

# **SPRUCE HILL ESTATES**

*Design Guidelines and Application Procedures*

*Version Date: 11/2016*

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

I.	Introduction .....	1
II.	Design Review Process .....	2
A.	General	2
B.	Review	3
C.	Approvals.....	3
D.	Appeals .....	4
E.	After Approval.....	4
F.	Inspection and Compliance .....	4
G.	Violations.....	5
H.	Application Requirements .....	5
I.	Application Procedures.....	5
J.	New Construction .....	7
III.	Guidelines .....	7
A.	Guidelines for Specific Improvements .....	7
1.	Additions/Alterations (Major) .....	7
2.	Air Conditioners/Heat Pumps.....	9
3.	Antennas/Satellite Dishes .....	9
4.	Art Work .....	10
5.	Attic Ventilators .....	10
6.	Awnings .....	11
7.	Basketball Backboards .....	12
8.	Chimneys/Flues .....	13
9.	Color Changes .....	14
10.	Compost Bins .....	15
11.	Decks .....	16
12.	Dog Houses.....	18
13.	Doors .....	18
14.	Driveways/Parking Pads.....	19
15.	Fences .....	21
16.	Flags/Flagpoles.....	22
17.	Garages .....	23
18.	Gutters and Downspouts.....	24
19.	House Numbers .....	25
20.	Landscaping (Plantings and Related Elements) .....	25
21.	Leadwalks.....	27
22.	Lighting .....	27
23.	Mailboxes .....	28
24.	Patios .....	29
25.	Play Equipment.....	30
26.	Porches.....	31

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

27.	Roofing .....	32
28.	Security Devices .....	33
29.	Shutters .....	34
30.	Siding.....	34
31.	Signs .....	35
32.	Skylights .....	35
33.	Solar Collectors .....	36
34.	Spas/Hot Tubs.....	36
35.	Storage Sheds .....	37
36.	Sunrooms .....	39
37.	Swimming Pools.....	40
38.	Tree Removal .....	41
39.	Trellises/Arbors .....	42
40.	Windows.....	43
B.	Questions & Updates .....	45

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

**I. Introduction**

All properties within the jurisdiction of the SPRUCE HILL ESTATES (“**Association**”) are subject to the architectural review and approval provisions set forth in Articles VIII and IX, inclusive, of the Declaration of Covenants, Conditions and Restrictions for the Association, as recorded among the Land Records of Jefferson County, West Virginia in Deed Book \_\_\_\_\_980\_\_\_\_\_ at Page \_\_\_\_158\_\_\_\_\_, *et seq.* (the “**Declaration**” which term shall include any and all subsequent corrections, modifications and supplements thereof). These Design Guidelines and Application Procedures (“**Design Guidelines**”) are intended for use by Lot Owners to assist in the submission of applications for architectural review under the Declaration.

Pursuant to the Declaration, no construction or development activities, including, without limitation, staking, clearing, landscaping, excavation, grading or other site work, shall be commenced, erected or maintained on any Lot or the Common Area, no building, structure or other improvement of any kind, including, without limitation, fences, walls, mailboxes, swimming pools and decks, shall be commenced, erected or maintained within the Property, and no exterior addition, change or alteration of any nature to the Lots or other existing improvements within the Property, including, without limitation, changes in color, changes or additions to driveway or walkway surfaces and landscaping modifications, shall be commenced, erected or maintained (all of the foregoing are referred to herein, individually and collectively, as “**Improvements**”) unless and until complete plans and specifications for such Improvements have been approved, in writing, in accordance with the applicable provisions of these Design Guidelines and Articles VIII and IX of the Declaration.

In general, these Design Guidelines have been prepared to guide the construction of Improvements within the Association, consistent with the following objectives:

- To provide a framework for maintaining architectural and design quality.
- To promote respect and sensitivity for the natural environment.
- To encourage consistency and continuity of design while allowing flexibility for achieving creative design solutions.
- Offer clarity for the homeowner and serve as a supplement to the original Design/Architectural Guidelines.

These Design Guidelines are intended to further implement the architectural controls set forth in the Declaration, and shall in no event be deemed to limit, modify or amend any specific provision of the Declaration. In the event of any conflict between the Declaration and these Design Guidelines, the terms and provisions of the Declaration shall control.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

Unless otherwise defined in these Design Guidelines, all capitalized terms used herein shall be defined as set forth in the Declaration.

**II. Design Review Process**

**A. General**

No Improvement of any kind shall be commenced, erected or maintained upon the Property until complete plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography, and conformity with the design concept for the Property, by the “**Architectural Review Entity**” in accordance with Articles VIII and IX of the Declaration. As explained more fully in the Declaration, all powers of the Architectural Review Entity under the Declaration are initially exercised by the Declarant. Ultimately, the powers of the Architectural Review Entity will be transferred to the Executive Board of the Association (“**Board**”), to be exercised by the Board, or by an Architectural Review Committee designated by the Board in accordance with the Declaration. For ease of reference these Design Guidelines will generally refer to the Architectural Review Entity as the “**Architectural Review Committee**” or as the “**ARC**”, and all references to the Architectural Review Committee or the ARC herein shall be deemed to refer to the Declarant, the Executive Board and/or the Architectural Review Committee, as applicable in accordance with Articles VIII and IX of the Declaration.

The Owner/Applicant is responsible for complying with the provisions of these Design Guidelines, initiating the reviews and obtaining the required approvals. There are no exemptions or automatic approvals and each application will be reviewed on an individual basis.

**REQUEST APPROVAL BEFORE BEGINNING ANY IMPROVEMENTS, OR MODIFICATIONS!** The vast majority of problems occur when a homeowner begins a project without approval from the ARC.

**Failure to comply with these guidelines may subject the owner to the imposition of fines and/or resulting liens on the property. All homeowners found to have started work prior to receiving approval from the ARC may be subject to the assessment of a minimum \$25.00 fine following notice and opportunity for hearing before the Board. The initial minimum fine, if imposed, may be in addition to a daily or other fine the Board finds necessary to help obtain compliance with the guidelines.**

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***B. Review***

The designated ARC representative will review the application and accompanying information for completeness. Submissions that do not have the necessary information for review shall be deemed to be incomplete and will be returned to the Owner. Complete submissions will be scheduled for ARC review at their next meeting. The ARC may require the Owner to formally present the design in person and provide more information as necessary in the event of a complex or major project.

The ARC will consider any and all exterior elements of a project's design including size, bulk, organization, architectural style, detail, color, material, quality of workmanship, materials, harmony of design and all other factors that, in the opinion of the ARC, affect the appearance and suitability of the project.

The ARC is required to render a decision and respond in writing within thirty (30) days after receipt of the fully completed application and other requested information, if any.

***C. Approvals***

The ARC's approval of any proposed Improvement is within its sole discretion. The Association's Executive Board may enforce or modify in whole or in part, any or all of these Design Guidelines.

Approval by the ARC does not relieve the Owner of the responsibility of obtaining all other necessary approvals and permits required by Jefferson County and/or the City of Charles Town, the State of West Virginia and other agencies having jurisdiction over the project or improvement. The Applicant should contact Jefferson County and/or the City of Charles Town, and may be appropriate, before beginning any work to verify what additional approvals or permits are required.

Notification of the ARC's final approval constitutes an agreement by the Applicant not to deviate from the approved plan unless such proposed deviation has been submitted to the ARC and has been expressly approved in writing by the ARC.

