

VILLAGE OF BLUE HERON PINES
HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL DESIGN REVIEW
COMMITTEE GUIDELINES

Origination Date: March 1997
First Revision: March 10, 2003
Next Revision: March 11, 2011
Current Revision: April 18, 2018

FORWARD

Practically every automatic-membership community association has the power of design review or architectural control, and it is as basic a function as maintenance of common areas. Properly exercised, design review can create and preserve an attractive, livable community.

Failure to exercise design review properly can create major problems for a community, in the form of misunderstanding and controversy among the homeowners, inconsistencies and unfairness in treatment, a plethora of real or imagined violations and a series of expensive and protracted court cases. Additionally, the association and its members may suffer major property value losses if design review is absent or ineffective.

Design review impacts all who have a vested interest, directly or indirectly, in community associations. Homeowners, of course, are affected most directly and for the longest period of time. A properly designed and operated system of design review will yield substantial benefits to all.

An essential element of successful design review is recognition by all members of the community that it is a benefit, and not a burden.

**VILLAGE OF BLUE HERON PINES
HOMEOWNERS ASSOCIATION, INC.
RESOLUTION NO. _____**

**VILLAGE OF BLUE HERON PINES
ARCHITECTURAL GUIDELINES**

WHEREAS, Section 8 of the Declaration of Covenants, Conditions and Restrictions for the *Village of Blue Heron Pines*, Galloway Township, NJ (*the Declaration*) provides for the creation of an Architectural Design Review Committee; and

WHEREAS, Section 4 8.03, 8.04 and the existing Architectural Guidelines establishes use restrictions applicable to all lots, dwelling units and community facilities for aesthetic appearances and architectural control;

NOW, THEREFORE, BE IT RESOLVED THAT the following additional specific architectural guidelines are hereby adopted by the Homeowners Association Board of Directors:

***VILLAGE OF
BLUE HERON PINES HOMEOWNERS ASSOCIATION
RESOLUTION NO. _____***

ARCHITECTURAL GUIDELINES

Revised _____

ADRC Approved _____

BHP-HOA Approved _____

BHP-HOA Board of Directors Approval _____

INTRODUCTION

One of the reasons the *Village of Blue Heron Pines* is a special place is that all property is subject to use restrictions applicable to all lots, dwelling units and community facilities. The basic purpose of these restrictions is to uphold the property values for all residents. This is done by:

- Preserving the design integrity and architectural quality of the land and dwellings at the *Village of Blue Heron Pines*;
- Maintaining the high aesthetic standards that make the *Village of Blue Heron Pines* such an attractive and desirable place to live;
- Preventing the deterioration of neighborhoods that inevitably follows a “let people do whatever they want” philosophy of construction, maintenance, and property use;

These objectives are accomplished through a review system, which applies to all property, and which is defined in the *Village of Blue Heron Pines* Association By-Laws and guidelines.

The architectural guide document is intended to provide you with the information you need to make the system work for you, and for everyone in the community.

The intent of the Architectural Guidelines is to provide the homeowner, businessman, developer, etc. with regulations to govern any exterior alterations made to structures, fences, and so forth. Certain exterior alterations falling within the categories defined within these guidelines will require approval by the Township of Galloway and the Architectural Design Review Committee (ADRC). The Township of Galloway requires building permits be obtained for certain alterations and additions. Building permits, when required, will not be issued by The Township of Galloway before the accepted ADRC application is received.

This document is a guide for the members of the ADRC, and property owners. It is the intention of this booklet to increase the owners’ and residents’ awareness of the responsibilities they must assume. These guidelines are broad-based and address typical home improvements.

These guidelines are to be used in conjunction with those previously established in Sections 4 and 8 of the Declaration of Covenants, Conditions and Restrictions, which may be found in the Public Offering Statement. These guidelines supersede all previous additions where intents of the guidelines are similar. Any questions or clarification should be directed to the ADRC. Those

approvals previously granted prior to adoption of the last revisions shall be grandfathered and remain in effect.

HOW TO USE THIS BOOKLET

The *Village of Blue Heron Pines* property owners who want to change the external appearance of their property are highly encouraged to read and understand the ADRC guidelines prior to submitting application to the committee. The ADRC committee is available to assist homeowners with the application process. This User's Guide to the Design Guidelines and Design Review Process will help you in planning and making any such change. **KEEP IN MIND NO WORK MAY BEGIN WITHOUT PRIOR ADRC APPROVAL.**

If you want to know why the *Village of Blue Heron Pines* has this requirement, and how the process works, read:

- **Introduction**
- **Section 1 – Governing Articles, Property Review and Fine Schedule**
- **Section 2 – Design Criteria** – General Principles and the subsection that relates to your type of property
- **Section 3 – Standards of Maintenance**

If you want to know how to prepare and submit to the ADRC application for change to your property, read:

- **Section 4 – Application Procedures**
- **Section 5 – Guidelines for Additions and Alterations**
The introduction and subsection that relates to the specific kind of change (decks, fencing, etc.) you want to make. This is to be used in addition to those guidelines and restrictions established previously in the Declaration in Sections 4.01, 8.03 and Exhibit 6, Architectural Guidelines.

SECTION 1

GOVERNING ARTICLES

Protective Covenants

Basic authority for maintaining the quality of design at the *Village of Blue Heron Pines* is outlined in the Declaration of Covenants, Conditions and Restrictions provided as part of every owner's deed. All owners and residents whose properties are subject to these provisions must comply with all provisions of the Declaration.

The Declaration establishes the Blue Heron Pines Homeowners Association (BHP-HOA) and Architectural Design Review Committee (ADRC). The ADRC has the responsibility for the regulation and systematic review of all applications for exterior alterations submitted by residents.

Every property owner should have received a copy of the Declaration as part of the Public Offering Statement. If not, contact the Management Company to request a copy. Since the Declaration "runs with the land" it is binding on all owners and should be fully understood by the owners and their tenants if a property is rented. Absentee or part time residents are still responsible for the complete adherence to the tenants of the Declaration and the guidelines of the ADRC.

Amendments to the Architectural Guidelines

These guidelines are evolutionary and may be amended. It is anticipated that the changes will be primarily additive and will not involve substantive changes of existing guidelines.

The ADRC will conduct a yearly evaluation of the guidelines to determine if amendments are required. Owners should submit requests for additions and/or changes to the guidelines to the BHP-HOA. The actual amendment proceedings will involve public discussions of the changes and review by the BHP-HOA. The decision for any and all changes rests with the Board of Directors.

What changes must have ADRC approval?

The Declaration explicitly states that exterior alterations require the approval of the ADRC.

Note: ADRC approval is not limited to major alterations such as adding a room or deck to a house. ADRC approval extends to all alterations and changes including changes in color of the home and materials. Approval is also required when an existing item is to be removed. Refer to the Table of Contents in Section 5 of the ADRC Guidelines for a more thorough list of the type of alterations that will require approval.

Each application is reviewed on an individual basis. There are no “automatic approvals”. A homeowner who wishes to construct a deck, for example, identical to one already approved by the ADRC, or build a fence identical to the standards contained in this resolution is required to submit an application. The ADRC will render a timely decision on all complete application packages. Homeowners may appeal ADRC decisions as prescribed in accordance with Section 8.08 of the Declaration.

Township Approvals

Many projects require township review and permits in addition to ADRC approval. The property owner is responsible for obtaining all required township approvals. Township authorities should be contacted before beginning any work in order to verify what permits are required.

Township approval does not preclude the need for ADRC approval, nor does ADRC approval relieve the applicant of the responsibility for complying with township ordinances.

Property Review and Fine Schedule

The BHP-HOA has charged the Management Company with the responsibility of inspecting the community for deficiencies or infractions of the ADRC guidelines. In the event of a discovered infraction, a letter of warning will be sent to the homeowner with copies to the chairman of the ADRC. This letters’ intent is to make the homeowner aware of the infraction and give them ten (10) days to make restitution. The following procedure is as follows:

Notification #1: The resident will be contacted by a representative of the ADRC through the Management Company via regular mail to discuss the deficiency. In all cases, the minutes of the conversation will be documented.

Notification #2: A “Property Report” will be mailed to the resident by the Management Company on behalf of the ADRC/Homeowner’s Association in ten (10) days from Notification #1, to follow-up in writing the discussions and the

required corrections to be undertaken. Residents have the right to appeal the ADRC decision and must submit the appeal to the Management Company no later than ten (10) days following the receipt of Notification #2. The Board shall review the matter within thirty (30) days of the filing of the notice of appeal at an informal hearing at which all interested persons may attend and be heard. The Board may affirm, reverse, or modify the decision of the ADRC.

Notification #3: If the deficiency is not corrected within the time frame specified in Notification #2, a formal final notice will be sent by certified mail to the resident by the Management Company on behalf of the ADRC, which will invoke a fine and a possible lien of twenty-five dollars (\$25.00) per day if the deficiency is not corrected within five (5) days from the date of the final notice. The fines shall commence on the sixth (6th) day and continue each and every day until the deficiency is corrected.

Notification of Fine: In accordance with the Covenants and By-Laws Section 9.09, the Board of Directors accepting the recommendation of the ADRC will forthwith assess the homeowner Twenty-Five Dollars (\$25.00) per day until the correction has been made.



THE VILLAGE OF
BLUE HERON PINES

Date: _____

To: _Mr. & Mrs. Homeowner___
____999 Country Club Drive_
____Egg Harbor City, NJ 08215___

Dear Neighbor,

We, the residents and neighbors of the Blue Heron Pines Community, are all proud of the fine way each of us accepts responsibility for the maintenance of their property. Being a member of a deed restricted community carries a dedication to the rules and covenants established for our mutual benefit. A simple tour through our community shows the level of this dedication. Further proof of the success of the members in this dedication is the maintenance of high property values. Recently homes in our community tend to sell more rapidly than comparable homes elsewhere.

Each of us, from time to time, tend to overlook certain aspects of our property maintenance for such widely varied reasons as extended vacations, familiarity with the existing "look" so as to miss deviations in conformity, illness or inability to perform the necessary procedures to maintain the property, or, let's face it, procrastination.

It is in this light that this letter is written. It is not meant as a condemnation, punishment or punitive singling out of any individual or member of the community. The sole purpose of this informal letter is to "jog" our memory of the rules by which we all live as residents of Blue Heron Pines. Please understand that the following format is the easiest method to remind each of us that we owe conformity to the rules established and to the other members of the community. Please accept this as a friendly reminder from the members of the Architectural Design Review Committee to address the concerns indicated on the following page.

