WOODLANDS HOMEOWNERS' ASSOCIATION

ARCHITECTURAL and LANDSCAPE
DESIGN REVIEW GUIDELINES AND REQUIREMENTS

Revised-June 1, 2026

STATEMENT OF INTENT:

The intent of these standards is to preserve the beauty, integrity and value of both the homes and recreational facilities at The Woodlands. It is the goal that each home and accessory structure has minimal impact on the golf course and related amenities. Any dwelling or accessory structure erected, placed, landscaped or altered on any lot or parcel of land must have the prior written approval of the Architectural Design Review Committee, having been created according to the By-laws of The Woodlands Homeowners Association before any construction is commenced, as to the location on the lot of such structure, the style of architecture, the type and quality of building materials used and the following Architectural Design Review Standards and Guidelines. There shall be no such approval prior to submission to the Architectural Design Review Committee of satisfactory plans, specifications and site plan.

PURPOSE OF THE REQUIREMENTS:

1. The primary purpose of these requirements is to familiarize homeowners of the Woodlands with the objectives, scope and application of design standards and guidelines which are enforced with the intention of maintaining the aesthetic appearance and environmental quality of the Woodlands community.

2. These requirements will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association. All homeowners are encouraged to familiarize themselves with its contents.

BASIS FOR AND OBJECTIVES OF THE PROTECTIVE COVENANTS:

3. The legal documents for the Woodlands community contain covenants, including those pertaining to architectural controls. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are aware of such covenants.

4. The primary purpose of design covenants is to maintain environmental and architectural design standards of the entire community. The enforcement of design standards is intended to achieve the following objectives:

    a. Maintain consistency with the overall design concept for the community.

b. Promote harmonious architectural and environmental design qualities and features.

c. Promote and enhance the visual and aesthetic appearance of the community.

5. The enforcement of design standards not only enhances the physical appearance of a community but protects and preserves property values.

ROLE OF THE ASSOCIATION DESIGN REVIEW COMMITTEE (ADRC):

6. All homeowners at the Woodlands are automatically members of the Woodlands Homeowners Association which is a non-profit corporation which owns and is responsible for the upkeep and maintenance of all common properties within the community.

7. The Association is responsible for the administration and enforcement of all covenants which are applicable to property owners, including design covenants and restrictions. The Woodlands Homeowners Association Declaration document provides for the appointment of an Architectural Design Review Committee (ADRC) which is responsible for the enforcement of design standards.

8. The ADRC will receive applications for improvements/modifications/alterations for rebuilding and/or new construction from homeowners for review and consideration.

9. The ADRC consists of 3 or more people appointed by the Board of the Association.

MODIFICATIONS REQUIRING REVIEW AND APPROVAL BY THE ADRC:

The general conditions for the design review requirement are as follows:

10. No person shall make any improvement/modification/alteration for rebuilding and/or new construction in or to any lot (other than for normal upkeep or natural landscaping and not including areas within a building visible from the exterior only because of the transparency of glass doors, walls or windows) which is visible from the exterior of the Lot, without the prior written consent of the ADRC. No person shall paint, affix a sign not permitted by the Rules and Regulations or alter the exterior of any improvement located upon such Owner's Lot, including the doors and windows, if such exterior is visible without the prior written consent of the ADRC.

11. By way of example, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the ADRC. The review process is not limited to major additions or alterations, such as adding a room, deck, patio, shed or garage. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

12. All large and small projects requested must be started within 90 days of approval. Large residential additions or modifications must be completed within one (1) year. If a large

project is started and not completed a year due to unforeseen circumstances after the date of approval, the Homeowner can request a reasonable extension to be considered. Medium to small projects must be started within 90 days of approval and completed within 30 days up to 6 months depending on specific project scope of work, schedule, contractor availability, etc. If any project is not started within the 90-day time frame, then the Homeowner must reapply. The ADRC committee and Homeowner will jointly determine the size of each project and their duration for completion

13. Exceptions:

    a. Building exteriors may be repainted or re-stained provided that there is no color change from the original. Similarly, exterior building components may be repainted or replaced so long as there is no change in the type of material and/or color.

    b. Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.

