

CUMBERLAND CROSSING (CC) ARCHITECTURAL REVIEW COMMITTEE (ARC) GUIDELINES

Here at Cumberland Crossing, hereinafter referred to as CC, at The Links at Gettysburg, the published community covenants, restrictions, rules and regulations were established to ensure protection of:

- (1) The overall appearance of the community to maintain the architectural character and external appearance within CC.
- (2) Our property values.
- (3) Each resident's right to personalize their property.
- (4) Safety of all homeowners.

This document is a compilation of the existing CC 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 are not applicable to any repairs provided that those repairs maintain the previous style and décor including roof and gutter replacement. If alterations are desired as part of a repair, then the ARC guidelines and procedures must be followed.

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.

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. Please read them and refer to them when you begin thinking about making alterations to your home's exterior or yard.

If any believe 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, but must be adjudicated through the ARC process for proper documentation. Please provide the applicable portions of the POS that are in conflict with these guidelines, so that we can make appropriate changes.

Annually, the ARC will review the Guidelines and solicit inputs from the CC Community for recommended changes. Homeowners may provide recommended changes to the ARC or the Appellate Board (or HOA Executive Board, when established) at any time. Unless it is an urgent change that significantly affects the community as decided by the Appellate Board (or HOA Executive Board, when established), the proposal will be held until the scheduled annual review. Minor changes such as clarifications or corrections may be incorporated immediately. Suggested significant changes will be submitted to the CC Community for a decision vote and will include both the ARC's and homeowner's comments. Changes will be

incorporated into the guidelines if a 67% majority of those with current HOA fees vote in favor of the change.

If you have any questions, please don't hesitate to contact the ARC by phone or email. 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. The ARC reviews application and either solicits additional information, approves, or disapproves and notifies the homeowner of their decision.

If the homeowner disagrees with the ARC decision, they have the right to appeal to the CC Executive Board or to an appointed Appellate Board. The CC Executive or Appellate Board will hear their petition and obtain input from the ARC before rendering a final decision. If the matter is not clear in the ARC Guidelines, the Board may seek community opinions before rendering their final decision. If so, 67% of the community (those with current HOA fees) must approve the action before approval by the Executive or Appellate Board. The ARC will then incorporate that approval into these guidelines.

A COMMON AREAS

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

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 or additions 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 and assist homeowners to prepare and submit applications for conditional or final approval or disapproval.

D APPLICATION PROCESS

The basic rules are:

- 1 If you want to change, alter, or improve any exterior feature of your home, you must submit an application.

- 2 Do not initiate any project before you receive written ARC approval.
- 3 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 at the end of this document or online at our website, <http://www.TBD>
- 4 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.
- 5 The ARC review and approval process should be completed no later than thirty (30) days from receipt of an application. However, the ARC will make every effort to expedite the process.
- 6 Some reviews may require an on-site visit and you will be notified if that is needed. The ARC Committee may also solicit input from immediate neighbors to assist in their deliberations.
- 7 You will be notified in writing of the ARC's decision on your application either via email or regular mail.
- 8 You normally have up to six (6) months from date of approval to complete your project. If additional time is needed, please ensure that is clearly stated in your application and provide appropriate rationale.
- 9 If your project changes significantly 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.
- 10 You must obtain any and all applicable permits and/or variances from Cumberland Township and Adams County before beginning a project.
- 11 You may also need to identify the location of gas, electric and water lines before you start.
- 12 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.TBD> or via email to the community.

E AWNINGS, CANOPIES, AND SHUTTERS

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

F BANNERS, FLAGS, AND FLAGPOLES

In-ground flagpoles are not permitted.

The ARC does not normally need to approve banners or flags if the following guidelines are followed. However, the homeowner must replace any faded or worn banners or flags as soon as possible.

