

# Introduction

**Basis for Guidelines.** These Residential Improvement Guidelines and Restrictions are intended to assist homeowners of Raintree in making landscaping and other improvements to their property. Each owner of property in the Homeowners Association, by virtue of accepting their deed and the Declaration of Covenants, Conditions, and Restrictions (Declaration), acknowledged the necessity of maintaining the physical appearance and image of the entire residential community as a quality residential community.

**THE DECLARATION FOR RAINTREE HOMEOWNERS ASSOCIATION, INC., ARTICLE VI, REQUIRES HOMEOWNERS TO OBTAIN PRIOR APPROVAL IN WRITING FROM THE ARCHITECTURAL STANDARDS COMMITTEE (ASC) BEFORE ANY “IMPROVEMENT” TO PROPERTY IS STARTED, EXCEPT FOR THE PURPOSES OF GENERAL MAINTENANCE AND REPAIR.**

“Improvement(s)” are very broadly defined in the Declaration. For instance, an Improvement refers to any building, fence, wall, sign, fuel tank, deck, patio, shed, mailbox, privacy screen, sidewalk, flue, chase, antenna, porch, steps, pool, hot-tub, clothes lines, landscaping or other structure of any kind. In order to assist homeowners, the Declaration authorizes the Architectural Standards Committee (ASC) to establish guidelines, to establish certain pre-approved designs for several types of Improvements, and to exempt certain Improvements from the requirement for approval. This booklet contains the guidelines established by the ASC with respect to the exterior of your home and your property.

**Prior Conditions.** Any improvements which exist on the Lots or homes prior to the adoption of these Rules and Regulations, which is in violation of these Rules and Regulations, shall be permitted to remain, except (a) if they have received notice of such violation prior to the adoption of these Rules and Regulations, or (b) were in violation of the prior Association Rules and Regulations. All architectural requests made by any homeowner following adoption of these Rules and Regulations, shall be required to comply with the guidelines set forth in this document.

**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) rules and regulations applicable to Residential Sites and (c) a summary of procedures for obtaining approval from the ASC.

**Architectural Standards Committee (ASC).** Article VI of the Declaration calls for the formation of the Architectural Standards Committee (ASC). The ASC consists of a minimum of three (3) members who are appointed by the Board of Directors of the Homeowners Association.

**Architectural Standards Committee (ASC) Address and Phone.** The address of the ASC will be the same as the address of the Management Company. The current address and phone number can be obtained at the Raintree Homeowners Association web site.

**Effect of Declaration of Covenants, Conditions, and Restrictions.** The Declaration for Raintree Homeowners Association, Inc. is a document governing property within Raintree. Particular areas or groups of lots become part of the Homeowners Association by Annexation pursuant to the Exhibits in the Declaration of Covenants, Conditions, and Restrictions and any Amendments. Copies of the Declaration, any Amendments, and the By-Laws should be provided by the builder/seller to the home buyers when they purchase their homes. They are also available online at the Raintree Homeowners Association web site. Each homeowner should review and become familiar with the Declaration, Amendments, By-Laws, and Resolutions and how they affect their property. Nothing in these Guidelines can supersede or alter the provisions or requirements of the Raintree documents and, if there is any conflict or inconsistency, the Declaration of Covenants, Conditions, and Restrictions shall govern. Provisions relating to the prohibited uses and easements of property are found in Article IX and X of the Declaration and in Article IX and XI in the By-Laws.

Any improvement not in compliance with these Guidelines and Restrictions may result in a fine against the owner, following Notice and an opportunity for Hearing, and such further action, legal or otherwise, as permitted by the Declaration or By-Laws.

If any provision of these Guidelines and Restrictions is ruled invalid or unenforceable, the remainder of these Guidelines and Restrictions shall remain in full force and effect.

**Effect of Governmental and Other Regulations.** Use of property and Improvements to Property must comply with applicable building codes and other governmental requirements and regulations. Approval by the ASC will not constitute assurance that improvements comply with applicable governmental requirements or regulations, nor does approval assure that a permit or approvals are not also required from applicable governmental bodies. For general information about Manchester Township requirements, homeowners may write or call Manchester Township, 3200 Farmtrail Road, York, PA 17404, (717) 764-4646.

