests for Review	1
2. Record Keeping	2
3. Township and County Building and Work Permits.....	2
II. ARCHITECTURAL AND PROPERTY USE GUIDELINES	3
1. Additions, Changes, Modifications, and Alterations of Buildings	3
a. General	3
b. Materials and Color.....	3
c. Doors	3
1. Front Entrance Door	3
Replacement.....	3
Kick Plates	4
Side and Transom Glass.....	4
Door Knockers	4
Door Ornaments.....	4
Door Trim	4
2. Storm Door.....	4
3. Patio Door	4
Replacement.....	4
Door Trim	4
4. Jalousie Doors.....	4A
5. Garage Doors	4A
d. Windows	5
Replacement.....	5
Bay or Bow Windows.....	5
Garage Window Panes.....	5
Window Candle Lights	5
Window Boxes.....	5
e. Shutters.....	5
f. Awnings.....	5
g. Exterior Lighting.....	6
1. Garage Lights.....	6
2. Land Lights	6
3. Lampposts	6
4. Security Sensor Lights	6
5. Driveway Paver Lights	7
6. Patio Light.....	7
h. Driveways	7
Replacement.....	7
Extensions	7

i.	Landing/Stoop.....	7
	Replacement.....	7
j.	Porches.....	7
	Replacement.....	7
	Extensions.....	7
	Railings.....	7
k.	Walkways.....	8
	Replacement.....	8
	Extensions.....	8
l.	Satellite Dishes.....	8
m.	Attic Exhaust Fans.....	8
n.	Solar Panels/Collectors.....	8
o.	Antennae.....	9
p.	House Numbers.....	9
q.	Exterior Structures.....	9
	1. Barbeques.....	9
	2. Fireplaces.....	9
	3. Patios.....	9
	4. Patios – Enclosed.....	10
	5. Patios – Screened In – Attached To Sunroom.....	11
r.	Landscaping.....	12
	1. Planting.....	12
	Street Trees.....	12
	Trees Outside Flowerbed.....	13
	Tree Maintenance.....	13
	Street Tree Replacement.....	13
	2. Edging.....	14
	Front Beds.....	14
	Side, Tree, and Mailbox Beds.....	14
	Ornamental Fence Edging.....	14
	3. Garden Walls.....	14
	4. Ornaments.....	15
	a. Front Flowerbed.....	15
	b. Side Flowerbeds.....	15
	c. Rear Flowerbeds.....	15A
	d. Tree Flowerbeds.....	16
	e. Public Utility Boxes.....	16
	f. Mailbox Flowerbed.....	16
	g. Garage Door Area.....	16
	h. Doorway Landing.....	16
	i. Doorway Path.....	16
	j. Porches.....	17
	k. Prohibited Items.....	17
	III HANDICAPPED ACCOMMODATIONS.....	17

IV HOLIDAY DECORATIONS	17
1. Winter Holidays	17
a. Lights.....	17
b. Decorations	18
c. Definition	18
d. Duration	18
2. Spring, Summer, and Fall Holidays.....	18
a. Lights.....	18
b. Decorations	18
c. Definition	18
V AMENDMENTS	19

AMENDED 04-16-2012

ATTACHMENTS

ADDENDUM F-1 (ITEMS FOR WHICH ARB APPROVAL IS NOT REQUIRED)

EXHIBIT “F”

HEATHERWOOD HOMEOWNERS’ ASSOCIATION, INCORPORATED

ARCHITECTURAL GUIDELINES

Preface

The purpose of these guidelines is to preserve and to protect the original aesthetic character and environment of the community. To accomplish this, all exterior additions, modifications, or alterations shall conform in style, color, and material to the original home and landscaping design unless stated otherwise in a specific rule.

Any addition or exterior modification of a homeowner’s property must be approved by the Architectural Review Board (“ARB”) and County/Township, if applicable, before work begins unless stated otherwise in Addendum F-1. Failure to submit an ARB application shall result in a fine. Please refer to Exhibit G – Violations and Inspections.

