

**COMMUNITY DESIGN GUIDELINES**

**BELLEVUE COMMONS**

*Residential Townhome Community*

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*Architecture Review Committee (ARC)*

**June 9, 2003**

**ANTENNAS.** Exterior antennas are discouraged. However, if a homeowner wishes to install an exterior antenna, it must comply with the guidelines set forth herein governing the installation of satellite dishes.

**ATTIC VENTILATORS.** Attic ventilators and turbines are permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end). Ventilators and turbines must be mounted on the least visible side of the roof ridge line so as to minimize their visibility.

**AWNINGS.** The ARC has the authority to approve exterior retractable awnings.

The ARC shall only approve an exterior retractable awning if the application demonstrates that the awning shall be clearly compatible with the architectural design and qualities of the home, or is screened from the view of adjoining neighbors due to the proposed location of the installation, and meets the following criteria:

- They are of a plain design without decorative features;
- They are solid colors, which are compatible with the color scheme of the house;
- The awning must be consistent with the visual scale of the house to which the awning is attached;
- Pipe frames or structural supports for awnings must be painted to match the trim or dominant color of the house.

**CLOTHES LINES.** Clotheslines or similar apparatus for the exterior drying of clothes are not permitted.

**COMMON AREA.** Homeowners are not allowed to alter, by any kind of planting or building of any structure, any common area, easement or right of way located next to or close to their property.

Such alterations include but are not limited to storing of personal property, firewood, gardening implements, machinery, or installation of semi-permanent play equipment.

Other modifications are such things as allowing the accumulation of debris of any kind, establishment of gardens, and/or otherwise adding, removing or modifying any trees, shrubs or other plantings located in the areas referred to above.

**DECKS.** The Architectural Review Committee must approve all decks, and alterations to existing decks, other than those which are builder options. The Architectural Review Committee will use the following criteria in determining whether to approve an application to construct a deck:

**Location:** Decks for all units must be located in rear yards within the unit building envelope (Refer to property deed for exact measurements of property lines).

**Scale and Style:** All decks must be of a scale and style that is consistent with the existing structures installed by the original builder and compatible with the home to which they are attached, adjacent homes and the environmental surroundings.

**Materials and Color:** All decks, including rails, landings, supporting posts, fixed seating, planters and other similar accessories, must be constructed only of wood and consistent with existing deck construction materials.

Wooden portions may not be painted or given an opaque coating. They may be treated only with a stain and/or wood preservative that allows the natural, original wood grain to remain visible, and which does not change the wood's color to other than that of natural wood. All stain or sealants other than the pre-approved colors must be approved by the Board prior to application. The application of any stain and/or preservative treatment to wooden portions of these structures shall not give the appearance of a solid, opaque finish. Homeowners are cautioned to follow the manufacturer's recommended product application methods to assure the wood grain remains visible. Over-application in excess of the recommended number of coats of a product may create an opaque appearance, which is not permitted.

**Under Deck Storage:** Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The use of decorative screening or landscaping to

minimize adverse, visual impacts is encouraged and may be required by the Architectural Review Committee, particularly in the case of high decks.

**DOG HOUSES and DOG RUNS.** Doghouses and Dog runs are prohibited. A dog run is defined as any fenced or walled structure (other than privacy fencing) constructed to allow dogs or other animals to exercise or otherwise move about portions of the homeowner's property without escaping, or any other constraining device such as a post and leash which allows an animal to roam unattended beyond the boundaries of the homeowner's property.

**EXTERIOR AIR CONDITIONERS.** Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added only if there is no adverse visual impact to adjoining properties.

**EXTERIOR COLORS.** Applications are not required for any repainting or re-staining which does not change a unit's original colors. However, homeowners must obtain approval before changing the color of any externally visible portion of any unit, including siding, doors, shutters, trim, or roofing. (See Pulte Homes for matching paint colors and types)

The decision whether to approve each application will be based on a judgment as to whether the proposed change would be noticeably inconsistent or visually incompatible with the originally established color scheme of the applicant's property and surrounding neighborhood. Factors considered in this review will include the following:

Proposed colors must be visually indistinguishable from the original colors on one or more units of the same model located in the same neighborhood, and must correspond to the location of these original colors. For example, a proposed change of door color will be compared to the color of other doors in the same neighborhood.

Proposed color changes must not reverse or alter the degree of contrast between the unit's original colors. For example, a light color against a dark background must not be replaced with a dark color against a light background. An area originally a single color may not be painted different colors, nor may adjacent, different colored areas be painted the same color.

Proposed color changes must not alter the original degree of consistency between units in the same neighborhood. For example, where all shutters and doors on a row or section of town homes were originally painted identically, then none may be repainted a different color.

**EXTERIOR DECORATIVE OBJECTS.** All exterior decorative objectives, whether natural or man-made, which were not part of the original construction design as either a standard or optional feature, require Architectural Review Committee (ARC) approval, except as noted.

Examples of such objects requiring approval include (but are not limited to) bird baths, bird feeders, bird houses, garden decorations, free-standing flag poles, fountains and other water features, installed landscape features such as rock or driftwood, mail boxes, and lawn or garden sculpture. In addition, any decorative objects added or attached to structures, such as decorative ironwork, mirrors, plaques, signs, weathervanes and wind chimes also require approval.

