

Approved Architectural Guidelines

Listed below are the approved guidelines under which all applications will be reviewed. All sections that require the submission of a completed Architectural Policy Request Form are denoted with an (*) asterisk.

- 1) ANTENNAS are not allowed to be erected or maintained on any building or lot
- 2) ATTIC FANS AND VENTILATORS are permitted
- 3) AWNINGS *
 - A) Rear of house only
 - B) Must be canvas, nylon or other fabric. Metal awnings are not allowed. Other materials by Board review only
 - C) Color must be consistent with the color scheme of the house
- 4) BASKETBALL EQUIPMENT *
 - A) Include proposed location. See Setback requirements.
 - B) Backboards may not be mounted on the house or garage
 - C) All poles must include a sleeve insert at the base to aid in stability and facilitate easy removal.
 - D) Portable units are recommended.
- 5) BUILDING ALTERATIONS AND ADDITIONS *
 - A) Any additions, exterior alterations, modifications or changes to an existing building and/or grounds (other than landscaping) shall be compatible with the design character of the original building.
 - B) Township permits may be required and are the homeowner's responsibility.
- 6) CLOTHES LINES OR CLOTHES TREES are not permitted
- 7) DECKS *
 - A) APC permission request form must be submitted with construction plans, footings and plot plans.
 - B) Check with the township on the zoning requirements and any restrictions for your property
 - C) All township permits are the homeowner's responsibility
 - D) Decks are to be built in the backyard only
 - E) Clear coat preservative as well as color stain is allowed. Painting is allowed, the color of which must be consistent with the color scheme of the house.
 - F) Metal fencing may not be used as skirting

8) DOG HOUSES *

- A) One dog house is permitted
- B) Runs or pens are prohibited
- C) Rear yard only, not to extend beyond the rear wall of the house. See Setback requirements.
- D) Metal or aluminum dog houses are not allowed
- E) Natural wood or color consistent with the color scheme of the house

9) EXTERIOR LIGHTING

- A) Appropriate to the style of the home
- B) Must be directed in a manner that does not create an annoyance to your neighbor

10) FENCES *

- A) Every effort will be made by the APC to keep fencing as harmonious as possible with the architectural character of the community.
- B) Any fence must have the approval of the APC before installation is undertaken. The types of fence that have been sanctioned for our development are, board on board privacy fence and post and rail. Additional fence styles may be approved by petition through the APC to the Board of Directors.
- C) No fence will be approved if its installation will obstruct sight lines of vehicular traffic.
- D) Chain link or other galvanized metal fencing is specifically prohibited under any circumstances.
- E) Survey responsibility is the homeowners. If the fence is not positioned properly, the cost of removal and any damage caused thereby is the responsibility of the homeowner.
- F) Township permits and/or licenses are required and are the responsibility of the homeowner.
- G) All fencing should have finished material on the side facing outward.
- H) Fences are allowed only in the rear yard. If possible, the fence should line up with the rear wall of the home and not extend up the side of the house. Exceptions will be made in this regard, at the APC's discretion. In all cases, the APC seeks to maintain the overall visual harmony of the development.
- I) Clear coat preservative as well as color stain is allowed
- J) May be up to 5 feet in height. This height may be extended an additional 2 feet if lattice is added to the top of the fence
- K) Regarding split rail fences: green vinyl covered wire may be used inside the fence but may not extend above the top of the fence

11) FLAGPOLES *

- A) Free standing, removable units are allowed
- B) 10 foot maximum height

12) GARAGE DOORS *

- A) APC approval is required for all color changes to the external of the house, including garage doors. The board's decision regarding color changes hopes to ensure that all proposed colors be in harmony with other existing homes in the community.
- B) Repainting in the same color does not require approval
- C) Style changes requires APC approval

13) GAZEBOES *

- A) Wood only
- B) Back yard only
- C) See Setback requirements.
- D) Clear coat preservative as well as color stain is allowed. Painting is allowed, the color of which must be consistent with the color scheme of the house.
- E) Metal fencing may not be used as skirting

14) LANDSCAPING

- A) Landscaping work or plantings, in general, do not require approval of the APC. However, care should be exercised in the placement of such landscaping so that it does not interfere with your neighbor, intrude on their property or restrict sight lines of vehicular traffic. Trees, hedges, shrubs that restrict sight of vehicular traffic shall be cut back or removed.
- B) The homeowner is responsible for verifying locations of all underground utilities
- C) You may not plant, place, store or build in a storm sewer easement
- D) You may not plant in a swale or right of way
- E) * Retaining walls and grading alterations which change the contour of earth and/or water drainage patterns must be submitted with complete details, including a professional engineering assessment of the proposed project. All costs incurred in this assessment are the homeowner's responsibility. (Flowerbeds that are less than one (1) foot high and do not affect drainage patterns are considered landscaping)

15) PAINTING *

- A) APC approval is required for all color changes to the external of the house. The board's decision regarding approval and/or disapproval of color changes seeks to ensure that all proposed colors be in harmony with other existing homes in the community.
- B) Repainting in the same color does not require approval
- C) Unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained. The exception to this rule is as follows: Exposed basement concrete walls can be painted with masonry paint, which matches the color of the exterior siding of the house.