I. ARCHITECTURAL REVIEW PROCEDURES

1. Requests for Review

- a. A proposal describing the planned modification (limit one modification per application) must be submitted in writing, using the application form provided by the ARB. Applications can be obtained from the management company or from the Heatherwood webpage under the section of Forms.
- b. Applications must be received at the business office of the management company by the first Monday of the month to be reviewed in that month.
- c. The proposal shall contain a description of the project, including all dimensions, shape, material, color, and location. A copy of the homeowner’s site plan, showing the position of the proposed alteration, must accompany the application.
- d. The ARB will take action on an application within 30 days of receipt (ARB meetings are held the second Wednesday of each month unless an alternate day is agreed upon by members of the ARB). Applications are not considered received until the ARB meets. The applicant will be informed in writing of the action taken by the ARB. If special circumstances require additional time, the applicant will be notified in writing, including the reason for the delay.

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- e. If a proposal is rejected, the ARB will state, as part of its written decision, the reasons for disapproval.
- f. The applicant may appeal decisions of the ARB to the Board of Trustees (“BOT”) of the Heatherwood Homeowners’ Association (HHA). In a situation regarding interpretation of the rules and regulations, the BOT can reverse or modify decisions of the ARB by majority vote. If the BOT fails to make a decision within 60 days, the appeal will be automatically granted. If the situation involves a modification to the rules and regulations, a majority vote by the BOT mandates presentation to the community for vote. If the appeal is rejected by the BOT, the homeowner may request an ADR meeting. Please see Exhibit H – Alternative Dispute Resolution (ADR).
 - BOT applicants can only appeal an ARB decision to the ARB and not to the BOT. In this situation, the ARB becomes the decision maker vs. its normal function as an interpreter and enforcer of the Architectural Guidelines. If an appeal is accepted by the ARB, the modification will be presented to the community for vote.
 - The Heatherwood community will be informed in a timely manner of the change in guidelines as a result of an appeal via the community newsletter or special communication.
- g. Certain alterations may require approval by the County and/or Township. In such cases, all County/Township approvals must be secured by the homeowner before any work is undertaken.

2. Record Keeping

- a. Copies of all applications to the ARB will be filed by the management company according to lot number and street address, along with the written decision of the ARB.
- b. A status report of ARB filings shall be issued to the BOT by the management company each quarter.

3. Township and County Building and Work Permits

- a. Approval of any project by the ARB does not waive the necessity for the homeowner to obtain the required Township and County permits.
- b. Obtaining a Township and/or County permit does not waive the need for ARB approval.

- c. The ARB will not knowingly approve a project that is in violation of the Township and County building and zoning codes. It is the homeowner's responsibility to insure that the project is in compliance with such codes.

II. ARCHITECTURAL AND PROPERTY USE GUIDELINES

1. Additions, Changes, Modifications, and Alterations of Buildings

a. General

1. Any addition, exterior alteration, change, or modification of an existing building must conform to the architectural aesthetic character and environment of Heatherwood.

2. Only the exterior materials existing on the parent structure or which are compatible with the architectural design of the home will be approved.

3. In general, only those areas that are painted may be repainted using the same color as the original and only those areas that are stained may be re-stained. Unpainted surfaces and unstained areas, such as brick, shall remain unpainted and unstained.

b. Materials and Color

Only the exterior materials existing on the parent structure or which are compatible with the architectural design of the home will be approved.

c. Doors

1. Front Entrance Door

a. Front Entrance door may be replaced, but with the following conditions:

- Single door only.
- Door color may be white, wood grain, or the same color as the original shutters.
- Partial or full glass door insert is permitted.

- Any type of stained or etched glass, as well as pattern, will be considered.
 - Replacement of door casement, inclusive of side panels and transom, is permitted, but must resemble the original style and material. External color can be white, wood grain, or same color as door. Glass in side panels and transom may mirror type and pattern of door glass. Partial or full glass insert in side panels is permitted.
- b. Kick plates – Front entrance door kick plates are permitted. (brass only)
 - c. Side panel and transom glass – Etching is permitted.
 - d. Door knockers – Door knockers are permitted. Size shall be proportionate with door.
 - e. Door ornaments – Door ornaments cannot be larger than 24 inches in diameter, *i.e.*, wreaths.
 - f. Door trim – Front door trim/molding may be replaced with white vinyl molding or the molding may be covered with white aluminum.

