

# **IMPROVEMENT REVIEW GUIDELINES**

## **The Retreat at Summit Park**



*Revised: March 27, 2023*

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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 Patrick Rakes. In this position Patrick is also the contact for addressing cases brought to his attention where the guidelines are not being followed.

This document summarizes the guidelines that are followed to review post construction improvement requests. 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.

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.

Interpretations and implementation of these Guidelines and any other applicable restriction are at the sole discretion of the IRC and the RSP Board.

If any portion of these Guidelines is determined to be legally unenforceable, it shall not negate the enforceability of the remaining portions of these Guidelines.

## **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 #202, Cincinnati, OH 45249, 513 489-4059. The property manager is Patrick Rakes.

**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 (e.g. drainage)
- reach resolution, approval/denial/help applicant
- send to Towne 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 21 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 202, Montgomery, OH 45249, and 513-489-4059. It is also available on the Retreat Neighborhood website: <https://RetreatAtSummitPark.com>.
- 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. The IRC post build guidelines are available from the Towne Properties office or on the Retreat Neighborhood website at <https://RetreatAtSummitPark.com>.
- 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.

### **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.
- Application required.

### **Awnings**

- Fabric awnings are allowed on rear of homes. No awnings on sides or in front of homes.
- Fabric must be solid color that matches the house or is in the same color family. The style must have straight edges. Style and color must be approved.
- Allowable style is pictured below.
- Application required.



### **Bird Feeders**

- There is a maximum of 3 feeders per household. Only 1 feeder is allowed in the front yard. Additional feeders must be in the back yard.
- Can be hung from a tree or placed in mulch bed on black pole or black Shepard's hook. One hummingbird feeder on a red or black pole is allowed.
- Application not required.

### **Decks and Patios**

- 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.
- Application required.

### **Driveways**

- No alterations to the size or shape of 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.
- Coatings, sealants must be clear, not colored. The coatings must not change the driveways original appearance.

### **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.
- The current coach light model is available from Capital Lighting Fixture – model number 939831BK.
- If touch up is needed, Krylon Flat Black paint is recommended.
- Application required.

### **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.
- Application required if changing exterior color or shingle.

### **Exterior Spas, Decorative Water Feature, 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.
- Application required.

### **Flags**

- Only one flag may be displayed.
- Types of flags allowed include: American, State, Military Service, University, Decorative/Seasonal. Types of flags prohibited include: Political/Candidate, Slogans, Commercial.
- The flag bracket or mount must be affixed to the surface surrounding the garage door only, not porch posts, other house trim or deck rails.
- The flag must be in premium condition, no fading or damaged material.
- Flagpole may not exceed five (5') feet.
- Size of the flag may not exceed 3' X 5' feet
- All governmental rules for displaying the American flag must be followed completely.
- Vertical poles are prohibited.
- Decorative/Seasonal flags must follow the same timelines as Seasonal/Holiday décor.
- Application not required.

### **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.
- Application required.

### **Garden Décor**

- Décor items include a) yard art, b) decorative pots in mulched areas and c) Shepherd's hooks.
- Front yard garden areas are limited to a total of 6 decor items and are limited to no more than 4 items per category as listed above. Decor items must be located in mulch beds.
- Decorative pots containing flowers only shall be no taller or wider than 18 inches. Pots must be located in front or side mulch beds.
- Yard art shall be no taller or wider than 24 inches.
- Shepherd's Hooks should be black non decorative with a single or double hook and must not exceed 6 feet in height. These items must be located in front mulch beds and stored away at the end of the growing season along with any empty pots not located on the front porch.
- Application not required.

### **House Exterior**

- Any changes, additions or modifications to the structure or appearance of the exterior of the house, including doors, windows, siding, porches, decks and garage doors, require an application.
- Replacement garage doors must be compatible with the original craftsman/shaker design of the home. The color and grids of replacement windows must be consistent with the original design.
- The exterior of the house and yard shall be maintained to a neat and orderly appearance.
- There shall be no visible storage. All tools, toys and household items shall be stored within the house or garage.

