

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

Here at The Courtyards, hereinafter referred to as CY, 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 CY home owners association (HOA) rules, regulations and policies regarding additions, alterations, repairs, landscaping and use of yards. The information contained herein is very important and will ensure that we maintain the high quality of our community. These guidelines supersede the previous June 2013 version, and 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 back yards or all yards. These guidelines are 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 in this document 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, please don't hesitate to contact the Architectural Review Committee, hereinafter referred to as ARC, by phone or email. The ARC reviews applications, makes recommendations, and submits to the CY Executive Board for approval. The ARC is willing to work with you to achieve the results you wish to obtain within the framework of the POS and these guidelines.

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## A. COMMON AREAS

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

## B. PUBLIC SPACES

The public space around all residences is the front and side areas of each lot that is 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 back yards 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 establishes that the 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 to prepare and submit applications, and make recommendations to the CY Executive Board for conditional or final approval or disapproval.

- 1.** All alterations, additions, repairs, or modifications involving space adjacent to the golf course require submission of an application to the ARC; approval by the golf course authorized representative, Rick Klein; and written approval by the CY Executive Board before any homeowner may initiate work.
- 2.** The ARC's guiding principles are that all residents want to maintain the quality and enhance the beauty that led us to buy homes at The Links and that the use and enjoyment of any resident's property should not infringe upon that of other residents.

## D. APPLICATION PROCESS

**The basic rules are: if you want to change, add, or repair any exterior feature of your home, you must submit an application and do not**

**initiate any project before you receive written CY Executive Board approval.**

1. Please 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. The ARC application form was developed to help you provide all the necessary information at the outset. Use only the current version of the ARC application form which is available online at our website, <http://www.linkshoa.org/arc>
2. 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.
3. 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 CY HOA Executive Board make every effort to expedite the process.
4. Some reviews may require an on-site visit and you will be notified if that is needed.
5. You will be notified in writing of the CY Executive Board's decision on your application.
6. You have up to six (6) months from date of approval to complete your project.
7. 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.
8. You must obtain any and all applicable permits and/or variances from Mt. Joy Township and Adams County before beginning a project.
9. You may also need to identify the location of gas, electric and water lines before you start.
10. You must consult with the Golf Course Superintendent, John Long, regarding all applications that may affect the sprinkler system. Be sure you allow time to relocate any of sprinklers affected by your project. This could take up to a week.
11. The ARC has only one point for receipt and tracking of all applications. Submit ALL applications to the ARC Chairman, as identified on the ARC

Application at the website <http://www.linkshoa.org/arc>

## E. AWNINGS, CANOPIES AND SHUTTERS

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

## F. BANNERS, FLAGS AND FLAGPOLES

- 1.** You do not need to submit an application for prior approval to display: 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. You may display only one banner and only in mulched areas.
- 2.** One standard-size American Flag, i.e., 3' x 5', may be hung from a post affixed to your house. No other variations of the American Flag may be displayed.
- 3.** In addition to the standard size American flag, homeowners are allowed to display one standard size United States Military (Army, Navy, Air Force, Marines, or Coast Guard) flag on the exterior of a home. No other flags or banners may be hung from the exterior of any home.
- 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 or side areas of any lot.
- 2.** They are permitted in back yards not bordering on the golf course.
- 3.** Before placing a bird bath and/or fountain in a back yard bordering on the golf course, submit an ARC application and obtain written approval.

## H. EXTERIOR AND STORM DOORS

- 1.** You must submit an ARC application and obtain written approval before you:
  - a.** Change any exterior door.

- b.** Change the color of any exterior door. Only approved colors may be used. ARC members have color samples for your review prior to finalizing your choice.
    - c.** Install a storm door.
- 2.** The full pane type of storm door is the only type of storm door permitted. Most exterior doors are of standard size and storm doors which fit are readily available. No additional framing, molding, or other adaptation is needed to properly install a storm door if the exterior door is of standard size. Some exterior doors are of non-standard size that may require additional framing, molding, or other adaptation before properly installing a storm door.
- 3.** The trim around the glass pane must be painted to match the existing exterior door.
- 4.** No decoration or etching on the storm door glass is permitted.

## I. 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 down spout. 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 mulch bed.
- 3.** If you need further work to divert water away from the foundation, e.g., pipes buried under ground, you must submit an application and obtain written approval before you begin.

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

- 1.** Fences, arbors, trellises and other structures are not permitted in front or 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.
- 2.** You must submit an ARC application and obtain written approval before beginning construction of fences, arbors, trellises, hot tubs, fire pits, or

- any other structure in any part of your yard.
3. Construction of fences is governed by the CY HOA's Fence Regulation, available on our website.
  4. 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.
  5. 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 ARC 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 mulch 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.
  - c. No artificial flowers or plants are allowed in front, side, or back yards or in mulched areas.
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 or side yards, or back yards 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 ARC 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 all gardening equipment and supplies so that they are not visible from the street or the 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 equipment may not be stored in yards, driveways, or under decks or porches.