2. **Storm Door**

Storm doors shall be full glass and shall be white or the same color as the front door. Glass can have a beveled edge or ornamentation around the border. Etching on glass is permitted.

3. **Patio Door**

- a. Door replacement - Patio sliding doors may be replaced with double French doors or single French door with two (2) side panels (one panel on each side of door) in rear of home. Outside color shall be white only. Any type glass is acceptable as well as pattern.
- b. Door trim – Patio door trim/molding may be replaced with white vinyl molding or may be covered with white aluminum.

4. **Jalousie Doors**

Jalousie doors are not permitted.

5. **Garage Doors**

Garage door trim/molding may be replaced with white vinyl molding or covered with white aluminum.

d. **Windows**

1. **Replacement** – All window replacements must conform to the original window design with griding installed by the builder. The bathroom window may be replaced with an obscure (privacy) window with griding.
2. **Bay or Bow** - Are permitted in front and rear of homes.
3. **Garage Window Panes** - Are permitted in top panel of door only. Clear glass only. All designs of griding permitted.
4. **Window Candle Lights** - Are permitted.
5. **Window Boxes** - Are not permitted with the exception of free-standing window boxes in side and rear flowerbeds as part of the total allowed ornaments. Base of flowerpot shall not be higher than base of window.

e. **Shutters**

Shutters are permitted, but must be of the same size, style, color, and material as the original shutters installed by the builder on front of home.

f. **Awnings**

Patio awnings are permitted, but must be:

- retractable and must be retracted when not in use;
- attached to the rear siding at the roof line, and not to the roof, and must not have any pipes, posts, or guy wires for external support;
- no larger than the patio in width or length;
- the same color as the shutters. Striped awnings are permitted, but must complement the existing color scheme.

A sample of the fabric and installation plans for the retractable awning must accompany the application before approval can be considered. It is the responsibility of the homeowner to insure that the retractable awning is replaced or removed when ripped, worn, faded, or becomes shabby in appearance.

g. **Exterior Lighting**

Exterior lighting shall not be directed in such a manner as to create an annoyance to neighbors.

1. **Garage Lights** – Garage light replacement of existing wall mount fixtures is permitted. The size of the fixture may not exceed 24 inches in height, 10 inches in width and 16 inches body/glass. Acceptable colors: white, black, copper, verde, brass, and pewter. No colored glass or colored bulbs are permitted in fixture.

2. **Land Lights**

a. **Electrical** – Electrical land lights, inclusive of spot lights, are permitted. Lights must be located in flower beds and are not permitted in grass areas.

b. **Solar** – Solar lights are permitted. Lights must be located in flower beds and are not permitted in grass areas.

3. **Lampposts**

Lampposts are permitted with the following conditions:

- Permitted in rear yards of homes facing a common area only
- Quantity – One lamppost only
- Dimensions – Not to exceed 6 feet in height
- Color – white or black
- Lighting – One (1) 100 watt (maximum) incandescent bulb or one (1) 75 watt (maximum) low voltage bulb
- Placement – Must be placed in an approved mulch bed

4. **Security Sensor Lights** – Security sensor lighting fixtures attached to buildings, are permitted. Fixtures shall be white in color.