The ARC may, at its discretion during the design review process, suggest alternative design solutions; however, such suggestions shall not necessarily constitute an approved design solution and the ARC shall not have any responsibility for ensuring or making any determination regarding compliance of such suggested design solutions with applicable governmental regulations and other requirements.

Approval by the Architectural Review Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the item being reviewed, nor shall such approval be substituted in lieu of applicable governmental approvals and permits or be deemed to constitute a determination as to compliance with local zoning ordinances,

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

governmental guidelines or restrictions. The Architectural Review Committee shall not bear any responsibility for ensuring structural integrity or soundness or compliance with building codes and other governmental approvals or requirements, or ensuring that any improvements are located so as to avoid impairing views from or other negative impacts on other homes, including, without limitation, property line encroachments. Neither the Architectural Review Committee, nor any member thereof shall be liable for soil conditions, drainage problems or other site work, nor for defects or errors in any plans or specifications submitted as part of an application, nor for any structural or other defects in Improvements constructed according to an approved application, nor for any injury, damages, or loss arising out of the manner, design or quality of any approved Improvements.

***D. Appeals***

Within ten (10) business days after notice of an ARC decision has been mailed, the Applicant may file, with the designated ARC representative, a written request that the ARC reconsider such decision. Any such request for reconsideration shall include a statement of the basis for such request and technical design information supporting such request. The ARC may require additional information in connection with any request for consideration. The Applicant's written request for consideration may include a request to personally address the Executive Board at its next scheduled meeting.

All reconsiderations will be reviewed on a case by case basis, and the granting of a request for reconsideration with respect to one project does not imply or warrant that a similar request will be granted with respect to any other project. Each case will be reviewed on its own merits and in light of the overall objectives of these Design Guidelines.

***E. After Approval***

If the Owner desires to make any changes to the approved plan during construction, a revised application must be submitted to the ARC. Construction must be completed as approved and any changes from the original plan must be approved by the ARC prior to implementing any such change.

***F. Inspection and Compliance***

Upon completion of any construction or alteration, the management agent or the Executive Board may request a meeting with the property owner which may include the contractor(s) used to build said project to confirm that construction is in compliance with the approved plans. Periodically, the management agent or the ARC may inspect SPRUCE HILL ESTATES ("SPRUCE HILL ESTATES") properties for compliance with the Declaration and these Design Guidelines and covenant standards.



**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

**G. *Violations***

In the event of a covenant violation, the Association shall seek to obtain compliance informally through letters and personal contact with the Owner. If these efforts fail, the Association shall inform the Owner of the violation in writing by certified mail, giving the Owner reasonable time in which to correct the violation. If the violation is not corrected to the satisfaction of the Association, the matter shall be turned over to the Executive Board for handling in accordance with the Declaration.

**H. *Application Requirements***

Since Improvements may vary greatly in scope and complexity, application requirements will depend upon the specific Improvements being submitted for review.

All Improvements require submission of a completed **Project Application Form**, which can be obtained on our website at [sprucehillestateshoa.com](http://sprucehillestateshoa.com). Additional copies can be obtained from the ARC.

The guidelines for specific Improvements set forth in Section III hereof provide the best source of information for the specific items that must be included with the application. A complete application must include the following:

- a brief written description of the project.
- a site plan (if applicable) showing the location and size of the project.
- scaled drawings showing what is proposed.
- photographs of the existing condition.
- a brochure, catalogue photo, or manufacturer's information of what is proposed (if applicable).
- material or color samples (if applicable).
- any other submission requirements applicable to the specific Improvements, as set forth in Section III hereof.

**I. *Application Procedures***

1. Obtain a Project Application Form. You may also obtain an application on our website, [www.sprucehillestateshoa.com](http://www.sprucehillestateshoa.com).

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

2. Read these Design Guidelines.
3. Develop your plan. (Consider the impact on your neighbors.)
4. Complete the application as clearly and thoroughly as possible. Be sure to include all exhibits and other supporting information.
5. The application must be signed by the Applicant's adjacent and rear Lot Owner. This constitutes any Lot that directly abuts or touches the Applicant's Lot. If, after two (2) reasonable attempts in person or by mail to obtain the needed signatures, the Applicant is not able to obtain a signature due to a Lot Owner's unavailability or unwillingness to sign the application, the Applicant shall indicate its/their attempts and the Lot Owner's response or lack thereof on the application.
6. Deliver your completed application to the Architectural Review Committee at the above below:

**Architectural Review Committee**  
**SPRUCE HILL ESTATES**  
**c/o Property Management People (PMP)**  
**340 Edmond Road, Suite E**  
**Kearneysville, WV 25430**  
**(681) 252-0217 phone**  
**(304) 725-5986 fax**
7. Your application will be processed by the Architectural Review Committee on a first-come, first-served basis.
8. A member of the Association will scan and email your application to the Architectural Review Committee.
9. The Architectural Review Committee will review the application and ensure that all of the needed information has been received. If not, you will be asked to provide the additional information.
10. Your request will then be reviewed by the Architectural Review Committee at its next regularly scheduled meeting.
11. The Architectural Review Committee will provide you with a written response to your application by regular mail within thirty (30) days after the full and complete application, plans, specifications and fees have been submitted.
12. All Improvements must be commenced within six (6) months of the receipt of written approval from the Architectural Review Committee and must be completed within twelve months of the date of commencement.
13. Should you feel you have been aggrieved by any action of the Architectural Review Committee, you may appeal the decision of the Architectural Review Committee to the Executive Board.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

**J. *New Construction***

Any provision of these Design Guidelines to the contrary notwithstanding, the approval of the Declarant under Articles VIII and IX of the Declaration shall be the only approval required pursuant to these Design Guidelines or the Declaration with respect to the construction of the initial Improvements on a Lot by a Participating Builder, and the provisions of these Design Guidelines shall not otherwise be deemed to be applicable with respect to the initial Improvements constructed on a Lot by a Participating Builder, unless expressly provided otherwise by Declarant, in its sole discretion. The provisions of these Guidelines do not apply to the Declarant, nor to any successor or assign of the Declarant designated by the Declarant in writing.

**III. *Guidelines***

These Design Guidelines have been prepared to assist the ARC and Applicants with the design and review process, and contain both mandatory requirements and suggested guidelines. Where the terms “shall” or “must” are used, the statement constitutes a mandatory requirement. Where the terms “preferred” or “should” are used, the statement constitutes a suggested guideline provided for the guidance and convenience of Applicants but does not necessarily require the ARC to approve the design elements referenced in such guideline. Notwithstanding the foregoing, the ARC may, in its sole discretion, waive or modify any mandatory and/or suggested requirements in appropriate circumstances.

**A. *Guidelines for Specific Improvements***

**1. *Additions/Alterations (Major)***

***General Considerations***

Additions/alterations may include any room additions or extensions, garages, sunrooms, porches, etc. Additions shall be planned and designed with the same care and consideration as initial house construction.

The addition/alteration shall be visually integrated with the existing house through the consistent and complementary use of architectural elements, materials, colors and other details. The design must be compatible with the existing house in style, character, scale, massing, materials and colors.

In general, additions/alterations to Lots shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

***Specific Guidelines***

- The size and location of the addition should be appropriate in relation to the existing house and space available on the property.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- The addition should minimize any tree removal.
- The design and location should consider any adverse impact on neighboring properties that may result through the elimination of privacy or the removal of existing views.
- Changes in grade or drainage patterns must not adversely affect adjacent properties.
- The design of the addition should repeat significant architectural elements of the existing house such as roof lines, windows, trim details, materials and colors.
- The new roof pitch should, if possible, match that of the existing roof pitch.
- New windows and doors should be the same type, material and color as those of the existing house.
- Supplemental landscaping may be required to compensate for the removal of significant vegetation.