The inspection of the community has taken place over the past week or so. Quite possibly the mentioned concerns have already been addressed. If so, accept my apologies, and disregard this letter. If not, please attempt to correct them as soon as possible within the ten-day window as described in the Architectural Design Committee guidelines thereby avoiding any further correspondence.

Thanking you in advance for your attention,
The Blue Heron Pines Architectural Design Review Committee



Architectural Design Review Committee

Dear Resident,

During a recent review of the community, it was observed that the following standards of maintenance have not been maintained relative to your property at Blue Heron Pines. Though it is probably an oversight on your part, it is your responsibility to keep your property in a clean, attractive and serviceable appearance. Please address these concerns within 10 days to avoid further communication.

Thank you in advance for your anticipated cooperation.

Landscaping & Gardening

- ___ Overgrowth of weeds in front/foundation gardens
- ___ Overgrowth of weeds in side yards/gardens
- ___ Inadequate ground cover in side yards (mulch, chips, etc)
- ___ Weeds in driveway, sidewalks
- ___ Overgrowth in back yard
- ___ Shrubs need pruning/trimming_____

Exterior Home Maintenance

- ___ Siding is damaged or needs to be replaced
- ___ Trim or fascia is damaged or needs repainting
- ___ Front door, shutters garage door needs to be painted
- ___ Gutters, downspouts need to be repaired
- ___ Visible mold needs to be removed from siding, trim
- ___ Driveway/walks needs powerwashing_____

Miscellaneous Violations

- ___ Mulch and mulch underfabric need attention_____
- _____
- _____
- _____
- _____
- _____
- _____

Other Violations

- ___ Trash cans/recycling cans not properly stored
- ___ Refuse or rubbish piles on property
- ___ Doghouse, kennel or storage box visible
- ___ Window fan or A/C unit in window
- ___ Illegal storage shed on property
- ___ Signs (all types) improper size, number or location_____

In the event that the aforementioned deficiencies cannot be performed by you, the following are available for your help.

DiLucia Management Corp. 1000 Bally Bunion Dr. Egg Harbor City, NJ 609-804-3322

Sincerely yours

Edward Mauthe Chairman A.D.R.C. 609-804-0099



THE VILLAGE OF
BLUE HERON PINES

VILLAGE OF BLUE HERON PINES HOMEOWNERS ASSOCIATION, INC.
PROPERTY REPORT – DEFICIENCY NOTIFICATION #2

NAME: Mr. & Mrs. Homeowner _____

ADDRESS: 999 Country Club Drive, Egg Harbor City, NJ 08215 _____

DATE _____

Dear Neighbor:

The purpose of this notice is to serve as a reminder and also to encourage your continued support in assisting us as your representative to maintain *The Village of Blue Heron Pines* as a safe, enjoyable and attractive community in which to live.

Our intention is to provide information, direction and assistance to the members of our community as to the realization and understanding of the standards expressed by our guidelines covenants and by-laws.

It is our hope that as a fellow BHP resident, you also appreciate the significant value of adequately maintained properties and will favorably respond to our suggestion to:

Please make corrections by July 18, 2015 or contact me at 609-804-0099.

Your cooperation and effort are greatly appreciated and with your continued assistance, BHP will successfully continue to provide us all with a sincere sense of pride.

If we can answer any questions or help you in any way, please do not hesitate to contact us through our Management Company, Attention: Architectural Design Review Committee, on behalf of *The Village of Blue Heron Pines Homeowner's Association, Inc.*

Thank you,

Edward Mauthe, Chairperson Architectural Design Review Board

VILLAGE OF BLUE HERON PINES HOMEOWNERS ASSOCIATION, INC.



THE VILLAGE OF
BLUE HERON PINES

***VILLAGE OF BLUE HERON PINES HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL DESIGN REVIEW COMMITTEE
PROPERTY REVIEW AND FINE NOTIFICATION #3***

NAME Mr. & Mrs. Homeowner

ADDRESS 999 Country Club Drive, Egg Harbor City, NJ 08215

DATE

—

Dear Neighbor:

This notice represents the third phase of a three-phase procedure, which began in _____ with a personal contact and followed up with an informal note on _____.

This procedure was established to kindly inform our fellow community members as to corrections that were necessary to keep their property within the minimal standards required by our by-laws and guidelines. By this time, we had hoped for your favorable response in this matter so that the necessity of this notice would not be required.

—

However, due to the lack of response and/or compliance, we have no alternative but to invoke a fine in accordance with the Board-approved Administrative Resolution for fines. You are hereby notified that you have five (5) days to rectify the above violation or be fined the sum of twenty-five dollars (\$25.00) for each and every day that the violation is not corrected. We hope you will respond with this notice so as to avoid implementation of the final step of these procedures, which may involve legal action.

If you have any questions, please contact us through our Management Company, Attention: Architectural Design Review Committee, on behalf of *The Village of Blue Heron Pines Homeowner's Association, Inc.*

Corrections are required within 5 days to avoid fine!
Fines will commence on September 44, 2099!

Edward W. Mauthe, Jr

Chairman, Architectural Design Review Committee



THE VILLAGE OF
BLUE HERON PINES

**Architectural Design Review Committee
Fine Notification**

To: Mr. & Mrs. Homeowner
Date:

999 Country Club Drive
Egg Harbor City, NJ 08215

Re: Maintenance Deficiencies on 999 Country Club Drive

Resident,

One of the reasons the *Village of Blue Heron Pines* is a special place is that all property is subject to use restrictions applicable to all lots, dwelling units and community facilities. The basic purpose of these restrictions is to uphold the property values for all residents. This is done by:

- Preserving the design integrity and architectural quality of the land and dwellings at the *Village of Blue Heron Pines*;
- Maintaining the high aesthetic standards that make the *Village of Blue Heron Pines* such an attractive and desirable place to live;
- Preventing the deterioration of neighborhoods that inevitably follows a "let people do whatever they want" philosophy of construction, maintenance, and property use.

In our past communications we have attempted to provide you with guidance to bring your property into compliance with the guidelines established for all residents to meet these needs. We have given you the option to "self-perform" the corrections needed. You have chosen to either insufficiently correct the problem or simply ignore it. Following is a list of the continuing problems associated with 999 Country Club Drive:

1.

Commencing on the above date, in accordance with the covenants, bylaws and guidelines of the Blue Heron Pines Homeowners Association and The Architectural Design Review Committee, a fine of \$25.00 per day will be assessed each day until the deficiency is corrected to the aforementioned guidelines.

VILLAGE OF BLUE HERON PINES HOMEOWNERS ASSOCIATION, INC.
SECTION 2

DESIGN CRITERIA

General Principles

The Declaration requires the ADRC to apply certain standards in making its decisions. These standards underlie the specific guidelines contained in Section 5 and are more fully explained below.

Harmony with Overall Community Design or Contextual Relationship

Contextual relationship pertains to the characteristics of any existing structures, the neighborhood, and the individual site. What may be acceptable design in one instance may not be in another. For example, a request affecting a house surrounded by heavy woods will be viewed differently by the ADRC from one concerning a house along the golf course.

To be in harmony in its contextual relationship, a design must also be compatible. Compatibility is defined as an agreeable relationship in, and in some instances actual continuity of, architectural style, mass, proportions, rhythm, scale, quality of design and materials, and similar use of materials, color and design details.

- * **Mass** or **Massing** is the characteristic of pulling together the parts. The opposite of mass is disjointedness.
- * **Proportion** is the relationship of height to width, voids to solids, bulk of the structure to other nearby structures, and of the parts to the whole.
- * **Rhythm** refers to the regular occurrence of elements, such as windows, doors, colors, and trim detail.
- * **Scale** is the size, in three dimensions, of the proposed alteration. Its height, width, and bulk should relate well with its immediate and adjacent surroundings.

* **Colors and material**, including siding, trim, doors, windows, gutters, downspouts, roofing, and all other architectural details must relate harmoniously within the project; they must also be in context with the neighborhood.

OTHER THINGS YOU NEED TO KNOW

DON'T COPY YOUR NEIGHBORS

When considering making an alteration or an addition to the exterior of your property, do not rely on what your neighbors may have done to their property. It may not have been approved, or it may have been disapproved and be awaiting modification. You are responsible for getting ADRC approval for your alteration or addition.

LOCATION AND IMPACT ON NEIGHBORS

The proposed alteration of improvement should relate favorably to the planning, landscaping, topography, and existing character of the neighborhood. The primary concerns are preservation of access, sunlight, ventilation, view, and drainage, as well as impact on the privacy and normal use of neighborhood property.

In reviewing impact on neighbors, the ADRC must balance the property rights and expectations of the property owner with the expectations of the neighbors. There is not always a perfect solution, but the ADRC will consider all aspects before making its decision.

WORKMANSHIP

The quality of work should be equal to or better than that originally used or occurs in the neighborhood. If past practices are no longer acceptable industry or code practices, current or better practices must be followed.

AFFECTED PARTIES

Often neighboring property owners may be affected if a proposed request is approved by the ADRC. Thus, the ADRC requires notification of directly adjacent affected neighbors of any proposed change. Procedures setting forth the rights of affected parties are included in the ADRC Procedures.

CHANGES BY PREVIOUS OWNERS

Purchasers of a previously occupied property are sometimes surprised and disturbed when they receive notice that, because of an unapproved exterior alteration or addition made by a previous owner, they are in violation of the covenants.

Current owners may be responsible for any existing violations. Any owners finding themselves in this situation should submit an application explaining the situation and seeking approval from the ADRC.



THE VILLAGE OF
BLUE HERON PINES

TRANSFER OF PROPERTY

Street: _____
Egg Harbor City, NJ 08215

has been sold as of _____

SELLER INFORMATION

Name of Seller: _____

Forwarding Address _____ Telephone Number () _____

NEW BUYER INFORMATION/ACKNOWLEDGEMENT

Name of New Owner(s): _____

Mailing Address _____ Telephone Number () _____

BHP-HOA does not have the right of first refusal. Buyer understands and agrees the BHP-HOA will levy an assessment against the premises to be paid monthly by the Buyer, commencing at closing, to cover cost of ownership and the maintenance of property owned or maintained by the BHP-HOA. At settlement, there will be a charge to the Buyer for working capital contribution in the amount of two (2) months of assessments equal to \$260.00.

