

Heather Lake Association

Design Review Manual for Single Family Residential Development

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Grandfather Clause

Given the multiple revisions of the Heather Lake Design Review Manual: Construction and projects completed and/or approved by previous Heather Lake Boards prior to the latest version of this Design Review Manual, or existed previous to the development shall be exempt from future violation notices via the Association. Proof of prior Approvals rests with the property Owner. This Grandfather clause includes but is not limited to Single Family Residences, Detached Structures, Additions, Outbuildings, Landscaping and other improvements. In the event projects are approved, but not completed within two years, a new approval will be required.

County, State, and Township violations, as well as any projects not authorized by any Board of Directors past or present, are not included in this Grandfather clause.

Heather Lake Design Review Manual

Table of Contents

1 Introduction	4
1.1 Concept	5
1.2 Purpose	4/5
2 Review Process	5
2.1 The Architectural Review Board	5
2.2 Submittal Process - New Build	6
2.2.1 Residential Single Family Home Design Review	6
2.2.2 Architectural Plan	6/7
2.2.3 Landscape Design Review	7
2.3 Submittal Process - Modifications	7
3 Design Guidelines	7
3.1 Site	7
3.1.1 Driveways/Paved Areas	7
3.1.2 Fences and Walls	7/8
3.1.3 Mailboxes	8
3.1.4 Swimming Pools/Spas/Hot Tubs	8
3.1.5 Detached Structures	8
3.1.5.a Accessory Structures	8/9
3.1.5.b Recreational/Decorative Structures	9
3.1.6 Temporary and Easily Removed Outdoor Storage	9
3.1.7 Decks and Hardscape Patios	9
3.1.8 Tennis Courts/Sport Courts	9
3.1.9 Exterior Lighting	9
3.1.10 Electric Vehicle Chargers	9
3.1.11 Solar Panels	10
3.2 Single Family Residences	10
3.2.1 Size of Residence	10
3.2.2 Attached Garages	10/11
3.2.3 Residence Setbacks	11
3.2.4 Siting	11
3.2.5 Foundations	11

3.2.6 Chimneys.....	11
3.2.7 Building Materials and Colors.....	11
3.2.8 Roofing.....	11/12
3.2.9 Siding.....	12
3.2.10 Brick.....	12
3.2.11 Stone.....	12
3.2.12 Stucco.....	12
3.2.13 Windows.....	12
3.2.14 Skylights.....	12
3.2.15 Screen Enclosures.....	13
3.2.16 Height.....	13
4 Landscape.....	13
4.1 Minimum Requirements.....	13
4.2 Lawns.....	13
4.3 Maintenance.....	13
4.4 Mounding.....	13
4.5 Sculptures and Exterior Decorations.....	13
4.6 Not Recommended Tree List.....	14
5 Construction Requirements.....	14
5.1 Construction Compliance.....	14
5.2 Streets.....	14
5.3 Utilities.....	14
5.4 Conditions of Approval (During Construction).....	15
5.5 Commencement of Construction or Modification.....	15
5.6 Site Maintenance.....	15
5.7 Temporary Toilets.....	15
5.8 Construction Waste Containment.....	15
5.9 Storage.....	15
5.10 Washouts.....	15
5.11 Dust and Runoff Control.....	16
5.12 Use of Adjacent Property.....	16
5.13 Compliance.....	16
5.14 Temporary Structure.....	16
5.15 Completion of Construction.....	16

6 Guideline Procedures..... 16

6.1 Variance and Additions..... 16

6.2 Amendment Procedure.....16

EXHIBITS..... 17

EXHIBIT A DESIGN REVIEW APPLICATION, *Modifications*..... 17 thru 20

EXHIBIT B..... 21

DESIGN REVIEW APPLICATION *New Dwelling*..... 21 thru 25

EXHIBIT C, Variance Request Application..... 26

EXHIBIT D, Mailbox Detail..... 27

1 Introduction

1.1 Concept

Heather Lake is a deed-restricted residential community of single-family sites in Fairfield County, Ohio. It is now an enclave of individually designed and built residences adhering to the guidelines set forth, resulting in a carefully blended community of outstanding quality and value.

The design, review, and processing of each home to be built on one of the home sites will be subject to the directions expressed in this manual. All the guidelines and procedures outlined herein have a positive purpose and are not meant to restrain creativity but to encourage it within parameters that will ensure high standards. It not only will make certain the finished community will be aesthetically pleasing, but it will also help assure property owners of enduring values. Philosophical guidelines to the approach of individual home designs, as well as practical guidelines, include:

- In general, simple and strong architectural statements will be favored, and whether modern or traditional, they must reflect styles compatible with the community in general.
- Suggested materials include various masonry types, siding, and appropriate combinations to achieve design intent.

1.2 Purpose

The Heather Lake Design Review Manual (DRM) has been prepared to assist builders, architects, landscape architects, engineers and homeowners in planning each parcel. While not intended to dictate design of each parcel, these standards will ensure the overall integrity of the community is preserved.