***Submission Requirements***

- A copy of the existing site plan showing the house, property lines and easements, and any accessory structures, significant vegetation; and the location of the proposed addition/alteration.
- Complete plan and elevation drawings, to scale, showing the existing house and the proposed addition/alteration.
- Photographs showing the house and the site, marked to show the location of the proposed addition/alteration.
- A list of all exterior materials and samples of proposed colors.
- Catalogue photographs or manufacturer's "cut sheets" of items, such as exterior light fixtures, as applicable, including sizes, materials and colors.
- A landscape plan, as applicable, is required.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

**2. Air Conditioners/Heat Pumps**

***General Considerations***

Utilities and related mechanical and electrical equipment such as air conditioners, heat pumps, condensers, meters, etc. shall be located so as to minimize their visual and acoustical impact on neighboring properties.

Generally, no application is required for the replacement of existing approved equipment of exact size and appearance in the currently approved location.

The installation of air conditioners/heat pumps in Lots shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

***Specific Guidelines***

- The size and appearance of the proposed air conditioner/heat pump unit should be appropriate for its residential setting.
- Through-the-wall and window mounted units are prohibited.
- Any air conditioner/heat pump in a highly visible location may require landscape screening or an architectural screen.

***Submission Requirements***

- None required.

**3. Antennas/Satellite Dishes**

***General Considerations***

Only antennas/satellite dishes that are required to be permitted by federal regulations will be permitted. Further, all antennas/satellite must be placed adjacent to the rear/back wall of the home built on the Lot and shall be placed as much out of view as reasonably possible. No satellite dish in excess of one (1) meter in width shall be placed on any lot or placed on any building located on any Lot. Also they should be placed on the rear half of the roof or on the rear hall of the home. If placed on the ground, it shall be placed in the back yard, behind the rear wall of the home.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

**4. Art Work**

***General Considerations***

Art work includes but is not limited to fountains, sculpture/statuary, etc. When considering the type and location of art, the size of the property and proximity to adjacent residences are important factors.

In general, art work shall not be intrusive and must be appropriate to its surroundings. If visible from neighboring properties, art work may be required to be screened by natural vegetation and/or landscaping.

***Specific Guidelines***

- The preferred location is in the rear yard; art work is generally not permitted in front yards or in side yards that face onto a street.
- Generally, no more than one large piece of art will be permitted on any property.

***Submission Requirements***

- A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines and the proposed location of the art work.
- Photographs showing the house and property marked with the proposed location of the art object.
- A photograph of the art, including dimensions, material, and color.
- Where applicable, provide a planting plan indicating the type and location of existing or proposed landscaping.

**5. Attic Ventilators**

***General Considerations***

Attic ventilating equipment shall be selected, located and installed so as to minimize its appearance on the house and visibility from neighboring properties and the street.

Generally, no application is required for the replacement of existing approved ventilators of exact size and appearance in the currently approved location.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

The installation of attic ventilators in Lots shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

***Specific Guidelines***

- The size and appearance of proposed attic ventilators should be appropriate for their residential setting.
- Attic ventilators shall not extend more than 12” above the roof surface.
- Attic ventilators shall be painted a flat black or a flat finish paint to match the roof color. Gable vents shall be painted the color of the siding in which installed, and ridge vents finished in the same color as the roof.
- Although discouraged, wall units may be approved provided they are located on side or rear walls and do not adversely impact neighboring properties.
- Attic ventilators shall be located to the rear of the roof ridge line and/or gable and shall not extend above the highest point of the roof.
- Rotating or wind-powered turbine ventilators will generally not be approved because of their size and movement.

***Submission Requirements***

- Photographs or manufacturer’s “cut sheets” of the ventilator equipment including dimensions and information about its material and color.
- Drawings or photograph of its proposed location, including the material and color of the surface.

**6. Awnings**

***General Considerations***

In general, sun control achieved through interior window treatments and/or landscaping is preferred to the installation of individual awnings on windows.

Awnings should be harmonious with and enhance the architecture of the house. The style, size, material and color of the awning must be compatible with the architecture of the house.

Generally, no application is required for the replacement of existing approved awnings of exact style and color to the original. Replacement awnings must exactly match the

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

design and color of the originals, and shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

***Specific Guidelines***

- Awnings are prohibited on front elevations.
- Fabric is the preferred material. Metal, plastic, vinyl or other materials will generally not be approved.

***Submission Requirements***

- A copy of the existing site plan showing the house and any accessory structures, significant vegetation, property lines and the location of the proposed awning(s).
- Photographs showing the existing house and the proposed location of awning(s).
- Elevation drawings to scale showing the house and the proposed awning. Include a list of materials and exterior colors of the house.
- Catalogue photographs or manufacturer's "cut sheets" of the proposed awning showing colors.

**7. Basketball Backboards**

***General Considerations***

Backboards attached to homes will not be permitted. Permanent, in-ground backboards and portable backboards may be used on the owner's property. As with the rest of the property, all basketball backboards, whether permanent, or portable are required to be maintained in a neat appearance.

Portable backboards, when not being used, need to be properly stored away from streets.

Basketball backboards should be selected and located (through distance and screening) so as to minimize the impact of their appearance and use on neighboring properties

When locating basketball backboards, the size of the property, relationship to adjacent residences, and screening provided by existing and proposed structures and/or vegetation are important factors.



**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***Specific Guidelines***

- No more than one basketball backboard will be permitted on any property.
- The preferred location is over a driveway, a minimum of 20' from the nearest property line shared with a residential lot.
- Metal poles should be painted black, brown or left in a galvanized finish; a wood pole should be painted black, brown or left to weather naturally.
- Building-mounted backboards should be clear or painted to match the surface behind (generally the siding or the roof).
- The addition of paving material for a playing court also requires review and approval.
- All portable basketball backboards must be approved, and must be stored out of sight when not in use.

***Submission Requirements***

- None required.

**8. Chimneys/Flues**

***General Considerations***

Chimney and metal flue additions should be planned and designed with the same care as initial construction and should be visually integrated with the architecture of the house. The design and location must be compatible with the house in style, scale, materials and colors.

Metal flues shall be selected, located and installed so as to minimize their appearance on the house and visibility from neighboring properties and the street.

The installation of a chimney/flue shall be consistent with the materials and options used by the applicable builder in constructing the initial Improvements on such Lots.

***Specific Guidelines***

- An exterior masonry chimney must be constructed to grade and must not appear to be suspended above the ground.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Chimneys should be constructed of materials and colors that match, or are harmonious with, the materials and color of the house.
- A masonry chimney should be constructed to match stone, brick and/or other masonry materials used elsewhere on the house.
- A rooftop metal flue should be on the side least visible from neighboring properties (usually the rear sloping roof), be no higher than the minimum required by the County building code, and be painted flat black or a flat finish paint to match the roof color.
- Wooden enclosures of flues shall be constructed of the same materials as the house siding, trim and color.
- Generally, through-the-wall (direct-vent) metal flues will not be approved on an elevation that is visible from the street.
- Direct-vent metal flues shall be painted a flat finish of the same color as the wall through which installed.