DESIGN REVIEW CRITERIA:

The criteria listed below provide the basis for both the development of the Association's design guidelines and the evaluation of individual design proposals by the ADRC – which includes but is not limited to the following:

14. Design Compatibility: The proposed modification or improvements should be compatible with the architectural characteristics of the applicant's house and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, and similar use of materials, color and construction details.

15. Scale: The scale of the proposed improvement should relate to the size of the applicant's house, the location and size of the lot, adjacent homes and surroundings. This criterion applies to both structural and landscape modifications.

16. Impact on Neighbors: The proposed improvement should relate favorably to the applicants home, their landscape, adjacent homes and the neighborhood. Consideration will be given to massing, visual and functional impact on neighbors. Massing impact refers to the size and scale being in proportion, visual impact refers to the aesthetic appearance of the proposed improvement, which includes consideration of design quality, scale, location and architectural compatibility. Functional impact refers to such concerns as view, sunlight, ventilation and drainage.

17. Impact on the golf course: Improvements to houses or landscaping should not in any way unfavorably alter the view, sunlight, vegetation and drainage of the course. Guidance from the golf course staff and/or the Club Green's Committee will be sought when appropriate.

18. Color and Materials: Continuity or compatibility of color and finishing materials with the original construction and surrounding dwellings will be a specific consideration in evaluating the appropriateness of proposed improvements.

19. Relationship with Environment: Proposed improvements should not have a negative impact on the natural environment. The removal of trees, or other vegetation, grading and other topographical alterations will be assessed for potential adverse impacts, such as a material change in the rate and/or direction of storm water run-off and soil erosion.

PROPERTY MAINTENANCE STANDARDS:

20. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass or other vegetation approved by the ADRC.

21. All turf areas on a lot must be kept neatly mowed during the growing season. Grass should not be permitted to exceed 6 inches.

22. No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.

23. Recycling and trash receptacles shall not be left on roadside for more than 48 hours.

24. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.

25. All mulch and flower beds visible from road and adjacent neighbors must be neatly maintained.

26. Culverts under driveways are the responsibility of the homeowner to maintain to ensure the culvert is clear and water can freely flow.

27. The exterior of a home must be maintained in an attractive manner with no significant blistering or peeling of exterior painted or stained surfaces being permitted.

28. Any exterior components including siding, gutters, downspouts, roof shingles, windows and doors which are missing, broken or otherwise in a state of disrepair must be repaired or replaced as quickly as possible.

DESIGN STANDARDS and REQUIREMENTS:

The following modifications are permitted, **but require** an application to be submitted by the homeowner to the ADRC prior to beginning with the project:

29. Attic Ventilators: Attic ventilators and turbines are permitted if painted to match the color of the roof or the color of the house siding or trim. Ventilators and turbines should be mounted on the least visible side of the ridgepole so as to minimize visibility.

30. Awnings: Exterior awnings will be prohibited unless demonstrated to be clearly compatible with the architectural design and qualities of the home or screened from the view of adjoining neighbors or golf course. If approved, awnings must meet the following criteria:

    a. They should be of a plain design with straight or scalloped edges and without any other decorative features.
    b. Color must be compatible with the exterior colors of the home.
    c. They must be consistent with the visual scale of the house to which it is attached.
    d. Pipe frames or structural supports for canvas awnings should be painted to match the trim or dominant color of the house.

31. Chimneys and Metal Flues: Chimneys must either be masonry or enclosed in the same finish materials as the exterior of the home. Metal flues and chimney caps must be painted and any vent protruding through the roof must be painted the same color as the roof.