Buyer does hereby acknowledge the Public Offering Statement applicable to the property in which is included the Declaration of Covenants, Conditions, and Restrictions, The BHP-HOA Architectural Guidelines and the By-Laws. The community has established a website at www.bhp-hoa.com where many of the governing documents and community information can be found.

BHP-HOA acknowledges that the property currently conforms with the Architectural Guidelines of the community and is not in violation, nor has it been granted any easements or exceptions to the Architectural Guidelines.

Keycards will be given at time the Welcome Package is reviewed with Management.

Buyer Acknowledgement: _____
Signature Date

Signature Date

BHP-HOA Acknowledgement: _____
Signature Date
Norma Meyer, Regional Manager
DiLucia Management Corporation

SECTION 3

STANDARDS FOR MAINTENANCE OF IMPROVEMENTS

In accordance with the covenants and pursuant to the By-Laws, the following minimum standard of maintenance has been established and assigns the responsibility of administration of these covenants to the Architectural Design Review Committee. (Site inspections by the ADRC or by the Management Company on behalf of the ADRC on a routine basis, will serve to ensure that the minimum maintenance standards are being met).

Owners of property subject to the Deed of By-Laws and Covenants of the Village of Blue Heron Pines (the covenants) shall keep their property in a clean, attractive, and serviceable appearance. Such maintenance includes, but is not limited to the following:

1. Repainting, restaining, renovating, on a periodic basis as needed, exterior surfaces which are significantly different in appearance from the original appearance, by reason of weathering, fading, peeling, cracking, blistering, staining, mildewing, spalling, or otherwise.
2. Replacement of missing elements or repair of exterior damage or deterioration, including, but not limited to:
 - Siding, trim, fascia, roofing, doors, shutters, gutters, downspouts, flues, windows or screens;
 - Fences, walls, decks, recreational structures, exterior light fixtures;and
 - Walks, driveways, and pavement.
3. Replacement or repair of fences, walls, retaining walls which are no longer substantially stable or plumb.
4. Maintaining the landscaping and grounds in a presentable manner, including, but not limited to mowing of turf, weed removal or prevention, mulching of

property, pruning and care of plant material, etc., except that which is provided as a service by the BHP-HOA.

Note: The removal of an approved architectural or landscape element must be approved by the ADRC.

SECTION 4

APPLICATION PROCEDURES

The following brief outline describes the steps necessary to complete and submit an application for alterations or additions to existing improved property. A sample of the required application form follows. (Remember incomplete applications will be returned to the homeowner for completion).

General Information

1. Pick up an application form from the Property Management Office, or download from the BHP-HOA ADRC site. You can also call the management office and one will be mailed to you.

Thoroughly read the information provided on the form, check the appropriate section in this booklet, and if you need more information, contact either a member of the ADRC or the Property Management Office for assistance.

Think about what you want to do. Consider the impact it might have on your neighbors. Decide what it is that you want. Keep in mind your neighbors must sign, or at least be given a reasonable attempt at signing, your completed application as “affected adjacent neighbors”. In the event that a signature is not obtained, a description of the reason must accompany the application. Their signature, while a courtesy, indicates notification, “hopefully discussion”, but not necessarily agreement.

Complete the application totally. Provide all information indicated in the appropriate guideline in Section 5 of this booklet.

Improvements may be constructed by the homeowner or by a licensed contractor. It should be understood, if a licensed contractor is used, that the homeowner, for their own protection, should request a copy of the license and workman’s compensation and liability insurance certificate for their records. Any construction performed by the homeowner or licensed contractor is done so with the complete knowledge that all liability for personal safety, property damage to

personal and/or Association property is solely at the homeowner's risk and responsibility.

Once final approval has been granted, work must commence immediately and be completed within sixty (60) days on commencement. Failure to conform with this time allotment could force the Association to take action to arrange completion of the improvement or its removal at the homeowner's expense.

The homeowner is solely responsible for any damage caused to utility lines buried in the improvement area, before, during and after construction. It therefore behooves the homeowner to contact the proper utility companies prior to the submission of the construction plan to determine if any holes to be dug (or ground modification) will interfere with any utility lines, and also determine the proper clearance required for servicing and gas meter. Garden State Underground Plant Location Service (800-272-1000) will assist the homeowner in notifying some of the utility companies who will in turn come out and mark the location of their respective underground fixtures. If the improvement plan requires changes or alteration resulting from these fixture locations, then it must be re-submitted to the ADRC before final approval can be granted.

A Construction and Maintenance Waiver and an Acknowledgement of Compliance Form must be signed by the homeowner and submitted with your application before final approval can be granted and will be kept on record.

Any improvement or change of any home occupied by a tenant must be done with written permission of the owner. Proof of such permission must be presented to the ADRC and kept on record.

Regular Procedures

1. Obtain an application form from either the Management Company or download one from the internet (<http://www.bhp-hoa.com> and look under committees for the ADRC section and click on "guidelines").
2. Complete the application providing all information indicated on the form in addition to any related attachments required for explanatory support of your intentions. (Note: the application form should indicate the number of attachments and each attachment should be numbered and identified by address). Please double check to insure the submittal is 100% complete.
3. Either hand-deliver or mail your completed application to the Management Office. Applications will then be forwarded to the ADRC for consideration.

4. Your application will be provided to each of the ADRC members so that they will have an opportunity to review it and if necessary visit your property to gain a better appreciation for the merits of the request.

5. You and/or your neighbors as affected parties, may attend a meeting of the ADRC to openly discuss the applications and impacts of the proposed application.

Note: Required signatures of affected parties intend to serve as a courtesy to inform property owners of the proposed improvements.

* A copy of your application and cover letter noting the review decision will be forwarded to you upon the official approval, denial or request for additional information.

* The original application is filed in a folder for your property and is maintained at the Community Management Office.

* If either you or an affected party disagree with the decision, either may appeal it by filing appropriate papers in accordance with Section 8.08 of the Declaration. Contact the Property Management Office for further information and assistance.

BLUE HERON PINES
HOMEOWNERS' ASSOCIATION
ARCHITECTURAL DESIGN REVIEW COMMITTEE
APPLICATION REQUIREMENTS FOR EXTERIOR ADDITION OR
ALTERATION

APPLICATION REQUIREMENTS:

1. Applicant must be unit owners or co-owners.

2. This application must be accompanied by a plot plan (plat, site plan or reasonable facsimile) showing location and dimensions of the addition and a description of the materials and colors to be used. See Guidelines – Alterations, Additions, and Improvements.

3. In the event the ADRC fails to render its decision on this application within sixty (60) days of receipt of this application, the request shall be deemed to be denied.

4. Adjacent neighbors must sign off on all supportive documents submitted with this application indicating that they have been notified of the

proposed project. A reasonable attempt must be made to gain these signatures. In the event that the signatures cannot be obtained, a written description of the reasons must be presented with the application.

5. This ADRC approval is in conjunction with the Village of Blue Heron Pines By-Laws. Further, it is understood the property owner will meet all building and architectural codes established by Galloway Township. The applicant is responsible for acquiring the proper approval from the Township, County, and State, if deemed necessary.

6. Construction and Maintenance Waiver must be completed and returned with this application.

Architectural Design Review Committee
Application for Exterior Addition or Alteration

Applicant(s) Name: _____

Date of Application Submission: _____

Street Address: _____
Egg Harbor City, New Jersey 08215

Model Type: _____ Block: _____ Lot: _____

Home Phone Number: _____ Cell (optional): _____

E-Mail _____

Provide Detailed Description and Reasoning for Work

(Use additional sheet as required)

Name and Address of Builder: _____

Estimated Starting Date: _____ Est. Completion Date: _____

Note! Completion Date must not exceed 60 Days from Starting Date!

Affected Adjacent Neighbor(s) Signatures

Name Printed: _____

Signature: _____

Address: _____

Name Printed: _____

Signature: _____

Address: _____

Note! Signatures are required for Application to be Processed!

Please attach all drawings, plot plans and other pertinent information required to complete the approval by the ADRC. In addition, please indicate additional reasoning for the undertaking of this project. All information is held confidential.

Architectural Design Review Committee
Conditional Approval

Approval Date: _____

Expiration Date: _____

Homeowner: _____

Address: _____

The Architectural Design Review Committee of the Blue Heron Pines Homeowner's Association has approved your proposal for a home improvement based on the documents you submitted. The approval is conditioned upon the following:

1. Receipt of a Building Permit from Galloway Township, if necessary.
2. No amendment, change, alteration to the presented documents has been made.
3. The following page entitled "Conditions and Terms of Approval" has been signed by the Owner and received by a representative for the BHP-HOA and BHP-ADRC.
4. Any application requiring a variance to existing ADRC guidelines requires BHP-HOA Board approval.
5. Other Conditions: _____

DO NOT begin construction or implementation of this agreement until the above items are complete!

Date

ADRC Member

ADRC Title

Blue Heron Pines Homeowner's Association
And
Architectural Design Review Committee
Conditions and Terms of Approval

Owner(s): _____
Approval Date: _____

IN ADDITION TO TERMS AND CONDITIONS OF YOUR APPROVAL, THE FOLLOWING SHALL APPLY:

1. Owner is solely responsible for getting all permits and approvals from agencies or authorities other than the BHP-ADRC. All approvals granted by the BHP-ADRC are subject to State, County, regional, and local laws, codes, rules and regulations.
2. The approval granted is limited to the specific project detailed in the Owner's Application dated _____, and not for any other project or any variation of the project. The terms and conditions of the ADRC's Approval must be strictly complied with in all respects. Non-Compliance with the terms and conditions of the Approval shall be grounds for rescission of the Approval and shall give the ADRC the right to enforce compliance by resort to the Superior Court of New Jersey at the Owner's expense.
3. The project, as approved, may not be enlarged, moved, relocated, or changed, in any way, without first obtaining ADRC written approval of such change.
4. The attached written approval constitutes the entire understanding and agreement between the Owner and the Association with respect to the Owner's Project. The Approval supersedes any prior oral or written approvals or agreements and may not be modified in any manner except by a writing executed by the ADRC. No ADRC member or Board member, has the authority to amend, change, interpret, or alter, in any way whatsoever, the conditions and requirements of the Approval. Under no circumstances is an oral modification of the Approval enforceable.
5. The Approval is valid until _____ (the "Expiration Date"). It automatically expires after that date, without need for further action. The Owner is responsible for completing the project by the Expiration Date. A request to extend the Expiration Date must be made prior to the Expiration Date.
6. The Owner has the sole responsibility to prevent damage to any of the Association's common elements as a result of the project. The Owner is responsible for paying for the repairs and/or replacement of any common element damaged by the Owner, or his assigns, during the completion of the project.
7. Any changes to the documentation herein presented requires written approval of the ADRC.

