

The Village of Four Lakes

Home Owners' Association, Inc.

Rules and Regulations

(REVISED June 1, 2007)

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INTRODUCTION

Building and maintaining a community is an exciting and rewarding activity. It is an undertaking requiring the contributions of people and organizations. These guidelines insure excellence by establishing standards for remodeling and maintenance of existing residences and construction of new ancillary structures.

The Village of Four Lakes Homeowners Association is an umbrella organization that performs functions that benefit the entire Four Lakes community. This community includes The Village of Four Lakes (referred to as the Master Association), The Pointe, and University Place. Every property within Four Lakes must conform to the requirements set forth in the Four Lakes Homeowners Association Declaration. Whenever possible, the Four Lakes HOA communicates with the sub associations and works cooperatively to meet the community's mutual needs. The residents of The Pointe and University Place must submit their Architectural plans to the Four Lakes Architectural Committee, as well as their own sub association Board of Directors. In the case of Architectural review for sub associations, the sub associations also have the full right of review for submittals pertaining to their sub association. It is possible to obtain Master Association approval for a proposed project, but then be denied approval by the sub association Architectural Control Committee, or vice versa. The Four Lakes Architectural Committee is responsible for the harmonious development of the entire community. This committee is charged with reviewing all proposed changes within the Four Lakes area, as set forth in Article VII of the Master Declaration. The Village of Four Lakes referred to throughout this document applies to all three associations.

The guidelines are a guide, allowing for creativity and individuality to be expressed. We ask your assistance and cooperation in following the guidelines to make The Village of Four Lakes a lastingly beautiful community.

Any change that will affect the present looks of the exterior of a home or lot will need ACC approval, whether or not it is mentioned in the following paragraphs

OVERVIEW

The Village of Four Lakes Declaration of Covenants creates an Architectural Control Committee which must approve all new construction or modifications to existing construction on any house or lot.

The Architectural Control Committee consists of three (3) current homeowners. All applications must be submitted to the Committee in writing, and will be reviewed within thirty (30) days of submittal. Applications may be submitted to the Committee by mailing the same to the Association's management company. The application forms are available from the Association Management Company.

The design guidelines are to promote qualities which will enhance the value of individual properties and promote attractiveness and functional utility. Designs must be compatible with design characteristics of adjoining properties and the neighborhood.

Applicants must also comply with all County, State, and other agency regulations. Homeowners are alerted that appropriate building permits must be obtained from proper governmental agencies when required

Most design changes, additions or modifications must be approved by the Committee. Exemptions to such approval are on Page 6 of these guidelines. Prohibited uses appear in Article VII of the Declarations and Covenants.

All exterior additions or alterations must be compatible with design and character of the original structure. There are specific criteria for various items.

All portions of home sites not covered by driveway, patios, or sidewalks shall be landscaped and carefully maintained. All lots must be kept free from plants infected with noxious insects or plant diseases which in the opinion of the Architectural Control Committee are likely to spread to other property, and all lots shall be kept free

from weeds. *If drought resistant landscaping (xeriscaping) is desired, a minimum of 50% of the square footage of the front yard must be planted in organic living material.* Additional details are on page 11 of these guidelines.

Other miscellaneous design criteria for lighting, play equipment, basketball backboards, retaining walls, grading, etc. appear within these guidelines.

USE OF GUIDELINES

The requirements, objectives, standards, and procedures contained in these guidelines are intended to establish and maintain a harmonious community image for The Village of Four Lakes. Through these guidelines and the design review process, a consensus is achieved between individual aesthetic judgment and the broader interests of community standards.

The guidelines supplement the protective covenants, the legal document accepted by every homeowner when title to the property is taken. The covenants establish the Architectural Control Committee and require the Committee's written approval before any change to a site or building exterior of a residential property is made.

As stated in the protective covenants, no improvements ". . . shall be erected, placed, or altered on any Building Site until the . . . plans and specifications have been submitted to and approved in writing by the Architectural Control Committee." (See Article VII of the Declarations). **Simply stated, no new construction or modification to existing construction (remodeling) is to occur on any lot or exterior of any home without the prior approval of the Committee.** The Committee's responsibility is to insure that the harmonious, high quality image of The Village of Four Lakes is implemented and maintained. The Board of Directors; however, reserves the right to overrule any decision of the Committee.

DESIGN REVIEW PROCEDURES

In order to obtain Architectural Control Committee ("Committee") review of the proposed site or building exterior construction, the homeowner or a representative ("Applicant") initiates the review process by submitting an application to the Committee by delivering the application to the Association's management company.

The Committee meets regularly and will render a decision on an application within thirty (30) days from the date of submittal. The application form is available from the Association Manager. One copy, with comments, will be returned to the Applicant, and one copy will be retained by the Association Manager. If approved, there will be a special "approved sticker" on the application. The applicant will be required to post the approved application in a window visible from the street during the renovation or improvement period.

The Applicant starts the formal review process by submitting the following required information:

- Project Data
- Name of Applicant/Homeowner, as applicable.
- Address and Phone Number of Applicant
- Description of proposed construction
- Construction schedule - start and completion
- Paint projects must be completed within 30 days of projected start date

- Projects must begin within 30 days of the start date and must have a completion date or be resubmitted for approval
- A Site Plan drawn accurately to scale, showing the location and extent of:
 - Lot lines
 - Location of house
 - Layout of proposed construction, including dimensions, as appropriate
 - Details describing the construction/remodeling, including (as applicable): color, materials, size, etc. Color and material samples shall also be supplied.
 - Building Elevations (if applicable)
- A landscape plan showing proposed plantings, including sizes, species, numbers, mulch materials, landscape features, description of irrigation system, etc.