The ARC will evaluate all proposed or installed exterior decorative objects solely in terms of design, execution and general appropriateness in order to prevent such objects from having a significant negative impact on adjoining homes, the neighborhood setting, and the Bellevue Commons community at large. The ARC will not judge the individual aesthetic or artistic merits of any object, but rather will make its evaluation solely on the object's impact. The ARC will consider the following items in its evaluation:

**Location:** The ARC will apply a more narrow set of standards to objects located in front yards or positioned where they can be fully viewed from the street or sidewalk fronting the applicant's property than to those objects located in back yards, under decks, or within screened locations of lesser visibility and impact.

**Color:** Objects must not contain colors or color combinations considered excessively bright, garish, jarring, overly reflective or luminescent. The color or colors of an object must compliment the overall appearance of the home and

not distract from it in a way that draws excessive attention to the object.

Design: Items must be compatible in general style and in quality of materials and workmanship with the architectural characteristics of the applicant's home, adjoining homes, and the neighborhood setting.

Intrusiveness: Objects must not substantially intrude by sight, sound, or smell upon adjoining homes or the neighborhood setting.

Materials: Objects must be made of suitable natural or man-made materials capable of withstanding outdoor weather conditions and must be capable of maintaining an attractive appearance. An object may be allowed to become mossy, rusty or weathered only if it is appropriate to such an object and only if it presents an attractive appearance compatible with the home, adjoining homes, and the neighborhood setting. Objects constructed of fiberglass, plastic, rubber, or similarly highly artificial mass-produced materials are generally prohibited unless the ARC determines that they are of high quality and a natural, unobtrusive appearance.

Relationship to the environment: Objects shall not create an adverse impact on the natural environment by their installation or location. The ARC will consider such issues as an alteration in the rate or direction of water runoff, the removal of trees or other substantial plants, and/or the creation of attractions, which are hazardous to wildlife by their nature or location.

Safety: Objects shall not create a hazard to public safety or become an "attractive nuisance."

Size, scale and number: Objects must be of an appropriate size and within an acceptable scale which is harmonious with the home and its location. Items must not be so numerous so as to present a cluttered or overwhelming appearance.

Taste: Objects must avoid using words and designs that are, by their nature, inflammatory, offensive, or vulgar to the community.

The following objects do not require ARC approval if these standards are met:

- Doorknobs must be solid brass, polished/bright or "brushed" finish.
- Exterior lamp fixtures must be of brass and consistent in size, shape and location of existing fixtures.
- Door knockers must be solid brass, polished/bright or "brushed" finish and must be installed in the center of the door from left to right and in the top third of the door;
- Peep hole must have a brass out case and installed in the center of the door from left to right and in the upper third of the door;
- Kick plates must be of brass and not exceed 12 inches in height, measuring from the bottom of the very door;
- Temporary flagpole staffs, which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit.

While ARC approval is not required for removable exterior decorative objects that are of a temporary nature or are displayed for a seasonal holiday duration or a special occasion, residents should consider these following guidelines when choosing such objects.

**EXTERIOR LIGHTING.** Exterior lighting, which is a part of the original structure may not be altered or added to without prior approval of the Architectural Review Committee.

Such alterations or additions must be for the purpose of improving footing, navigation or security, rather than being solely or primarily for decorative purposes. Proposed replacements or additions must be compatible in style and

scale with the applicant's house, and applications must include their location, number, style, bulb color and wattage. Recommended fixtures include low voltage ground-mounted styles that may be wholly or partially concealed by plantings.

Colored bulbs designed to repel insects may be installed only in lighting fixtures located at the rear of houses. Lighting which illuminates either common areas or private property other than that on which it is installed, including reflected "backwash" behind houses, is prohibited. Proposed lighting shall not be approved if it will otherwise result in adverse visual impact to any other property, due to factors including but not limited to location, color or wattage. As the effects of proposed lighting may be difficult to assess prior to installation, the ARC reserves the right to require correction, including but not limited to removal or modification of lighting found to cause adverse impact after installation.

**FENCES.** The subject of fences is more difficult to treat than many other items since fences can serve a number of different purposes and can have a very significant visual impact.

Fences can be used for the following purposes: to visually define property lines; to provide security; and as an architectural feature intended to enhance the physical appearance of the house or property.

General guidelines for the construction and approval of fences are provided below.

**Materials, Color and Visible Appearance:** Chain link fences will NOT be approved under any circumstances. All fences, including supporting posts, pickets, rails and gates must be constructed only of cedar, redwood, or pressure treated lumber. Wooden portions may not be painted or given an opaque coating. They may be treated only with a stain and/or wood preservative that allows the natural, original wood grain to remain visible, and which does not change the wood's color to other than that of natural wood of the types cited above (new or weathered appearance). All stain or sealants other than the pre-approved colors must be approved by the Board prior to application. The application of any stain and/or preservative treatment to wooden portions of these structures shall not give the appearance of a solid, opaque finish. Homeowners are cautioned to follow the manufacturer's recommended product application methods to assure the wood grain remains visible. Over-application in excess of the recommended number of coats of a product may create an opaque appearance, which is not permitted.

**Chain Link Fences:** Chain link fences will NOT be approved under any circumstances.

**Unit Fencing:** Fences for all units must be located only on the lines bordering the area defined as Rear Yard by the Bellevue Commons Deeds and Covenants. Fences cannot extend forward past the rear plane of the house. Such fences must be at least 6' in height as measured from the ground level, regardless of the location of the fence. Changes, additions or replacements thereto must be of style, construction, and overall appearance consistent to that constructed by the builder.

