

Polo Fields Association

Design and Use and Maintenance Standards

March, 1995

Article VI

Architectural Review Committee (ARC)

Purpose

To review and recommend approval, denial or conditional approval of modifications to existing grounds or buildings.

Membership

Six members in good standing of Polo Fields Association (PFA) appointed for two year terms. Membership is limited to not more than one per household. First term for three members is for one year only; thereafter, terms will alternate with three members being appointed each year.

If a committee member misses three consecutive meetings the committee has the option to request that the Board appoint a replacement.

Appointment

Members of the ARC will be volunteers in good standing with the PFA and will be appointed by the Board of Trustees.

Term of Membership

Term will be two years running May 1 through April 30.

Offices

There will be a chairperson and vice-chairperson. The Chair will be a member in the second year of his or her term and will be chosen by a majority of the committee members.

Meetings

Meetings will be twice monthly, or more or less frequently as deemed necessary by the chairperson or the Board of Trustees.

A meeting must have at least four members to constitute a quorum.

Each member has one vote.

Recommendations granted by the ARC require a majority decision of the members present. A tie vote goes to the Board for resolution.

Subcommittees

Based on need, the ARC can at its discretion and with Board approval, appoint subcommittees. These committees will report to the ARC only. Membership will be by appointment after seeking interested parties from PFA.

Changes

These rules may be amended by a majority vote of the committee or the Board of Trustees, and are subject to approval by the Board of Trustees. The membership will be notified of any changes. Changes must fall within the covenants.

Architectural Review Committee Guidelines

Approval Required (6.1)

No modification of any structure shall be commenced upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, material and location of the same shall have been submitted to and approved in writing by the Board of Trustees after review by the ARC prior to initiating the change.

Approval is required not only for major alterations such as fencing, decks, room additions and landscaping, but also for more minor changes, including exterior colors and materials. Homeowners are reminded that they need to comply with all local building codes and zoning regulations.

Applications for modifications are evaluated on an individual basis. The particular home design, placement and surrounding environment are factors to be considered in the approval process; therefore, a proposal which is acceptable in one instance may not be acceptable in another. Decisions are not based upon personal opinions or tastes. Criteria which reflect the purposes of the architectural control standards in Section VI of the Declaration are to be adhered to in considering all proposals. Criteria will include:

- * Compliance with the Declaration:
All proposals are reviewed with respect to compliance with the standards set forth in the Declaration.
- * Compatibility of Design:
All proposals must be compatible in architectural style, color and materials with the applicant's home, neighboring homes and the neighborhood setting.
- * Location and Effect:
Proposed changes are evaluated in relation to their location on the site and possible impact on neighboring homeowners and properties. Changes must not adversely affect the neighbor's view, exposure to sunlight, ventilation and proper drainage.

- * Scale:
The size of the proposed change is a consideration and must be proportionate to and compatible with the existing house, the lot and adjacent properties.
- * Color and Material:
The color of any alteration must be matching or compatible with the existing house and immediate surroundings. Likewise, the materials used must project a continuity of design employing the same or similar materials as the original structure.
- * Construction Quality:
All proposed changes must be implemented with a quality of workmanship which is better than or, at minimum, equal to that already in the surrounding area.
- * Timing:
Exterior modifications which are begun and remain uncompleted for an extended length of time may be visually unattractive and could create health and safety hazards. Approval will not be granted to proposals with an estimated completion date which appears unreasonable.

General Conditions (6.2.1)

Common areas and open areas are for the benefit of the entire community. Except for improvements constructed by the declarant, no improvement of any kind shall be placed or permitted to remain on the common areas (including areas designated as "open-space easements" or "natural buffer easements").

Water Discharge (6.2.7)

Drainage swales shall not be altered unless approved by the Board. Swales should be maintained by the resident so as not to hinder the natural flow of water.

Radio and Television Antennas (6.2.8)

All exterior television and radio antennas, including CB radio antennas, are prohibited. All satellite dishes and antennas are to be enclosed within the residence located on a specific property.

Awnings and Trellises (6.2.10)

Plastic or metal awnings are not permitted. Canvas

awnings are acceptable with committee approval.

Consideration in the use of awnings must be given to the effect on adjoining properties. No metal or plastic awnings for windows or doors may be erected or used. Canvas awnings may be used only on windows and doors on the back of the residence subject to prior approval of the ARC.

Trellises are subject to review and approval for size, placement, design and color. Colors and materials must be consistent with other architectural features of the residence.

Fences (6.2.11)

Fences shall be limited to three-rail, split rail fencing no higher than four feet or a hedge or other growing plants used as a fence. Gates must match fencing in design, material, color and height. In no case shall fences including hedges exceed four feet in height. Any liners must be either black, brown or dark green vinyl coated wire mesh.

Fences used solely to define property lines are discouraged. The use of plantings along the lengths of the fence is encouraged to soften the visual impact and should be included with the application. No fence or wall of any kind including hedges or other rowing plants used as a fence shall be placed on any lot closer to any street than the rear building line of the residence.

