

**Architectural Guidelines  
(Improvements, Alterations or Additions by Unit Owner)**

The Condominium Board provides oversight and encourages the maintenance and enhancement of individual properties consistent with the overall appearance and character of the community.

**Approval Guidelines (Updated 10/19/2013)**

These guidelines are provided to homeowners as a guide for the planning and preparation of applications for approval of patios, decks, landscaping, and other changes to the original exterior of units and limited common elements. Application must be made to the Condominium Board and approved before proceeding with construction, alteration, addition or replacement. (A copy of the relevant portion of the by-laws is shown below.)

Homeowners who complete work that has not been approved will be asked to submit an application after the fact. If the application is disapproved, the homeowner will be responsible for restoring the property to its original condition.

**PATIOS**

Scope and size: Patio, with surrounding landscaping, may not extend into the common area as indicated on the Condominium Plat, which is usually about 30' from the back side of the house. Maximum size of the patio should not exceed 600 square feet. Seating walls should not exceed 24 inches in height.

Materials: Brick pavers, stamped concrete, stone.

Colors: to complement the brick on the house and consistent with existing brick pavers in the community.

**LANDSCAPING**

Scope and size: May not extend into the common area as indicated on the Condominium Plat. Must not hinder grass cutting.

Trees: May be planted for privacy and enhancement purposes, provided they do not encroach on a neighbor's property now or in the future. Homeowners may apply to plant trees in their limited common area, but not in any adjacent common areas. (Approved by the Board 03/24/2015)

General landscaping maintenance, replacement and resale guidelines:

- A unit owner shall be solely responsible for any landscaping installed by such Unit Owner on the Yard Limited Common Element appurtenant to his or her Unit which also includes enlargement of original beds. This maintenance should include the following care as appropriate: weeding, pruning, trimming, mulching of beds and owner-installed tree beds, edging, insect control, fertilization, dead-

heading of flowering perennial plants and shrubs, etc., throughout the growing season, in similar manner as the landscape services provided the Condominium for the builder-installed landscaped areas.

- For unit owners who replace dead shrubs or remove existing shrubs, the replacements should be of similar height, size, etc. If a significant change is desired to the previous layout, an architectural request should be submitted to the Board.
- The Association will not replace or pay for replacement of plantings in the original (builder installed) areas. (Approved by the Board 09/08/2008)
- Unit owners may, with Board approval, replace dead or dying trees with the same type of tree at the same location. The Association will continue providing maintenance as long as there is no increase in cost. (Approved by the Board 03/24/2015)
- When a unit is sold, the unit owner shall advise the purchaser in writing of any additional or expanded landscape areas that were installed by the seller or previous owners and were not installed by the builder. The purchaser shall be advised that it will be the new unit owner's responsibility to maintain those areas in a similar manner as the landscape services provided by the Condominium for builder installed landscaped areas; i.e. pruning, trimming back shrubs, maintaining general health of the shrubs, edging, mulching, weeding, insect control, etc.

Required information when planting trees and other plantings:

- Common and Botanical names of items.
- Height and width of the items being installed.
- Growing pattern - height & width at full growth.
- Drawing illustrating the location of proposed plantings – List the distance from the unit, patio, and deck, and any other existing landscape trees or plantings

### **SPRINKLER SYSTEMS**

Sprinkler systems are not permitted at the present time. Their impact on the community will need to be further studied. During the build out of the community, sprinkler systems were approved for two homes. Since then, community concern emerged regarding the draw down of our two production wells and it was decided by the existing Architectural Committee and Board not to approve any additional sprinkler systems until their impact on our community water supply was fully determined. The unit owners of the homes having approved sprinkler systems have been asked to be judicious in watering.

### **AWNINGS**

Colors: Colors that complement the colors of the house or match the siding.

Features: Must be retractable.

**SCREEN DOORS**

The existing approved screen door by Andersen, available at Home Depot, or a screen door of equal or better quality provided it is full glass, cream color, and comparable to those already in the community.