**GARDEN ARCHITECTURE.** The ARC may approve gardening structures such as arbors, trellis, pergolas and similar structures that exceed the fence height by no more than two feet to provide adequate head space.

**GRILLS (Permanent).** Permanent grills are not permitted.

**HOT TUBS/SPAS.** Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit and screened appropriately from adjacent neighbors view or view from common areas. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck, or patio to which it is attached or most closely related. Water from hot tubs or spas may not be drained into common areas due to potential damage to grass and landscaping.

**HOUSE NUMBERS.** House numbers within Bellevue Commons are regulated for reasons of security and public safety as well as for aesthetic appearance and community standards.

**Size and Style:**

House numbers will be separate numerical characters consistent in size, shape and location with the existing unit numbers.

The font style of the numbers must be simple, proportional and easily readable.

House numbers will be evenly spaced and may read either left to right or top to bottom consistent with the neighborhood style, numbers may be angled in order to fit a narrow location.

**Materials:**

House numbers will be of dark non-reflective metal securely attached to a wooden or metal plaque or similar vertical surface of white or light, neutral color. The contrast between house numbers and their surrounding material must be extreme for greatest visibility. Plaques containing house numbers must be of simple geometric shape and a modest proportional size not exceeding 9 inches in height or 14 inches in width. House numbers or plaques made of glass, tile, highly polished metals or other similarly reflective materials are strongly discouraged. Plastics or adhesive house numbers or plaques are prohibited. House numbers will not be self-illuminating.

**Location:**

House numbers will be placed in a illuminated location easily visible from the accessible neighborhood street and sidewalk, and will be placed adjacent to the main entry to the home or garage.

Because of the Townhome nature of Bellevue Commons where a row of successive house numbers are simultaneously visible, house numbers will be of similar appearance and location standard to the neighborhood.

**Applicability and Enforcement:**

These regulations regarding house numbers will apply to all builders, renters and homeowners within Bellevue Commons as approved by the ARC and will be enforced by the Property Management Company.

**LANDSCAPING.** Ongoing improvements to and maintenance of existing landscaping for individual residences in Bellevue Commons is greatly encouraged.

In general, an architectural review application is not required for minor landscape improvements such as foundation plantings and single specimen plantings. Any alteration, including re-grading, which changes the existing flow of water, must not detrimentally affect neighboring properties or common areas. Plant materials should be appropriate in character, habit, species, size (both installed and mature size), number and arrangement for their purpose and environment. Stone or brick, whether used as accent elements, ground cover, paving material, walls, or bed edging should be chosen so that its color, size, and installation complement the architecture of the house, its natural environment, and the associated plant material. The following are major landscaping improvements that require an application and approval prior to installation:

- Installation of all trees over 2 ½ inches in diameter measured twelve inches above the ground and not listed on the suggested list of trees suitable for residential lots in Bellevue Commons (see Trees)
- Installation of any other plantings intended to form a hedge or natural screen, which will attain a height of more than two feet.
- Installation of railroad ties, garden timbers, dry-stacked or mortar-set stone, or similar structures which will form a wall over 12 inches high and more than 8 feet long. Include a plan for all planter boxes showing that site drainage has been successfully accommodated.
- Installation of any proposed improvement, which is of such a scale or type that is inconsistent with the existing design features of the home, adjacent units and the surrounding area.
- The substantial or total removal of turf must be replaced with adequate plantings of suitable nature and scale to cover a minimum of two-thirds of the yard.
- Vegetable gardens are not allowed.

**MAINTENANCE OF PROPERTY.** Bellevue Commons is a densely planned community. The appearance of each and every unit in the Bellevue Commons affects not only the overall look of the community but the individual property values within it.

Property ownership in Bellevue Commons includes the responsibility for continued maintenance of all structures and grounds, which are part of each homeowner's lot. This includes, but is not limited to, keeping buildings and

structures in good condition and repair, removing all debris, pet excrements and unsightly materials and keeping all shrubs, trees, grass and other plantings neatly trimmed, properly cultivated and free of weeds.

All homeowners are responsible for inspecting their own property periodically to ensure that there is no faded or peeling paint, rotting wood, loose mortar or spalled masonry.

It is necessary that all wood surfaces such as door and window trim, dormers and garage doors be caulked, sanded and painted every few years to keep them in good condition. (See Pulte Homes for matching paint colors and types)

All decks, fences and other exterior structures must be kept in good repair. The homeowner must replace rotting or warped wood. It is strongly recommended that all wooden portions of decks, fences, privacy screening, landscaping constructions, and other structures be treated periodically with stain and/or wood preservative to maintain and enhance their condition. Wooden portions may not be painted or given an opaque coating. They may be treated only with a stain and/or wood preservative that allows the natural, original wood grain to remain visible, and which does not change the wood's color to other than that of natural wood of the types cited above (new or weathered appearance). . All stain or sealants other than the pre-approved colors must be approved by the Board prior to application. The application of any stain and/or preservative treatment to wooden portions of these structures shall not give the appearance of a solid, opaque finish. Homeowners are cautioned to follow the manufacturer's recommended product application methods to assure the wood grain remains visible. Over-application in excess of the recommended number of coats of a product may create an opaque appearance, which is not permitted.