**Interference with Utilities.** In making Improvements to Property, homeowners are responsible for locating all water, gas, sewer, 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 damage to any utility lines. In the state of Pennsylvania, you are required to contact the underground utilities three (3) working days before you start an excavation project. Pennsylvania One Call System, Inc. is a private non-profit Pennsylvania corporation whose purpose is to prevent damage to underground facilities. You can contact Pennsylvania One Call System, Inc. at Borland Complex, 925 Irwin Run Road, West Mifflin, PA 15122, (800) 242-1776, <http://www.paonecall.org>. Raintree has several natural gas pipelines owned by Texas Eastern that run through the development. Texas Eastern Transmission, LP (A Duke Energy Co.) can be contacted to report an emergency at (800) 231-7794.

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

# Specific Types of Improvements

**General.** The following is a listing, in alphabetical order, of restrictions as well as a wide variety of specific types of improvements which homeowners typically consider installing. Pertinent information is discussed within each section. **UNLESS OTHERWISE SPECIFICALLY STATED, DRAWINGS OR PLANS FOR A PROPOSED IMPROVEMENT MUST BE SUBMITTED TO THE ASC AND THE WRITTEN APPROVAL OF THE ASC OBTAINED BEFORE THE IMPROVEMENT IS MADE.** In some cases, where it is specifically so noted, a homeowner may proceed with the improvement without advance approval by the ASC if the homeowner follows the stated guidelines. In some cases, where specifically stated, a type of improvement is prohibited. **ANY OTHER IMPROVEMENT NOT SPECIFICALLY LISTED HEREIN REQUIRES ASC REVIEW AND WRITTEN APPROVAL.**

## **Definitions.**

- Front yard – that portion of the yard extending forward from the front line(s) of the house to the side and front property line.
- Side yard – that portion of the yard being between the front line(s) and rear line(s) of the house to the side property line.
- Rear yard – that portion of the yard extending rearward from the rear line(s) of the house to the rear property line.

**Accessory Buildings.** ASC approval is required. Considerations will include, but may not be limited to, the following criteria:

- Materials, including roofing, shall match existing house unless otherwise approved by ASC.
- No more than two accessory buildings shall be permitted per property.
- Maximum size and set-backs are governed by Township guidelines.
- Shall be complimentary to the architectural style of the house.
- Shall be located in the most unobtrusive location possible to adjacent properties.
- Any utilities to accessory building shall be underground.

Examples of accessory buildings include, but are not limited to the following:

- Sheds - colors shall match colors of the existing house
- Gazebos – wood may be left natural, but must be sealed them with a clear or semi transparent latex or oil based stain.
- Greenhouses – wood may be left natural, but must be sealed them with a clear or semi transparent latex or oil based stain.
- Saunas – wood may be left natural, but must be sealed them with a clear or semi transparent latex or oil based stain.

**Additions and Alterations.** ASC approval is required. Additions or alterations to the home will require submission of two (2) sets of detailed plans and specifications (including, but not limited to, exterior elevations of the existing structure and the proposed addition, and side view: show windows, doors, etc.). Materials and colors shall match the existing house.

**Address Numbers.** ASC approval is not required unless numbers on the house will be larger than 6" in height. Street address numbers must be on all properties located in Manchester Township. The Township ordinance requires numbers must be no less than 2" wide x 3" high in a color that contrasts with the background. The ordinance also requires the address number be no less than 24" off of ground. The numbers must be attached so as to be visible from the street or located on the mailbox. See Mailboxes.

**Air Conditioning Equipment.** ASC approval is required. Window units must be located in a "side yard" or "rear yard". No rooftop installations will be approved.

**Antennas/Satellite Dishes.** ASC approval is required.

Antenna Size and Type

- DBS and MMDS antennas/dishes that are one (1) meter (39") or less in diameter and for personal use of a homeowner may be installed. DBS and MMDS antennas/dishes larger than one (1) meter are prohibited.
- All antennas/dishes not covered by FCC Rule are prohibited.

#### Location

- All antennas/dishes shall be installed with emphasis on being as unobtrusive as possible to the community. To the extent that reception is not substantially degraded or costs unreasonably increased, all antennas/dishes shall be screened from view from any street and nearby lots to the maximum extent possible, and placement shall be made in the following order of preference:
  - 1) Inside the structure of the house, not visible from the street
  - 2) Back rooftop
  - 3) "Rear" yard screened by and integrated into landscaping
  - 4) Side rooftop
  - 5) "Side" yard, screened by and integrated into landscaping
  - 6) Front rooftop
  - 7) "Front" yard screened by and integrated into landscaping
- Antennas/dishes shall not encroach upon common areas or any other Owner's property.

