

# **DESIGN GUIDELINES FOR JEFFERSON WOODS**

## **TABLE OF CONTENTS**

### **\*APPLICATION INFORMATION**

### **\*COVENANT ENFORCEMENT PROCEDURES**

### **\*COMMUNITY ASSOCIATION GUIDELINES**

Guideline 1	Patios & Walkways
Guideline 2	Exterior Decorative Objects, Front Porch Flowers, Lighting, etc,
Guideline 3	Garden Plots
Guideline 4	Play Equipment, Play Houses, Tree Houses
Guideline 5	Basketball Goals
Guideline 6	Private Pools
Guideline 7	Fences & Dog Runs
Guideline 8	Exterior Landscaping & Maintenance
Guideline 9	Firewood
Guideline 10	Decks
Guideline 11	Exterior Building Alterations
Guideline 12	Vehicles & Parking
Guideline 13	Satellite Dishes
Guideline 14	Window Treatments

## **APPLICATION INFORMATION**

1. The following exterior modifications, and only these modifications, do not require a Request for Modification Review Form (RFM) to be submitted if certain conditions are met:
  - Patios (Guideline 1)
  - Exterior Lighting & Flag Poles (Guideline 2)
  - Garden Plots (Guideline 3)
  - Play Equipment (Guideline 4)
  - Basketball Goals (Guideline 5)
  - Children's Wading Pools (Guideline 6)
  - Ornamental Trees & Shrubbery (Guideline 8)
  - Repainting with Same Color (Guideline 12)
2. A complete RFM form must be submitted to the management company for all other types of modifications. Verbal approval is not sufficient. All modification approvals must be in writing. When plans are required, they must be submitted with the RFM form. The RFM form can be obtained from the Jefferson Woods website at [jeffersonwoods.org](http://jeffersonwoods.org) or through the management company.
3. Homeowners can expect a response to their request from the management company within ten days after submitting the RFM form.

## **COVENANT ENFORCEMENT PROCEDURES**

1. Apparent covenant violations, as reported by any source – must be submitted to the management company to be referred for appropriate action.
2. The management company will then send a letter requesting compliance and/or submissions for approval.
3. If necessary, follow-up correspondence requesting immediate action will be sent. Possible sanctions include:
  - Suspension of the right to vote
  - Suspension of the right to use the recreational facilities
  - Recordation of notice of covenant violation with the superior court
  - Imposition of a fine on a per violation and/or per day basis
  - Commencement of legal procedures
  - Correction of the violation by the association with all costs charged to the violator
  - Filing a lien for all fines and costs to correct the violation.

# **COMMUNITY ASSOCIATION GUIDELINES**

## **GUIDELINE 1**

**Patios:** Submission of an RFM for a patio is not required if

- The patio does not extend beyond the sidelines of the house and does not extend to within 10 feet of side property lines and
- The patio does not exceed 6 inches above ground level at any point.

**Walkways:** Submission of an RFM for a walkway is not required if the walkway is located in the rear yard and

- The walkway does not extend beyond the sidelines of the house and does not extend to within 10 feet of side property lines
- The walkway does not exceed 4 inches above ground level at any point.

**Other Items:** An RFM must be submitted for patio covers, trellises, permanent seating, railing and other items not enumerated above.

## **GUIDELINE 2**

**Exterior Decorative Objects:**

1. An RFM must be submitted for all exterior decorative objects, both natural and man-made. Exterior decorative objects include items such as bird baths, wagon wheels, sculptures, fountains, pools, antennas, flower pots, free-standing poles of all types, flag poles, and items attached to approved structures.
2. Objects will be evaluated on criteria such as siting, color and appropriateness to surrounding environment.

**Lighting:** Except as provided below, an RFM must be submitted for all exterior lights or lighting fixtures not included as a part of the original structures. An RFM is not required if lights meet the following criteria:

- Lighting does not exceed 12" in height;
- The number of lights does not exceed 10;
- All lights must not exceed 100 watts, are white or clear non-glare type, and located to cause minimal visual impact on adjacent properties and streets.

**Flag Poles:** An RFM is not required to be submitted for a single flag pole staff attached to the front portion of a house.

**Front Porch Flower Pots:**

1. Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowers in pots must always be neat and healthy.
2. Neatly maintained front porch flowerpots (maximum of 4) that match the exterior color containing evergreens/flowers do not require the submission of an RFM.

### **GUIDELINE 3**

#### **Garden Plots:**

1. An RFM must be submitted for garden plots unless all of the following conditions are met:
  - The plot is located behind the rear line of the house;
  - The size of the plot is limited to 150 square feet or 1/4 of the rear lot, whichever is smaller;
  - The maximum height of plants is less than 4 feet.
2. All garden plots must be located behind the rear line of the house with the exception of houses set on lots at angles and houses on corner lots. These will be considered on an individual basis when an RFM is submitted.

