



# THE RESERVE AT PINWOOD LAKES

## DESIGN AND MODIFICATION GUIDELINES APRIL 1, 2023

# **The Reserve at Pinewood Lakes**

## **DESIGN AND MODIFICATION GUIDELINES**

**04-01-23**

The Pinewood Lakes Design Guidelines were originally published on November 17, 2003, pursuant to the Declaration of Covenants, Conditions and Restrictions (CC&Rs) for Pinewood Lakes. The Reserve Design & Modification Guidelines (the “**Guidelines**”) replaces and supersedes the original 2003 Pinewood Lakes Guidelines and the revision dated March 3, 2019. The intent is to account for potential future renovations/reconstructions of existing homes in the Reserve.

The Guidelines were developed to exemplify the special and unique qualities which gives The Reserve at Pinewood Lakes (“**Reserve**”) it’s “look and feel”. The intended goal is to preserve the Community-Wide Standards which have made the Reserve a desirable place to call home.

As required by section 3 of The Reserve Third Supplement to Declaration of the CC&Rs for Pinewood Lakes, the Reserve Design Committee reviews and approves all modifications, exterior renovations, exterior improvements, or additions to existing property, as well as approving any new construction. From the effective date of these Design and Modification Guidelines, The Reserve Design Committee shall be referred to as The Reserve Design Review Committee (**DRC**). This document contains the procedures for obtaining approvals from the DRC. The DRC has the authority to grant variances from the Guidelines and/or CC&R architectural related requirements, as it deems appropriate.

These Guidelines and the DRC Procedures in this document shall govern the right of a Person or Owner to construct, reconstruct, refinish, remove, add, alter or maintain any improvement upon, under or above the Property. Prior to the commencement of construction or modifications, the Owner and/or Builder shall obtain written DRC approval.

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# Article I. Design and Modification Approval Procedures

## I. Modification Approval Procedures

**A. Modification Request Application Submittal.** Changes to exterior appearance and/or exterior structures of any Reserve property shall be approved by the Reserve Design Review Committee (**DRC**). *A Design Change Application must be submitted for any exterior building or property modification including but not limited to repainting with a different color, addition of any of the following: storage sheds/green houses, fences, exterior recreation and play equipment, dog houses and dog runs, solar panels, exterior lighting, landscaping modifications and flagpoles.* The modifications requested and approvals granted are documented in writing by using the Reserve Design Change Request Application form.

1. A "Reserve Design Change Request Application" must be submitted to the Reserves current management company.
2. The DRC will evaluate the Application and will issue an opinion which will be:
  - a. Approval as submitted.
  - b. Approval with modifications/adjustments required.
  - c. Denial with specific reasons why the request was denied.
3. Typical approval time is within 1 week.
4. There is no fee for a DRC evaluation, approval and inspection.
5. If modifications commence prior to receiving the DRC approval, the Owner, Applicant, or Builder may be subject to a penalty.

**B. Required Application Information** Detailed information is needed for the DRC to correctly evaluate the requested Improvement.

1. Incomplete Applications will delay the request.
2. The DRC will work with the homeowner to clarify the information needed.
3. The Application Form is Attachment A.
4. The following items shall be submitted to the DRC for approval in either 8 ½ x 11 hard copy or electronically:
  - a. A written description of the desired renovation, additions or exterior improvements.
  - b. List types of materials to be used: such as material grades, roofing material, colors, type of brick, stucco

- finish, type and size of landscaping plants.
- c. Provide color paint chips of the brand of paint/stain to be used.
  - d. For structural additions or modifications, provide a sketch showing sizes, locations, distance from property lines, landscape layout, and any easements on your lot. Indicate the scale used for the sketch (may be hand-drawn, must have enough detail to evaluate the project).
  - e. If your project involves changes in dirt elevations, include a sketch or drawing depicting front, rear and side elevations.
  - f. The DRC may request additional material to be submitted, as needed for clarification of the requested modifications.

**C. Modification Approval submittals and inquiries.**

Contact the Association's Management Company at:

The Reserve at Pinewood Lakes  
Reserve Design Review Committee  
Attn: Samantha Ruby  
c/o NWC - Northwest Communities LLC  
P.O. Box 2612  
Hayden, ID 83835  
208 518-1131      info@nwcommunities.net

**II. Guidelines for the most frequently requested modifications and changes:**

**A. Repainting.**

- 1. The Community Wide Standard for color is "earth tones".
- 2. Earth tone is a color scheme that draws from a color palette of browns, tans, warm grays, and greens. The colors in an earth tone scheme are muted and/or flat in an emulation of the natural colors found in dirt, moss, trees and rocks.
- 3. Because colors vary widely based upon computer and printer and monitor calibration systems used, please include a color swatch/chip/sample of the brand of paint/stain to be used.

