

Architectural & Landscape Guidelines - The Cottages at Willow Springs Reserve

- The cottage owner is responsible for keeping their garden plot(s) free of weeds and pests. Plants that become unsightly or die shall be removed.
- Plants should be kept at a manageable and reasonable height; homeowners are responsible for trimming their own shrubs.
- Mulch is required for all landscaped areas. Note: Edging is recommended; mowing personnel are not responsible for picking up mulch displaced during mowing if area is not properly edged.
- **Lighting, exterior:** Lighting which is part of the original structure may not be altered without prior approval. Protruding exterior lighting shall not be added to the front or side of the cottage. Protruding exterior lighting may be added to the rear of the cottage provided it is not directed outside the owner's property and should not have an adverse visual impact on the adjoining neighbors. Concealed or semi-concealed exterior lighting may be added to soffits. Photo cells or motion sensors may protrude below the soffit but must fit within 3" x 3" x 3" cube.

All lighting shall be incandescent bulbs or their equivalent CFL or LED replacements. Tube type fluorescent lighting is prohibited. Colored bulbs are prohibited. Proposed replacements or additional lighting must be compatible in style and scale with the applicant's house.

- **Mailboxes:** Mailboxes are not permitted in the front of the cottage. Exceptions based on need, will be considered.
- **Patios:** Shall not be constructed on common ground. Exceptions (see exhibit "A") for dimensions and location.
- **Paint & Colors:** See guideline for doors and garage doors
- **Pets:** Leash rules are to be observed per Johnson City regulations. Homeowners are expected to "pick up" after their pets.
- **Outbuildings:** Outbuildings are prohibited.
- **Outdoor speakers:** shall not be attached to the outside wall of any cottage. Speakers included as part of small electronic devices are permitted on a temporary basis. After 10 PM all speakers shall be inaudible from any neighbor's cottage.
- **Patios and Walks:** All Patios which were not constructed by the builder require approval (ACA) – see exhibit "A"
- **Planters:** Acceptable locations – Shepherds Hooks in the front Garden, Affixed by Hanger to brick at Garage entrance, railing planters provided they match the railing (white) at the front of the Cottage.
- **Recreation equipment:** No boats, canoes, rafts, kayaks etc. shall be stored outside the cottages.
- **Retaining Walls:** Retaining walls not included in original construction require the review and approval of the ARC and BOM.
- **Roofing Materials and Finishes:** Should Roof need to be replaced - (Need Roof Material from Orth)
Shall meet or exceed original builders roofing material providing it is of the same style and material as original roof Material shall be Architectural Asphalt shingles.
- **Security Bars on Windows or Doors:** Not permitted on any unit.
- **Security Signs:** allowable to have one sign (up to .75 sq. ft.) at the front of the cottage and at the rear of the cottage.
- **Solar cells or collectors:** Ground Level, wall or roof mounted photovoltaic cells or solar collectors are not permitted.
Small solar cells as furnished integral with landscape lighting are permitted.
- **Small Storage Units:** will be considered on case by case basis. At least one side or the back of the storage unit shall directly touch the back of the cottage. They must be of design and color that will be in harmony with architectural style, siding and trim of cottage.
 - Maximum size in any dimension is 60 inches. Max volume 55 cubic feet. Owners with decks may locate the storage units below the deck. Recommended materials are vinyl, aluminum, or other material impervious to insects.
It is recommended that the unit be pinned to the ground to prevent their being blown into a neighbor's yard. A concrete pad shall not be poured for unit, however it may be placed on an existing concrete pad provided, such as patio, or concrete pad below deck.
- **Siding:** need information from Orth
- **Signs:** No signs shall be affixed to or placed upon the exterior walls or doors, roof, or any part thereof or exposed on or at any window.
- **Temporary Structures:** No structure of a temporary nature, including, but not limited to trailer, tent, shack, barn, pen, kennel, run, stable, outdoor clothes line, shed or other buildings shall be erected, used or maintained on any Lot at any time.