32. Decks: All decks must be approved by the ADRC. Homeowners are advised to consider the following:

    a. Location. Decks should generally be located in rear yards.

    b. Scale and Style. Decks should be of a scale and style which are compatible with the home to which attached, adjacent homes and the environmental surroundings.

    c. Color. Decks made from wood may be left to naturally age. Decks which are painted or stained should be compatible with the trim or dominant color of the house.

    d. Under Deck Storage. Elevated decks have an under-deck area which can have a negative visual impact on adjoining neighbors, when used as an informal storage space. The use of decorative screening or landscaping to minimize adverse visual impacts is encouraged.

33. Dog Houses: Dog houses will be approved if compatible with the applicant's house in terms of color and material. Dog houses may not exceed 16 square feet of floor space and not exceed 4 feet in height. They should be located where visually unobtrusive from road and neighbors. The use of appropriate screening is encouraged.

34. Pets: Domesticated pets are allowed. It is the pet owner's responsibility to be sure that his/her pet is not a nuisance to other homeowners in the Association or to anyone at The Woodlands Club. This includes but is not limited to: noise/barking, being off leash/loose on the golf course or others' property and, leaving pet waste on any private or community property.

35. Driveways: Extensions and additions to driveways must be of the same material as the original driveway, unless the entire driveway is being replaced with different material, which will require approval. Locations of driveway extensions or additions must be placed outside the established set-back areas.

36. Exterior Painting: All exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other related structures. Examples of approved colors are blues, yellows, grays, whites, browns, taupe's. Door colors should complement house colors. Examples of approvable door colors are reds, greens, black, grays, browns, whites, and blues. (No approval is required in order to repaint or re-stain to match the original color of the home.)

37. Fences: Fencing should not delineate property boundaries but rather provide privacy in the functional areas of the yard. Fences must not exceed 6 feet in height. Wood or wood material fences are preferred and should be consistent with the character of the house. Composite materials can be considered. No extruded hollow PVC fencing materials can be used. Where 6 foot high fences are to be used, they must be no more than 25 feet from the house unless used to enclose pool areas. Pool fencing/exterior perimeter must be screened with plantings and/or vegetation full height of required fence not to exceed four (4') in height. Low fences and stone walls should be used outside the 25-foot from house limit. Chain link fences, woven fences and wire fences shall not be permitted.

38. Flagpoles: Permanent, freestanding flagpoles will be approved and must be installed and maintained in a vertical position. The height, color and location of the flagpole must be consistent with the size of the property and scale and design qualities of the home.

39. Mailboxes/paper boxes: Mailboxes and newspaper boxes shall be reviewed by the ADRC prior to installation. Once installed the mailbox/newspaper box shall be kept well maintained.

40. Hot Tubs/Spas: Exterior hot tubs or spas must be located in the rear yard adjacent to the rear side of the house. The incorporation of hot tubs as an architectural feature of decks and patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck or patio to which attached or most closely related.

41. Greenhouses: A greenhouse will be treated as a major alteration to a dwelling and be subject to the same level of review.

42. Gardens & Raised Beds-Gardens and raised garden beds shall be located behind the rear side of the home.

43. Grills: Permanent grills must be placed in rear yard of the house and as far as practical from adjacent property lines. Setback requirements apply.

44. Landscape/Hardscape: An application is required for installation of railroad ties, garden timbers, stones or similar structures which form a wall over 12 inches high and/or 8 feet long. A proposed improvement which is of a scale or type inconsistent with the existing

design features of the home, adjacent units and the surrounding area will require approval such as those including substantial or total removal of turf and replacement with another material such as mulch or gravel. If mulch beds are within landscape, then mulch should be replaced at least bi-annually.

45. Patios: All patios require approval and should generally be located in rear yards although front and side yard applications will be evaluated on their individual merit. Approved materials shall include natural stone, precast concrete pavers, clay brick or architectural concrete.