**B. Storage Sheds.** Attached storage sheds are allowed, requires a Star building permit, conforms with this Policy and are approved by the DRC.

1. Attached storage sheds shall be constructed and roofed with the same materials, colors, and design as the home.
2. Metal, resin, and plastic type material sheds are prohibited.
3. Sheds shall be small, not to exceed 200 square feet in size.
4. Sheds shall meet subdivision setback requirements from property lines as required by the city of Star zoning regulations and plat maps.
5. Sheds shall be maintained to the same standard as the home.
6. Detached or pre-fabricated sheds are not allowed.

**C. Fences.** New or replacement fences shall be of compatible style, color and material to adjacent fencing, typical of the quality fences throughout The Reserve at Pinewood Lakes.

1. No fence, hedge or boundary wall shall have a height greater than five (5) feet above the finished graded surface. Exception: Any fence constructed immediately adjacent to a swimming pool may be at a height required by applicable codes and/or liability insurers.
2. Fences shall be constructed with an open, wrought iron style design.
3. Side lot line fences shall be a minimum of two (2) feet behind the front plane of the house.
4. Fences, hedges, or boundary walls on any corner lot shall not obstruct site lines at the street corner.
5. A fence built on the lot line between two adjoining properties shall be constructed as a "good neighbor" fence or wall and shall constitute a party structure which is subject to the provisions and laws regarding party walls.
6. For properties adjacent to ponds, the side yard fences may extend to edge of the water; however, any fence constructed in the riparian area shall have a gate with a minimum of five (5) feet in width to provide access to the Reserve Association.

**D. Recreation & Play Equipment.** Family recreation and playground equipment is allowed, provided that it is respectful and considerate of the neighbors. Exceptions may be considered by the DRC

1. Playhouses, playground equipment, pools, pool slides, diving boards, hot tubs, spas, or similar items shall not be higher than five (5) feet above the finished graded surface.
2. Basketball backboards shall not be attached to the front or sides of homes, but basketball courts, or portable basketball devices are allowed in the back, provided they do not promote offensive noise/nuisance to neighbors.



- E. Dog Houses and Runs.** Structures such as dog houses or dog runs are not specifically prohibited; however, such structures are subject to DRC approval.
1. In general, dog houses or dog runs shall be placed adjacent to the main structure and screened from sight of other homes, streets or common areas.
  2. In no event shall dog containment facilities be located closer than 10' from any side or rear Lot line.
  3. The containment facilities shall be constructed of materials that will assist with maintenance and eliminate all possibility for odors.
- F. Setback Requirements.** Modifications, exterior renovation, exterior improvements, additions to existing property, or any new construction must meet the setback requirements .
1. Setback requirements are based upon the City of Star Zoning regulations and the Plat Map approved by the City for each Phase of the Pinewood Lakes subdivision.
  2. Pinewood Lakes is covered by two Zoning areas. As a quick reference approximation, the dividing point is a line drawn on Highbrook Way (next to the swimming pool) which runs North to State Street and South through The Reserve. The one third of Pinewood Lakes West of the pool is Zones R2 (2 dwellings/acre) and the two thirds East of the pool is Zoned R4 (4 dwellings/acre).

<b>R-2 Standards</b>	<b>Requirement</b>
Front setback	30 feet
Rear setback	30 feet
Interior side setback	10 feet - plus 5 feet for each additional story

<b>R-4 Standards</b>	<b>Requirement</b>
Front setback	15 feet to living area and 20 feet to garage
Rear setback	15 feet
Interior side setback	5 feet - plus 5 feet for each additional story

**G. Solar Panels.** The design and placement of a solar system should take into account the preferred location of the system on the home and of neighboring houses.