On a corner lot, in addition to the restrictions above, no fence shall be placed closer to the side street than the buildings set back line from the side street for the residence.

Retaining walls may be erected to define area, improve drainage or for architectural appeal. However, the retaining wall must be minimal in height. When retaining walls are erected, the use of indigenous materials in combination with appropriate landscaping is encouraged. Water flow must not be interfered with as per section 6.2.7. Homeowners are advised that building permits may be required in certain instances.

Exterior Carpeting (6.2.12)

The use of exterior carpeting is prohibited in any area visible from the street.

Exterior Lighting (6.2.13)

Residents considering the use of exterior lighting to enhance the visual appeal of residences and landscaping should take care not to infringe upon neighbors' privacy rights. As such, low wattage lighting is encouraged to maintain a level of subtle accentuation. Post lamps should be within 25 feet of the front of the dwelling with underground wiring per local electric codes. Mercury vapor lights in excess of 50 watts on individual lots are prohibited. All exterior lighting should be compatible in scale and style with existing architecture in Polo Fields. Flood lights must be directed toward the house and not toward neighboring dwellings.

Article VII

Use Restrictions and Maintenance

The property shall be subject to the following restrictions:

Purpose of Property (7.1.1)

Except for lots designated as common areas, the property shall be used only for residential purposes.

Nuisance (7.1.2)

No obnoxious or offensive activity shall be engaged in on any lot by any owner that interferes with the quiet enjoyment of neighbors.

Animals and Pets (7.1.3)

Livestock and poultry are not permitted, nor is the breeding of ordinary household pets for commercial breeding purposes. Dog houses should be kept as close to the rear of the house as possible, e.g., under a deck so as to be as inconspicuous as possible. Please be respectful of neighbors' properties when walking your pet and pick up any droppings.

Signs (7.1.4)

No homeowner or occupant shall display more than one sign at a time. No homeowner shall display a sign for any purpose other than for home sale. No sign shall be more than four square feet in size.

Trash (7.1.5)

Trash shall not be allowed to accumulate, nor can it be burned. Cans must be kept from public view until placed at the curb for pickup.

Outbuildings and Pools (7.1.6)

No permanent or temporary building, tent, storage shed, free standing greenhouse or above ground pool shall be erected or permitted to remain on a lot.

Maintenance (7.1.7)

Each homeowner must maintain their lot and home in accordance with the prevailing standards of the community.

Automobiles, Recreational Vehicles, Boats, Travel Trailers (7.1.8)

No recreational vehicles, boats or travel trailers shall be present on property for more than 48 hours unless enclosed and out of sight in a garage. The same applies to trucks larger than 3/4 ton. Any inoperable vehicle shall not be stored over 5 days unless it is in an enclosed area out of sight.

Garage Sales and Christmas Lights (7.1.9)

There shall be no more than two (2) garage or yard sales held by the owner of any lot in any twelve (12) month period.

Christmas lights should be erected no sooner than four weeks prior to and removed no later than four weeks after Christmas.

Obstruction of Easements and Drainage (7.1.10)

Keep easements and drainage swales free of plantings, structures, etc. that would interfere with utilities or the flow of water.

Decks (6.2.1)

Deck additions qualify as external structures and approval is required prior to construction. Homeowners are reminded that they must comply with all local building and zoning laws. The ARC reviews these designs only for their ability to enhance the community and the individual's property but not for structural integrity or compliance with building and zoning ordinances.

Retaining Walls (6.2.1; 6.2.11; 6.2.16; 7.1.10)

Retaining walls may be erected to define an area of a lot, improve drainage or add architectural appeal. Materials indigenous to this area are suggested.

Landscaping (6.2.1; 6.2.16)

Although landscaping does not require prior approval,

homeowners should be aware that the Board may request removal or modification of landscaping that it perceives as not conducive to the neighborhood. A homeowner may submit a plan in advance for Board approval.

Flag Poles (6.2.1)

Individual flag poles are permitted as long as the maximum height is less than the roof line or 24 feet, whichever is less. The flag shall not be larger than 24 square feet and shall not be commercial in nature. Lighting shall be directed back toward the house and not toward neighboring dwellings.

Storm and Screen Doors (6.2.1)

Storm doors and screen doors should be conducive with the colors of the house and be "full view" style in the front entrance of the home.

Recreation and Play Equipment (6.2.1)

Wood material is encouraged whenever possible. If metal is used it should be painted an earth tone so as to blend in with the surroundings.

Basketball Goals (6.2.1)

Basketball goals should not be attached to the house. They should be white or clear fiberglass and installed on a single post. We strongly recommend that for houses with front entry garages, serious consideration should be given to the effect on adjoining properties. If at all possible, basketball goals should be placed behind the front house line.

Vegetable Gardens and Compost Piles (6.2.1; 6.2.16; 7.1.7)

Vegetable gardens and compost piles shall be located in rear of yard only, and appropriately maintained. Please be considerate, realizing that this is a residential, and not an agricultural, community.

Hot Tubs (6.2.1; 7.1.6)

Hot tubs are permissible but would require Board approval per section 7.1.6.

4/22