### **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 shall be kept neat and tidy. No plants should grow over the front windows or cover the walkways.
- No agricultural (such as tomatoes, sunflowers, corn) or artificial plants should be planted or placed in the front and side mulch beds.
- If an application is received with any invasive plant variety to be planted the committee will ask for specific type and clarification on how it will be kept from taking over the mulch bed area or spread to other yards.
- Homeowner should call to have the utilities marked prior to digging.
- Bushes, evergreens and shrubs are to be planted far enough away from the property line to allow for growth of the bush, evergreen or shrub so it does not impact adjoining lots, common property and common fencing.
- 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.
- An application is required if changes are being made. An application is not required if dead plants are being replaced.
- Trees, hedges and shrubs shall be properly maintained to a neat and orderly appearance, shall not interfere with the sidewalk and/or driveway, shall be free of disease and infestation, and shall show no evident signs of neglect. Dead plantings shall be removed or replaced.

## **Mailboxes**

- 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.
- The current model is available from Imperial Mailbox Systems. It is model number CS820R – 122 Black. Replacement 2” brass numbers are available from the company as well. Residents may contact the company rep – Darcy Richards 1-800-647-0777 extension #234.

## **Satellite Dish**

- The installation of a satellite dish to receive television broadcast signals requires that a homeowner submit a written notice 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, the basis for installing the dish anywhere but the initial preferred location, and details regarding any landscaping or other camouflage which the Homeowner intends to provide. The notification must occur prior to installation and must comply with the guidelines below.
- It is important that every reasonable attempt be made to prevent the satellite dish from being visible from the street in front of the home.
- The satellite dish must be installed in the first preferred location where adequate signal can be received. The order of preference for the location of the dish is designed to minimize visibility from the street and other homes. The order of preference is as follows:
  - On the rear deck or back patio. The satellite dish should not extend beyond the boundary of the deck or patio.
  - Side of the house, mounted on the roof line, but not extending above the crown of the roof.
  - On the rear of the roof in a location to reduce visibility of the dish from the road in front of the home.
  - For safety reasons, the satellite dish may not be placed in the side yard where it may impact landscapers’ or neighbors’ ability to navigate the yard.
- The proposed satellite dish must be 39 inches or less in diameter or diagonal measurement.
- Homeowners will 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.
- Any damage caused by the satellite dish will be paid for by the Homeowner.

- 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.
- Notification using the Improvement Application required.

### **Seasonal/Holiday Décor**

- Holiday and seasonal 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.
- Holiday displays 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, Lenten season for Easter).
- Seasonal décor is to be installed and removed during the particular season.
- Blow up decorations of any kind or size, regardless of the holiday or season, are prohibited.
- Application not required.

### **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.

### **Solar Power System**

- Prior to installation of a solar power system, a Homeowner must submit a written application to the Improvement Review Committee (IRC). The application must include: (a) a diagram “drawn to scale” by the licensed contractor who will be installing the system showing where the system will be installed and an accurate representation of the number, shape, size and color of the panel array and all system components, (b) how the panels will be attached to the roof, (c) name and contact information of contractor, (d) photos of the roof area where the panels will be mounted and where all system components will be installed, (e) photos of similar installations by the same contractor showing expected appearance, and (f) name and contact information of the solar panels manufacturer and type of panel, including a brochure.
- The Improvement Review Committee will attempt to work with applicant Homeowners in considering their applications to install solar energy systems consistent with these Guidelines, if possible. This recognizes that solar panel installation is a novel type of improvement that was not offered by Traditions during initial construction and is a change where many residents have strong feelings. As the IRC reviews and decides each solar panel application, the IRC’s goal is to attempt to work with each applicant on a case-by-case basis in considering the Homeowner’s application in light of community needs and these Guidelines, recognizing that it ultimately may not be possible for the IRC to approve every application.
- Only roof mounted solar panels are permitted, no ground or wall mounted systems.
- Solar “shingles” that mimic the look of a composite shingle are also acceptable if they match the color and look of the CertainTeed Georgetown Gray shingles approved for the Retreat, and the IRC determines that the application otherwise complies with these Guidelines. Homeowner may be required to re-shingle one or more sections of their roof to ensure a consistent shingle appearance.
- Solar panels, if approved, will be permitted only on the rear portion of the roof behind the main peak on a side not directly facing any street.
- Rooftop solar panel arrays shall have a similar look across the development. Specifically, solar panels shall be black with matching trim (*e.g.*, not silver or chrome) to conform to the existing color of the roof shingles.
- Solar panels shall be flat mounted on the roof, either flush against the roof or raised on low profile mounting brackets (about 4 inches above the roof). Panels will not be mounted at an angle different than the slope of the roof.
- Solar panels should have an anti-reflective texture or coating, or otherwise minimize any potential reflection disturbance for any neighbor.
- Solar panel designs will need to balance: (1) the number of solar panels required to meet the homeowner’s goal in choosing solar energy; (2) the available roof surface(s) which

