



Guidance for Architectural Approvals and Property Maintenance

This document is intended to provide guidance to homeowners about what is and is not needed for architectural applications and property maintenance. The intent of our HOA is to protect and enhance our home values, preserve our neighborhood aesthetic, ensure properties are maintained in accordance with our bylaws, and foster a sense of community.

No Approval Needed

The following items require no approval from the HOA Board of Directors.

There is no need to submit architectural approval if you are:

- repainting the exterior of your house, door, etc. in the current color.
- updating or repairing an existing deck and the footprint is not changing.
- planting flowers, trees, shrubs, etc. unless it is near a property line and may be in an easement.
- replacing windows, in kind.
- adding an invisible fence.
- completing minor repairs to gutters, siding, brick, etc.
- replacing a roof with similar materials.

Approval Needed

An architectural approval application must be submitted if you are:

- adding a new deck or patio or significantly changing the existing footprint.
- adding a fence.
- building a retaining wall or other hardscape.
- changing the paint/stain color of something on the exterior (wall, door, siding, eaves, etc.).
- adding some sort of outbuilding, such as a shed, greenhouse, or any temporary structure.
- making an addition to your home.
- adding a pool.
- adding a swing set, playground equipment, or permanent basketball hoop.
- replacing siding.
- replacing a mailbox in a different style.
- adding exterior lighting.
- planting trees near a property line or in an easement
- anything not covered clearly as not requiring approval. If there is doubt, it is better to ask.

Those seeking [approval for architectural changes](#) to their lot should review the Declaration of Covenants and this guidance for relevant requirements. See the details below for requirements for [swing sets, playground equipment, permanent out buildings, basketball hoops, fencing](#), and [satellite dishes, radio, and tv antennas](#).

Additional Guidance

- Maintain existing architectural features and integrity on your home/property. Exterior of home includes the maintenance or replacement of: shutters, doors, flashing, exterior siding, and any paintable trim on windows, doors, fascia and decorative applications of any kind, mailboxes, gutters and downspouts, attic louver vents, decks, driveways and sidewalks, and brick or stone. Maintenance may include painting and cleaning. Pools should be maintained appropriately for the season.
- Lot Maintenance: Cut your grass. Maintain your flower beds, including removal of weeds. Plant flowers, shrubs, small bushes or trees, in an appropriate scale for your landscaping See [easement document](#) regarding restrictions in an easement. Remove dead items (trees, shrubs, bushes, flowers).
- Keep lot clear of debris such as branches, trash, construction materials, unused toys & sports equipment, etc.
- Clear catch basins along the street surface from debris regularly, including leaves. *Note: West Chester Township encourages citizens to refrain from pushing leaves into catch basins to prevent flooding and protect water quality downstream.*
- Travel Trailers, RVs, etc. can be brought to your home and worked on outdoors for no more than 96 hours.
- Holiday decorations should be installed no earlier than 4 weeks prior and removed no later than 4 weeks after the holiday.
- Inoperable or project vehicles should be stored in a garage and completely out of view.
- Basketball hoops and play equipment should be maintained.
- Be a good neighbor—be respectful of music volume.

Swing Sets, Playground Equipment, Out Buildings, Fencing, and Other Structures

All structures require prior written approval prior to installation. Home owners are required to acquire all the necessary building and zoning certificates, where necessary. The process for approval shall include a review of the following criteria, including a sketches and photos:

1. Size
2. Materials
3. Color
4. Location--Including Visibility from Street and Adjoining Lots
5. Landscaping and Screening

Swing Sets and Playground Equipment

- **Size:** The base area of the equipment shall be confined to a rectangular area of 300 square feet or less. Equipment shall not exceed more than 12 feet in height, excluding the roof or support structure.
- **Materials:** The preferred material of the structure is wood. Other materials will be considered on a case by case basis. Plastic parts such as swing seats; slides; rings; etc. are permitted. Canvas or plastic tent canopies are permissible.
- **Color:** The structure may be left unstained or stained a natural wood color.

- **Location:** Structures shall be a minimum of 15 feet from any property line on regular lots. On corner lots the structure shall be a minimum of 15 feet from any property line and 15 feet behind the building line on the street side of the lot.
- **Landscaping:** The Board of Trustees may require the placement of evergreen trees or other screening, especially on corner lots.