- **MAINTENANCE OF GROUNDS:** Homeowners are also responsible for the continued maintenance of all grounds and landscaping within their lot. The homeowner must keep shrubs and trees neatly trimmed, properly cultivated and free of weeds and pet excrements and other debris. Homeowners may not allow trees, shrubs or plantings of any kind to overhang or otherwise encroach upon any sidewalk, street, pedestrian walkway, common area or another homeowner's property.
- **MAINTENANCE SUMMARY:** It is impossible to list and describe each and every component of a homeowner's lot that must be maintained and how it should be maintained. Suffice it to say that all exterior finishes, whether brick, metal, wood or any other material, should be maintained in a state of good repair. A state of good repair consists of ensuring that the unit and its entire component parts look as good as it did when it was new. Siding must be clean and free of significant warping or bubbling. Peeling paint and rotting wood evidenced by cracks and black mold or soft areas must be sanded, caulked and repainted (See Pulte Homes for matching paints). Homeowners must replace or, if possible, repair any rotted wood components. Windows, doors, garage doors, exterior roof and gable trim all need to be caulked and repainted on an average every 2 years. Paint on doors and shutters fade with time and even if it is not peeling, these areas and others described above need to be repainted on average every 2 years. You can save yourself many costly repairs if these areas are inspected and routine upkeep is performed every year. These guidelines are designed to insure not only that all units look their best but also that costly repairs are not necessary because routine maintenance is performed in a timely fashion.

**NEWSPAPER TUBES.** The addition of tubes or other containers for delivery of newspapers is prohibited.

**PATIOS.** Patios that are not builder options require the prior approval of the Architectural Review Committee, patios must be located in rear yards

#### **Colors and Materials**

- Visible portions of patios must be constructed only of poured concrete, brick, slate, stone, or concrete interlocking pavers. Colors should coordinate with the existing materials and colors of the home and typically be neutral earth tones (such as gray, blue-gray, brown or red). Where installation of a patio material dictates the use of joints or seams, the joint or seam must be entirely filled with sand, compacted stone dust, pea gravel or mortar. Wooden borders or trim, as well as seating, planters, plant hangers or other similar fixed accessories, may be added if their material and finish matches that allowed for lower level deck construction.

### **Foundations**

- **Foundations:** Providing the proper foundation for a patio assures the homeowner many years of use. Slate and stone set directly on the existing ground is discouraged because of the unstable surface that will be created over time due to natural settlement and frost heave. The depth of a foundation for a masonry patio varies with the thickness and type of material. Foundations for both decks and patios must be constructed so as to prevent uneven or otherwise visible heaving or settling. Foundations must also be constructed to prevent the penetration by weeds, grass or other growth. Seek professional advice if uncertain about the depth and type of foundation that is appropriate for a particular material.

### **Drainage**

- Any impact to existing drainage requirements, which might result from the construction of the patio must be considered, addressed in the application and architecturally and environmentally sound mitigation proposed. At least one foot of pervious ground surface (a mulch bed, "grass block" or partially porous surface) should remain between the sides and rear of the patio and any adjacent properties or common area. Construction of the patio must not adversely affect the existing drainage scheme for surrounding properties or common areas. All discharge must be addressed on the homeowner's property. No portion of existing drainage systems shall be removed nor their functioning impeded. Any French drains or similar runoff management systems constructed, may not intrude into common areas (e.g., direct venting through piping extending beyond the owner's property line).

**PRIVACY SCREENING.** Privacy screening for all decks and ground level patios must be constructed only of wood materials consistent with existing deck and fence construction, either of framed alternating board-on-board construction, or it may be framed sections of 2 inch by 4 inch (s" x 4") lumber, infilled with heavy duty three quarter (3/4") wood lattice.

White lattice will not be permitted.

Screening must extend upwards from the walking surface of the deck, except for lattice-framed screening, which may be affixed to the top of deck railings.

Screening height must be a uniform six feet (6') above the enclosed walking surface, or the height of screening constructed by the builder, whichever is greater, except that a 45 degree corner bevel is permitted at the ends of side screens furthest from the house. Lesser heights are permissible for lattice-framed screening affixed to deck rails.

Hangers from which plants may be suspended may be substituted for screening if their height, length and location do not differ from that allowed for screening. In some cases, plant hangers may be allowed on the rear of decks, providing no adverse visual impact on adjacent neighbors.

**Color and Visible Appearance:** Wooden portions may not be painted or given an opaque coating. They may be treated only with a stain and/or wood preservative that allows the natural, original wood grain to remain visible, and which does not change the wood's color to other than that of natural wood of the types cited above (new or weathered appearance). The application of any stain and/or preservative treatment to wooden portions of these structures shall not give the appearance of a solid, opaque finish. Homeowners are cautioned to follow the manufacturer's recommended product application methods to assure the wood grain remains visible. Over-application in excess of the recommended number of coats of a product may create an opaque appearance, which is not permitted.

**REAL ESTATE SIGNS.** Only signs advertising a property for sale or rent may be displayed. Such signs must meet applicable City regulations with respect to size, content and removal. Signs may **ONLY** be placed in the front yard of available properties.

**RECREATIONAL EQUIPMENT.** Permanent or semi-permanent play equipment, which either constitutes a structure or is appurtenant to an existing structure, is not permitted. Examples include sandboxes, playhouses, swing sets, etc.

**REPLACEMENT WINDOWS.** Storm or screen replacement windows must be white or the color of the immediately surrounding trim. The mullion design must be compatible with the existing or neighboring windows.

