

# **The Courtyards**



## **The Courtyards HOA**

July 1, 2013

Dear residents,

The enclosed updated Architectural Review Committee (ARC) guidelines will provide an easy guide for keeping the rules and regulations of our community.

The members of the ARC and the Home Owners Association (HOA) have reviewed the information and believe these guidelines will make requests for changes easier.

Thanks to the ARC for editing a rather cumbersome document into a more readable and understandable set of guidelines. The information covers requests received thus far. Decisions will still need to be made in areas that have not been realized.

Please take the time to review the information and use it for any Architectural changes you are considering. Unless the guidelines make it explicitly clear that approval from the HOA is not needed, a request for approval should be submitted prior to beginning work. If you have any questions or need clarification/assistance, please contact any ARC committee member.

Thank you for your understanding as we work through the details of updating these guidelines which will maintain the appearance of the exceptional community in which we all live.

Respectfully,

HOA Board and ARC Committee members

GUIDELINES FOR HOMEOWNERS WANTING TO ALTER,  
ENHANCE, OR REPAIR THEIR HOMES and YARDS

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## **ARC GUIDELINES FOR HOMEOWNERS WANTING TO ALTER, ENHANCE, OR REPAIR THEIR HOMES AND YARDS**

Here, at The Courtyards at The Links at Gettysburg, the published community covenants, restrictions, rules and regulations were established to ensure protection of:

The overall appearance of the community.

Our property values.

Each resident's right to personalize his or her property.

This document is a compilation of the existing rules, regulations, and policies regarding additions, alterations, repairs, landscaping and use of yards in the Courtyards. The information contained herein is very important and will ensure that we maintain the high quality of our community. The guidelines have been updated to clarify matters that have arisen often or since the guidelines were last issued.

Some of the following guidelines apply only to the public spaces; others apply to backyards or all yards. These guidelines may be lengthy but are in an outline format and have a table of contents to facilitate use. Please read them and refer to them when you begin thinking about making changes or repairs to your home's exterior or yard.

If any of the guidelines conflict with the Public Offering Statement (POS), which you received when you purchased your home, the rules of the POS take precedence because it is the legal document governing our community.

If you have any questions, don't hesitate to contact the Architectural Review Committee (ARC). The ARC not only reviews applications but is also willing to work with you to achieve the results you wish to obtain within the framework of this community.

### **A. COMMON AREAS**

The common areas of our community are under the jurisdiction of the Homeowners Association (HOA). **Nothing may be placed in any common area without the prior written approval of the HOA Executive Board.** If you have ideas about enhancing the common areas near or adjacent to your home, contact the HOA Board directly before taking any action.

### **B. PUBLIC SPACES**

The public space of every residence is the area of each lot visible from the street. It includes the lawns and yards in front of and on both sides of a house and extends back to the rear property line. The backyards of homes on the golf course are also considered public spaces.

### C. REQUIREMENT for PRIOR APPROVAL

Because the published rules and regulations cannot anticipate every item or issue that will come up during the life of this community, **a process is in place for review before any resident initiates any alterations, additions or repairs to the exterior of any home or places any objects in yards.** The POS provides that purpose of the review "is to ensure that the overall architectural character and exterior appearance of the Community is maintained." The ARC was established to carry out this review responsibility, assist homeowners in making applications, and make recommendations to the Executive Board of the HOA for conditional or final approval or disapproval.

1. All alterations, additions, modifications or repairs involving lots adjacent to the golf course require submission of an application to the ARC, approval by the golf course owner, and receipt of written HOA approval before any homeowner may initiate work.
2. The ARC's guiding principle is that all residents want to maintain the quality and enhance the beauty that led us all to buy homes in the Courtyards.

### D. APPLICATION PROCESS and CONSIDERATIONS

**There are two basic rules of thumb: if you want to change, add or fix anything, you must submit an application; and do not initiate any project before you receive written HOA approval.**

1. Avail yourself of the experience the ARC has developed by consulting them for assistance while developing the proposal you want to be approved. If all of the necessary information is provided up front, the review process can move quickly and smoothly, which is something we all want.
2. The ARC application form was developed to help you provide all the necessary information at the outset. Use only the September 2012 revision of the application form; it is available from members of the ARC or online at our website, <http://courtyardshoa.org/courtyards-hoa-information> .
3. The application must be accompanied by an annotated copy of the plat of your property delineating the location of the proposed addition or alteration. You should have received a copy of the plat when you purchased your property.
4. The ARC has only one point for receipt and tracking of all applications: **submit ALL applications to Bud Vance at 13 Lookout Court.**
5. Although the rules and regulations of this community specify that the review and approval process must be completed no later than sixty (60) days from receipt of an application, both the ARC and HOA Board of Directors make every effort to expedite the process. Some reviews may require a site visit, and you will be notified if that needs to occur.
6. You will be notified in writing of the decision on your application.
7. You have up to six (6) months from date of approval to complete your project.