can be used for solar panels given these HOA guidelines, the direction each roof panel faces, and usability of the roof surface given vents, skylights, etc.; and (3) an aesthetic presentation of solar panels arranged on the roof in a manner where they present a simple shape (rectangle, square), a balanced look and symmetry where appropriate.

- The IRC shall have the right not to approve an application for a proposed solar energy system based on aesthetics pertaining to profile, size, mass, color, texture, material and any other aesthetic criteria considered by the IRC pursuant to the Guidelines referenced herein and any other applicable restrictions.
- The Homeowner must obtain all applicable permits prior to any installation.
- Solar panels must be installed in accordance with all applicable city and county codes/ordinances. The installation must be done by a licensed contractor in a workmanlike manner. Conduit running between solar panels and from solar panels to the home electric meter must be as unobtrusive as possible.
- Homeowners are urged to check with their home builder or insurance company prior to installation of devices for how such installation may impact their roof warranty or other aspects of their structure. Neither the Improvement Review Committee nor the HOA Board of Directors is liable to the property owners for roof damage or for effects on roof warranty.
- Residents have the option to use energy sharing with Duke Energy or any other approved third-party consumer energy company where the provider will purchase unused solar energy by giving the homeowner credit toward energy purchased from them. Other homeowners may want to purchase batteries to store some of their solar energy for future use. These batteries would need to be installed in the homeowner's garage, unfinished lower level, or any other indoor location. The homeowner would be responsible for the safe installation and maintenance of these batteries.
- Homeowners are required to maintain the solar panels and the roof area around and under the solar panels at their own expense and otherwise comply with the maintenance requirements of the community. This may include periodic cleaning of the solar panels and/or replacing panels that have become discolored or unsightly. The Homeowner will be responsible to restore the affected area to its original state upon removing the solar panels.
- Any damage caused by the solar panels will be paid for by the Homeowner.

### **Standby Generators**

- Homeowner is responsible for compliance with all applicable laws, codes, regulations and ordinances relating to the installation and operation of a standby generator, including having the proper spacing between the generator and the home.
- Installation should be within allowable property setbacks and have no negative impacts on the drainage patterns of water to and from the lot or adjoining lots.



- Installation should not create unreasonable barriers to lawn mowers being able to efficiently maintain the property. If there is any question of this, the Improvement Review Committee will seek input from the Landscape Committee.
- Standby generators should be powered directly from the home's natural gas lines. Propane tanks or similar fuels sources requiring an on-property fuel tank will not be permitted.
- If the standby generator requires weekly test runs, they must be scheduled to minimize disruptions. Specifically, no standby runs may occur between 8:00 pm and 8:00 am.
- Standby generators cannot be installed in the front yard.
- The owner is responsible for ensuring the installation of the standby generator does not create a risk of noxious fumes for his/her home or adjoining homes.
- Application required.

### **Storm Doors**

- 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.
- Application required.

### **Sunscreens, Exterior Shades, or Curtains**

- Sunscreens are permitted on patio, deck and veranda using outdoor rated weather resistant fabric.
- Must be retractable and retracted when not in use. Blinds to be mounted on the inside of the beams and not seen when retracted.
- Deck or porch shades or curtains must not hang longer than the deck or porch flooring and should be open when not in use.