1. Solar collectors and associated hardware, including batteries, shall be an integral part of the design of the house and shall not have a “tacked- on” appearance.
2. Placement of the solar collectors should consider the impact of glare on neighboring outdoor living spaces.
3. Passive solar systems are preferred.
4. All solar tubes, skylights, solar power panels or other solar devices mounting hardware, pipes, conduits and cabling shall be painted to match the house color schemes or treated to eliminate reflective glare.
5. Roof-mounted solar power panels shall be:
  - a. Solar panels are permitted to be on the visible street front side if the installation is orientated to the South, or within forty-five (45) degrees East or West of due South.
  - b. Mounted on the existing roof and installed so that the panels are flush-mounted, parallel to the roofline, to conform to the slope of the roof.
  - c. The solar panels, wiring, conduits or any exposed parts shall not be higher than the roof peak.
  - d. Solar panels with a black back-sheet are preferred. The dark back-sheet minimizes the visibility of the lines in the solar panels
  - e. Any panel frames, support brackets, or visible piping or wiring shall be painted to coordinate with the roofing material and house color.
6. Ground-Mounted Solar Panels are not allowed.

***Note: see Policy Paper #9 for more detailed requirements.***

**H. Exterior Lighting.** Exterior lighting should be consistent with the Star’s “dark sky” objectives of minimizing light pollution.

1. Exterior lighting for safety and security is allowed; however, such bright lighting should be controlled by sensors or switches and not be constantly on.
2. Concealed or indirect light sources (such as a “can” fixture) are recommended on the side and rear yard areas.
3. Decorative-type fixtures on the front walls of homes should be limited to use 60-watt or 820 lumens bulbs.

4. Exterior lighting that can be seen from streets, Common Areas or neighboring homes must be indirect to minimize interference with drivers and neighboring homes.
5. Flood or spot lighting (for dedicated use in recreation/play areas) shall be focused on the homeowners yard and be unobtrusive to neighboring homes.
6. Colored light sources shall not be allowed, except for temporary holiday lighting.

I. **Landscaping**. Landscaping shall be designed to harmonize with the architectural design of the home, the neighborhood and the Common Areas. The following are the guidelines used for maintaining the Community Wide Standards appearance of the Reserve.

1. **Front Yards**. The following guidelines are used when designing, changing and/or installing the front yard landscaping:
  - a. All landscape areas shall be irrigated by an underground sprinkler system.
  - b. A minimum of sixty percent of the ground area shall be planted in grass. The balance of the ground area is typically planted with shrubs or ground cover.
  - c. Natural, native bark product ground cover mulches and rock product designed specifically for ground cover are allowed.
  - d. Landscape boulders used to accent shall be of sufficient and appropriate size to properly compliment the landscaping plan.
  - e. A minimum of 2 trees are planted in an informal pattern in the front yard.
  - f. Trees shall not be planted closer than 6 feet from the curb or within the street right of way.
  - g. Drainage swales shall be provided in front yards adjacent to the street. The swales shall be designed and constructed in accordance with the requirements outlined in Policy Paper #1 Drainage Requirements and Recommendations. The homeowner is responsible for the maintenance of the swales.

2. **Rear Yards.** The following guidelines are used when designing, changing and/ or installing the rear yard landscaping.
  - a. All rear yards shall be landscaped and irrigated by an underground sprinkler system.
  - b. A minimum of two trees shall be planted in the rear yard area. The location and species of the trees shall be selected by the owner according to use and privacy needs of the rear yard.
  - c. All landscape modifications in the Riparian Area shall be done in accordance with Policy Paper #3 Riparian Areas.
  - d. South Ponds: All modifications of the Riparian Area of the Common Area in Lot 12 Block 12, which consists of the four smaller ponds on the south side of The Reserve, shall be done in accordance with the requirements of Policy Paper #4 lot 101 Block 12 Landscape and Maintenance Policy
  - e. Large Pond: All modifications of the Riparian Area of the Common Area in Lot 12 Block 12, which is the large pond in The Reserve, shall be done in accordance with the requirements of Policy Paper #5 Lot 71 Block 12 Landscape and Maintenance Policy.

J. **Flagpoles.** Flagpoles appropriate for residential neighborhoods are permitted under the following guidelines:

1. Poles shall be of any material specifically designed as a flag pole. Pipes and other general purpose construction materials are not permitted.
2. Flagpoles shall be proportional to the home size.
3. In no case shall the flagpole be higher than 20 feet.

K. **Signs.** The type, size and placement of signs in the Reserve are controlled by these guidelines. Approval by the DRC is not required when signage is in accordance with the Standards listed below. Permitted signs must comply with the restrictions applicable to that type of sign, as well as with the general restrictions applicable to all signs.