#### Installation

- All installations must comply with all applicable building codes and other governmental regulations, and must be secured so they do not jeopardize the safety of residents or cause damage to adjacent properties. Any mast installation must strictly comply with FCC guidelines.
- All cabling must be run internally when feasible, must be securely attached, and must be as inconspicuous as possible. Antennas/dishes, masts and any visible wiring may be required to be painted to match the color of the structure to which they are attached. The owner should check with the installer/vendor for the appropriate type of paint.
- Except as otherwise provided herein above, to the extent not prohibited by the FCC Rule, approval of the location, height, materials and other features regarding the appearance of any antenna/dish shall be submitted to the ASC.

All other antennas, not addressed above, shall remain restricted on all sites and ASC approval is required.

**Awnings.** ASC approval is required. The color shall be complimentary to the exterior of the residence. The rear deck or patio of a home on a Lot may be equipped with an awning for protection from the elements, which awning may also have side panels for privacy.

**Balconies.** See Decks.

**Basketball Backboards, Portable and Permanent Backboards.** ASC approval is not required as long as the following conditions are met:

- Backboards must be commercially manufactured of standard design and color and not attached to the house.

Permanently installed, free standing, pole mounted backboards may not be installed to extend within the nine (9) foot right-of-way of the road. Portable goals are considered personal items, rather than improvements to the property, and therefore no approval is required.

All backboards attached to the house must be approved by the ASC.

**Birdbaths.** ASC approval is not required for one (1) birdbath if placed in "rear" yard and of a height not greater than three (3) feet, including pedestal. Additional units or placement in "front" yard or "side" yard requires ASC approval.

**Birdhouses and Birdfeeders.** ASC approval is not required for "side" or "rear" yard installations. Location in the "front" yard requires ASC approval. If the birdhouse or birdfeeder is to be pole mounted maximum height shall be six (6) feet from grade to top of feeder.

**Business Activity from a Residence.** The owner of a residential site may use his property for professional or other home occupations so long as there is no external evidence thereof and no unreasonable inconvenience to the neighbors is created. The determination of business uses shall be made by the ASC and will be based upon, but not limited to the following criteria: trash, sound, odor, traffic, vehicles, parking, deliveries and employees.

**Car Covers.** ASC approval is required. Shall be manufactured as the specific cover for the vehicle, shall be of solid neutral color, and must be well maintained at all times. Covered vehicles must be parked in the driveway.

**Carports.** Not permitted.

**Clothes Lines and Hangers.** Permanent clothes lines or clothes drying structures require ASC approval. ASC approval is not required for temporary clothes lines or clothes drying structures in the backyard that have adequate visual screening and which can be, and are in fact, taken down after each use.

**Compost.** ASC approval is not required, if the following conditions are met:

- Container shall not be immediately visible to adjacent properties and street
- Odor must be controlled
- No larger than 4x4x4

Underground composting is not permitted.

**Decks.** ASC approval is required. The deck should meet all of the following conditions:

- It is installed behind the rear line of the house.
- Maximum size and set-backs are governed by Township guidelines
- It is constructed of composite, PVC, wood or any other ASC approved material.
- Deck color should be complimentary to the home. Wooden Decks may be left natural, but you must seal them with a clear or semi transparent latex or oil based stain.

**Deck Awning.** ASC approval is required. See Awnings.

**Deck Cover/Roof.** ASC approval is required for any type of deck cover/roof. Considerations will include, but may not be limited to, material, location, size and color. See Additions and Alterations.

**Decks-Enclosed.** ASC approval is required for any type of enclosed deck. Considerations will include, but may not be limited to, material, location, size and color. See Additions and Alterations.

**Disability Accessibility.** ASC approval is required. Such items shall include, but may not be limited to, ramps, railings, landings, lifts, and hard surface (paving) alterations. Considerations will include, but may not be limited to, integration into the landscape and if the improvement is complimentary to the home including materials, colors and screening.

**Dog Houses.** ASC approval is required. Considerations will include, but may not be limited to, location in "rear" yard and abutting the house, proximity to neighbors' windows and outdoor living areas, adequate visual "screening," type of cover, and fencing if applicable. Pet owners are responsible for controlling their pets on their property. For prosecution of excessive barking/animal nuisance, homeowners should register a formal complaint with the Police department. Call 911 to contact the animal enforcement officer. Each homeowner will be held responsible for any damage to the common areas due to his/her pet.