- 16) POOLS *
- A) Rear of house only
 - B) In-ground pools only
 - C) Township permits are the homeowners responsibility
- 17) ROOF MAINTENANCE *
- A) Every effort should be made to maintain a uniform appearance to each home's roof.
 - B) If patching of a roof becomes necessary, materials should be used that maintain a uniform appearance to the roof. If such matching materials do not exist, the homeowner may be required to replace the entire roof so that a uniform appearance is maintained.
- 18) SATELLITE DISHES *
- A) 2 foot maximum diameter only
 - B) Placement in the rear of the house is strongly recommended and does not require APC approval. See Setback requirements. Placement in locations other than the rear of the house is discouraged but will be allowed if technical reasons exist as to why rear placement is not possible. If the proposed location is in a site other than the rear of the house, an APC request needs to be submitted with a professional assessment justifying the proposed location of the dish.
- 19) SEASONAL DECORATIONS
- Can only be displayed 2 months before and 2 months after the holiday
- 20) SETBACK REQUIREMENTS
- Setback requirements from property lines for sheds, swing sets, gyms, gazebos, dog houses, satellite dishes, etc. are determined by the size of the lot. For lots over 10,000 square feet in size the above items must maintain a minimum 12 feet setback from the side and rear property lines. On all other lots the structures must maintain a minimum 6 feet setback from side and rear property lines.
- 21) SIDING *
- Siding must present a uniform appearance. Even replacing the siding with the identical materials in most cases will not present a uniform appearance because of fading and other environmental effects on the existing siding. Therefore, when a section of siding has been damaged, has blown off, or otherwise requires replacement, it may be necessary to replace siding on the entire wall of the home where the damage occurred.
- 22) SPAS *
- A) Spas must be covered and locked
 - B) Rear of house only
 - C) Township permits are the homeowners responsibility

23) STORAGE SHEDS *

- A) Rear yard only, not to extend beyond the rear wall of the house
- B) Placement of the shed should be chosen so as not to obstruct the view of the surrounding neighbors or detract from the community. See Setback requirements.
- C) Application requests shall show the exact placement on the property as well as the size and shape of the proposed structure
- D) Shed construction
 - 1- A concrete pad, secured by footings, for sheds 100 square feet or larger is mandatory. Any shed under 100 square feet in size is not required to have a slab or footings. All foundations must meet township regulations and a building permit is required
 - 2- Construction should be of wood or wood covered with vinyl (not aluminum) siding to conform with the main building
 - 3- Color consistent with the color scheme of the house
 - 4- A permanent floor is mandatory.
- F) All sheds meeting the requirements for a foundation must be secured to the foundation per township regulations

23) STORM DOORS

- A) These guidelines apply only to storm doors on the front of the house (no restrictions on doors on the side or rear of house)
- B) Only full view permitted (sketch included)
- C) Colors-white, almond or the color of the front door the storm door covers
- D) * No APC approval is required unless an exception to these guidelines is requested

24) SWING SETS

- A) Only wooden sets permitted
- B) Located in the rear yard only, not extending past the rear of the house. See Setback requirements.
- C) Swing sets must be maintained in good condition. Rusting or deteriorated equipment must be removed or repaired.
- D) Clear coat preservative as well as color stain is allowed

25) WALKWAYS AND PATIOS *

- A) Township permit is required and is the Homeowner's responsibility
- B) No patios in the front yard
- C) Patio covers
 - 1- Structural materials used must be in keeping with those used on the existing home
 - 2- Roof shingles to match those on existing roof of home
 - 3- Siding and trim shall match that of existing home.

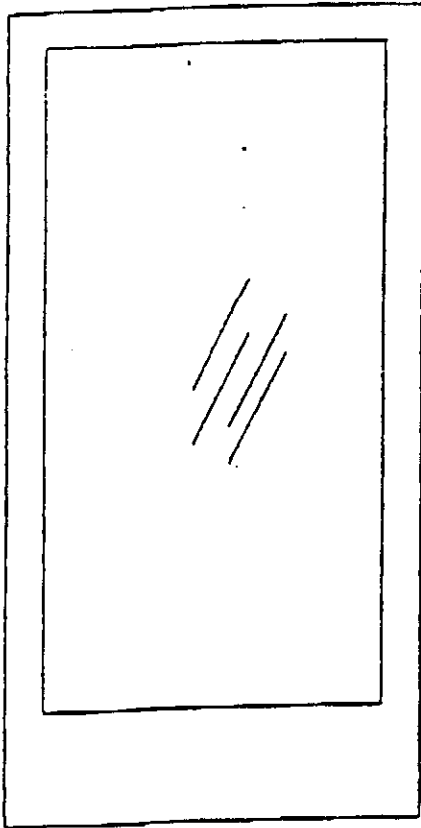
26) WINDOW FANS AND PORTABLE AIR CONDITIONERS are not permitted