The Committee will meet to consider the application, and will render a decision by voting. An affirmative vote of a majority of the Committee constitutes approval.

Within fifteen (15) days of completion of approved construction, the Applicant shall notify the Committee through the Association Management Company. The Committee then has up to 15 days to inspect the work. If the work is not done according to the approved application, the Committee has the authority to require the Applicant to remedy the defect within forty-five (45) days or be subject to action by the Committee to remove any unapproved construction.

Enforcement of these Architectural Control Guidelines is pursuant to the terms and provisions of the enforcement of Protective Covenants under the Declarations governing The Village of Four Lakes and in accordance with the requirements as set forth in detail in the Colorado Common Interest Ownership Act and Colorado Senate Bill 05-100 and Senate Bill 06-89.

ARCHITECTURAL CONTROL COMMITTEE

The purpose of the Architectural Control Committee is to insure consistent application of these guidelines. The guidelines are designed to promote those qualities in The Village of Four Lakes which will bring value to individual properties and will promote the attractiveness and functional utility of the community. These qualities include a harmonious relationship between structures, vegetation, topography, and overall design of the community.

The guidelines set forth very specific criteria related to building, construction and site development. These criteria are directed toward insuring that the following general principles are adhered to.

GENERAL PRINCIPLES

Validity of Concept - The basic idea of the proposed construction must be sound and appropriate to the surroundings.

Landscape and Environment - The proposed construction must not unnecessarily destroy or blight the natural or manmade environment of The Village of Four Lakes.

Relationship of Structures and Site - Treatment of the site must relate harmoniously to adjacent sites and structures that have a visual relationship to the proposed construction.

Protection of Neighbors - Interests of neighboring properties must be protected by making reasonable provisions for such matters as access, surface water drainage, sound and sight buffers, preservation of use, light and air, and other aspects of design which may have a substantial effect on neighboring properties.

Design Compatibility – The proposed construction must be compatible with design characteristics of the property, adjoining properties, and the neighborhood setting. Compatibility is defined as harmony and style, scale, materials, color, and construction details.

Workmanship - The quality of workmanship evident in construction must be equal to or better than that of the surrounding properties. In addition to being visually objectionable and making an unflattering statement about you, as the homeowner, poor construction practices cause functional problems and even create safety hazards. The Committee and the Association assume no responsibility for the safety of new construction by virtue of design or workmanship.

Timing - Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors in the community. All applications must include a proposed maximum time period from start to completion of construction (see Page 4 – Design Review Process. If the proposed time period is considered unreasonable, the Committee may disapprove the application.

If projects are not completed within the approved time schedule, the Committee has the authority to require the applicant to complete the unfinished construction within 45 days or be subject to action by the Committee to remove the incomplete construction.

DESIGN GUIDELINES

Exemptions - The following types of changes, additions, or alterations do **not** require the approval of the Architectural Control Committee. Although exempted, all work must proceed in accordance with all state and local building codes and other construction requirements.

- Addition of plants to a property in accordance with a previously approved landscape plan
- Modifications to the interior of a residence when those modifications do not materially affect the outside appearance or the structure
- Repairs to a structure in accordance with previously approved plans and specifications
- Holiday decorations if complied with the guidelines on page 8;
- Real estate "for sale" or other signs which are not larger than 6 square feet and where no more than one sign is placed on any given lot. Refer to the section on Signage for other details.

Outdoor Storage - Storage of trash, building materials, equipment, garden supplies, etc. in unscreened areas on a residential site are prohibited. (Refer to the section on screening for further detail.)

GENERAL

ADDRESS NUMBER

Committee approval is not required if letter or number size is no larger than six (6) inches in height. Total sign size cannot be larger than 8” in height and/or 18” in width. Illuminated address signs must be approved.

COMMERCIAL USAGE (HOME BUSINESS)

Lots shall be used for residential purposes only, and shall not be used at any time for business, commercial or professional purposes; provided, however, that an Owner shall be entitled to conduct business activities from within their lot, subject to the following restrictions:

- The activity is conducted by the owner or occupant and is carried out entirely within a single residence, including the garage and enclosed patio areas; and
- There shall be no separate access or entrance to such business or activity; and
- There is no sign or advertising of the activity anywhere visible from outside the property; and
- There is no odor, noise, vibration, smoke, dust, heat or glare noticeable outside the residence, even when doors and windows are open; and
- The activity is clearly secondary to the use of the residence as a residential dwelling unit and does not change the character or appearance of the residence as a residential property; and
- The business activity conforms to all zoning requirements for this community; and
- The activity does not significantly* increase traffic within the properties. (* In the case of conflict, the definition of “significantly” rests solely within the discretion of the Board.)
- Conforms to all City/State/Local laws and ordinances.