***Submission Requirements***

- Photographs showing the house and property and the location of the proposed chimney/flue.
- Elevation drawings, to scale, showing the addition of the chimney or flue, and the location of windows, doors overhangs, and other pertinent details.
- A list of materials and proposed colors.
- If architectural enclosure of the flue is proposed, a list of all materials and proposed colors.
- Catalogue photographs or manufacturer's "cut sheets" of rooftop and direct-vent metal flues, associated spark arrestors and other accessories, including dimensions, and color.

**9. Color Changes**

***General Considerations***

Color and material changes shall be appropriate in appearance and quality to the style and design of the house. Exterior colors should be selected to enhance the appearance of the house as well as its relationship with surrounding properties and the natural environment.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

Generally, no application is required for repainting/restaining (or the replacement of siding) with a color/medium that is the same as that which is being replaced.

***Specific Guidelines***

- Proposed colors and materials must be compatible with other existing or proposed exterior colors and materials on the house, such as roofing, siding, etc.
- When repainting/restaining, generally, the entire house is to be repainted/restained at one time.
- Wood siding must be protected with stain or paint to prevent an uneven weathered appearance. A solid color stain is recommended over semi-transparent stain. Clear preservatives are not permitted.
- Use of the same manufacturer of paint/stain is important; considerable variation may exist between color “names” of different manufacturers.

***Submission Requirements***

- Photographs showing the house and marked to indicate the proposed location of replacement siding if applicable, and all elements proposed for color changes.
- Where a change in material is proposed, such as the addition of siding or brick, include elevation drawings, to scale, showing the location of all areas proposed to be changed.
- Identify the manufacturer, material and specific color “name”; and provide chips of all proposed paints or stains keyed to the elements to be finished.

**10. Compost Bins**

***General Considerations***

Compost bins should be selected and located so as to minimize their impact on adjacent neighbors. The location should be as far as possible from neighboring properties and streets, and should take advantage of screening provided by existing or proposed structures and/or vegetation.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***Specific Guidelines***

- The preferred location is in the rear or side yard; compost bins are prohibited in front yards.
- No more than one bin will be permitted on any property.
- The size of a compact compost bin is generally limited to 4' in height and 4' x 8' in dimension.
- The bin should be self-contained, sturdily constructed of durable wood, plastic, or metal, and finished in a dark, muted color or left to weather naturally (if wood).
- If visible from neighboring properties, the bin should be screened by fencing or vegetation.
- The compost bin should be maintained so that it does not create a visual or environmental nuisance.

***Submission Requirements***

- None required.

**11. Decks**

***General Considerations***

In general, the deck shall be an appropriate size for the area in which it is to be located, with consideration for its physical and visual impact on adjacent properties. It shall be harmonious (in configuration, detail, material and color) with the architecture of the house.

Modifications or additions to an existing deck must incorporate the same materials, colors and detailing as were used by the builder in constructing any existing deck.

***Specific Guidelines***

- Design and location should minimize any tree removal.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- Decks are to be located at the rear of the house.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Decks and any stairs shall not extend beyond the side walls of the house. The side walls of the house are defined as the major side walls of the house, and do not include bay windows, chimney enclosures, porches, or other such projections.
- Upper-level decks shall be attached directly to the house. Only ground level decks may be approved as freestanding decks.
- Decks should be constructed in such a way that braces are not required.
- A solid trim board shall be provided on any open side of the deck to conceal the joists and cut ends of the decking.
- Underdeck screening should be compatible with the architecture of the house and deck. Any lattice must be properly framed and recessed.
- Decks shall be constructed of: (1) pressure-treated wood, redwood or cedar, left to weather naturally or painted/stained in a muted color that is harmonious with the colors of the house; (2) Trex; or (3) a comparable synthetic material which is an acceptable material for deck construction. “Comparable” is defined herein as meaning comparable durability and structural integrity.
- No structure (privacy screen, arbor, trellis, gazebo, screen porch, etc.) may be located on a deck so that it projects beyond the side of the house.
- Privacy screens should be constructed of lattice, properly framed and installed directly on top of the railing. The total height of the railing and screen must not exceed 7’-0” above the deck floor.
- For enclosed upper level decks, see the design guidelines for porches/screened porches and sunrooms.

***Submission Requirements***

- A copy of the existing site plan showing the house, property lines and easements, including significant vegetation, existing patios and decks, fencing, accessory structures, and the location of the proposed deck.
- Photographs showing the house and site marked to show the location of the proposed deck.
- A plan, to scale and dimensioned, showing the house and the proposed deck.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- For upper level decks and decks of more than one level, provide elevation drawings, to scale, showing the house and the proposed deck, including the height above grade, stairs and any other proposed elements.
- Detailed drawings of railings and any benches, planters, privacy screens, etc.
- Samples of proposed colors and materials if other than pressure treated wood.
- A landscape plan, as applicable.

**12. Dog Houses**

***General Considerations***

Dog houses are not allowed in Spruce Hill Estates.

**13. Doors**

***General Considerations***

Doors shall be compatible in style with the architecture of the house. Storm/screen doors must not distract from or alter the appearance of the house.

Doors shall be of quality material and workmanship, and shall be consistent in proportion, detailing and style. The style, material, color, detailing and installation of a new or replacement door must be consistent with that of existing doors.

Generally, no application is required for the replacement of existing doors, or storm/screen doors, that are exact in type, style and color to those provided by the builder. All other proposed doors require application.

The addition/replacement of doors, including storm/screen doors, shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

***Specific Guidelines***

**Door Additions/Replacements**

- Doors and door frames should be clad or painted with a color consistent with other doors, windows and house colors. Color shall comply with the guidelines for Color Changes.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Wood doors, if allowed, must be protected with stain or paint to prevent an uneven weathered appearance.

**Storm/Screen Doors**

- Storm/screen doors that are appropriate to the architecture of the house may be approved on a case-by-case basis in the sole discretion of the ARC and/or the Executive Board, as may be appropriate.
- Storm doors may be finished the same color as the door they enclose or in a color complementary with the house colors.
- New or replacement doors should match the type, style, material and color of options used by the builder in construction the initial Improvements on the Lots.

***Submission Requirements***

- Photographs showing the house, existing windows and doors and the proposed location of new and/or replacement doors.
- Where a new door is proposed, elevation drawings, to scale, showing the existing house and the proposed location of the doors.
- Catalogue photographs or manufacturer's "cut sheets" identifying door type and style, including the specific 'name' of the door, if applicable, and dimensions, materials and colors.
- A sample of the door finish and color, if applicable.

**14. Driveways/Parking Pads**

***General Considerations***

The widening, extension or addition of driveways, turnarounds and parking pads shall be consistent with the overall image and character of the community. They should be located and designed to minimize their visual and acoustical impact on neighboring properties. It should be constructed on natural grade using asphalt or concrete only.

Additions/alterations to existing driveways/parking pads must incorporate the same material, color and detailing as the original driveway/parking pad. Approval is not required for the replacement of an existing, approved driveway/parking pad.

***Specific Guidelines***

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Design and location should minimize the removal of trees and other significant vegetation.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- No more than one driveway entrance on any one property is allowed.
- Driveway access from the street should be easy and direct. Maximum grade should relate to the length of the driveway and generally should not exceed 12%.
- Driveways shall only connect to the street where curb cuts have been provided. A driveway or parking area in the rear yard is not permitted.
- Driveways and parking pads must be constructed of asphalt or concrete. ” Plastic rings, loose gravel, pavers, and unpaved driveways and/or parking pads are prohibited.
- Landscaping may be required to compensate for the removal of vegetation and to screen the driveway/parking pad.