**Please note: It is strongly recommended that garden hoses be disconnected and removed when not in use. If a garden hose or other equipment is stored behind bushes when lawn service trimming occurs, any damage is the sole responsibility of the homeowner.**

## 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. If a bush or shrub dies during your warranty period, contact the builder for replacement of that plant.
2. After the first year, the homeowner is responsible for replacing any dead plants on the property.
  - a. Remove dead plants in a timely manner, and replace them with the same or similar plants.
  - b. You must submit an application and obtain written approval before planting a replacement that is not the same as or similar in size and shape to the original plant.
3. You must submit an application and obtain written approval, before

adding to or altering your landscaping.

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 damage occurs to any property as a result of your landscaping 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 neighbor's property, the common areas, and the golf course.

## P. LAWN DECORATIONS

1. Do not place anything on or add anything to your front or side lawn, such as animal or other figures, barrels, flower pots, seasonal displays, stone lanterns, statuary, furniture, etc.
2. Do not put displays and/or banners on lawns.

## Q. 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. Exterior lights, within the criteria below, are permitted for homeowners who wish to make lead walks safer, enhance the front of their homes aesthetically, or both. There are only two types of additional exterior lighting permitted: low intensity and solar. You must submit an ARC request and obtain written approval before installing any type of outdoor lighting.

- 1. Solar lights are not permitted in front or side yards or facing the**

**golf course.**

- 2.** Before adding or modifying deck railings to add solar caps which emit light after dark, you must submit an ARC request and obtain written approval.
- 3. Low intensity lights are the only type of lighting allowed in front yards.**
  - a.** The fixtures must be:
    - i.** Compatible with the architecture of the house.
    - ii.** Installed in existing mulched beds within three (3) feet of the home, be placed behind or between bushes, and be approximately five (5) feet apart.
    - iii.** Be on a circuit with a timer which enables them to be turned off automatically, no later than midnight.
    - iv.** Emit only white color between 2700 and 3000K.
  - b.** The outdoor light must be directed at the lower portion of the first floor of the house and aimed no higher than the bottom sill of the first floor windows.
    - i.** Dispersion of the light, that is the beam angle, may only be side-to-side, not up and down.
    - ii.** Incandescent lights, including halogen bulbs, must not exceed 20 watts.
    - iii.** LED lights must not exceed four (4) watts.
    - iv.** Lumens may not exceed four hundred (400).
    - v.** Do not aim outdoor lighting at the front porch.
  - c.** Lights for lead walks must be installed in the mulch between the walkway and bushes and be the standard mushroom style, or similar. Lead walk lights may not be used in any location other than along a walkway.
  - d.** Installations must meet Pennsylvania Electrical Code; therefore, using a licensed and bonded electrician is strongly recommended. For these systems, a step-down transformer from 120 volts to 12 volts is generally used. The wiring must be:

- i. 12-volt landscape wiring or 120-volt wiring placed inside an outdoor-rated conduit.
  - ii. Buried at least four (4) inches underground. Never place wiring in the mulch.
- 4. Permanent floodlights are not permitted. Flood lights are permitted only during the winter holiday decoration period.**

## R. SOLAR PANELS AND SOLAR SHINGLES

At the 2019 Courtyards Annual Meeting the Courtyards homeowners overwhelmingly voted to not allow solar panels within the community. **Solar panels are NOT authorized for installation anywhere within the Courtyards Community.**

Solar shingles that fit flat on roof and are integrated into the roof structure are permitted. Homeowners requesting modification to a roof, to include solar shingles, must submit an ARC Request providing specifics of product to be installed.

## S. PATIOS, PORCHES AND DECKS

You must submit an application and obtain written approval before you add or in any way alter or repair 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.
- 5.** Submit a request for 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. Deck railings may not be altered or recolored. All railings in the community must be of the color provided by the builder.
  - 7. Supporting vertical posts on porches and decks over two feet high must be clad in stone. Replacement posts must be the same size and shape and made of the same material as the original post.
  - 8. Wood support posts less than two feet high may be exposed. Submit a request for prior approval before using lattice, shrubbery, or any other method to hide wood 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 are visible under decks.
    - d. Stringers are the boards that carry the step treads. They 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 inches thick.
  - 10. Patios, porches and decks may not be used:

- a. As storage areas, e.g., for toys, bikes, and large, bulky items not related to ordinary use of the space.
  - b. For hanging laundry, clothing, rugs, or other items.
- 11.** Shades and curtains in screened-in porches must comply with the Public Offering Statement (POS) provision which specifies that only white or off-white-backed draperies and curtains or blinds may be used.

## T. 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 when they no longer contain live plants.

## U. 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.

## V. SEASONAL DISPLAYS

- 1.** You do not need prior approval to display:
  - a.** Appropriate Christmas and similar holiday decorations, including decorative lighting in your mulched beds/shrubbery. **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/or banners on lawns; in common areas or on common area plantings/trees.

## W. SIGNS, STAUARY 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 that says "Welcome" or shows the home owners' name and/or house number. It must be no larger than 8"x12" and muted in color.
  - b.** A small, generic, ornamental garden objects, such as a frog, rabbit or turtle, in an unobtrusive manner in a mulched bed.
- 3.** Before you display a "For Sale," "For Rent" or "For Lease" sign, window display, and/or advertising in or near your home, contact the CY HOA Board 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 the day after the election.