

IMPROVEMENT REVIEW GUIDELINES

The Retreat at Summit Park



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IMPROVEMENT GUIDELINES INTRODUCTION

The Retreat at Summit Park is a unique community integrating the best of today's land planning and amenities with the amenities and aesthetics of Cincinnati's classic communities. While a variety of architecture is encouraged, the use of authentic craftsman style design, set-backs, materials, features and elevation is strongly encouraged.

To help accomplish the goal of architectural integrity and balance with the existing environment, all building designs, site plans, landscaping plans and color combinations have been considered and approved prior to construction.

To protect each resident's investment in this unique community, it is helpful to have a design review process for construction of the home and the landscaping. A design review committee is established to review the construction of the new home. Likewise, after the home is finished and exterior improvements are proposed, it is necessary to review those plans to ensure that the sense of community is maintained or improved. After the new home construction is completed, new requests for improvements will be reviewed by an improvement review committee and approval or denial will be given. Also, help can be provided in order to be able to gain approval. Bottom line, the goal is to get to "yes" on approval while following the key design elements of the neighborhood.

The Design Review Committee (DRC) is established by the Board of Trustees pursuant to Article VII of the Declaration of Covenants, Conditions and Restrictions for The Retreat at Summit Park. This Committee is established to review/approve/deny plans for new home construction, in accordance with Design Review Guidelines. The Declaration also provides for the appointment of a sub-committee which shall act as an Improvement Review Committee (IRC) to review/approve/deny requests for exterior improvements/alterations post new home construction. The IRC has developed these Improvement Review Guidelines to aid both residents and the IRC in the application and review process.

These guidelines contained herein are to help set a basis for the review. The guidelines are the responsibility of the Retreat Association Board, have been prepared at the direction of the Board and have been approved by the Board. The responsibility for overseeing the performance of the improvement review process is Retreat's property manager—in the current case Karen Johnson. In this position Karen is also the contact for addressing cases brought to her attention where the guidelines are not being followed.

This document summarizes the guidelines that are followed to review post construction improvement requests. The Guidelines complement those required for new home construction. These guidelines complement those required for new home construction and will be revised as necessary to provide the best results for our community.

Neither the Design Review Committee nor the sub-committee (Improvement Review Committee) seeks to make judgments as to what is beautiful or not beautiful. The objective is not to discourage creativity nor infringe upon the freedom of individual expression. Indeed, design creativity is not only welcomed but encouraged. The determining factor of good design should always be architectural characteristics and location of the residence. The Improvement Review Committee will take into account the various relationships between the home, the site, adjacent homes and views, in making decisions regarding specific improvement plans.

INTRODUCTION (CONTINUED)

The design criteria that the Improvement Review Committee uses seeks only to coordinate the many needs and aesthetics of all residents, to create harmony with the natural environment, and to protect the mutual interests and individual investments of all Retreat residents. The Committee has the latitude and authority to exercise judgment to approve requests that are consistent with the intent of these Guidelines when the specific request may not comply entirely with the written Guideline. The Board can choose to hear an appeal to the Committee's decision.

It is a fundamental belief of the Board that residents will understand the value of improvement review and will follow these Guidelines in a positive manner and ask for help if needed. If there are cases where that is not the situation, the Board can be asked by the IRC to become involved.

DEFINITIONS

Improvement Review Committee (IRC)—A committee established to review and approve/deny a resident's request for an exterior improvement to a home or property post construction

Improvement Review Guidelines (IRG)—Guidelines developed to help the IRC and the residents know what is permissible. These guidelines are not intended to cover every possible situation and also are subject to change if approved by The Retreat Board.

Improvement Application—A form that together with supporting documentation is submitted to Towne Properties and then to the IRC to gain approval for an improvement.

Towne Properties—The organization responsible for day-to-day management of The Retreat at Summit Park. They are located at 11340 Montgomery Rd., Suite #220, Cincinnati, OH 45249, 513 489-4059. The property manager is Karen Johnson.

Design Review Committee (DRC)—A committee established to review and approve/deny parameters for new home construction and landscaping

Design Review Guidelines (DRG)—Guidelines developed to specify elements of new home construction.

Declaration of Covenants, Conditions, and Restrictions and Reservation of Easements (Declarations)—The official document describing how The Retreat will operate

Easements—Property that can be used for a specific purpose and not owned by the user.

Common Area—Property that belongs to The Retreat and not for use by an adjacent property owner.

Process—The way an approval is obtained.