The Design Review Manual will be used to review each proposal for conformance with the overall community design objectives and to protect the health, safety, and general welfare of all

residents. The guidelines herein are intended to supplement the requirements of applicable federal, state, county, township, or municipal codes. All prospective builders should completely familiarize themselves with all these codes that may apply and the "Declaration of Covenants, Easements, Restrictions, and Assessment Liens" for Heather Lake. This manual shall not be considered primary to the federal, state, county, or municipal codes or the Protective Covenants.

2 Review Process

2.1 The Architectural Review Board

An Architectural Review Board (ARB) has been established to review, evaluate and approve or disapprove proposed plans for the development of parcels within Heather Lake. The Heather Lake Board of Directors acts on the ARB recommendations, and all projects must be processed through appropriate public agencies and the ARB.

The ARB will have a maximum of five voting members appointed by the Heather Lake Association. A change to the number of voting ARB members can only be enacted by the HOA Board. The ARB may have non-voting consultants in attendance from time to time to advise on specific matters. In the absence of volunteers for the ARB, the Architectural/Landscape Review will be reviewed by existing HOA board members.

The ARB shall perform reviews for site plans, architecture, landscape architecture, and site engineering and approvals for all new structures and/or modifications of existing structures. These duties are pursuant to the powers and authority granted in the Covenants for Heather Lake and the Bylaws of the HOA.

The ARB will meet on an as-needed basis. Plans and related submittals must be submitted to the ARB at least **30** days before your desired start date to allow time for a thorough review. Failure to submit all required documentation may delay review and approval. Major construction projects may require paid consultant review; the homeowner may need to pay that fee if it is necessary to outsource the approval. The ARB does not review and shall assume no responsibility for the following:

- The structural adequacy, capacity, or safety of the proposed improvement or structure.
- Whether or not the location of the proposed improvement or structure(s) on the lot is free from any possible hazard, whether caused by conditions occurring either on or off the property.
- Soil erosion, incompatible or unstable soil condition.
- Mechanical, electrical, or other technical design requirements for a proposed project.
- Compliance with building codes, safety requirements, governmental laws, regulations, codes, or ordinances.
- Performances or quality of work of any contractor.
- Title defects on any portion of the property.

2.2 Submittal Process - New Build

Refer to Exhibit B for the New Build Application form.

All proposed plans for the development of parcels within Heather Lake shall be submitted to the ARB for review. The first review is the Building Design Review, and the second review is the Landscape Design Review.

Though not required, it is recommended that these two submittals be together. The building and landscape design reviews ensure the proposed project is within the design guidelines. Drawings and documents for submittal must be accompanied by the appropriate fee and contain the following information:

- North arrow (when applicable) and scale
- Builder's/owner's name, address, email address, and telephone number
- Architect's/Landscape Architect's name, address, email address, and telephone number
- Heather Lake lot number

Following is a schedule of information required for each review. The review time provided in the Covenants does not start until the complete package, and design fee (if required) are received.

2.2.1 Residential Single Family Home Design Review

2.2.1.1 \$150.00 for new residential home construction application

2.2.1.2 Two (2) completed copies of the Design Review Application

2.2.1.3 Two (2) completed sets of drawings containing the following:

- Site Plan (drawn at 1" = 20' minimum)
- Property boundary, setbacks, easements, existing utility lines
- Building footprint(s)
- Location and construction methods, materials, and colors for all paved areas, including driveways, auto courts, sidewalks, patios, terraces, and decks
- Walls and fences with sufficient construction detailing to describe the intended character
- All other information from the plat plan issued as an attachment to the guidelines
- Proposed finished grading.
- Proposed floor elevations for all structures
- Onsite septic system and well locations

2.2.2 Architectural Plan

- Floor plans at ¼" = 1' showing overall dimensions and area of proposed structures
- All major elevations (front, sides, and rear) at ¼" = 1', indicating overall heights and roof pitches
- Samples of all exterior materials and finishes

One (1) set of the submitted drawings and Design Review Application will be retained by the ARB, and one (1) set will be returned to the applicant upon completion of the review. Submittals that

are required to be revised and resubmitted must contain all the above information with revisions.

2.2.3 Landscape Design Review

No fee (\$0.00)

2.2.3.1 Two (2) completed copies of the Landscape Design Review Application

2.2.3.2 Two (2) completed sets of landscape drawings and specifications. The drawings should indicate the scale used (e.g., ¼"=1') and include existing as well as new trees, shrubs, decks, patios, etc., with dimensions as needed.

2.3 Submittal Process – Modifications

No fee (\$0.00) Exterior modifications or upgrades to the exterior of any residence or additions to any site will follow the same review process as new builds, using the “Modifications” form.