**SATELLITE DISHES.** Homeowners have two options: An application may be submitted to the Architectural Review Committee for approval of the proposed antenna/satellite dish or notification may be submitted of the installation of antenna/satellite dish if the following criteria have been met.

The following criteria will govern the installation of satellite dishes within Bellevue Commons:

1. Satellite dish must be 39" or less in diameter.
2. Bellevue Commons has designated certain locations as preferred locations for the installation of a satellite dish. Such locations are in areas of the lot where it is compatible with the natural setting of the home and the neighborhood. These locations are:
  - Entirely within and entirely below the height of approved privacy fencing which fully encloses the rear yard of any attached townhouse unit, or;
  - At ground level in the rear of any single family non-attached home, screened or decorated with natural landscaping, or;
  - Mounted on the roof of the house with its highest point below the peak of the roof line, painted to match the roof color and preferably as close to the chimney as possible, or;
  - Above the walking surface of the deck, providing that no portion of the device projects no more than 6" above the height of the deck railing, or;
  - Attached to the back outside railing of the deck, providing that no portion of the device projects no more than 6" above the height of the deck railing
3. The device is of a color, which is reasonably compatible with the color and materials of the home.
4. The device does not adversely affect the safety of others or interfere with the reception of radios and television sets of neighbors.

The Architectural Review Committee reserves the right to recommend locations for satellite dishes installed in other locations (if needed to receive sufficient signal strength for adequate reception) than those set forth in the paragraphs above.

In such an instance, the homeowner shall inform the committee in the application/notification of (a) the problem with signal strength and (b) the desired alternate location. Under such circumstances, the committee shall review the alternative location proposed by the resident to ensure that it is necessary to afford sufficient signal strength for reception and causes the least amount of visual intrusion in the neighborhood. The committee may require the homeowner to install visual barriers, such as lattice or landscaping, around the device in order to diminish any adverse visual effect which may be caused by the installation of the device or may require the resident to locate the dish in another setting so long as the dish is still capable of receiving sufficient signal strength for adequate reception.

**SCREENED PORCHES AND SUN ROOMS.** A Screened Porch is an approvable structure for units in Bellevue Commons under the conditions identified below. The term "Screened Porch" is defined as a fully enclosed exterior addition to the rear of a home, constructed of wood (or high quality, durable, man-made framing such as coated metal or composite material) and screening.

The addition, including any exterior door to the structure, must be composed predominantly of screening material. For purposes of this guideline, freestanding structures, or external additions essentially building out existing rooms to enlarge living space, shall not constitute screened porches (also see Substantive Review Standards set forth below).

**Approval Process:** Construction of a Screened Porch as contemplated by this Guideline constitutes a major alteration of the original construction and design of the home. The application-for-approval process is therefore more extensive than is required for a lesser alteration.

**Substantive Review Standards:** In order to satisfy the criteria for approval, the application for the proposed structure must demonstrate compliance with the following characteristics:

- As proposed, the structure is comprised of three enclosed sides with the fourth side consisting of the rear facade of the house, to which the three enclosed sides and related structure are integrally attached.

- As proposed, the size, scale, color, design, quality, and materials of the structure are architecturally and aesthetically compatible with the home, the lot, and the neighborhood.
- Affected neighbors have not submitted any compelling complaints (in the opinion of the ARC) regarding the prospective impact of the proposed structure.
- As proposed, the structure is predominantly comprised of screened windows or panels secured to withstand any reasonably expected wind or weather without becoming a danger to homeowners, neighbors or passersby. Jalousie or slatted windows are prohibited.
- As proposed, the roof structure, gutters, downspouts and splashguards associated with the structure are i) functional and ii) appropriate to mitigate water run-off and potential drainage impact on neighboring properties or common areas. The porch roof shall be shingled to match the existing roof. If the applicant does not propose to install new gutters or downspouts, the application shall fully address the rationale for this omission. (The foregoing does not apply to below-deck screening within the footprint of an upper deck, unless a water barrier is erected above the screened-in portion, either on or under the decking, in which case runoff must be managed and addressed in the application.)

All construction must comply with applicable Metro Nashville/Davidson County Building Code requirements, and permits shall be obtained and displayed or proffered upon request.

Note: In general, if a Screened Porch is proposed to be located on an elevated deck, and the applicant needs or desires additional elevated deck space to construct the proposed structure, the portion of the deck not containing the proposed structure may be extended if the deck, as extended, otherwise complies with the DECKS Guideline (e.g., size, scale, compatibility with neighborhood). Covering of screened porches with panels or plastic sheeting (e.g., in the winter) shall be prohibited.

Procedural Review Standards: Applications for screened porches rooms must contain the following exhibits or information in order to be considered complete and appropriate for review by the ARC:

- Architectural plans and drawings, which must include all pertinent dimensions and, at a minimum, a floor plan, roof plan, and all exterior elevations;
- If available, a picture or photograph of a similar structure (installed), to help the ARC visualize the improvement;
- A survey or plat of the lot, clearly showing the location of the proposed addition;
- Photographs of the existing house and site conditions;
- Identification of all exterior materials to be used and treatment of those materials, including type and color of screening; framing; and roofing material, including shingles;
- Technical description of integration with existing house;
- Explanation of how water runoff and drainage will be mitigated (e.g., gutters, downspouts, splashguards, French drains); and, finally,
- Signatures from all affected neighbors\* signifying that they have received a copy of the application or informed notice of the application.
- Signatures by "affected neighbors" merely signify that they have received notice of the application. The mere signature of an affected neighbor shall not signify consent, nor shall any affected neighbor's refusal to sign the form constitute automatic grounds for a denial of the application. Informed "affected neighbors" have until the next ARC meeting as posted on the back of the Bellevue Commons newsletter (allowing a minimum of one calendar week from effective notice) to provide to the ARC any comments about the application they wish (in person, or via e-mail, fax or U.S. Mail, to the Property Management Company).