Architectural & Landscape Guidelines - The Cottages at Willow Springs Reserve

- **Trash:** garbage and /or trash containers must be stored inside the unit. Trash containers and recycling bins shall not be permitted to remain in public view except on the days of trash collection and may not block sidewalks or driving areas.
- **Trees:** One per front of each cottage. Barrier trees may be placed in rear with BOM approval. Note: Trees not referenced below require ARC review via ACA submission to ensure varieties do not encroach, develop root spread, or provide significant obstacles to mowing. Submitted trees shall not exceed 30 Ft., at maturity. Submitted ACA's will need common name and genus name. A change of a tree planted will be at the expense of the Cottage owner, any damage to irrigation systems resulting from planting would also be at the expense of the owner.

Acceptable Trees for Front Yards without prior ARC approval:

| Common Name | Genus | Height |
|--------------------------|---------------------------|-----------|
| Dogwood | All Varieties | 10-25 Ft. |
| Eastern Red Bud | Cercis Canadensis | 20-30 Ft. |
| Japanese Maple | Acer Palmatum | 10-25 Ft |
| Silverleaf Oak | Quercus Hypoleucoides | 25-30 Ft. |
| Yochino Cherry | Prunus Xyedoensis | 15-20 Ft. |
| Star Magnolia | Magnolia Stellata | 15-20 Ft. |
| Fernleaf Full Moon Maple | Japonicum 'Aconitifolium' | 15-20 FT. |

- **Vehicle Storage:** No cars, motorcycles, go carts, etc. shall be stored outside the cottages including the driveways. Vehicles that are regularly used for transportation may be parked on driveways but not on lawns. No vehicles shall be stored outdoors under protective covers, tarps, blankets, etc.
- **Window Boxes:** Are prohibited

| Rev | Date | Comments |
|-----|------------|---|
| 0 | Aug 2015 | Original |
| 1 | Oct 2015 | Amendment to <i>Decorations</i> guidelines: Within landscaped areas, statuary is limited to 48"; plants are limited to 60" |
| 2 | Nov 2015 | Amendment to <i>Flags</i> guideline: Where applicable, American flags may be displayed from holders mounted between garage doors. Maximum flag size is 3' x 5' (same as flags displayed on porch posts). Amendment to <i>Lighting</i> , exterior: Removed "except in holiday displays". Amendment to <i>Holiday Decorations</i> to include Holiday Display Schedule acceptable holiday lighting & acceptable locations. |
| 3 | April 2016 | Added provision for Storm Doors on the back of Cottage Unit. |
| 4 | July 2017 | Added provision for Front porch railings, planter locations, outdoor fans, dimensions of front garden plots |
| 5 | Sept 2017 | Added acceptable Front Yard Trees |
| 6 | March 2018 | Added approved Deck Stain Colors |

LANDSCAPING EXAMPLES



Standard landscaping by builder

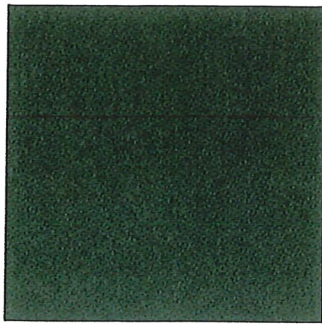


Within the Agricultural Guidelines, homeowners are encouraged to improve landscaping and décor per their individual tastes.

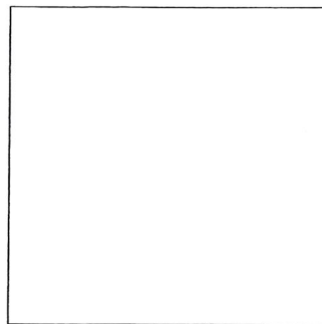


Homeowners with electrical/cable boxes in their front yards may landscape around them. Note: The city of Johnson City maintains the right to alter/remove landscaping if necessary to access boxes.

