

## THE LINKS

# The Villas at the Retreat Homeowners Association Architectural Guidelines

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These architectural guidelines are in alignment with those of the Courtyards, Garrison falls and Battery Ridge and are intended to help maintain the high quality of our community.

The Villas at the Retreat

Homeowners Association

Architectural Guidelines

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## **ARCHITECTURAL GUIDELINES FOR THE VILLAS AT THE RETREAT HOMEOWNERS**

### **ALTERING, ENHANCING, OR REPAIRING THEIR HOMES AND YARDS**

The Villas at the Retreat of 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

This document is a compilation of the existing rules, regulations, and policies regarding additions, alterations, repairs, landscaping and use of properties in The Villas at the Retreat of the Links at Gettysburg (hereto forth referred to as the Villas). The information contained herein is very important and will ensure that we maintain the high quality of our community. The guidelines will be updated as necessary to clarify matters that have arisen often or since the guidelines were last issued.

Some of the following guidelines apply only to the publicly viewed 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 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. PUBLICLY VIEWED SPACES**

The publicly viewed space of every residence is the area of each lot visible from the streets and/or golf course. It includes the property in front of and on both sides of a house and extends back to the rear property line. The backyards of homes in the Villas that are fully visible from the streets are also considered Publicly Viewed 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 other than those specifically permitted in this document or the POS require submission of an application to the ARC 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 Links. At the same time, individual homeowner initiative and creativity is encouraged to the extent consistent with this guiding principle.

#### **D. APPLICATION PROCESS and CONSIDERATIONS**

There are two basic rules of thumb: if you want to change, add or repair/replace anything on the exterior of your home, 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 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 necessary information at the outset. The application form is available in this document, Appendix B.3. Any member of the ARC can assist you in locating this application form.
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. Please submit your ARC request forms to Heidi Stone Bienkowski:  
[heidistone56@hotmail.com](mailto:heidistone56@hotmail.com)
- 29 Trevor Ct.
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 will 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. After six months if the project has not been started a new application must be submitted. The new application may be reviewed on new guidelines if applicable.
8. If your project changes submit another application to obtain prior approval for the part of your project that has changed. If your project requires more time, notify the ARC for an extension.
9. Before you start a project, you must obtain 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. Applications seeking reasonable exceptions to the ARC rules that pertain to landscaping and exterior appearance of an owner's home and property may be submitted and will be considered on a case-by-case basis. The proposed changes must be generally consistent with the community environment and standards, modest in size and color (e.g., natural colors that blend into the surroundings), limited in the number of objects, and not permanent in nature (i.e., they can easily be removed).
11. After completion of your project a picture of the final project must be submitted to the ARC.

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

1. If you wish to add awnings, canopies, or shutters to your home, the color must be compatible with both the existing color and architecture of the house. You must submit an application and obtain written approval before you may begin.
2. If you wish to add stained glass to a window in front of your home or to any other window that is in publicly viewed space you must first submit an ARC request for approval. A proposal for stained glass should be for a small, fixed window, and the design should be subdued in nature and color and generally comports with the community environment and standards.

**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 bracket 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. Team flags for sporting events may be displayed ONLY on game days.
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 publicly viewed areas of any lot. They are permitted in backyards not considered publicly viewed spaces (i.e., not visible from the streets).

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

1. All downspouts should empty onto a concrete splash block that has been provided by the builder or use the drainage system supplied by the builder. Do not use more than one splash block for each downspout. Splash blocks should face away from the foundation.
2. 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) Install or replace any exterior door including storm doors.
  - b) Change the color of any exterior door.
2. The only type of storm door that may be installed is the full pane variety.
  - a) The storm door frame and trim around the glass pane must be painted to match the existing exterior door or exterior trim around the existing door.
  - b) Clear glass with minimal 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. ARBORS, TRELLISES, HOT TUBS, FIRE PITS, PLAYGROUND EQUIPMENT, and OTHER STRUCTURES**

1. Arbors, trellises, hot tubs, fire pits, clotheslines and decorative items such as: wishing wells, windmills, gazebos, lighthouses, any type of water feature, etc. You must submit an application and obtain written approval before beginning construction of arbors, trellises, hot tubs, fire pits, and any other structures on your property.
  - a) Site Plan – a copy of the homeowner's site plan showing the property lines, and the house
  - b) Contact 811 and John Long (sprinklers) for any digging approvals
  - c) Photograph (s) – a drawing or photograph of the structure design
2. Swing sets and other playground equipment, including bicycles, play houses and toys may not be stored outside of your home when not being used.