*\* The term "affected neighbors" means homeowners who are in sight of the proposed improvement, and who may experience a visual or sight-line impact, or may be affected in other ways, such as changed drainage, effective use of property, etc. For attached homes, the term "affected neighbors" shall include, but not necessarily be limited to, all of the neighbors in the row. If the applicant has any questions about who constitutes an "affected neighbor" in their specific circumstance, they should contact the ARC for assistance. If an applicant cannot obtain the signature of an affected neighbor for whatever reason, then the applicant must document their good faith effort to notify the party and provide this information with the application.*

Review Process: The ARC will review each application on a case-by-case basis and will take all facts it deems relevant into consideration. As with all such applications, the ARC reserves the right to visit the home site and to consider, in making its decision, the unique characteristics of the applicant's home and the setting of the home

within the community. Any prior decision by the ARC to approve (or deny) an application for a particular type of Screened Porch does not necessarily mean that the ARC will approve (or deny) an application for a similar type of Screened Porch on another home. Certain factors, including, but not limited to, the location, type, or configuration of the home, or neighbor reaction, may convince the ARC to render a different ruling from a prior case. For example, the ARC reserves the right to exercise a more permissive standard of review for single family home applicants and a more restrictive standard for attached-home applicants in connection with the same type of Screened Porch.

**Time Limits:** If an applicant receives approval from the ARC for construction of a Screened Porch, the applicant must complete construction of the proposed structure within 180 days of the date of receipt of the written approval. If an applicant encounters delays due to the following reasons, the applicant may file, with the ARC, a request for an extension of time to complete the construction. For good cause shown, Staff will extend the required completion date:

1. Delays in obtaining building permits through Metro Nashville/Davidson County.
2. Start of construction and similar delays due to contractor's non-availability.
3. Acts of nature beyond the control of the homeowner(s).

**SECURITY BARS.** The use of security bars or grates on windows and doors is prohibited. Homeowners concerned about the security of their homes are advised to consider alternatives, including alarms and sophisticated lock systems.

**SIDEWALKS AND PATHWAYS.** Sidewalks and pathways must be set back at least four feet from the property line and installed flush to the ground. Only stone, brick, concrete, or similar durable construction material should be used. The scale, locations and design should be compatible with the lot, home and surroundings

**SIDING.** Homeowners may replace existing siding, which comprises the rear exterior surface material of their home with matching siding only. (See Pulte for siding material and type)

**SOLAR PANELS.** Solar panels are prohibited.

**STORAGE SHEDS.** Exterior storage sheds are not permitted. Storage sheds are defined as exterior enclosures capable of hiding or storing equipment, materials or supplies for protection from theft, visibility or weather.

**STORAGE OF BOATS TRAILERS, CAMPERS, MOBILE HOMES, AND RECREATIONAL VEHICLES.** Comprehensive regulations concerning prohibited vehicle types and the areas in which permissible vehicles may be parked or stored, are contained in Bellevue Commons Rules and Regulations.

**STORM/SCREEN DOORS.** Homeowner installed storm or screen doors must be individually approved prior to installation, regardless of location on the house, (front, rear or side entrances or exiting to elevated decks). This guideline does not apply to sliding glass/screen doors. The objective of this guideline is to describe doors that will have minimal and complementary visual and aesthetic impact on the appearance of the home.

Doors must be full view, with kick plates no greater than 12 inches in height and no panels other than glass or transparent screening intended to impede insects. "Full view" is defined as allowing an uninterrupted view of the underlying door, but may include so called "split full view" doors with two separate removable panels, provided that the cross bar securing the panels is no greater than two inches in width. The latter does not include "self-storing" doors which have screening permanently installed behind the glass (like a storm window), because that would diminish the "full view" of the underlying door. Discreet decorative etching on the (glass) border of single panel glass doors will generally not disqualify the door as "full view".

Storm or screen doors installed over the front door (the front door is the principal entrance to the home whether facing the street or on the side), must exactly match the color of the underlying door or that of the immediately surrounding trim. Storm or screen doors at the side or rear of the house should also match the underlying door or the surrounding trim. Unit homeowners who must paint storm doors to match (the door or the trim) are advised against the purchase of vinyl doors, to which paint may not adhere adequately.

**SUNROOM.** A Sun Room may be an approvable structure for units in Bellevue Commons under the conditions identified below.

The term "Sun Room" is defined as a fully enclosed exterior addition to the rear of a home, constructed of wood (or high quality, durable, man-made framing such as coated metal or composite material) and glass windows. The addition, including any exterior door to the structure, must be composed primarily of glass. Other terms for Sun Room include solarium, conservatory, garden room, or greenhouse. For purposes of this guideline, freestanding structures, or external additions essentially building out existing rooms to enlarge living space, shall not constitute sun rooms (also see Substantive Review Standards set forth below).

Approval Process: Construction of a Sun Room as contemplated by this Guideline constitutes a major alteration of the original construction and design of the home. The application-for-approval process is therefore more extensive than is required for a lesser alteration.