46. Recreation and Play Equipment: Semi-permanent play equipment which either constitutes a structure or is part of an existing structure requires approval. Examples include but are not limited to sandboxes, playhouses, swing sets, jungle gyms, wading pools, tree houses, etc. Proposed play equipment will be evaluated based on location and orientation of the property in conjunction with color and material selection. Placement of basketball backboards, trampolines, and other less permanent structures should be placed in areas with minimal visual impact from the road and neighbors and be placed outside the established setbacks. Large structures such as play and tree houses shall be designed to meet the same design criteria as sheds but not exceed 75 SF.

47. Sidewalks and Pathways: Sidewalks and pathways should be set back at least 4 feet from the property line and installed flush to the ground. Only stone, brick, concrete or similar durable construction materials should be used.

48. Sheds: Homeowners are encouraged to design and construct sheds that are integrated with the design qualities of their house. No shed will exceed 100 square feet or be located forward of the rear plane of the house. Height of shed will not exceed 9 feet. Finish materials will be the same as the exterior of the house and color scheme, including roof, will be the same as the house. Roofing pitch will be the same as the roofing of the house. Shed will be screened by landscaping where the shed is visible from the street.

49. Auxiliary Structures-Detached Garage/Structure: Auxiliary Structures-Detached Garage/Structure is to be constructed and consistent with the present Architectural and Landscape Design Review Guidelines and Requirements as it pertains to its sections but not limited to:

    a. Modifications requiring review and approval by the ADRC.
    b. Design Review Criteria
    c. Design Standards and Requirements
    d. Process of Renovation and Re/Construction Review
    e. Application and Review Procedures

    Homeowners must own a conforming lot which is defined by:

    a. Structure must fit and be located not to protrude the front plane of the home or can be located behind the rear plane of the property.
    b. Maintain HOA rear and side setbacks as defined in guidelines.
    c. ADRC notification to abutting homeowners for comment will be required.

d. Club and Golf Course Superintendent must review and approve for visual and course impact when property abuts course.

Detached Garage & Structure Guidelines and Requirements shall include the following:

a. Detached auxiliary garages or structures shall not exceed a footprint of 28' x 28' or 784/sf with a minimum footprint of 18' x 18' or 324/sf.
b. Single story structure only is permitted with an overall maximum height of 18' from foundation slab to peak of roofline.
c. A second-floor loft within roof framing structure may be considered if designed below the height requirements and approved by the ADRC.
d. Structure must be placed on a foundation with a poured concrete floor.
e. Design of structure must blend or be consistent with the architectural details of the home including, roof pitch and slope, roof shingles, siding, trim, architectural specialty features and body and trim color.
f. Natural vegetative buffering may be required based on its location if required by the ADRC.
g. A certified property survey and landscape/hardscape plan shall be submitted with a complete set of architectural plans as defined within guidelines.
h. An approved building permit must be issued by the Town of Falmouth.
i. Existing property is limited to one home/dwelling per lot. Added structure shall not be used for inhabiting as a second personal home/dwelling, apartment for rent or an In-law space. Kitchens or efficiencies are prohibited.
j. Added structure shall not be used for business purposes with respect to retail, manufacturing, distribution, etc. or anything requiring a business license or permit. The development is not zoned for business use.
k. Added structure shall utilize and be connected to existing single house electrical meter. Additional electrical meters are prohibited.

50. Swimming Pools: Only in-ground swimming pools will be permitted. Pools must be located in the rear of the property. Pool filtration equipment must be shielded from adjacent properties by the use of natural approved vegetation. Pool fencing shall be continuously screened by vegetation at same height not to exceed four (4'). Refer to fences for material guidelines. All required setbacks must be met. Comments from the owners of adjacent properties may be solicited prior to the ADRC making a decision.