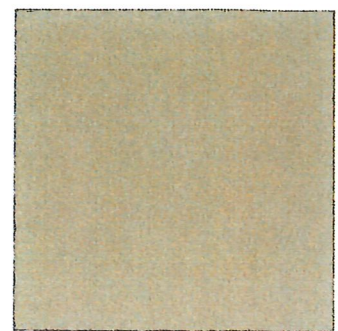
COTTAGES DOOR COLORS



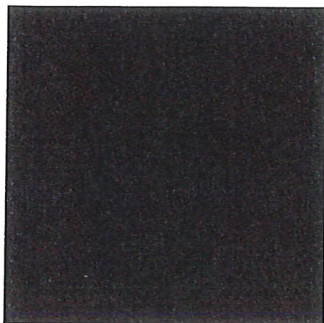
Cliveden Forest
5006-4C



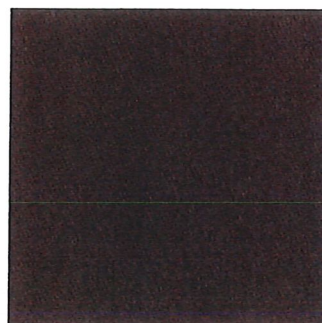
Bistro White
7006-4



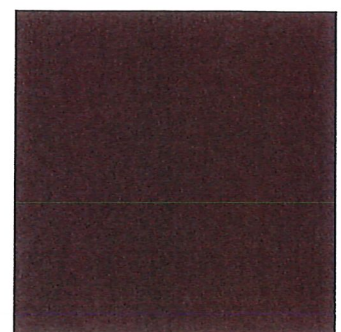
Arid Plains
6007-2A



Musket Brown
(ask for Orth Color)



Currant



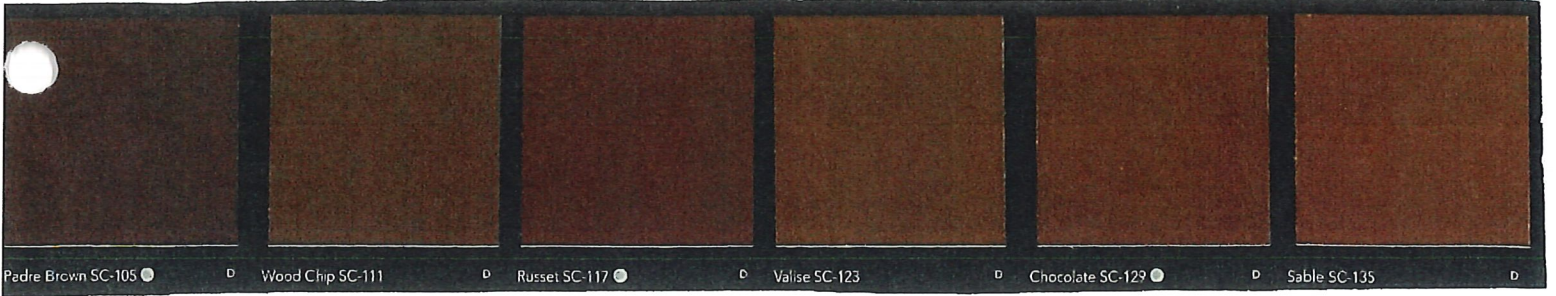
Wineberry

COTTAGES RESIDENTS:

If any Cottage residents should decide to change the color of their front entry door, the above colors have been approved by the Cottages Board. Note: copies cannot re-produce actual color nuance. Please view actual color samples at Lowe's.

All the colors are custom mixed (Valspar at Lowe's). The Musket Brown is a custom mix used by Orth and is available only at Sherwin-Williams on Mountcastle Drive, Johnson City.

Any questions? Call Mariann Ramsey @423-328-0445



Padre Brown SC-105 ●

◻ Wood Chip SC-111

◻ Russet SC-117 ●

◻ Valise SC-123

◻ Chocolate SC-129 ●

◻ Sable SC-135

◻

Architectural Guidelines (AG)

Original Release: August 2015

Revision (1) Issued Oct 2015

Revision (2) Issued Nov. 2015

Revision (3) Issued April 2016

Revision (4) Issued July 2017

Revision (5) Issued Sept. 2017

Revision (6) Issued March 1, 2018

Revision (7) Issued April 29, 2019

See revision history at the end of the document for details.

