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**Lake Winnebago Home
Owner's Association**

ARCHITECTURAL AND PLAN CONTROL COMMITTEE GUIDELINES

INTRODUCTION:

Welcome to Lake Winnebago! These guidelines have been prepared to assist the home builder and property owners at Lake Winnebago in the design and construction of new homes, home additions and exterior alterations and landscaping improvements to their property. The Architectural Committee meets the first and third Tuesday's of each month with the Wednesday before being the deadline for items to be added to the agenda.

OBJECTIVES:

The specific objectives of these guidelines are:

1. To illustrate basic design principles which will aid residents in developing home plans compatible to the quality standards of the Lake Winnebago community.
2. To ensure that all structures and property improvements are designed so they will protect and enhance the property values of the open spaces and other structures within the Lake Winnebago community.
3. To increase the property owners' and home builders' awareness of the Amendment of Declaration of Restrictions of the Lake Winnebago Home Owner's Association.
4. To provide an architectural design policy that is consistent with the Amendment of Declaration of Restrictions of the Lake Winnebago Home Owner's Association.
5. To provide uniform guidelines for the use of the Architectural and Plan Control Committee ("APC").

DESIGN PHILOSOPHY:

The design philosophy exists so the APC can judge plan submissions based on a set of specific criteria, not individual taste. The criteria to be used with the review of plan applications are:

1. Conformance with Restrictions: Does the submission conform to the restrictions contained within the Amendment of Declaration of Restrictions of the Lake Winnebago Home Owner's Association?
2. Design Compatibility: Is the submitted design compatible with the architectural characteristics of not only the adjacent houses but the neighborhood as a whole?
3. Property Values: What effect will the submitted design have on property values of neighboring properties?
4. Aesthetics: Will the plans harmonize with the aesthetic values the community wishes to maintain?

PLAN SUBMISSION PROCESS:

All plans must be approved by the Architectural and Plan Control Committee.

Important Note: Home builders/owners must also present plans for approval by the City of Lake Winnebago. While many of the Lake Winnebago Home Owner's Association restrictions are more stringent than City codes, there may be a situation where the reverse is true. In the event of a conflict, the most restrictive provision of such laws, statutes, ordinances, rules, regulations and deed restrictions shall control. To avoid additional expense and delay, be sure to familiarize yourself with all applicable codes and restrictions before initial plan submission. All plan approval by the APC is conditional upon compliance with the minimum standards, building and health codes and zoning laws of the City of Lake Winnebago. Work permits may be required through both the HOA and the City of Lake Winnebago. Please check before starting any work. Work shall take place in 6 months and the project shall not be abandoned for more than 180 days or a new permit will be required.

1. Plan Submission (additional items beyond City requirements are indicated with an asterisk *):

Any person desiring to submit building plans/specifications shall submit the plans/specifications in duplicate to the APC at the office of the Home Owner's Association along with a Ten Dollar (\$10.00) submission fee. At the time of the submission, you will be given a date and time for a hearing by the APC on your plans/specifications. All plans/specifications must include the following:

- a. Plot-Plans Must Indicate (Scale 1" = 10' - 0") and be stamped:
All existing and proposed building areas including driveways, walks, retaining walls, decks, pools and patios in relationship to lot.
 - 1) All building setbacks.
 - 2) Top of foundation elevations for proposed house and adjacent houses.
 - 3) Location of all native trees greater than 4" in diameter being removed from lot.
- b. Floor Plans Must Indicate:
 - 1) All room locations, relationships and sizes.
 - 2) All decks and extensions.
- c. Exterior Elevations Must Indicate:
 - 1) Front, rear and both sides of house.
 - 2) Location of all windows and doors.
 - 3) All decks and extensions.
 - 4) Yard slopes.
 - 5) Exterior materials and colors (Submission of exact sample finish materials and colors may be required. See "Design Guidelines" (4) (c) (j) & (k) on pages 3 & 4).
- d. Landscape Plans (not required in initial submission but required before completion of house construction):
 - 1) In general, landscaping must conform to the surrounding area.
 - 2) Vegetable gardens are allowed in rear yards only.
 - 3) Landscape design must give priority to maintenance of native trees greater than 4" in diameter wherever possible.