51. Tree Removal: Cutting and pruning of trees shall not be permitted within 50 feet of the golf course property line or 10 feet from the side property lines. Exceptions to cutting or pruning trees and ornamentals within the 50-foot golf course set-back requirement may be given upon the ADRC's request of the golf course Superintendent to review and issue written permission if acceptable but only after the ADRC has had the opportunity to review first. Tree removal also includes all existing ornamental landscape trees previously approved for property and may require new replacement of ornamentals or a submission of a new landscape proposal plan. Restrictions on cutting trees shall apply only to trees 3" diameter (at 5 feet above finished grade) and greater. Trees indicated to be cut for approval shall be flagged with highly visible flagging ribbon of the same color prior to initial review and site visit. Tree stumps in view of the roadway and abutting neighbors must be ground down below grade or removed entirely. Tree removal and pruning

requires the work be complete within 60 days of approval. Any trees or pruning initially approved and needing to be cut beyond the allowable timeframe shall require re-approval and a site visit.

52. Signage: Commercial signs are not permitted. The only exemptions are standard size signs for real estate agencies for sales of residential property purposes and the small signs for pet containment and security systems. Signs, without exception, are not permitted on the golf course. Congratulatory signs for a student graduating from high school or college are permitted and should not remain for more than 45 days.

53. Dumpsters, Storage Containers and portable toilets: These shall be located close to the home or out of view if possible and shall not be located at the ends of driveways or along the road. Dumpsters and storage containers require approval if they intend to be located on property for more than 10 days.

54. Solar Panels & Solar Roofing Shingles: These may be permitted after review by the ADRC to ensure limited visual impact from road and abutting neighbors.

55. Mechanical Heat Pumps and Generators: These may be permitted after review by the ADRC to ensure no visual impact from the road and minimal to abutting neighbors.

The following are permitted and **do not require** an application to be submitted so long as the improvement complies with the guidelines as stated:

56. Firewood: Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties. Protective covers used for any purpose should be of a color that blends with the natural environment such as green, brown, or black.

57. Flagstaffs: Temporary flagpole staffs which do not exceed 6 feet in length and are attached at an incline to a wall or pillar of the dwelling do not require approval.

58. Flags: US, State of Maine, seasonal/festive, sports team flags are acceptable. Political flags are not permitted.

59. Landscaping: In general, a review is not required for minor landscape improvements and/or replacements. Plastic, fabric or any other artificial material is prohibited except for temporary seasonal displays. See “Landscaping” under “Design Guidelines”.

60. Trash Containers: All trash and recycling containers must be stored and out of view at all times. Containers should not be on the street for more than 48 hours

61. Storage of boats, trailers, campers, mobile homes, recreational vehicles and containers: The following types of vehicles and/or containers may be parked for no longer than 10 days on residential lots, streets or common space:

a. Any boat, any type of trailer or storage container
b. Any motor home or self-contained camper
c. Any vehicle or trailer with a commercial sign, advertising or visible commercial equipment

62. Storage of canoes and kayaks, utility trailers: Canoes, kayaks and/or utility trailers should be stored out of view either by being inside the garage, by being placed under an approved cover or by being naturally screened from view.

63. Non-permanent garden equipment and lawn furniture are placed in a setting where in view of the roadway shall not remain for more than ten (10) days. Permanent or fixed architectural style furniture on front, side or rear porches and decks and patio furniture in rear of property is acceptable.

64. Vehicles of any type shall not be left on WHA roadways overnight. The only exception is if a driveway is being redone, such as repaving or seal coating. In these instances, vehicles may be parked on the roadside for up to 72 hours.

65. No temporary parking of vehicles is permitted at any time on shoulders around or within Cul-De-Sac street circles until 5 pm. This includes personal, recreational and commercial contractor vehicles.

66. Culverts: Culverts under driveways are the responsibility of the homeowner to maintain to ensure the culvert is clear and water can freely flow.

67. Golf Cars: Golf cars are permitted on the road network. Operators shall have a valid driver's license or have a driver's permit and are accompanied by a responsible licensed driver.

