

CLVER

LEE

Exterior Architectural
Standards Effective July 2006
Revised November 2023

Overview

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OVERVIEW:

In an effort to maintain property values, the Clover Lee Homeowners Association requires that all exterior modifications must be **approved in writing** by the Executive Board and/or their designated agents PRIOR to commencing work. Their evaluation addresses architectural harmony, aesthetic compatibility, limited common area requirements, location, minimum construction standards and use restrictions.

Since this document cannot address every conceivable contingency that may arise, a written approval triggered by an ACI request is required, no exceptions. Please be aware that just submitting an ACI request does not mean it has been or will be approved.

The standards presented in this document are provided for the benefit of Clover Lee homeowners to use as a reference as they plan their project. An ACI still must be submitted and approved.

The standards presented here are also provided for the benefit of future Board members, so that architectural standards are consistently and fairly enforced for all Clover Lee homeowners.

Previous modifications that were approved in writing by prior Boards will be grandfathered. However when changes or replacements are made to these items, then the modification must meet the current guidelines.

Homeowners with fences must receive written Board approval for any modifications they want to make within their fenced areas.

An Application for Construction/Improvements (ACI) can be found in this packet.

Standards:

1. Fencing:

Keep in mind that not all units may be able to install a fence because of landscaping, tree lines, property boundaries, easements and variances, etc.

- You must contact West Hanover Township for any permit(s) required to install your fence; and also find out if there are any easements located around your unit.
- You and/or your contractor must call PA 1 CALL to mark any underground utility lines.
- You will be financially responsible to our Home Owner Association (HOA) for any damage caused to the “Common Elements” and “Limited Common Elements” by your hired contractor.
- You will be responsible for maintaining the inside of the fenced in area as well as the outside perimeter of fence. You will be fined by the Executive Board if your fenced in area becomes unsightly.
- All new and existing fenced in areas are subject to mutually agreeable inspection appointments as detailed in the Clover Lee By-Laws.
- No outdoor doghouses are allowed in fenced in areas in order to prevent any barking dog misconduct.

Fencing Specifications:

- Fencing style examples can be viewed at 7539, and 7568 Clover Lee Boulevard.
- All fencing will be white/PVC maintenance free vinyl (or similar material).
- All fencing is to be installed in the rear of your unit. The only exception to this is 7532 Clover Lee Blvd., whose patio is to the side of the unit.
- Approved fence height is four (4) foot, with vertical pickets.
- Fencing **cannot** be attached to an existing wood privacy wall. The wood privacy wall must be permanently removed prior to fence installation.
- Approved solid privacy wall (for walkout units only) is six (6) feet high by ten (10) feet long to accommodate the dimensions of your concrete patio. Must be white maintenance free vinyl/PVC.
- Approved depth is up to thirty-six (36) feet and the width is determined by the width of your unit:
 - For example: Eighteen (18) feet wide for non-garage units
 - Twenty-Four (24) feet wide for garage units
- A minimum of one (1), three (3) foot wide gate is needed for access.
- If you have a gas meter that is enclosed by your fence, the meter needs to be accessible at all times. There is a minimum of three (3) feet clearance required directly in front of any meter.

2. Exterior Storm Doors:

Storm Door Specifications:

- All storm doors are to have a white frame with at least partial-view glass. If full-view, etching is only allowed around the perimeter of the glass.
- You will be financially responsible to our HOA for any damage caused to the “Common Elements” and “Limited Common Elements” by your hired contractor.

3. Awning and Permanent Deck Roofs:

- All retractable awning fabric colors are to be one of the following:
 1. Dark Green
 2. White/Off-White
 3. Dark Green and White/Off White Striped
 4. Stripes that are mostly green and white/off-white
- All permanent roofs are to use the same construction as the roofs that are already installed in the community (140 Plainview Drive, 201 Meadow Lane, and 215 Meadow Lane). They are a white insulated patio roof with beam and three (3) vertical supports and downspouts. Size is 14' wide with a 12' projection.
- You will be financially responsible to our HOA for any damage caused to the "Common Elements" and "Limited Common Elements" by your hired contractor.