- a) The Tot Lot is available behind the swimming pool for your children or grandchildren.

**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/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 or backyards which are Publicly Viewed spaces. Garden plots are available annually at another location; contact the HOA for information.

**L. FOUNDATIONS**

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

1. The stone work, stucco, 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**

1. Garden hoses must be stored in an appropriate container when visible from a publicly viewed space.
2. 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 to the Architectural Review Committee and obtain prior written approval before taking any action.

1. Generators must be placed on a pad according to manufacturer's specifications.
2. The decibel level of generators must be below 70 db.
3. A screen may be installed around the generator.
  - a) You must submit an application and obtain written approval before

you begin construction of such screening and/or add plantings.

## O. LANDSCAPING

For purposes of these guidelines, the definition of landscaping refers to any activity that modifies the visible features of an area of land.

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. (For flowers, see Section K).
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, growing to the same height and width as the original plant.
3. You must submit an application and obtain written approval, before:

- a) Adding to or altering your landscaping. (For the purpose of these guidelines, the definition of landscaping refers to any activity that modifies the visible features of an area of land).
- b) Planting a replacement that is not the same as or similar in size and shape to the original plant.
- c) Replacement tree should be of a type that is slow to moderate growing with a maximum mature height of 25 to 30 feet tall.

Additionally, to conform to the community, the tree in front of your house should be a flowering or ornamental type. The ARC committee uses:

<http://www.missouribotanicalgarden.org/plantfinder/plantfindersearch.aspx>

as a reference. This site is recommended by the Pennsylvania Horticultural Society.

4. Your application must include specific information about plants, including the botanical name, especially those that are not common varieties, for example, height 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 damage to the irrigation system.

**P. EXTERIOR DECORATIONS**

1. Decorations of any type are not permitted on lawns defined as Publicly Viewed Spaces in Paragraph B of these guidelines. Items prohibited from lawns 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.
2. Decorations in the mulch area of Publicly Viewed Spaces must be modest in size and number with subdued colors and, to the extent practicable, materials found in nature. They must also be consistent with the overall appearance of the neighborhood, architecture of the house and scale of the mulch area in which they are placed. Examples of permitted items may be found in Item F (small garden flag), Item R (flower pots and planters), and Item U (small, generic, ornamental garden objects) (2 feet high). Other decorative items commonly found in gardens, similar in nature to these examples, may also be placed in these areas provided that they comport with the guidance in this paragraph and with other pertinent parts of these guidelines.

**Q. PATIOS, PORCHES, DECKS, and DRIVEWAYS**

1. You must submit an application and obtain written approval before you add, repair, or in any way alter any patio, porch, deck, or driveway.
2. Patios are simple, flat, hard surfaces made from concrete, brick or stone and supported by the ground itself.
3. 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.
4. Porches are attached structures that are outside the heated area of a house, are screened or glass enclosed and have a roof. These structures typically are supported by posts and beams and have air space underneath.
5. Both porches and decks usually 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. Porches at ground level may also have stamped concrete flooring. 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.
6. 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.
  7. Submit a request for prior approval before using lattice, shrubbery, or any other method to hide posts.
  8. Replacement posts must be the same size and shape and made of the same materials as the original posts.
  9. 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 may be 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.
    - e) Stringers may be painted or stained. Stringers should be the same color as the railings. The stringers may, and should, be treated with wood preservative from time to time as routine maintenance if paint or stain has not been used.
    - f) 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.
  1. Railings may not be altered or recolored. All railings in the community

must be of the color provided by the builder.

2. Patios, porches, decks, or driveways 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.
3. 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, or natural wood color 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 (i.e., boxes, pots, or urns) made for the 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. Any planters in publicly viewed spaces must have dead plant life removed.

## 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, Halloween and Thanksgiving. 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 during mowing season.

## 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.
4. Political signs may be placed in windows on the inside of your house and 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 publicly viewed spaces.
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 voltage 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.
  - d) Floodlights are not permitted.

#### **W. PARKING**

1. Unless otherwise authorized by the Association, designated parking areas and driveways may not be used for any purpose other than parking personal automobiles. No buses, campers, trucks (except small pick-up trucks), trailers, boats, jetskis, or commercial vehicles shall be parked anywhere within the community other than wholly within a unit owners garage.