I acknowledge that I have read and understand the above Terms and Conditions and I agree to comply with them.

Owner's Signature

Date

Owner's Signature

Date

Village of Blue Heron Pines
Homeowner's Association
And
Architectural Design Review Committee

Owner's Name: _____

Address: _____
Egg Harbor City, New Jersey 08215

Date: _____

Dear MR/MRS/MS _____

Your Application to the Architectural Design Review Committee is being returned to you, WITHOUT ACTION/DISAPPROVED, for the following reasons:

_____ Insufficient or missing specifications

_____ Insufficient or missing drawing(s)

_____ Incomplete or Missing Construction Acknowledgement and Compliance Form

_____ Incomplete or missing Construction Maintenance Waiver

_____ Insufficient or missing information (Specified Below)

_____ Not in compliance with community intent or Standards

_____ On Hold (Specified Below)

Please complete or attach the missing information and return your application for processing by the committee. You are reminded that modifications and or construction can not begin until the necessary approvals have been received.

Please contact _____ at _____ to schedule an inspection date or for further information. Thank you for your cooperation.

Date

ADRC Member

ADRC Title



THE VILLAGE OF
BLUE HERON PINES



**THE VILLAGE OF
BLUE HERON PINES**

VILLAGE OF BLUE HERON PINES
HOMEOWNERS ASSOCIATION, INC.
ADRC GUIDELINES

1. ALTERATIONS, ADDITIONS AND IMPROVEMENTS

Additions, Major: (E.g. Rooms, Garages, Greenhouses, Screened Porches and Sunrooms)

Major additions often have an impact on neighboring property. Plans must be well thought out to minimize any adverse impact. Applicants should consult with neighbors while making plans.

Concept drawings or preliminary plans may be submitted for review and comment before detailed plans are made.

The design must be compatible in scale, massing, character, materials and color with the original house.

The location of the addition must not have an adverse impact on neighboring properties or impair the view of neighbors.

Additions should be located to minimize the removal of trees and the destruction of natural areas. The ADRC may require supplemental landscape treatment to compensate for the removal of vegetation, or to soften the addition visually.

New windows and doors should match, and be located to relate well with the existing windows and doors.

Changes in grade or drainage must not adversely affect adjacent property.

If possible, the roof pitch should match the existing roof pitch.

Garages cannot be converted into living space.

Application

Your application should include:

1. A plot plan (plat, site plan, or reasonable facsimile) showing the location of the proposed alteration or addition, the existing building, and property lines.
2. Detailed construction drawings to scale, including drawings showing the affected elevations with the proposed changes.
3. Drawings or photographs showing the existing conditions before the proposed changes.
4. Samples of colors and materials, if different from the existing building.
5. Catalogue clippings of light fixtures and other of-the-shelf items.
6. A landscape plan and plant schedule, if applicable or required.
7. Perspective drawings or models, for complex projects.

2. ANIMAL CONTROL, KENNELS AND DOG HOUSES

In accordance with safety requirements, common courtesy, community restrictions, and township ordinances, dogs and pets may not run freely throughout the community. It is essential that each homeowner provide for acceptable containment and restraint of pets within the confines of their own property.

All dogs and pets must be kept leashed and under control when exercising in the common areas of the community and should not be permitted to trespass on private property.

All pet owners shall be required, as a common courtesy to their neighbors and fellow property owners, to provide for the sanitary removal of any litter that occurs during the exercising period of their animal.

The number of household pets (dogs and/or cats) cannot exceed two (2).

Dog Houses and Kennels will be permitted only if erected in the rear of the property within and screened by an approved fence, natural plantings or installed landscape plantings. These structures are not permitted on golf course lots.

In establishing a location, it must not be visually obtrusive to surrounding properties and cannot be located any closer than fifteen (15) feet from any adjacent property line.

They should be painted or stained to blend with their immediate surroundings.

Application

Your application should include:

1. A plan showing the location of the dog house, run, or kennel as it relates to property lines and existing conditions and structures;
2. A description indicating color, materials, dimensions, pictures, etc.

3. ATTIC VENTILATORS

The ADRC will review your application for visual impact of the apparatus on neighboring properties. The application should include:

1. A catalogue clipping and description, including dimensions;
2. Color specifications;
3. A description of where on the building the ventilator will be located.
 - The ventilator should be installed no higher than ten (10) inches above the surface of the roof (not extend above the ridge line and have a low profile).
 - Be placed on the roof slop which is least visible from adjoining property and road front.
 - Not extend above the ridge line or parapet on a flat roof.
 - Be painted with flat black paint to match existing vents and flues.

Please note that wind-powered turbine ventilators generally will not be approved because of their relatively large size and extension above the ridgeline.

4. AWNINGS AND SCREENED ENCLOSURES

Awnings may be installed on the back of the house only and not extend beyond the width of the house. Awnings must be retractable. Materials must be fade resistant fabric. The color of the awning must be coordinated with the colors of the house. Muted stripes or solid colors will be acceptable; avoid the “circus tent” look. Screen room attachments are not permissible.

The awning must be power operated with an automatic retract feature for the wind. The homeowner must assure that the awning is properly maintained and must repair, replace or remove if disrepair or fading occurs.

Free standing screened enclosures (gazebos, garden rooms, outdoor dining rooms) are not permitted on lots adjoining the golf course. In all others an application showing the location, size, style and construction must be submitted. Tent or tent-like structures will not be approved. Enclosures must be free standing, (unattached to the house), have a frame type construction, and not be visible from the street. Placement shall be so as not to diminish the neighbors' views or sight lines. Additional landscaping should be considered to lessen the visible impact to neighbors. Water runoff must not adversely affect the adjacent property.

Application

Your application must include the following:

1. A plot plan/survey or reasonable facsimile thereof;
2. A descriptive brochure or catalogue clipping identifying the color of the awning selected;
3. The current color of the house;
4. A sketch of the back of the house showing the exact location of the awning by providing the following information:
 - a. Distance from the side of the house;
 - b. Awning width;
 - c. Full opening distance from the house;
 - d. Closed height above deck or patio;
 - e. Full open height above deck or patio.
5. Awnings must be maintained in accordance with ADRC guidelines.

5. BAR-BE-QUES

Permanent or portable barbeques should not be a dominant feature on the landscape and should be located to the rear of the house so they will blend as much as possible with the natural background. Supplemental planting should be provided to soften the visual impact of the barbeque, particularly when little or no natural background or screening is available.

Permanent barbeques must be either a commercially manufactured grill or constructed of brick or stone (no cinder block, concrete block, or other material shall be allowed as a facing material).

Permanent barbeques not located on an adjacent patio or deck to the existing house will not be allowed on golf course lots.

Application

Your application should include:

1. Plot/site plan showing intended location of the barbeque;
2. Material descriptions, samples or photographs;
3. Photographs or brochures showing unit to be installed;
4. Dimensions and construction drawings.

6. BASKETBALL BACKBOARDS

Only portable-type backboards are permitted. Portable equipment must be brought inside nightly from the front of the house. If not brought inside, the storage of the backboard in the rear or the home is permitted provided the storage is sufficiently hidden so as not to be visible by the neighbors. The use of basketball equipment should be only during daylight hours and used so as not to interfere with the neighbors rights to a peaceful lifestyle.

ADRC application for the use of portable basketball backstops is not required.

7. CHIMNEYS, METAL FLUES

A new chimney should match the material and design of existing chimney(s), if any. If constructed of masonry and mortar, the chimney should match those used on the house, in any.

Wooden enclosures of flues should match the house siding or other architectural wood element.

Spark arrestors and other metal extensions must be unadorned, and non-ornamental. They should be painted flat black matching the other roof protrusions existing (other flues or vent stacks).

Metal roof top flues or any acceptable fire rated flue must not extend any higher than the minimum required by the building code.

Flues may not have any external support or bracing.

Metal flues must be painted flat black.

Application

Your application should include:

1. A plan showing the location of the chimney or flue on the building;
2. A picture or a construction drawing showing the configuration and dimensions of the chimney or flue;
3. A picture or elevation drawing showing the elevation and details (window, doors, overhangs, etc.) where the chimney or flue will be placed;
4. A description or sample of the materials and/or colors if not metal.

8. CLOTHESLINES

Clotheslines of any type or style will not be permitted

9. DECKS AND PATIOS

(See attached “**Deck Proposal Packet**”).

All decks and patios must meet building codes (permit required).

Decks and patios must not be constructed in wetlands or wetlands buffers.

10. DRIVEWAYS

A natural concrete or asphalt driveway is the development standard. The only approved alternate driveway material to that provided is a concrete paver unit or an approved equal. Driveway widening is not permitted. It is the responsibility of the homeowner to insure that the driveway is properly maintained with respect to the following:

1. All driveways (concrete, asphalt or paver) must not show any signs of deterioration. Any deterioration must be repaired by the homeowner;
2. Driveways with expansion joints and paver driveways must not have weeds or grass growing within them.
3. Asphalt driveways must be sealed according to accepted practice to prevent early deterioration.

Application to Change Driveway

Your application to change the type of acceptable driveway paving material should include the following:

1. A plot/site plan showing the house, street, sidewalks if any, including driveway dimensions;
2. A description of the materials to be used, including brochure information for pavers.

11. FENCES

(See attached “**Fence Proposal Packet**”.)

Fencing is usually an intrusion of the openness of a property and surrounding areas and will have a visual and physical impact on adjoining properties and therefore requires careful consideration to concept and execution.

Wherever possible, alterations to hard fencing should be considered (i.e., landscaping and plant materials). In all cases, fencing should be appropriate for its intended purpose and should aesthetically relate to the topography, be integral to the architecture of the building, be of a style considered acceptable within the community and used only within the specific area permitted.

Fences are permitted in rear yards only on lots **not** adjacent to the golf course.

No permit is required from the township for installation of a fence.

Fences must be erected on the property lines according to the information in the “Fence Proposal Packet”.

Fences are to be connected to the rear corner of the house and proceed at a ninety (90) degree angle away from the side of the house to the side lot property line. It then must proceed along the side yard lot lines to as deep into the rear yard of the owner’s choosing.

Height restriction – four (4) feet only.