- 1 You do not need to submit an application for prior approval to display small garden flags, i.e., a piece of cloth that hangs long side vertically, is no larger than 12" x 18", and normally has a changeable seasonal theme (Other approved theme flags would be sports garden flags.). In addition to the seasonal or sports themed flag, you may also choose to display an American Garden Flag. All garden flags must be placed only in mulched or rocked landscaped areas.
- 2 You do not need to submit an application for prior approval to display one standard-size American Flag, i.e., 3' x 5', which may be hung from a post affixed to your house. No other variations of the American Flag may be displayed.
- 3 You do not need to submit an application for prior approval to display, in addition to the standard size American flag, either one standard size United States Military (Army, Navy, Air Force, Marines, Space Force, or Coast Guard) flag or a sports team flag on the exterior of a home.

G BIRD BATHS AND FOUNTAINS

Bird baths and fountains are not permitted for any purpose in the front or side areas of any lot.

H EXTERIOR AND STORM DOORS

You may change exterior doors and install full pane storm doors without ARC approval provided that the trim, framing, and molding remain consistent with the previous door. Colors of the exterior doors should be consistent with others within the community.

If you wish to install a storm door that is not full pane, then an ARC application must be submitted.

I DOWNSPOUTS

All downspouts should empty onto a splash block, hard surface, or drain pipe. Do not use more than one splash block for each down spout. Splash blocks should face away from the foundation.

If it is necessary to divert water farther away from the foundation than can be accomplished with a splash block, you may use a flexible plastic extension pipe that connects directly to the downspout. The extension pipe must be brown or black in color and lay entirely in the mulch bed. Another alternative is to use buried drain pipes. The color of buried drain pipes is immaterial. No application is required provided that the water does not interfere with another property.

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

Fences, arbors, trellises, and other structures are not permitted in front or side yards (Fences may be approved in side yards.). Other structures include 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 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.

Fences on homeowner property must be constructed of black aluminum or black wrought iron. They should not exceed five feet in height and may not be used to create a visual barrier. They must be set back at least ten feet from the front of the house.

Swing sets and other playground equipment may only be placed in the back of the house and should not be readily visible from the front of the house.

Fences in the common areas should be split rail fences with three rails or black aluminum or wrought iron fences.

K 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 or stucco must match the existing stonework or stucco on your home.
- 2 Foundation paint should be consistent with the color scheme of the home.

L 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. 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. 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.

M GENERATORS AND COMPRESSORS

Adding a whole house generator or additional compressor unit does not require ARC approval unless it is to be installed in the front of the house.

N LANDSCAPING

The homeowner is responsible for replacing any dead plants on the property in a timely manner and replace them with appropriate plants.

You must submit an application and obtain written approval before adding to or altering your landscaping (not to include changing plant material). 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, and the common areas.

Plantings may not encroach on adjacent lots or common areas without ARC approval. Therefore, allow enough space between your plant beds and your lot lines to enable you to maintain your plantings while staying within your own lot and allow room for the lawn service mowers to operate between the plantings. If not, you will be responsible for mowing that portion of the lawn. 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.

The only color of mulch allowed is Brown-Dyed Spring or Black.

O LAWN DECORATIONS

Do not place anything on or add anything to your front or side lawn such as animals or other figures, barrels, flower pots, stone lanterns, furniture, etc. Small, generic, ornamental garden objects, such as a frog, rabbit or turtle, may be placed in an unobtrusive manner in a mulched bed.

P SOLAR AND OTHER OUTDOOR LIGHTING

Builder installed pole lights should be on automatic switches that turn on at dusk and off at dawn. It is recommended that Edison Lights be used to reduce light pollution in all external lights. All other exterior lights should be on timers so that they are turned off no later than midnight unless there is an ongoing function at the home.

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 Application and obtain written approval before installing any type of outdoor lighting.

Solar lights are permitted in front or side yards but, if at all possible, they should be on timers so that they shut off no later than midnight.

Low intensity lights are the recommended type of lighting allowed in front yards and must be on timers and located in planter beds.

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. These lights should also be on a timer and be turned off automatically no later than midnight.