Cottage Standards

- x It is the intension of the ARC and BOM to maintain consistency and precisely maintain original standard of Orth Homes original design, materials, style, color, application, appurtenance, dimension, form, fit, and function of the Cottage units in the entire Willow Springs Reserve Community except where a standard is further defined by the Declaration. These standards are unlikely to be revised or approved by Architectural Review Committee. Any exterior addition or alteration to a home's form fit or function, without prior approval of the ARC will be deemed in violation of the community covenants. The homeowner may then be required to restore the addition or alteration to the original condition at the owner's expense. Compliance with the architectural guidelines and standards also include proper maintenance of one's property.
- **2. Specific Guidelines (Alphabetical):** These are representative but not inclusive of changes that would require an Architectural Change Application for consideration of request.
 - **Antennas:** External antennas or external receiving devices of any kind, except satellite dishes, are prohibited. Dish antennas shall not be installed in front of any Cottage. Satellite dishes installed in side yards must be screened by landscaping. Satellite dishes installed on roofs shall be located to be minimally visible from the front of the cottage. Only one satellite dish per cottage shall be allowed. Satellite dishes requiring replacement shall be replaced by dishes equal to or smaller than the original dish.
 - **Appliances:** No appliances except portable propane or electric grills shall be placed on patio slabs or decks.
 - **Basketball Hoops:** Basketball hoops, either permanent or temporary, are prohibited. Portable hoops that can be stored in garages are permissible.
 - **Bird feeders & Bird Houses:** prohibited in the front or side of the cottages.
 - **Building additions:** No building additions shall be constructed from the main dwelling.
 - **Clotheslines:** Clotheslines or similar apparatus for exterior drying of clothes are prohibited.
 - *• **Covered decks & patios:** must be covered by a roof structure incorporated into the original building design. No additions to the original roof structure shall be allowed.
 - **Digging:** Owners should be aware the electrical cables or irrigation pipes are located below ground in many areas. Owners shall be solely responsible to pay for any damage they cause.
 - **Decks and Railings:** Should match the original decks and railings furnished by the builder, and must not extend beyond the Original configuration of the original builder deck. Note: A Johnson City Building Permit is required for deck construction.
 - **Deck Colors:** Approved Deck Colors are: Padre Brown, Wood Chip, Russet, Valise, Chocolate, and sable. Color Chips can be found at the end of this document. The colors can be Transparent, semi-transparent & Solid. Any deviations from this color palette can be requested by using an ACA and submitting color choice to the Architectural Committee for approval.
 - **Decorations:** Seasonal Decorations are permitted as long as they are removed when the season/holiday is over:

Holiday (Season)

Easter

Memorial Day through Labor Day

Halloween

Thanksgiving

Christmas –New Years

Time Frame

Two Weeks before, one week after

Two weeks before, one week after

Two weeks before, one week after

Three weeks before, one week after

November 15 thru January 15

Holiday decorations are permitted in the front garden, wreaths on door or within the porch area, candles on the inside of the windows. Holiday lights in the porch area, on bushes within the front garden, and red and or green colored lightbulbs may be placed in light fixtures on front of residence. No flashing or chasing lights. Also, acceptable LED Kaleidoscope Projection Light Show, that projects only on the owners Cottage. It may not be directed outside the owner's property and should not have an adverse visual impact on the adjoining neighbors.

- Decorative ornaments are not permitted in the lawn area.
- Decorative garden ornaments may be placed in the planting beds in front of the Cottages. Restrictions as follows:

Maximum size of any ornament 48 "high

- Seasonal Flags limited to 1 (one) per Cottage, maximum size 2' x 2' placed in the planting bed.