### **GUIDELINE 4**

#### **Play Equipment:**

1. An RFM is not required for play equipment if the play equipment is located
  - Within the extended sidelines of the house;
  - In the rear yard;
  - Within the screened fenced area of the rear of the house, if the yard is fenced;
  - Where it will have a minimum visual impact on adjacent properties.
2. Metal play equipment, exclusive of wearing surfaces (slide poles, climbing rungs, swing seats, etc) will generally be required to be painted to blend into the surrounding environment (earth tone colors comparable to dark green or brown).
3. A baseball backstop or similar item is not play equipment and must comply with the fence guidelines.

#### **Play Houses/Tree Houses:**

1. An RFM must be submitted for all play houses and tree houses.
2. Play houses and tree houses must be located where they will have a minimum visual impact on adjacent properties. In most cases, material used must match existing materials of the home and the tree house/play house may not be larger than 100 square feet.

### **GUIDELINE 5**

#### **Basketball Goals:**

1. An RFM is not required to be submitted if all of the following requirements are met:
  - Goal backboard is perpendicular to primary street
  - Backboard is white, beige, clear or light gray
  - Post is painted black
  - Written approval of any neighbor who may be impacted by play is obtained.
2. If free-standing or portable, one rectangular guideline surrounding the hoop is permissible.

## **GUIDELINE 6**

### **Private Pools:**

1. An RFM is not required to be submitted for children's portable wading pools (those that can be emptied at night) that do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet.
2. Above-ground pools are prohibited.
3. An RFM must be submitted for all in-ground pools.
  - Appearance, height and detailing of all retaining walls must be consistent with the architectural character of the house. Some terracing may be acceptable.
  - Preferred privacy fencing for lots with pools or spas consists of a cedar shadow box design or of a type that would add value to the property/community, and maximum 6 feet height.
  - Maximum pool area is 1000 square feet.
  - Glaring light sources which can be seen from neighboring lots may not be used.
  - Landscaping enhancement of the pool area and screening with landscaping is required.
4. An RFM must be submitted for exterior hot tubs and must be screened from adjacent properties and streets.

## **GUIDELINE 7**

### **Fences:**

1. The original design concept of a John Weiland Community promotes a feeling of open space; therefore, fencing is not generally encouraged. An RFM must be submitted for all fencing.
2. Chain link fences are prohibited.
3. All RFMs must include the following information:
  - Picture or drawing of fence type. Fence types should generally be Privacy, Split Rail or Picket designs, or of a type that would add value to the property/community.
  - Dimensions. The maximum height may not exceed 6 feet. The maximum span between posts shall be 10 feet. The minimum post size shall be 4x4 inches and must have 2x8 inch rails or three 2x6 inch rails per section.
  - Color. The fence must be natural or painted to match exterior trim color.
  - Site Plan. A site plan denoting the location of the fence must accompany the RFM. Fences shall not be located closer to any street than the rear edge of the home. However, on corner lots the fence shall not be closer to any side street than the building line of the lot.
  - Crossbeam. Crossbeam structure shall not be visible from any street (must face inside toward yard).

### **Dog Runs:**

1. An RFM must be submitted for all dog runs. Dog runs must meet all fence guidelines.
2. If other fencing exists on the property, fencing for dogs must be of the same type.

## **GUIDELINE 8**

### **Exterior Landscaping & Maintenance:**

1. An RFM is not required to be submitted for ornamental trees and shrubbery. However, an RFM must be submitted for screen planting (row or cluster style) and property line plants.
2. Each owner is responsible for removal of debris, clippings, etc., from the property line to the center of the street. All planting areas should be properly maintained at all times and, after the first frost, all affected material should be removed. At the end of the growing season, all dead plants should be removed,. It is suggested that the bare earth be covered with straw, mulch or similar cover to prevent soil erosion.
3. RFMs must include a description of the types and sizes of trees or shrubs to be planted and a site plan showing the relationship of plants to the house and adjacent dwellings.
4. Landscaping should be related to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding community.
5. All mulched landscape beds must be covered with natural pine straw, chopped pine bark mulch or wood shavings.
6. The preferred landscape bed edging is a neat 4 inch to 6 inch trench.
7. Each owner shall keep his lot, landscaping beds and all improvements thereon in good order and repair including but not limited to seeding, watering, mowing, trimming, pruning and cutting of all trees and shrubbery and the painting or other appropriate external care of all buildings and improvements. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set in the surrounding community.
8. Outdoor storage of garden tools and hoses must be screened from view and kept behind shrubs. Any tools or items stored under a back deck or porch must also be screened from view.

