



## ***SUMMERFIELD CIVIC ASSOCIATION***

# **ARCHITECTURAL / LANDSCAPE MANUAL**

[This manual replaces all previous individual Architectural / Landscape manuals]

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- ANY EXTERIOR CHANGE TO A PROPERTY IS SUBJECT TO THE RULES IN THIS MANUAL
- CHANGE REQUEST APPLICATIONS MUST BE APPROVED PRIOR TO WORK BEGINNING
- FAILURE TO FOLLOW THESE RULES MAY RESULT IN MONETARY PENALTIES

## INTRODUCTION

This Architectural / Landscape Manual establishes standards and the process for review of changes to architectural and landscaping components of all residential units within Summerfield.

### CHANGE REQUEST PROCESS:

- Resident reviews the Manual; Change Request forms are in the Clubhouse display board and on the [www.summerfield55.org](http://www.summerfield55.org) website (under Forms)
- The single family resident submits 1 copy to the SCA office. If a resident lives in a townhouse or condo association, resident will follow the internal procedure defined by their sub-association referred to as the **“Sub-Association CR procedures”**
- SCA Office date-stamps Change Requests and gives to Committee Chairperson
- If the Change Request is in compliance with the current Manual, approval is given within 7 business days. If the Change Request is not covered in the Manual, review can take up to 30 days
- If the Change Request is approved and/or denied, the explanation is defined on the CR and given back to the homeowner. For Sub-Associations refer to **“Sub-Association CR procedures”**
- Committee Chairperson forwards Change Request to Committee Representative assigned to that particular Summerfield area.
- Committee Representative contacts private home resident to review the CR. For Sub-Associations refer to **“Sub-Association CR procedures”**
- When the approved Change Request and project is finished, the resident must contact the Committee member to let them know the project is completed. For Sub-Associations refer to **“Sub-Association CR procedures”**
- The A/L Committee Representative then signs off on the project as completed and gives one copy to the resident and one copy is filed in the A/L file. For Sub-Associations refer to **“Sub-Association CR procedures”**

*The Committee does not assume responsibility for the structural integrity, safety features or building code compliance as established by the City of Tigard or any other governing authority.*

### **Sub-Association Change Request Procedure:**

- Resident reviews the Manual; Change Request forms are in the Clubhouse display board and on the [www.summerfield55.org](http://www.summerfield55.org) website (under Forms)
- A resident who lives in a Townhouse or Condo submits 1 copy to their sub-association official for review/approval. If approved, the sub-association official then routes the Change Request to the SCA Office (leave in mail slot under window if closed)
- If Change Request is in compliance, approval is within 7 business days. If Change Request is not covered in the Manual or questionable, review can take up to 30 days.
- SCA Office date-stamps Change Requests and gives to A/L Committee Chairperson
- A/L Committee Chairperson forwards Change Request to Committee Representative assigned to that particular Summerfield area
- A/L Committee Representative contacts sub-association official to review the CR
- The sub-association official contacts the homeowner that the project is approved
- If the Change Request is denied, the Change Request with explanation is given back to the sub-association official who contacts the homeowner
- When the Change Request is approved and the project is finished, the resident must contact the sub-association official to let them know the project is completed.
- The sub-association official contacts the A/L Committee Representative who reviews and signs off on the project as completed and gives two copies to the sub-association official, who keeps one copy and gives one to the resident. A third copy is filed in the A/L completed file.

*The Committee does not assume responsibility for the structural integrity, safety features or building code compliance as established by the City of Tigard or any other governing authority.*

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## **1. ARCHITECTURAL / LANDSCAPE COMMITTEE RESPONSIBILITIES AND POLICIES**

**1.01 Purpose:** The Architectural / Landscape Committee is dedicated to keeping Summerfield one of the most preeminent places to live. The Committee will also provide individual suggestions and direction to help homeowners keep their property well landscaped and aesthetically maintained.