The approved fence style is incorporated in the “Fence Proposal Packet”.

13. FIREWOOD

Stacks of firewood will be permitted in rear yards only, and to be placed so as not to be visible from the street. It is recommended that the firewood be placed on a riser of some sort to prevent rotting. It is the responsibility of the homeowner to assure that the firewood stack does not become a haven for indigenous wildlife.

Firewood stacks must be placed adjacent to the rear of the house on golf course lots.

14. FLAGPOLES

Large permanent flagpoles not within the scale or perspective of a residential property will not be permitted.

Smaller, well-scaled and appropriately sized and placed flagpoles will be permitted. Display of banners, flags, etc. upon the poles must be in good taste and also be scaled to the pole size and property surrounding it.

For further clarification, see section – **SIGNS**.

15. GARDENING AND LANDSCAPING

Landscaping should be in keeping with the style of architecture established for the Village of Blue Heron Pines.

Landscape improvements should be completed in relationship with the architectural theme of the home and property and should provide for the continuity of the Blue Heron Pines concept.

The work involved should be performed in a manner that the final product represents an understanding of the acceptable practices and methods related to proper horticultural, construction and irrigation procedures.

All improvements other than the occasional planting of seasonal flowers or a few shrubs are considered a major alteration and will require the review of the ADRC.

All major improvements will require a scaled landscape plan showing the location of plant material and newly proposed ornamental structures in relationship to existing structures within the property lines. All plant species should be native to the Pinelands.

Included on the landscape plan should be a plant material schedule indicating type, size and description of plants.

Ornamental structures refers to, but is not limited to: arbors, barbeques, edging, fish ponds, lighting, patios, planters, retaining walls, sculptures, signs, walkways, etc. The ADRC will carefully review the request for ornamental

structures to insure the continuity and consistency of the aesthetics of the development. It is important that the homeowner of lots abutting the golf course will have to limit the size and scope of ornamental structures in the rear of their property.

It is important that care be exercised in the installation and maintenance of trees and plant materials to prevent obstruction of sight lines required for safe vehicular operation and obstruction of underground irrigation systems.

If turf is installed, it should be done with the acknowledgement of specific recommendations as follows:

- Lot clearing of trees and shrubs excluding undergrowth and weeds cannot be performed without previous ADRC approval;
- Lot clearing and planting on common ground will not be permitted unless reviewed first by the ADRC as to intention, purpose, overall effect, maintenance and value to the community;
- Bare ground – it is essential that an acceptable form of ground cover (plants, mulch, turf, etc.) be utilized to avoid exposure of bare ground to erosion and weed invasion.

Specifications

Sodding/Seeding – Environmental sensitivity requires homeowners whose intent is to establish turf areas, to be selective in their choice of grass varieties. It is essential that the selected varieties possess characteristics such as low fertilization requirements, disease resistance, drought tolerance and insect and pest resistance. This minimizes chemical utilization in the routine maintenance program and provides for minimal environmental impact. Recommended varieties are: hybrid perennial rye grass and tall turf type fescues.

(It is not recommended that a mixture of rye and fescue and/or Kentucky blue grass be used.)

Mulching – Only dark brown or black double shredded hardwood mulch, around shrubs is acceptable. If mulch is utilized in lieu of turf or other ground cover, yearly replenishment will be necessary to compensate for the reduction in thickness due to decomposition. This will insure the continued coverage of the ground to eliminate the possibility of unhealthy, unsightly soil erosion and weed invasion (a minimal of a two (2) inch layer will be adequate to realize continued coverage).

Stone – It is an acceptable material to provide natural coloring and texture to a landscape design. It should be used in a subdued manner as part of an integral landscape design, essential to the impact of the design. It should not be used as a landscape element on its own; stone cannot be used as a ground cover.

Lawn Ornamentation – Lawn ornaments will be integrated with the landscape and architectural theme provided by the home and its grounds, and should not appear as an afterthought, but follow a common theme. Random placements of dissimilar, unrelated statuary should be avoided. This does not include the ornamentation used for holiday observations. Holiday ornamentation should be removed within five (5) days following their observance. A sense of visual justification should be achieved with reasonable consideration to its relationship to the character of the setting.

Edgings – All edgings must be installed correctly. Edgings for plant beds and/or turf areas must be installed flush to grade and anchored appropriately to avoid loosening and movement and exposure of the edging material.

The purpose of edgings is to satisfactorily provide for the separation of materials; prevention of turf invasion of plant bed areas and containment, as well as other practical requirements. It is essential that edgings provide for these requirements in a manner that will also provide aesthetic appeal.

Acceptable types of edging will be subdued colored plastic or rubber edging, steel edging and any other materials that are similar, that are compatible in color and composition, to reasonably provide for, or enhance, the environmental concepts of Blue Heron Pines.

Vegetable Gardens – Vegetable gardens will be limited to the rear yard area on the property, in a location that is concealed from neighboring properties and will not exceed one hundred fifty (150) square feet (an area not exceeding ten (10) by fifteen (15) feet) in size.

Application

All landscape applications should include:

1. A scaled plot plan and/or landscape plan showing the intended improvement and locations;
2. Pictures or brochures of elements involved with the improvements (trellis, arbors, sculptures, lawn ornaments, construction features, etc.);
3. Colors, textures and materials should be indicated.

16. GUTTERS/DOWNSPOUTS

Gutters and downspouts must match the color of the trim package of the house and be located and installed so that the water runoff does not adversely affect adjacent property.

In some cases, French drains should be installed to catch the discharge water and allow it to safely filter back into the ground.

The exact replacement of existing approved gutters and downspouts does not require an ADRC review, only if significant changes are being made.

Application

Your application should include:

1. A description of the color;
2. A drawing showing the location on the building;
3. A plot plan showing the discharge location if the water is being carried away from the building.

Unacceptable

Downspouts installed in other than vertical position, or exposed downspout extensions.

17. HOUSE NUMBERS

House numbers must be legible, simply designed in an appropriate scale and of professional quality.

House numbers should be placed to read left to right with Arabic numerals attached only on the dwelling. Actual dimensions should not exceed four (4) inches in height.

Numbers on mailboxes will initially be provided by the association; replacement will be the homeowners' responsibility (see Section 22 Mailboxes).

Application

Your application should include:

1. A description of the numbers, including dimensions, color, and location to be installed;
2. Existing house colors.

18. IRRIGATION SYSTEMS

Irrigation systems are encouraged to assist in keeping turf and landscape areas in good, appealing condition.

Systems should be designed in accordance with proper professional considerations (i.e. available gallons/minute, available water pressure, appropriate coverage layouts with acceptable wind drift allowances).

Systems should be laid out so as to minimize wasteful water losses on sidewalks, driveways, roadways and areas not requiring water.

Systems should not extend outside homeowners property lines.

Systems should be designed with an appropriate drain down and blowout aspect for winterizing and backflow prevention. No wells are permitted without ADRC and state approval.

No connections to the BHP-HOA front yard system will be allowed.

Application

Your application should include:

1. A material list including all components of the system;
2. A plot plan showing the area irrigated;
3. A system layout overlay to the plot plan.

19. LAWN ORNAMENTS

See Section 15. Gardening and Landscaping

20. LIGHTING, EXTERIOR

These specifications and guidelines address only design considerations. Safety and code requirements can and must be achieved with good design.

The lighting fixture design must be compatible with the building architecture and appropriately located.

Ground light must be directed downwards, diffused, shielded, or of low wattage, if used as security lighting. Up lighting will be permitted if of low wattage and the glare does not adversely affect the neighbors or present a driving hazard to vehicular traffic.

Seasonal lighting/ornamentation should be in good taste and of a type and quantity conducive of the aesthetical concept established for Blue Heron Pines. No application is required for seasonal lighting.

Unacceptable

Massive displays of seasonal lighting/ornamentation.

Application

Your application should include:

1. A catalogue clipping of the fixture providing descriptive and lamping data;
2. A plan showing the location of the proposed lights, existing lights, buildings, property lines, etc.;
3. Photographs or descriptions of any existing light fixtures.

Unacceptable

In most locations, the following will not be approved:

1. Exposed conduits or wiring;
2. Glare of such intensity as to adversely affect the use of adjacent property;
3. Bare-bulb flood lights;
4. Commercial or industrial-type fixtures in a residential area;
5. High pressure sodium or mercury vapor lighting;
6. Yard pole lights.

21. CLUSTER SITE LIGHTING

Additional site lighting must match existing fixtures and light source.

Replacement lighting scheme must follow the guidelines from Section 20.

Application

Your application should include:

1. A catalogue clipping describing the lighting fixtures;
2. Technical specifications of the lighting fixtures;
3. The color of the fixtures;
4. A plan showing the houses, streets, etc.; the location of existing light sources, and the location of the proposed lights.

Unacceptable

Light fixtures with a sodium vapor bulbs will not be approved due to the color of the light and its relationship to the typical ambient residential lighting.

22. MAILBOXES

Mailboxes have been provided and installed by the association for all single family detached dwellings. Replacements will be the responsibility of the homeowner. No other types of mailboxes for single family homes will be permitted. While it is the responsibility of the homeowner to maintain their mailbox and posts, the original colors must be retained.

As per the United States Postal Service

Approved traditional or contemporary curbside mailboxes are required wherever a mailbox is newly installed or replaced. A mailbox should display the house number on the side of the mailbox and on the door visible to the approaching carrier. The number should be in a contrasting color (white in Blue Heron Pines) in neat numerals not less than one (1) inch in height (BHP standard is three (3) inches). Police, fire and rescue personnel often depend on mailbox information to locate people.

Mailboxes should be installed with the bottom of the mailbox at a vertical height of between three and a half (3 1/2) and four (4) feet from the road surface.

The curbside mailbox must be placed on the right-hand side of the road in the carrier's travel. Mailboxes should be placed so that the carrier can safely and conveniently serve them without leaving the vehicle. Customers must see that obstructions, including vehicles, trash cans, and snow, that impede efficient delivery be removed.

Please note that mailbox posts are often subject to local restrictions.

During snow events, it is imperative that the customer keep their mailbox clear of snow accumulation from plowing. The United States Postal Service requires that an approach of fifteen (15) feet and an exit of fifteen (15) feet be cleared to allow for efficient delivery.

Adhering to these few regulations will assure prompt and efficient delivery of your mail. USPS 2000.

All mailbox post replacements require an ADRC application.