PROCESS OF RENOVATION, RECONSTRUCTION AND NEW CONSTRUCTION REVIEW:

The following is required for Submission and Approval:

68. Any building envelope, addition, renovation or added structures:

69. Site Plan: Scale 1" = 10' or, when inappropriate for size of lot and approved by ADRC, 1" = 20'. Information to be included on the site plan is as follows:

    a. All building footprints.
    b. Plan is to depict required setbacks on front, sides and rear. Note 50' set back when abutting golf course.
    c. Location and width of driveway and all walks.
    d. Limit of all tree clearing
    e. Landscape plan with description and size of all materials
    f. The location and extent of exterior lighting, fences, retaining walls and other items located on the site.

g. Location and description of other amenities including pools and tennis courts for example.
h. Note 10-foot-wide right of way/town easement is along edge of main road, 13 feet on the side streets.

70. Floor Plans: Scale ¼" = 1'. Plans shall be dimensional and noted. Indicate where all windows and exterior doors are to be located.

71. Elevations: Scale ¼" = 1'. Elevations shall indicate actual locations and sizes of all windows, doors, overhangs, etc. All materials must be noted, dimensioned and located. Accompanying the elevations should be color samples of all exterior materials.

72. Outline Specifications: Indicate all construction materials and techniques for the exterior elements of building. Include thicknesses, spacing, sizes, quality and locations. Material descriptions should be for all buildings, fences, retaining walls, drives, patios, and any other items visible on the exterior.

DESIGN STANDARDS:

73. Planning: While the use of a licensed architect is encouraged, it is not mandatory. However, the absence of an architect does not relieve the applicant from fulfilling all the requirements of the design review standards or mandated codes and compliances required by the Town of Falmouth. Demonstration of adherence to these standards must be clear and fully documented in accordance with the submission requirements. A technical adherence to these standards must be carried out throughout the construction process.

74. Size: Minimum size of the dwelling unit must be 2000 square feet of enclosed, heated living space exclusive of basements, garages, porches and breezeways. Accessory structures must conform to all applicable standards contained herein. Garages are required and all garages must have at least two bays.

75. Height: Maximum height shall be in conformity with the standards established as defined in Falmouth zoning ordinance.

76. Setbacks: The setback standards for all structures, driveways, walkways and appurtenances thereto shall not be less than the following:

    a. Front yard – 35 feet
    b. Side yard – 35 feet
    c. Back yard – 50 feet

77. The following requirements must be met at all times during any construction process. The ADRC reserves the right to stop construction if in its opinion these requirements are not being met.

    a. All state, local and federal codes and requirements must be met. All necessary permits must be obtained in advance from the appropriate government authorities.

b. No dwelling or accessory structure shall be substantially comprised of prefabricated or manufactured structural components.

c. Prior to the start of any work on the site, approvals must be obtained from the design review committee.

d. Any tree removal must be pre-approved and kept to a minimum.

e. Any potential drainage issues must be assessed and approved in advance by the ADRC.

f. Adequate erosion control measures must be maintained at all times.

g. Dust shall be kept to a minimum. Watering or calcium should be used as appropriate during dry periods. Sweep association road(s) at entrance to property and affected areas from project as necessary to keep free and clear of debris.

h. No exterior construction may occur on weekends between May 1st and September 30th unless otherwise approved by the ADRC. Construction shall not go beyond normal construction work hours. Overtime and weekend work in general is discouraged. Any construction of any nature on any lot shall be substantially completed within 12 months from the commencement of such construction.

i. Any and all damage done to common areas and roads resulting from construction or transportation to and from the construction site will be repaired by the builder to the specifications of The Woodlands Homeowners Association.

j. The construction site shall be kept neat and orderly. Storage of materials must be inconspicuous from the road, the golf course and other common areas.

k. Construction debris and trash must be removed or stored within trash/dumpster container daily. Burning or burial of trash shall not be permitted. Trash/dumpster containers shall be located close to the home or out of view if possible and shall not be located at the ends of driveways or alongside road

l. Where the requirements of items i., j. & k. above have not been met by the owner, The Woodlands Homeowners Association reserves the right to have a separate contractor fulfill those requirements at the expense of the builder or the owner. The owner will be billed for the cost to bring about conformance to those requirements. Any such charges shall be treated as an assessment and collection shall be enforced according to the By-Laws of the Woodlands Homeowners Association.