1. **All Signs:**
  - a. May not be illuminated signs.
  - b. In the interest of safety, must be located to avoid interference with pedestrians, traffic and traffic views.

2. **Signs in Common Areas:**

- a. Any permanent sign in the HOA common areas is controlled by the Board and must be approved by the DRC.
- b. Temporary signs, such as Open House or Specialty (party) Signs, which point visitors to a onetime event may be placed in a common area only on the day of the event.

3. **Real Estate Signs:**

- a. Are limited to one sign per premises.
- b. May not exceed 18 inches in width and 24 inches in length.
- c. May include an “information box”.
- d. Are allowed only when the property is actively for sale or rent or its sale is pending.
- e. Must be freestanding and mounted on a post or stake. May not be attached to trees, or other natural surroundings.
- d. Must be removed within 5 days after transfer of ownership (closing) or lease commencement, whichever is applicable.

4. **Construction Signs:**

- a. Are limited to one sign at any one time.
- b. May not exceed 5 square feet per sign in total area.
- c. Are permitted only during construction, improvement or landscaping.
- d. Must be freestanding and mounted on a post or stake. May not be attached to trees or other natural surroundings.
- e. Must be removed no later than 5 days after completion of the project.

5. **Security Signs:**

- a. Are limited to one sign per system provider.
- b. May not exceed 1-1/2 square feet per sign.
- c. Must be mounted on the owner’s home or freestanding and mounted on a post or stake. May not be attached to trees or other natural surroundings.

6. **Political Yard Signs:**

- a. Are limited to two signs for either a candidate or a ballot measure of an upcoming election.
- b. Are permitted only during the 45 days preceding the election.

- c. May not exceed 5 square feet per sign in total area.
- d. Must be freestanding and mounted on a post or stake.  
May not be attached to trees or other natural surroundings.
- e. Must be removed within 2 days after the election date regardless of any court challenges.
- f. May not contain vulgar language.

7. **Specialty Signs:**

- a. Are limited to one sign per premises.
- b. May not exceed 18 inches in width and 24 inches in length.
- c. May include an “information box”.
- d. Are allowed for three days: day before, day of and day after the special event.
- e. Must be freestanding and mounted on a post. May not be attached to trees or other natural surroundings.
- f. The management company office must be notified of these events so that potential calls from other residents can be properly handled.

8. **Personal Signs:** The following are considered personal signs which are not subject to this policy:

- a. A display of the owner’s name or the premises address on the owner’s house.
- b. A “welcome marker” or plaque on, or near the entrance to the owner’s house.
- c. A premises locator required by fire regulations or Emergency Medical Services.
- d. “No Solicitors” signs.
- e. “Holiday greetings” displays such as Merry Christmas or Happy Hanukkah.

## Article II. New Construction Submittal and Approvals

- A. **New Construction**. Construction of new buildings and/or houses in The Reserve will be a rare occurrence but when the need arises the following procedures shall be utilized.
- B. **Preliminary Submittals**. Preliminary submittals are not required but are encouraged to save time and money preparing finished plans that may not meet design standards. The purpose of preliminary submittal is to review designs at the preliminary design stage to give the DRC a chance to comment on designs that may not be in keeping with the concepts of The Reserve or that could be duplications of other designs in close proximity to the requested improvement, or to suggest changes in the design.
1. **Intent**. The intent of the preliminary submittal and approval process is to identify and eliminate difficulties that could arise in the final construction approval review, thus speeding the overall process.
    - a. **Form**. Preliminary submittal shall be made by submitting a "Design Change Request Application" to the management company. The following must be attached to the application form:
    - b. **Site Plan**. Application for preliminary approval shall include a complete site plan at a minimum scale of 1/8" equals 1'-0", which shows the lot; adjacent streets and any watercourses; the orientation of the site; the exterior perimeter and dimensions of the lot; existing trees; any significant topographical features; the location of fences and structures adjacent lots; all setbacks and easements; the location of all buildings, patios, decks, fences, screens, driveways and walks; the location of all utility services and meters; the location of all mechanical items and electrical fixtures not attached to the building; existing grades at the corner pins; proposed grade changes; finished main floor elevation; and proposed finish grading designed to contain surface drainage from flowing onto adjacent properties.
    - c. **Building Elevations**. All exterior elevations shall be shown at a minimum scale of 1/8" equals 1'-0". The elevations shall be drawn correctly in coordination with the floor plan and shall show the improvement exactly as it is proposed to be built.
    - d. **Floor Plan**. A floor plan at a scale of 1/4" equals 1'-0"

shall be submitted exactly as the improvement is proposed to be built.