8. If your project changes or you need more time to complete it, submit another application to obtain prior approval for the part of your project that has changed or is to be completed during an extended period.
9. Before you start a project, you must obtain any and all applicable permits and/or variances from Mt. Joy Township and Adams County. You may also need to identify the location of gas, electric and water lines.
10. The ARC consults the golf course superintendent regarding all applications that may affect the sprinkler system. Be sure you allow time to relocate all of your sprinklers affected before work on your project begins.

#### **E. AWNINGS, CANOPIES, and SHUTTERS**

If you wish to add awnings, canopies, or shutters to your home, you must submit an application and obtain written approval before you may begin.

#### **F. BANNERS, FLAGS, and FLAGPOLES**

1. You do not need to submit an application for prior approval to display one of the following in a mulched area: a small garden banner, i.e., a piece of cloth that hangs long side vertically, is no larger than 12" x 18", and has a changeable seasonal theme.
2. You may display the standard size American Flag, i.e., 3"x5", only by hanging it from a post affixed to your house.
3. No other flags or banners may be hung from the exterior of any home, except for military service flags on Memorial Day, Veterans Day and the individual day a particular service commemorates its history.
4. In-ground flagpoles are not permitted.

#### **G. BIRD BATHS and FOUNTAINS**

1. Bird baths and fountains are not permitted for any purpose in the front and side areas of any lot.
2. They are permitted in backyards not bordering on the golf course.
3. Before placing a bird bath and/or fountain in a backyard bordering on the golf course, submit an application and obtain written approval.

## **H. DOWNSPOUTS, SPLASH BLOCKS, and EXTENSION PIPES**

1. All downspouts should empty onto a concrete splash block that has been provided by the builder. Do not use more than one splash block for each downspout. Splash blocks should face away from the foundation.
2. If it is necessary to divert water farther away from the foundation than can be accomplished with a splash block, use only a flexible plastic extension pipe that connects directly to the downspout. The extension pipe must be brown in color and lay entirely in the mulched bed.
3. If you need further work to divert water away from the foundation, e.g., burying pipes underground, you must submit an application and obtain written approval before you begin.

## **I. EXTERIOR and STORM DOORS**

1. You must submit an application and obtain written approval before you:
  - a. Replace any exterior door.
  - b. Change the color of any exterior door. Only approved colors may be used. ARC members have color samples that you may look at to finalize your choice.
2. The only type of storm door that may be installed is the full pane variety.
  - a. The trim around the glass pane must be painted to match the existing exterior door.
  - b. No decoration or etching of the glass is permitted on a storm door.
  - c. Our exterior doors are of standard size, and storm doors which fit are readily available. No additional framing, molding or other adaptation is needed to install a storm door properly.

## **J. FENCES, ARBORS, TRELLISES, HOT TUBS, FIRE PITS, PLAYGROUND EQUIPMENT, and OTHER STRUCTURES**

Fences, arbors, trellis, and other structures are not permitted in front and side yards. This includes hot tubs, fire pits, clotheslines and decorative items such as: wishing wells, windmills, gazebos, lighthouses, any type of water feature, etc.

1. You must submit an application and obtain written approval before beginning construction of fences, arbors, trellises, hot tubs, fire pits, and all other structures in your yard.
2. Construction of fences is governed by the HOA's Fence Regulations which can be found on our website: <http://courtyardshoa.org/courtyards-hoa-information> .

3. Swing sets and other playground equipment, including bicycles, may not be placed or stored outside of your home. The Tot Lot is available behind the swimming pool for your children or grandchildren.
4. If you wish to build something and/or add plants to screen an outside air conditioner, compressor, generator or other unit, you must submit an application and obtain written approval before you begin.