***Submission Requirements***

- A copy of the existing site plan showing the house, property lines and easements, existing driveways/parking pads, significant vegetation, fencing, accessory structures, and the location of the proposed driveway and/or parking pad.
- Photographs showing the location of the proposed driveway/parking pad.
- If grading is involved, a plan showing the change in grade, any retaining walls that will be required.
- A description of the proposed paving materials.
- A landscape plan showing proposed plantings, as applicable.



**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

**15. Fences**

***General Considerations***

All fences shall have finished fence post tops or caps.

Gates shall be constructed of designs and materials to match adjoining fences. Gate hardware should be substantial, rust resistant, and have a black, brass, or bronze finish.

Rear yards may have fences a minimum of forty-two inches (42") in height and not exceeding six feet (6'-0") in height. Rear yards may also be enclosed by the same picket fences, not exceeding forty-two inches (42").

Fences located on slopes 10% or greater may either run with the slope or be stepped with the slope. Stepped fences should be stepped in equal increments along consistent slopes. For slopes exceeding 10%, fences shall be run with the slope by means of a sloped frame.

Fences shall be constructed of pressure-treated wood, redwood, cedar, Trex, or comparable synthetic material which is an acceptable material for fence construction. "Comparable" is defined herein as meaning comparable durability and structural integrity.

No front yard fencing shall be allowed.

Fencing may extend to the side property line but cannot extend beyond the mid-point of the side wall of the unit.

Unusual fence configurations may be required for some lots. These lots will be evaluated on an individual basis.

For fences surrounding a swimming pool, see section on Swimming Pools.

***Submission Requirements***

- A copy of the existing site plan showing the house, patios and decks, existing fences, accessory structures, significant vegetation, property lines and easements, and the location of the proposed fence.
- Photographs showing the house and proposed fence location.
- A drawing or photograph of the fence design, including dimensions, material and color.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- A landscape plan showing proposed plantings, as applicable.

**16. Flags/Flagpoles**

***General Considerations***

Flags, banners and flagpoles should be located so as to minimize their impact on neighboring properties.

The colors, design and message of the flag or banner will not be reviewed.

***Specific Guidelines***

- No more than one flag will be permitted on any property.
- The flag or banner should not exceed 15 square feet in size.
- Flag poles should be no more than 20 feet tall.
- The flag or banner should not exceed 15 square feet in size or 3'x5'.
- Flags and banners should be kept in good condition. Flags and banners that are faded, frayed or damaged need to be replaced.
- Any illumination of the flagpole must not impact neighboring properties with glare or intensity. High pressure sodium (yellow-orange) light is specifically prohibited.

***Submission Requirements***

- An application is only needed for permanent flag poles.
- A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines and the proposed location of the flag/flagpole.
- Photographs showing the house and site marked with the proposed location of the flag/flagpole.
- The dimensions of the flag or banner.
- A catalogue photograph or manufacturer's "cut sheet" of the flagpole or bracket including length/height, material, and color.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Lighting fixture location and type, as applicable.

**17. Garages**

***General Considerations***

Garage additions/alterations shall be visually integrated with the existing house through the consistent use of architectural elements, materials, colors and other details.

The design and location of garage shall be as specified in the Declaration of Covenants and should limit any adverse impact on neighboring properties that may result through its use, the elimination of privacy or the removal of existing trees.

***Specific Guidelines***

- Detached garages are permitted up to three (3) bays and not to exceed the dimension of 24' by 36' as specified by the Declaration of Covenants. The location of the garage shall be appropriate for the space available on the property and must connect to the driveway.
- The design of the garage should repeat significant architectural elements of the existing house such as roof lines, windows, trim details, materials and colors.
- Roof material and color shall match those of the house. Roof pitch should match that of the existing roof, if possible.
- Free-standing garages shall not exceed one story in height.
- Design and location should minimize the removal of trees and other significant vegetation.
- Supplemental landscaping may be required to provide screening.
- No garage shall be converted, or renovated for any residential living purpose.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***Submission Requirements***

- A copy of the existing site plan showing the house, any accessory structures, etc., significant vegetation, property lines and easements, and the location of the proposed garage.
- Complete plan and elevation drawings, to scale, showing the house and the proposed garage addition/alteration.
- Photographs showing the house and the location of the proposed garage.
- A list of all exterior materials and samples of proposed colors.
- Catalog photographs or manufacturer's "cut sheets" of outdoor light fixtures and other "off-the-shelf" items, as applicable, including sizes, materials and colors.
- A landscape plan, as applicable, or required.

**18. Gutters and Downspouts**

***General Considerations***

The design, color and location of gutters and downspouts must be compatible with the architecture and colors of the house.

No application is required for the replacement of existing approved gutters and downspouts of exact size and appearance in the currently approved location.

The installation of gutters and downspouts shall be consistent with the materials and options used by the builder in constructing the initial Improvements on such Lots.

***Specific Guidelines***

- Gutters and downspouts shall be painted to match existing gutters and downspouts, or may be painted the color of the surface to which they are attached, or the existing trim color.
- Downspouts must be brought to grade.
- Downspout extensions, including underground drain pipe, must not detrimentally impact any adjacent property.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***Submission Requirements***

- None required.

**19. House Numbers**

***General Considerations***

House numbers should complement the architectural style of the house. House numbers within a neighborhood or street should be compatible in design and located to be clearly visible.

***Specific Guidelines***

- House/unit numbers should be located immediately adjacent to the front entrance or door. Numbers should also be placed on a curbside mailbox, where applicable.
- Custom designed house numbers may be approved if they are simple, appropriate, and relate to the architecture of the house.

***Submission Requirements***

- None required.

**20. Landscaping (Plantings and Related Elements)**

***General Considerations***

Landscaping is an integral part of the overall image and character of SPRUCE HILL ESTATES. It should enhance the architecture of the house, the natural beauty of the environment and the overall quality of the neighborhood.

The preservation of wooded areas should be maximized through the retention and maintenance of existing trees. Landscaping and the addition of plant materials are important in the screening of items such as pools, decks, patios, fencing, parking areas and utility equipment. Landscaping is also the preferred means to providing visual privacy.

In general, well maintained turf, low ground cover, flower beds, evergreens, small flowering trees and the use of native materials are encouraged.

No approval is required for the installation of plantings, including trees, unless a landscape or planting plan is required as a part of the review of another application.

## **SPRUCE HILL ESTATES**

### Design Guidelines and Application Procedures

Installation of landscaping must not alter the existing drainage pattern. Significant structural elements related to landscaping, such as retaining walls, paved areas, steps, etc., must be submitted for review and approval.

Landscaping shall be consistent with the materials and options used by the builder in constructing the initial Improvements.

#### ***Specific Guidelines***

- Trees and shrubs must be located so as not to obstruct significant views from neighboring residences or restrict sight lines from vehicular traffic.
- Plant materials should be appropriate in character, habitat, species, size (both installed and mature), number, and arrangement for their purpose and surroundings.
- Stone used as accent elements, ground cover, or paving material, should be chosen so that its color, size, and installation complement the architecture of the house, the natural environment and associated plant materials. Monolithic paving of yards, or covering yards with decorative stones as a primary design element is prohibited.
- Regrading must not negatively impact neighboring properties.
- Small landscape-related elements such as bird feeders, bird baths, and small decorative garden ornaments are permitted in the rear yard provided they are less than 30” in height and 24” in diameter.