**1.02 Responsibilities:** In accordance with the Articles of Incorporation, Amended By-laws, and Restated Declaration of Conditions and Restrictions (Declaration), of Summerfield recorded in the records of Washington County, Oregon the Committee appointed by the Summerfield Civic Association (SCA) Board of Directors (Board) has jurisdiction over homeowner architectural and landscape changes, as well as enforcement over violations not in compliance with the terms and conditions set forth in this Manual.

***The owners shall be responsible to obtain all permits and inspections required by governmental authorities.***

**1.03 Committee Discretion:** It is recognized that this Manual does not contain specific requirements for every situation that may require the Committee's approval; therefore, the Committee will necessarily exercise discretion in many instances in approving or disapproving a specific proposal. It is further recognized that a proposal may deserve consideration on its own merit, even though it may not meet a specific standard set forth in this Manual. In this case, the request may be presented to the entire Committee for discussion and may take up to 30 days for review. Some guidelines may be referenced within one part of the Architectural or the Landscape section, yet apply to all projects and Change Requests.

**1.04 Committee Decision:** The Committee will review the proposed plan (Change Request submitted in duplicate) after the SCA Office has received and date stamped the properly completed Change Request. If the Change Request is in compliance with this Manual, approval is within 7 business days. If the Change Request is not covered within this Manual or is questionable, review may take up to 30 days. The Committee will return one copy to the applicant to indicate approval or disapproval (if disapproved, briefly noted with the reason for such disapproval).

**1.05 Enforcement Procedures:** If an owner is found in violation of the requirements of this Manual, the owner will be contacted in writing by the Committee and the owner shall have thirty (30) days to correct the violation.

If a violation is not corrected within the specified time, the Architectural / Landscape Committee Chairperson will file a "REPORT of STANDARDS VIOLATIONS" to the SCA Board of Directors for further review and action.

Remedies permitted by the Declaration, current codes and the law will be pursued by SCA to

correct any violations. The cost of the clean-up or any other necessary corrective measures incurred by SCA shall be payable by the owner upon demand. If an owner fails to pay any such demand, a lien may be placed on such owner's property to secure payment.

**1.06 Reconsideration; Appeal:** If the resident or owner wishes to seek reconsideration of a Committee's decision, such owner may, within ten (10) days of the date of such decision, request in writing that two Committee representatives revisit the site and review the decision. In such event, the Committee shall either affirm or modify the decision within ten (10) days of receipt of the written request for reconsideration.

There is not an automatic right of appeal of a decision of the Committee to the SCA Board. An applicant may petition the SCA Board within the 30 days of the final decision of the Committee for a review of the decision of the Committee by submitting to the SCA Administrator a written statement explaining the situation and the applicant's proposed solution. The Administrator will provide copies of the request to all of the members of the Board and the members of the Committee. The Administrator will notify the applicant within thirty (30) days after receipt of the applicant's letter of appeal as to whether the SCA Board is willing to review the matter and on what terms. The SCA Board may set procedural limitations for the review, including without limitation, restricting the scope of the review to specific issues and limiting the time the applicant may speak. In addition, the SCA Board may specifically request to review a decision of the Committee without a request by the applicant or the Committee. **The Board may affirm or overturn any decision of the Committee.**

**1.07 Revisions:** The SCA Board may from time to time amend, modify or revise provisions of this Manual, including the procedures for submission to an approval of the Committee outlined herein; provided, however, that no such amendment, modification, or revision shall be binding upon the owners until notice of the same has been provided to the owners by the Board. No such amendment, modification, or revision shall affect architectural or landscaping changes approved prior to enactment of such amendment, modification, or revision.

**1.08 Subordination:** Where conflicts or discrepancies arise between this Manual and any part of the Declaration, the latter shall prevail. All City of Tigard codes must be adhered to.

## **2.0 ARCHITECTURAL**

**2.01 Architectural Policy:** No building, fence, wall, patio, deck, exterior structure, exterior paint, driveway, sidewalk, walkway, roof, window, door, shutter, skylight, antenna, flag pole, solar panel, golf ball screen, awning, mailboxes, air conditioning / heat-pumps, thereto directly attached or unattached, nor shall any other exterior addition to, or change or alteration thereon be made, until the plans and specifications have been submitted to the Committee and the Committee has responded in writing.