## K. FLOWERS

1. You do not need to submit an application for prior approval when you:
  - a. Plant perennial and annual flowers in the existing mulched beds using regional flora typical to this area.
  - b. Use artificial flowers and plants on your front porch as part of a cold weather or seasonal display.
2. You must submit an application and obtain written approval before you:
  - a. Use plants that are not typical of the area or are of unusual size.
  - b. Enlarge the mulched beds or planting areas initially installed.
3. **The only color of mulch allowed is: Brown-Dyed Spring.**
4. Planting vegetables is not permitted in front and side yards and backyards bordering on the golf course. Garden plots are available annually at another location; contact the HOA for information.

## L. FOUNDATIONS

If you wish to modify the appearance or paint the foundation of your home, you must submit an application and obtain written approval before work can begin.

1. The stone work, stucco, or paint must match the existing stonework or stucco on your home.
2. If the work is not done correctly, you may void the warranty on the exterior of your home. See your homeowner warranty documents.

## M. GARDEN HOSES, EQUIPMENT, and SUPPLIES

**Store garden hoses, containers holding garden hoses, and gardening supplies and equipment so that they are not visible from the street or golf course.** Options for storing garden hoses, in or out of containers, include placing them behind shrubbery, in the garage or in the backyard. Bags of mulch, potting soil, seeds and other garden products and garden equipment may not be stored in yards, driveways, and under decks and porches.

## **N. GENERATORS and COMPRESSORS**

If you wish to add a generator or an additional compressor unit, you must submit an application and obtain prior written approval before taking any action.

## **O. LANDSCAPING**

- 1. The landscaping in the front and side of houses, which was provided by the builder, is guaranteed for one year from date of settlement.** If a bush or shrub dies during your warranty period, contact the builder or the builder's subcontractor for replacement of that plant.
- 2. After the first year**, you, the homeowner, are responsible for replacing any dead plants on your property. Remove them in a timely manner, and replace them with the same or similar plants.
- 3.** You must submit an application and obtain written approval, before:
  - a.** Adding to or altering your landscaping.
  - b.** Planting a replacement that is not the same as or similar in size and shape to the original plant.
- 4.** Your application must include specific information about plants, especially those that are not common varieties, for example, size and width at full growth.
- 5.** Plantings may not encroach on adjacent lots or common areas. Therefore, allow enough space between your plant beds and your lot lines to:
  - a.** Enable you to maintain your plantings while staying within your own lot.
  - b.** Allow room for the lawn service mowers to operate between the plantings.
- 6.** Trees that may grow to be excessively large or have root systems which are close to the surface and will impact water pipes and/or grass are not permitted.
- 7. The only color of mulch allowed is: Brown-Dyed Spring.**
- 8.** If any damage occurs to property during your project, you are responsible for repairing it, i.e., returning it to its original condition, in a timely manner. This includes damage to your property, your neighbors' properties, the common areas, and the golf course.

## **P. LAWN DECORATIONS**

Lawn decorations of any type are not permitted on lawns defined as public spaces in Paragraph B of these guidelines. Prohibited items include but are not limited to: animal or other figures, banners, barrels, flower pots, furniture, inflatable objects, lanterns, planters, seasonal or other displays, and statuary.



## Q. PATIOS, PORCHES, AND DECKS

You must submit an application and obtain written approval before you add, repair, or in any way alter any patio, porch, or deck.

1. Patios are simple, flat, hard surfaces made from concrete, brick or stone and supported by the ground itself.
2. Decks are attached to the house, are not screened or glassed in, and do not have a roof. They are surrounded by a vinyl railing system, may have a stairway leading to the ground and are supported by posts and beams.
3. Porches are attached structures that are outside the heated area of a house, are screened or glassed in, and have a roof. These structures typically are supported by posts and beams and have air space underneath.
4. Both porches and decks have a flooring system that is composed of manufactured boards made from a composite of wood and plastic byproducts typically referred to by the brand name TREX. Porch and deck surfaces made from TREX or TREX-like materials come with the color manufactured into it; that color may fade. **Submit a request for prior approval to:**
  - a. Restore the original color or change the color of the deck with paint or stain. The color change must match the color of the fascia boards on the porch. No other color may be approved.
  - b. Recolor porch fascia boards.
5. Supporting vertical posts on porches and decks:
  - a. Over two feet high must be clad in stone.
  - b. Less than two feet high and made of wood may be exposed.
6. Submit a request for prior approval before using lattice, shrubbery, or any other method to hide posts.
7. Replacement posts must be the same size and shape and made of the same materials as the original posts.
8. Other wood may be used in the construction of a porch or deck, i.e., beams, floor joists, band boards, and stringers and defined as follows:
  - a. Beams run parallel to the house and are supported by the posts.
  - b. The floor joists rest on top of the beams and are strung perpendicular to the house. At the house side, they are attached to a ledger board. At the opposite end, they are attached to a band board.
  - c. Band boards run perpendicular to the joists, the ends of which are nailed to the band boards. In The Links homes, these boards are visible under decks.