3 Design Guidelines

3.1 Site

3.1.1 Driveways/Paved Areas

In an effort to minimize the visual impact of automobiles in the neighborhood, on-street parking is discouraged. The Buyer will obtain a driveway permit from the appropriate Government Agency prior to construction. This agency will provide specifications for a required apron from the edge of the road to the end of the road right of way.

Driveways shall be constructed of asphalt, plain concrete, textured concrete, precast concrete, pavers, brick or stone. Crushed stone or loose aggregate driveways are prohibited. Paver colors should coordinate with the architecture and are subject to approval.

3.1.2 Fences and Walls

Fences and walls should be considered an extension of the architecture of the residence. They should serve to make a transition between the mass of the architecture and the natural forms of the site. All walls and fences shall be designed to be compatible with the surrounding environment and not block natural views. Fences, walls and hedges should be considered as design elements to enclose security and privacy.

Fence and wall height shall not exceed 6 feet in height and all fences and walls are subject to approval by the Board. No chain link or other wire fences will be permitted. No dog runs will be permitted. No fencing to be allowed in front or side yards, except for the following:

- Small sections of decorated wood or wrought iron fence.
- Fences required for pools
- In ground or wireless (i.e. “Invisible”) fences for the containment of pets
- Fences on Lots 1, 70 and 71 fall into the Grandfather Clause as they were constructed prior to development of the community and must be maintained by the property owner. In the event of removal any replacement will require new Design Review and approval.

In ground or wireless fences (i.e., “Invisible” fences) for the containment of pets are encouraged in lieu of any physical structures.

3.1.3 Mailboxes

The mailbox must be built to the community standards and specifications. Construction details have been issued as attachments to these guidelines. To avoid inconsistencies and assist Homeowners, the Board may recommend a contractor for mailbox construction. See Exhibit “D”.

3.1.4 Swimming Pools/Spas/Hot Tubs

All swimming pools, outdoor spas, and hot tubs are to comply with all local building codes and be approved by the Board.

Pools, spas, and hot tubs shall be located and screened so that they do not adversely impact neighboring properties with light and sound. They cannot be in front yards, nor located closer than twelve feet to any property line or easement.

The swimming pool, or the entire property upon which it is located, shall be walled or fenced in such a manner as to prevent uncontrolled access from the street and adjacent properties. No such fence shall be less than four feet in height, and maintained in good condition with a gate and lock.

Portable Wading Pools (i.e., "kiddie pools") are permitted from Memorial Day through Labor Day. The Board has defined a portable wading pool as one with maximum dimensions of 2 feet 6 inches in height and 6 feet in diameter. Permanent above ground pools are not permitted.

3.1.5 Detached Structures

Detached Structures shall be designed to integrate or compliment the architectural style of the residence. Detached Structures contain two categories; Accessory Structures and Recreational /Decorative Structures.

3.1.5.a Accessory Structures:

Accessory Structures must be permitted by the Township and other local jurisdictions. No metal or plastic Accessory Structures are allowed. The number of Accessory Structures shall not exceed 3 per lot. The total area for all accessory structures combined on any lot shall not exceed half the total heated gross floor area of the residence or 1,750 square feet, whichever is less. Total heated gross area is defined as the sum of heated floor areas in the building, including basements. Accessory Structures include but are not limited to; outbuildings, storage buildings, detached garages, covered decks, greenhouses and gazebos. Accessory Structures carry the common element of a solid, weather resistant roof.

- Structures under 200 square feet shall compliment the overall site and the general color palette of the residence, and may be pre-constructed before installation.

- Structures over 200 square feet shall be designed to integrate with the architectural style, materials and matching color of the residence; and be constructed on-site. Siding, brick, roofing and other materials should match the residence like-for-like as much as possible. No metal or aluminum siding is allowed.
 - Any Sun-rooms or other attached structures, regardless of size carry the same guidelines as Accessory Structures over 200 square feet.

All Storage structures shall be complete, enclosed structures.

For further guidelines see "Checklist for Application for Accessory Structure" at bloomtpw.org

3.1.5.b Recreational/Decorative Structures

Recreational/Decorative Structures are defined as open, anchored structures, without a solid roof. Recreational/Decorative structures include, but are not limited to: Trellis/arbor, play equipment, slotted patio covers/pergolas. No metal or plastic Recreational/Decorative Structures are allowed.

3.1.6 Temporary and easily removed outdoor storage

Including but not limited to storage bins, gardening bins, etc. that are not anchored are exempt from the above requirements, provided they are not visible from any street in the development (Excluding Amanda Northern Road NW and Alspach Road NW which existed prior to development), and the footprint fits 100 percent on approved patios, decks, landscape area or concrete surfaces.

3.1.7 Decks and Hardscape Patios

Decks shall be designed to integrate with the architectural style and color of the home. Wood decks will be stained to match the house. Man-made composite products that give the appearance of wood are also acceptable.