Due to the visibility of properties that abut the golf course, those properties are considered to have “two front yards” and all rules of this manual apply to both the front yard and the back yard. Change Requests are required for any changes to properties abutting the golf course.

**2.02 Architectural Plan Procedure:** A completed Change Request shall consist of:

- Drawings, sketches or plans, where applicable
- Samples or descriptions of materials such as roofing and vinyl siding, including color samples, where applicable.

**The owners shall be responsible to obtain all permits and inspections required by the City of Tigard or other governing authority.**

**2.03 General:** Residential units shall be of an attractive and high quality design that is compatible in external appearance, design, and quality with existing structures in Summerfield.

**2.04 Building Sites:** All structures shall be constructed within the setback and easement requirements set by the utility companies, the City of Tigard, County and State codes.

**2.05 Cleanliness:** Unless expressly permitted in writing by the Board, the owner, the owner’s contractor or any other person associated with the construction or alteration of a living unit may not disturb the surface of the common property or golf course during construction, or use any portion of the common property or golf course for storage or other activities relating to the work. Roadways and adjoining lots shall be kept clean and free of debris, dirt or mud arising from the project. Debris from construction or landscaping activities will be promptly removed. Leaves must be removed in a timely manner and not allowed to accumulate or raked into the street or golf course. Leaves and debris from a homeowner’s property and street frontage is the homeowner’s responsibility to dispose of properly.

**2.06 Drainage and Gutters:** Gutters will be required on all structures and must be properly drained to direct all runoff to the curb lines of the lot, or piped to the storm system. Surface or building water may not drain to any adjoining private or common property, except for access to the storm drain as provided in Section 1.8 of the Restated Declaration.

**2.07 Driveways, Sidewalks and Walkways:** Driveways, sidewalks and walkways (from driveway to house) shall be of concrete slab construction only. The driveway surface should be finished with a broom finish or exposed aggregate. Any other installed material including special artistic effects or colors in the driveway or walkway require written Committee approval.

Sidewalks must be broom finish concrete. Sidewalks adjacent to a property are the responsibility of the property owner to repair or replace as needed (see City of Tigard Municipal Code).

**2.08 Garages:** Each single-family detached residential unit shall include a garage designed to enclose a minimum of two (2) and a maximum of three (3) vehicles. The structures shall closely relate with other structures on the lot in respect to character, material, and finishes. The garage door MUST BE PAINTED to match the approved color of the dwelling or trim (NOT WHITE). Carports are not permitted at single-family units or townhouses. Unattached garages may be permitted by the Committee. All other residential units will have adequate parking for the owners and occupants thereof. Such parking may include carports, garages, and uncovered parking spaces. Carports and uncovered spaces shall not be used for storage of anything but allowed vehicles.

**2.09 Fences and Walls:** To preserve the aesthetic quality of the community, no residential lot may have fence material or walls that exceed 72 inches in height or that extend beyond the front corners of the dwelling foundation on the lot. A front patio/courtyard fence cannot exceed 60" in height or extend beyond the furthest front corner of the foundation of the garage or house.

On lots abutting the golf course, fence material may not exceed 36" in height. The fence must be black and see-through. Solid wood fences will not be approved. Any fence placed on a retaining wall or berm may not exceed 36" total.

Fences and walls constructed as property line barriers or security walls, whether attached or unattached to the home, shall be constructed principally of wood, masonry, black metal or wrought iron. Any other material must be approved by the Committee. The appearance of exterior walls of an addition or remodel of a structure must be compatible with the existing structure.

Vinyl or plastic fencing may be approved by the Committee if the selected color closely matches the house color and is replaced or properly painted if the house color is changed in the future. White fences are not permitted.

Wire fencing, including chain link type, is not permitted. Low retaining walls along property lines may be allowed to prevent soil slippage. Any fence installed must be aesthetically pleasing on both sides, e.g., a good neighbor fence. Variances or exceptions with respect to any restrictions to this paragraph may be allowed if first approved in writing as provided in the Declaration.

