

HarborWalk

Architectural Review Committee Guidelines

I. INTRODUCTION

A. Purpose

The Architectural Review Committee (ARC) Guidelines for HarborWalk maintain the integrity of the original community design and enhance the quality of life within HarborWalk by protecting the property values, health, and safety of all residents. The purpose of the ARC Guidelines is to serve as a guide for decision-making for HarborWalk homeowners and the Architectural Review Committee. Decisions regarding all modifications for additions not expressly authorized by the ARC Guidelines will be made on a case-by-case basis.

Prior to beginning any exterior modification or addition, homeowners must complete and submit an application form accompanied by the plans and specifications to the HarborWalk Architectural Review Committee.

Homeowners should submit the required application form as soon as they decide to make an exterior change that may require approval. In all cases, the application form should be submitted no later than **90** days prior to the scheduled start date, because the ARC has **90** days to act on an application. The HarborWalk architectural application is in addition to any state or local building approvals required by The City of Lorain building codes or ordinances. For example, plans for the construction of fences, decks, patios and other structures must meet City of Lorain building codes, and appropriate building permits must be obtained before beginning any construction. All projects must be completed in a timely manner.

Members of the HarborWalk Homeowner's Association are responsible for maintaining the exterior of their dwellings and any other structure (i.e. fences, decks, patios, etc.) On their lots, conditions including but not limited to the following will be considered a violation of the HarborWalk Homeowner's Association's Declaration of Covenants and Restrictions:

- Peeling, fading or chalking paint on the exterior of the house.
- Dented, bent, sagging, missing, or unattached siding or gutters.
- Broken items or items with missing parts (i.e. exterior lighting, railings, house numbers, screens etc.)
- Deteriorated materials, structural items, walkways, or driveways.
- Incomplete architectural alterations or modifications.

B. General Design Criteria

The HarborWalk ARC specifically considers the general design criteria explained below when evaluating a proposed modification.

1. Design Compatibility
Design Compatibility requires that the proposed modification be compatible with the architectural characteristics of the community design and neighborhood setting. For example, the architectural style, quality of workmanship, scale, use of color, materials, and design construction details must be similar to the original homes.
2. Location
The proposed modification must not adversely affect the neighborhood. Such problems may arise with disruptions of the natural topography or changes in the grade of the land causing changes in the direction of storm water run-off.
3. Scale
The size of the proposed modification must be proportionate to the adjacent structures and surroundings.
4. Color
Continuity of design using the same or compatible materials and colors as those in the original construction.
5. Workmanship
Proposed modifications must be completed as specified, be aesthetically acceptable, and require normally expected maintenance only. Should there be a question of workmanship; the applicant is responsible for any necessary corrections.
6. Timing
The proposed modification must be completed in a timely manner in order to minimized safety hazards and the possibility that continued construction may become a nuisance to your neighbors. All applications must include the estimated start and completion dates.

C. Application Review Process

All completed applications should be submitted to:

Zaremba,

737 Bolivar Road Suite 4000

Cleveland, Ohio 44115

Attn: Darla Collins

Phone:216-274-0042 Fax:216-861-2199

The application will then be forwarded to the ARC for review. If the application is complete, the review process will begin. If not, the homeowner

will be contacted for additional information. The decision will be sent by letter to the applicant's address by Zaremba. If the homeowner has any questions regarding his/her application please contact Zaremba.

D. Appeal Procedure

Any applicant receiving an adverse decision regarding a proposed modification may appeal that adverse decision to the HarborWalk Board of Trustees. To initiate the appeals procedure, applicants must submit a written request for an appeal within 10 days of the applicant receiving the decision. The appeal will be referred to the Board of Trustees for review at the next regularly scheduled meeting of the Board of Trustees. All appeals to the board should be sent to Zaremba c/o Darla Collins. Ms. Collins will also be able to tell the applicant when the next Board of Trustees meeting will be.

E. Enforcement

Compliance with the Declaration of Covenants and Restrictions and the ARC Guidelines is the responsibility of each homeowner. When violations are noted, either by complaint or inspection, the homeowner is notified and requested to take corrective action within a reasonable amount of time. If compliance is not met, a Due Process Hearing is held to determine the proper enforcement action to be taken, which may involve charges being assessed against the homeowner.