**VILLA HOME DECKS**

Size: Maximum of 16’ deep off of the rear of the house and no wider than the length of the rear of the house. An exception is made for an end unit near ground level deck which may extend up to 4’ beyond the side of the house, which places it up to halfway within the original construction’s existing privacy fence.

- If a deck extends more than 12’ in depth, (2) 6 feet, privacy fences are required.

Materials: Trex (or equal) type composite decking.

- White composite trim, fascia, handrails, baluster, etc.

Colors: gray, reddish brown

- Support columns on second story decks with rear basement walkouts must be brick-wrapped to match existing color and texture of brick on home.

**SINGLE FAMILY FRONT PAVERS TO COVER CONCRETE PORCHES**

Materials: Brick or pavers

Colors: To match the brick of the house or to complement the existing pavers.

**SINGLE FAMILY RAILINGS**

Style, color and material should closely resemble railings of the Villas.

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*Notwithstanding the above, the Community, as represented by the Condominium Board, may revise these guidelines in the future, as deemed necessary.*

For information Article XIII, Section3. Additions, Alterations, Improvements and Decorations of The Villas At Cattail Creek Condominium, Inc. By-Laws are as follows:

Section 3. Additions, Alterations, Improvements and Decorations.

(a) Except as otherwise provided herein or in the Condominium Declaration, or in Subsection (b) of this Section 3, no Unit Owner, except the Condominium Developer, shall make (i) any structural addition, alteration or improvement to his Unit or any Limited Common Element which he has the right to use, or (ii) any non-structural addition, alteration, improvement or decoration to or upon the windows and doors enclosing his Unit, or to or upon any Limited Common Element which he has the right to use including, without limitation, installation of any landscaping, flowers or the like, or

the addition of any awning or screen to any window, door, patio or balcony, unless and until plans and specifications, in duplicate, showing the nature, kind, shape, height, color, materials, location and approximate cost of such addition, alteration, improvement or decoration shall have been submitted to and approved in writing by the Architectural Committee (or Condominium Board, if applicable) which shall have the right for good cause to refuse to approve any such plans or specifications which it deems unsuitable or undesirable, whether based on aesthetic or other reasons. If the Architectural Committee (or Condominium Board, if applicable) fails to deny any requested addition, alteration, improvement or decoration within sixty (60) days after receipt of two (2) complete sets of plans and specifications therefor, such request shall be deemed approved. The Architectural Committee shall serve until the earlier of (i) the date all Units have been conveyed to an Owner occupying the same as his/her residence, (ii) the date the Architectural Committee, in its sole and absolute discretion, determines that it no longer desires to designate the members of the Architectural Committee and such determination is evidenced in writing to the Condominium Association, or (iii) the date the Architectural Committee is dissolved or no longer exists. Thereafter, all plans and specifications shall be submitted to the Condominium Board for approval in accordance with the provisions herein. The plans and specifications for any addition, alteration, improvement or decoration approved by the Architectural Committee or the Condominium Board, as the case may be, and actually constructed or installed shall be filed and maintained at the principal office of the Condominium, and, if appropriate, the Condominium Plat shall be amended to reflect any such addition, alteration or improvement.

(b) The Architectural Committee, or Condominium Board, if there is no Architectural Committee, may adopt reasonable rules and regulations as provided herein establishing general standards for the making of one or more types of non-structural addition, alteration, improvements or decorations to or upon the windows and doors enclosing the Units or to or upon the Limited Common Elements. Such rules and regulations may provide that to the extent any particular addition, alteration, improvement or decoration is made in compliance with such general standards, such addition, alteration, improvement or decoration may be made without the submission of plans and specifications therefor to the Architectural Committee or Condominium Board, as the case may be, and without written approval by the Architectural Committee or Condominium Board, as applicable, of said plans and specifications.

(c) For the purposes of the Condominium Declaration, and of this Section 3, a structural addition, alteration or improvement to a Unit shall include, without limitation, any addition, alteration or improvement involving any portion of the Unit (such as a utility line or duct serving that Unit) located above the top surface of any sheetrock ceiling within the Unit, whether such ceiling is a drop ceiling or is located at the upper boundary of the Unit.