IMPROVEMENT REVIEW PROCESS OVERALL PROCESS AND RESPONSIBILITIES

STEP 1 Applicant-Approval Request

- prepare Improvement Request form* and supporting info
- send to Towne Properties

STEP 2 Towne Properties

- check to see that the format and additional info is correct and sufficient
- record a copy of the information for files
- send the approval request to the Improvement Review Committee along with any additional or supporting information
- provide help in finding additional support needed by the Improvement Review Committee (IRC)
- transmit the material to the IRC

STEP 3 Improvement Review Committee

- receive application from Towne Properties
- plan to meet as necessary
- site visit and discussion with resident applicant if necessary
- gather additional information
- apply guidelines
- seek technical support if required (eg drainage)
- reach resolution, approval/denial/help applicant
- send to Town Properties

STEP 4 Towne Properties

- review IRC decision
- provide feedback to applicant
- complete record for file
- manage appeal process (if any)

STEP 5 Applicant

- if approved, can now proceed to implement improvement within 6 months
- if not approved, can ask for review or additional information

*The Improvement Request form is an addendum on page 15 at the end of this guideline package.

IMPROVEMENT REVIEW COMMITTEE GUIDELINES

GENERAL

- The focus of the Improvement Review Guidelines (IRG) cover improvements proposed to be made post new construction.
- Approval is subject to all Retreat at Summit Park Declarations of Covenants, Conditions & Restrictions and Reservation of Easements. A copy can be obtained at Towne Properties, 11340 Montgomery Rd., Suite 220, Montgomery, OH 45249, and 513-489-4059.
- There is a Design Review Guidelines (DRG) statement for the homes at The Retreat at Summit Park that provide more information on home construction. The IRC post build guidelines complement the Design Review Guidelines. The DRG can also be reviewed at Towne Properties office.
- Upon completion of the work, all debris and excess materials are to be cleared and removed from the lot and disposed of in the proper manner.
- Homeowner agrees to follow and adhere to any and all county, city and state's codes as well as to obtain all the necessary permits at their own expense should permits be required.
- Homeowner understands that at no time does the Community Association Board of Trustees, Improvement Review Committee Members or the Community's Managing Agent assume any responsibility or liability for the construction, maintenance or use of this improvement.
- Homeowner agrees not to display any signs advertising for the contractor chosen to perform the work.
- All work for this request must be completed within six months of the date of submission or this "deemed approval" shall automatically be canceled and a new request will need to be submitted before work can commence.
- The structure is to be properly maintained at all times to ensure safety and so as not to appear unsightly to others.
- Approval is granted to the noted homeowner only and is not transferable.
- This summary is not an exhaustive list of improvements or specifications. The Improvement Review Committee will ask the Board to revise guidelines as required. For a complete understanding of a particular improvement contact Towne Properties as shown above.

LANDSCAPING

- The initial landscaping plan for the home will be part of new construction and will be reviewed by the Design Review Committee. Post construction changes or additions to existing landscaping will be reviewed by the Improvement Review Committee. This requirement for review is not meant to be required for replacements or minor changes. Please contact Towne Properties for any questions.
- Installation of all landscaping alterations must be based on the plans submitted to the Improvement Review Committee for review at the time of this application.
- Plans need to include location and name of plants, location and names of other landscaping elements, location of home, and location of applicable lot and easement lines.
- Installation of landscaping shall have no negative impact on the drainage pattern of water to or from the lot or adjoining lots.
- Landscaping is to be properly maintained at all times so as not to appear “unsightly”. All beds, including annual or perennial flowers or vegetables shall be kept weed free.
- Homeowner should call to have the utilities marked prior to digging.
- No healthy tree located at a distance greater than ten feet from the house or driveway is to be removed if it has a trunk diameter over four (4) inches.
- Trees planted are to be planted far enough away from the property line to allow for the growth of the tree not to impact adjoining lots.
- No large trees are to be planted in front yards.
- Street trees are to be planted in accordance with the community street tree theme. Only trees of like kind are permitted.
- Easements for all homes need to be strictly followed. If there is a question, please call Towne Properties.