**Doors.** ASC approval is not required for the addition of screen/storm or other doors, if no modification to the framing is required, and material and color are complimentary to the house. Visible security treatments for doors and windows (i.e., bars and grills, etc.) require ASC approval and shall comply with building codes.

**Drainage.** ASC approval is required for any change affecting drainage. Article IX, Section 1(j) of the Declaration requires that there be no interference with the established drainage pattern over any property except as approved in writing by the ASC. Landscaping should conform to the established drainage pattern. When installing landscaping, it is very important to ensure that water drains away from the foundation of the house and that the flow patterns prevent water from flowing under or ponding near or against the house foundation, walkways, and driveways. Water should flow fully over walkways, sidewalks and driveways into the street. The ASC may require a report from a registered civil engineer as part of landscaping or improvement plan approval. Sump pump drainage should not discharge directly onto adjacent properties. All changes must also be compliant with Township guidelines.

**Driveways.** ASC approval is not required for replacement in kind with the same shape, size, materials and appearance as the existing driveway or driveway sections. ASC approval is required for modification, expansion, or removal of driveways. See Paving.

**Fences.** ASC approval is required for all fences. There are three types of fencing in the Raintree development: privacy, semi-private, and decorative fences. Fencing should meet all of the following conditions:

- All fences constructed on or over any utility, sanitary sewer, or storm-water easements or right-of-ways need utility approval prior to submission for ASC approval.
- All fences shall be entirely constructed with the "finished" side facing out.
- Shall be constructed of composite, PVC, wood or any other ASC approved material.
- **Metal fences, including wire and chain-link style fences, are prohibited.**
- Fence color should be complimentary to the home. Wooden fences may be left natural, but must be sealed with a clear or semi transparent latex or oil based stain.

Privacy fences are for screening a patio or deck and shall meet the following conditions:

- **Permitted only** around a patio or deck. See Decks. Privacy fences shall not be located in any other location in any yard.
- Maximum height is six (6) feet.

Semi-Private fences are for enclosing the back yard, a section of the back yard, deck, porch, patio or similar. They shall meet the following conditions:

- Shall be installed rearward from the rear building line of each home. Perimeter fencing is not permitted in front and side yards. An exception may be made for corner lots at the discretion of the ASC.
- Shall have a two (2) inch minimum and a four (4) inch maximum clearance between slats.
- Maximum height is six (6) feet.

Decorative fences (for decoration only, not functioning to enclose any area):

- Maximum height is four (4) feet.
- Considerations will include, but may not be limited to, integration into the landscape and if the decorative fence is complimentary to the home including materials and colors.

**Notes:** It is important to remember that certain drainage patterns may exist along, or under, proposed fence locations. When constructing a fence, be sure to provide for adequate space between the fence and the ground to accommodate these drainage patterns. See Drainage.

When making a submittal for fencing, include a plot plan with the location of the fence clearly marked, style and height of the fence, color and all other descriptive details.

**Firewood Storage.** ASC approval is not required for storage of one (1) cord or less. Must be located in the "side" or "rear" yard, must be neatly stacked, and must not be located so as to block established drainage patterns. All other wood must be stored on the deck or patio provided that such wood is kept in a covered wood storage box stained to match the deck.

**Flags/Banners/Flagpoles.** ASC approval is not required for one small single flag pole attached to the house. Other flagpoles require ASC approval. Flagpoles may not exceed height of the peak roofline of the house.

**Garbage Containers and Storage.** See Trash Containers, Enclosures and Collection.

**Gardens – Flower.** ASC approval is not required unless flower bed(s) will be a “raised bed”. Raised beds include, but are not limited to, mound style and retaining walls. See Drainage. All flower gardens must be weeded and carefully maintained.

**Gardens – Vegetable.** ASC approval is not required if "screened" and if located in the "rear" or "side" yard and is not a "raised bed". Raised beds include, but are not limited to, mound style and retaining walls. See Drainage. Garden must be weeded and carefully maintained.

**Gazebo.** ASC approval is required. See Accessory Buildings.

**Grading and Grade Changes.** See Drainage.

**Greenhouses.** ASC approval is required. See Accessory Buildings.

**Hot Tubs/Spas.** ASC approval is not required for units placed on a deck or patio. If the unit is permanently mounted inside a deck, then ASC approval is required. The ASC recommends that the unit be an integral part of the deck (see Decks) or patio area and/or the landscaping. Hot tub must be installed in the "rear" yard. Hot tubs are to be covered when not in use.