2. **Preliminary Approval**. The submittal of an application for preliminary approval shall not be deemed to be approval to begin construction. Commencement of work shall not be undertaken prior to the applicant's having received written approval from the DRC and the applicant shall not proceed beyond the extent of the work approved. Verbal approval to proceed coming from any source other than the DRC does not constitute approval to proceed with work on the site.
3. **Expiration of Preliminary Approval**. The preliminary approval shall be valid for a period of six months, at which time it shall expire.

C. **Final Submittal and Approval**.

1. **Purpose**. Final submittals and DRC written approval are required prior to construction.
2. **Form**. Final submittal shall be made by submitting a "Design Change Request Application". The following must be attached to the application form:
  - a. **Site Plan**. The application must be accompanied by a complete site plan with roof plan at a scale of 1/8" equals 1'-0" containing the same information that is required for preliminary approval.
  - b. **Building Elevations**. All exterior elevations shall be shown at a minimum scale of 1/8" equals 1'-0" containing the same information that is required for preliminary approval.
  - c. **Floor Plans**. Floor plans for the proposed improvement shall be submitted at a scale of 1/4" equals 1'-0". The square footage of each floor shall be designated, as well as the total square footage of the plan, including the garage and any detached garage and/or accessory structure. Requirements of the preliminary submittal process also apply.
  - d. **Three Dimensional Representations**. It may occur in the case of complex roof forms or unusual structures that the DRC may require isometric or perspective views or models in order to fully understand the visual impact of or the three-dimensional feasibility of the proposed improvement. The applicant shall be notified of this requirement by the DRC during the preliminary approval process.
  - e. **Exterior Lighting**. Exterior lighting location shall be



shown the site plan and floor plan, including landscape lighting fixtures, to be used shall be submitted with the application.

- f. **Exterior Colors and Materials**. Exact color samples of all exterior paint and stain colors shall be submitted with the application. Samples of all other materials such as brick and stone shall be shown on the plans to include name, number, color, and supplier. Plans shall be marked to indicate what areas are trim.
- g. **Staging Area**. The application shall show the staging area during the construction period.
- 3. **Inspection**. Submittal of the application is authority for the DRC to make a physical on-site inspection of the Lot and proposed improvements. In addition, the Owner shall be responsible for notifying the DRC when construction of the improvements are completed, at which time the DRC may again make an inspection to verify compliance with the application as approved.
- 4. **Expiration Date of Approval**. The construction approval shall be valid for a period of 1 year at which time it shall expire.
- 5. **Rehearing**. The DRC may hear one additional presentation from the Owner or builder, following its first formal review to ensure that there has been no misunderstanding of the application. After the second review or hearing, the DRC's approval or rejections of the submittal shall be considered final. Additional DRC hearings shall not be granted unless substantial changes in the application have been made. A final DRC disapproval of a submission may be appealed to the Board of Directors of The Reserve at Pinewood Lakes Community Association.

D. **Approval submittals and inquiries**. Contact the Association's Management Company at:

The Reserve at Pinewood Lakes Design Review Committee  
c/o NWC - Northwest Communities LLC  
Attn: Samantha Ruby  
P.O. Box 2612  
Hayden, ID 83835  
208 518-1131                      info@nwcommunities.net