**2.10 Deck and Patio Covers:**

**Decks** should be of quality design, color and construction that complement the dwelling to which it is attached.

**Permanent patio covers** are to be constructed of high quality materials that are compatible with the dwelling's exterior appearance and design.

**Metal covers** are to be constructed of commercially painted or finished components.



Impervious covers must have gutters and downspouts; connected to the storm drain system of the dwelling if feasible. Hardware and fasteners are to be of good commercial grade. Rope, wire, or cable are not to be used to connect and support the structure.

**Wood covers** and supports MUST BE PAINTED OR STAINED TO MATCH THE APPROVED TRIM OR DWELLING COLOR.

**Patio covers** located adjacent to the golf course must be constructed to eliminate possible glare as seen from the homes on the opposite side of the fairway. If the supports are wood they MUST BE PAINTED TO MATCH THE APPROVED TRIM OR DWELLING COLOR.

**Covers** providing partial shade should complement the color of the dwelling.

Bamboo or plastic shades are acceptable. All others materials are prohibited.

**2.11 Exterior Colors:** Approval must be obtained for all repainting of houses whether with the same or a different color. A paint book of pre-approved combinations of colors is available at the SCA Office for 48 hour check-out. An owner can expedite the process by indicating the page number from the paint book on the Change Request form. Any Change Request for colors or combinations not in the approved paint book must have paint chips attached and will require Committee approval. All sides of the dwelling must be painted the same color. Artistic elements require Committee approval. In addition to the pre-approved colors, white and off-white are acceptable as trim colors. The garage door must be painted to match the approved basic house color of the dwelling, or remain as natural wood (NOT WHITE). Factory-finished metal or vinyl windows, doors and siding are subject to the same color limitations. Porch posts on the front of house must be painted to match the approved house or trim color.

**2.12 Roofs:** Approval must be obtained for all re-roofing. The approved list of materials currently includes (3) tab asphalt shingles or Bar Tile. New types of materials must be reviewed and approved by the A/L Committee. Roofing colors shall be muted earth tones, including black and medium gray tones. White, Off-white and any other color not specifically noted is not acceptable. Refer to roof sample colors in the paint book.

**2.13 Solar Panels and Skylights:** Manufactured solar panels and skylights may be approved if they are installed in accordance with the manufacturer's recommendation and meet all requirements of the City of Tigard building code and all other agencies with oversight and permit authority. A copy of the SCA Solar Panel Guidelines must be attached to a Change Request for those installations. Copies are available at the SCA Office, [www.summerfield55.org](http://www.summerfield55.org) (under Forms) and from Committee members.

**2.14 Service Areas:** Accessory buildings (such as dog houses, tool sheds, firewood shelters), non-portable pools, non-portable outdoor furniture (swings, picnic tables, barbecues, hot tubs) shall be reasonably screened from view. The locations of all such accessories are subject to the Committee's approval.

**Refuse containers** (garbage cans, yard debris and recycling) shall be screened from public view.

**Air conditioning units** shall also be screened from public view. Both of these can be accomplished with shrubs or fences. If easily observable from the street, they must be screened.

**2.15 Poles, Antenna and Satellite Dish Antennas:** Satellite dish antennas are approved; a change request is required.

- It is preferable that the homeowner direct the dish or antenna installer to mount the device where it is least visible from the streets and / or golf course and still receive good reception.
- The installer should be asked to conceal cables as best as possible to avoid drooping or highly visible cables.

Flag poles require the approval of the Committee as each installation is unique.

**2.16 Climate Control:** Placement of heat pump, condenser units, and portable air conditioning units shall receive special consideration to ensure appropriate visual screening and noise attention to the neighboring residential units and areas. Use of solar heating systems is acceptable provided that the panels or collectors are integrated into the structure with regard to overall appearance and design. All exterior climate control equipment must be reviewed and approved by the Committee prior to installation. The City of Tigard requires a mechanical permit that complies with state and federal regulations for installation of heat pumps and air conditioners.

**2.17 Mailboxes:** Mailboxes shall be of a standard design. When replacing a mailbox, the replacement must be USPS approved. Guidelines for mailboxes are available from the SCA Office or the A/L Committee. Other receptacles (newspaper, etc.) are not permitted.