**Irrigation Systems.** Underground manual or automatic irrigation systems will not require approval of the ASC.

**Kennels.** Are not allowed for commercial purposes. See Dog Houses.

**Landscaping.** ASC approval is required for landscaping when the plan includes:

- Retaining walls or grade changes,
- additional paving
- plants, ornamental grasses, and similar (not including trees) that will have a mature size of over six (6) feet tall in the “front” yard
- less than 50% grass in the "front" and/or "rear" yards (or "side" yards if they are wider than 15 feet).

**Latticework.** ASC approval is required for any type of trellis or latticework. Adequate framing is required. Considerations will include, but may not be limited to, location, height, color and material.

**Lights and Lighting.** ASC approval is not required to modify or add exterior lighting if it meets the following criteria: lighting for security and/or other uses must be directed at the ground and/or the house, whereby the light does not trespass on to neighboring.

Holiday lighting and decorations do not require approval. It is recommended that they not be installed more than 30 days prior to the holiday. All holiday lighting shall be removed within 30 days following the holiday.

**Mailboxes and Posts.**

**Phase I and Phase II:** have common “cluster” boxes which are the property of the US Postal Service (USPS). This style of box was negotiated between the USPS and the builder. No individual mailboxes will be permitted, except for houses along Lewisberry, Millcreek and Raintree Roads. Lock replacement and problems should be directed to the local Postal branch. Painting is the responsibility of the Homeowners Association. For this reason and to maintain the appearance of the community, no postings, flyers, or the like shall be attached to any cluster box.

**Phase III and Phase IV:** will have curbside mailboxes provided by the homeowner. The mailbox itself shall be of U.S. Postal Service approved design. The mailbox and post should be unobtrusive. Mailboxes shall be 42 inches from the road surface to the bottom of the box. They must be flush with the curb and not protrude into the street. All houses in Manchester Township must have their street address visible from the street. If numbers are to be placed on the mailbox or post, they must be at least 24” above the ground. See Address Numbers.

**Ornaments.** ASC approval is not required if installed in "rear" yard and of a height less than three (3) feet. Small "front" yard ornaments less than 12 inches in height do not require approval, if ornament is at ground level, and color and design integrate into landscape.

**Painting.** ASC approval is not required if you wish to paint the exterior of your home with the same color(s). **If you plan to change the color, ASC approval is required.** Submittal should include a sample of material and color. The garage door/s shall be painted the trim or siding color of the house, unless otherwise approved by the ASC.

**Patio Awning.** ASC approval is required. See Awnings.

**Patios.** ASC approval is required. See Paving.

**Patio Cover/Roof.** ASC approval is required for any type of permanent patio cover/roof. Considerations will include, but may not be limited to, material, location, size and color. See Additions and Alterations and Awnings.

**Patios – Enclosed.** ASC approval is required for any type of enclosed patio. Considerations will include, but may not be limited to, material, location, size and color. See Additions and Alterations.

**Paving.** ASC approval is not required for general maintenance and replacement in kind. Any additions or enlargement, regardless of whether for walks, driveways, patio areas or other purposes, and regardless of material, shall require ASC approval.

**Pipes.** Exterior pipes, conduits and equipment must be approved. Adequate "screening" may be required. See Utility Equipment.

**Play and Sports Equipment.** ASC approval is not required for free-standing equipment. If the equipment is not free-standing then ASC approval is required. Wood may be left natural, but must be sealed with a latex, oil base clear or semi transparent stain.

**Playhouses.** ASC approval is not required for commercially manufactured free-standing playhouse(s). Otherwise ASC approval is required. Wood playhouses may be left natural, but you must seal them with a clear or semi transparent latex or oil based stain.