- **Doors:** Front Doors can be replaced, ACA must be submitted to the ARC for review.
 - Approved Front Door Colors are as follows:
White; Hunter Green; Burgundy; Musket Brown
- Full View Storm Doors only (frame edge around the glass may not exceed 3" in width) - with clear safety glass.
- **Material - Storm Doors** are to have aluminum or vinyl exterior. Wood or other materials requiring maintenance is not permitted. Storm Doors shall be white.
- Storm Doors may be installed on the back of the unit provided they are white and are of the same material as above.
- **Driveways:** Cottage driveways shall be poured concrete only. No change in dimension or style from original builder's plan will be approved.
- **Fans (Outdoor):** Outdoor specific fans can be installed on the front porch, Lights must be as low profile as possible, and must have option of being able to be turned off.
- **Fencing:** Fencing of any type, including invisible pet fencing, is prohibited.
- **Flags:** American Flag -- Acceptable Locations: Porch post, & between garage doors. standard 3' x 5' size (*see decorations guideline for seasonal flags*)
- **Front Porch Railings:** Front porch railings can be added to any Cottage Model provided that they match the railings on existing models with Porch Railings - must be white and must be vinyl clad. Railings may not extend down the walkway. (Special requirements must be reviewed by the ACR with submission of an ACA and approved by the Board.
- **Furniture:** Only furniture specifically designed for the outdoors shall be placed on decks, front porches or patio slabs.
No furniture may be located in the lawn areas.
- **Garden Fencing:** Garden fencing is discouraged but may be approved on a case by case basis. An ACA would have to be submitted if the homeowner believes that a garden fence is necessary.
- **Garage Doors:** Must be the same style and color (white) as installed by the original builder.
- **Gardens: See Exhibit "A":** Vegetable gardening is prohibited in front of and on the side of homes.
 - Gardening in the rear of homes shall be kept in neat manner pests and weeds shall be controlled. No corn or plants over 6 ft. tall shall be grown in the garden plot.
 - **Front Garden Plots:** Front garden plots cannot exceed 18' W X 8' D. including any brick work. Edging is permitted and encouraged (see landscape examples). Any deviations from this scheme must be submitted to the Architectural Review Committee for review by ACA and approval by the Board of Directors.
- **Grilles, outdoor furniture, etc.** Grilles shall not be stored in front or side of the unit. Outdoor furniture is permitted on front porches, patio pads and decks. Interior style furniture, such as upholstered sofas and or chairs is not permitted for use as exterior furniture.
- **Gutters:** The cottage homeowner is responsible for cleaning gutters and maintaining downspouts and drains
- **Hoses:** No hose racks or reels shall be attached to the front or side of any cottage. Portable enclosed hose racks or reels may be stored on the side of the cottage closest to the water spigot
- **Hot Tubs:** Hot Tubs allowed in the rear of units on pre-existing concrete slabs.
- **Ladders:** Outdoor storage of ladders is prohibited.
- **Landscaping:** The Association shall have the exclusive right to provide for the exterior mowing of Lawns.
 - Garden Plots: (See Exhibit "A") for dimensions location and content
 - The cottage owner is responsible for keeping their garden plot(s) free of weeds and pests. Plants that become unsightly or die shall be removed.
 - Plants should be kept at a manageable and reasonable height; homeowners are responsible for trimming their own shrubs.
 - Mulch is required for all landscaped areas. Note: Edging is recommended for mulched areas; mowing personnel are not responsible for picking up mulch displaced during mowing if area is not properly edged. Landscaping stone, smooth in texture, maybe used in landscaped areas, however if landscaping stone is utilized a border or edging is required to keep mowing equipment from throwing landscaping rocks into neighboring structures, properties or vehicles.
- **Lighting, exterior:** Lighting which is part, or the original structure may not be altered without prior approval. Protruding exterior lighting shall not be added to the front or side of the cottage. Protruding exterior lighting may be added to the rear of the cottage provided it is not directed outside the owner's property and should not have an adverse visual impact on the adjoining neighbors. Concealed or semi-concealed exterior lighting may be added to soffits. Photo cells or motion sensors may protrude below the soffit but must fit within 3" x 3" x 3" cube.

All lighting shall be incandescent bulbs or their equivalent CFL or LED replacements. Tube type fluorescent lighting is prohibited. Colored bulbs are prohibited except for the Christmas holiday when red and or green colored lightbulbs may be used within the affixed timeframe. Proposed replacements or additional lighting must be compatible in style and scale with the applicant's house.

- **Mailboxes:** Mailboxes are not permitted in the front of the cottage. Exceptions based on need, will be considered.
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- **Security Signs:** allowable to have one sign (up to .75 sq. ft.) at the front of the cottage and at the rear of the cottage.
- **Solar cells or collectors:** Ground Level, wall or roof mounted photovoltaic cells or solar collectors are not permitted. Small solar cells as furnished integral with landscape lighting are permitted.