GARAGE SALES

The HOA will hold an annual garage sale. The Board will select the date for the sale and advertise it. Occasional garage sales are limited to not more than **two additional** garage sales per household a year **for not more than 3 days each**. Please remember – *No in ground signs are allowed on the Four Lakes common area. Use sandwich board style only.*

GENERAL NUISANCE – NOXIOUS OR OFFENSIVE ACTIVITY

Uses or activities that constitute an annoyance or nuisance to the neighborhood are prohibited at The Village of Four Lakes, including those which would detract from residential value, and from overall enjoyment and quality of the neighborhood;

Uses or activities that are defined as noxious or offensive include, for example, **but not limited to:**

- parking vehicles on lawns
- interior or exterior sound systems that create noise heard beyond the property lines – noise annoyances such as barking dogs, playing a loud musical instrument, loud engines, sound amplification equipment, external speakers, bells, horns, whistles, and similar devices, excluding security devices (when functioning properly), electronic insect traps (that cause discomfort to adjacent homeowners or residents as a result of the noise from the trap) shall not be allowed.
- Grease on the streets from vehicles.

In case of conflict, the definition of what constitutes a violation of this section rests solely within the discretion of the Board.

HAZARDOUS WASTE/TOXIC MATERIALS DISPOSAL

The dumping or disposal of oil, grease, or any other chemical, residual substances, or any substances or particles considered toxic or hazardous by State and Federal guidelines, is not permitted on any lot or in the common area of the Association or on any public street within the boundaries of the Association. All disposal of toxic or hazardous waste materials must conform to the State and Federal laws and City and County ordinances.

HOLIDAY DECORATIONS

Decorations for the mid-winter holidays (including Christmas, Hanukkah, Kwanza and Halloween) may be displayed no earlier than October 15 and no later than January 30.

Decorations for other commonly recognized holidays may be displayed no earlier than two weeks before and no later than one week after the applicable holiday.

Lighted holiday decorations are only permitted for the winter holidays and shall not be permitted at any times other than from October 15 through January 30.

LEASED HOMES

Homeowners may lease their homes, but should recognize that the homeowner is responsible for the actions of his or her tenant(s) and will be held accountable by the Association for violations of the rules and or damage to the common area. The initial lease term must be at least 30 days and the lease must expressly provide that it is subject in all respects to the provisions of the rules and regulations of the Association and that any failure by the lessee to comply with the terms of such documents is a default under the terms of the lease. A copy of these rules and regulations may be obtained from the Association Management Company at the requester's expense.

PARKED VEHICLES

Only motor vehicles with four wheels shall be parked in the street, driveway, or in the garage areas on private property within The Village of Four Lakes. All other vehicles, such as recreational vehicles (RV's), boats, campers, hauling trucks, trailers, etc., shall be kept in the garage or shall be parked in the side or rear yard in places designated on an approved site plan. These off street parking places shall be screened with approved means, so that

no part of the vehicle is visible from adjacent streets, properties, or other public or private properties. In no case should these vehicles be parked in public view except while being actively loaded or unloaded, but in no event for longer than 72 hours.

No vehicles of any kind shall be repaired, rebuilt, restocked, cleaned, etc., except in the garage or on the driveway. If conducted on the driveway, this kind of activity shall continue no longer than for a 72 hour period. Any resulting unsightly or unsafe condition must be removed within 72 hours. Fluids or materials obtained from vehicle during repair, maintenance or cleaning shall be collected and disposed or maintained in accordance with all Local, Federal and State laws.

No unlicensed vehicle, including, but not limited to motorized bicycles, mini-bikes, go-carts, scooters, etc., may be operated within our Association.

All vehicles must display current licenses and other required registration. They must comply with all applicable City, State laws and County ordinances, and must be maintained in proper operating condition so as not to be a hazard or nuisance due to noise, exhaust emissions, fluid leakage, or flat tires.

PETS, BIRDS and ANIMALS

Dogs, cats, or other household pets may be kept or maintained; provided that they are not kept, bred or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding lots or the neighborhood and are in compliance with applicable City, State and County ordinances. Actions which may constitute a nuisance include, but are not limited to, barking, scratching, and acting in an aggressive nature or being offensive due to poor hygiene. **In no case will there be more than a total of (2) domesticated animals in one household.** The exception to the numbers permitted will be litters born to existing pets. Offspring must be placed out of the household within 12 weeks of birth. No animals other than household pets may be bred, raised or kept on any lot. No livestock, poultry, farm animals, exotic animals, etc. are allowed.

Only a "reasonable number" of other "pets" (rodents, birds, reptiles, fish, etc.) may be kept within a lot or household, as determined on a case by case basis, depending on the pet type and circumstances. Poisonous reptiles are forbidden. After a written complaint has been filed with the Association Board, the definition of what constitutes a "pet" and "reasonable number" rests exclusively with the discretion of the Association's Board.

Residents must have pets leashed and in control at all times when outside their individual property boundaries. Pet owners will be responsible for the cleanup and the proper disposal of pet wastes deposited in the common areas, property of other Association residents, and their own yards. Owners that do not promptly remove the litter deposited by their animals will be reported to the Arapahoe County Animal Control and a fine will be levied against the owner of the animal for each occurrence. Pet owners will be responsible for any and all costs incurred in the repair of damage to the common areas as well as the property of other Association residents caused by their pet(s).

Individual residents may report leash law violations as well as other noxious pet behavior (barking) to the Arapahoe County Animal Control (720-874-6750). Animal Control has been requested to enforce all applicable portions of the County Code with regard to all animals within the Association. All pets must have appropriate shots, licenses and tags as required by State law and County code. Pets may not be chained or confined in any common area. No kennels for breeding are allowed within the Association.