Substantive Review Standards: In order to satisfy the criteria for approval, the application for the proposed structure must demonstrate compliance with the following characteristics:

- As proposed, the structure is comprised of three enclosed sides with the fourth side consisting of the rear facade of the house, to which the three enclosed sides and related structure are integrally attached.
- As proposed, the size, scale, color, design, quality, and materials of the structure are architecturally and aesthetically compatible with the home, the lot, and the neighborhood.
- Affected neighbors have not submitted any compelling complaints (in the opinion of the ARC) regarding the prospective impact of the proposed structure.
- As proposed, the structure is predominantly comprised of glass windows or panels, framed and secured to withstand any reasonably expected wind or weather without becoming a danger or a nuisance (in terms of reflected sunlight or any other valid reason) to homeowners, neighbors or passersby. Jalousie or slatted windows are prohibited
- As proposed, the roof structure, gutters, downspouts and splashguards associated with the structure are i) functional and ii) appropriate to mitigate water run-off and potential drainage impact on neighboring properties or common areas. If the applicant does not propose to install new gutters or downspouts, the application shall fully address the rationale for this omission.

All construction must comply with applicable Metro Nashville/Davidson County Building Code requirements, and permits shall be obtained and displayed or proffered upon request.

*Note: In general, if a Sun Room is proposed to be located on an elevated deck, and the applicant needs or desires additional elevated deck space to construct the proposed structure, the portion of the deck not containing the proposed structure may be extended if the deck, as extended, otherwise complies with the DECKS Guideline (e.g., size, scale, compatibility with neighborhood).*

Procedural Review Standards: Applications for Sun Rooms must contain the following exhibits or information in order to be considered complete and appropriate for review by the ARC:

- Architectural plans and drawings, which must include all pertinent dimensions and, at a minimum, a floor plan, roof plan, and all exterior elevations;
- If available, a picture or photograph of a similar structure (installed), to help the ARC visualize the improvement;
- A survey or plat of the lot, clearly showing the location of the proposed addition;
- Photographs of the existing house and site conditions;
- Identification of all exterior materials to be used and treatment of those materials, including type and color/tint of glass, framing, and roof, if other than glass;
- Technical description of integration with existing house;
- Explanation of how water runoff and drainage will be mitigated (e.g., gutters, downspouts, splashguards, French drains); and, finally,
- Signatures from all affected neighbors\* signifying that they have received a copy of the application or informed notice of the application.
- Signatures by "affected neighbors" merely signify that they have received notice of the application. The mere signature of an affected neighbor shall not signify consent, nor shall any affected neighbor's refusal to sign the form constitute automatic grounds for a denial of the application. Informed "affected neighbors" have until the next ARC meeting as posted on the back of the Bellevue Commons newsletter (allowing a minimum of one calendar week from effective notice) to provide to the ARC any comments about the application they wish (in person, or via e-mail, fax or

U.S. Mail, to the Property Management Company).

*\* The term "affected neighbors" means homeowners who are in sight of the proposed improvement, and who may experience a visual or sight-line impact, or may be affected in other ways, such as changed drainage, effective use of property, etc. If the applicant has any questions about who constitutes an "affected neighbor" in their specific circumstance, they should contact the ARC for assistance. If an applicant cannot obtain the signature of an affected neighbor for whatever reason, then the applicant must document their good faith effort to notify the party and provide this information with the application.*

**Review Process:** The ARC will review each application on a case-by-case basis and will take all facts it deems relevant into consideration. As with all such applications, the ARC reserves the right to visit the home site and to consider, in making its decision, the unique characteristics of the applicant's home and neighborhood, and the setting of the home within the community. Any prior decision by the ARC to approve (or deny) an application for a particular type of sunroom does not necessarily mean that the ARC will approve (or deny) an application for a similar type of sunroom on another home. Certain factors, including, but not limited to, the location, type, or configuration of the home, or neighbor reaction, may convince the ARC to render a different ruling from a prior case. For example, the ARC reserves the right to exercise a more permissive standard of review for single family home applicants and a more restrictive standard for attached-home applicants in connection with the same type of sunroom.

**Time Limits:** If an applicant receives approval from the ARC for construction of a Sun Room, the applicant must complete construction of the proposed structure within 180 days of the date of receipt of the written approval. If an applicant encounters delays due to the following reasons, the applicant may file, with the ARC, a request for an extension of time to complete the construction. For good cause shown, Staff will extend the required completion date:

1. Delays in obtaining building permits through Metro Nashville/Davidson County.
2. Start of construction and similar delays due to contractor's non-availability.
3. Acts of nature beyond the control of the homeowner(s).

**SWIMMING POOLS.** Permanent or semi-permanent swimming pools are not permitted.

**TRASH CONTAINERS.** Trash located outside residences will be kept only within Hudgins Disposal issued containers specifically for exterior use. Newspapers only may be left for pick-up in grocery type paper bags or bound in twine. Containers must be kept out of view at all times, except when placed at curbside no earlier than sunset before the day of regularly scheduled trash or newspaper pick-up and returned to storage by the end of the day.

**TREE MAINTENANCE.** Homeowners are responsible for continued maintenance of the grounds, which are part of a homeowner's lot, which includes trees and plantings. Trees in urban settings depend on our help. The most likely cause of tree damage is human negligence, other than natural calamities.