GARDEN DECOR

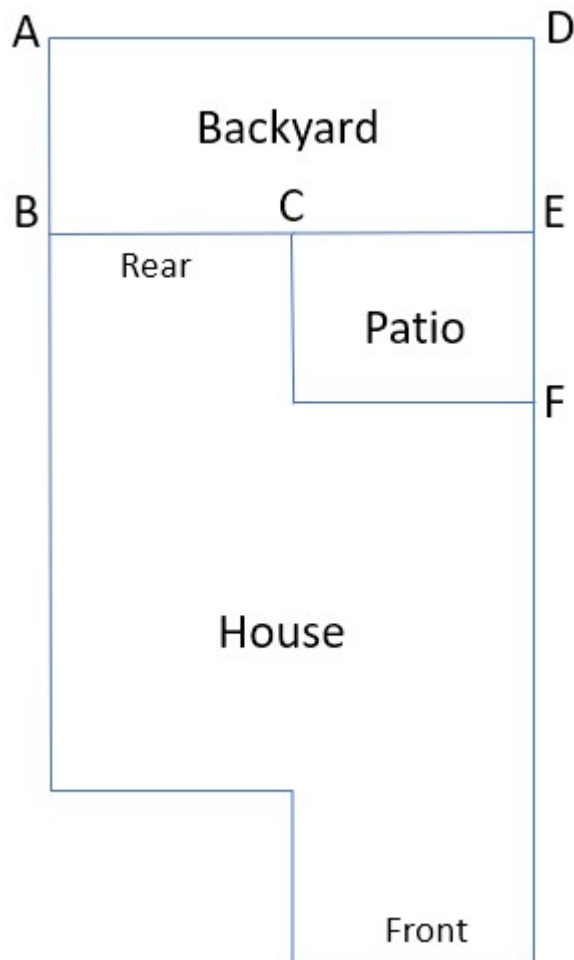
- Front yard garden areas are limited to a total of two décor items no taller or wider than 24 inches. Décor items must be located in mulch beds.

DRIVEWAYS

- No alterations to driveways are permitted
- Alterations include, but are not limited to extensions, parking pads, and turn-arounds.
- Residents are responsible for the upkeep of their driveways.
- No asphalt driveways are permitted.

WALLS AND FENCES

- Post-closing installation of walls and fences must be based on plans submitted to, reviewed by, and approved by the Improvement Review Committee.
- Walls and fences, as an extension of the home's architecture, should be aesthetically pleasing as well as functional.
- Easements cannot be violated by homeowner installations.
- Installations cannot have a negative impact on the drainage to or from the lot or adjoining lots, common areas and adjacent properties.
- Homeowner agrees to maintain their installations. This includes the turf area between the installation and the lot line
- No perimeter fencing is permitted in front or side yards.
- All retaining walls anywhere on Retreat property must be built from approved materials. The material for landscape walls is Allan Block Europa from Reading Rock. The color is Stone Creek.
- No animal pens or structures are permitted on the exterior of homes.
- Fences in the rear yards of homes fronting on public or common property are allowed within the property line.
- Six-foot privacy fences may be permitted where it is clearly demonstrated that they are needed to provide privacy.
- The following charts and illustrations are provided to guide homeowners in appropriate fence installation applications.



FENCES AND GATES

PATIO FENCING (C-E-F)

- Privacy fencing that is 6 ft premium quality vinyl in the patio area is permissible. This is the same fence used in the back of lots on Plainfield Road. This can be used from the back corner of home. It is not intended to be used as a perimeter fence. There should be a straight slat trim on the top part of the fence which is included in the 6 ft dimension. The approved color is white lattice, trim, and posts with white or sand colored panels.
- Picket fencing can also be used in the patio area.
- Approved fences are listed in this chart:

Provider	EADS		Active Yards	Specrail
General Description	Privacy	Privacy	Pickett	Aluminum with square profile - not ornate
Privacy Lattice	Vertical	Vertical		
Posts—Rails—Caps	5"X5"—2"X6"—New England	5"X5"—2"X6"—New England	x-x-Federation	
Maximum Panel Width	8 FT	8 FT		
Reinforced Rail	Yes	yes		
Color	White/Sand	White/Sand	White	Black
Style	Juniper Haven Series	Illusions V30701	Chestnut	Saybrook, Horizon or Storrs

BACKYARD FENCING (A-B) (D-E) (A-D)

- Three to four-foot high black aluminum fences and gates reflecting the appearance of wrought iron are the only fences permitted in the rear yard. This fence must be used with two 4-foot wide gates. The railings must have a square profile and not be ornate.
- Approved fences are listed in this chart:

Provider	Specrail	Specrail	Specrail	Hudson
Style Name	Saybrook	Horizon	Storrs	Belhaven
Style Number	Style 4	Style 7		
Maximum Panel Height	48in	48in	48in	48in
Color	Black	Black	Black	Black

ARBORS AND TRELLISES

- Arbors and trellises are permitted if approved by the IRC in advance of installation and must continue to add to the look of the property over time.
- Where an arbor is incorporated into a fence, the colors should be the same. Arbor details are subject to review.