3.1.8 Tennis Courts/Sport Courts

Sporting Courts of any type (Including, but not limited to; Tennis Courts, Basketball, Pickleball, etc.) are permitted with the approval of the Board, and they must be built within the required setbacks and be well-screened to provide a visual and auditory buffer for adjacent properties. Lighting for these areas must be approved by the Board.

3.1.9 Exterior Lighting

All exterior lighting shall be indirect and area-type lighting design so as not to intrude upon adjacent neighbors. Landscape lighting shall utilize low voltage fixtures mounted and placed, so the effect is seen and not the source. Spotlights that shine in adjacent homes are not permitted.

3.1.10 Electric Vehicle Chargers

EV chargers installed inside the garage do not require approval. Exterior charging stations will be reviewed and evaluated on a case-by-case basis.

3.1.11 Solar Panels

All renewable energy systems must be installed in compliance with City, Township, County and State ordinances, applicable laws, building and zoning codes, and in accordance with the manufacturer's instructions. The Homeowner is responsible for obtaining all necessary permits prior to installation.

Applications must include the following:

- Diagrams drawn to scale, with the scale clearly annotated and prepared by the licensed (if necessary) contractor installing the system illustrating where on the dwelling roof the system will be installed. The drawings must include the dimensions of the system and the roof.
- Photos of the roof area where the system will be installed.
- Manufacturer's description of the system, series, style, and color of products. Include brochures and cut-sheets of specified products.
- Documentation (i.e. drawings and photos) depicting any proposed changes to landscaping or other exterior modifications to the Lot or dwelling to accommodate the installation.

Solar Panel Guidelines:

Approval of Solar Panels shall be considered by color, shape, size, aesthetics, location and method of installation.

- Installation of low-profile roof solar panels installed horizontally, flat, or parallel to the roof is preferred to reduce visibility from the public right of way.
- Wiring should run down the back of the residence and follow existing conduits whenever possible to minimize any changes to the residence aesthetics.
- The color of the solar panels should complement the roof whenever possible.
- Roof and flush mounted panels shall not project vertically above the peak of the roof it is attached, or more than four (4) feet above a flat roof. The highest point of the solar array must be lower than the ridge of the roof where attached.
- In the event a roof mounted system does not provide sufficient energy collection, ground mounted systems will be allowed. Such systems shall be permitted in the back yard and screened by decorative fencing, evergreen and deciduous planting, or a combination of both to provide a visual buffer from adjacent properties.

3.2 Single Family Residences

3.2.1 Size of Residence

The minimum net living area for any residence shall not be less than 1,750 square feet for ranch-style homes, 2,250 square feet for two-story homes, and 1,950 square feet for all others. These square footage requirements are exclusive of basements, attics, decks, patios, porches, and garages.

3.2.2 Attached Garages

While side-loaded garages are encouraged, front-loading garages are acceptable. Garage doors shall be de-emphasized and blend with the design character and color of the house. Garage

doors shall be of one color and constructed of wood or wood-based materials. If a non-wood product is used, it must have the appearance and styling of a wood panel. Garages must accommodate a minimum of two full-size vehicles.

3.2.3 Residence Setbacks

Building setbacks have been established for each lot and are to be adhered to as platted.

3.2.4 Siting

The Board shall consider each site independently but extensively consider each plan's impact upon adjacent home sites and natural site amenities. Consideration shall include:

- The physical terrain of the site
- Views from the home site
- Natural amenities such as existing foliage and existing water and drainage channels
- Driveway access
- Height of structures

3.2.5 Foundations

All exterior wall materials must be continued down to finished grade, as far as code permits. In specific designs, brick and stone may be used as a foundation for the siding above.

3.2.6 Chimneys

All chimneys and fireplaces are encouraged to be of traditional brick or masonry construction. Manufactured masonry and stucco chimneys will be considered. Wood and vinyl enclosures or exposed metal flues are prohibited. Direct-vented chimneys will be considered on the back of the house on a case-by-case basis.

3.2.7 Building Materials and Colors

Each house's roof and side wall materials shall be compatible and blend into a common color tone. If the residence is being repainted or roof replaced in the same color scheme as existing, no review is required.

- No fluorescent, hot pink, orange, lime green, etc. are permitted.
- Gutters and trim should match.
- Bright or dark accent colors are allowed for front doors only.
- Painting over existing brick requires a more detailed review of the exact paint and method to be used. The issue is long-term maintenance, so it is reviewed on an individual basis to ensure the highest quality materials, colors, etc.

3.2.8 Roofing

All roof pitches must fall within the range of 5/12 - 12/12. Roof materials and colors shall be compatible throughout the community. Wood shingles, fiberglass/asphalt shingles, organic asphalt shingles, and slate or tile roofs are acceptable. Standing seam metal roofing on secondary roofs such as porches or bay windows are allowed on a case-by-case basis. Sheet metal used for flashing, gutters, and downspouts must be colored to match the material being flashed. Gutters

and downspouts are to be painted to complement the trim color of the house. Roof vents must also be painted to blend with roofing material.