Regarding birdhouses and birdfeeders: Committee approval is not required if limited to one birdhouse/feeder 1 foot by 2 feet in size for backyard installation. A birdhouse or birdfeeder that is mounted on a pole may only be installed in the backyard and may not exceed 8 feet in height.

SIGNS

Signs may not be attached or placed on Association common areas or fences, except as indicated below. Signs which are in violation of these provisions will be removed and disposed of by Association personnel without notice.

No illuminated sign of any kind will be permitted within the boundaries of the Association.

No non-illuminated sign that is larger than two (2) square feet may be displayed to the public view on any lot.

The exception to the two square feet rule is for temporary real estate type "For Sale/For Lease" signs not more than six (6) square feet in area advertising the property for sale or lease. Only one (1) temporary real estate sign will be permitted per lot. All signs advertising the property for sale or lease must be removed within three (3) days from the date of closure of any agreement for sale or lease.

Real estate open house directional signs and garage sale signs can be placed on the common area of the Association between 7:00 A.M. Friday and 9:00 P.M. Sunday. Any signs placed on the common area in violation of the above stated time period may be removed and disposed of by the Association or any member of the Association. **All signs in the HOA common area must be "tent type" "sandwich type"; any in-ground type signs are prohibited and will be removed and disposed of. It is the Owner's responsibility to notify their Realtor of this rule.**

Home security signs may be placed no farther than 60 inches from the house, one in front and one in back of the house. Security signs may not exceed sixty-four (64) square inches and no more than two (2) may be located on one lot.

Signs advertising sales or services are expressly prohibited except when the service activity is visibly in progress, such as painting, roofing, landscaping, remodeling, etc. Such signs may not be any larger than 6 sq. feet. Signs may only be displayed during the duration of the service/activity or 2 weeks, whichever is less.

Political signs are permitted on individual owner lots 45 days before and 7 days after an election and are limited to one political sign per political office or ballot issue that is contested in a pending election. Each sign shall not exceed 6 square feet. No political signs are allowed on HOA common area.

Signs or notices of any kind are prohibited on mailboxes by the US Postal Service.

STORAGE ON THE COMMON AREA AND RESIDENTIAL LOTS

The storage of firewood, trash containers, BBQ grills, lawn mowers or other personal property on the Association common area is prohibited.

Storage of firewood, trash containers, lawn mowers and other personal property in unscreened areas on a residential site is prohibited.

TRASH

Trash, garbage and other refuse are picked up weekly. This service is included in your Association dues.

Containers: Refuse should be placed in watertight containers that do not exceed 100 gallon capacity and have a lid. Containers for pick-up which weigh more than 50 pounds may not be picked up. Heavy duty disposable bags may also be used. These containers shall be kept within the garage or if placed outside, shall be screened from the view of any public or private property using approved means such as plants or approved fencing.

Trash shall not be placed at the curb for collection prior to 6 PM on the day prior to collection.

Empty cardboard boxes should be broken down and tied along with newspapers.

Large and bulky items such as furniture, car parts, building materials, appliances, etc., may require special arrangements between the homeowner and the disposal company.

Large trash dumpsters used for remodeling are allowed for 60 days and shall be placed on the driveway of the residence.

EXTERIOR MAINTENANCE

EXTERIOR PAINTING

ACC approval is required. There are 40 approved color schemes available. You may choose one of these but you still must submit an application. This process only requires one ACC member's approval. Contact the Association Management Company for information on how to obtain a color book.

You may choose colors outside the book. You must submit an 8 ½ x 11 inch piece of paper with the colors along with your application. You may be required to paint a body color - 4 foot by 4 foot section on the side of your house and an 8 inch by 4 foot trim selection next to the body for the ACC to inspect before approval is granted. This process will require one ACC member's approval and one Board member's approval. For approval, colors must be in harmony with other existing homes in the neighborhood.

You may paint the same colors as currently painted. You must submit an 8 ½ x 11 inch piece of paper with the colors along with your application. This process will require one ACC member's approval and one Board members approval.

GRAVEL

The use of gravel as a mulch material is permitted but shall not be used to cover large areas. No more than 50% of the total area of any lot shall be covered by non-living ground cover such as gravel, lava rock, bark, etc. All gravel covered areas shall be kept free from weeds. Regular, frequent weed control is mandated.

LANDSCAPING

ACC approval is required for modification. All portions of home sites not covered by driveway, patios, and sidewalks shall be landscaped. All lots must be kept free from plants infected with noxious insects or plant diseases which in the opinion of the Architectural Control Committee are likely to spread to other property, and all lots shall be kept free from weeds. If drought resistant landscaping (xeriscaping) is desired a minimum of 50% of the square footage of the front yard must be planted in organic living material. (Unless otherwise approved in writing by the ACC or falls within the limits as set by Colorado Senate Bill 100)