#### **Retaining Walls**

- Walls should be as unobtrusive as possible and built to the minimum height needed and should be securely constructed with tie-backs or dead-men as needed.
- Walls should be made of durable materials that are compatible in color and appearance with their environment. Depending upon location, brick, heavy timbers, concrete or natural stone are appropriate.
- The top of the wall must be flat and level, and stepped to accommodate a change in grade.
- Retaining walls must not create any adverse drainage problems.
- Depending on size, material and location, retaining walls may require landscaping to soften the visual impact of the wall.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***Submission Requirements***

- A copy of the existing site plan showing the house, driveway and any accessory structures, including pools, decks, patios, fencing, walks, significant vegetation, property lines and easements.
- Photographs showing the house and the property.
- A landscape plan identifying plant materials, accurately located and drawn to scale.
- For regrading, retaining walls or terracing, show the existing and proposed grading.
- Where structural elements are proposed, include drawings showing design and installation details.

**21. Leadwalks**

***General Considerations***

Lead walks are not permitted.

**22. Lighting**

***General Considerations***

Lighting, including both decorative and security lighting, shall be selected and located so as to be an integral part of the house and yard. Fixture style, configuration and location must be compatible with the architecture of the house, and properly proportioned to the building facade.

Lighting shall be selected and located so as to minimize its impact on neighboring properties. The location of security lights on the house should be as inconspicuous as possible. Fixture design, wattage, color, location and direction should minimize glare onto neighboring properties, pedestrian walkways, and streets.

No application is required for the replacement of an approved lighting fixture which is an exact match in type, size and appearance.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***Specific Guidelines***

- Lighting must be a “white” color such as incandescent, metal halide, mercury vapor, etc. Color-corrected “white” high pressure sodium may be considered on a case-by-case basis. High pressure sodium vapor (yellow-orange) lights are specifically prohibited.
- Holiday lighting can be multi-colored and must be removed within thirty days after the end of the Holiday.
- A new or replacement light fixture should be either an exact match or compatible in style, design, size, color, finish, type and lamp wattage with the original or approved fixture it is replacing.
- Security lighting such as spotlights or floodlights may be permitted if incorporated as part of the overall building design and should be selected and located so as to minimize its impact on neighboring properties. Fixtures should be shielded and directed to prevent glare or spillover of light onto neighboring properties. Unshielded flood lights, “wallpacks” or “cobrahead” lights are prohibited.
- Security light fixtures (floodlights) will not be approved as replacements for fixtures at entry doors.
- Ground or tree mounted floodlights must have deep shields to effectively screen the light source from view and they should be carefully directed so that no glare impacts adjacent properties.
- Exterior light fixtures should be “hard-wired” so that there is no visible wiring or conduit.

***Submission Requirements***

- None required.

**23. Mailboxes**

***General Considerations***

No application is required for the replacement of an existing, standard approved mailbox or post.

***Specific Guidelines***



**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Mailboxes shall be located at the curb immediately adjacent to the driveway. These mailboxes shall conform to the standard design for SPRUCE HILL ESTATES, which is a 4" x 4" pressure treated wood post with a #1 size (standard size) black box with 1" vinyl numbers.
- Generally, curbside mailboxes should be a black box on a single 4"x 4" post.

***Submission Requirements***

- None required.

**24. Patios**

***General Considerations***

A patio shall be designed and located to be harmonious with the architecture of the house and to mitigate the impact of its use upon neighboring properties.

In general, the patio shall be an appropriate size for the area in which it is to be located and should be constructed of wood, concrete, slate, brick or other masonry or stone material. Landscaping is recommended for screening.

Modifications to existing patios must incorporate the same materials and detailing as the approved existing deck.

***Specific Guidelines***

- The patio shall be designed as an integral part of the house and property.
- Design and location should minimize any tree removal.
- Changes in grade or drainage pattern must not adversely affect adjoining properties.
- The preferred location is in the rear or side of the house.
- Generally, the patio should extend no farther than 35 feet from the rear of the house.

***Submission Requirements***

- A copy of the existing site plan showing the house, property lines, easements, significant vegetation, existing patios and decks, fencing, accessory structures, and the location of the proposed patio.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Photographs showing the proposed location of the patio.
- A plan, to scale, showing the existing house and the proposed patio, including materials.
- Detailed construction drawings of railings, steps, etc.
- A landscape plan, as applicable.

**25. Play Equipment**

***General Considerations***

Permanent play equipment should be selected and located so as to minimize its visual and acoustical impact on adjacent properties. Design and location should visually integrate the structure into its surroundings and should take advantage of any screening provided by existing vegetation.

When considering play equipment, the size of the property, wooded area, equipment size, material, color, relationship to adjacent residences and amount of visual screening are important factors.

***Specific Guidelines***

- Play equipment should be located in the rear yard; play equipment is prohibited in front yards or in side yards that face onto a street.
- Play equipment should be sturdily constructed of durable materials (preferably wood), and finished in a dark, muted color or left to weather naturally. Plastic, cloth or metal equipment, not including wearing surfaces such as slides, poles and climbing rungs, should be finished in solid, earth tone colors.
- Where in a visible location, play equipment may need to be screened by fencing and/or landscaping to effectively reduce the visual impact from neighboring properties.
- All play equipment, portable and otherwise, including, without limitation, skateboard ramps, trampolines, portable basketball backboards, etc., must be approved, and (if portable) must be stored out of sight when not in use. Screening shall be provided.
- Generally, play equipment shall not exceed 20 feet by 20 feet.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Play equipment and trampolines are to be well maintained and kept safe and if broken must be fixed within sixty (60) days or removed.

***Submission Requirements***

- A copy of the existing site plan showing the house and any accessory structures, fences, significant vegetation, property lines, and the proposed location of the play equipment.
- Photographs showing the existing house and site marked with the location of the proposed play equipment.
- A catalogue photograph or manufacturer's "cut sheets" of the play equipment, including dimensions, materials, and colors.
- If equipment is to be constructed, include a plan and elevation drawing, to scale, identifying dimensions, materials, and colors.
- Where applicable, provide a planting plan indicating the proposed type and location of vegetation.

**26. Porches**

***General Considerations***

Porch additions shall be designed as an integral part of the house. The initial design of many houses may have included porches, decks, patios and privacy screens as options. Porch designs included in the initial design package shall be utilized whenever possible.

Porch/screened porch additions shall be compatible with the existing house in style, scale, massing and the consistent use of architectural elements, materials, colors and other details.

***Specific Guidelines***

- The size and location of the porch should be appropriate to the existing house and space available on the property.
- The design and location should consider any adverse impact on neighboring properties, including changes in grade or drainage.
- Porches/screened porches must be attached directly to the house.

## **SPRUCE HILL ESTATES**

### Design Guidelines and Application Procedures

- New windows and doors should be the same or be compatible with the material and color of the existing house.
- Where more substantial porches/screened porches are to be constructed on upper-level decks, special attention must be given to the massing of the addition in order to visually integrate the porch with both the house and the ground.
- Supplemental landscaping may be required to compensate for the removal of vegetation and to visually soften the addition.

#### ***Submission Requirements***

- A copy of the existing site plan showing the house and any fencing, accessory structures, significant vegetation, property lines, easements, and the location of the proposed porch.
- Photographs showing the house and site of the addition.
- Complete plan and elevation drawings, to scale, showing the existing house and the proposed addition.
- A list of all exterior materials and samples of proposed colors, if applicable.
- Catalogue photographs or manufacturer's "cut sheets" of "off-the-shelf" items, as applicable, including sizes, materials and colors.
- A landscape plan, as applicable.