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Acceptable Trees for Front Yards without prior ARC approval:

| Common Name | Genus | Height |
|--------------------------|---------------------------|-----------|
| Dogwood | All Varieties | 10-25 Ft. |
| Eastern Red Bud | Cercis Canadensis | 20-30 Ft. |
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| Fernleaf Full Moon Maple | Japonicum ‘Aconitifolium’ | 15-20 FT. |

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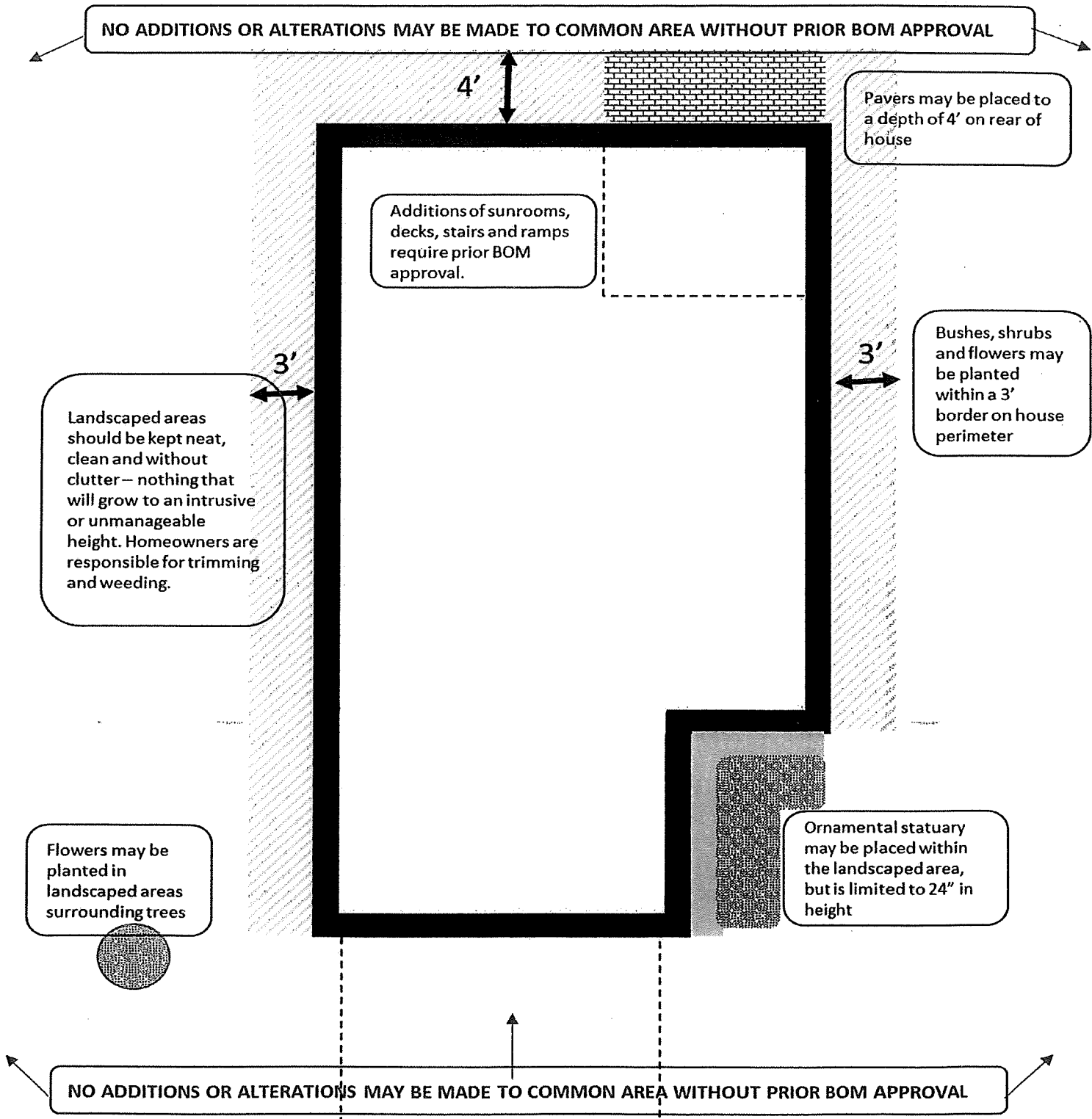
Amendment to *Decorations* guidelines:
Within landscaped areas, statuary is limited to 48"; plants are limited to 60"
Amendment to *Flags* guideline: Where applicable, American flags may be displayed from holders mounted between garage doors. Maximum flag size is 3' x 5' (same as flags displayed on porch posts).
Amendment to *Lighting*, exterior:
Removed "except in holiday displays".
Amendment to *Holiday Decorations* to include *Holiday Display Schedule* acceptable holiday lighting & acceptable locations.
Added provision for Storm Doors on the back of Cottage Unit.
Added provision for Front porch railings, planter locations, outdoor fans, dimensions of front garden plots
Added acceptable Front Yard Trees
Added approved Deck Stain Colors
Added use of red or green colored light bulbs on exterior lighting during the affixed timeframe of the Christmas holiday. Added use of landscaping stone with a required border as a replacement to and for mulch.