Homeowners shall keep all shrubs, trees, hedges, grass and plantings of every kind neatly trimmed and in a healthy state. Owners shall not allow weeds, dead bushes or plants, including grass cuttings and branches, to accumulate on their lot, including front, side and back yards. No trash or unsightly objects may be placed in yards. In case of a dispute, an object may be determined to be "unsightly" by the Association Board. **Grass** - All areas with turf must be kept watered, edged, and mowed. Except for flower gardens, plants, shrubs, and trees which will be neatly maintained. Extra grass clippings must be raked from the yard and the sidewalks must be swept and maintained free of grass and weeds. All areas with grass, including front and rear yards, must be maintained at a height not to exceed

six (6") inches. **Shrubs and flowers** - All shrubs and flowers must be pruned and their beds edged and maintained weed free on an as needed basis to maintain the appearance of the shrubs and flowerbeds. **"Mulch"** may be small rocks, bark, wood chips, or other recognized "mulching materials". **Trees** - All trees planted on individual lots will be the responsibility of those homeowners and residents. Pruning, edging, and mulching of trees must be done on an as needed basis. No tree, shrub, or other plant material may overhang or encroach on any sidewalk or pedestrian or bike walkway, from ground level to eight feet in height. No tires are permitted around any trees or shrubs. Trees that are planted must be of a variety that has roots that will grow down into the ground and not spread on top of the surface of the ground. The homeowner will be responsible for any damage caused by his or her trees such as damage to utility lines, sidewalks, neighbors' lawns, curbs, and gutters, etc. **Weeds and tree suckers/sprouts** – Weeds and tree suckers/sprouts in both front and rear yards must be controlled. Weeds that grow to a "noticeable or unsightly" status will cause a request from the Association to correct the situation. In case of a dispute, "noticeable or unsightly" will be defined by the Association Board of Directors.

MAINTENANCE

All landscaping shall be maintained in a neat and attractive condition. Minimum maintenance requirements include watering, mowing, edging, pruning, removal and replacement of dead or dying plants and trees, removal and/or killing of weeds and noxious grasses, and removal of trash.

ORNAMENTATION

The utilization of non-living objects as ornaments in the landscape is generally discouraged, particularly in front or side yards visible from adjacent properties and roads. Such ornamentation includes but not limited to driftwood, wagons, animal skulls, wagon wheels, sculpture (flamingos, deer, cherubs, etc.). The goal of any landscape improvement is to promote a pleasing and harmonious neighborhood character. Individual expression is permissible so long as it does not detract from this goal.

PLANT MATERIAL

Plants utilized in landscaping shall consist primarily of permanent, "long-lived" materials, excepting certain "short-lived" materials such as annual flowers. Certain materials considered to be nuisance plants are prohibited, including Siberian elm, cotton-producing Cottonwood trees and Russian Olive trees.

RETAINING WALL

Any retaining walls shall be approved by the Committee. The Applicant is encouraged to use materials that are compatible with the building construction. Retaining walls that divert water onto other properties or otherwise substantially alter existing drainage patterns are prohibited.

SIDE GRADING

Any change to side grading shall be approved by the Committee. No new grading shall divert water onto other properties or otherwise substantially alter existing drainage patterns.

SIDEWALKS / DRIVEWAYS / PAD

Changes or additions in the form of concrete, asphalt or other similar substance must be approved.

VEGETABLE AND FLOWER GARDEN

All gardens must be weeded, cared for, and carefully maintained. Vegetable gardens must be located in the rear or side yard. Not exceed 50% of the back yard.

EXTERIOR MODIFICATIONS

ADDITIONS

ACC approval is required. All additions to homes must be approved in advance by the ACC and must be compatible with the size and the scale of the existing house. The color, style, and construction materials must complement the existing house. ACC paperwork may be obtained by contacting the Association Management Company. No building may be erected, altered, placed, or permitted to remain on any lot other than one dwelling unit, garage, and other approved structures for use solely by the occupants. No alterations, additions, or improvement may be made to any garage that would defeat its purpose as a garage. All additions must be approved by appropriate City/County building departments.

AIR CONDITIONING/MECHANICAL EQUIPMENT UTILITIES

ACC approval is required for the installation of air conditioning units, evaporative coolers or other apparatus, structure or object. Mechanical equipment such as air conditioners, heating equipment, etc., shall be installed as an integral part of the architecture. All utilities shall be installed below the ground. Under no circumstances shall these items be installed via roof mounting or external window mounting in such a way that they are visible from neighboring properties or public streets. Care should be taken to hide all units including ground mounted units from the neighboring view(s). Units are to be concealed where possible and shall be screened using approved fencing means. The color and style must complement the existing house. Appropriate required permits must be obtained prior to the installation of any equipment.

ANTENNAS AND SATELLITE DISH

The ACC must be notified prior to the installation of any type of antenna or satellite dish. Antenna and satellite dishes are only permitted within FCC guidelines. Antennas must not be attached to the roof or outside of the home nor be visible from the outside of the home. Such antennas may be placed in the attic. Satellite dishes must not be visible from the front of the home or street and every effort must be made to hide the satellite dishes from view of all neighbors when installed on the home.

Definitions

Exterior Antenna - Any device used for the receipt of fixed wireless signals, including video programming services including direct broadcast satellite, television, and multipoint distribution service, telecommunications, and internet access.

A mast, cabling, supports, guy wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance and use of a reception antenna shall be considered part of the antenna.

Mast - Structure to which an antenna is attached that raises the antenna height.

Installation Rules

Antenna Size and Type - Antennas that are one meter or less in diameter may be installed.

Installation of transmission-only antennas is prohibited unless approved by the Association Board of Directors.

Any device for receipt of AM radio, FM radio, amateur ("HAM") radio, Citizen's Band (CB) radio and Digital Audio Radio Service (DARS) signals is strictly prohibited.