5. Driveway Paver Lights – Driveway paver lights are permitted.

6. Patio Light – Patio light replacement of existing wall mount fixture located by back door is permitted. Size of fixture should be similar to the existing builder light and appropriate for the mounting block. Acceptable colors: white, black, copper, verde, brass, and pewter.

h. **Driveways**

1. **Replacement** – Must be concrete similar to existing driveways in the development.
2. **Extensions** – Are permitted. Extension may occur on either side or both sides of the driveway, but may not exceed 4 feet width in total. Hardscape pavers or concrete are acceptable.

i. **Landing/Stoop**

Replacement – Front entrance landing/stoop replacement is permitted. Shape can be rounded or squared. Hardscape pavers or concrete are acceptable.

j. **Porches**

1. **Replacement** – Front entrance porch may be covered with hardscape pavers, but must conform to the existing measurements and shape.
2. **Extensions** – Extensions are not permitted.
3. **Railings** – Front porch railings are permitted. Railings shall not extend beyond the porch and shall have an opening of 36” minimum and a height no greater than 36”. Railing shall be wrought iron (white or black in color only) or vinyl (white in color only). Privacy and/or wood railings are not permitted. Railing gates are not permitted nor can railings be used to create an enclosure for pets. Hand railings on sides of door are permitted with same specifications as noted above.

k. **Walkways**

1. **Replacement** – Front entrance walkway replacement is permitted, but must conform to the existing measurements. Hardscape pavers or concrete are acceptable.
2. **Extensions** - Corner homes with corner lots that have the front door facing the side street may be permitted to have a walkway from the front entry porch to the sidewalk on the side street, which may be hardscape pavers or concrete, with a maximum width of 3 feet.

l. **Satellite Dishes**

No more than two (2) satellite dishes are permitted. Based on reception requirements, the satellite dish placement can be determined by the dish provider. The satellite dish color shall be the standard color of the dish provider. Satellite dish diameter is limited to 30 inches.

m. **Attic Exhaust Fans**

Attic exhaust fans are permitted. Fans shall be of a “low profile” design painted in either a color equivalent to the roof shingles or may be factory aluminum mill finished. Fans shall be located on the rear roof surface, below the roof peak.

n. **Solar Panels/Collectors**

Solar panels/collectors are permitted on roof in rear of home. Requests for panels/collectors to be located in any other locations of the home, must be accompanied by a written statement from a certified contractor justifying compliance with the New Jersey Planned Real Development Full Disclosure Act (PREDFDA) – 45:22A-48.2.

In addition, the following specifications are required to be met:

1. Supportive structures, fixtures, and piping shall be concealed in accordance with standard industry practices.
2. Color shall be complementary to home color scheme.
3. The aggregate size or coverage or total number of solar panels/collectors shall be in compliance as outlined in above referenced statute.
4. Maintenance of the solar panels/collectors, both operational and cosmetic, is the responsibility of the homeowner.

o. **Antennae**

Antennae are not permitted.

p. **House Numbers**

House numbers replacement is permitted (*i.e.*, brass/decorative). In compliance with the Township ordinance and Association guidance, the following specifications shall be met:

1. In Arabic numbers.
2. A minimum height of 3 inches and a maximum height of 8 inches.
3. Mounted in a position to be clearly visible from the street.
4. Sufficiently legible.
5. At least 30 inches above ground level, clear from all obstructions (*i.e.*, trees, shrubs).

q. **Exterior Structures**

1. **Barbeques** – Applications for permanent barbeques are required. All barbeques, permanent or non-permanent, are permitted in rear yards only on patios and in mulch beds. If you choose to locate your barbeque in a mulch bed, you may want to consider putting it on a platform, *i.e.*, pavers for safety and stability reasons. For those homeowners who do not have a patio or mulch bed, barbeques shall be on a platform, *i.e.*, pavers.
2. **Fireplaces** – Applications are required.
3. **Patios**
 - a. Patios, in the rear yard only, are permitted provided they meet the following specifications:
 - Type of Material: Concrete, brick, flagstone, pavers
 - Style: As approved by ARB
 - Height: Ground level
 - Finishes: Approved materials
 - Railings: Shall not extend beyond the patio and shall have an opening of 36' minimum and a height

no greater than 36". Railing shall be wrought iron (white or black in color only) or vinyl (white in color only). Privacy and/or wood railings are not permitted.