27) WINDOW REPLACEMENT *

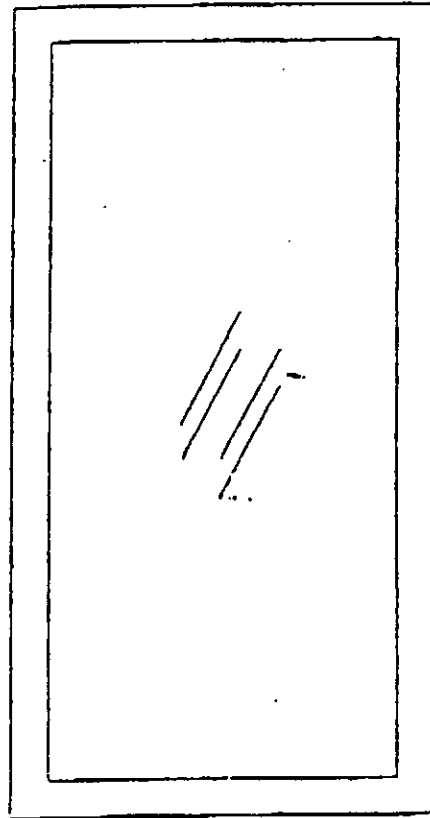
- A) Replacement must be the same style and appearance as the original. Style changes require APC approval
- B) Color must match

Cliveden Homeowners Association

Approved Storm Doors



FULL GLASS STYLE



FULL GLASS STYLE

CLIVEDEN HOMEOWNERS ASSOCIATION ARCHITECTURAL POLICY COMMITTEE

NAME: _____ HOME PHONE: _____

ADDRESS: _____ BUSINESS PHONE: _____

DESCRIPTION OF PROPOSED IMPROVEMENT, CHANGE, ADDITION OR ALTERATION

1. Prepare a sketch or write a description of the proposed improvement, change, addition or alteration in sufficient detail so that the committee can make a decision.
2. Provide a site sketch that identifies how the proposal relates to your property as well as your neighbors' properties.
3. Include a description of the material and the proposed color scheme of your planned alteration.

CONTRACTOR NAME: _____
 ADDRESS: _____
 PHONE: _____

Estimated schedule of work being done:

Start: _____ Finish: _____

Once started, work is to be completed in a reasonable time.

I understand that the approval of this project does not wave the necessity of the homeowner to obtain Township permits or comply with applicable building or zoning codes.

If this request is authorized and completed, the above described work is the sole property of the homeowner requesting the approval. By executing this alteration I accept all responsibility for the maintenance and good repair and certify that the work will be done by qualified personnel.

I understand that no work can begin on this request until receipt of a written approval from the Architectural Policy Committee has been received.

SIGNED: _____ DATE: _____

IV. Rules

Forward

The Cliveden Homeowners Association is a legally incorporated Homeowners Association. The Association Declaration of Covenants, Conditions and Restrictions as well as the Association BY-LAWS provide the Board of Directors with the authority to adopt and publish appropriate Rules and Regulations and to establish penalties for violations of these Rules and Regulations. These Rules and Regulations are binding upon all homeowners and provide general guidelines for the interaction among Association members to ensure the proper treatment of our common areas and our neighbors. As a resident of the Cliveden development and a member of the Homeowners Association you and the members of your household have an obligation to abide by the Rules and Regulations established by the Board of Directors.

The Board of Directors has established a set of Rules and Regulations with the intent to preserve our development, increase our property values and enhance our overall quality of life. These rules, listed below, were adopted using Township regulations, other homeowner association rules, input from homeowners in the development, and hopefully common sense. Common courtesy toward our neighbors and our development were also considerations in developing these Rules and Regulations. **Keep in mind these are your Rules and Regulations.** If you disagree with any of these Rules and Regulations or with the enforcement policy, we request that you participate in the process. Your input would be most welcome.

General Guidelines

It is the responsibility of the Board of Directors to enforce these Rules and Regulations. Should a rules violation occur, the Board will make a determination and notify the individual homeowner of the violation. Notification will be accomplished in writing to the individual homeowner. This notification will identify the specific rule violation, identify the action necessary to correct the violation, and identify a penalty in the event the proper action is not taken. The penalty will be in the form of a fine levied against the homeowner who has committed the violation. Homeowners receiving this rule violation notification will have 14 days in which to correct the violation or notify the Board either in writing or in person of any extenuating circumstances. Based on the homeowners response, the Board will review any extenuating circumstances, make a determination and notify the homeowner in writing of the Board's final decision relating to the rule violation and the proposed remedy.