**Ponds and Water Features.** ASC approval is required.



**Pools, Above-ground.** Township approval required prior to submission for ASC approval. One (1) temporary children's pool per property, if less than 18 inches high and eight (8) feet in diameter and placed in the "rear" yard, is permitted on a temporary basis without prior approval. All swimming pools will follow State and Codified Ordinances of Manchester Township §27-1100. Every outdoor swimming pool must conform to all applicable requirements of state law and shall be subject to the following regulations:

- With the exception of the children's pools described above, the above ground-pool shall have a minimum 4 foot wide deck enclosing the entire pool, and being at an equal height as the top of the pool edge.
- The deck shall be completely surrounded by a fence of 4 feet in height, which shall be constructed as not to have any openings, holes, or gaps larger than 2 inches for horizontal slats nor more than 4 inches for vertical pickets in a picket fence.
- All gates or doors opening through such enclosure shall be equipped with a self-latching device for keeping the gate or door securely closed at all times when not in actual use, except that the door of any dwelling which forms a part of the enclosure need not be so equipped.
- No swimming pool shall be constructed in the front yard.
- Swimming pool set-back shall be a minimum 10 feet from the property line to the water surface and minimum 5 feet from the deck surface to the property line.
- All outdoor swimming pools are to have adequate filtration so as not to promote bacterial and insect growth.
- All outdoor swimming pools, including temporary children's pools, shall be kept neat in appearance and properly maintained.

**Pools, In-ground.** Township approval required prior to submission for ASC approval. All swimming pools will follow State and Codified Ordinances of Manchester Township §27-1100. Every outdoor swimming pool must conform to all applicable requirements of state law and shall be subject to the following regulations:

- Completely surrounded by a fence or wall of not less than 4 feet in height, per Township regulations. Fencing types and installation are pursuant to previous Architectural Standards requirements. See Fences.
- All gates or doors opening through such enclosure shall be equipped with a self-latching device for keeping the gate or door securely closed at all times when not in actual use, except that the door of any dwelling which forms a part of the enclosure need not be so equipped.
- No swimming pool shall be constructed in the front yard.
- Swimming pool set-back shall be a minimum 10 feet from the property line to the water surface and minimum 5 feet from impervious surface to the property line.
- All outdoor swimming pools are to have adequate filtration so as not to promote bacterial and insect growth.
- All outdoor swimming pools, shall be kept neat in appearance and properly maintained.

**Radio Antennas.** See Antennas/Satellite Dishes.

**Railings.** ASC approval is required.

**Retaining Walls.** ASC approval is required. See Drainage and Landscaping.

**Roofs (Replacement).** If you wish to replace your current roof with the same material and color, ASC approval is not required. **If you plan to change the color or material, ASC approval is required.**

**Rooftop Equipment.** ASC approval is required. Rooftop equipment must be submitted for ASC approval and must be painted a color similar or generally accepted as complimentary to the exterior of the house. All rooftop equipment shall be installed so as to minimize its visibility.

**Satellite Dishes.** See Antennas/Satellite Dishes.

**Saunas.** ASC approval is required. See Accessory Buildings.

**Screen Doors.** See Doors.

**Sheds.** See Accessory Buildings.

**Shutters.** Rolling shutters are not permitted. Commercially available shutters maybe added to a home as long as the color matches the front door or current shutter color. Shutter colors that do not match the color of front door or current shutter must be approved in writing by the ASC.

**Siding.** If you wish to replace the current siding with the same material and color, ASC approval is not required. **If you plan to change the color or material, ASC approval is required.** Submittal should include a sample of material and color.

**Signs and/or Advertising Devices.** No signs of any character shall be erected, posted, or displayed on any lot with fourth exceptions:

- Temporary real estate sign not exceeding six (6) square feet in area upon any Lot placed upon the market for sale or rent
- Political signs shall be removed within five (5) days after the election.
- Contractor sign not exceeding six (6) square feet may be displayed during construction/renovation and removed within four (4) weeks after completion of project.
- One permanent non-commercial sign that does not exceed three square feet and is placed within two feet in front of the house is allowed.

**Solar Energy Devices.** ASC approval is required. See Rooftop Equipment.

**Sprinkler Systems.** ASC approval is not required.

**Statues.** See Ornaments.

**Swing Sets.** ASC approval is not required for commercially manufactured free-standing swing sets. Otherwise ASC approval is required. Wood swing sets may be left natural, but must be sealed with a clear or semi transparent latex or oil based stain.

**Temporary Structures.** ASC approval is required. Article IX of the Declaration prohibits structures of a temporary character, trailers, tents, shacks, barns or other outbuildings without the prior consent of the ASC, and except in unusual circumstances, such consent will not be given. Camping tents for occasional overnight sleeping will not require ASC approval if left up for no longer than 72 hours.

**Trash Containers, Enclosures, and Collection.** Trash and garbage containers shall be kept in a clean and sanitary condition and shall not be permitted to remain in public view except on the evening prior to the day of trash collection. Such containers shall be kept in the rear of any Lot, or screened from view.