## ARTICLE III. DESIGN AND MODIFICATION GUIDELINES

### I. GENERAL GUIDANCE

- A. **Perceived Quality**. To achieve a high quality community image, both the overall building appearance and the building details should convey a sense of solid, permanent construction. The DRC discourages facade treatments that are associated with impermanent, hastily built, or obviously inexpensive construction materials or techniques. Regardless of the quality of the material used, tacked-on, veneer-type facade treatments will be strongly discouraged by the DRC, as will any cost-cutting methods, such as too-thin fascia boards, exposed rafter tails, or untrimmed doors and windows.
- B. **Scale and Proportion of Dwellings**. The finished street scape should not create the impression of oversized houses pushing too close to the street. The interest here is to provide additional landscape along the street rather than to fill the Lot with structures. Vertical and horizontal offsets are encouraged in preference to houses with long, tall, or unbroken walls and roofs butting against the minimum setbacks.
- C. **Consistency**. A goal of the DRC is to achieve a high level of consistency of design on all surfaces of the houses and other improvements in The Reserve at Pinewood Lakes. The average tract subdivision fails to achieve the high- quality community image that is the goal of The Reserve at Pinewood Lakes, not so much through a lack of continuity of design between one house and another, as primarily through the generalized failure of individual units making up the development to achieve a level of design consistency and substantial quality within themselves. Houses that may attempt a statement of quality on their street frontage but abandon all pretense of design or quality on their sides and rear will not be approved. A house that may be of simple design and constructed of modest materials will usually communicate a more convincing image of quality than the house with brick and two story Georgian columns on the front without continuity on the other three building sides. It is the business of the DRC to discourage the latter approach in the Reserve and to encourage the former. A development allowing this latter type of design is disparagingly referred to as a typical “tract” subdivision.
- D. **“Period” Architecture**. A submittal imitating a “period” style (for example, Georgian, Tudor, etc.) is expected to be an authentic representation of the original style and to be consistent with that style from all views. The DRC is not opposed to designs evoking “period” styles, but the applicant should be aware that the DRC will be looking for evidence of a clear intent as well as consistency within the context established by the design.
- E. **Privacy Screens**. The preferred privacy screen is one which is treated as an architectural extension of the house, both in its design and in its materials.

- F. **Horizontal and Vertical Offsets.** It is usually more effective in achieving the effect of a substantial edifice to have fewer but larger horizontal and vertical offsets rather than a series of small jogs. This design “trick” is at the heart of the goal of the DRC to encourage the achievement, through sensitive design, of the appearance of greater quality at lesser cost.
- G. **Scale.** It is important that the homes not be over scaled. Open space between houses and greater than required setbacks are encouraged. Continuous rooflines therefore should not exceed approximately half the frontage width. Changing the roof directions or using offsets or major roof projections should be used to break rooflines.
- H. **Roofs.** All roof styles are allowed, depending upon the designer’s ability to produce the visual impact of quality regardless of the materials used. In general, roof styles should not be mixed. Roof pitches, in general, should be consistent throughout the overall structure including attached and/or detached garages or auxiliary structures.
- I. **Openings and Projections.** Large blank walls should be avoided. Large gable ends of two story houses should be broken with projections or recesses rather than windows alone. Around windows and doors, projections or recesses are preferred to windows cut into the surface of the wall. Windows with a definitely visible trim surrounding are preferred to windows with no trim.
- J. **Fascia and Rafter Tails.** Fascia should be a minimum of 8" deep and should be constructed of nominal 2" thick material.
- K. **Roof and Attic Vents.** Roof and attic vents shall be shown on the building elevations. The type, size and proposed design shall be clearly shown. Unfinished metal shall be painted black.
- L. **Material Changes.** To avoid a tacked-on, low quality, thin veneer look, material changes should be made at an inside corner or at a major wall opening. Changes at outside corners should either be avoided or the material wrapped around the corner at least 1'-6" minimum.
- M. **Joints in Siding Materials.** Nearly every siding material requires joints of some type in order to extend across the area to be covered. The treatment of these joints provides important visual clues regarding the quality of the siding construction. For all except wood and masonry sidings, the type and placement of the joints and/or joint covers must be indicated on the drawings. No hard and fast rules can be given by the DRC to cover all situations, except to say that joint treatment (particularly expansion joints in stucco, batts and joint covers used with hardboard siding) must be integrated carefully into the overall design of the house.
- N. **Garages.** Seen from the street, the main living areas of the house should dominate over the garage where possible. The visual impression should be that of a house with a gracious entry, not that of a garage and a driveway.
1. Where possible, side-entry garages are encouraged.  
Garages can be de-emphasized by placing the garage at an

- angle to the street and providing landscaping for screening.
2. Detached garages will require the same architectural design as the main structure in all aspects. Detached garages are acceptable, provided however that detached garages must be in proportion, design, and scale to compliment the main structure.

## II. DESIGN AND CONSTRUCTION

The following is a list of certain design and construction guidelines that may assist an Owner/Applicant; provided, however, that the following guidelines shall in no respect modify the Declaration.