DISAPPROVAL OF PLANS AND SPECIFICATIONS:

The APC can disapprove any submitted plans and specifications. The reasons for rejection may include:

1. Failure to include information required above.
2. Failure to comply with Design Guidelines and/or Covenants, Conditions and Restrictions contained in the Amendment of Declaration of Restrictions of the Lake Winnebago Homeowner's Association.
3. Failure of the plans/specifications to comply with zoning, building, health or other governmental laws, ordinances, codes, rules or regulations.
4. An objection to the exterior design, appearance or materials of any proposed structure or alterations.
5. Incompatibility of a proposed structure, uses or lot improvements to other neighboring sites, structures or uses.
6. Objection to grading plans.
7. Objection to color schemes, finish, proportions, style or architecture, height, bulk, safety or appropriateness of any proposed structure or improvement.
8. Failing to meet minimum or maximum floor area requirements.
9. Any other matter which in the judgment of the APC would render or make the plans/specifications or use unharmonious or incompatible with the Lake Winnebago General Plan of Development or with existing or approved uses or improvements in the vicinity.

APPEAL PROCEDURE:

In the event your plans/specifications are disapproved by the APC, you may appeal to the Lake Winnebago Homeowner's Association Board of Directors by filing a "Notice of Appeal" with the Homeowner's Association secretary or assistant secretary within ten (10) days after the hearing at which plans/specifications were disapproved. "Notice of Appeal" forms are available at the Homeowner's Association office. Failure to file a "Notice of Appeal" within the ten (10) day limit will constitute a complete waiver of your right to appeal and any "Notice of Appeal" received more than ten (10) days after disapproval of plans/specifications will be invalid.

DESIGN GUIDELINES:

The design guidelines address both new construction and exterior alterations. These guidelines will be used by the APC in reviewing your plans/specifications.

1. Site Planning and Grading:
 - a. Grading – Proposed final grade contours should cause minimal disturbance to existing trees and natural land contours.
 - b. Drainage – Any change in grade or other conditions affecting drainage must not cause soil erosion, impede drainage or cause excessive drainage on adjacent property.
 - c. Easements – No structures, planting or other material shall be placed or permitted to remain which may damage or interfere with the maintenance of utilities or which may change the direction of the flow of drainage channels in the easements.
 - d. Slopes – Within any slope-control area, no activity may take place that would interfere or damage established slope ratios, create erosion or sliding problems, or change the flow of water through drainage channels. The slope control areas of each lot will be maintained by each owner, except for those improvements for which a public utility or utility company is responsible. No slope can be altered to greater than a ratio of 3 to 1.
 - e. Trees – No tree greater than 4" in diameter may be removed from any lot without written approval of the APC. Site planning must minimize tree removal.

- f. Erosion – During the construction period, all disturbed ground must be covered with straw and/or protected by straw bales and silt fences to preclude washing and erosion.
- g. Retaining walls – Retaining walls may be used to preserve trees, improve drainage patterns and define areas. Walls should be kept as low as possible. Indigenous rock or wood in combination with landscaping is preferred. Concrete retaining walls that are an extension of building foundations must be finished in an appropriate manner.
- h. Lighting – Exterior lighting must not be directed outside the owner's property.

2. Building Location:

All plans will be reviewed to ensure the building fits the specific site rather than altering the site to fit the building.

- a. Appearance – The appearance of the building from the lake, common areas, roads and other lots is very important in the overall design scheme.
- b. Building Setbacks – With the exception of specifically plated areas:
 - (1) Front Yard Setbacks: 30 feet from the front property line.
 - (2) Side Yard Setbacks: 7.5 feet from the side property line.
 - (3) Rear Yard Setbacks: 30 feet from the rear property line.(Exceptions may be granted in specific cases upon a showing of good cause.)

3. Size Requirements:

- a. Single level (above ground): 1,800 square feet minimum.
- b. Two levels (above ground): 2,800 square feet minimum, with a minimum of 1,400 square feet on the main or principle living area floor.
- c. One and One-Half Level: 2,200 square feet minimum, with a minimum of 1,600 square feet on the main or principle living area floor.
- d. No residence will exceed 2 ½ levels in height excluding basement, except that the residence may be built on a natural slope to expose a third level on the downhill side of the slope as long as the third level does not face any street.
- e. All size requirements are exclusive of porches, patios, garages, basement space or other appurtenances.