Fines

As stated above, the Board of Directors will levy a fine against any homeowner found to be in violation of the Rules and Regulations of the Homeowners Association. The amount of this fine will be determined by the Board and will depend on the circumstances surrounding the particular violation. Once the fine has been determined the homeowner will have thirty (30) days in which to pay the fine. Failure to pay the fine within this timeframe will result in a daily penalty of \$10.00 until the fine is paid. Failure to correct the rules violation will result in continued fines against the homeowner.

Basic Rules

COMMERCIAL VEHICLES --- Commercial vehicles except those doing work on your property are not permitted.

COMMON AREAS --- The posting of signs or advertisements of any kind on the common areas is prohibited without the express consent of the Board of Directors. Additionally, the Association will have sole responsibility and control of all plantings, landscaping and watering for the common areas.

CONTRACTORS SIGNS --- Contractors signs are permitted only while work is in progress.

DISABLED VEHICLES/UNLICENSED VEHICLES --- No unlicensed and/or disabled vehicle is permitted. Disabled vehicles shall be better defined as those vehicles that do not display current inspection stickers, any vehicles that do not have valid license plates, any vehicles with flat tires and any vehicle that is not legal to be driven on public streets.

FIREWOOD --- Storing or keeping of firewood will only be permitted in the rear yard, not along the side of the house.

NOISE --- Residents and guests shall exercise care in making noise or using musical instruments and/or electrical equipment that may disturb other residents.

PECO PROPERTY --- The homeowners Association is responsible for the maintenance and upkeep of the PECO Energy property that runs through the center of the Eagleview development. Use of this property is strictly limited by a Licensing Agreement PECO Energy has with the Homeowners Association. This agreement states that the PECO property *shall not* be used for any recreational purposes, waste area, retention basin and/or landfill. Additionally, the Homeowners Association is responsible to protect the PECO property from any and all trespassers and to adequately notify and warn the public that *the PECO property is private property and that all trespassing is prohibited.*

PETS --- Owning a pet has certain responsibilities. Pet owners are responsible for the actions of their pets. Pets must be under the control of their owner when not on their own property. Owners are responsible for any damage caused by their pets. Additionally owners are responsible for cleaning up after their pets. Pets are required to be walked with the required leash and the *appropriate "pick up after" gear*. Animal waste is unsightly and is unhealthy particularly for the small children in our development. The following specific policy regarding individual pet owner responsibility for cleaning up after their pets will be followed.

All animal feces are to be cleaned up immediately and properly disposed of by the pet owner. This applies to the pet owner's property as well as other homeowners' property and the Association common areas. Failure to comply with this policy will result in the following actions:

- 1. Upon receipt of a complaint against an individual homeowner and their pet, a letter will be sent from the Board of Directors to the homeowner in question informing them of their violation and urging them to comply with the above policy.*
- 2. After a second complaint is received against the same pet owner, the owner in question will be notified in writing of a fine of \$25.00. The homeowner in question will have the right to appeal this fine before the Board of Directors and in the presence of the homeowner who has filed the complaint. If this appeal is not requested the fine will take effect as prescribed in the letter of notification. Failure to pay this fine will result in legal action against the homeowner. If the homeowner requests an appeal hearing and the person who filed the complaint is not present for the hearing, the complaint will be disallowed and the fine will be withdrawn.*
- 3. Each complaint thereafter will result in additional fines until the pet owner complies with Association policy.*

PROPERTY MAINTENANCE --- It is important that each homeowner maintain their property in accordance with Township guidelines and in consideration of the property values of the development.

RECREATIONAL VEHICLES --- Recreation vehicles including, but not limited to boats, trailers, mobile homes, etc. are not permitted.

SNOW REMOVAL --- Each homeowner is responsible for clearing their sidewalks after a snowstorm. The Homeowners Association is responsible for clearing the common area sidewalks.

TRASH CANS --- Trash cans may be stored outside in the rear yard only. They are to be placed along the curb in front of the homeowners home no earlier than the evening before trash pick-up day as determined by the waste disposal firm and removed by the evening of the pick-up day.

VEHICLE SPEED LIMIT --- It is extremely important that all homeowners and their guests strictly adhere to the Township imposed speed limit throughout our development of 25 miles per hour. Remember that we have many small children in our development and their safety is paramount. If you feel that someone is exceeding the speed limit please record their license plate number and report it to a member of your Board of Directors. Multiple complaints on the same vehicle will be pursued with the Newtown Township police department.