DESIGN GUIDELINES:

78. General: Buildings should be designed to integrate functionally and aesthetically with the site. Visual impact from the golf course or adjacent building sites should be minimized.

79. Site Planning: The following standards should be used when siting and designing structures:

    a. Minimize the impact on topographic features. Work with the contours that naturally exist on the site. The buildings should respond to the elevation changes and the natural features of the site, incorporating them into the design.

    b. Maintain mature trees not only within the setback but also within the property as a whole. In siting the buildings, adjust the location wherever possible to maintain mature trees.

    c. Minimize paving and driveways. Orient entrances to garages and houses in such a way that hard surfaces are minimized.

    d. Orient the house and garage to downplay garage doors. Side garage entrances are encouraged.

    e. Locate swimming pools and other recreational items in areas not visually prominent from the road or the golf course. Provide screening where location does not obscure such visual impact.

    f. All utilities must be underground. No overhead service will be permitted.

    g. Satellite dishes are restricted to no more than 2 feet in diameter and must be located to not be visible from the road and to minimize visibility of neighbors.

80. Architecture: In the design of the building, addition or detached auxiliary structures the following standards shall be maintained.

    a. Foundation walls shall be covered to 8 inches above the ground line. Exposed concrete is discouraged.

    b. Exterior siding shall be clear-grained lasting wood, painted or treated with preserving stains. Brick or stone may be used as an alternate facing material. Cementitious siding can be substituted for wood clapboards or shingles and must be painted.

    c. Trim: Trim shall be clear-grained lasting wood, painted or treated with preserving stains. Composite trim can be substituted with wood but must be painted.

    d. Building mass fenestration should be well proportioned and residentially scaled.

e. Roofs should be predominantly sloped and covered with asphalt shingles to match existing home and to be darker than the siding unless otherwise approved by the ADRC. Metal roofing on homes may be allowed for accent roofs such as porches, sheds, eyebrow over hangs, etc. but not permitted for sole roofing material over entire roof area(s). No appurtenances other than the chimney should extend above the ridge.

f. Chimneys must be masonry with brick or stone facing where exposed to the exterior.

g. Porches and decks should be integrated into the building and be consistent with the aesthetics of the house and the surrounding yard. Composite materials may be used for replacement of existing wood trim.

81. Fencing: Fencing is permitted when in conformance with the following:

a. Fencing should not delineate property boundaries but rather provide privacy at the functional areas of the yard.

b. Fences must not exceed 6 feet in height.

c. Wood or wood material fences are preferred and should be consistent with the character of the house. Composite materials are acceptable. No extruded hollow PVC fencing material can be used

d. Where 6 foot high fences are to be used, they must be within 25 feet of the house unless used to enclose pool areas. Pool fencing/exterior perimeter must be screened with plantings and/or vegetation full height of required fence not to exceed four (4'). Low fences and stone walls should be used outside the 25-foot from house limit.

e. Chain link fences, woven fences and wire fences shall not be permitted.

82. Landscaping: Landscaping is encouraged to be integrated with the design of all buildings.

a. All areas disturbed by construction must promptly be planted with ground cover and returned to the natural state or be landscaped.
b. It is preferred that plants be used for screening rather than fences.
c. Any revisions, such as tree cutting and landscaping plans must be reviewed for approval. Cutting trees less than 3 inches in diameter at 5 feet above ground and branch limbing does not need approval.
d. Exterior lighting: Exterior lighting must be contained within the site.
e. Lighting glare should not be apparent off the property.
f. Down lighting fixtures and low intensity light are recommended.
g. Light poles shall not exceed 8 feet in height.
h. Where lights are attached to a building, the requirements for glare must be maintained.
i. Spot, patio and landscape lights shall be turned off by midnight.