**2.18 Exterior Lighting:** Type and placement of exterior lighting devices must be approved by the Committee. The concern is to eliminate glare and annoyance to adjacent property owners and passerby, as well as provide compatibility with the overall neighborhood. Low-voltage and motion sensor security lights are preferred. String lights, in any color, whether on the house, walkway, tree, etc., are permissible for holiday décor, but not permitted for year-round use.

All driveway lampposts within Summerfield must be similar and painted black. The post height should be five feet tall with an eight to ten inch high and a five or six sided top fixture. Most of the driveway lampposts use a photo-cell sensor to activate on in the dim/dark hours and for safety reasons, it is a requirement that they are in working order. The lamppost bulbs and replacement plastic lenses are available for purchase from the Summerfield Golf Pro Shop. For replacement options, contact the SCA office or the A/L Committee.

**2.19 Golf Ball Screens:** All improvements for the purpose of providing protective screening

from errant golf balls must be reviewed and approved by the Committee prior to installation or construction. Acceptable materials and construction guidelines are available from the SCA Office, on-line at [www.summerfield55.org](http://www.summerfield55.org) (under Forms), or from a Committee member. A copy of the Guideline must be attached to the Change Request. Nothing is permitted to grow on or be attached to any golf screen.

**2.20 House Numbers:** Plans must show the location and style of house numbers. House numbers must be clearly readable from the street, not so large as to be out of proportion to the structure, and compatible with the overall design of the structure.

**2.21 House Signs:** All “for sale” and “for rent” signs must be of professional quality and removed as soon as the sale or rental is completed. Other restrictions are covered in the Declaration.

### **3. LANDSCAPE**

**3.01 Landscape Policy:** General yard clean-up including replacement of individual dead/dying or overgrown plants, and shrubbery pruning may be done without submitting a Change Request. Any other modification to any residential landscaping within Summerfield shall not commence until written plans and specifications on a Change Request have been submitted and approved in writing by the Committee. The Committee’s oversight shall include, but is not limited to, re-landscaping, planting or removal of trees, shrubs, grass, flower beds, ponds, pools, fountains, flowing water, yard ornamentation, lighting and walkways.

Obstructing visibility at street intersections and/or driveways by either structures or plantings is not permitted.

**Due to the visibility of properties that abut the golf course, those properties are considered to have “two front yards” and all rules of this manual apply to both the front yard and the back yard. Change Requests are required for any changes to properties abutting the golf course.**

Any damage caused to the common property or the golf course by installation of landscaping or sprinkler system on a lot by an owner or their contractor shall be the sole responsibility of the owner to correct and pay for said damage.

**3.02 Landscape Plan Procedure:** Change Requests and plans shall include a site plan showing property lines, structures, planting areas and location. A description of plantings, including height and width of mature trees and shrubs is required.

The plans shall include consideration of the impact on sidewalks, streets, adjacent neighbors, and the golf course.

All lots shall be landscaped in compliance with these requirements within ninety (90) days

(weather permitting) after approval of a Change Request.

**3.03 Design:** All lots shall be landscaped in a manner that is harmonious and compatible with the overall landscaping policy as noted herein.

**3.04 Landscape Maintenance:** Each owner shall maintain their landscaping and parking strips in an attractive appearance free from trash, insects, disease, weeds and any other undesirable material. Each owner shall provide for the timely replacement of dead or dying plants, as well as, periodic trimming and pruning of plant material and shall be maintained in accordance with good practice or as indicated in this Manual. Leaves must be removed in a timely manner and not allowed to accumulate or raked into the street or golf course. Leaves and debris from a homeowner's property and street frontage is the homeowner's responsibility to dispose of properly.

**3.05 Minimum Landscaping Requirements:** All front and back yards shall be planted with any the following: ground cover, conifer trees, deciduous trees, shrubs, flowers and/or lawn. Extensive areas of sparsely planted shrub beds covered with bark dust, bark chip (no larger than 4"), river rock and landscape rock or similar materials are permitted. Materials that are not permitted are white landscape rock and nut shells.