- d. Stringers are the boards that carry the step treads and run diagonally from the deck surface to the ground. These boards are all made from pressure-treated dimensional lumber, will weather gradually and may become gray in color.
  - i. Do not paint or stain them. They may, and should, be treated with wood preservative from time to time as routine maintenance.
  - ii. Submit a request for prior approval to cover band boards and stringers. The only material that may be approved for cladding is material of the same color as the porch fascia boards and is manufactured lumber, composite or vinyl no more than 5/8" thick.
- 9. Railings may not be altered or recolored. All railings in the community must be of the color provided by the builder.
- 10. Patios, porches and decks may not be used:
  - a. As storage areas, e.g., for toys, bikes, garden supplies and equipment, and large, bulky items not related to ordinary use of the space.
  - b. For hanging laundry, clothing, rugs, or other items.
- 11. Shades, curtains and blinds in screened-in porches must comply with the POS provision which specifies that only white or off-white-backed draperies, curtains or blinds may be used.

## **R. PLANTERS**

You do not need to request prior approval to place appropriate planters with live flowers, small shrubs or small trees in mulched beds, lead walks and on driveways between garage doors. The planters:

- 1. Must be modest in size, and compatible with both the existing color and architecture of the house, as well as the scale of the beds.
- 2. Must be containers which are boxes, pots, or urns made for the sole purpose of containing plants.
- 3. May not include such items as: birdbaths, fountains, wagons, wheelbarrows, bicycles, or other decorative items that have been adapted for plantings.
- 4. Must be removed and stored out of sight when they no longer contain live plants.

## **S. SATELLITE DISHES**

You do not need to submit an application for written approval of a satellite dish because HOA Covenants and Restrictions allow them for receiving radio or television signals. Attach it to the house, if possible. If you cannot do so, place it in a mulched area on the side or rear of your property.

## T. SEASONAL DISPLAYS

1. You do not need prior approval to display:
  - a. Appropriate Christmas and similar holiday decorations, including decorative lights. **These decorations may be displayed only from Thanksgiving until January 15 of the next year.**
  - b. Decorations for holidays at other times of the year, such as Independence Day and Halloween. **These decorations may be displayed only for ten (10) days before the holiday and five (5) days after the holiday.**
2. Do not put seasonal displays and banners on lawns.

## U. SIGNS, STATUARY, and INFLATABLE DISPLAYS

1. Statues and inflatable displays are not permitted.
2. You do not need to submit an application for prior approval to display:
  - a. One small sign, no larger than 8"x12" and muted in color, which says "Welcome" or shows the home owners' name and/or house number.
  - b. A small, generic, ornamental garden object, such as a frog, rabbit or turtle, in an unobtrusive manner in a mulched bed.
3. Before you put a "For Sale," "For Rent" or "For Lease" sign, window display, and/or advertising in or near your home, contact the HOA directly for prior written approval. If approved, such signs must be placed in windows or mulched areas, be no larger than twenty (20) by thirty (30) inches, and be compatible in color with the builder's signage.
4. Political signs may be placed in windows only for two (2) weeks before an upcoming election. They must be no larger than twenty (20) by thirty (30) inches. They must be removed as soon as the election is over.

## V. SOLAR and OTHER OUTDOOR LIGHTING

In general, outdoor lights are not encouraged because the community is already well lit, and the amount of ambient light is ample. The two types of additional lighting permitted are: solar and low intensity. You must submit an application and obtain written approval before installing any type of outdoor lighting.

1. **Solar lights are not permitted in front and side yards or on the golf course.**
2. Before adding or modifying deck railings to add solar caps which emit light after dark, you must submit an application and obtain written approval.

- 3. Low intensity lights are the only type of lighting allowed in front yards.**
  - a. The fixtures must be: compatible with the house; in a neutral finish; installed in existing mulched beds; and on a circuit that enables them to be turned off automatically before midnight.
  - b. The color emitted by the lights must be yellow or white.
  - c. The light must be directed at the lower portion of the house.
- 4. Floodlights are not permitted.**