4. Exterior Design:

- a. Frontage – Dwellings shall present a good frontage on the street. Corner homes shall present a good frontage on both streets.
- b. Elevations – The style and materials used in the front elevation must be compatible with, and to the extent possible, carried out on all other elevations.
- c. Chimney Flues -- Metal flues and pre-fab metal chimneys may not be exposed. Chimneys on exterior walls must be extended to the ground level, and all chimneys must be compatible with the rest of the house. Chimneys must be constructed of building brick, natural stone or stucco. Manufactured stone or brick may be approved by the APC on a case-by-case basis after submission of an exact sample of the proposed material with submission of the plans/specifications.
- d. Roofs – The roof pitch must be consistent with the architectural style of the building. Vent pipes, flues, etc., must be situated on the least visible side of the roof and below the ridge line. Roofs shall be covered with wood shingles or wood shakes.
- e. Supplemental Roof Structures –

- 1) Antennas and Satellite Dishes: No radio, television, citizen's band, short wave or other transmitting or receiving antenna or satellite dish is allowed on any lot or on the exterior of any residence. (check with the HOA before installing a small satellite dish)
- 2) Attic Ventilators: Wind-powered roof ventilators are not allowed on street elevations. The top of the ventilators must not extend beyond the roof ridge line.
- 3) Solar Energy Systems: All solar energy systems, active or passive, must be integrated into the overall architectural plan of the house.
 - a) Style of Collectors: Homemade, improvised or plexiglass collectors are not acceptable. Materials must be low iron tempered glass with wood or metal frames, detailed to avoid ledges catching water.
 - b) Location of Collectors: Preferably, collectors will lie flat with the roof pitch. Any angled or elevated collectors must be carefully designed to relate to the building and should be located where least visible. Collectors must be situated so as to avoid removing or trimming trees and to avoid reflecting light into neighboring windows.
 - c) Arrangement of Collectors: Solar collectors must be grouped together. Visual appeal, geometric balance and proportion and alignment are among the factors the APC will consider when reviewing the exact placement of the collectors.
 - d) Mounting of Collectors –
 - Parallel Mounts: Collectors mounted parallel to the pitch of the roof may be mounted an inch above the roof so rainwater and snow can pass under the collectors.
 - Rack Mounts: If collectors must be rack mounted to achieve the proper tilt, it will be decided based upon the written recommendation of a qualified solar industry representative. If APC approval is granted and the collector is rack mounted, all sides of the rack should be enclosed. The enclosure must be architecturally compatible with home in both material and color. The maximum rack angle permitted will be 45 degrees. Ground collectors must also be enclosed and architecturally compatible with the home.
 - e) Piping – Exposed pipework is not permitted. Any variation of this rule will be considered on a case-by-case basis.
 - f) Passive Systems – Passive solar systems must be sensitive to the existing structure in terms of design, materials, detailing and color.
- f. Garages – Garages must be attached and side-entry whenever possible.
- g. Driveways -- All driveways must be hard-surfaced and constructed of concrete or asphalt. Another hard surface composition may be approved on a case-by-case basis by the APC upon submission of an exact sample of the composition and its color.
- h. Windows, Doors, Shutters and Louvers – All window, door, shutter and louver designs shall be consistent with the architectural design of the residence and shall be made of wood, metal or glass.
- i. Siding – Exterior building materials will be of building brick, natural stone, wood shingles, wood siding, wood paneling, glass blocks, stucco or any combination thereof. Manufactured stone or brick may be approved by the APC on a case-by-case basis after submission of an exact sample of the proposed material with submission of the plans/specifications. Materials and colors must remain consistent on all four sides. All wood exteriors, except roofs and shake sidewalls, must be covered with not less than two (2) coats of good quality paint or stain unless the materials used preclude the necessity for paint or stain. Designs using a primarily wood exterior must incorporate some brick or stone on the front of the house.
- j. Colors – Colors shall be compatible with each other and neighboring residences. Shingle or natural wood siding materials may be left natural. Fascia, trim, columns and beams may not have accent colors. All externally used colors should blend with the colors of the natural landscape. All painted surfaces must be compatible with unpainted exterior surfaces such as stone or brick

facade and roof. Trim and base colors should not be high in contrast. All projections must match the surface or trim colors. Approved colors are listed in Appendix "A."

