

Architectural & Landscape Guidelines - The Cottages at Willow Springs Reserve

Architectural Guidelines (AG)

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

Cottage Standards

It is the intention 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.
- **Back Yards:** With the exception of pre-approved options shown in Exhibit A of the Architectural Guidelines, all back yard alterations from the original construction require the review and approval of the Architectural Review Committee and Board of Managers. The following are a few guidelines to consider in putting together your request:
 - - up to 16 feet from the back of your cottage can be used, not to exceed the width of your cottage
 - - No fences will be approved; no walls (except retaining walls), buildings, or permanent structures will be approved (e.g. pergola, awnings and alike).
 - - A deck using composite wood is acceptable in the colors listed under **"Deck Colors"** in this document
 - - If a garden is being placed in this space, it must have a solid border such as decorative stones or edgers. Gardens may be planted in April and must be cleared by November 1st each year.
 - - Only gas fire pits will be approved
 - - Requests with minor variations will be considered on a case-by-case basis by the ARC and BOM.
 - - As stated under **"Digging"** owners are responsible for any damage caused by homeowner or contractor hired by the homeowner to any common area (including but not limited to: irrigation system, gas lines, water lines, sewage drains, fiber optic cable, electric lines). Homeowner is responsible for all upkeep and maintenance of any improvement made in this space. If homeowner no longer wishes to use this space, it is to be returned to original design at the homeowner's expense.

Architectural & Landscape Guidelines - The Cottages at Willow Springs Reserve

- **Basketball Hoops:** Basketball hoops, either permanent or temporary, are prohibited. Portable hoops that can be stored in garages are permissible.
- **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)	Time Frame
Easter	Two Weeks before, one week after
Memorial Day through Labor Day	Two weeks before, one week after
Halloween	Two weeks before, one week after
Thanksgiving	Three weeks before, one week after
Christmas –New Years	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 green colored lightbulbs may be placed in light fixtures in 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.
- Seasonal Flags limited to 1 (one) per Cottage, maximum size 2' x 2' placed in the planting bed.
- Celebratory decorations such as birthday, anniversary or graduation are acceptable for two days only except for lawn care day.

- **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 are 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. Staining or painting of driveways is not allowed. Clear seal coat is acceptable.

Architectural & Landscape Guidelines - The Cottages at Willow Springs Reserve

- **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. The height of shrubs directly in front of windows in the front garden are limited to the height of the lower windowsill.
 - 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 stones, 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. Photocells 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 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.

Architectural & Landscape Guidelines - The Cottages at Willow Springs Reserve

- **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, materials should meet or exceed original builders roofing material. Shingles should be of the same style and material as original roof Material and shall be Architectural Asphalt shingles. Color is Weathered Wood. Lowes carries GAF (manufacturer), Timberline (style) , NS (Natural shadow) Weathered Wood Architectural 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. Window sticker for security is also allowed.
- **Siding:** Should be similar to the original color and style used. Royal (manufacturer) Crest (style) Wicker (color) Vinyl siding. This can be found at ABC Supply, 2801 E Oakland Ave. 423-282-3991
- **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.
- **Solar cells or collectors:** Ground Level, wall or roof mounted photovoltaic cells or solar collectors are not permitted. Small solar cells 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.
- **Temporary Structures:** No structure of a temporary nature, including, but not limited to trailer, tent, shack, barn, pen, kennel, run, stable, outdoor clothesline, shed or other buildings shall be erected, used or maintained on any Lot at any time.
- **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

Architectural & Landscape Guidelines - The Cottages at Willow Springs Reserve

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
7	April 2019	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.
8	April 2025	Removed bird feeder and bird house restriction, driveways no stain or paint, height of shrubs in front windows, removed height of seasonal decorations, celebratory sign info, security window sticker and information on roofing shingles and vinyl siding.
9	April 2026	Expanded <i>potential</i> use of common grounds in the rear of homes from 4 feet up to 16 feet. Any proposal outside of the pre-approved 4' space requires an Architectural Change Application and thorough review by the ARC on a case-by-case basis.