- A. **Building Height**. Building height limitations may be imposed by the DRC in order to preserve views and to minimize the adverse impact of structures on sensitive open areas or air and light requirements of other properties.
- B. **Chimneys**. All exterior chimneys must be of wood, stone, brick, or metal, and its cap shall be screened by an architecturally pleasing metal shroud. A metal chimney must be of such a color as to blend in aesthetically with the residence and will be subject to approval by the DRC. All unfinished metal shall be painted black.
- C. **Driveways**. Driveway cuts onto streets shall be limited to 1 per Lot, unless otherwise approved by the DRC. The finish material shall be either concrete, unit pavers, or asphalt if bordered with a banding of concrete or unit pavers. The width of the driveway shall be limited to 25' at the street. Circular driveways may be allowed and will allow two driveway-cuts per lot.
- D. **Excavation**. All excavation must be done so as to create a minimum disturbance on the Lot and surrounding properties. Debris as a result of excavation must be removed from the Reserve. Footings and foundations must be set at an elevation meeting all governmental standards for construction within a floodplain.
  1. Basements are not allowed in the Reserve Subdivision. All of the lots in the Reserve have been filled to raise the lots out of the 100-year floodplain in accordance with the City of Star and all regulating agencies. The Federal Emergency Management Agency (FEMA) issued a LOMR (Letter of Map Revision) dated September 29, 2017 for the entire Pinewood Lakes area indicating that it has been raised out of the 100- year floodplain. Owner acknowledges that certain lots contain engineered fill and loose alluvial soils that are prone to compaction under pressure. The home designer is encouraged to contact a geotechnical engineer prior to construction regarding the risk of damage posed by engineered fill and loose alluvial soils.
  2. A portion of lots in "The Reserve", adjacent to the lakes may remain in the 100-year floodplain. Building footprints shall be

contained within the portion raised out of the 100-year floodplain.

E. **Exterior Walls and Trim.** Wood (natural or treated with semi-transparent stains), stucco, local stone, and brick are preferred for exterior walls and trims.

F. **Exterior Appearance.**

1. **Building Walls.** Exterior color and material treatment used on the building walls shall be continuous and consistent on all elevations of a residence in order to achieve a uniform and complete architectural design and to avoid a “veneer” look.

2. **Harmony.** Exterior colors of residences and other improvements must harmonize within themselves and be harmonious with their surroundings. All colors are subject to approval by the DRC. All reflective metal such as chimney stacks, flashings, exhaust vents and pipes must be painted black.

3. **Window Treatment.** All draperies and window coverings should be of materials and colors that harmonize with the surroundings and should be chosen in consideration of neighbors and neighboring views. Windows should be consistent in design throughout.

4. **Utilities.** In general, all utility meter panels shall not be visible and shall be installed according to design guidelines available from utility companies and those set forth by the DRC. Such panels are not to be installed on the front plane of the building facing the street.

5. **Gutters and Down Spouts.** All gutters and downspouts shall be designed as a continuous architectural design feature. Exposed gutters and down spouts shall be colored to blend in with the surface to which they are attached.

G. **Heating and Cooling Systems/And Utility Type Exhaust Fans.** All interior or exterior heating or cooling systems must be screened from the view of neighboring property, streets, and the Common Area, and must be insulated for noise so as not to be heard from adjoining properties. Exhaust fans producing odors, fumes, or dust must be screened from view of neighboring property, streets, and Common Area and placed a minimum of 5’ from any Lot and shall not be allowed to cause a nuisance for neighbors or Common Area facilities.

H. **Mailboxes.** All mailboxes shall be the boxes and stand provided by the Pinewood Lakes Homeowners Association.

I. **Parking.** A minimum of 2 enclosed parking places are required for each Lot.

J. **Prefabricated Housing.** Prefabricated housing is not allowed including mobile homes, manufactured homes, modular homes or any type of home

constructed at a remote location and transported to the lot for placement on a foundation. Prefabricated components such as roof trusses, floor joists, and panelized individual walls may be allowed and shall be shown on the construction drawings and/or specifications.

K. **Roofs**. Residential architectural asphalt shingles, slate and concrete, or clay tiles shall be the only approved roof materials unless other materials are specifically approved by the DRC. Asphalt shakes are to be uniform throughout in a color and style approved by the DRC. Asphalt shingles are to be, at a minimum, 30-year in the Weathered Wood color. Use of slate or concrete tiles must be of the same color and general style of the asphalt shingles designated. It should be noted that different manufacturer's colors may vary slightly.