II. MODIFICATIONS THAT MAY REQUIRE AN APPLICATION

A. Air Conditioners and Heat Pumps

The following requires an ARC application:

-Any unit relocated or one that differs significantly in size.

-Window air conditioner units or window units of any kind will not be permitted at all but may be allowed only under rare circumstances and then only temporarily.

B. Antennas, Satellite Dishes, HAM Radio and Television Disks

The following requires an ARC application: (with the exception of the units that have already been installed as of 6/18/04.)

-Installation of wiring, antennae, and any other device to be attached to the exterior of any building (other than for television)

Antennas, Satellite Dishes, HAM Radio and Television Disks(continued)

An application is **not required** for television antennas and dishes that meet the following conditions:

-Satellite dishes with a diameter of 36 inches or less.

-The satellite dish is mounted on the rear of the house or in the rear yard except when such locations prevent adequate signal reception – in which case prior notification is required.

-Items must be positioned so that they cannot be seen from the front of the house except when such locations prevent adequate signal reception-in which case prior notification is required.

-Satellite dishes must be mounted so that the dish antenna does not extend above the highest point of the roof.

-All wiring must be tightly secured to the home in areas where it runs along the exterior of the home as well as match the color of the home. Efforts should be made to run wiring along the trim, under the siding, or behind the downspout to minimize its visual impact on the home and surrounding property.

C. Attic Ventilators

All additional attic ventilators require an ARC application.

D. Awnings

All awnings require an ARC application. Awning colors located on the front and rear of the home must match in color.

E. Clotheslines

Clotheslines will not be permitted on the exterior of any dwelling or on any common area.

F. Decks and Patios

All decks and patios require an ARC application. Applications must comply with the following conditions:

-Request for approval must include a site plan and specifications that meet the city of Lorain building codes. Receiving a city building permit is the responsibility of the homeowner; however, the city will require the homeowner to get HarborWalk ARC approval first.

G. Doghouses

Doghouses will not be permitted.

H. Doors and Windows (including Garage Overhead Doors).

The following requires an ARC application:

-Doors and windows that differ in color and style from those originally installed.

-Storm windows

-No plastic coverings will be permitted on the exterior of any door or window.

-Retractable screens located in a channel/pocket.

-Replacement of doors and windows that match the color and style of the existing doors and windows **do not need approval.**

-Storm and screen doors that are full length view and are made of metal or vinyl and are free of any grille work. Approved door sold at Home Dept

Stores: Manufacture: Anderson, HD3000 FV

Item #: 205-124

Brass kick plate and brass handle

Color: White

Alternate: (sold elsewhere)

Manufacture: Larson Storm Doors

Item #: 214-FB

Brass kick plate and brass handle

Color: White

I. Exterior Decorations

An application is **not required** for exterior decorations smaller than 144 square inches.

UPDATED J. Exterior Grills

No charcoal or gas grills permitted on any 2nd or 3rd floor dwelling per 2005 Ohio Fire Code section 308.3.1 Open-flame cooking devices.

Grills permitted only on concrete first floor level – with a minimum of 3'-0" safe distance from structure.

K. Exterior Lighting

An application is required for:

-Lighting that differ in color and style from those originally installed.
The application should include a detailed picture and site plan discussing the location, size, wattage, color, and style for the proposed modification.

An application is **not required** for:

-Replacement of front lighting with the same style as the builder originally installed.

-Installation of low voltage lighting that does not exceed 18 inches in height, and more than two (2) feet apart, with all wiring out of view.

UPDATED: 5/24/16

Exterior String Lights (also known as outdoor lights, globe lights and Christmas lights) can be displayed as follows:

- From Thanksgiving Day thru January 6th of each year ONLY
- Displayed on deck railings – horizontal direction only – No vertical or diagonal direction is allowed
- Displayed in mulch beds on trees or bushes are allowed
- Clear and Multi-color lights are allowed
- No blinking or flashing lights are permitted

L. Exterior Painting and Siding

All exterior color changes will require an ARC application with strict guidelines to keep all colors compatible with the original.

An application is **not required** for:

-Repainting trim and porches with the existing color.

M. Fences and Gates

All Fences and gates require an ARC application

N. Flags

Application is **not required** for:

One (1) American flag is permitted per household

Size: 3'-0 x 5'-0 maximum

Display/Location: To the flag's own right, that is, to the observer's left-

Flags are to be hung/displayed **only** on a flag pole attached to exterior columns – no draping from railings, ceiling or windows will be allowed

All banners or fabric bunting is not considered a flag. Please see

guideline: **I. Exterior Decorations (page 5)** for complete compliance.