Permanent floodlights are not permitted in the front yard. Floodlights may be temporarily installed during the winter holiday decoration period and may be located in the grass or landscaping area.

Q SOLAR ENERGY SYSTEM

Solar energy systems may only be installed on the roof and with ARC written approval. Free standing solar systems/ground mounted shingles in the yard are not authorized.

The definition of a Solar Energy System is a system consisting of shingle integrated roof-mounted solar shingles, solar-related equipment, and accessory structures, including, but not limited to, light reflectors and concentrators, and used to capture solar energy, convert it to electrical energy and supply the converted electrical for site and off-site use (s. Off-site use refers to selling back to the electric company).

Solar Shingles: That part or portion of a solar energy system containing one or more receptive cells or modules (i.e., building-attached photovoltaic “shingles”, the purpose of which is to convert solar energy for power.

Solar Related Equipment: Solar photovoltaic cell, module, shingles or array, lines, batteries, and other structural foundations.

Solar Energy system must be installed by a licensed electrician. An Adams County Permit or Cumberland Township permit may be required for the installation of such device and ancillary equipment. Owner is entire and solely responsible for knowing what permits may be required, and obtaining any such permits before installation begins.

The ARC Application must include the following:

1. A diagram “drawn to scale” by the licensed contractor installing the system showing where the system will be installed; and should clearly show all elevations, assembly, the attachment to the roof structure.

2. Details that apply to the specific installation (shingles, attachments, etc.) shall also be provided and additional application exhibits and/or approvals may be required. The aesthetics of conduit or wiring from each solar cell that will connect to the home's service shingle and outside electric meter will be taken into consideration.
3. Photographs of the roof area are required where the solar collector array will be mounted.
4. Materials to be used and/or manufacturer's description of the solar collector system, photographs and/or pictures of the system and color of the system will be required.
5. Homeowner agreement to the ARC that copies of all applicable permits will be provided to the ARC prior to construction.

Installation Guidelines: Solar Shingle system (i.e., building-attached photovoltaic "shingles, tiles or thin-film laminates") is only authorized on the roof. Flush mounted (i.e., the plain of the array is parallel to the roof and installed directly to the roof deck) are required or solar shingles should be an integrated part of the roof design and mounted directly to the roof deck and should be flush with the slope of the roof. Titled, raised, or rack mounted solar shingles are not authorized. However, the CC Executive Board may grant a waiver/exception for tilted or raised solar shingles on a roof facing away from the street by exception only if homeowner provides clear, convincing evidence that this is the only means of receiving solar collection without significantly increasing the cost or significantly reducing the efficiency of the solar collector system.

All components of the solar collector system should be integrated into the design of the home. The color of the solar collector system components should generally conform to the color of the roof shingles to the maximum extent practical. Solar "shingles" that mimic the look of a composite shingle are acceptable, but should match the color of the current roof shingles as much as practical. The highest point of all solar collector shingles must be lower than the ridge of the roof where it is attached. Electrical connections will be located directly under and/or within the perimeter of the shingles and obscured from eternal view.

The solar energy system shall at all times be maintained and kept in good working order and repair. Homeowners are urged to check with their home builder or insurance company prior to installation of devices for how such installation may impact their roof warranty or other aspects of their structure.

R PATIOS, PORCHES, AND DECKS

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

Deck railings may not be altered or recolored. All railings in the community must be of the color provided by the builder (normally white).

Patios, porches, and decks may not be used as storage areas, e.g., for toys, bikes, and large, bulky items not related to ordinary use of the space or for hanging laundry, clothing, rugs, or other items.

S PLANTERS

You do not need to request prior approval to place appropriate moveable planters with live flowers, small shrubs, or small trees in mulched beds, lead walks, patios, decks, and on driveways between garage doors. However, permanently installed planters do require ARC approval. 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.

T 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 providing they do not exceed 1 meter in size. Do not attach the dish to the house, but place it on a standalone pole in a mulched area on the side or rear of your property. It should be screened by plant material, if possible.