Permanent Outbuildings

- Only one out building shall be permitted on any lot.
 - Permanent out buildings shall be those structures having a concrete foundation, either a slab or piers.
 - **Size:** All out buildings shall be permanent outbuildings and must conform to the requirements of 6.1.7 of the Declaration of Covenants.
 - **Materials:** The overall construction shall be appropriate for the lot and match the neighborhood aesthetics. The preferred materials would be wood, brick, or glass.
 - **Colors:** Colors shall match the tones of the house.
 - **Location:** All permanent out buildings shall be a minimum of 15 feet from any property line on regular lots. On corner lots the structure shall be a minimum of 15 feet from any property line and 15 feet behind the building line on the street side of the lot. Structure may not be placed on an easement.
 - **Landscaping:** The Board of Trustees may require the placement of evergreen trees or other screening, especially on corner lots.
 - The Board of Trustees will review the physical location of the requested outbuilding on an individual basis in regard to the view from the street, position on lot, lot location, structure of outbuilding, and view from neighbors.
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Basketball Hoops

In general, the location of the appliance should be a minimum of 15 feet behind all building lines on the lot. Homes having a front entry garage may require an additional slab in the rear yard. Appliances attached to the front of the house or between the house and street are not acceptable. Special conditions exist on double frontage lots serviced by a common driveway. On double frontage lots an appliance is not permissible on the common driveway. Appliances are permitted in the front yard of double frontage lots provided they are kept a minimum of 10 feet from the side lot line and 15 feet from the front lot line and use the driveway pavement as the surface. Separate slabs are not permitted in the front yard of double frontage lots.

Please review the [Basketball Hoop Sketches](#) document which illustrates acceptable and non-acceptable installations.

Fencing

Fencing shall be divided into three (3) categories

- Boundary and Perimeter Fencing
- Swimming Pool Fencing
- Privacy or Other Fencing.

Fencing approval may require the planting of appropriate plants to shield the view from others. Please review the [Fencing Sketches](#) document which illustrates acceptable and non-acceptable fence placements on lots.

Boundary and Perimeter Fencing

Perimeter line fencing shall:

- be of three (3) split rail, or (3) Kentucky board, pressure treated or cedar lumber only stained in natural wood colors. Wire liners may be used for the containment of pets and children.
- generally be confined to rear yards, meaning fencing on either side of the house may not be in front of a straight line extending outward and perpendicular to the sidewall from the nearest rear corner of the house.
- not be placed such that it is adjacent to the front yard of an adjacent house, meaning fencing within 15 feet of a common side lot line may not be in front of a line perpendicular to the common side lot line and extending from the nearest front corner of the adjacent house.

Swimming Pool Fencing

All swimming pool fencing shall meet state and local requirements and all pools require a fence.

The fencing must be one of the following:

- wood; unstained or stained in natural wood color
- black vinyl clad chain link
- or other acceptable material which will be reviewed by the Board of Trustees on an individual basis in regard to view from the street, position on lot, lot location, or view from neighbors.
- Approval may require the planting of appropriate non-deciduous plants to shield the view from others.

Privacy Fencing

Privacy fencing shall:

- be of wood, unstained or stained, in a natural wood color.
- not exceed more than eight (8) feet in height.
- not have more than 150 lineal feet of fencing.
- not be constructed beyond any building line or within 10 feet of any side lot line or within 20 feet of any rear lot line.
- not impede storm water drainage path for you or your neighbor

Satellite Dish, Radio, and TV Antennas

Definitions:

Satellite Dish: A concave dish type antenna used for the reception of satellite transmitted TV or radio signals.

TV or Radio Antenna: A metallic device (as a rod or wire) for the radiation or receiving of radio or TV waves.

Frontal View: A view of the house as seen from the street if looking at right angles to the walls. (Corner lots homes may have two frontal views).

Guidelines:

TV or Radio Antenna: No radio or TV antenna are permitted on the exterior of the home as stated in Article 5.2.9 of the Covenants.

Satellite Dishes: Satellite dishes will be restricted to those 18" or less in diameter. Should the dish not be circular, the total surface area may not exceed 255 square inches. There shall be only one dish exposed to the exterior per residence, unless more than one satellite dish is necessary to receive the desired services.

Installation: Technical installation will be made in compliance with State, County, and Township electrical standards in effect at the time of installation. Exposed cables will be secured with appropriate anchors and standoffs so as to be neat and follow existing structural lines of the home.

Dish Positioning:

The preferred positioning would place the dish so it is not visible from a street frontal view if the placement does not prevent reception of an acceptable quality signal or impose unreasonable expense or delay.

- *Wall Mounting* The dish must be located as close as physical properties of the dish will allow to the underside of the eave overhang of the house.
- *Ground Mounting:* A ground mounted dish must be landscaped sufficiently, with evergreen plants, so as not to be visible from a street frontal view. A ground mounted dish will not be permitted in front of the front building line that faces a street. Corner lots may have two or more such lines.
- *In Home Mounting:* A dish may be mounted inside the home.