- Railing gates are not permitted nor can railings be used to create an enclosure for pets.
- b. Length of patio shall not extend beyond the sides of the house. Width of patio shall be ten (10') feet. If patio has steps, the steps shall be within these dimensions.
- c. The installation of a patio is considered to be an improvement to a property and is subject to the Declaration of Covenants and Restrictions regarding property maintenance.

4. Patios – Enclosed

- a. Any covered, screened, or enclosed patio is limited to rear yards only. In evaluation of any acceptable design, the ARB will consider the following criteria:
 1. Impact on neighbors – The structure shall not interfere with the visible enjoyment of the surrounding area.
 2. Topography – The structure shall not interfere with the landscape and natural drainage of the lot and the neighboring lots.
 3. Architectural Style – Patios must conform to the original design, materials, and architecture of the original structure and the surrounding community. Structure must meet code regarding structure details and foundations.
 4. Dimensions – Exterior dimensions shall fall within the footprint of the existing building.
 5. Painted Surfaces - All wood painted surfaces shall be white.

6. Samples - There are several acceptable samples in Heatherwood. Please call the Management Office for addresses.

7. Completion of Structure – Construction in accordance with an approved plan or specification must be commenced within six (6) months after such approval, and completed within six (6) months after date of commencement. Any deviation from the approved plan will be considered a violation.

5. Patios – Screened-In – Attached To Sunroom

Screened-in patios attached to sunrooms are permitted and shall meet the following criteria:

1. Impact on Neighbors – The structure shall not interfere with the visible enjoyment of the surrounding area.
2. Topography – The structure shall not interfere with the landscape and natural drainage of the lot and the neighboring lots.
3. Architectural Style – The screened-in patio must conform to the original design, materials, and architecture of the original structure and the surrounding community. Structure must meet code regarding structure details and foundations.
4. Dimensions – Exterior dimensions shall fall within the footprint of the existing building.
5. Painted Surfaces – All wood painted surfaces shall be white.
6. Roof - Must be shingled to match existing roof. Metal roof is not permitted.
7. Doors – Exterior doors shall be in compliance with the existing rules and regulations.

8. Completion of Structure – Construction in accordance with an approved plan or specification must be commenced within six (6) months after such approval, and completed within six (6) months after date of commencement. Any deviation from the approved plan will be considered a violation.

r. Landscaping

1. Planting

- a. Planting areas are permitted along rear and side walls of house, around patios, sunrooms, and public utility boxes.

Borders may have straight lines or curves and indentations, so long as it does not extend more than 4 feet from house, patio, sunroom or, public utility boxes and does not interfere with lawn cutting.

- b. Plant/Shrub replacement in existing approved planting areas is permitted.
- c. Planting areas are permitted along driveways not to exceed 2 feet wide on each side. If done in conjunction with a hardscape driveway extension, the extension plus the landscaping must not exceed a total of 4 feet.
- d. Planting areas are permitted around base of mailbox post, not to exceed 2 feet from the post in all directions.
- e. Mulch in planting areas and at base of trees is permitted. Stones are acceptable.
- f. Trees

Street Trees – May be replaced with any species of tree not listed in Washington Township Chapter 254-11 Article I “Prohibited Trees” (see below). To ensure a consistent appearance in our community, the tree chosen must have a

similar stature to other street trees. Trees at time of planting will be a minimum of 4 feet in height. There is no restriction on height of street trees.

Code of The Township of Washington, NJ, Chapter 254 – Article I Plantings and Landscaping.

The following trees shall be prohibited along the streets:

- Juglands, all species (walnut)
- Kalopanax pictus (caster artlia)
- Liquidambar styraciflua (sweet gum)
- Maclura pomifera (osage orange)
- Malus, all species (crab apple)
- Salix, all species (weeping willow)
- Silver maple
- All trees with thorns, such as Aralia elata (Japanese Angelica), the Crataegus species (Hawthorn) and Gleditsia triacanthos (common honey locust)

Trees Outside of Flowerbeds (other than street trees) –

A maximum of two (2) trees are allowed on both side and rear yards. Exceptions may be made for homes adjoining common grounds, oversized lots, or corner properties. Trees must be planted 5 feet from property line and shall be maintained at a height no greater than the highest roof peak of your home.