UPDATED 5/24/16

The State of Ohio Flag will also be permitted, in accordance with the current guidelines.

O. Flower Boxes

An application is **not required** for:

Not to exceed 70% of the railing width

Not to exceed 25% of the railing height

Not to protrude no greater than 12 inches.

P. Garden Hoses

An application is **not required** for garden hoses when fastened to the outside water spigot while attached to a hose reel/dolly.

Q. Home Accessibility Ramps

Any installation of a ramp for purpose of accessibility must meet ADA 2002 regulations and requires an ARC application.

R. House Numbers

House numbers within HarborWalk are regulated and posted for security and public safety as well as for aesthetic appearances and community standards. Therefore, all homeowners are required to have posted house numbers. All house numbers shall be in the *style* in which the builder provided.

S. Landscaping

The following requires an ARC application:

-If more than 25% of the open space will be replaced with ground cover such as stone, mulch, ivy, or anything other than turf.

-Any trees or shrubs to be installed on the property that may affect an adjacent lot. Such as trees or shrubs that are planted too closely to a neighbor's house.

-Any changes to the existing grade of the property.
The application should include a site plan and a detailed description of the materials and/or methods to be used.

Plant materials will be reviewed with an emphasis on their overall mature size to ensure that they mesh with the scale of the neighboring properties.

An application is **not required** for the following:

-Landscape of natural materials of wood or rock. Wood and concrete borders that do not exceed six (6) inches in height and stone borders that do not exceed twelve (12) inches in height.

-Replacement with like kind made to the existing foundation plantings.

T. Patios

All patios require an ARC application (see Decks and Patios for details)
Patios must not create a drainage problem for the adjacent properties.

U. Recreational Equipment – Single Homes

All recreational equipment will require an ARC application.

Examples of recreational equipment include sandboxes, playhouse, swing sets, etc. Such equipment must be placed in rear yards and within the homeowner's lot. The equipment must be compatible with the lot size. The design and any individual screening are additional considerations in evaluating whether or not there will be an additional adverse impact.

V. Retaining Walls

All retaining walls require an ARC application.

W. Roofs

All roof replacements will require an ARC application.

-All replacement roofs should match as closely as possible with the original roof.

X. Sheds

Sheds are not permitted

Y. Shutters, Gutters, and Downspouts

The following requires an ARC application.

-Permanently removing the shutters.

-Introducing a size, style or color that differs from the existing items.

-Color changes (See Exterior Painting and Siding – Section K).

Z. Skylights

An application is required for all skylights.

AA. Spas and Hot Tubs

All spas and hot tubs require an ARC application.

The application should include a site drawing showing the dimensions of the spa or hot tub, exterior finish, color of the cover, and any decking or screening.

All spas and hot tubs must be enclosed within a fenced yard (minimum 4 feet high) and have a cover when not in use. The homeowner must provide additional insurance for the spa or hot tub.

BB. Storage of items in Front and Side Yard

No items may be stored in front or side yard.

CC. Trash and Recycling Storage

Trash and recycling containers should be stored inside the homes/garages until the morning of or night before the scheduled curb pick up from the city.

DD. Trellises and Arbors

All freestanding trellises and arbors that are more than 18 inches away from the dwelling require an ARC application.

EE. Utilities

Any utilities lines need to be run underground and any cable lines, phone lines, etc. need to be tightly secured to the house. No approval is needed to run utility lines, although homeowners must contact the utility companies before they plan on digging to find out where the underground utility lines are.

FF. Section 7.14 from The Dec's & By-Laws - Exterior Appearance, and Lights for Exteriors of Residences. This section states in short, no curtain, drapes or shades shall be displayed from exterior view on any window or glass door that is NOT the color of white, near white or beige in color

UPDATED 5/24/16: The color brown and light gray are also acceptable as window treatment colors and should be added to the guidelines. They understand that each individual interrupts colors differently, so they request that residents submit an application along with sample swatches of the proposed colors for approval prior to installation.

III. GARAGES

It is an expectation of the community that garage space is used primarily for the residents' vehicles and not for storage, etc. Garages are to be used for vehicle parking and not for exclusive storage or living uses.

End of Guidelines