**Trees and Shrubs.** ASC approval is not required. Homeowner must adhere to all right of ways and Township guidelines.

**Tree houses.** Shall not be permitted.

**Trellis.** See Latticework.

**Utility Equipment.** Each Owner shall be solely responsible for the care and maintenance of sanitary sewer, water, gas, electric, telephone, storm sewer, cable television or other utility conduits or lines that exclusively service each such Owner's Dwelling.

**Vents.** See Rooftop Equipment.

**Walls-Retaining.** ASC approval is required. See Drainage.

**Windows, Replacement.** ASC approval is not required if replaced in kind with the same size, color and style. Changes to size, color, and window style require ASC approval.

**Windows: Tinting, Security Bars, etc.** ASC approval is required. Highly reflective and/or dark tinting is considered too commercial for residential applications. Security bars may not be approved on second story windows and other windows visible to the street.

**Wishing Wells.** See Ornaments.

# Procedures for ASC Approval

**General.** As indicated in the listing of specific types of improvements, there are some cases in which advance written approval of the ASC is not required if the guidelines with respect to that specific type of improvement are followed. In a few cases, as indicated in the listing, a specific type of improvement is not permitted under any circumstances. **IN ALL OTHER CASES, INCLUDING IMPROVEMENTS NOT INCLUDED IN THE LISTING, ADVANCE OR PRIOR WRITTEN APPROVAL BY THE ASC IS REQUIRED BEFORE AN IMPROVEMENT TO PROPERTY IS COMMENCED. THIS SECTION OF THE GUIDELINES EXPLAINS HOW SUCH APPROVAL IS TO BE OBTAINED.**

**Application.** See Article VI of the Declaration. Submittal must be made prior to commencement of work on any Improvement to Property. An Application for Construction / Improvements shall be completed and is available at the property management company or online at the Raintree website.

**Plans and Specifications.** Plans and specifications including descriptions, surveys, plot plans, drainage plans, elevation drawings, construction plans, specifications and samples of materials and colors may be required from the ASC. The ASC may reasonably request "Information concerning the nature, kind, shape, heights, materials, location and approximate cost of such Improvement." 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. In the case of major improvements, such as room additions, structural changes or accessory building construction, detailed plans and specifications, prepared by a registered architect and/or engineer, may be required. Whether done by you or professionally, the following guidelines should be utilized in preparing drawings or plans:

- The drawing or plan should be done to scale and should depict the property lines of your lot and the outside boundary lines of the home as located on the lot.
- Your home and existing features should be shown on the drawing or plan and identified or labeled. Such existing features include driveways, walks, decks, trees, bushes, etc.
- 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 material to be used and the colors. (Example: Pressure treated pine deck, 10 feet by 12 feet with Behr tan stain #0000.)

The plan or drawing and other materials should show the name of the property owner, the address of the home and a telephone number where the property owner can be reached.

**Submission of Drawings and Plans.** Submittals for all improvements require one (1) sets of plans to be submitted to the ASC at the address in the introduction of these guidelines. These plans become a permanent part of the homeowner's file and will not be returned.

**Action by Committee.** The ASC will meet regularly to review all plans submitted for approval. Under Section 2 of Article VI of the Declaration, the ASC may withhold approval until all required materials have been submitted. The ASC will contact the requestor, by phone or e-mail if possible, if the ASC feels additional materials are necessary, or if it needs additional information or has any suggestions for change. Under the same Section in the Declaration, the ASC must act on the plans within 60 days after receipt of all materials required by the ASC (unless the time is extended by mutual agreement). The requestor will be notified, in writing, of the decision of the ASC within this time period.

**Completion of Work.** The proposed Improvement to Property should be accomplished as promptly and diligently as possible in accordance with the approval plans and description. All the work must be completed within 60 days unless otherwise noted by the ASC, or re-submittal shall be required. Generally new structures, such as a garage or an addition, must be completed within one (1) year. The ASC has the right to inspect the work after the homeowner files a Notice of Completion. The ASC must act within 60 days after receipt of a Notice of Completion or the Improvement to Property is deemed to be in compliance.

**Right of Appeal.** A homeowner may appeal to the Board of Directors of Raintree Homeowners Association, Inc. in the event of adverse action by the ASC.

**Questions.** Questions regarding the ASC procedures should be directed to the ASC or its representative at the phone number and address listed in the introductory part of these Guidelines.