- k. Decks – Size and shape should relate well to elevation. Privacy of adjacent homes must be considered. Colors and materials must be compatible to the rest of the house. Multiple decks on the same elevation should use the same railing detail.
5. Uncompleted Structures:

No residence may remain with its exterior in an unfinished state for more than five (5) months after commencement of construction. In the event of fire, windstorm or other damage, repairs must be made within three (3) months. NO dumping of construction materials, waste or trash is allowed.
 6. Exterior Alterations:

Plans for any exterior alteration must be submitted to the APC for review. The APC will use the following guidelines when considering applications:

 - a. Additions – Materials used on the addition must match the existing structure. This would include roofing materials, roof pitch, window and any paint colors.
 - b. Painting – Repainting or staining of the original approved colors need not be submitted to the APC. Any change in base color or trim must be submitted for approval of the APC. Any changes should be compatible to the rest of the neighborhood. Approved colors are listed in Appendix "A."
 - c. Decks – See 4(1).
 - d. Lake Views – Building additions that substantially restrict existing lake views of adjoining properties will not be permitted.
 7. Miscellaneous Structures:
 - a. Swimming pools:
 - 1) Must be located in rear yard and placed at least 10 feet from all lot lines.
 - 2) Removal or disturbance of existing trees should be minimized.
 - 3) Plantings near pool should be used to soften the effect of sound and sight of the pool security fencing upon adjacent properties.
 - 4) Security fencing should be carefully related to adjacent properties.
 - 5) Only the immediate pool area and mechanical equipment shall be fenced.
 - 6) Approval of the fence will be considered a part of the swimming pool application and shall be contingent upon completion of the pool.
 - 7) No above ground pools will be permitted.
 - b. Fences – No fence may be erected without the prior written approval of the APC. The following requirements are necessary for approval:
 - 1) No fence shall be greater than forty-eight (48) inches above the finish grade of the lot, except that a privacy fence up to six (6) feet in height may be constructed in an area not to exceed six (6) feet from a patio and is attached to the residence.
 - 2) No fence may be erected that extends beyond the rear foundation corners of the residence, and no fence may be erected in the front yard.
 - 3) All fences should be as open as possible, must relate to the architectural design features of the residence and should be properly landscaped.
 - 4) All fences shall be limited in style to decorative wooden rail, wooden picket (with pickets not wider than four (4) inches with space between pickets of not less than twice the width of the pickets from center to center) or chain link or wrought iron fences with posts set in concrete.

- c. Walls – No wall may be erected without the prior written approval of the APC. The following requirements are necessary for approval:
 - 1) No walls shall be greater than forty-eight (48) inches above the finish grade of the lot, except for a retaining wall necessitated by lot elevations or a privacy wall up to six (6) feet in height constructed in an area not to exceed six (6) feet from a patio and attached to the residence.
 - 2) No wall may be erected that extends beyond the rear foundation corners of the residence, and no wall may be erected in the front yard, except as a terrace incorporated into an approved landscape plan.
 - 3) All walls must relate to the architectural design features of the residence and the surrounding landscape.
 - 4) All walls must be constructed of building brick, railroad ties, landscape timber, natural stone, concrete or a combination thereof, except that no privacy wall may be constructed solely of concrete.
- d. Out Buildings – No unattached garages, storage sheds or any other non-permanent buildings are allowed.
- e. Flagpoles – A permanent flagpole should be of height, color and location appropriate to the size of the property and background.
- f. Mailboxes – All mailboxes will be grouped in locations to be determined by the APC.
- g. Storage Tanks – No tank for the storage of gasoline, oil, fuel or water may be erected or placed on any lot.
- h. Sporting or Games Areas – No sporting or game areas, such as tennis courts, badminton courts, baseball diamonds, football fields, etc., are allowed on the street side of any lot.

APPENDIX "A" – RECOMMENDED COLOR PALETTE

ROOF COLORS – Dark Brown, Warm Gray, Terra Cotta, Olive Brown

MASONRY COLORS -- Beige, Khaki, Sepia, Terra Cotta, Buff, Sand, Lt. Brown, Rust, Olive Brown, Warm Gray

PAINT/STAIN COLORS – Beige, Khaki, Buff, Sand, Lt. Brown, Olive Brown, Warm Gray, Gray Blue