All antennas not covered by the FCC rules are prohibited.

Location

Antennas must be installed solely on the Owner's lot.

Antennas must not encroach upon any common elements, any other owner's lot, or the air space of another owner's lot.

Antenna shall be located in a place shielded from view from outside the community or from other lots to the maximum extent possible; provided; however, that nothing in this rule would require installation in an exclusive use area where an acceptable quality signal cannot be received.

This section does not permit installation on common areas; even if an acceptable quality signal cannot be received from an individual's lot.

Installation on Owner's Lot

Antennas shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable quality signal.

Antennas must be secured so they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the antennas, including damage from wind velocity.

Maintenance

Owners who install or maintain antennas are responsible for all associated costs, including but not limited to:

Place (or replace), repair, maintain, and remove antennas;

Repair damage to any property caused by antenna installation, maintenance, or use;

Pay medical expenses incurred by persons injured by antenna installation, maintenance, or use;

Reimburse residents or the Association for damage caused by antenna installation, maintenance, or use;

Restore antenna installation sites to their original condition.

Owners shall not permit their antennas to fall into disrepair or to become a safety hazard. Owners shall be responsible for antenna maintenance, repair and replacement, and the correction of any safety hazard.

If antennas become detached, owners shall remove or repair such detachment within 72 hours of the detachment. If the detachment threatens safety, the Association may remove antennas at the expense of the Owner.

Owners shall be responsible for antenna repainting or replacement if the exterior surface of antennas deteriorates.

Safety

Antennas shall be installed and secured in a manner that complies with all applicable city and state laws and regulations, and manufacturer's instructions.

Owners, prior to installation, shall provide the Association with a copy of any applicable governmental permit if required for safety reasons.

Installations must comply with all applicable codes, take aesthetic considerations into account, and minimize the impact to the exterior and structure of the Owner's unit.

To prevent electrical and fire damage, antennas shall be permanently grounded.

Antenna and Cable Camouflaging

Antennas shall be painted to match the color of the structure to which they are installed. However, if the manufacturer asserts that paint will degrade the quality of the signal, this information must be attached to the request for approval of installation.

To the extent that it is reasonable, antennas should be camouflaged through inexpensive screening or plants especially if they are visible from the street or other units.

Cable runs on all exterior walls must be secured at 18 inch intervals.

Cable runs must be installed either horizontally or vertically; if it is necessary to install at an angle, the run must follow existing angles of the house.

In order to hide cable wires as much as possible, cable runs must be installed along existing features such as batten strips, moldings, trim or corners.

Notification Process

Any Owner desiring to install an antenna must complete an ACC form.

If the installation requires a mast that extends more than 12 feet above the roofline or to a height greater than the distance from the installation to the lot line, the Owner must make notes of the heights on the submitted form.

If the installation is other than routine for any reason, the Owner and ACC must establish a mutually convenient time to meet to discuss installation methods.

Installation by Tenants

These rules shall apply in all respects to tenants. Tenants desiring to install antennas must obtain prior written permission of the Unit Owner. A copy of this permission must be furnished with the ACC request.

Severability

If any provision is ruled invalid, the remainder of these rules shall remain in full force and effect.

AWNINGS AND PATIO COVERS

ACC approval is required. All requests for awnings must include an actual color or fabric sample. Photocopies or brochures are not acceptable for color sampling. Exterior awnings must demonstrate they are clearly compatible with the painted colors of the home as well as the Architectural design and qualities of the home and neighborhood. No awnings are allowed in the front of the house. No metal awnings are allowed.

BASKETBALL BACKBOARDS AND PORTABLE HOOPS

Basketball backboards shall be of a conservative color (i.e. translucent or white) and supporting members shall be black, gray or white in color. Bumper guards shall also be black, gray or white. **Rear yard sport courts must be approved by the ACC.** County ordinances require portable backboards to remain on driveway or yard. Portable backboards must not be placed on County sidewalks or streets. Any basketball hoop in the street or on the sidewalk may be subject to fines from the Association and removal of hoop by the County.

CLOTHESLINES

Temporary or portable structures are permitted but must be erected and retracted on the same day.

DECKS AND GAZEBOS -

ACC approval is required for all decks and for permanent and portable gazebos. The ACC Committee prior to the commencement of construction must approve all permanent decks, any additions or alterations to existing decks, and gazebos. A deck or gazebo built without ACC approval may have to be removed at the expense of the Owner. Any decks or gazebos constructed must be wood, approved synthetic wood like material or other material similar to the material of the residence. Any unfinished products must be painted, tinted or stained a similar or generally accepted as complementary color of the residence. Such structures must be installed as part of the residence and patio area. Any installed structures must be located so as not to obstruct or diminish greatly the view of adjacent property Owners. The ACC must approve portable gazebos or patio enclosures that are to be installed for more than 72 hours. They must be of a compatible finish and color to match or complement the residence. Temporary structures to be used for a single event can be installed once during a season and must be removed within 72-hours of initial installation.

DOG HOUSES AND DOG RUNS

ACC approval is required. Doghouses, shelters and runs shall be completely screened from the view of adjacent public or private properties and shall not be visible from the streets. Doghouses must be compatible with the residence in color and finish. Dog runs must be kept clean at all times. Any Owner of dogs kept in such areas must comply with the appropriate City and County Animal Control Ordinances.