WILLOW SPRINGS COTTAGES
LANDSCAPING SCHEMATIC

A

This document provides an abridged overview of the Willow Springs Cottages Architectural Guidelines and the function of the Architectural Review Committee. Homeowners are urged and cautioned to refer to the Willow Springs Cottages HOA Declarations, By-Laws and Architectural Guidelines for specific authorizations, definitions, and homeowner responsibilities.

The below schematic outlines those landscaping activities which a homeowner may reasonably expect to undertake without prior approval of the Architectural Review Committee. Any landscaping activities outside the pre-approved buffer as well as any and all additions or alterations to home exteriors or common grounds require the submission of an Architectural Change Application and subsequent approval of the ARC/BOM



ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee (ARC) operates within the purview of the Willow Springs Cottages Homeowners Association.

Purpose:

The purpose of the ARC is to document, measure, preserve and maintain architectural and environment standards of the community and to ensure that its residents continue to enjoy an attractive and appealing living area. **The primary responsibility of the ARC is to protect, preserve, and enhance property values.**

Committee Makeup:

The ARC is a volunteer committee. Members are nominated by other owners, and appointed by the BOM. The ARC meets as needed, but generally not more than once each month.

Committee Functions:

- Periodically survey home exteriors and common grounds to ensure compliance with maintenance and construction regulations as outlined in Exhibit C of the association declarations.
 - Homeowners may self-report maintenance issues or concerns for discussion at regularly scheduled BOM meetings.
- Make recommendations to the BOM for approval/disapproval of architectural change applications. *See Architectural Change Applications*
- Recommend amendments to HOA declarations as respects architectural changes, additions, or clarifications. These requests may be generated by situational necessity or homeowner request.

ARCHITECTURAL CHANGE APPLICATIONS (ACA)

An architectural change application is required for any permanent or temporary change to the exterior appearance of a lot or dwelling, regardless of viewpoint; examples are trees, decks, patios, doors, stairs, statuary, lighting, ramps, changes to trim colors, etc (refer to your Architectural Guidelines package for a complete list). ACA forms are available from any member of the ARC. No work shall begin until the approved ACA is received by the cottage owner. Oral requests are unacceptable for review

Architectural Change Application (ACA)

Issued 5-16-13

Related Documents:

Architectural Guidelines (AG)

Architectural Review Board (ARB)

1. Type of Application

This application is for (Check One) _____ Preliminary approval
_____ Final Approval

2. Owner Information

Name _____

Address of proposed change _____

EMAIL Address _____

Home Phone _____ Cell _____

By signing below, you are verifying that you have read and understand the Architectural Guidelines pertaining to your project as you have outlined below.

Signature _____ Date _____

3. General description of proposed change: Provide details relative to your project.

Use additional sheets if necessary (or use back)

FOR USE BY ARCHITECTURAL REVIEW BOARD

Date received by ARB _____

Comments: _____

Attach additional sheets as required.

ARB Recommendation:

Approved _____

Approved with changes noted above _____

Disapproved _____

By: _____ Date _____

By: _____ Date _____

By: _____ Date _____