Application

Following are the requirements for replacing mailboxes and posts in the Blue Heron Pines Community:

1. In the event that an entire mailbox and post needs replacement, the only acceptable choice is a white powdered finish aluminum post and crossbeam, a steel or aluminum forest green mailbox of the size (nine (9) inches wide by eleven (11) inches tall by twenty-one (21) inches deep) and current style as approved by the postmaster general. The lower edge of the mailbox must be positioned on a vertical line from the curb, three and one half (3 ½) to four (4) feet above the road surface. The newspaper box must be either steel or aluminum, forest green, eight (8) inches wide by three and one quarter (3 ¼) inches tall by eighteen (18) inches deep, mounted below the newspaper box so as not to raise the vertical height above the aforementioned height limit. The post must match the post being replaced in design. The mailbox must display the homeowners' house number on the side and door in Arabic numerals of three (3) inch height in white. The mailbox must be equipped with a movable red flag to alert the mail carrier of outgoing mail. A collar of white plastic should be adhered to the base of the mailbox post to reduce the negative effect of landscapers' use of weed eaters. The addition of a double row of pavers surrounding the post would enhance this as well.

2. All replacement mailbox assemblies must be positioned in the same location as the original installation.

3. In the event of a double mailbox replacement, the cost of said replacement will be divided equally between the two (2) served households.

4. All replacement projects for mailboxes require an ADRC application to be filed prior to said replacement. Owing to the pressing nature of mail delivery, a verbal contact of a member of the ADRC will suffice to commence, if followed shortly by a completed application.

5. There will not be granted requests to have single mailbox poles where double have previously existed.

The chairman of the ADRC, and the chairman of the mailbox committee, has a contact who will replace damaged mailboxes according to the requirements above.

23. MISCELLANEOUS

There are many changes and additions that property owners can make to their property. The ones described on the previous and subsequent pages are the most common. If your project is not included on these pages, refer to the one that is closest in concept to your project and use it as a guide for preparing an application.

You may also attend an ADRC meeting or contact a member of the ADRC for assistance.

24. PAINTING/STAINING/COLOR CHANGES

The following specifications guidelines apply not only to the siding of buildings, but also to doors, trim, windows, garage doors, etc.

Selected colors must be harmonious with the other colors used on the structure, e.g., roofing and brick, and must be harmonious with the colors used in the neighborhood and those of the Blue Heron Pines' color chart. The chairman and the management company both retain copies of the acceptable color chart. Any modifications or alterations to exterior colors have to be approved by the ADRC, particularly on garage doors, front doors and shutters.

Application

Your application should include:

1. Sample color chips of proposed colors and existing colors to be retained;
2. A description of what is to be painted;
3. A color photograph showing existing colors such as brick and roofing.

Unacceptable

Painted concrete stoops, steps, sidewalks, driveways and patios will not be approved.

Note: Repainting the front door, garage door and shutters the exact same original color, will not necessitate the preparation of an ADRC application.

25. PARKING REGULATIONS

Parking regulations are no longer within the purview of the ADRC.

26. POOLS, HOT TUBS, SPAS

Swimming pools, decking and associated security fencing must be planned and designed to conform within the character of the area in which they are located. Fencing must comply with ADRC and Municipal Standards.

Concept or preliminary plans may be submitted for review and comment before more detailed plans are made. This is highly recommended.

Swimming pools are not permitted on golf course lots due to fence restrictions.

Spas/hot tubs should be located in the rear yard away from adjacent property so that their use, presence, and noise of the mechanical equipment do not adversely affect the use of the adjacent property.

Security and privacy fencing is required in accordance with the fencing guidelines of this handbook. The fence and design location must be considered at the time the pool is planned and be in conformance with the ADRC standards and municipal standards. (See Section 12 – FENCES).

Landscaping will usually be required to soften the visual impact of the fence and other exposed structures.

The pool draining system must be fed directly into the sewer system. A pool cannot drain onto the property, street, swales and/or any other draining system other than the sewer.

Application

Your application should include:

1. A site/grading plan showing the proposed pool, decking, fencing, existing structures and property lines;
2. Construction plans and drain connections;
3. Fence design and location;
4. Location and catalogue description of color, material and accessory equipment;
5. A landscape plan.

Unacceptable

Above ground swimming pools will not be approved.

27. RECREATION EQUIPMENT FOR ADULTS AND CHILDREN

Recreation equipment is not permitted on golf course lots.

The equipment must be located behind the house and fifteen (15) feet from the nearest property line. Consideration will be given to lot size, equipment size material, design, amount of visual screening, and relationship to the neighboring property.

Equipment must not create a hazardous or dangerous situation.

Equipment must be approved by the ADRC.

All adult and child recreation equipment must be brought in nightly from the front or side of the home.

The equipment, if made predominantly of wood, may be left to weather naturally; or painted solid brown, dark green, or dark brown in color with flat paint. If prefabricated, the colors should be muted in hue and materials conducive to outdoor exposure.

Tree houses are not permitted because of their visibility from neighboring property.

Playhouses must be placed in rear yards and must be in scale with the size of the yard, and existing buildings. Generally, the playhouse must be painted to blend with the natural open space or with the colors of the existing house if the house. Playhouses should be screened by natural vegetation and additional landscaping.

Application

1. A description of the play equipment including dimensions, materials and color. A brochure may suffice.
2. A plan showing the location of the play equipment, adjacent buildings, property lines and proposed screening and other landscaping.

Unacceptable

Skateboard ramps in residential areas.

28. REMOVAL OF EXISTING CHARACTERISTICS

The removal of any building, major addition, fence, wall or structural element which changes the exterior appearance of the property must be approved by the ADRC.

In many instances the removal of structures may improve or have a neutral effect of the property. However, in other cases removal may have an adverse impact on the design of the structure, may expose areas best kept screened, or may affect the physical support of adjacent property.

Removal of such items as play equipment is not a concern of the ADRC as long as the area is restored to its original natural environment.

Specific Guidelines

Removal of fencing is permitted except where the fencing provides necessary visual screening, provides pool security, or where it is an integral part of the building design.

Application

Your application should include:

1. A clear description of what is to be removed;
2. Photographs of the existing condition;
3. Methods and materials to be utilized in returning the area to its original state.

Unacceptable

Structures, which provide physical support for adjacent properties, may not be removed.

No structural nor design element which would be required for original approval of the structure may be removed.

29. ROOFING – REPLACEMENT

The color of replacement roofing must either match exactly the existing color or be coordinated with the existing house colors.

Roofing material must match the existing design.

Application

Your application should include:

1. A sample shingle, catalogue, or brochure detailing specifications;
2. A photograph showing the existing house colors and roof design and colors.

Unacceptable

Any form of partial re-roofing with different colors will not be approved. Partial re-roofing with the exact style, manufacturer, and color will be permitted for repair purposes, providing that the existing roof has not discolored or faded.

30. RETAINING WALLS

Retaining walls should be as unobtrusive as possible and built to the minimum height needed to serve their function.

Specific Guidelines

Materials may be brick, natural stone, railroad ties or square corner timbers, depending on location and contextual relationship. Generally, rounded landscape timbers will not be approved due to their lack of stability when used to retain earth, the strong horizontal lines created by juxtaposition of the timbers, and their “Lincoln Log” appearance.

The ends of the wall should be tapered into the ground rather than abruptly ending in space.

The top of the wall must be maintained level and stepped to accommodate a change in grade.

If the height of the wall would require a railing to comply with county building codes, the applicant should consider stepping the wall in a terracing effect.

Application

Your application should include:

1. A plot plan showing the location of the retaining wall, any existing buildings and the property lines;
2. A section view showing the construction details;
3. A description of the materials.

31. ROOM AIR CONDITIONERS

Room air conditioners will not be permitted. Window or whole house fans or ventilators will not be permitted. Approved attic ventilators will be considered with an application. See Sub-Section 3 ATTIC VENTILATORS,

32. SATELLITE DISHES AND ANTENNAS

Satellite dishes and certain types of antennas may be installed on the lots, or other individually owned property, only in accordance with the rules and regulations adopted by the Board of Directors. Generally, satellite dishes one (1) meter (thirty-nine (39) inches) or less in diameter and masts supporting them not exceeding twelve (12) feet may be installed.

In general, the antenna or satellite dish should be as unobtrusive to your neighbors and passersby and humanly or technologically possible. All efforts to locate the antenna or satellite dish accordingly must be made without sacrificing reception. Landscaping, shrubs and trees should be planted, where applicable, to help disguise and hide the antenna or satellite dish also without interfering with the reception.

Any homeowner wishing to install an antenna or satellite dish should first review the installation rules then notify the ADRC of forms provided by the Association for that purpose. No installation is permitted without proper application to the ADRC and adherence to the installation rules.

If a homeowner elects to change from satellite dish or antenna reception to cable or fiber-optic reception, the existing, superfluous dish or antenna must be removed.

33. SECURITY DEVICES

Security devices must be installed without detracting from the design integrity of the building.

Specific Guidelines

Exterior sirens and speaker boxes must be unobtrusive. Usually, this can be accomplished by locating the device so that it is not readily visible and painted to match the surface behind it.

For security lights – see Section 20 Lighting.

Security window coating film should be considered in lieu of bars and grillwork.

Application

Your application should include:

1. A catalogue clipping and description of the device;
2. A diagram showing the location of the device(s) on the building;
3. A description of the color.

Unacceptable

1. Bars or grillwork placed on the outside of the windows;
2. Barred or ornate metal security doors.

34. SHUTTERS

Specific Guidelines

The style of the house must be appropriate for shutters.

The shutters should be properly proportioned and sized to match the windows or doors and, generally, be installed in pairs.

The colors of the shutters should be coordinated with the colors of the house and with the acceptable color chart of the Village of Blue Heron Pines.

Generally, the colors of the shutters should also match the color of the front door.

Application

Your application should include:

1. A description or picture of the shutters;
2. A diagram showing the location of the shutters;
3. A sample of the proposed color of the shutters and the house colors.

35. SIDING

Specific Guidelines

Replacement siding should match in all aspects the siding material used currently on the home and in the neighborhood.

Plans for residing should include any change of trim details resulting from the addition of new siding.

Application

Your application should include:

1. A sample of the proposed siding and its color;
2. A photograph of the existing house showing the existing colors;
3. The construction and trim details at the corners, windows, doors, soffit and fascia treatments.

36. SIGNS

For Sale or For Rent signs are limited to eighteen (18) by twenty-four (24) inches. Licensed Broker signs need not be approved in advance by the ADRC; however, all other signs must be approved prior to use. Open house advertising or direction signs must be displayed only on the day of the open house, and must be removed immediately following the hours of the open house.