APPLICATION AND REVIEW PROCEDURES:

83. Applications: All applications are to be issued by the homeowner of record for proposed improvements to the board in writing by email using the application format authorized by the ADRC.

84. Supporting Documentation: The Homeowner must include a complete and accurate description of the proposed improvement. Exhibits will frequently be required, and examples include a plot map showing the location and dimensions of the proposed improvement, architectural drawings of plans, landscape plans, material and/or color samples, etc.

85. Timeframe for Completion of the Review: The ADRC is required to provide notification to the applicant of the approval or disapproval of any proposed improvement within 30 days after the receipt of a properly completed application. Any application not so acted upon within the 30 days is automatically referred to the Board, which must act within 10 days after the first Board meeting following referral of the matter to the Board.

86. Notice of Approval/Disapproval: Within 10 days of a decision applicants who have submitted design review applications will be given written notice of the decision of the ADRC, or the Board in the absence of a decision by ADRC.

87. Appeals Procedure: Applicants who have submitted design review applications may appeal decisions of the ADRC to the Board in accordance with the procedures below.

BASIS OF ACCEPTANCE: Review of each application will be made on the basis of these design review standards. Specific criteria for evaluation shall include, but not be limited to, the following:

a. Integration with the site and its natural features.
b. Propriety and quality of the building design and site layout.
c. Adherence to these standards.
d. Construction impact on the site and adjacent areas.
e. Visual impact from the road, neighbors, the golf course and other common areas within The Woodlands.

WAIVER PROCESS: Should there be, for reasons of hardship, the inability of the applicant to meet these submission requirements, the applicant may request a waiver of that specific submission requirement. The Design Review Committee will consider this and judge whether the waiver shall be granted. The decision of the Design Review Committee is final.

APPLICANT REQUEST FOR RECONSIDERATION TO ADRC: A homeowner may request reconsideration of a decision of the ADRC by submitting a written request to the Committee within 10 days after the date of an action by the ADRC. This request should include any new or additional information, which might clarify the requested change or demonstrate its acceptability. The ADRC will use best efforts to respond to a request for reconsideration within 30 days from the date of receipt of such request. If the ADRC fails to respond within said time period it shall be deemed to have denied the request for reconsideration.

APPLICANT APPEAL TO THE BOARD OF THE HOMEOWNER'S ASSOCIATION: If a request for reconsideration is denied by the ADRC, the decision may be appealed in writing to the Board using the procedures detailed. The Board will not consider an appeal unless a prior request for reconsideration has been made to the ADRC.

ENFORCEMENT PROCEDURES: The Board of Directors is empowered to enforce compliance with the design standards and guidelines. The following enforcement procedures will be used to ensure compliance.

A violation may be observed and reported to the ADRC by a member of the ADRC, a member of the Board or an Association Member. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the ADRC.

The alleged violation will be confirmed by a site visit by members of the ADRC.

The ADRC will contact the resident in violation by letter advising him or her of the violation and requesting appropriate action to remedy the violation.

If the violation continues for 15 days after notification to the resident in violation and no substantial progress is made in correcting the violation, a letter will be sent by certified mail to the resident in violation. This letter will provide: 1) a notice that the violation must be remedied within 30 days from the date of mailing (or other specified deadline if work cannot reasonably be undertaken at that time of year) and 2) that the resident in violation must submit to the ADRC a written plan including timing for the abatement of the violation. This letter shall further provide the resident with the opportunity to request a formal hearing before the ADRC. Should such a request not be made by the resident in violation, failure to abate the violation within the specified 30 days (or other specified deadline if work cannot reasonably be undertaken at that time of year) will result in the withholding of a resale certificate and a monetary charge of $15 per day together with all attorneys' fees incurred for enforcement to be added to the resident's assessment account until such time as the violation is abated. Said monetary charge shall constitute a lien as provided in the Declaration.

End----------