2. All vehicles must have current license plates and registrations and must be in operating condition.
3. Outside vehicle parking is only permitted in driveways so as to not block streets, other driveways, or mailbox access.
4. Temporary guest parking is permitted behind the Retreat Condominiums.

## X. TRASH COLLECTION

1. Garbage and Trash must be disposed of in plastic trash bags and should be placed roadside by 9am of Tuesday and Friday of each week.
  - a) Trash may not be placed roadside prior to dusk on the day immediately before the designated pick-up day.
  - b) In the event of trash leakage at the roadside it is the homeowners responsibility to clean it up.
  - c) Trash pick-up is not intended for recyclables. The Community encourages recycling. Homeowners should take clean recyclables to the bins provided in the golf course parking area.

## Y. FENCING

1. Fences are not permitted in front and side yards.
  - a) You must submit an application and obtain written approval before beginning construction of fences in your backyard.
  - b) Fencing is permitted only in backyards in the Villas. Approved fencing is open style property fencing that is compatible with its surroundings and minimizes the visual and physical impact on the environment of the community and neighboring properties. Invisible fencing is permitted (i.e., an underground electronic fence with no visible elements) on your OWN property. NOTE: Residents are required to set invisible fences back from property lines in consideration of neighbors and user of adjacent common areas. NO solid or semi-solid style fencing, chain link or front yard fencing is permitted in the Villas.
  - c) Fencing Location: The proposed fence must be located in the backyard and be placed so that it is no closer to the side property lines than the rear corners of the house. The fence shall not extend farther forward than the rear corners of the house. The fence may extend to the rear property line. If any portion of the proposed fence follows a property line shared with another residential property your contiguous neighbor must not object to the construction of the common fence, as demonstrated by signing the written request.

- d) Homeowners are responsible for all lawn maintenance within the fence enclosure to include but not limited to grass cutting, leaf removal, edging, trimming, and chemical application.
- e) Fencing should be installed to slope with the grade. All vertical members must be straight and plumb, and horizontal members must be parallel with one another and with the ground. Single-sided fencing MUST be installed with the ‘finished’ side out, in consideration of views from neighboring properties and streets.

## Appendix B – The Villas Homes and Plat Information

## B.1 The Villas at the Retreat map



## B.2 Keystone Colors

AT THE LINKS AT GETTYSBURG



We currently use Sherwin Williams paint. However, any paint can be color matched.

**Painted exterior trim is color matched to our Aluminum soffit and fascia by Ply Gem:**  
Exterior Trim #1 - Pebblestone Clay  
Exterior Trim #2 – Desert Sand

**Painted front doors are matched to Mid America shutter colors:**

- Black
- Clay
- Federal Brown
- Tuxedo Gray
- Midnight Green
- Midnight Blue
- Bordeaux
- Musket Brown
- Colonial Green

**We use Minwax finishes for our stained front doors:**

- Antique Maple
- Brazilian Rosewood
- Cherrywood
- Mahogany
- Aged Oak
- Walnut

## B.3 Gemcraft Colors

Gemcraft Homes Selection Sheet								Sussex Single (ssusse) Effective 8/25/17
SHUTTERS (Sherwin Williams)								
*1300-white 01	*1301-black 02	*1302-wedgewood blue 04	*1303-clay 08	*1304-federal brown 09	*1305-mexedo grey 18	*1306-wicker 23	*1307-burgundy red 27	
*1308-forest green 28	*1309-classic blue 36	*1310-wineberry 78	*1311-midnight green 122	*1312-midnight blue 166	*1313-Bordeaux 167	*1314-musket brown 10		
FRONT DOOR COLOR (Sherwin Williams)								
*1400-white 01	*1401-black 02	*1402-wedgewood blue 04 [8565 Winter Sea]	*1403-clay 08 [8694 Wood Cut]	*1404-federal brown 09 [Chestnut Brown]	*1405-mexedo grey 18 [8795 Magner]	*1406-wicker 23 [8673 Tavern Taupe]	*1407-burgundy red 27 [6275 Henna]	
*1408-forest green 28 [AC091 Earthbound Green]	*1409-classic blue 36 [Aspiration]	*1410-wineberry 78 [AC128 Rich Burgundy]	*1411-midnight green 122 [AC093 Alligator]	*1412-midnight blue 166 [Carolina Slate]	*1413-Bordeaux 167 [AC129 Pompadour]	*1414-musket brown 10 [AC140 Mission Brown]		
EXTERIOR TRIM				PRE-FINISHED STAINED FRONT DOOR COLOR (Select for Upgrade dr992 and dr997 Only)				
GARAGE DOORS	*2100-White	*2101-Almond		*1450 - Redwood				
GUTTERS & DOWNSPOUTS	*2200-White	*2201-Almond		*1451 - New Earth				
SOFFIT / FASCIA	*2302-Snow 31	*2301-Almond		*1452 - Rustic Clay				
METAL ROOF COLORS (PORCHES & BOX BAYS MUST BE THE SAME COLOR)				WOLF ACCENTS DECK COLORS				
*2900-Coppertone				*5005 - Wolf Composite Deck Color Acacia				
*2901-Black				*5006 - Wolf Composite Deck Color Cedar Ridge				
				*5007 - Wolf Composite Deck Color Redwood				
				*5008 - Wolf Composite Deck Color Willow				
				*5004 - Wolf Composite Deck Color Potomac Grey				