Political signs are prohibited.

All signs must be enclosed in a metal or wooden frame and inserted into the ground directly in front of the house; limit one (1).

Decorative or personalized signs are limited in size to twelve (12) by eighteen (18) inches and must be affixed to the home; limit one (1).

Application

No application is necessary for temporary signs.

A standard application is needed for personalized signs visible from the street.

37. SOLAR CONNECTIONS

Solar panels, units or similar devices may be installed on homeowners' property according to the following guidelines. All solar panels must be exclusively installed on the home's roof.

General Guidelines and Application Requirements

1. Solar installations must not only aid in the conservation of energy, but must be as unobtrusive as possible, of high quality to enhance property values and contribute to the architectural integrity of the community.

2. All such devices must be deemed for residential style and use. No commercial or utility grade devices may be placed in eye view on any residents' property.
3. All material, either aluminum or accepted equal, used to permanently mount and/or frame such devices must be color treated if necessary to match coordinate with existing roof and home color schemes.
4. Solar units, whenever possible, must be installed on the plane of the roof material or flush mounted. No framing for mounting of solar units can be outside of existing roof lines. Tilt-up units are not permitted. Installation cannot be on the front of the home, but on the rear or side roof planes only.
5. Solar units must be mounted in accordance with existing building codes and insurance requirements.
6. All exterior plumbing, pipes or equipment should be color coordinated with the existing structure.
7. A sample or illustrated color brochure of the proposed solar unit, which clearly depicts the unit and defines the material used, must be submitted at the time of application.
8. Construction drawings for the proposed installation should be provided. They should be drawn to show the location and number of collectors, attachment method to the existing roof structure, and location of any other exterior system components and roof piercings.
9. Calculations should be provided showing the number and area of collectors or units and the area required for said units.
10. It is strongly recommended that installations on homes bordering the golf course be fitted with an upper surface that can resist the damage caused by errant golf balls.

38. SKYLIGHTS

Skylights will be permitted provided that they are constructed with TEMPERED GLASS. No plastic bubble type skylight will be approved. It is strongly recommended that tempered laminated glass be used of homes adjacent to the golf course.

Application

1. A plan of the roof showing the location and size of the proposed skylight.
2. A construction detail showing the materials and construction methods.
3. A catalogue indicating specifications and color of the proposed unit.
4. A color photograph showing the existing house including the roof where the proposed skylight is to be installed.

39. STORAGE SHEDS

Storage sheds are not permitted in the Village of Blue Heron Pines.

40. STORM AND SCREEN DOORS – ADDITIONS/REPLACEMENTS

Storm and screen doors should not detract from or alter the appearance of the entryway.

The storm/screen door must be full-view, oval full view, high light or high light self storing style and painted to match the color of the door it encloses, or adjacent trim color, or can be white. Storm/screen doors should be simple in design, to match the existing door.

Storm/screen doors should have straight-lined framing and be without ornamentation.

The storm/screen door should be painted to match the color of the door it fronts or, in some situations, painted to match the color of substantial door trim. Consideration for the latter alternative depends upon the design of the entryway, its relation to the design of the house and adjacent houses, and the size of the storm door frame.

Sliding storm or screen doors should match the size of the existing glass door panels; and the frames must be the same width, color and thickness as the existing doors.

Application

Your application should include:

1. A catalogue clipping and/or description;
2. A description of the color of the storm/screen door;
3. The color of the door to be enclosed.

Unacceptable

Unpainted storm/screen doors will not be approved.

Scallops, ornamental grillwork or decorative hinges will be only approved providing they match the architectural design of the house. Jalousie panels on storm doors will not be approved.

41. TRASH CONTAINERS

Outside storage of containers is restricted to the rear of the house, out of view; the exception is golf lots, no outside storage is therein allowed. Trash containers and recycling containers cannot be left on the street at any time and cannot be put out for collection before 6 p.m. the night prior to collection, and must be brought inside as soon as the collection has been made. All containers must have secure lids. Bags, if used, should be acceptable in accordance with landfill requirements and must be securely tied. Any debris, remaining after collection, should be picked up and discarded of appropriately.

42. TREE REMOVAL

When people think of the Village of Blue Heron Pines, they think of trees and a natural setting. Please protect and preserve them. If there is imminent danger to people or property, approval may be given. Any dead tree can be removed without prior approval.

No live ornamental trees (e.g. holly, dogwood, redbud) may be removed without specific approval.

No live deciduous or evergreen tree the trunks of which are four (4) inches or more in diameter as measured twenty-four (24) inches above grade may be removed without specific approval.

Natural areas, those areas described on the original site/grading plan as not to be disturbed, and the trees regardless of size located within the area may not be disturbed or altered without specific approval.

Removal of live trees will be approved in their continued existence would be detrimental. In many cases the ADRC may require replacements. “Detrimental conditions” include physical intrusion by trees, roots, and branches on buildings or other structures in a way that could cause damage, excessive shade, or block paths and sight lines of vehicular traffic. Overgrowth may also be considered detrimental.

Application

Your application should include:

1. The identification of the tree(s) to be removed;
2. The reason for the proposed removal.

43. TRELLISES

A trellis, freestanding or integral to a structure, should be compatible with and integrated with the architectural character, design, and visual scale of the building.

Application

Your application should include:

1. Construction plans;
2. The color and materials of the trellis;
3. A plot plan showing the location of the trellis, existing structures and property lines.

44. WINDOWS – ADDITIONS/REPLACEMENTS

Replacement windows should match the design and color of the remaining existing windows.

If all windows are to be replaced, they should be harmonious with the architecture and colors of the building.

New windows added to the building must match the design and color of the existing windows, and their size and location must be in harmony with the composition of the building. A garden, bow or bay type window must also match and blend with the architectural design of the house.

Replacement glass should usually match the existing glass.

Application

1. A catalogue clipping and description of the proposed windows;
2. A photograph of the existing windows;
3. A description of the color of the window frames and trim;
4. A detailed elevation of the dwelling showing the proposed window in relation to the existing features;

5. A construction detail showing any framing changes required for installation.

Unacceptable

A reflective material on glass that creates a mirror effect is not permitted.

45. WINDOW COVERINGS

Any permanent commercial product manufactured for the intended use of a window covering is acceptable except those that create a mirror effect from the exterior.

Makeshift covering such as sheets, newspapers, foils, etc. are not permitted to be hung on a window so as to be visible from the outside of the house.

Temporary coverings placed over broken windows or window openings awaiting replacement windows can only be visible during construction.

46. ELECTRONIC INSECT TRAPS

Electronic insect traps usually will not be approved because of the noise and light they produce. However, under certain circumstances, considerations will be given to their installation within a reasonable location.

Application

Your application should include:

1. Justification for the need for this variance.
2. A catalogue clipping and description including size, color and operation specifications.
3. A plot plan showing the location of the equipment, neighboring buildings and property lines.

47. EXTERIOR MAINTENANCE

Owners of property subject to the Deed of By-Laws and Covenants of the Village of Blue Heron Pines (the covenants) shall keep their property in a clean, attractive and serviceable appearance. Such maintenance includes, but is not limited to the following:

1. Repainting, restaining, renovating, on a periodic basis as needed, exterior surfaces which are significantly different in appearance from the original appearance, by reason of weathering, fading, peeling, cracking, blistering, staining, mildewing, spalling, or otherwise.
2. Replacement of missing elements or repairs of exterior damage or deterioration, including, but not limited to:
 - Siding, trim, fascia, roofing, doors, shutters, gutters, downspouts, flues, windows and screens;
 - Fences, walls, decks, recreational structures, exterior lighting fixtures; and
 - Walks, driveways, and pavement.
3. Replacement or repair of fences, walls, retaining walls which are no longer substantially stable or plumb.
4. Maintaining the landscaping and grounds in a presentable manner, including, but not limited to mowing of turf, weed removal and/or prevention, remulching of property, pruning and care of plant material, etc., except that which is provided as a service by the BHP-HOA.

Generally it is not necessary to submit an application for routine maintenance of the grounds. However, a significant change in landscaping, structural changes to the house or unapproved improvements will require an application to the ADRC.

Note! The removal of an approved architectural or landscape element must be approved by the ADRC.

THE VILLAGE OF BLUE HERON PINES

DECK/PATIO PROPOSAL PACKET

Last Revision: March 11, 2011

THE VILLAGE OF BLUE HERON PINES **DECK/PATIO SPECIFICATIONS AND GUIDELINES**

1. The homeowner will submit a formal application directly to the ADRC, through the property manager's office. A completed Deck Construction and Compliance Form must be included as part of the application.
2. All support wood, including joists, support beams, wood posts and stair supports, must be pressure-treated, southern yellow pine. All other material to be used for decking, steps, railings or other non-ground contact use can be eastern red cedar, pressure-treated southern yellow pine, or recognized manufactured decking material (e.g. Trex).
3. Fasteners must be corrosion resistant (e.g. aluminum, stainless steel, zinc coated galvanized).
4. Railings are required on the exposed side(s) of the deck, according to municipal standards. No solid wall or fence will be allowed around any side of the deck. Access must be given to an opening or step, if required, by a thirty-six (36) inch wide gap in the railing on the exposed side of the deck at the end opposite the home into the deck. If stairs are required, they must be recessed not to exceed the fence line or side of the house.
5. Footings must be set in concrete at the depth stipulated in the municipal building code.
6. Decks/patios should be located in the rear yard and cannot extend past the unit line of the home, so that their use, presence, and noise from their use, do not adversely affect the use of adjacent property.
7. Any stairs attached must remain within the constraints established in #4 and #6 above.
8. To allow for proper drainage, adherence to the manufacturer's recommendations for spacing between deck planks is mandated.
9. All decks must include a lattice skirt from the deck joist to the ground.
10. Wood decks must be stained with a **solid or semi-solid transparent stain**. Non-treatment clear preservatives are not permitted. Colors should be compatible with the home and surrounding community in conformance with existing architectural guidelines. Manufactured decking material colors should

also be compatible with existing architectural guidelines. The colors are to be noted on the project drawings for approval.

11. Decks/patios must be maintained in top condition. A deteriorating deck must be repaired, removed or replaced by the homeowner at the homeowner's expense. Failure to do so may result in the Association having the deck/patio removed or repaired at the homeowner's expense.