3.2.9 Siding

Siding must be 4” to 8” clapboard, rough or smooth finish; V-Joint tongue and groove boards or vertical boards and batten. Semi-transparent or solid color stains are recommended. Two-story homes shall have all-natural fronts but may have vinyl siding on the sides and rear elevations of the residence. Examples of siding are included but not limited to foam backed vinyl siding, standard vinyl siding .035 inches thick or greater, and composite siding such as cement or polymer composites.

- Single story homes located on Lots 70 and 72 were constructed with vinyl siding on the rear and sides, the home on Lot 29 was approved with vinyl siding on all elevations; all are part of the Grandfather Clause. In the event of the willful demolition of the residences on these lots, the provisions of this Design Review Manual shall apply to any reconstruction or replacement of such buildings.

3.2.10 Brick

Natural sand mold brick is preferred. “Manufactured” sand mold and textured brick may also be approved. Color ranges should be subtle; no speckled or glazed effects are permitted. Details in brick walls, window heads, sills, chimneys, and foundations are encouraged.

3.2.11 Stone

Natural stone laid in a natural horizontal bed is preferred over square-cut dimensional or ashlar stone patterns. If flat-faced, vertical bed stone is used, flush joints rubbed with burlap are recommended. Native Ohio limestone in gray or buff is preferred over more exotic stone. “Manufactured” stone will be allowed if meeting the requirements above.

3.2.12 Stucco

Stucco as a primary siding material shall be acceptable if special attention is given to details such as window trim, treatment of outside corners, fascia, main entry, etc.

3.2.13 Windows

The use of unfinished metal storm windows is not permitted, and the use of reflective glass or film may be deemed inappropriate by the Board of Directors. Shutters should be appropriately proportioned to fit the window (1/2 of the width of the window) and should be of authentic period design. Awnings are only acceptable in certain instances where they are an integral part of the facade design. In such cases, the fabric color shall blend with the siding.

3.2.14 Skylights

Skylights must be designed as an integral part of the roof. Skylight glazing shall be clear, solar, bronze, or gray only. Skylight framing material shall be bronze anodized or colored to match the roof.

3.2.15 Screen Enclosures

All screen enclosures, sunrooms, and covered patios must conform to the architectural style of the house.

3.2.16 Height

No House will exceed 35' in height measured from grade at the main entry to the highest roof ridge.

4 Landscape

To ensure that the overall beauty of the community is preserved and enhanced, the Board of Directors has the authority to approve or disapprove landscape plans for individual residences. Primary goals of these Design Guidelines are to minimize the disturbance of existing ecological systems and to preserve existing drainage course and vegetation, including trees, understory and groundcover. Landscaping as approved by the Association shall be installed no later than 180 days following occupancy or completion of the residence, whichever occurs first.

4.1 Minimum Requirements

Front Landscaping

- 2 Ornamental or Deciduous Trees.
- 12 Shrubs.

Back Landscaping

- 2 Deciduous Trees (5' height minimum)
- 12 Shrubs (upright and spreading with 12" height minimum)

4.2 Lawns

Yards may be seeded or sodded. All seed and sod shall be a mix of improved varieties of Kentucky Bluegrass, perennial Ryegrass, and Fescue.

4.3 Maintenance

The owner shall maintain all landscaping in good living conditions to present a neat, healthy, and orderly appearance. Maintenance shall include the replacement of all dead plant material.

4.4 Mounding

Earth mounding is permissible within property lines if done subtly with gentle slopes to resemble natural grades.

4.5 Sculptures and Exterior Decorations

Sculptures and exterior decorations should not be distracting; excessive yard ornamentation is discouraged. Examples include but are not limited to; Statues, animal figures, windmills, etc. Only furniture manufactured for outdoor use is permitted outside the home.

4.6 Not Recommended Tree List

Not Recommended Tree List	
Shade Trees	Ornamental Trees
Silver Maple (<i>Acer saccharinum</i>)	Box Elder (<i>Acer negundo</i>)
Paper Birch (<i>Betula papyrifera</i>)	Osage Orange (<i>Maclura pomifera</i>)
Northern Catalpa (<i>Catalpa speciosa</i>)	Common Apple (<i>Malus pumila</i>)
Common Hackberry (<i>Celtis occidentalis</i>)	Bradford Pear (<i>Pyrus calleryana</i> 'Bradford')
American Beech (<i>Fagus grandifolia</i>)	Weeping Willow (<i>Salix babylonica</i>)
Common Honeylocust (<i>Gleditsia triacanthos</i>)	Mountain Ash (<i>Sorbus-species</i>)
Kentucky Coffee Tree (<i>Gymnocladus dioicus</i>)	Russian Olive (<i>Eleagnus angustifolia</i>)
Walnuts (<i>Juglans</i> all)	Golden Chain Tree (<i>Laburnum x watereri</i>)
Poplars (<i>Populus</i> all)	
Ginkgo Biloba (female)	
These trees are not recommended for one or more of the following reasons: High incidence of disease, structural instability, nuisance (smell and/or debris), or invasiveness.	