EXTERIOR LIGHTING

- As with all exterior design work, lighting should be used to enhance the overall design concept of the home in an aesthetically pleasing manner. Exterior landscape lighting must not infringe upon adjacent neighbors; therefore, glare shields are required to eliminate bright spots and glare sources.
- Exterior lighting should utilize low-voltage or similar non-glare direct task type fixtures and they should be as close to grade as possible. All lighting and conduit and fixtures must be as inconspicuous as possible, especially by day if lights are above grade level.
- Exterior lighting must meet National and Local codes and must be approved by the IRC prior to installation.

FLOWER BOXES

- Flower boxes are permitted if approved by the IRC in advance of installation and must continue to add to the look of the house over time
- Flower boxes that are not kept in good condition will be considered a violation and the resident will be asked to correct the situation or remove them.

EXTERIOR PAINTING AND ROOFS

- Any change in exterior color must be approved by the Improvement Review Committee. No approval or notification is required if there is no change in exterior color. If there is a question, contact Towne Properties.
- Original roof installation is CertainTeed Georgetown Gray.
- The addition of gutter tops must either closely match the existing gutter color or the roof color.

MAIL BOXES

- Mailboxes must be of the same model and color of current mailboxes.
- If touch up is needed, Krylon Flat Black is suggested by the manufacturer.

SATELLITE DISH

- The installation of a satellite dish to receive television broadcast signals requires that a homeowner must first submit a written application to the Improvement Review Committee (IRC) specifically setting forth the dimensions of the satellite dish, the proposed location for the installation, the method and manner of installation, the color of the satellite dish and details regarding any landscaping or other camouflage which the Homeowner intends to provide.
- It is extremely important that every attempt must be made to prevent the satellite dish from being visible from the street in front of the building. The location must take into account the visibility from all directions and, if appropriate to the location, use effective landscaping or other camouflage to hide the dish.
- Homeowner may install the satellite dish on their rear deck or back patio. The satellite dish should not extend beyond the boundary of the deck or patio. Roof installations are not permitted. The proposed satellite dish must be 24 inches or less in diameter or diagonal measurement. If located on a back deck, the height may not exceed 39”
- The IRC will work with the Homeowner and respond in a timely manner to the satellite dish request.
- Approval from the IRC, which will not be unreasonably withheld, will acknowledge the satellite dish installation and establish installation requirements for the Homeowner, including possibly painting the satellite dish to minimize its visual impact. Homeowners will also be required to maintain the satellite dish at their own expense and otherwise comply with the maintenance requirements of the community.
- Homeowner must install the satellite dish in a workmanlike manner, consistent with manufacturer instructions and according to industry standards.
- The Improvement Committee has the right to require removal of the satellite dish by the Homeowner, at the Homeowner’s expense, for necessary maintenance. Homeowner may reinstall the satellite dish at the Homeowner’s expense.
- Any damage caused by the satellite dish will be paid for by the Homeowner.
- The IRC may provide schematic for permitted installation for each product type.
- The Homeowner will be responsible to restore the affected area to its original state upon removing the satellite dish.
- All costs associated with the purchase, installation and/or maintenance of the satellite dish as well as any landscaping or other camouflage shall be the sole responsibility of the Homeowner.

SEASONAL DECOR

- Holiday displays and lights are restricted to the home, porch and mulched areas.
- Displays must not infringe upon adjacent neighbors; therefore, strobe lighting, excessive lighting and noisemaking displays are not permitted.
- Display and lights are to be installed and removed within the particular holiday season (e.g. October to Mid-November for Halloween, November for Thanksgiving, End of November to Mid-January for Winter Holidays).

STORM DOOR

- Storm doors are not permitted on front of homes.
- The addition of a storm door on the rear of home requires a completed Improvement Application form and detailed specifications for the storm door. The installation of the storm door requires IRC approval.
- The specifications for the door are:
 - Door to be constructed of at least 1 ¼ extruded aluminum and the frame to be no wider than 3 ¾ inches
 - White color only
 - All hardware to be of high quality.
 - Glass can be removed, and a screen installed
 - Door must be full view (crossbar is permitted)
 - No kick plates are permitted
- The owner assumes responsibility for the maintenance, repair, and/or replacement of the door.