## **27. Roofing**

### ***General Considerations***

New or replacement roofing, including the design and material, shall be appropriate in appearance and quality to the style and design of the house. Roof material and color should be compatible with other existing or proposed exterior colors and materials on the house.

Generally, no application is required for the replacement of existing roofing that is exact in material and color.

### ***Specific Guidelines***

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- The roofing material and color shall be compatible with other approved roofing in the neighborhood.
- Changes in material, such as a change from cedar shakes to asphalt shingles, are considered as significant as changes in color.
- When replacing roofing, the entire structure should be reroofed at one time. Partial reroofing is generally not allowed unless the additional/replacement roofing exactly matches the existing roofing.
- Replacement roofing material and associated elements should be similar in appearance and quality to the existing approved roofing.
- A change in roof color must comply with the guidelines for Color Changes.

***Submission Requirements***

- None required.

**28. Security Devices**

***General Considerations***

Security devices including cameras and alarms shall be selected, located and installed so as to be an integral part of the house and not distract from its architecture and appearance.

***Specific Guidelines***

- Cameras and housings, sirens, speaker boxes, conduit and related exterior elements should be unobtrusive and inconspicuous. Such devices should be located where not readily visible and should be a color that blends with or matches the surface to which attached.

***Submission Requirements***

- None required.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

**29. Shutters**

***General Considerations***

Shutters should be harmonious with the architecture of the existing house regarding the style, size, material and color of the shutters.

No application is required for the replacement of existing approved shutters with shutters that are exact in style and color.

***Specific Guidelines***

- New shutters should be applied to all windows on an elevation, on both sides of a window, matching the size and configuration of the window.
- Removal of existing shutters must be submitted for review and approval.

***Submission Requirements***

- Drawings or photographs showing the house and the proposed location of shutters.
- Catalogue photographs or manufacturer's "cut sheets" of the shutters including dimensions, materials and samples of colors.
- Information regarding existing shutters on the house, where applicable.

**30. Siding**

***General Considerations***

Siding style, material and color shall be compatible with that of the house.

No application is required for the repair or replacement of existing siding with siding that is exact in style, material and color.

***Specific Guidelines***

- The proposed siding material and trim details should be similar in appearance to the existing approved siding.
- The proposed siding color should be the same as the existing approved siding color or approvable under the guidelines for Color Changes.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***Submission Requirements***

- Photographs showing the house, existing siding and the proposed location of new and/or replacement siding.
- Where additional siding is proposed, elevation drawings, to scale, showing the location of all areas to be sided.
- The manufacturer and specific color “name” of both the proposed siding material, and a sample, including color chip, if applicable.
- If possible, samples of the existing siding material and color.

**31. Signs**

***General Considerations***

No signs, billboards, or advertising of any nature shall be erected, placed, or maintained on the lots in said subdivision except address identification signs, street signs, and normal and reasonable “For Sale” signs.

**32. Skylights**

***General Considerations***

Skylights should be visually integrated with the architecture of the house regarding style, location, size and color.

No application is required for the replacement of existing approved skylights of exact size and appearance in the currently approved location. New skylights shall match existing skylights.

***Specific Guidelines***

- Skylights shall have a low profile and lie flat on the roof.
- Skylights shall be installed parallel with the roof ridge and edges and shall be located on the back side of the roof ridge.
- The frame color shall match or be compatible with the roof color.

***Submission Requirements***

- A drawing or photograph showing the proposed location of the skylight.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Catalogue photographs or manufacturer’s “cut sheets” of the skylight and complete specifications including dimensions, colors, materials, etc.

**33. Solar Collectors**

***General Considerations***

The design, color, configuration and location of the proposed solar collectors must be compatible with the architecture of the house.

No application is required for the replacement of existing approved solar collectors of exact size and appearance in the currently approved location.

***Specific Guidelines***

- Solar collectors shall have a low profile and shall be mounted flat on the sloping roof, parallel with the roof ridge and edges.
- The size and number of collectors should be in proportion to the area where they are to be installed.
- All framing, piping, control devices and wiring must be painted a dark color or the color of the roof.

***Submission Requirements***

- A copy of the existing site plan showing the house and any accessory structures, significant vegetation, property lines and the location of the proposed solar collectors.
- A drawing or photographs showing the proposed location of the solar collectors and a description of any visible auxiliary equipment.
- Catalogue photographs or manufacturer’s “cut sheets” of all components including dimensions, colors, materials, etc.

**34. Spas/Hot Tubs**

***General Considerations***

Spas/hot tubs should be selected, designed, and located so as to minimize their impact on neighboring properties.



**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

In general, a spa/hot tub should be integrated visually and structurally with a rear yard deck or patio and be screened from view.

***Specific Guidelines***

- Spas/hot tubs shall be located in the rear yard.
- Spas/hot tubs shall be screened from adjacent properties and streets by a structural screen, fence and/or landscaping.
- No more than one spa/hot tub is permitted on any property.
- When set on a deck, the spa/hot tub should be integrated both visually and structurally into the deck.
- Any mechanical equipment, pipes and wiring must be concealed or screened from view.

***Submission Requirements***

- A copy of the existing site plan showing the house and any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the spa/hot tub.
- Photographs showing the house and site for the proposed spa/hot tub.
- Drawings, to scale, including plan and elevations, construction details and materials.
- A catalogue photograph or manufacturer's "cut sheets" with dimensions, materials, and colors.
- If the use of fencing is proposed, include drawings indicating dimensions, details, and material.
- Where applicable, provide a planting plan indicating the proposed type and location of landscaping.
- Any associated lighting.

**35. Storage Sheds**

***General Considerations***

## **SPRUCE HILL ESTATES**

### Design Guidelines and Application Procedures

Storage sheds must be located so as to minimize their impact on neighboring properties and no violate the setback provisions set forth in the Declaration of Covenants. The location should take advantage of screening provided by existing or proposed structures, fences and/or vegetation.

Whenever possible, storage sheds should be visually integrated with the existing house through the complementary use of materials, colors and details.

#### ***Specific Guidelines***

- No more than one storage shed will be permitted on any property.
- Wherever possible, built-in sheds should be integrated into the architecture of the house, walls or fencing.
- Storage sheds shall be located in rear yards only. Location in front yards and side yards is prohibited.
- The width can be no greater than twelve (12) feet, a length no greater than twenty-five (25) feet, and the wall (not including the roof) no taller than six (6) feet.
- Sheds should be finished to match the house.
- Storage sheds in a visible location may require screening by fencing and/or landscaping to effectively reduce the visual impact from neighboring properties.
- Location of shed shall not alter the existing drainage flow.

#### ***Submission Requirements***

- A copy of the existing site plan showing the house and any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the shed.
- Photographs showing the house and the exact location of the proposed shed.
- If pre-constructed, a catalogue photograph or manufacturer's "cut sheets" of the shed, including dimensions, materials, and colors.
- If the storage shed is to be constructed, include a plan and elevation drawings, to scale, with dimensions, materials, and colors. If built against the rear wall of the house, also include this elevation incorporating the proposed shed.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Where the use of fencing is proposed, include a drawing with dimensions, details, material and color.

**36. Sunrooms**

***General Considerations***

Sunroom additions should be planned and designed with the same care and consideration as initial house construction.

The sunroom addition shall be compatible with the existing house in style, character, scale, massing and the use of materials, colors and details.