5 Construction Requirements

5.1 Construction Compliance

Each builder is required to comply with the minimum construction standards detailed in this section. It will be the builder's responsibility to ensure proper cleanup of dirt and debris and repair damage to the landscaping and streets within Heather Lake or neighboring lots resulting from construction activities on the lot of the builder.

5.2 Streets

Builders are responsible for any damage to the public roads at Heather Lake.

5.3 Utilities

Electricity: Electrical service has been provided to a transformer on or adjacent to each lot. For further information, it will be required to contact the necessary authorities to arrange for an extension of electrical service to the residence.

Natural Gas: Natural gas service has been provided to each lot. Contact for gas company surveys before installing any gas service.

Cable Television and Telephone Service: Telephone and cable television services have been provided for each homeowner's convenience. All cable television service connections shall be underground and hidden from view and are the responsibility of the builder or owner.

5.4 Conditions of Approval (During Construction)

The following shall be conditions of any approval and shall be the responsibility of the residence owner on which permission was granted to ensure these conditions are enforced upon all persons or firms used, engaged, or employed in carrying out any operation or trade.

5.5 Commencement of Construction or Modification

Construction shall commence within one (1) year of the approval of plans by the HLA board and public agencies and the issuance of building permits by Fairfield County and Bloom Township. A certificate of occupancy shall be obtained by the owner within two (2) years of the commencement of construction. If these conditions have not been satisfied, the HLA board shall have the right, but not the obligation, to demand a resubmission of plans and specifications and such other documentation as deemed necessary and appropriate. If Township/County Ordinances are more restrictive, such Ordinances shall be the controlling rule. Modification projects must be completed within (2) two years.

5.6 Site Maintenance

The General Contractor, Job Superintendent, employees, subcontractors, and suppliers shall always maintain the lot in a neat and clean condition always. All streets, gutters, and adjacent property must remain clean and free of dirt, trash, debris, or other materials related to or caused by the work. No materials or any type may be placed on adjacent lots, common areas, or streets.

5.7 Temporary Toilets

All temporary toilets are to be provided by the builders and must be maintained in a clean, sanitary, and odorless condition.

5.8 Construction Waste Containment

Each builder must ensure that the lot is kept neat and free of debris always. It will be unacceptable to have building material blowing onto adjacent properties. A wire mesh enclosure of an adequate size is required on each lot. Enclosure must be properly utilized and emptied on a regular basis. In the event the enclosure is in place, but not utilized, the Board will arrange for the removal of the debris and charge the building in violation of the amount of the removal.

5.9 Storage

All construction materials and equipment must be confined to the lot on which the residence or improvement is being constructed unless an adjacent landowner gives specific written permission for the storage of such materials.

5.10 Washouts

Concrete trucks shall be limited to washout only on the lot where the residence is being constructed. All cement or concrete residues are to be removed from the lot.

5.11 Dust and Runoff Control

Each lot builder/owner will provide adequate dust control during construction. Runoff control may warrant silt fencing, as dictated by the HLA board and state regulations.

5.12 Use of Adjacent Property

Use of adjoining lot(s) for purposes of access, parking, and equipment or material storage will not be permitted without the written permission of the adjacent lot owner(s).

5.13 Compliance

Every effort will be made by the Board to assure an orderly build-out of all improvements to the lot. The Board reserves the right to deny access to any General Contractor, job superintendent, subcontractor, supplier and their respective employees who are in violation of the construction violations. The Board further reserves the right to cause construction activities to stop if:

- Improvements to the lot are being built contrary to approved plans and specifications; and/or...
- The Heather Lake 'Design Review Manual', 'Declaration of Covenants, Easements, Restrictions and Assessment Lien for the Heather Lake Subdivision', and security measures are not being complied with fully.

5.14 Temporary Structure

During construction no structure of a temporary character shall be used on any lot except construction sheds approved by the Board.

5.15 Completion of Construction

The owner/builder shall notify the Board in writing of the completion of construction so that the Board of Directors may perform a final inspection within 30 days of receiving the notification of the completion of construction.

6 Guideline Procedures

6.1 Variance and Additions

The HLA board shall have the right and privilege to permit any owner (without the consent of other owners) to deviate from any or all the building and/or landscaping standards set forth herein, provided that such deviation is necessary to carry out the general purposes of the Covenants and/or the DRM. Any such permission of said Board shall be in writing and shall not constitute a waiver of said Board's powers of enforcement with respect to any of the Standards as to any other part or parcel of the properties. A variance request form is included as Exhibit C.

6.2 Amendment Procedure

When the Board of Directors determines that any portion of the Design Review Manual should be revised, prior to implementation the Board of Directors shall send a complete copy of the proposed changes to all Members of the Association, allow sixty (60) days for Member feedback and hold a meeting open to all members for considerations prior to approval.