12. The ADRC suggests that the decks/patios be built by licensed contractors. Should the unit owner decide to build his/her own deck, it must be constructed in a workmanlike manner within industry standards and according to the provisions in these guidelines and fulfilling local code requirements.

13. Should the deck/patio not conform to these standards, the ADRC reserves the right to have the homeowner remove the deck or have it repaired by professionals at the homeowner's expense.

14. Any construction done by the homeowner or a licensed contractor is done at his/her own risk to him/herself and to the common elements, not at the risk of the Association or the ADRC. No contractor advertising signs are permitted to be placed on the homeowner property.

15. A permit from Galloway Township will be required. In order to receive a permit, you must supply the building inspector with a Conditional Approval Letter from the ADRC, a copy of the land survey with the proposed deck sketched in, in pencil for the Zoning Board. The drawing must clearly show the distance between the proposed deck and other structures (e.g. other buildings, decks, patios, etc.). A copy of the permit must be presented to the ADRC before final approval can be granted.

16. Absolutely no trucks are to be driven on common grounds. If any damage is done to common grounds, (grass, trees, bushes, shrubs, sidewalks, curbs, etc.) it will be corrected by the Association at the homeowner's expense.

17. The homeowner will be responsible for the maintenance and upkeep of the deck/patio, and any damage to the common elements resulting from the installation or use of the deck/patio is the responsibility of the homeowner.

18. The deck surface is to be a fixed structure, and as such may not be hinged or otherwise give access to the area underneath the deck. Emergency access to the underneath may be facilitated through the lattice skirt as required in #9 above.

19. Storage of anything under the deck is strictly prohibited.
20. Once final approval is given, work must commence within ninety (90) days and be completed at a reasonable timeframe as determined by the complexity of the project. Failure to complete the work within this acceptable time frame may result in the Association taking action to complete or remove the deck/patio at the homeowner's expense.
21. All township regulations must be strictly followed. Any deck/patio found not in compliance with these regulations and those set forth herein by the ADRC must be brought into compliance at the homeowner's expense within sixty (60) days of notification.
22. Garden State Underground Plant Locating Service must be called in prior to construction to insure that no holes to be dug for footings will interfere with any of their underground utility services. They will do this at no cost to the homeowner at present, but they may charge for this service in the future. If a cost is associated with this inspection, the homeowner must pay it. You should call the toll-free number 1-800-272-1000 for assistance.
23. Any wires, pipes, etc. that are in need of repair and are located beneath the deck will result in the removal and replacement of the deck at the homeowner's expense.
24. The construction site and materials must remain behind the homeowner's residence and not extend into adjacent properties or common grounds.
25. The homeowner is responsible for the removal of dirt, sod, wood, concrete and all other debris from the deck/patio site as well as the unit site both during and after completion of work. Absolutely none of the debris is to be left for removal by the Association and/or its garbage contractor and may not be disposed of in construction site dumpsters unless said dumpsters are contracted by the homeowner.
26. All rules and specifications must be followed in the construction of the deck/patio. Should the homeowner not adhere to all requirements, the deck/patio may be corrected or removed by the Association at the homeowner's expense.
27. Any modifications to the suggested deck/patio specifications will be handled on a case-by-case basis by the ADRC.

28. Railings are required on any deck whose surface lies higher than eighteen (18) inches from the final grade. A minimum of thirty-six (36) to a maximum of forty-eight (48) inches in width is required in said railings for stairs. Steps, as required cannot exceed the fence line or housing unit sides. The construction of a landing at the bottom of the steps is required, and must be at least as wide as the steps, and extend a minimum of twenty (20) inches from the bottom riser. The landing must also not exceed the fence or unit lines. It may be constructed of lumber, concrete or pavers.

In addition to the above guidelines, the deck/patio proposal packet must include:

VILLAGE OF BLUE HERON PINES
HOMEOWNERS ASSOCIATION, INC.
Conditional Approval

And

VILLAGE OF BLUE HERON PINES
HOMEOWNERS ASSOCIATION, INC.
Construction and Maintenance Waiver

These items must also be included with any **major** structural or landscaping change proposal. Examples follow this package.

COMMON CONSTRUCTION FOR DECKS

This is for informational purposes only. It is not presented to give the homeowner all the information required to construct a deck, but to merely suggest materials and procedures used in common deck construction practices.

Decking Sizes

2x4, 2x6, 2x8, 2x10, 5/4x2, 5/4x6, 5/4x8

Floor Joists/Box Beam – Must tie into the house foundation or box beam.

<u>Size</u>	<u>Spacing</u>	<u>Maximum Clear Span</u>
2x6	16”O.C.	9’-1”
	12”O.C.	10’-0”
2x8	16”O.C.	12’-1”
	12”O.C.	13’-3”
2x10	16”O.C.	15’-3”
	12”O.C.	16’-8”

Girders

Note: Joints in girders must be directly above a support column.

<u>Size</u>	<u>Maximum Clear Span</u>	
	<u>1 Story</u>	<u>1-1/2 to 2 Story</u>
2 (2x6)	5’-0”	4’-0”
3 (2x6)	5’-0”	5’-2”
2 (2x8)	6’-4”	5’-6”
3 (2x8)	8’-0”	7’-0”
2 (2x10)	8’-0”	7’-0”
3 (2x10)	9’-0”	8’-0”

Columns

4x4
4x6, 6x6

Footings

Min. 36” Deep
12” Diameter

Railings

Railings are required on decks exceeding 18” from grade and at steps. Minimum height is 36”. Openings in railings cannot exceed 48” for steps. Spacing of railing spindles cannot exceed 4” clear.

**DECK/PATIO CONSTRUCTION ACKNOWLEDGEMENT
AND COMPLIANCE FORM**

Date_____

TO: Architectural Design Review Committee

I(We) acknowledge receipt of the “Deck/Patio Specifications and Guidelines” as published by the *Village of Blue Heron Pines* and will comply with all requirements in addition to local, state and federal codes, regulations and/or requirements relating to deck/patio installation and design. Failure to comply with all requirements may result in the Association taking corrective action at my expense.

I(We) understand the approval to install the deck/patio is valid for ninety (90) days and the work must be completed within a reasonable timeframe as determined by the complexity of the project. Failure to complete the construction within this timeframe may result in the Association taking corrective action to finish the deck/patio construction or have it removed at my expense.

I hereby agree to pay the cost of any such action taken by the Association.

Homeowner(s)_____

Address _____

Telephone # Home: _____

Work: _____

Witnessed by: _____

Address: _____

THE VILLAGE OF BLUE HERON PINES

FENCE PROPOSAL PACKET

Last Revision March 11, 2011

THE VILLAGE OF BLUE HERON PINES
FENCE PROPOSAL PACKET

1. The homeowner will submit a formal request directly to the ADRC, through the property manager's office.
2. The only acceptable fence style in the *Jerith* aluminum fence, "Ovation" style, manufactured by *Jerith Manufacturing Co., Inc.* or an approved equal. This is a two rail fence with a simple design in a maintenance-free bronzed or black aluminum anodized finish. This finish is covered by their lifetime guaranty.
3. Materials: Constructed of maintenance-free, weather resistant aluminum, "Ovation" style.
4. Location: The bottom of the lower rail of the fence must avoid contact with the ground (no less than two (2) above grade) and follow the contour of the grade. Vertical members of the fence must be plumb and post and panels should be in a straight line.
5. Height: Fences must be only four (4) feet in height.
6. Gates must match the fencing in design, material, height and color. The top of the gate must be level and flush with the top of the fence.
7. Wherever possible, fences should be located so that trees do not need to be removed.
8. Fences must start parallel to the rear wall of the house at the rear corner in a line perpendicular to the closest side property line. At the property line, the fence must turn rearward following the property boundaries until the opposite parallel from the house rear is achieved. Turning thence the fence should terminate at the other rear corner of the dwelling.
9. Once the final approval has been given, work must commence within ninety (90) days and be completed within thirty (30) days after it begins. Failure to complete work within thirty (30) days may result in the Association taking action to complete or remove the fence at the homeowner's expense and/or assessing of a fine.

Application

The application to the ADRC should include the following:

1. Manufacturers' catalogue indicating specifications and materials of the proposed fence;
2. A scaled plot plan of the property having the proposed location of the fencing intended as it relates to the house, property lines and other existing features. Gates should be shown with an indication as to the intended swing.

Note: Fences will not be approved on lots bordering the golf course.

I(We) fully understand all of the specifications and guidelines listed in this document and will strictly conform to them.

Homeowner's Name/Address/Date

VILLAGE OF BLUE HERON PINES
HOMEOWNERS ASSOCIATION, INC.

CONDITIONAL APPROVAL

Approval Date _____

Homeowner _____

Home Address _____

The Architectural Design Review Committee of the Association has approved your proposal for a home improvement based on the documents you submitted. The approval is conditioned upon the following:

1. Receipt of a Building Permit form Galloway Township, if necessary;
2. No change is made to the improvement plans, as originally submitted and approved, during the course of the construction.
3. Other conditions are _____

DO NOT begin construction until the above items are complete.

Date

ADRC Chairman

VILLAGE OF BLUE HERON PINES
HOMEOWNERS ASSOCIATION, INC.

DATE _____

CONSTRUCTION AND MAINTENANCE WAIVER

IN CONSIDERATION OF APPROVALS GRANTED BY THE ASSOCIATION FOR

DESCRIBE WORK TO BE DONE

made to the home indicated below, the undersigned agrees that should actual construction adversely affect drainage or other normal usage of the common facilities or that of another home, that, at the undersigned's sole cost and expense, appropriate modifications will be made to the construction to eliminate the adverse effects.

The below named property is hereby restricted in that I herein, and my heirs and assigns, shall indemnify and hold harmless the Association for any and all maintenance responsibilities of the below mentioned home where such maintenance results from, directly or indirectly, the above installation.

IT IS FURTHER UNDERSTOOD THAT THE APPROVAL BY THE ARCHITECTURAL DESIGN REVIEW COMMITTEE AND/OR THE BOARD OF TRUSTEES SHALL NOT BE DEEMED A WAIVER OF THE HOMEOWNER'S OBLIGATION TO REMOVE OR MODIFY ADDITIONS OR ALTERATIONS WHICH, AS CONSTRUCTED, ADVERLSY IMPACT ON ASSOCIATION PROPERTY OR THAT OF ANOTHER HOMEOWNER.

Signature of Homeowner

Name of Homeowner (Please print)

Home Address