## **GUIDELINE 9**

### **Firewood:**

1. Firewood piles are to be maintained in good order and must generally be located within the sidelines of the house and in the rear yard in order to preserve the open space vistas.
2. Woodpile coverings are allowed only if the cover is an earth-tone color and the woodpile is screened from the view of the street. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

## **GUIDELINE 10**

### **Decks:**

1. An RFM must be submitted for all decks. The form must include
  - A site plan denoting location, dimensions, materials and color;
  - In most cases, the deck may not extend past the sides of the home;
  - Materials must be cedar, cypress or No.2 grade or better pressure-treated pine;
  - Color must be natural or painted to match exterior color of home.
2. Vertical supports for wood decks must be a minimum of 6x6 inch wood posts or painted metal poles, preferably boxed in as to appear to be 6x6 inch wood posts.
3. The following, without limitation, will be reviewed: location, size, conformity with design of the house, relationship to neighboring dwellings and proposed use.
4. Owners are advised that a building permit may be required for a deck.

## **GUIDELINE 11**

### **Exterior Building Alterations:**

1. An RFM must be submitted for all exterior building alterations. Building alterations include but are not limited to storm doors and windows, construction of driveways, garages, carports, porches and room additions to the home.
2. The original architectural character or theme of any home must be consistent for all components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
3. If county authorities make any changes to the plans on the approved RFM the owner must submit such changes for approval prior to commencing construction.
4. Repainting requires an RFM only if the color is changed.
5. A paint color change requires the following information
  - Paint sample or picture of paint color used in or approved for this or another John Wieland Community in the same county. The address of the home and community where color has been approved must be identified.
  - Area of home to be painted;
  - Photograph of your home and homes on either side (in most cases, adjacent homes cannot be painted the same colors).
6. Storm windows and doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors. The RFM must contain the following information:
  - Picture or drawing of all windows/doors on which storm windows/doors will be installed;
  - Picture depicting style of storm window/door to be installed;
  - Color of storm window/door.
7. An RFM must be submitted for all tennis courts. Lighted courts (other than the community courts) are prohibited.

8. Detached buildings will be considered only for lots of 1 acre or more. If the lot contains less than 1 acre, only attached storage will be considered.
  - Detached buildings must be located within the extended sidelines of the home;
  - Detached buildings shall be limited to 500 square feet;
  - Detached buildings may not be used for workshops, garages or any other purpose that may be deemed by the management company to cause disorderly, unsightly or unkempt conditions;
  - Detached building exterior materials must match the exterior materials used on the home.
9. Owners are advised that a building permit will be required for certain exterior building alterations.
10. An RFM must be submitted for all dog houses. All dog houses must be located where they will have minimum visual impact on adjacent properties.

## **GUIDELINE 12**

### **Vehicles and Parking:**

1. No boat, trailer, camper, recreational or any other type vehicle may be parked or stored in open view on residential property for longer than a 24 hour period.
2. All cars parked in open view and not in a garage must be operable and may not be unsightly.
3. No vehicle may be parked on any yard.
4. As a general rule, parking of vehicles on the street is prohibited. Temporary parking (4 hours or less) is allowed on the street if not a nuisance to neighbors or impediment to traffic flow.
5. Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to other driveways and traffic.

## **GUIDELINE 13**

### **Satellite Dishes:**

1. Satellite dishes must be no larger than 18 inches.
2. If grounded mounted, satellite dishes must be screened from view by natural landscaping – no lattice. Any cables must be buried.
3. No front yard mounting.
4. If mounted on home, must be mounted on rear of home and within the sidelines of the home so as not to be visible from the street.

## **GUIDELINE 14**

### **Window Treatments:**

**The following criteria is reflective of window treatment standards that are visible from any window of the house on the resident's property:**

- No foil or other reflective materials shall be used on any windows on any side of the house for sunscreens, blinds, shades, shutters, curtains, or for any other purpose if it can be seen from the outside of the house.

**The following criteria is reflective of window treatment standards that are visible from the resident's street and are not applicable to windows that are only visible from resident's property (i.e. their back yard).**

- Sheets shall not be used as permanent window coverings but may be used short term (two months maximum) while awaiting permanent window coverings. The HOA management company should be notified regarding the sheets and provided with an approximate date the permanent window coverings will be in place.

- The side of all window treatments which can be seen at any time from the outside of any structure located on a lot shall be a neutral color such as white, off white, beige, gray and light browns. The color must coordinate with the siding and shutters of the home.