U SEASONAL DISPLAYS

You do not need prior approval to display the following:

1. Appropriate Christmas and similar holiday decorations, including decorative lighting in your mulched beds/shrubbery. During the Christmas Holiday season only, statutes and inflatables are permitted in the yard. These decorations may be displayed only from Thanksgiving until January 15 of the next year
2. Decorations for holidays at other times of the year, such as Memorial Day, Independence Day, Halloween, Thanksgiving, other religious events/holidays, etc. These decorations may be displayed only for ten (10) days before the holiday and must be removed within seven (7) days after the holiday. Do not put such seasonal or holiday displays and/or banners on lawns; in common areas, or on common area plantings/trees.

V SIGNS

You do not need to submit an application for prior approval to display:

1. 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.
2. Before you display a "For Sale," "For Rent" or "For Lease" sign, window display, and/or advertising in or near your home, contact the CC 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. Real Estate Agent signs do not have to comply with the size and color restrictions.
3. Political signs may only be placed in windows 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.

W STATUARY

Requires ARC Application. Statuary is normally not permitted in the front or side yards. Exceptions will be considered on a case-by-case basis but they must be tasteful to the community and portable. Statuary is permitted in the back yard but must be tasteful to the community.

**The Cumberland Crossings at the Links at Gettysburg
Request for Approval to Improve/Modify Residence Exterior and/or
Landscaping**

NAME(S): _____
ADDRESS: _____
HOME PHONE: _____
CELL PHONE: _____
EMAIL ADDRESS: _____

***Important* Prior to requesting approval for exterior changes, the homeowner must review the Links at Gettysburg Handbook for Single Family Homebuilding so as to stay within the legality and compliance of the particular application.**

PROPOSED EXTERIOR CHANGE

Include information on the following as applicable: plans and specifications with illustrations showing the nature, kind, shape, color, height, materials, and proposed location of the architectural change. Attach the required information listed in paragraph C of this form.

Please note that any attachments or samples will be kept by the ARC for our records.

DO NOT SUBMIT ORIGINALS. Submit a separate form for each change being requested.

INFORMATION REQUIRED TO SUPPORT THIS PROPOSAL

1. Proposed Starting Date: ____/____/____
2. Contractor Information (If applicable)
 - a. Name/Business: _____
 - b. Phone Number: _____
 - c. Email Address: _____
3. How will equipment and material gain access to the jobsite? _____

4. Will there be materials stock piled? If so, then where? _____

5. Estimated Completion Date: ____/____/____
6. Please attach the following items in support of this application:
 - a. A sketch or other illustration of the proposed improvement as it will appear when completed. This may include drawings, photos, or other pictures, or catalogues illustrative of the colors, materials, or other products that will be used.
 - b. A plat of your property.

General Conditions/Good Neighbor Policy: It is the responsibility of the homeowner to obtain any necessary permits of construction from the proper authorities. It is understood that all

construction materials be stored exclusively on the owner's property and not on adjacent properties, HOA easements, common area or roadways without prior approval. It is understood that the owner shall be responsible to restore the property to its former condition should any damage occur to such areas. When proposed alteration has possible impact on adjacent property, it is suggested that the applicant discuss the proposal with neighbors prior to making an application to the Architectural Review Committee. It may be appropriate in some cases to submit neighbor comments along with the application. Notification would not imply consent, but allow the ARC to consider comments along with the proposed alteration.

Signature of Owner(s):

Daytime Phone: () _____

Email: _____

NO PROJECT MAY BEGIN WITHOUT PRIOR WRITTEN APPROVAL BY THE ARC.

1ST Endorsement

DATE _____

Approved/Approved with Modifications/Disapproved

Comments: Pennsylvania State regulations require the homeowner or contractor to use the ONE CALL SYSTEM (1-800-242-1776) prior to digging so that gas, electric, cable, and water lines can be identified. The homeowner or contractor should call no later than three days prior to any planned digging and should not begin work unless the appropriate lines have been duly marked by State Contractors.

_____, **ARC Chair**