Tree Maintenance – All trees, inclusive of street trees, ornamental trees, and/or trees planted in flower beds shall be maintained by the homeowner (pruned, trimmed, dead branches removed, disease control, mulching, etc.).

Street Tree Replacement – A homeowner may replace a street tree for purposes of upgrade (better quality) or because existing tree is in poor condition. If a street tree dies due to natural causes, it is the responsibility of the homeowner to replace the tree; however, mandatory tree replacement is not required, although recommended. Removal of a street tree (upgrade or dead tree) requires ARB approval prior to any action taken. Requests for additional street trees will be considered. When removing a tree, entire tree must be removed inclusive of trunk. All removal or replacement of trees is at the expense of the owner.

If an existing tree is located in such a position as to create a potential hazard to either person or property, with ARB approval, the owner would be permitted to remove or relocate their street tree at the homeowner's expense. This approval shall be contingent upon the homeowner's securing a statement from a professional, i.e., arborist, justifying same and submitting statement with ARB application.

- a. Planting areas are permitted around base of street trees, not to exceed already existing space created by builders.
- b. Planting areas in other parts of the side or rear yards are not permitted, with the following exceptions:
 - Trees outside of flowerbeds on side and rear yards to be planted 5 feet from property line. Trees may not be planted in any drainage swale.
 - Exceptions will be considered for oversize lots, and lots adjoining common grounds.

2. **Edging**

- a. Front beds – shall not exceed 24 inches in height above ground level.
- b. Side, tree and mailbox beds – shall not exceed 10 inches in height above ground level. In addition, mailbox edging shall not exceed 2 feet from the mailbox post in all directions.
- c. Ornamental fence edging – ornamental fence edging is permitted. Shall not exceed 13” in height.

3. **Garden Walls** – Garden walls around patios are permitted, not to exceed more than 24 inches in height above elevation of patio. Wall shall have an opening of 36” minimum. Gates are not permitted, nor can wall be used to create an enclosure for pets.

4. **Ornaments** – No ornaments, including flowerpots, are permitted on lawns or sidewalks. No ornaments are permitted on and/or hanging from roof, garage doors, front and side of homes/garage, and front patio overhang, with the exception of one (1) ornament (15” by 15” max.) is permitted to be hung by front door, *e.g.*, welcome plaque. Items are not permitted to be hung on street trees, front flowerbed trees, or trees located outside of flowerbeds, *i.e.*, bird houses/feeders, wind chimes. Bird houses/feeders and wind chimes are only permitted in the rear flowerbed and on rear patio.

a. **Front Flowerbed** – In front flowerbeds, ornaments, statuary, planters, plant hangers, artifacts, small decorative flags, water fountains, or ornamentation are permitted. Trellis is not permitted in front flowerbed. A total of five (5) individual items are permitted. Items may not exceed 30 inches in height and 24 inches in diameter with the exception of:

Plant hangers (for flowers only) – not to exceed 6 feet in height.

Small decorative flags – not to exceed 24” by 24”.

Water fountains - not to exceed 24” in height. Only one (1) permitted.

b. **Side Flowerbeds** – In side flowerbeds, ornaments, statuary, planters, plant hangers, artifacts, trellis, small decorative flags, window boxes (free standing), or ornamentation are permitted. A total of six (6) individual items on each side are permitted. Items may not exceed 36 inches in height and 24 inches in diameter with the exception of:

Plant hangers (for flowers only) – not to exceed 6 feet in height.

Small decorative flags – not to exceed 24” by 24”.

Trellis - not to exceed 6 feet in height and 5 feet in width. May only be single-sided.

Window boxes (free-standing) – base of flower pot may not exceed base of window.