DECK & PATIO

- Installation and construction of the deck must be based on the plans submitted and reviewed by the Improvement Review Committee Members with rails not to exceed 42” in height above the deck surface.
- Installation of patios should have no negative impact on the drainage pattern of water to or from the lot or adjoining lots.
- Patios and Decks are to be properly maintained at all times so as not to appear “unsightly”.
- Patios and Decks are not to be used for storage of items other than standard Patio and Deck furniture and grill.
- Deck approval does not include skirting of the deck unless approved.
- Deck, patio and porch screening must be approved.

TRAMPOLINES, PLAY SETS, BASKETBALL GOALS

- Trampolines, play sets, and basketball goals are not permitted in The Retreat at Summit Park.

EXTERIOR SPAS, DECORATIVE WATER FEATURES, AND HOT TUBS

- Size, shape, location and colors must be carefully designed to achieve a feeling of compatibility with the surrounding natural and man-made environment.
- Installation should be within allowable setbacks and have no negative impact on the drainage pattern of water to or from the lot or adjoining lots.
- Location may not be on the street side of the residence.
- Homeowner is responsible for compliance with all applicable laws, codes, regulations and ordinances relating to construction and operation including the installation of safety barriers, which may be required by building codes.
- Spa decks must be no closer than ten feet (10') to any property line.
- Equipment must be screened or enclosed so as not to be objectionable to adjoining property owners because of noise or view.
- A spa or hot tub visible from the street must be sunken in the ground or patio/terrace with a surrounding masonry terrace of brick, tile, decorative stamped concrete or wood in a masonry surround.

SIGNS

- No permanent sign shall be permitted on any lot or building in the Community.
- One (1) real estate sign may be placed in front of the home. Signs are not to exceed 5 square feet in size. It must be at least 3ft from the public sidewalk. Signs may not be placed in the area between the public sidewalk and the street.
- Open House sign permitted at The Retreat entrance on day of open house.
- Signs are not allowed in the entry or any other common areas in the Community except for Retreat notification of events or other Retreat wide information. Signs are not to be affixed to light posts or traffic signs.
- Homeowner will not display any signs advertising for a contractor chosen to perform work
- Congratulatory signs for family celebrations (e.g. graduation) that are temporary (14 days maximum) are acceptable.
- Political signs are not allowed to be displayed on any lot, common area or building within The Retreat community.
- Professional security signs can be displayed in the front and or rear of the home in a mulched area.

FLAGS

- Homeowners must submit an improvement application for approval.
- The flag bracket or mount must be affixed to wood on the trim around garage door only, not the siding
- The flag must be in premium condition, no fading or damaged material.
- Only one flag may be displayed forward of the garage door. (American or Decorative)
- One decorative flag is permitted provided it is maintained.
- Flagpole not to be longer than five (5') feet.
- All governmental rules of displaying the American Flag must be followed completely.
- Size of the American Flag may not exceed 3 X 5 feet
- No vertical poles to be installed.

March 2020

**IMPROVEMENT APPLICATION
The Retreat at Summit Park**

WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?

An application form must be submitted for any construction or addition to the exterior of your building or grounds. If in doubt about your particular project, contact Towne Properties at (513) 489-4059.

WHAT IS THE OBJECT OF THIS FORM?

The object of requiring a Homeowner to file an improvement application with the Board is two-fold:

1. To insure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and in no way inconveniences your fellow homeowners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement.

Name: _____ **Address:** _____ **Date:** _____ **Lot Number:** _____

Phone Number: _____ **Fax:** _____ **Email:** _____

Property Owner: _____

Type & Nature of Requested Improvement: _____

Start Date: _____ **Completion Date:** _____

Location: _____ **Dimensions:** _____ **Color:** _____

A SCALE drawing of all improvements must be submitted and attached to the application to show the exact location and dimensions.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. All Improvement Applications are to be submitted to Towne Properties: Email: KarenJohnson@towneproperties.com Mail: Towne Properties, Attn Karen Johnson, 11340 Montgomery Road, Suite #220, Cincinnati, OH 45249 Phone: (513) 489-4059, Fax: (513) 489-3941.

I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

Date: _____ **Signature:** _____

------(association office use only)-----

Date Received: _____ Received by: _____

Date Approved: _____ Date Denied: _____

Letter Sent: _____

Improvement Review Committee Member Signature: _____ Date: _____

Special Details or Provisions for Approval: _____