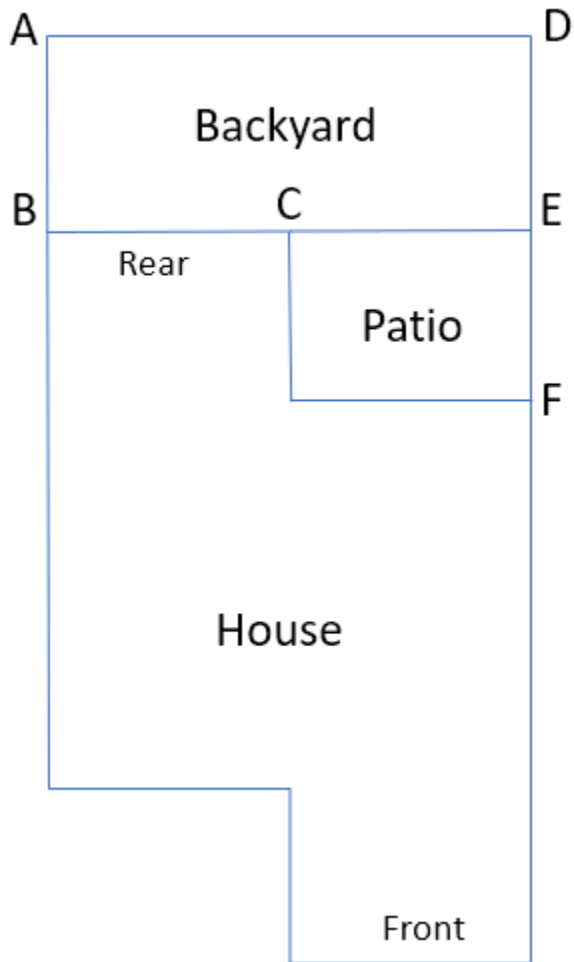
- The color must blend with the overall appearance of your home or in the same color family. Preferred colors are beige, tan, gray, charcoal or white. Weather resistant fabric color must be approved.
- Sunscreens, shades and curtains are not allowed on front porches.
- No messaging to be on the screens.
- Screens to be kept clean and in good repair.
- Application required.

### **Trampoline, Play Sets, Basketball Goals**

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

### **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.
- 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.



**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 be used in the patio area.
- Homeowners are responsible for maintenance and upkeep of their patio fencing. The Eads Fence website indicates that vinyl fences can be easily cleaned with a garden hose and basic household cleaning products.
- Application required
- Approved fence options are listed below.

Provider	Eads	Eads	Active Yards	Specrail
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General Description	Privacy	Privacy	Pickett	Aluminum with square profile – not ornate
Privacy Lattice	Vertical	Vertical		
Posts, Rails, Caps	5" x 5" / 2" x 6" / New England	5" x 5" / 2" x 6" / New England	x-x-Federation	
Max 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.
- Application required
- Approved fences are listed below.

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

### Temporary Fencing

- Welded wire mesh fencing, wire fence panels, or green plastic mesh fencing may be used in back yard mulch beds or as a vegetable/herb garden surround to help contain pets and/or to keep out small pests.
- Fence posts can be natural wood, black or green.
- Chicken wire is not allowed.

- Fencing in mulch beds should be landscaped on the neighboring side as a visual buffer.
- Temporary fencing should be in place no longer than 7 months (e.g., garden growing season). If the intent is for the fencing to be in place beyond 7 months, an application for approval must be submitted to the Improvement Design Committee.
- Application required if installed longer than 7 months per year.

### **Underground Fencing**

- Underground fencing is allowed if installed within property lines.
- Application required.

### **Walls**

- 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.
- Application required.

### **Wind Chimes**

- Wind chimes are allowed with the following considerations: Please be considerate of how the sound will travel, we are living on close proximity to each other. Can the neighbors hear it? How loud is it?
- Maximum of 2 chimes. No chimes in the front yard.
- May be hung from black Shepard's hook, hung from an overhang on the home or from a tree.
- Do not hang chimes from common area elements or place chimes in common areas.
- Application not required.

**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.

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**Name:** \_\_\_\_\_ **Address** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**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.***

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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: [PatrickRakes@towneproperties.com](mailto:PatrickRakes@towneproperties.com)  
Mail: Towne Properties, Attn Patrick Rakes, 11340 Montgomery Road, Suite #202,  
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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_