Mounding of planting beds and lawn areas will be permitted if graded so as to blend with adjacent property and/or landscaping. Special care shall be taken to insure proper drainage so as to not adversely impact the neighboring property.

**3.06 Irrigation / Drainage Systems:** New installations or alterations of any water drainage or irrigation system shall be submitted to the Committee for approval. All new irrigation systems must have a back flow device plumbed according to the City of Tigard requirements. Owners are responsible to obtain all permits and inspections required by the City of Tigard.

**3.07 Trees and Shrubbery:** For safety reasons, no tree, shrub, or other planting may obscure the view at any intersection. Dead trees and shrubs shall be promptly removed. If a required treatment does not cure diseased trees or shrubs, the tree or shrubs shall be removed immediately to deter further spread of the disease or infestation. Care must be taken in the removal of trees or shrubs so as not to interfere with irrigation systems or other underground services (telephone, cable, electrical, etc.). In undertaking actions, the owners and their contractors shall consider the effect on neighbors' livability.

When a tree is removed, it must be cut flush to the ground and any remaining wood left from the tree should be removed promptly or stored out of sight from the street or golf course.

**3.08 Street Trees:** Pruning or trimming of trees in boulevard parking strips should normally be unnecessary unless a problem develops. These trees should not be topped, as they should be allowed to grow to their natural height. As a condition of approval to remove a parking strip tree, the owner must execute a written commitment that such owner will replant the parking

strip with the quantity and tree type in accordance with the City of Tigard requirements. The City of Tigard requires a permit to remove and replace these trees.

When a tree is removed, it must be cut flush to the ground and any remaining wood left from the tree should be removed promptly or stored out of sight from the street or golf course.

**3.09 Hedges:** A residential lot may not have hedge material that exceeds 72" in height, nor exceed beyond the front foundation corners of the dwelling. On lots abutting the golf course, a hedge used as a landscape feature may not exceed 36" in height (between the house and the golf course, parallel to the golf course line, or perpendicular to the golf course line between two properties). **Planting which obstructs other resident's reasonable view of the golf course is not permitted.**

**Nothing is permitted to grow on or be attached to golf ball screens.**

Variances or exceptions with respect to any restriction in this section may be allowed only after approval in writing, as specified in Section 1.11 of the Declaration.

**3.10 Yard Ornamentation and Sound Features:** Any yard ornamentation or sound feature requires a Change Request. Ornamentation includes, but is not limited to, statues, figurines, windmills, fountains, wind chimes, bird baths and large bird feeders. Consideration of the noise impact on neighbors should be reviewed before adding water features / fountains. Artificial plants / flowers are not permitted for year round use. Paper/plastic lanterns or figurines are not permitted (except for a specific special occasion).

Any lighting or sound feature (such as wind chimes and/or water fountains) resulting in an annoyance or intrusive glares to adjacent property owners or passersby will not be permitted. Even if a request for outside lighting or sound feature is approved, official written complaints from residents will require additional consideration by the Committee with the possibility of requiring the removal of the lighting or sound feature at the expense of the homeowner.

**3.11 Exterior lighting:** Type and placement of exterior lighting devices must be approved by the Committee. The concern is to eliminate glare and annoyance to adjacent property owners and passerby, as well as provide compatibility with the overall neighborhood. Low-voltage and motion sensor security lights are preferred. String lights, in any color, whether on the house, walkway, tree, etc., are permissible for holiday décor, but not permitted for year-round use.

Any lighting or sound feature (such as wind chimes and/or water fountains) resulting in an annoyance or intrusive glares to adjacent property owners or passersby will not be permitted. Even if a request for outside lighting or sound feature is approved, official written complaints from residents will require additional consideration by the Committee with the possibility of requiring the removal of the lighting or sound feature at the expense of the homeowner.

**3.12 Seasonal/Holiday Décor:** Seasonal/Holiday décor, including lighting, is allowed. String

lights, in any color, whether on the house, walkway, tree, etc., are permissible for holiday décor, but not permitted for year-round use. All holiday decorations and lighting are to be removed within two weeks after the holiday.