L. **Service Yards**. When not provided by other structures, each residence should have a screened service yard, enclosing garbage and trash containers, firewood, bicycles, and other items of personality and must be placed where they will not be seen from the streets or neighboring homes.

M. **Utilities**. All connections from trunk lines to individual structures must be underground.

1. Exposed plumbing and electrical lines are not allowed.
2. Material must conform to applicable city and/or state Electrical and Plumbing Codes.
3. Water and sewer hookups must be inspected by the appropriate governmental inspectors.
4. All excavation for site utility hookups must be restored to its natural condition.
5. The location of all air conditioning condenser units, power and gas meters must be shown on the drawing with appropriate structured screening. Where possible, cluster all utilities into one area and conceal by a single screen.

N. **Construction Staging and Conduct**. Construction Approval submittal shall designate at least one staging area for a Lot subject to approval by the DRC. Building materials and construction vehicles shall be kept completely on the construction site unless prior approval of the DRC is obtained. The construction area shall be kept free of litter and debris. Loud music, profanity, alcoholic beverages, and animals not on a leash will not be allowed. Consideration shall be given to existing families with regard to extra early or late hours of construction. Use of profanity or obscene language shall be prohibited. All debris shall be contained at all times within a construction facility for each site or a commercial facility. Such facility shall have a cover and be disposed of weekly. Due to the nature of the site, winds, and open waterways, it is important that all debris be contained at all times. Approved hours of construction for outdoor activity that might create noise are weekdays 8 a.m. to 6:30 p.m.; Saturdays 8:00 a.m. to 5:00 p.m. Outdoor

construction activity is not allowed on Sundays without permission of the DRC.

- O. **Garages**. The design of all garages shall be subject to DRC Approval. Carports are prohibited.
- P. **Mechanical Projections from Roof**. Insofar as possible, plumbing vents should be grouped on that face of the roof that is opposite the street approach to the residence. Gas or other chimney flues or pipes protruding from the roof exceeding 2 feet in height shall not be allowed. Such pipes shall be located in a chimney chase of a design compatible to the architecture of the house. The location and design of these chases shall be shown on the final drawing submittal.
- Q. **Windows**. Consistency in type, style, trim and sometimes in the proportion of window areas is a key focus of the attention of the DRC. Consistent with the goal of achieving “perceived quality” in The Reserve at Pinewood Lakes, the DRC will discourage submittal showing windows of differing styles and types scattered over the various faces of the house. In general, the window treatment should be approached as a theme that can be repeated with variations, rather than regarding each window as a separate design/function problem that exists separately from all the other windows.
- R. **Chimney Caps**. Chimney caps of purely utilitarian design shall not be allowed in the Reserve. Such caps, when necessary, shall be screened by a false cap appropriate to the design of the house.

# **ATTACHMENT A**

## **Pinewood Lakes Homeowners Association DESIGN CHANGE REQUEST APPLICATION**

Homeowner Name \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ e-Mail \_\_\_\_\_

Address \_\_\_\_\_ LOT \_\_\_\_\_ BLK \_\_\_\_\_ PHASE \_\_\_\_\_

### **NATURE OF REQUEST**

\_\_\_\_ New Construction (Include building plans with application)

\_\_\_\_ Remodel or Alteration (Include detailed plans)

\_\_\_\_ Landscaping: New or Modifications (Include detailed plans)

\_\_\_\_ Beach Modifications (Include detailed plans)

\_\_\_\_ Paint Color Change (Include color chips)

\_\_\_\_ Fence Install/Modification (Include visuals of fence style, height and placement) Roofing (Include material/color sample)

\_\_\_\_ Other - Describe \_\_\_\_\_

*Note: The main pressure irrigation lines are typically located near the rear property line. For any project that involves excavation, trenching, etc., in the vicinity of the pressure irrigation lines, please show the irrigation lines on your plans. The location of the pressure irrigation lines are available on the Pressure Irrigation Plans.pdf*

### **Describe Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Building Permit Required? YES NO  
(circle one)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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### **HOA/DRC Use Only:**

\_\_\_\_ APPROVED AS SUBMITTED

\_\_\_\_ APPROVED WITH CONDITIONS (See noted conditions of approval)

\_\_\_\_ NOT APPROVED (See attached)

\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_ DATE \_\_\_\_\_

**E-mail this form to: Samantha Ruby [info@nwcommunities.net](mailto:info@nwcommunities.net) Please allow a minimum of one week to process.**