EXHIBIT A
HEATHER LAKE ASSOCIATION
DESIGN REVIEW APPLICATION *Modifications*

Please review the guidelines set forth in the Design Review Manual before submitting a proposal. The manual can be found at heatherlake.org (under the Review Board tab).

Homeowner Information

Date: _____ Lot #: _____

NAME:

ADDRESS:

PHONE:

E-MAIL:

THIS PROPOSAL IS FOR:

Modification of Current Structure or Property

This is a new proposal **or** a revision of one submitted previously.

ITEMS YOU ARE INCLUDING: (check all that apply):

Material and/or Paint Samples (**Required**)

Building Plans

Landscape Plans

Manufacturer's Brochure

Photos

Application Fee (if applicable)

Miscellaneous (list below)

My signature below certifies my commitment to comply with all the requirements.

Signature _____ Date _____

Contractor Information

COMPANY NAME:

ADDRESS:

TELEPHONE:

REPRESENTATIVE:

DECKS, OUTBUILDINGS, RECREATIONAL, ETC.

	Materials	Size	Color(s)
Deck			
Outbuilding/Shed			
Play Structure			
Swimming Pool			
Hot Tub/Spa			
Greenhouse			
Gazebo/Pergola			
Other			

EXTERIOR

	Materials	Color(s)
Roof		
Siding		
Windows		

Doors		
Trim		
Other		

PAINT/STAIN

Manufacture	Color	Area to be painted

GARAGES

Front Load,

Type/Material _____ Color(s) _____ Size _____

Side Load

Type/Material _____ Color(s) _____ Size _____

Rear Load

Type/Material _____ Color(s) _____ Size _____

FENCES/WALLS

Fence

Type/Material _____ Color(s) _____ Height _____

Wall

Type/Material _____ Color(s) _____ Height _____

DRIVEWAYS/WALKWAYS

Driveway

Type/Material _____ Color _____

Walkway

Type/Material _____ Color _____

FOR BOARD USE:

ARB Vote/Check One

Approve



Revise



Deny



Board Vote/Check One

Approve



Revise



Deny



Board Officer Vote Certification:

Printed Name/Title/Date Ratified:

EXHIBIT B
HEATHER LAKE ASSOCIATION
DESIGN REVIEW APPLICATION *New Dwelling*

Homeowner Information

Date: _____ Lot #: _____ Finished Sq. Ft. of Home: _____

Name:

Address:

Phone:

E-Mail:

Applicant (If different from above)

Name:

Address:

Phone:

E-Mail:

Builder

Name:

Address:

Phone:

E-Mail:

Design Drawings Prepared by

Name:

Address:

Phone:

E-Mail:

My signature below certifies my commitment to comply with all the requirements.

Signature _____ Date _____

New Home Exterior Finishes Schedule

SIDING MATERIALS (Provide Samples)

	Material	Style/Series	Finish/Texture	Color/Mfg./Name/Number
Siding				
Brick				
Stone				
Stucco				
Other				

TRIM MATERIALS (PROVIDE SAMPLES)

	Material	Style/Series	Finish/Texture	Color/mfg./Name/Number

DOORS (Provide Brochure/Photos)

	Material	Style/Series	Finish/Texture	Color/Mfg./Name/Number
Front				
Back				
Service				

ROOFING- Main (Provide Samples)

Min. Roof Pitch	
Max. Roof Pitch	
Material	
Style/Series	
Finish/Texture	
Color/Mfg./Name/ Number	

ROOFING- Secondary (Provide Samples)

Min. Roof Pitch	
Max. Roof Pitch	
Material	
Style/Series	
Finish/Texture	
Color/Mfg./Name/ Number	

GUTTERS AND DOWNSPOUTS (Show Locations on Drawing)

Material	
Style/Series	
Finish/Texture	
Color/Mfg./Name/ Number	

WINDOWS (Provide Brochure/Photos)

	Material	Style/Series	Finish/Texture	Color/mfg./Name/Number

SHUTTERS (Must Be Proportionate To Windows)

	Material	Style/Series	Finish/Texture	Color/mfg./Name/Number

GARAGE E DOORS (Provide Photos/Brochure)

	Material	Style/Series	Finish/Texture	Color/mfg./Name/Number
Front				
Side				
Rear				

DRIVEWAY

Type/Material	Color

WALKWAYS

	Type/Material	Color
Entry		
Right Side		
Left Side		
Rear		

DECKS AND PATIOS

	Material	Size	Color
Deck			
Patio			
Railings			
Covered Materials			

FOR BOARD USE:

ARB Vote/Check One

Approve	<input type="checkbox"/>	
Revise	<input type="checkbox"/>	
Deny	<input type="checkbox"/>	

Board Vote/Check One

Approve	<input type="checkbox"/>	
Revise	<input type="checkbox"/>	
Deny	<input type="checkbox"/>	

Board Officer Vote Certification:

Printed Name/Title/Date Ratified: _____

EXHIBIT C
HEATHER LAKE ASSOCIATION
Variance Request Application

Homeowner Information

Date: _____ Lot #: _____

NAME:

ADDRESS:

PHONE:

E-MAIL:

Applicant **(If different from above)**

Name:

Address:

Phone:

E-Mail:

Variance Request _____

Reason for Request _____

FOR BOARD USE:.....