4. Storage Sheds:

Storage Shed Specifications:

- All storage sheds must be placed against the rear of your unit on the concrete slab, or on your rear deck.
- Units without exposed basements that have a deck may place small sheds against the rear of the deck. The sheds must be placed on a non-permanent foundation (pavers) when placed against the deck.
- Storage sheds are not permitted in the front of any unit.
- All sheds must be beige, white/off-white or tan in color.
- All sheds must be of plastic (or similar material) construction.
- Maximum height is approximately six (6) feet.
- No shed shall block the access to any utility meters.

5. Exterior Painting Scheme:

Paint Specifications:

- Front doors are to be painted Forest Green with an exterior latex water based, semi-gloss paint. Duron #03973 is what is recommended.
- The trim around the front door is to be painted white, with an exterior, latex, water based, semi-gloss paint.

6. Decks and Privacy Walls:

Maintenance and replacement of all decks and privacy walls are the responsibility of the homeowner.

Deck Area Treatments:

- Use **only** clear or wood-tone colored stain or sealant and only one color for entire deck area.

Deck Extensions:

Please be aware of the following after submitting an ACI request:

- You must contact West Hanover Township for any permit(s) required to extend your deck and also to find out if there are any easements located around your unit.
- You and/or your contractor must call PA 1 Call to mark any underground utility lines.
- You will be financially responsible to our HOA for any damage caused to the “Common Elements” and “Limited Common Elements” by your hired contractor.
- The maximum deck width can be the width of your unit:
For Example: Eighteen (18) feet wide for non-garage units
Twenty-Four (24) feet wide for garage units
Master bedroom garage units cannot widen their decks
- The depth of the deck cannot be extended.
- Deck extensions must be constructed of the same type of materials as the current deck.
- If current decking is treated, then the extension must match existing wood color.

Deck Materials for privacy walls and/or deck replacements are as follows:

Deck Replacement - As the treated lumber decks in Clover Lee age and are eventually replaced by the homeowner, a permitted option for replacement, in addition to using treated lumber, is the use of composite wood/vinyl materials instead of treated lumber.

Unlike a treated lumber deck that is stained one color, it is difficult to build a composite wood/vinyl deck using only one color due to the different manufacturers of the deck components-stairs, deck flooring, posts, railing, privacy walls, etc. Therefore, it is permitted to have two tone composite wood/vinyl decks: one color for all railings, privacy walls and posts; one color for deck floor and stairs.

The Clover Lee standard color for railings, posts, and privacy walls for a composite wood/ vinyl deck is white. The standard color for the deck and stairs is gray or a similar ‘grayish’ color.

When submitting an ACI form for a composite wood/vinyl replacement deck, be sure to indicate the specific color you wish to use for the deck floor and stairs.

Deck Repair - material used for deck repairs must be of the same type of material and the same color as the rest of the existing deck.

7. Patio Extensions:

Patio extensions will be reviewed on an individual basis. Painting patios is not permitted.

8. Clover Lee Acceptable Exterior Replacement Light Fixtures

Front: Portfolio #67208(Lowe’s)

Hampton Bay #240204(Home Depot)

Hampton Bay #BPP1611-WHT or #G14796(Home Depot)

Rear: Portfolio (Project Source) #156460(Lowe’s)

Progress #P5602-30(Lowes)

Rear (For 1st Floor Master Bedroom models): Progress #P5603-30(Lowe’s)

The above listed exterior light fixtures (**white or polished gold brass with clear glass**) are pre-approved by the Executive Board to use as replacement lights. No ACI is required for only these pre-approved light fixtures.

ACI requests **are required** if the homeowner wishes to replace existing exterior lights with different models than the pre-approved models. Below are specifications that must be met for the Executive Board to consider an ACI request for exterior light fixture replacements:

Front Lights: -Not greater than (approx.) 20 inches high, 8 inches wide, 9 inches deep.
 - Fixture color may only be white, gold, or *light* silver/pewter/nickel.
 - Glass is clear. Glass is not colored or tinted.
 - Fixture style is residential (not commercial or industrial).