**B-4. ARCHITECTURAL SUBMISSION FORM**

The Villas at the Retreat of The Links at Gettysburg

Request for Approval to Improve Residence Exterior and/or Landscaping

HOMEOWNER(S)' NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PROPOSED EXTERIOR CHANGE**

Outline, in detail, all proposed improvements, alterations or changes. Including size(s), color(s), specifications, materials (brands, if applicable), and location, beginning and completion dates and any other pertinent information needed by the Board of Directors or the Architectural and Environmental Review Committee in order to make a decision. Provide a sketch of the proposed alteration as it will appear when completed. You must submit a copy of the plat of your property with your request. Indicate on the plat exactly where the improvement will be located (location plat/survey should have been included in your settlement package). Attach required details, sketches, drawings, clippings, pictures, catalog illustration or other information.

**A SEPARATE FORM MUST BE SUBMITTED FOR EACH PROPOSED CHANGE**

Brief description of change- attach any applicable details:

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B. You will be notified in writing of the decision of the Board within thirty (30) days of receipt. By approving this request, the Board or Committee is not assuming any responsibility for the safety, construction, operation, maintenance, or any accident injury or claim that may arise from the change or use of this improvement.

C. Approval does not relieve you of the need to: observe all local zoning ordinances; meet all applicable legal requirements; and abide by the rules and regulations of this community. You must contact Mt. Joy Township and Adams County directly to obtain any and all applicable building permits and variances required.

In addition to obtaining HOA approval and meeting local jurisdictions requirements, you may need to identify the location of utility lines by calling (811) and contacting The Links Landscape supervisor, John Long to identify the underground sprinkler system before you start. You must also allow time to relocate any sprinklers affected by your project. Alterations to sprinklers must be made/approved by The Links at Gettysburg and done at homeowner's expense. John Long: cell (443-643-5050)

Signature of John Long \_\_\_\_\_

I (We) understand the rules concerning the proposed improvement and agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. This improvement in no way encroaches on any neighbor's property, Homeowners' Association common areas, or public utility.

I (We) hereby agree to obtain any and all building permits, variances, and/or to observe all local zoning ordinances and to meet all applicable legal requirements and I understand that approval does not relieve me of these responsibilities. Any approved improvement must be completed within 6 months or approval will be revoked and application must be resubmitted.

I (We) further agree to provide a copy of any occupancy permits issued by the appropriate governing bodies to the Association upon completion of improvement. If any portion of the Association's property is disturbed by either myself or my contractor, I (We) agree to be responsible for restoring the common elements to original or better condition(s).

APPLICANT SIGNATURE\_\_\_\_\_ DATE\_\_\_\_\_

(Neighbor's Signature) (Fencing Only)

SIGNATURE\_\_\_\_\_ DATE:\_\_\_\_\_

SUBMIT COMPLETED APPLICATION and attachments to Heidi Stone Bienkowski  
Architectural Review Representative:

Heidi Stone Bienkowski  
29 Trevor Ct. Gettysburg, PA 17325  
[heidistone56@hotmail.com](mailto:heidistone56@hotmail.com)

Completed per request:

ARC SIGNATURE\_\_\_\_\_ DATE:\_\_\_\_\_

Upon completion a photograph of the completed project must be submitted to the ARC.

ARC SIGNATURE UPON COMPLETION\_\_\_\_\_ DATE\_\_\_\_\_