ALTERNATIVE ENERGY SOURCES - ACC approval is required.

Any solar panels and related appurtenances and equipment shall be designed and constructed so as to appear as an integrated part of the building Architecture. This shall generally mean that the panels shall be roof-mounted so that

the top surface is flush with the roof surface, with all appurtenances recessed into the structure's attic. When solar orientation prohibits this approach, the roof shall be altered so that the panels appear to be "built-in", i.e., sides and bottoms of the panels and any piping, etc., shall not be visible. If the panels are ground or wall-mounted, they shall be integrated into a structure using compatible materials so that the panels appear as a natural extension of the house. Other alternative energy sources such as wind machines are generally not allowed.

DOORS – SECURITY, SCREEN OR STORM

Committee approval is generally not required for the addition of screen or other type doors to a home or accessory building. This approval is not necessary if the material matches or is similar to existing doors on the house and if the color is generally accepted as a complementary color to that of the existing doors on the house. Any variation of the guidelines requires ACC approval.

DRIVEWAYS - ACC approval is required.

Any modification or replacement to a driveway shall be approved by the Committee. In no case shall the width of the driveway at the curb be widened. Any widening in-bound of the curb shall be smoothly transitioned back to the curb.

FENCING - ACC approval is required.

Permitted Types

Some suggested styles of fencing are Board and Batt Theme Fence, Standard Privacy Fence, and Rail Theme Fence. Standard six foot privacy fencing is not to be painted but may be stained with approved stains. Metal fencing is generally discouraged. Wire mesh may be added to the inside of any rail fencing; split rail or picket. All posts must be set in concrete. Rail fence pickets should never be less than 2", number 2 grade.

All other fences, such as interior fencing to enclose patios, screen trash receptacles, support arbors, etc., shall be of a type, finish, color, etc., compatible with the approved perimeter fencing type and the building architecture.

Locations

No fences shall be constructed in front yards, except ones no higher than 36" used to enclose or define the front yard or gardens.

Fences may not be higher than six feet (6') from the ground and must be erected wholly on the Homeowners' private property so that no part of the fence is installed on area that is the property of the Association.

As to lots with a slope rising away from the house, the Board will consider approval of the above mentioned 6 foot privacy fence located at the foot of the slope rather than on top of the slope.

No fencing shall be installed in such a way that it blocks established drainage ways.

FLAGS AND POLES – PATRIOTIC EXPRESSION

Permanent free standing flagpoles of any size must be in proportion to the lot and house size. -ACC approval is needed

A temporary flagpole staff which does not exceed six feet (6') in length and is attached at an incline to the wall or entrance area of the home. - No ACC approval is needed.

Flags may not exceed 3 feet by 5 feet in size and are limited to one US flag and one state flag.

The American flag must be displayed in a manner consistent with the Federal Flag Code, 4 U.S.C. §§ 4 to 10, including but not limited to the following:

When the American flag is displayed from a staff projecting horizontally or at an angle from the building, the union of the flag should be placed at the peak of the staff.

When the American flag is displayed either horizontally or vertically against a wall, the union should be uppermost to the observer's left. When displayed in a window, the flag should be displayed with the union or blue field to the left of the observer in the street.

The American flag should never touch anything beneath it, such as the ground, the floor, or water.

In addition to the two flags allowed above, service flags bearing the stars denoting the service of the Owner or occupant may be displayed on the inside of a window or on the door during the time of conflict if the Owner or occupant has an immediate family member active in the military or reserves. These flags must not measure more than 1 foot by 2 foot.

GRILLS (PERMANENT)

ACC approval is required. Permanent barbecue grills must be placed in the rear yard of the home and should be away from adjacent property lines. Permanent grills to be built within five (5) feet of a neighbor's property line must have that neighbor's written approval prior to approval by the ACC. Written approval must accompany the ACC request.

GUTTERS AND DOWNSPOUTS

No ACC approval is needed. Replacement of existing gutters and downspouts is permitted if they are the same color and type as the original gutters and downspouts installed by the builder.

Any other installation requires the approval of the ACC. In no instance may the addition of gutters and downspouts be permitted to adversely effect drainage on adjacent properties. Downspouts must not bisect a wall. Gutters must be contiguous with the roofline. The color of downspouts, gutters, and any supporting structures or attachments must be the same as the exterior trim or white.

HOT TUBS, SPAS AND SWIMMING POOLS

ACC approval is required. Exterior hot tubs, spas and pools (in ground or above ground, not baby pools) require the advance approval of the ACC. Hot tubs and spas must have a hard cover, and must be located within a fenced rear yard. Hot tubs and spas that protrude above the fence line will not be allowed unless they have approved screening to shield the hot tub from public view. When the tub or spa is drained it should not drain onto the common area or a neighbor's yard.

Any swimming pool, spa, hot tub, jacuzzi, etc., must be an integral part of the deck or patio area and of the rear yard landscaping. Must be installed in such a way that it is not immediately visible to nor does it adversely impact adjacent property owners and that it does not create an unreasonable level of noise for adjacent property owners.

LIGHTING - STREET

Street lighting is approved by Public Service Company. The standard street lighting fixture used in The Village of Four Lakes by Public Service Company shall be used to illuminate all public streets, and is encouraged for use on private streets to maintain design continuity.