Inadequate care at the proper time makes trees susceptible to disease and lacking in strength to survive severe weather conditions. By giving a little care and following correct tree care practices, homeowners can make sure that their trees are protected and ready to face nature's fury.

- **Look at your trees:** Trees show signs of stress. Changes in the tree's appearance can tell you a lot of things. Look for change in leaf color, misshapen leaves, cracks in the trunk or major limbs, hollow or decayed areas, the presence of extensive dead wood and early loss of leaves.
- **Hire a professional:** Sometimes it is difficult to take care of your trees with limited knowledge. Hire a professional arborist, and beware of "fly-by-night" individuals. Ask for insurance, references, estimates and professional affiliations. Do not hesitate to get a second opinion.
- **Topping and "Lion Tailing" are forbidden:** Never, ever, top your tree. By doing so, you are inflicting irreparable damage to your tree, such as ruining the tree structure and destroying the tree's appearance and value. There are numerous ways by which the canopy of the tree can be thinned without topping.
- **Prepare your trees for the next season:** It is important that you monitor the growth of your trees so they will be prepared for the upcoming season. No one can change the course of a storm, but you can give your trees a better chance of survival by performing a health check. Seek professional advice if needed. Preventive maintenance is

- less expensive than trying to fix a problem, or remove a fallen tree off of your house.
- **Timing is very important:** Trees react differently in each season; hence the timing of various tree operations is critical. Fertilization and planting and disease control are examples of time-sensitive tree care operations.

Some maintenance practices:

1. Pruning can be an important part of tree maintenance. The idea of pruning live growth is to restrict growth in one area and encourage in the other area, as well as remove the damaged or dead limbs. Pruning encourages growth, improves flower and fruit production, improves plant health, repairs damage and helps add aesthetic appeal to a tree. Pruning at the right time can be very critical as it is possible that you can kill the tree by not doing so. Arborists have the capability to make the tree look more attractive as they prune.
2. Timing of pruning is very important to the health of your tree. Pruning some trees at the wrong time of the year can be detrimental to their health. On the other hand, many trees can be pruned year-round. Late Fall- early winter is generally ideal time to prune most trees. You should consult a local arborist to find out the proper time to prune your trees.
3. Good follow-up watering helps promote root growth. Drip irrigation systems and water reservoir can facilitate watering.
4. Mulch, but don't over mulch newly planted trees and shrubs. Two to three inches of mulch is best, less if a fine material, more if coarse. Use either organic mulches (shredded or chunk pine bark, pine straw, composts) or inorganic mulches (volcanic and river rocks).
5. Don't use black plastic beneath mulch around trees and shrubs because it blocks air and water exchange. For added weed control, use landscape fabrics that resist weed root penetration but permit water and nutrients to penetrate. Apply only one or two inches of mulch atop fabrics to prevent weeds from growing in the mulch.
6. Only stake newly planted trees with large crowns, or those situated on windy sites or where people may push them over. Stake for a maximum of one year. Allow trees a slight amount of flex rather than holding them rigidly in place. Use guying or attaching material that won't damage the bark. To prevent trunk girdling, remove all guying material after one year.

Trees in the urban/suburban landscape have traditionally been valued for their aesthetic qualities and shade they produce. Trees have many other important benefits. Trees enhance property values. Research shows that the value of your property could increase, depending on the size, type, location and health of its trees. Mature trees are particularly valuable. Therefore, it makes sense to protect your tree investment with proper maintenance.

Have a professional arborist evaluate the trees you own. Doing this will help you determine potential weaknesses and dangers. Ask the arborist to look for signs of potential hazards, such as stress cracks, weak branches and other subtle indicators of potential hazards. Check the tree for dead or partially attached limbs hung up in higher branches that could fall and cause damage or injury during a storm.

To locate a professional arborist in your area, or to get information on the care and maintenance of trees, contact the National Arborist Association, 1-800-733-2622 or by a zip code search on the NAA's web site [WWW.NATLARB.COM](http://WWW.NATLARB.COM). The NAA is a 60-year-old public and professional resource on trees and arboriculture. Its more than 2,000 members all recognize stringent safety and performance standards, and are required to carry liability insurance.

**TREE REMOVAL.** ARC approval is required to remove any live tree regardless of species with a trunk in excess of two inches in diameter when measured twelve inches above grade. Any tree over two inches in diameter removed without prior approval may be required to be replaced with a replanting at the owner's expense.

There should be valid reasons for the removal of trees. Examples might include:

- Disease or damage
- Potential damage to people or property that cannot be corrected by trimming or pruning
- Detrimental effect on other desirable plant material
- Blockage of paths or vehicular sight lines that cannot be corrected by trimming or pruning
- So overgrown that pruning will not solve the problem
- Too large for space
- Invasive roots which could affect adjacent structures
- Blockage of lighting/windows that compromises security and cannot be remedied by pruning

The ARC may require a statement from a certified arborist to substantiate the application. The ARC may require the installation of an appropriate replacement tree, from the above suggested tree list, as a condition of approval to remove a tree.

Dead trees must be removed within 45 days, or sooner, if deemed high risk. If replacing with a tree on the above suggested tree list, approval is not required.

**WIRES AND CABLES.** Wires and cables, including those installed to convey radio or television signals, shall be hidden, buried or secured flush with the side of each house so as to minimize their visibility.

**If you have any questions regarding any of the above guidelines or other exterior modifications, contact Jim Curley Properties @ 646-8899.**