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- c. **Rear Flowerbeds** – In rear flowerbeds, ornaments, statuary, planters, plant hangers, artifacts, trellis, arbors, small decorative flags, water fountains, window boxes (free standing), stepping stones, or ornamentation are permitted in rear flowerbeds and on patios. In addition, bird baths, small bird houses, and bird feeders, are only permitted in rear flowerbeds and on patios. Items may not exceed 36” in height with the exception of:

Plant hangers – not to exceed 6 feet in height.

Trellis – not to exceed 6 feet in height and 5 feet in width. May only be single-sided.

Arbors – not to exceed 8 feet in height, 5’ in width of opening and 3’ in depth.

Small decorative flags – not to exceed 24” by 24”.

Water fountains – Only one (1) permitted.

Window boxes (free-standing) – base of flower pot may not exceed base of window.

Bird feeders – not to exceed 6 feet in height.

- d. **Tree Flowerbeds** – No ornaments are permitted in street tree beds or beds of trees located outside of flowerbeds.
- e. **Public Utility Boxes** – No ornaments are permitted in public utility box planting area.
- f. **Mailbox Flowerbed** – One (1) ornament is permitted in mailbox flowerbed not to exceed 12 inches in height.
- g. **Garage Door Area** – No more than two (2) flower pots or urns are permitted: one (1) on each side of garage doors, or one (1) in the center of garage doors; maximum size of 24 inches in height and 18 inches in diameter.
- h. **Doorway Landing** – All items on the front doorway landing must be approved by the ARB, with the following exceptions: one (1) chair or one (1) bench and one (1) table, two (2) planters or other ornaments not greater than 24 inches in height or 24 inches in diameter.
- i. **Doorway Path** – All items on the front doorway path must be approved by the ARB, with the exception of two (2) flowerpots.

- j. **Porches** – All items on front porches must be approved by the ARB, with the following exceptions: two (2) chairs or one (1) bench and one (1) table, three (3) planters or other ornaments not greater than 30 inches in height or 24 inches in diameter, and two (2) hanging flowerpots.

On rear covered patios, four (4) hanging flowerpots are permitted.

- k. **Prohibited Items** – Prohibited items are not allowed on the front porch, the front and side landscaping beds, attached to the exterior siding or roof, or in, on, or attached to any common area or drainage swale, pond, or pond area. Prohibited items include:

Bird Baths
Wishing Wells
Bird Feeders
In-Ground Flag Poles
Decorative Emblems
Roof Ornaments, i.e., Weathervanes

III HANDICAPPED ACCOMMODATIONS

Allowances will be considered for handicapped accommodations. Requests must be sent to ARB for approval.

IV HOLIDAY DECORATIONS

1. Winter Holidays

a. Lights

- Lights, both blinking or steady, white or multi-colored, are permitted on homes, garages, flowerbed shrubs, and trees. Spot lights to highlight ornaments are permitted on the lawn.
- Colored lights in garage light fixtures are permitted.

b. Decorations

Decorations are permitted on front doors, porches or front door landings, patios, garages, lawns, mailboxes, in flower/mulch, and tree mulch beds. All types of decorations are permitted, although discretion should be used to ensure the high standards of Heatherwood's aesthetics. All decorations shall be secured properly.

c. Definition

Holidays include Christmas, Kwanzaa and Hanukkah.

d. Duration

Decorations are permitted to go up one (1) week prior to Thanksgiving but must be removed by January 31.

2. Spring, Summer, and Fall Holidays

a. Lights

Lights are not permitted with the exception of Halloween.

b. Decorations

Decorations are permitted on front doors, porches or front door landings, patios, mailboxes, in flower/mulch beds, and tree mulch beds. All types of decorations are permitted, although discretion should be used to ensure the high standards of Heatherwood's aesthetics. All decorations shall be secured properly.

c. Definition

Holidays include Easter, Halloween and all other legal holidays, *i.e.*, Martin Luther King Day, 4th of July, etc.

V AMENDMENTS

Amendments to Exhibit F – Architectural Guidelines require a voting approval of not less than sixty percent (60%) of the voting membership. These amendments must be recorded. Refer to Article XI – Section 2.

AMENDED 08-07-2008

19