Rear Lights: - Not greater than (approx.)10 inches high, 8 inches wide, 9 inches deep.
 - Fixture color may only be white, gold, or *light* silver/pewter/nickel.
 - Glass is clear. Glass is not colored or tinted.
 - Fixture style is residential (not commercial or industrial).

Please indicate the model numbers, photo/sketch of the light fixtures, and fixture measurements when submitting the ACI form.

Homeowners are responsible for installation costs, removal costs, and remediation due to misuse or incorrect installation of any exterior light fixture.

Please do not purchase lights until the ACI request has been approved.

Homeowner will be subject to fines and removal costs if installed light fixtures have not been approved by the Executive Board.

9. Satellite Dishes:

Please be aware of the following:

- Maximum width of satellite dishes is 38” (FCC standards).
- Satellite dishes may only be installed by a licensed satellite dish dealer.
- Satellite dishes can only be installed at the rear of your unit or on your deck. **Do not attach satellite dishes to the siding or roof.**
- Submit an ACI request.

10. Sliding Doors for Patio/Deck:

- Full pane glass (original style) is permitted.
- French doors are permitted as long as they fit the original sliding door opening.
- Glass doors with built in blinds (or similar style) will be considered.
- Maintenance free white vinyl (or similar material) must be used.
- You will be responsible for any damages to the “Common Elements” and “Limited Common Elements” due to the installation of your door.

11. Other:

The following items will be reviewed on an individual basis:

- Hot Tubs
- Swing Sets(enclosed fenced area only and only for private use)
- Play sets(enclosed fenced area only and only for private use)
- Removal of shrubbery and trees from Limited Common Elements
- Any other exterior modifications not previously covered.

Schedule of Fines

WHEREAS, Article VII, Section 7.12, paragraph (n) of the By-laws of the Clover Lee Condominium Association, grants the Executive Board with the power to conduct Association business and to promulgate and enforce rules:

LET IT BE RESOLVED THAT the following Schedule of Fines will be followed:

1. The Executive Board is authorized to enforce timely assessment payments from owners in compliance with the Declaration and other policies enacted in accordance with the governing documents by assessing monetary penalties against owners, their guests, family and renters who are in violation.

2. FINES FOR SPECIFIC VIOLATIONS:

2.1.1 Executive Board and/or Property Manager Approval. Architectural changes started without prior approval from the Executive Board and/or Property manager.

\$50 Fine per occurrence. Fine assessed after First Notice of Violation.

2.1.2 Expiration of Executive Board and/or Property Manager Approval. Architectural deadline for completion of improvements has expired after modifications have commenced and no extension of time has been requested from the Executive Board and/or Property manager.

\$50 Fine per occurrence, plus \$2 per day for each day in which the violation remains uncorrected. Fine assessed after First Notice of Violation.

2.1.3 Architectural Rules and Regulation. Items or actions in non-compliance with Architectural Rules:

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\$50 Fine per occurrence, plus \$2 per day for each day in which the violation remains uncorrected. Fine assessed after Second Notice of Violation.

2.2 COMMON AREAS. Items or actions in non-compliance with the Declaration.

Specific fines are as follows:

2.2.1 Pet Violations. Failure to pick-up pet fecal matter or violation of the leash law on common areas:

\$50 Fine per occurrence. Fine assessed after 1st notice of violation.

2.2.2 Trash. Trash or litter left on the common areas:

\$50 Fine per occurrence. Fine assessed after 1st notice of violation.

2.2.3 Property Damage. Destruction, damage, or marring of equipment, property, or landscaping on the common areas:

\$100 Fine per occurrence plus the cost of repair. Fine assessed after 1st notice of violation.

2.3 NUISANCES. Minor infractions of the Declaration including, but not limited to:

- a) Trash container violation or burning of trash;
- b) Unapproved Signs that are posted or displayed on any area;
- c) Yards, decks, porches, and patios not maintained in a neat, safe and orderly manner;
- d) Noise nuisances between 11:00 p.m. and 8:00 a.m.
- e) Failure to pick-up pet fecal matter or housing animal outside on limited common areas.
\$25 Fine per occurrence, plus \$2 per day for each day in which the violation remains uncorrected. Fine assessed after First Notice of Violation.