LIGHTING - EXTERIOR

Committee approval is not required for exterior lighting if in accordance with the following guidelines: Exterior lights must be conservative in design and be as small in size as is reasonably practical. Exterior lighting should be directed toward the house and be of low wattage to minimize glare to others. Low voltage lighting offers safety advantages over conventional house voltage system. Lighting of walkways generally should be directed to the ground. Landscaping lights must be installed at ground level. Exterior lights must be installed to the building structure. All lights must be permanently installed to include burying the electrical connections in accordance with codes and ordinances. Proposed additional lighting should not result in adverse visual impact on adjoining neighbors as a result of its location, wattage, or other features.

Any variance from these guidelines or use of high-wattage spotlights, floodlights, or security lighting systems require Committee approval. Holiday lights – see Holiday decorations.

MAILBOXES

Cluster mail boxes at various locations throughout the subdivisions are provided and owned by the US Post Office, and may not be changed by any homeowner. Postal regulations prohibit signs of any type on mailbox clusters.

PATIOS

All changes to existing or new patios require the **advance approval of the ACC**. Patios generally should be located in rear yards. Any adverse drainage that might result from the construction of a patio must be considered and remedied.

Patios may be constructed of poured concrete, brick, stone, or commercial paver tiles. Proper workmanship to ensure solid construction and attractive appearance is required. All patios must meet all City, County and State regulations.

Patios must be an integral part of the landscape plan and must be located so as to not create an unreasonable level of noise for adjacent property owners. They must be similar or generally accepted as a complementary color and design of the residence. Patios and porches shall not be used as storage other than patio furniture and grills.

RECREATIONAL, PLAY/SPORTS EQUIPMENT

Such as but not limited to: swing sets, gym sets, trampolines and sporting goal nets. ACC approval IS NOT necessary for equipment that does not exceed 8 feet in height.

The equipment must be located in the rear or side yard. The equipment must be maintained in good working order and must be kept in a well painted or stained, rust-free condition.

Play houses and structures, forts, trampolines, sporting goal nets and alike, that will exceed 8 feet in height requires approval from the ACC.

REPAIR OF BUILDING STRUCTURE

Buildings and other structures shall not be permitted to fall into a state of disrepair or unsightliness. Any structure damaged or destroyed shall be repaired, rebuilt or removed as appropriate in the shortest time frame practical. Changes in structure or color must be submitted to the ACC for approval.

ROOFING

All changes to the roof must have ACC approval.

The list below refers to approvable asphalt products. The ACC and Board have listed them here for your convenience. This list allows you to know in advance which products will be approved. Other composite, tile, and steel products can also be used.

An ACC Form MUST be submitted on all products - even these.

The following three shingles are the **ONLY** approved asphalt products.

Certainteed - Presidential Shake TL

Colors: Weathered Wood, Charcoal Black, Autumn Blend

Elk - Domain Winslow

Colors: Shadow Gray or Brown Castle

GAF - Grand Canyon

Colors: Black Oak, Mission Brown or Stone Wood

SIDEWALKS AND PATHWAYS

ACC approval is required. The installation of sidewalks or pathways must be approved in advance by the ACC. Stone, brick, concrete or similar durable construction material should be used for sidewalks and pathways. The scale, location, and design should be compatible with the lot, home, and surroundings.

STATUES AND ORNAMENTATION

The utilization of non-living objects as ornaments in the landscape is generally discouraged, particularly in front or side yards visible from adjacent properties and roads. Such ornamentation includes driftwood, wagons, animal skulls, wagon wheels, sculpture (flamingos, deer, cherubs, etc.). The goal of any landscape improvement is to promote a pleasing and harmonious neighborhood character. Individual expression is permissible so long as it does not detract from this goal. Prior ACC approval is required.

STORAGE SHEDS / ANCILLARY STRUCTURES

ACC approval is required. All ancillary structures, such as greenhouses, storage sheds, patio covers, awnings, arbors, cabanas, etc., must be approved by the ACC. Any such structure shall be sited and designed to be compatible with the house and all adjacent houses, fences, etc.

Wood structures must be constructed and/or covered with materials of similar appearance as the exterior of the home. Height of the roof of any structure cannot exceed 8 feet off ground level. The roof should have the same roof pitch line as the existing home and must be constructed of the same materials as the roof on the existing home.

The buildings cannot exceed 100 square feet in floor area. This includes storage buildings, playhouses, and equipment buildings. Any utilities to such buildings must be underground. Landscape screening or fencing may be required to hide the shed or playhouse from view. Storage sheds/playhouses must be properly maintained by the Owner so as not to present an unsightly appearance. Sheds/playhouses must be constructed so that there is proper drainage and that no ground level drainage problems are created on either the adjoining properties or common areas.

Pre-fab structures will be reviewed and/or approved on a case by case basis.

TRIM AND SIDING

Repair of the original trim and siding of the same color and material type as the original does not need ACC approval. All other colors and materials must be approved by the ACC. Total replacement of trim and or siding requires ACC approval.

Stucco addition is considered an “addition” and must be approved.

WINDOWS AND SKYLIGHTS

ACC approval is required All windows shall have prefinished painted or stained vinyl and composition core or non-reflective material. No highly reflective glass or reflective tinting is permitted. Glass may be tinted, if desired.

HEARING AND ENFORCEMENT POLICIES / FINES

See attachment on Page 22.

ARCHITECTURAL IMPROVEMENT FORM

Enclosed.