***Specific Guidelines***

- The design and location should consider any adverse impact on neighboring properties through either the elimination of privacy or the removal of existing vegetation.
- Sunroom additions shall be attached directly to the house.
- Preferred locations are the rear of the house. Generally, the addition of a sunroom to the front or street-facing side of the house is not appropriate.
- The new roof pitch should, if possible, match that of the existing roof.
- New windows and doors should be the same or compatible with those of the existing house.
- When located on a deck, the sunroom should be integrated both visually and structurally with the deck.
- Where the sunroom is to be located on an upper-level deck, special attention must be given to the massing of the addition; including the incorporation of structural skirting and/or landscaping to hide the understructure and visually integrate the sunroom with the house.
- Additions should be located to minimize any tree removal.
- Supplemental landscaping may be required to compensate for the removal of vegetation.

***Submission Requirements***

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- A copy of the existing site plan showing the house and any deck, patio, fencing, accessory structures, significant vegetation, property lines, easements, and the location of the proposed sunroom.
- Photographs showing the house and the location of the sunroom.
- Complete plan and elevation drawings, to scale, showing the house and the proposed addition.
- Detailed construction drawings.
- A list of all exterior materials and colors.
- Catalogue photographs or manufacturer's "cut sheets" of 'off-the-shelf' items, as applicable, including sizes, materials and colors.
- A landscape plan, as applicable.

**37. Swimming Pools**

***General Considerations***

When planning swimming pools, the size of the property, relationship to adjacent residences, and the size of the pool and related accessory structures must be considered. The location of pools should minimize their visual and acoustical impact on adjacent properties. Design and location should visually integrate the structure into its surroundings and should take advantage of the screening provided by existing vegetation.

***Specific Guidelines***

- Swimming pools shall be located in rear yards as far away from adjacent residences as possible. No permanent swimming pool shall be located in a front or side yard.
- Mechanical equipment and other utility accessories must be located so as not to have an adverse effect on adjacent property.
- Swimming pools should be screened from adjacent properties by landscaping.
- Swimming pools fencing must meet the requirements of the 2009 International Residential Code (IRC), Appendix G.
- A child's wading and/or swimming pool is considered temporary and does not require approvals. A child's wading and/or swimming pool may be positioned in

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

the backyard or the back end of the driveway. Kiddie pools are not to be any bigger than 60 square feet and no deeper than 2 feet. They shall be put away at the end of every season.

- No above ground pools except as specified above are permitted.

***Submission Requirements***

- A copy of the existing site plan showing the house, any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the swimming pool and accessory structures.
- Photographs showing the house and the proposed location of the swimming pool.
- Detailed drawings, to scale, including plans and elevations, construction details, materials and colors of accessory structures.
- Manufacturer's literature identifying the type of fence and drawings indicating fence location, dimensions, details, material and color.
- A landscape plan indicating the type and location of proposed landscaping.
- Drawings or cut sheets of any lighting.

**38. Tree Removal**

***General Considerations***

Trees are an integral part of the overall image and character of SPRUCE HILL ESTATES and must be protected. Trees located on lots, within woods and other natural areas may not be disturbed without specific approval.

In general, no approval is required for the removal dead trees or if there is danger to people or property or if detrimental conditions exists. Detrimental conditions include the physical intrusion by roots and branches on houses in a way that causes damage, excessive shade, or block views and sight lines. Overgrowth may also be considered detrimental.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***Specific Guidelines***

- Approval is required to remove any large tree, either deciduous or evergreen whose trunk measures 4” in diameter (or 12 1/2” in circumference) when measured at a height of approximately four feet from the ground.
- Approval must be obtained to remove any live ornamental tree (dogwood, holly, cherry, etc.) larger than 2” in diameter.
- The installation of an appropriate replacement tree may be required as a stipulation for allowing removal of a tree.

***Submission Requirements***

- A copy of the existing site plan showing the house, driveway, property lines and the location of tree(s) to be removed.
- Photographs showing the house and the property identifying the tree(s) to be removed.
- A description of the tree(s) to be removed and the reason for removal.
- The tree(s) should be marked with a ribbon or spray paint for easy identification.
- Information regarding any replacement plantings, if applicable.

**39. Trellises/Arbors**

***General Considerations***

Trellises and arbors should be designed and located so as to be compatible with the existing house in style, character, scale, materials and colors.

In general, the addition of a trellis should be integrated visually and structurally with the architecture of the house. Arbors should complement the overall composition of the yard and any existing fencing element.

***Specific Guidelines***

- The preferred location should be integrated with the rear yard deck or patio. A freestanding trellis or arbor should be located in the rear yard.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Size, height, materials, and colors should be harmonious with the size of the property and the architecture of the house, deck, patio, fence, etc.

***Submission Requirements***

- A copy of the existing site plan showing the house, any deck, patio, fencing, accessory structures, significant vegetation, property lines, and the proposed location of the trellis or arbor.
- Photographs showing the house and the proposed location of the trellis or arbor.
- Drawings, to scale, including plan and elevations, materials and colors.
- If a prefabricated trellis/arbor is proposed, include a catalogue photograph and/or manufacturer's "cut sheets" with dimensions, materials and colors.
- Where applicable, provide a planting plan indicating the type and location of proposed landscaping.

**40. Windows**

***General Considerations***

Windows shall be compatible in style with the architecture of the house. Storm/screen windows must not distract from or alter the appearance of the house.

Windows shall be of quality material and workmanship, and consistent in proportion, detailing and style. The type, style, material, color, detailing and installation of a new or replacement window must be consistent with that of existing windows.

Generally, no application is required for the replacement of existing windows, and/or the installation/replacement of storm/screen windows, that are exact in type, style and color.

***Specific Guidelines***

**Window Additions/Replacements**

- New windows, including sliding or French doors, must be compatible in style and character with existing windows, and their proposed locations must be appropriate to the architecture of the house.
- Individual replacement windows must match or be compatible with existing windows in design, configuration, material, frame width, and color.

**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

- Window frames shall be clad or painted in white, dark anodized “bronze”, or a color consistent with other windows. Mill-finished clear or gold anodized aluminum is not permitted.
- Windows shall have clear glass. Highly reflective glass tinting is not permitted.

**Storm/Screen Windows**

- Storm/screen windows must not substantially alter the appearance of the existing windows.
- When installed over existing windows, storm/screen window frames should be of the same material and have a similar color as the existing window frames.
- Additional storm/screen windows must match the type, material, frame width, and color of the existing storm/screen windows.

***Submission Requirements***

- Photographs showing the house, existing windows and doors and the proposed location of new and/or replacement windows.
- Where new windows are proposed, elevation drawings, to scale, showing the existing house and the proposed location of the windows.
- Catalogue photographs or manufacturer’s “cut sheets” identifying window type and style, including the specific “name” of the window, if applicable, and dimensions, materials and colors.
- A sample of the window frame finish and color, if applicable.



**SPRUCE HILL ESTATES**  
Design Guidelines and Application Procedures

***B. Questions & Updates***

All Applicants should be aware that these Design Guidelines are subject to periodic review and modification in accordance with the Declaration. Modifications of these Design Guidelines are probable and should be expected as part of the natural evolution of the Association. Applicants are responsible for confirming that they are using the most recent Design Guidelines. To obtain copies of any updates to these Design Guidelines, an application, information or other assistance, please contact:

**SPRUCE HILL ESTATES**  
**Architectural Review Committee**  
**SPRUCE HILL ESTATES**  
**c/o Property Management People (PMP)**  
**340 Edmond Road, Suite E**  
**Kearneysville, WV 25430**  
**(681) 252-0217 phone**  
**(304) 725-5986 fax**