ARB Vote/Check One

Approve



--

Revise



--

Deny

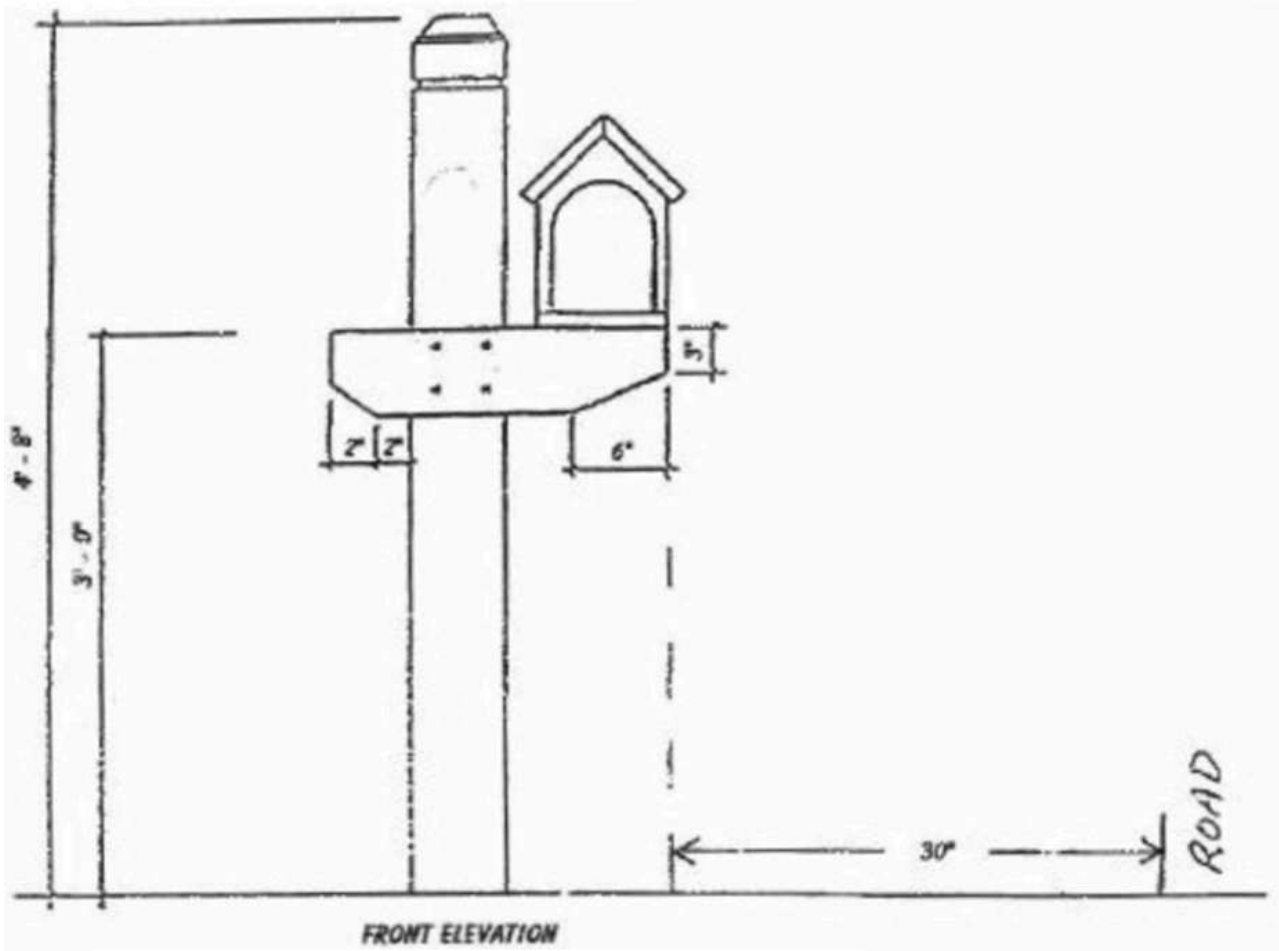


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Board Officer Vote Certification:

Printed Name/Title/Date Ratified: _____

EXHIBIT D
Mailbox Detail



All wood rough-sawn cedar.

Stain/Paint color to match Benjamin Moore's solid color stain, "Annapolis Gray."

The preferred number style shall be Helvetica in black, though not mandatory.

Suggested Vendor: Cedar Craft www.cedar-craft.com 614-759-1600. The mailbox is called the "Duffey" with reference code #HLK7/Q1B Heather Lake.