2.4 VEHICLE VIOLATIONS: PARKING & TRAFFIC VIOLATIONS.

\$25 Fine per occurrence, plus \$2 per day for each day in which the violation remains uncorrected. Fine assessed after First Notice of Violation.

Owner of vehicle is also responsible for any applicable towing costs.

3.0 PER DAY FINES will cease when the Property Manager re-inspects the violation and issues a written approval to the owner.

4.0 BILLING AND PAYMENTS OF FINES. All fines will be billed monthly and are due and payable within 30 days of invoice date. Late fees and interest will accrue on unpaid fines.

5.0 APPEAL PROCESS. Any owner receiving a fine who believes no violation occurred may submit a written explanation to the Executive Board.

All unpaid 'per day' and 'per occurrence' fines that have been assessed prior to the date of the Homeowner's written appeal remain the responsibility of the Homeowner and will continue to accrue interest and late fees unless paid in full.

The Board will review the Appeal and will make a determination regarding the violation in question. The Board will notify the Homeowner of their decision within fifteen (15) days of receipt of the appeal.

Should the Board rule for the homeowner, written notification will be provided to the Homeowner, and all fines and fees previously paid for this violation will be refunded to the Homeowner.

Should the Board rule against the homeowner, written notification will be provided to the Homeowner and the assessment of fines will resume as of the date of the original notification. The fines will continue to be assessed until the violation is remedied.

Application for Construction/Improvements
Clover Lee Condominium Association

In an effort to maintain property values, the Association requires that all exterior modifications be approved by the Executive Board **PRIOR** to commencing work. Their evaluation considers architectural harmony, limited common area requirements, aesthetic compatibility, location, minimum construction standards, and use restrictions.

The undersigned owner seeks approval as follows:

- | | | |
|---|---|---|
| <input type="checkbox"/> Backyard fencing | <input type="checkbox"/> Replacement windows, doors | <input type="checkbox"/> Satellite dish |
| <input type="checkbox"/> Other | <input type="checkbox"/> Awning | <input type="checkbox"/> Storm/Screen Doors |
| <input type="checkbox"/> Enclosed patio | <input type="checkbox"/> Landscaping -see (a) below | <input type="checkbox"/> Deck Roof |

1. Briefly describe nature of requested change to original property: _____

2. Briefly describe materials proposed to be used (include types, shapes, dimensions, and color as applicable): _____

3. Attach plans and specifications or sketch indicating proposed change in relation to original.

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations or additions described herein comply with all applicable laws, rules and regulations codes and ordinances: including, without limitation, zoning ordinances, subdivisions regulation and building codes. The Association shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances. **I agree not to begin improvements until I am notified in writing of the approval from the Board. I understand that once work has commenced it must be COMPLETED WITHIN SIXTY (60) DAYS, unless otherwise noted. Substantial one-time (\$50) and daily (\$2) fines will accrue for not following this ACI process.**

(a) Landscaping modification: I accept responsibility for future maintenance and care of the new landscaping, including mulching, trimming, and removal. Ownership of the new landscaping will transfer with the unit to future owners and will never be the responsibility of the Association to care for, maintain, or mulch.

Signature of Homeowner: _____ Date: _____

Print Name: _____

Street Address: _____

Telephone: (H) _____ (W) _____ (email) _____

Thank you for submitting your plan for exterior changes. The Board has reviewed your request and the response is as follows:

_____ Your application has been **APPROVED** for the specified modifications. Any additional revisions or alterations require resubmission **PRIOR** to changes proceeding.

_____ The Board requests **ADDITIONAL INFORMATION** as follows prior to processing your request. Please return all original documents the additional information listed: _____

_____ Your specifications **DO NOT MEET GUIDELINES** for the following reasons: You may re-assess and resubmit.

Authorized Association Representative: _____

Date: _____

Mail completed form along with sketches, brochures, and any other accompanying documents to:

Clover Lee Condominium Association
PO Box 228
Palmyra, PA 17078